

**Minutes  
Executive Committee  
City of Windsor**

**Monday, October 23, 2017  
6:00 o'clock p.m.**

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**Members Present:**

**Mayor**

Mayor Dilkens

**Councillors**

Ward 10 - Councillor Borrelli

Ward 3 - Councillor Bortolin

Ward 2 - Councillor Elliott

Ward 1 - Councillor Francis

Ward 4 - Councillor Holt

Ward 7 - Councillor Kusmierczyk

Ward 8 - Councillor Marra

Ward 9 - Councillor Payne

Ward 5 - Councillor Sleiman

**Members Absent**

Ward 6 - Councillor Gignac

**1. CALL TO ORDER**

Mayor Dilkens calls the meeting of the Executive Committee of Council to order at 6:00 o'clock p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

None disclosed.

**3. ADOPTION OF THE MINUTES**

# Minutes

## Executive Committee

Monday, October 23, 2017

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### 3.1 Executive Committee Minutes September 25, 2017

Moved by: Councillor Elliott  
Seconded by: Councillor Sleiman

THAT the Minutes of the Executive Committee meeting of Council held September 25, 2017 **BE ADOPTED** as presented.

Carried.

Councillor Borrelli was absent from the meeting when the vote was taken on this matter.

Report Number: SCM 184/2017

### 4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

### 5. PRESENTATIONS AND DELEGATIONS

#### 5.1 PwC Internal Audit Quarterly Summary Report July 1 to Sept 30 2017

**Suk Bedi, Director, Risk Assurance Services – PricewaterhouseCoopers L.L.P. (PWC); and Christopher O'Connor, Partner – Southwest Ontario Leader, Risk Assurance Services, PwC**

Suk Bedi, Director, Risk Assurance Services – PricewaterhouseCoopers L.L.P. (PWC); and Christopher O'Connor, Partner – Southwest Ontario Leader, Risk Assurance Services, PwC, appear before the Executive Committee of Council to provide an overview of the Internal Audit Plan Completion to-date, including: the Internal Audit Performance Dashboard; the Concerned Citizen and Employee Hotline Status; Validation of Management Action Plans; Detailed Roseland Golf and Curling Club Internal Audit Report; Detailed Review of Nine BIA's Internal Audit Report; Detailed Inventory Control and Lifecycle Management Internal Audit Report; and Detailed Tourism Windsor Essex Pelee Island Internal Audit Report.

**Gordon Orr, Chief Executive Officer; and Lynnette Bain, Vice President, Tourism Programs & Development – Tourism Windsor Essex Pelee Island**

Gordon Orr, Chief Executive Officer; and Lynnette Bain, Vice President, Tourism Programs & Development – Tourism Windsor Essex Pelee Island, appear before the Executive Committee of Council and are available for questions regarding the Detailed Tourism Windsor Essex Pelee Island Internal Audit Report.

Moved by: Councillor Holt  
Seconded by: Councillor Marra

Decision Number: **EC 311**

That the attached reports provided by PricewaterhouseCoopers LLP (PwC) for the period of July 1, 2017 to September 30, 2017 comprised of the following:

- a) Internal Audit Performance Dashboard
- b) Concerned Citizen and Employee Hotline Status
- c) Validation of Management Action Plans
- d) Detailed Roseland Golf & Curling Club Internal Audit Report
- e) Detailed Review of Nine BIAs Internal Audit Report
- f) Detailed Inventory Control & Lifecycle Management Internal Audit Report
- g) Detailed Tourism Windsor Essex Pelee Island Internal Audit Report

**BE RECEIVED** for information; and further,

THAT City Council **AUTHORIZE** administration to proceed to implement the Management Action Plan as prescribed in the detailed internal audit reports; and,

THAT City Council **DIRECT** administration to report on the progress of the implementation of the Management Action Plans and that such reports should coincide with Pricewaterhouse Coopers LLP's quarterly updates to Council; and further,

THAT Administration **BE DIRECTED** to prepare a report for Council's consideration, after working with the BIA's through WBIAC, on the resources determined as necessary to overcome the noted concerns in the Internal Audit Report for BIA's.  
Carried.

Report Number: SCM 192/2017  
Clerk's File: AF/11247

## **5.2 PwC Year in Review 2016-17, dated September 30, 2017**

**Suk Bedi, Director, Risk Assurance Services – PricewaterhouseCoopers L.L.P. (PWC); and Christopher O'Connor, Partner – Southwest Ontario Leader, Risk Assurance Services, PwC**

Suk Bedi, Director, Risk Assurance Services – PricewaterhouseCoopers L.L.P. (PWC); and Christopher O'Connor, Partner – Southwest Ontario Leader, Risk Assurance Services, PwC, appear before the Executive Committee of Council and are available for questions regarding the Year in Review 2016-2017.

Moved by: Councillor Sleiman  
Seconded by: Councillor Francis

Decision Number: **EC 312**

That the attached report provided by PricewaterhouseCoopers LLP (PWC) entitled "Year in Review 2016-17, dated September 30, 2017" **BE RECEIVED** for information.  
Carried.

Report Number: SCM 193/2017  
Clerk's File: AF/11247

### **5.3 Summary of Hotline Issues Referred to Management by PwC - 2017 Q3 - City Wide**

Moved by: Councillor Sleiman  
Seconded by: Councillor Francis

Decision Number: **EC 313**

THAT City Council **RECEIVE FOR INFORMATION** the Summary of Hotline Issues Referred to Management by PwC from July 1, 2017 – September 30, 2017 (attached as Appendix A).  
Carried.

Report Number: S 187/2017  
Clerk's File: AF/11247

### **5.4 Status Report on Implementation of Audit Recommendations - 2017 Q3 - City Wide**

Moved by: Councillor Francis  
Seconded by: Councillor Borrelli

Decision Number: **EC 314**

THAT City Council **RECEIVE FOR INFORMATION** the Status Report on Implementation of Audit Recommendations as of 2017 Q3 (attached as Appendix A)  
Carried.

Report Number: S 188/2017  
Clerk's File: AF/11247

**6. BUSINESS ITEMS**

**6.1 Compliance with Applicable Laws & Regulations, 2017 Q3 - City Wide**

Moved by: Councillor Francis  
Seconded by: Councillor Borrelli

Decision Number: **EC 315**

THAT City Council **RECEIVE FOR INFORMATION** the Status Report on Compliance with Applicable Laws and Regulations, 2017 Q3.  
Carried.

Report Number: S 186/2017  
Clerk's File: AF/11247

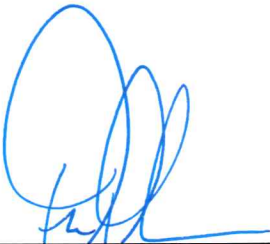
**7. COMMITTEE REPORTS**

None presented.

**8. ADJOURNMENT**

Moved by: Councillor Elliott  
Seconded by: Councillor Kusmierczyk

There being no further business, the meeting of the Executive Committee of Council is adjourned at 7:00 o'clock p.m.  
Carried.

  
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Mayor  
\_\_\_\_\_  
City Clerk