



Location:	Committee Room C-12, Tom Davies Square
Commencement:	4:00 PM
Adjournment:	6:02 PM

Minutes

For the 2nd Audit Committee Meeting held
Monday, January 24, 2011

COUNCILLOR CLAUDE BERTHIAUME, IN THE CHAIR

Present

Councillors Dutrisac; Caldarelli; Kett; Landry-Altmann; Mayor Matichuk
Councillors Craig, Dupuis, Kilgour

City Officials

Brian Bigger, Auditor General; Doug Nadorozny, Chief Administrative Officer; Carolyn Jodouin, Senior Auditor; Bill Lautenbach, General Manager of Growth & Development; Jamie Canapini, City Solicitor; Kevin Fowke, Director of Human Resources and Organizational Development; Lorella Hayes, Chief Financial Officer/Treasurer; Roger Sauve, Director of Transit; Marc Leduc, Fire Chief; Angie Haché, City Clerk

Declarations of Pecuniary Interest

None declared.

Closed Meeting

2011-05 Landry-Altmann-Caldarelli: THAT the Audit Committee of the City of Greater Sudbury move to Closed Meeting to deal with one Security of Property Matter regarding Shift Transfers and one Personal Matter regarding Identifiable Individuals in accordance with the *Municipal Act, 2001*, s.239(2).

CARRIED

Recess

At 5:40 p.m., the Audit Committee recessed.

Reconvene

At 5:46 p.m., the Audit Committee commenced the regular meeting.

Chair

COUNCILLOR CLAUDE BERTHIAUME, IN THE CHAIR

Present

Councillors Dutrisac (A5:48pm); Caldarelli; Kett; Landry-Altmann; Mayor Matichuk

Councillors Craig, Dupuis, Kilgour

City Officials

Brian Bigger, Auditor General; Carolyn Jodouin, Senior Auditor; Roger Sauve, Director of Transit; Marc Leduc, Fire Chief; Angie Haché, City Clerk; Franca Bortolussi, Council Secretary

News Media CUPE Local 4705

Northern Life; Sudbury Star
Fred Posadowski, President

Declarations of Pecuniary Interest

None declared.

MATTERS ARISING FROM THE "CLOSED MEETING"

Councillor Berthiaume, as Chair of the Closed Meeting, reported the Audit Committee met to deal with one Security of Property Matter regarding Shift Transfers and one Personal Matter regarding Identifiable Individuals in accordance with the *Municipal Act, 2001*, s.239(2) and no resolutions emanated therefrom.

January 24, 2011 Closed Meeting of the Audit Committee – Ombudsman’s Review

January 24, 2011 Closed Meeting of the Audit Committee - City's Response to Ombudsman's Review

Presentations

- 1 . Report dated January 20, 2011 was received from the Auditor General regarding Shift Transfers – Controls Over Distribution and Compensation of Work.

Brian Bigger, Auditor General, made a verbal presentation regarding Shift Transfers – Controls Over Distribution and Compensation of Work within various departments of the City of Greater Sudbury – Pioneer Manor, Emergency Services, Fire Services and Transit Services. He stated that weaknesses in controls were identified in the recording and tracking of shift transfers within two departments – Fire Services and Transit Services. Pioneer Manor and Emergency Services were well controlled. He indicated the following four issues were brought forward in the report:

1. The need to discontinue the practice of ‘selling’ shifts for cash within Transit Services;
2. Shift trading must be done in a manner that is controlled and documented;
3. The lack of a requirement to have the Inspector sign and confirm the accuracy of all timecards;
4. Shift transfers should not remain outstanding for more than two months.

He advised the audit ratings indicate that Transit Services requires attention, Fire Services is acceptable and Pioneer Manor and Emergency Services is strong. He concluded by stating that a follow-up will occur within three months for Transit Services and Fire Services follow-ups will be conducted semi-annually. The follow-up reports will be presented to the Audit Committee. The following motion was presented:

THAT the Audit Committee accept the report dated January 20, 2011 from the Auditor General identifying audit issues and the steps taken by Staff to resolve them, including the adequacy of management responses to audit concerns.

Amendment

The following amendment to the motion was presented:

2011-06 Caldarelli-Kett: THAT the motion be amended by deleting the words “including the adequacy of management responses to audit concerns”.

CARRIED

Main Motion (as amended)

The main motion was presented as amended:

2011-07 Caldarelli-Landry-Altmann: THAT the Audit Committee accept the report dated January 20, 2011 from the Auditor General identifying audit issues and the steps taken by Staff to resolve them.

CARRIED

Adjournment

2011-08 Caldarelli-Landry-Altmann: THAT this meeting does now adjourn. Time: 6:02 p.m.

CARRIED

Councillor Claude Berthiaume, in the Chair

Angie Haché, City Clerk