



**The Corporation of the City of Guelph  
Audit Committee  
Thursday, March 6, 2014 at 4:00 p.m.**

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**Attendance**

Members: Chair Guthrie Councillor Furfaro  
Mayor Farbridge Councillor Kovach  
Councillor Burcher (*arrived at 4:02 p.m.*)

Staff: Ms. A. Pappert, CAO  
Mr. A. Horsman, Executive Director, Finance & Enterprise/Chief Financial Officer  
Mr. M. Amorosi, Executive Director, Corporate & Human Resources  
Dr. J. Laird, Executive Director, Planning, Building, Engineering & Environment  
Mr. D. McCaughan, Executive Director, Operations & Transit  
Mr. D. Thomson, Executive Director, Community & Social Services  
Ms. L. Alonzo, Internal Auditor  
Ms. T. Baker, Manager, Financial Reporting & Accounting  
Ms. T. Agnello, Deputy Clerk  
Ms. D. Black, Council Committee Coordinator

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**Call to Order (4:00 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 Kovach  
Seconded by Councillor Furfaro

That the open meeting minutes of the Audit Committee held on February 4, 2014 be confirmed as recorded.

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

*VOTING AGAINST: (0)*

CARRIED

**Consent Agenda**

The following items were extracted:

**AUD-2014. 8 Overtime – Oversight and KPA Framework**  
**AUD-2014.9 Overtime Audit Implementation Plan**  
**AUD-2014.10 Internal Audit Report – Cash Controls and Compliance**

## **Extracted Consent Items**

### **AUD-2014. 9 Overtime Audit Implementation Plan**

Councillor Burcher arrived at the meeting. (4:02 p.m.)

Mr. Derrick Thomson, Executive Director, Community & Social Services provided a synopsis of the Overtime Audit Task Force implementation plan.

Discussion ensued regarding the reporting process and timing, and identification of the Key Performance Indicators.

Mr. Andrew Cleary, President B/A, ATU Local 1189, raised concerns regarding the release of the overtime audit and minimal input from the union. He noted that system changes have had positive results and the union members support the implementation plan.

2. Moved by Councillor Kovach  
Seconded by Mayor Farbridge

That the March 6, 2014 report entitled "Overtime Audit Implementation Plan" be received.

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

CARRIED

### **AUD-2014.8 Overtime – Oversight and KPI Framework**

Staff advised that they will report on the KPI Framework in June.

3. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

That the recommendations in report "CAO-A-1403, Overtime – Oversight and KPI Framework be approved.

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

CARRIED

### **AUD-2014.10 Internal Audit Report – Cash Controls and Compliance**

The Internal Auditor provided clarification of reporting requirements for operational changes for efficiencies and the difference between cash control and compliance issues.

4. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

That the Audit committee receive the Internal Auditor's report, CAO-A-1405 "Cash Controls and Compliance Audit".

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

CARRIED

**Staff Updates and Announcements**

Ms. Loretta Alonzo, Internal Auditor, announced that Ms. Katherine Gray has been hired as the Internal Audit Business Performance Specialist.

**Adjournment** (4:30 p.m.)

5. Moved by Councillor Kovach  
Seconded by Councillor Furfaro

That the committee meeting be adjourned.

CARRIED

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Tina Agnello – Deputy Clerk