

DRAFT MINUTES – subject to confirmation

The Corporation of the City of Guelph Audit Committee October 16, 2012 at 5:00 p.m.

A meeting of the Audit Committee was held on Tuesday, October 16, 2012 in the Council Chambers at 5:00 p.m.

Present: Councillors Furfaro, Guthrie, Kovach, Wettstein and Mayor Farbridge

Also Present: Councillors Bell and Van Hellemond

Staff Present: Ms. A. Pappert, Chief Administrative Officer; Mr. A. Horsman, Executive Director, Finance and Enterprise/Chief Financial Officer; Mr. M. Amorosi, Executive Director, Corporate and Human Resources; Mr. D. McCaughan, Executive Director, Operations, Transit and Emergency Services; Ms. L. Alonzo, Internal Auditor; Ms. T. Johnston, Senior Financial Analyst; Mr. B. Labelle, City Clerk; and Ms. D. Black, Council Committee Co-ordinator

There were no disclosures of pecuniary interest.

1. Moved by Mayor Farbridge
Seconded by Councillor Furfaro

THAT the open and closed minutes of the Audit Committee meeting held on June 11, 2012 be confirmed as recorded and without being read.

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

VOTING AGAINST: (0)

Carried

Consent Agenda

The following items were extracted from the Consent Agenda to be dealt with separately:

AUD-2012 A.10 Internal Audit Charter
AUD-2012 A.11 Legal Services Review – Final Report

2. Moved by Councillor Kovach
Seconded by Mayor Farbridge

THAT the balance of the Audit Committee of October 16, 2012 Consent Agenda, as identified below, be adopted:

REPORT

a) **2012 Audit Committee Interim Work Plan Status Report**

THAT Report FIN-12-34 dated October 16, 2012, entitled "2012 Audit Committee Interim Work Plan Status Report" be received and reported to Council.

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

VOTING AGAINST: (0)

Carried

Internal Audit Charter

Ms. Loretta Alonzo, Internal Auditor, advised that the framework will be rolled out in meetings with managers and applicable staff with an explanation advising how and when it should be used. She said that risk assessments can be requested through management.

REPORT

3. Moved by Mayor Farbridge
Seconded by Councillor Wettstein

THAT the Internal Audit Charter as presented in Appendix "A" appended to the report dated October 16, 2012 entitled "Internal Audit Charter" be approved.

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

VOTING AGAINST: (0)

Carried

Legal Services Review – Final Report

Ms. Katherine Gray, Co-ordinator, Service Performance and Development, addressed the purpose, scope and methodology of the legal services review as outlined in her report and presentation provided with the agenda for this meeting. She noted key findings regarding policy and systems, document, budget, performance and staffing. She also outlined the recommendations.

There was discussion regarding implementation, to the method used to interconnect with other departments, the manner in which the

review aligns with the IT strategy as well as financial implications associated with past operational practices.

Staff clarified that some of the focus areas had already been actioned and others still need to be considered further.

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Staff noted that they will provide subsequent contextual information requested by the Committee.

4. Moved by Mayor Farbridge
Seconded by Councillor Wettstein
THAT the Audit Committee report CAO-A-1205 Legal Representation Service Review of October 16, 2012 be received.

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

VOTING AGAINST: (0)

Carried

5. Moved by Mayor Farbridge
Seconded by Councillor Kovach
THAT the Audit Committee now hold a meeting that is closed to the public with respect to:

External Auditor Performance Review

- S. 239 (2) (a) Security of the Property of the Municipality
- S. 239 (2) (b) Personal matters about an identifiable individual

Carried

The meeting recessed into closed session at 6:05 p.m.

REPORT TO
COUNCIL IN CLOSED
MEETING

1. Moved by Councillor Kovach
Seconded by Councillor Wettstein
THAT staff receive the report with respect to security of the property of the municipality and personal matters about an identifiable individual.

Carried

The meeting reconvened in public session at 6:19 p.m.

6. Moved by Councillor Kovach
Seconded by Mayor Farbridge
THAT the Audit Committee meeting of October 16, 2012 be adjourned.

Carried

The meeting adjourned at 6:20 p.m.

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Chairperson

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