

COMMITTEE AGENDA

Consolidated as of June 6, 2014



TO Corporate Administration, Finance and Enterprise Committee

DATE June 10, 2014

LOCATION Council Chambers, Guelph City Hall, 1 Carden Street

TIME 5:30 p.m.

DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

CONFIRMATION OF MINUTES - May 5, 2014 open meeting minutes

PRESENTATIONS (Items with no accompanying report)

- a) Scott Williams, General Manager, Guelph-Wellington Business Enterprise Centre, providing an overview of the Centre.

CONSENT AGENDA

The following resolutions have been prepared to facilitate the Committee's consideration of the various matters and are suggested for consideration. If the Committee wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with separately. The balance of the Corporate Administration, Finance & Enterprise Committee Consent Agenda will be approved in one resolution.

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
CAFE-2014.25 Corporate Records Retention By-law Amendment	Jennifer Slater, Records and Information Specialist		√
CAFE-2014.26 Updated Procurement By-law			
CAFE-2014.27 2013 Final Year–End Operating Variance Report and Operating Surplus Allocation			
CAFE-2014.28 March 2014 Operating Variance Report			

CAFE-2014.29 2014 Q1 Capital Budget Monitoring Report			
CAFE-2014.30 Finance Department 2013 Report			

Resolution to adopt the balance of the Corporate Administration, Finance & Enterprise Committee Consent Agenda.

ITEMS EXTRACTED FROM CONSENT AGENDA

Once extracted items are identified, they will be dealt with in the following order:

- 1) delegations (may include presentations)
- 2) staff presentations only
- 3) all others.

STAFF UPDATES AND ANNOUNCEMENTS

ADJOURN

NEXT MEETING: July 7, 2014

**CORPORATE ADMINISTRATION, FINANCE & ENTERPRISE COMMITTEE
CONSENT AGENDA**

June 10, 2014

Members of the Corporate Administration, Finance & Enterprise Committee.

SUMMARY OF REPORTS:

The following resolutions have been prepared to facilitate the Committee's consideration of the various matters and are suggested for consideration. If the Committee wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with immediately. The balance of the Corporate Administration, Finance & Enterprise Committee Consent Agenda will be approved in one resolution.

Reports from Administrative Staff

REPORT	DIRECTION
<p>CAFE-2014.25 CORPORATE RECORDS RETENTION BY-LAW AMENDMENT</p> <p>1. That the records retention by-law, as set out in Appendix B, be approved and adopted by Council.</p>	Approve
<p>CAFE-2104.26 UPDATED PROCUREMENT BY-LAW</p> <p>1. That report FIN-14-23 "Updated Procurement By-law" dated June 10, 2014 be received by Committee for information.</p> <p>2. That the new Procurement By-law be approved.</p>	Approve
<p>CAFE-2014.27 2013 FINAL YEAR-END OPERATING VARIANCE REPORT AND OPERTING SURPLUS ALLOCATION</p> <p>1. That the report FIN-14-26 dated June 10, 2014 entitled '2013 Year-End Variance Report and Operating Surplus Allocation' be received.</p> <p>2. That the April 22, 2014 letter from Guelph Police Services requesting that the projected Police Operating Surplus of \$153,314 be utilized to fund work associated with the Headquarters project not be approved.</p> <p>3. That the allocation of the 2013 Tax Supported year end operating surplus in the amount of \$693,100 be allocated to reserve 193 – OMB and Legal Reserve.</p> <p>4. That the Water and Wastewater surpluses be allocated as follows:</p>	Approve

2013 Water & Wastewater Surplus Allocation

Water Stabilization Reserve (181)	\$ 196,313
Water Capital Reserve Fund (152)	\$ 343,052
Wastewater Stabilization Reserve (182)	\$ 208,061
Wastewater Capital Reserve Fund (153)	\$1,707,874
Total Allocation	<u><u>\$2,455,300</u></u>

5. That the Court Services deficit of \$173,545 be funded from reserve 211 – POA Contingency Reserve.

CAFE-2014.28 MARCH 2014 OPERATING VARIANCE REPORT

Receive

1. That Report FIN-14-28 2014 dated June 10, 2014 entitled 'March 2014 Operating Variance Report' be received for information.

CAFE-2014.29 2014 Q1 CAPITAL BUDGET MONITORING REPORT

Receive

1. That Report FIN-14-29 dated June 10, 2014 and entitled '2014 Q1 Capital Budget Monitoring Report' be received for information.

CAFE-2104.30 FINANCE DEPARTMENT 2013 REPORT

Receive

1. That Report FIN-14-33 dated June 10, 2014 and entitled 'Finance Department 2013 Report' be received for information.

Attach.