

**The Corporation of the City of Guelph
Governance Committee
Wednesday January 25, 2012, 3:00 p.m.**

A meeting of the Governance Committee was held on Wednesday January 25, 2012 in the Council Chambers at 3:00 p.m.

Present: Mayor Farbridge and Councillors Dennis, Findlay, Hofland, and Piper

Also Present: Councillors Bell, Furfaro and Van Hellemond

Staff Present: Ms. A. Pappert, Chief Administrative Officer; Mr. M. Amorosi, Executive Director of Corporate & Human Resources; Ms. C. Bell, Executive Director of Community & Social Services; Dr. J. Laird, Executive Director of Planning & Building, Engineering and Environment; Mr. D. McCaughan, Executive Director of Operations & Transit; Ms. S. Aram, Acting Treasurer; Mr. P. Cartwright, General Manager of Economic Development & Tourism; Mr. B. Labelle, City Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland
Seconded by Councillor Piper

THAT the minutes of the Governance Committee meeting held on October 11, 2011 be confirmed as recorded and without being read.

VOTING IN FAVOUR: Councillors Dennis, Findlay, Hofland, Piper and Mayor Farbridge (5)

VOTING AGAINST: (0)

Carried

Consent Agenda

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

- GOV-2012 A.2 Corporate Strategic Plan
- GOV-2012 A.3 Governance Committee Work Plan, Rolling Calendar and Annual Agenda
- GOV-2012 A.6 Development of a Corporate Business Planning Framework

2. Moved by Councillor Dennis
Seconded by Councillor Hofland

THAT the balance of the Governance Committee January 25, 2012 Consent Agenda, as identified below be adopted:

a) **Governance Committee Mandate and Charter**

Mayor Farbridge
Mr. B. Labelle

THAT the Governance Committee receive the updated Committee Mandate and Charter to guide its annual operations for 2012.

b) **Governance Committee Progress Report – Q4, 2011**

Mayor Farbridge

THAT the Governance Committee receive the fourth quarter progress report for 2011;

AND THAT the Committee begin progress reporting on an annual basis.

c) **Council Appointments to Guelph Youth Council**

REPORT

THAT Guelph City Council is no longer required to appoint two City Councillors to the Guelph Youth Council;

AND THAT the Chair of the Community and Social Services Committee or their designate acts as a liaison with Guelph Youth Council, the City of Guelph's Youth Services Coordinator, and community stakeholders.

VOTING IN FAVOUR: Councillors Dennis, Findlay, Hofland, Piper and Mayor Farbridge (5)

VOTING AGAINST: (0)

Carried

Presentation – CAO Performance Appraisal Process

Connie Van Andel, Barcon Consulting, provided an overview of past CAO performance appraisal processes and outlined the process for 2012, 2013 and 2014.

The Committee posed various questions for follow up and clarification.

Developing the 'Corporate Strategic Plan'

The Chief Administrative Officer provided an overview of the staff report contained within the meeting agenda with respect to the development of a Corporate Strategic Plan.

There was discussion regarding; the proposed approach to the planning process, the identification of critical issues and business imperatives, staff involvement, thematic areas of focus, administrative challenges and recommended next steps.

REPORT

3. Moved by Councillor Piper
Seconded by Councillor Hofland

THAT Council receive, for information, the observations and actions outlined in this report to effectively begin the initial phase of creating a Corporate Strategic Plan Framework;

AND THAT Council approve Council and Executive team workshops in February/March, 2012 to validate proposed critical issues and business imperatives, confirm strategic areas of focus, directions and next steps.

VOTING IN FAVOUR: Councillors Dennis, Findlay, Hofland, Piper and Mayor Farbridge (5)

VOTING AGAINST: (0)

Carried

Governance Committee Work Plan, Rolling Calendar and Annual Agenda

4. Moved by Councillor Findlay
Seconded by Councillor Piper

THAT the Governance Committee receive the 2012 Work Plan, Rolling Calendar and Annual Agenda.

VOTING IN FAVOUR: Councillors Dennis, Findlay, Hofland, Piper and Mayor Farbridge (5)

VOTING AGAINST: (0)

Carried

Development of a Corporate Business Planning Framework

The General Manager of Economic Development & Tourism introduced members of the Business Development Team which is comprised of representatives from each of the City's four main service areas. He summarized the components of the Business Planning Framework noting that the group has, and will continue to consult with other municipalities which have undertaken similar initiatives.

There was discussion in relation to the probable intersects between the Business Planning Framework and the development of the City's Strategic Plan as well as in relation to potential reporting mechanisms used to provide information on the established performance measures.

Mayor Farbridge
Mr. B. Labelle
Ms. B. Boisvert

Ms. A. Pappert
Mr. P. Cartwright

5. Moved by Councillor Findlay
Seconded by Councillor Piper

THAT the report dated January 25, 2012 which has been prepared by the Office of the CAO regarding the development of a "Corporate Business Planning Framework" be received as information.

VOTING IN FAVOUR: Councillors Dennis, Findlay, Hofland, Piper and Mayor Farbridge (5)

VOTING AGAINST: (0)

Carried

The meeting adjourned at 4 p.m.

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Chairperson