



**The Corporation of the City of Guelph  
Audit Committee  
Monday November 19, 2013 at 3:30 p.m.**

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**Attendance**

Members: Chair Guthrie, Councillor Kovach  
Mayor Farbridge Councillor Wettstein  
Councillor Furfaro

Councillors: Councillor Bell Councillor Laidlaw  
Councillor Findlay Councillor Van Hellemond  
Councillor Hofland

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

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**Call to Order (3:30 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 Wettstein

That the open and closed meeting minutes of the Audit Committee held on November 4, 2013 be confirmed as recorded.

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

CARRIED

**Authority to Resolve into a Closed Meeting**

2. Moved by Councillor Kovach  
Seconded by Councillor Furfaro

That the Audit Committee now hold a meeting that is closed to the public with respect to Sec. 239(2)(a) and (d) of the *Municipal Act* with respect to security of the property of the municipality and labour relations or employee negotiations.

CARRIED

**Closed Meeting** (3:34 p.m.)

The following matter was considered:

**Confidential Labour Relations Matter**

**Rise from Closed Meeting** (3:44 p.m.)

3. Moved by Councillor Kovach  
Seconded by Councillor Furfaro

That the Committee rise from its closed meeting.

CARRIED

**Open Meeting** (3:45 p.m.)

**Consent Agenda**

The following items were extracted:

- AUD-2013.16 Overtime Audit Report**  
**AUD-2013.17 Overtime Audit: Management's Response**

**Extracted Consent Items**

**AUD-2013.16 Overtime Audit Report**

Ms. Loretta Alonzo, Internal Auditor, provided an introduction and overview of the process involved with the overtime audit as detailed in the staff report. Ms. I. Pregel, iPCi Consulting Ltd. was present for this matter.

4. Moved by Councillor Kovach  
Seconded by Councillor Furfaro

That the receipt of the Overtime Audit Report be deferred until the report "Overtime Audit: Management's Response" has been addressed.

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

*VOTING AGAINST: (0)*

CARRIED

**AUD-2013.17 Overtime Audit: Management's Response**

The CAO provided an overview of the Management's Response report. She addressed the purpose of the report, the role of staff, and next steps. She explained the current status of overtime, contributing factors and challenges.

Discussion ensued regarding tracking overtime, next steps and the reporting back process. Staff advised they will provide further information on the city's attendance management program.

**Main Motion**

5. Moved by Councillor Kovach  
Seconded by Councillor Furfaro

That report CAO-C-1307 "Overtime Audit: Management's Response", including Attachment #1 "Summary of Management's Response" be received.

**First Amendment**

6. Moved by Councillor Kovach  
Seconded by Councillor Furfaro

That staff report back to members of Council as soon as possible with the number of full time employees, part time employees, casual employees and contract employees by department over the past five years.

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

*VOTING AGAINST: Mayor Farbridge and Councillor Wettstein (2)*

CARRIED

**Second Amendment**

7. Moved by Mayor Farbridge  
Seconded by Councillor Kovach

That the Internal Auditor report back to the Audit Committee with a framework to provide appropriate ongoing oversight of the use of overtime (eg. key performance indicators).

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

*VOTING AGAINST: (0)*

CARRIED

**Third Amendment**

8. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

That a practice be established of the Internal Auditor to report back on a quarterly report on outstanding recommendations on previously completed audits.

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

*VOTING AGAINST: (0)*

CARRIED

**Main Motion as Amended**

9. Moved by Councillor Kovach  
Seconded by Councillor Furfaro

1. That report CAO-C-1307 "Overtime Audit: Management's Response", including Attachment #1 "Summary of Management's Response" be received.
2. That staff report back to members of Council as soon as possible with the number of full time employees, part time employees, casual employees and contract employees by department over the past five years.
3. That the Internal Auditor report back to the Audit Committee with a framework to provide appropriate ongoing oversight of the use of overtime (eg. key performance indicators).
4. That a practice be established of the Internal Auditor to report back on a quarterly report on outstanding recommendations on previously completed audits.

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

CARRIED

**AUD-2013.16 Overtime Audit Report**

10. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

That the Audit Committee Report CAO-A-1309 Overtime Audit Report, dated November 19, 2013 be received for information.

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

CARRIED

**Adjournment (5:58 p.m.)**

11. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

That the committee meeting be adjourned.

CARRIED

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Tina Agnello – Deputy Clerk