



**The Corporation of the City of Guelph
Audit Committee
Wednesday, April 30, 2014 at 4:00 p.m.**

Attendance

- Members: Chair Guthrie, Mayor Farbridge, Councillors Burcher (*arrived at 4:05 p.m.*) and Furfaro
- Absent: Councillor Kovach
- Staff: Mr. A. Horsman, Executive Director, Finance & Enterprise/Chief Financial Officer
Mr. M. Amorosi, Executive Director, Corporate & Human Resources
Ms. L. Alonzo, Internal Auditor
Ms. J. Surgeoner, Acting Manager Financial Reporting & Accounting/ Senior Financial Analyst, Financial Reporting
Ms. K. Gray, Internal Audit Business Performance Specialist
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 Mayor Farbridge
Seconded by Councillor Furfaro

That the open meeting minutes of the Audit Committee held on March 6, 2014 be confirmed as recorded.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Furfaro and Guthrie (3)
VOTING AGAINST: (0)*

CARRIED

Consent Agenda

The following items were extracted:

AUD-2014.11 Internal Audit Report – Legal and Realty Services Follow Up Audit

Balance of Consent Items

2. Moved by Mayor Farbridge
Seconded by Councillor Furfaro

That the balance of the Audit Committee April 30, 2014 Consent Agenda, as identified below, be adopted:

AUD-2014. 12 Status of Audit Recommendations – First Quarter

1. That the Audit Committee receive report CAO-A-1404, "Status of Audit Recommendations –Q1, 2014.

AUD-2014.13 Policy for the Selection and Appointment of the External Auditor

1. That FIN-14-19 "Policy for the Selection and Appointment of the External Auditor be received.
2. That the Policy for the Selection and Appointment of the External Auditor, attached as Appendix 1, be approved.

AUD-2014.14 Outstanding Motions of the Audit Committee

1. That report FIN-14-17 dated April 30, 2014, regarding outstanding motions of the Audit Committee, be received.
2. That the one motion marked as "Completed" be removed from the outstanding motion list, based on reasons provided.

AUD-2014.15 Litigation Status Report

1. That the report of Legal and Realty Services regarding the status of City litigation dated April 30, 2014 be received.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Furfaro and Guthrie (3)

VOTING AGAINST: (0)

CARRIED

Extracted Consent Items

Councillor Burcher arrived at the meeting. (4:05 p.m.)

AUD-2014. 11 Internal Audit Report – Legal and Realty Services Follow Up Audit

Ms. Alonzo, Internal Auditor, provided an overview of the status of the recommendations made in the Legal and Realty Services Audit completed in October, 2012. She recommended that recommendations #6 (KPIs and customer survey) and #8 (EDMS) within the report be implemented at the earliest.

She confirmed that the audit cycle is complete and outstanding items will be noted in the quarterly report of outstanding audit items until such time as they are complete. There was further discussion regarding process.

3. Moved by Mayor Farbridge
Seconded by Councillor Burcher
1. That the Audit Committee receives the Internal Auditor's report "Appendix A – CAO-A-1406, Legal and Realty Services Follow Up Audit".
 2. That the Governance Committee address the lack of policy to ensure internal audit results are tabled with the appropriate standing committee of Council.
 3. That the Legal and Realty Services Follow Up Audit be referred to the Corporate Administration, Finance & Enterprise Committee to consider the status of recommendations.
 4. That future budgets identify any projects related to an internal audit recommendation that are not being recommended for funding.

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

VOTING AGAINST: (0)

CARRIED

Adjournment (4:32 p.m.)

4. Moved by Mayor Farbridge
Seconded by Councillor Burcher
- That the committee meeting be adjourned.

CARRIED

Tina Agnello – Deputy Clerk