



The Corporation of the City of Guelph  
Governance Committee  
Tuesday, August 4, 2015 at 3:00 p.m.

---

**Attendance**

Members: Chair Guthrie  
Councillor Bell  
Councillor Downer  
Councillor Hofland  
Councillor Wettstein (arrived at 3:20 pm)

Councillors: Councillor Allt

Staff: Ms. A. Pappert, Chief Administrative Officer  
Mr. D. Godwaldt, General Manager, Human Resources  
Ms. R. Shaubel, Internal Auditor  
Ms. T. Agnello, Deputy Clerk  
Mr. D. McMahon, Council Committee Coordinator

Others: Ms. C. Van Andel, Barcon Consulting  
Mr. M. Ingram, Deloitte

---

**Call to Order (3:00 p.m.)**

Chair Guthrie called the meeting to order.

**Disclosure of Pecuniary Interest and General Nature Thereof**

There were no disclosures.

**Confirmation of Minutes**

1. Moved by Councillor Bell  
Seconded by Councillor Hofland

That the open meeting minutes of the Governance Committee held on June 30, 2015 be confirmed as recorded.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell, Downer and Hofland (4)*

*VOTING AGAINST: (0)*

CARRIED

**Consent Agenda**

The following items were extracted:

**GOV-2015.10**                      **CAO Performance Appraisal Process**  
**GOV-2015.11**                      **Capital Projects Risk Assessment**  
**GOV-2015.12**                      **Revisions to Internal Audit Charter**

---

## **Balance of Consent Items**

2. Moved by Councillor Bell  
Seconded by Councillor Downer

That the balance of the Governance Committee August 4, 2015 Consent Agenda, as identified below, be adopted:

### **GOV-2015.6 Governance Committee Outstanding Motions**

That Report CS-2015-55 dated August 4, 2015 entitled "Governance Committee Outstanding Motions", be received for information.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell, Downer and Hofland (4)*

*VOTING AGAINST: (0)*

CARRIED

## **Extracted Items**

### **GOV-2015.11 Capital Projects Risk Assessment**

Mr. Michael Ingram of Deloitte presented the recommendations of Deloitte's Complex Capital Projects Risk Management Assessment. Ms. Ann Pappert presented management's response to the Capital Projects Risk Management Assessment completed by Deloitte.

3. Moved by Councillor Bell  
Seconded by Councillor Hofland

That Report CAO-C-1507 dated August 4, 2015 entitled "Capital Projects Risk Assessment, including attachment #1, be received.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell, Downer, Hofland and Wettstein (5)*

*VOTING AGAINST: (0)*

CARRIED

### **GOV-2015.12 Revisions to Internal Audit Charter**

Ms. Ann Pappert introduced Ms. Ruvani Shaubel prior to discussing the history of the Internal Audit position and charter. Ms. Ruvani Shaubel provided information on several proposed amendments to the Internal Audit Charter.

4. Moved by Councillor Wettstein  
Seconded by Councillor Hofland
  1. That the Governance Committee receive the report CAO-A-1505 including attachments.
  2. That report CAO-A-1505 and the feedback of the Governance Committee be referred to the next meeting of the Audit Committee for their input.

3. That following the input from Audit Committee, a further staff report with proposed amendments by staff, be referred back to Governance Committee for final recommendation to City Council.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell, Downer, Hofland and Wettstein (5)*

*VOTING AGAINST: (0)*

CARRIED

### **GOV-2015.10      CAO Performance Appraisal Process**

Ms. Connie Van Andel of Barcon consulting presented an overview of the CAO performance appraisal process.

5.      Moved by Councillor Hofland  
          Seconded by Councillor Wettstein

That the report with respect to the CAO Performance Appraisal Process, be received.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell, Downer, Hofland and Wettstein (5)*

*VOTING AGAINST: (0)*

CARRIED

### **Authority to Resolve into a Closed Meeting**

6.      Moved by Councillor Wettstein  
          Seconded by Councillor Bell

That the Governance Committee now hold a meeting that is closed to the public in accordance with Sec. 239(2) (b) of the *Municipal Act* with respect to personal matters about identifiable individuals.

CARRIED

### **Closed Meeting ( 4:35 p.m.)**

The following matter was considered:

### **GOV-C-2015.1      CAO Performance Appraisal Process**

#### **Rise from Closed Meeting (5:22 p.m.)**

7.      Moved by Councillor Hofland  
          Seconded by Councillor Bell

That the Governance Committee rise from closed meeting into open session.

CARRIED

### **Open Meeting (5:23 p.m.)**

Mayor Guthrie reported that no action was taken with regard to closed item GOV-C-2015.1 'CAO Performance Appraisal Process'.

**Adjournment** (5:23 p.m.)

8. Moved by Councillor Bell  
Seconded by Councillor Hofland

That the meeting be adjourned.

CARRIED

---

Dylan McMahon  
Council Committee Coordinator