



**The Corporation of the City of Guelph  
Audit Committee  
Monday, February 4, 2014 at 3:00 p.m.**

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**Attendance**

Members: Chair Guthrie  
Mayor Farbridge (*arrived 3:03 p.m.*)

Councillor Burcher  
Councillor Furfaro  
Councillor Kovach (*arrived at 3:13 p.m.*)

Councillors: Councillor Bell  
Councillor Hofland

Staff: Ms. A. Pappert, Chief Administrative Officer  
Mr. A. Horsman, Executive Director, Finance & Enterprise  
Mr. M. Amorosi, Executive Director, Corporate & Human Resources  
Mr. D. McCaughan, Executive Director, Operations, Transit & Emergency Services  
Mr. D. Thomson, Executive Director, Community & Social Services  
Ms. L. Alonzo, Internal Auditor  
Ms. Gray, Supervisor, Service Performance & Development r, Financial Reporting & Accounting  
Ms. T. Agnello, Deputy Clerk  
Ms. D. Black, Council Committee Coordinator

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**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 Furfaro  
Seconded by Councillor Burcher

That the open and closed meeting minutes of the Audit Committee held on November 19, 2013 be confirmed as recorded.

*VOTING IN FAVOUR: Councillors Guthrie, Burcher and Furfaro (3)*

*VOTING AGAINST: (0)*

CARRIED

Mayor Farbridge arrived at the meeting. (3:03 p.m.)

**Consent Agenda**

The following items were extracted:

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<b>AUD-2014.2</b>	<b>2014 Audit Committee Work Plan</b>
<b>AUD-2014.3</b>	<b>Internal Audit 2013 Work Plan – Year-End Update</b>
<b>AUD-2014.4</b>	<b>Internal Audit 2014 Work Plan</b>
<b>AUD-2014.5</b>	<b>Service Guelph Operational Audit</b>
<b>AUD-2014.6</b>	<b>Management Response to Service Guelph Operational Audit</b>

**Balance of Consent Items**

2. Moved by Councillor Burcher  
Seconded by Mayor Farbridge

That the balance of the Audit Committee February 4, 2014 Consent Agenda, as identified below, be adopted:

**AUD-2014. 1      2013 Final Audit Committee Work Plan**

1. That Report FIN-14-04 2013 Final Audit Committee Work Plan Report be received for information by Audit Committee and Council.

**AUD-2014.7      Independent Notification – External Auditor**

1. That Report FIN-14-07 Independence Notification – External Auditor be approved and that the Chair of Audit Committee be directed to confirm the continuation of services through signing the independence notification letter.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Burcher, Guthrie and Furfaro (4)*

*VOTING AGAINST: (0)*

CARRIED

**Extracted Consent Items**

**AUD-2014.3      Internal Audit 2013 Work Plan – Year-End Update**

Ms. Alonzo, Internal Auditor, provided a summary of the status of the internal audits identified within the 2013 Internal Audit Work Plan.

Councillor Kovach arrived at the meeting. (3:13 p.m.)

3. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

That the Audit Committee receive Report CAO-A-1311, Internal Audit Work Plan, Year-end Update Report and Appendix "A" dated January 7, 2014.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Guthrie, Burcher, Furfaro and Kovach (5)*

*VOTING AGAINST: (0)*

CARRIED

**AUD-2014.5 Service Guelph Operational Audit**

Ms. Gray, Supervisor, Service Performance & Development, outlined the purpose, scope, methodology and results of the ServiceGuelph Operational Audit.

4. Moved by Councillor Kovach  
Seconded by Mayor Farbridge

That report number CAO-A-1310 – Internal Audit Report – Service Guelph, be received.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Burcher, Guthrie, Furfaro, and Kovach (5)*  
*VOTING AGAINST: (0)*

CARRIED

**AUD-2014.6 Management Response to Service Guelph Operational Audit**

5. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

That the February 4, 2014 report entitled "Service Guelph Operational Audit Management Response" be received for information **and referred to the Community and Social Services Committee.**

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Burcher, Guthrie, Furfaro and Kovach (5)*  
*VOTING AGAINST: (0)*

CARRIED

**AUD-2014. 2 2014 Audit Committee Work Plan**

The Committee briefly discussed the necessity of having a policy for the recruitment of an external auditor.

6. Moved by Mayor Farbridge  
Seconded by Councillor Kovach

That Report FIN-14-05 2014 Audit Committee Work Plan be approved.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Burcher, Guthrie, Furfaro, and Kovach (5)*  
*VOTING AGAINST: (0)*

CARRIED

**AUD-2014.4 Internal Audit 2014 Work Plan**

Staff noted that there have been meetings added in March and August to accommodate bringing forward information regarding ongoing audits.

7. Moved by Councillor Furfaro  
Seconded by Councillor Kovach

That the recommendations in report "CAO-A-1402, Internal Audit – 2014 Work Plan be approved.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Burcher, Guthrie, Furfaro, and Kovach (5)  
VOTING AGAINST: (0)

CARRIED

### **Staff Updates and Announcements**

There were no updates or announcements.

### **Adjournment (3:46 p.m.)**

8. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

That the committee meeting be adjourned.

CARRIED

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Tina Agnello – Deputy Clerk