

COMMITTEE AGENDA



TO **Corporate Administration, Finance and Enterprise Committee**

DATE March 11, 2013

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- February 11, 2013 open meeting minutes

PRESENTATIONS (Items with no accompanying report)

None

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-2013.3 Development Charge Exemption Policy			
CAFE-2013.4 Capital Renewal Reserve Fund			
CAFE-2013.5 Property Tax Receivables and Collections			
CAFE-2013.6 Renegotiation of The Elliott Promissory Note Agreement			
CAFE-2013.7 2012 Delegation of Authority 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.

NEXT MEETING: April 15, 2013

**The Corporation of the City of Guelph
Corporate Administration, Finance, and Enterprise Committee
Monday February 11, 2013, 5:30 p.m.**

A meeting of the Corporate Administration, Finance and Enterprise Committee was held on Monday February 11, 2013 in the Council Chambers at 5:30 p.m.

Present: Councillors Hofland, Kovach, Wettstein and Mayor Farbridge

Absent: Councillor Laidlaw

Also Present: Councillors Bell, Dennis, Furfaro and Piper

Staff Present: Ms. A. Pappert, Chief Administrative Officer; Mr. A. Horsman, Executive Director, Finance & Enterprise/Treasurer; Mr. M. Amorosi, Executive Director, Corporate & Human Resources; Ms. T. Agnello, Deputy City Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Minutes

1. Moved by Councillor Kovach
Seconded by Mayor Farbridge
THAT the open minutes of the Corporate Administration, Finance and Enterprise Committee meeting held on December 4, 2012 be confirmed as recorded and without being read.

VOTING IN FAVOUR: Councillors Hofland, Kovach, Wettstein and Mayor Farbridge (4)

VOTING AGAINST: (0)

Carried

Consent Agenda

2. Moved by Councillor Kovach
Seconded by Mayor Farbridge
THAT the Corporate Administration, Finance & Enterprise Committee February 11, 2013 Consent Agenda, as identified below, be adopted:

a) **Budget Impacts per Ontario Regulation 284/09**

REPORT

That Council approve compliance report FIN-13-01 Budget Impacts per Ontario Regulation 284/09 for expenditures excluded from the

2013 Budget as required by Ontario Regulation 284/09 passed under the Municipal Act, 2001.

b) 2013 Operating and Capital Variance Reporting Schedule

That report FIN-13-05-2013 Operating and Capital Variance Reporting Schedule be received for information.

VOTING IN FAVOUR: Councillors Hofland, Kovach, Wettstein and Mayor Farbridge (4)

VOTING AGAINST: (0)

Carried

3. Moved by Councillor Kovach
Seconded by Mayor Farbridge

That the meeting of the Corporate Administration, Finance & Enterprise Committee of February 11, 2013 be adjourned.

Carried

The meeting adjourned at 5:32 p.m.

.....
Chairperson

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

March 11, 2013

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.

A Reports from Administrative Staff

REPORT	DIRECTION
<p>CAFE-2013.3 DEVELOPMENT CHARGE EXEMPTION POLICY</p> <ol style="list-style-type: none">1. That the Development Charge Exemption Policy report FIN-13-10 dated March 11, 2013, be received;2. That the Development Charge Exemption Policy, attached as Appendix 1, be approved and adopted by by-law.	Approve
<p>CAFE-2013.4 CAPITAL RENEWAL RESERVE FUND</p> <ol style="list-style-type: none">1. That the Capital Renewal Reserve Fund report FIN-13-09 dated March 11, 2013, be received;2. That the Capital Renewal Reserve Fund Policy, attached as Appendix 1, be approved and adopted by by-law.	Approve
<p>CAFE-2013.5 PROPERTY TAX RECEIVABLES AND COLLECTIONS</p> <ol style="list-style-type: none">1. That Finance Report FIN-13-08 dated March 11, 2013 be received for information.	Receive
<p>CAFE-2013.6 RENEGOTIATION OF THE ELLIOTT PROMISSORY NOTE AGREEMENT</p> <ol style="list-style-type: none">1. That Report FIN-13-07 "Renegotiation of The Elliott Promissory Note Agreement" be approved;	Approve

2. That Council authorizes the Treasurer to renegotiate the Promissory Note Agreement in accordance with the terms as outlined in the staff recommended option and with the direction that all reissuance costs incurred in 2011 be recovered.

CAFE-2013.7 2012 DELEGATION OF AUTHORITY REPORT

Receive

1. That the report dated March 11, 2013 entitled "2012 Delegation of Authority Report" with respect to delegated authority under the purview of Corporate and Human Resources and Finance and Enterprise Services be received.

attach.

STAFF REPORT



TO CAFES Committee

SERVICE AREA Finance and Enterprise Services

DATE March 11, 2013

SUBJECT Development Charge Exemption Policy

REPORT NUMBER FIN-13-10

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To present for approval a policy to ensure that provision is made to offset the loss of development charge revenue resulting from exemptions, phasing-in, and other such concessions and clarify the associated tracking and fund transfers

KEY FINDINGS

Funds will be transferred into the DC exemptions reserve funds as contributions from operating budgets to help finance approved growth-related capital costs where development charge contributions have been reduced as a result of exemptions, phasing-in, and other such concessions, based on the tracked average during the previous three years.

FINANCIAL IMPLICATIONS

The Development Charge Exemption Policy has financial implications with regard to future funding from taxes and user fees and with regard to assurance that the City of Guelph will be able to achieve its current and future goals in a fiscally responsible and sustainable manner. Providing for anticipated development charge shortfalls is part of a sound long-term financial management plan.

ACTION REQUIRED

Receipt of report number FIN-13-10 and approval of a Development Charge Exemption Policy

RECOMMENDATION

1. That the Development Charge Exemption Policy report FIN-13-10 dated March 11, 2013, be received; and
2. That the Development Charge Exemption Policy, attached as **Appendix 1**, be approved and adopted by by-law.

STAFF REPORT

BACKGROUND

The City of Guelph has an approved General Reserve and Reserve Fund Policy, establishing reserves and reserve funds as part of the long-term Financial Management Plan, and a Capital D.C. Exemption Reserve Policy, establishing a specific reserve fund from operating budget contributions to be used for approved growth-related capital costs not eligible under the *Development Charges Act*. Those policies provide guidance regarding development charge reserve funds.

The proposed Development Charge Exemption Policy ensures that provision is made to offset the loss of development charge revenue resulting from exemptions, phasing-in, and other such concessions and clarifies the associated tracking and fund transfers. It provides guidance for addressing the shortfall occurring when exemptions and phase-ins result in the development charges collected being insufficient to fund the capital projects to the same extent that they had been estimated in the calculation of the development charge rates.

REPORT

The City's Development Charge By-law imposes charges against land to pay for increased capital costs required because of increased needs for physical and other services arising from development and redevelopment within the municipality. The By-law also provides for certain exemptions whereby the amount of development charges otherwise applicable is not imposed with respect to specified development.

The City will track, by service, the amount of development charges otherwise payable with respect to

- exemptions authorized by the Development Charge By-law in force,
- phasing at a percentage less than 100% as authorized by the Development Charge By-law in force, and
- any other concessions authorized by the Development Charge By-law in force.

Funds will be transferred into the DC exemptions reserve funds as contributions from operating budgets to help finance approved growth-related capital costs where development charge contributions have been reduced as a result of exemptions, phasing-in, and other such concessions. Budgeted transfers into these DC exemptions reserve funds will be based on the tracked average of Development Charge exemptions, phasing, and other such concessions during the previous three years.

STAFF REPORT



The DC exemptions reserve funds are to be used for the exclusive purpose of financing the otherwise underfunded approved growth-related capital projects where development charge contributions have been reduced as a result of exemptions, phasing-in, and other such concessions. They may be utilized to cover such shortfalls directly or through debt charges.

Attached as **Appendix 2** is a spreadsheet showing development charge exemptions from 2009 to 2011 and the average exemption rate as a percentage of total development charges (both collected and exempted). On average, exemptions currently are between \$2 million and \$3 million per year.

CORPORATE STRATEGIC PLAN

- 1.3 Build robust systems, structures and frameworks aligned to strategy.
- 2.1 Build an adaptive environment for government innovation to ensure fiscal and service sustainability.
- 2.2 Deliver Public Service better.
- 2.3 Ensure accountability, transparency and engagement.

DEPARTMENTAL CONSULTATION

The Executive Team has reviewed the policy and provided input.

COMMUNICATIONS

The policy will be included with other policies approved by Council.

ATTACHMENTS

- Appendix 1: Proposed Development Charge Exemption Policy
- Appendix 2: Development Charge Exemptions

[Signature page follows]

STAFF REPORT



"original signed by Mary Coggins"

Report Author

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POLICY	Development Charge Exemption Policy
CATEGORY	Finance
AUTHORITY	Council
RELATED POLICES	Capital D.C. Exemption Reserve Policy General Reserve and Reserve Fund Policy
APPROVED BY	Council
EFFECTIVE DATE	March 2013
REVISION DATE	As required

1. POLICY STATEMENT

It is the policy of the City of Guelph

- to track Development Charge exemptions, phasing, and other such concessions, and
- to maintain reserve funds to address the resulting shortfall in capital cost recovery related to development and redevelopment within the municipality.

2. POLICY PURPOSE

Under paragraph 3 of sub-section 5 (6) of the *Development Charges Act, 1997*, if the development charge by-law will exempt a type of development, phase in a development charge, or otherwise provide for a type of development to have a lower development charge than is allowed, the rules for determining development charges may not provide for any resulting shortfall to be made up through higher development charges for other development. That is to say, exemptions and phase-ins will result in the development charges collected being insufficient to fund the capital projects to the same extent that they had been estimated in the calculation of the development charge rates. The purpose of this policy is to ensure that provision is made to offset the loss of development charge revenue resulting from exemptions, phasing-in, and other such concessions.

3. DEFINITIONS

In this policy,

“**Capital cost**” means a cost incurred or proposed to be incurred by the City or a local board thereof directly or by others on behalf of, and as authorized by, the City

or local board,

- (a) to acquire land or an interest in land, including a leasehold interest,
- (b) to improve land,
- (c) to acquire, lease, construct or improve buildings and structures,
- (d) to acquire, lease, construct or improve facilities including,
 - (i) furniture and equipment, other than computer equipment, and
 - (ii) materials acquired for circulation, reference or information purposes by a library board, and
 - (iii) rolling stock with an estimated useful life of seven years or more, or
- (e) to undertake studies in connection with any of the matters referred to in clauses (a) to (d) above, including the development charge background study, required for the provision of services designated in the Development Charge By-law within or outside the City, including interest on borrowing for those expenditures under clauses (a) to (d) above that are growth-related.

“Development” means the construction, erection, or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of increasing the size or usability thereof, and includes redevelopment.

“Development charge” means a charge imposed with respect to the Development Charge By-law.

“Exemption” means a provision in the Development Charge By-law whereby the amount of development charges otherwise applicable is not imposed with respect to specified development.

“Hard services” means water services, waste water services, storm water drainage and control services, and roads and related services.

“Reserve fund” means a fund with assets which are segregated and restricted to meet the purpose of the reserve fund. It is prescriptive as to the basis for collection and use of monies in the fund.

“Soft services” means all services other than water services, waste water services, storm water drainage and control services, and roads and related services.

4. SCOPE

The Development Charge Exemption Policy applies to all departments and local boards (including Library and Police Services) of the Corporation of the City of Guelph.

5. PROCEDURE / ADMINISTRATION

5.1 Tracking

- (a) The City of Guelph will track, by service, the amount of development charges otherwise payable with respect to exemptions authorized by the Development Charge By-law in force, including, but not limited to, any of the following:

Mandatory exemptions

- The enlargement of an existing dwelling unit or the creation of up to two additional dwelling units in prescribed classes of existing residential buildings;
- Lands owned by and used for the purposes of the City, a local board of the City, a board of education, the County of Wellington, or a local board of the County of Wellington;
- The portion of an enlargement, whether attached or separate, of the gross floor area of an existing industrial building up to 50% of the gross floor area before the first enlargement for which an exemption was granted.

Discretionary exemptions

- Development of certain land, buildings, or structures for the University of Guelph or university-related purposes;
 - A place of worship, cemetery, or burial ground;
 - Non-residential temporary uses permitted pursuant to section 39 of the Planning Act;
 - Non-residential farm buildings constructed for bona fide farm uses;
 - Development creating or adding an accessory use or accessory structure not exceeding 10 square metres of gross floor area;
 - A public hospital.
- (b) In addition, the City will track, by service, the amount of development charges otherwise payable with respect to phasing at a percentage less than 100% as authorized by the Development Charge By-law in force.
- (c) Further, the City will track, by service, the amount of development charges otherwise payable with respect to any other concessions authorized by the Development Charge By-law in force.

5.2 Reserve Funds

Council may establish a reserve fund to be used for any authorized exclusive purpose. A discretionary reserve fund may be created where Council wishes to set aside from general operations a revenue amount for financing future expenditures to ensure that it will not be used for any other purpose and be available when needed.

Funds will be transferred into the DC Exemptions Reserve Fund, Water DC Exemptions Reserve Fund, Wastewater DC Exemptions Reserve Fund, and any other DC exemptions reserve funds as contributions from operating budgets to help

finance approved growth-related capital costs where development charge contributions have been reduced as a result of exemptions, phasing-in, and other such concessions. Budgeted transfers into these DC exemptions reserve funds will be based on the tracked average of Development Charge exemptions, phasing, and other such concessions during the previous three years.

5.3 Intended Use

The DC Exemptions Reserve Fund, Water DC Exemptions Reserve Fund, Wastewater DC Exemptions Reserve Fund, and any other DC exemptions reserve funds are to be used for the exclusive purpose of financing the otherwise underfunded approved growth-related capital projects where development charge contributions have been reduced as a result of exemptions, phasing-in, and other such concessions. They may be utilized to cover such shortfalls directly or through debt charges.

5.4 Limitations

5.4.1 Transfers shall be made into or from the DC Exemptions Reserve Fund, Water DC Exemptions Reserve Fund, Wastewater DC Exemptions Reserve Fund, and any other DC exemptions reserve funds as approved by by-law, including but not limited to the annual budget by-law.

5.4.2 A reduction in the amount of development charges otherwise payable for redevelopment involving demolition or conversion will be tracked, but the amount will not be included in budgeted transfers into DC exemptions reserve funds except when the demolition / conversion is not followed by construction in a timely manner. When construction is delayed, the excess service capacity benefits all developers, the need for services is increased by the new construction, and the cost of the DC reduction would have to be added into the cost of the annual recoveries from operating budgets.

5.4.3 Money in the DC Exemptions Reserve Fund, Water DC Exemptions Reserve Fund, Wastewater DC Exemptions Reserve Fund, and any other DC exemptions reserve funds shall be spent only for the predetermined exclusive purpose of offsetting the loss of development charge revenue resulting from exemptions, phasing-in, and other such concessions.

5.4.4 A factor, based on the Development Charge By-law in force and the tracked loss of development charge revenue over time, shall be applied to reduce draws from the DC reserve funds and offset estimated shortfalls resulting from exemptions, phasing-in, and other such concessions. Capital project budgets will show less funding from development charges than was estimated in the background study and more funding from separate exemptions reserve funds.

5.4.5 Approved growth-related capital projects requiring contributions from Development Charge Reserve Funds and / or Development Charge Exemption Reserve Funds shall not proceed until money is available in the

relevant reserve fund(s) to meet 100% of the direct or debt development charge requirements for soft services or 80% of the direct or debt development charge requirements for hard services.

Appendix 2

City of Guelph Development Charge Exemptions

	2012	2011	2010
City, Board, or County	2,052		2,777
Industrial Building Enlargement	738,605	776,722	271,342
Accessory Use / Structure Not > 10 Sq. Metres			558
Computer / Research @ Industrial Rate			1,884,208
Phasing for Industrial / Computer / Research	777,027	1,836,553	434,058
Demolition / Conversion Reduction	28,796		299,085
Early / Late Payment	522,026		
	2,068,506	2,613,275	2,892,028
Less: Demolition / Conversion Reduction Exemptions	-28,796		-299,085
	2,039,710	2,613,275	2,592,944
Collections	19,204,140	15,482,129	18,853,970
Total Development Charges	21,243,850	18,095,403	21,446,913
Collection Rate	90.4%	85.6%	87.9%
3-year Average Collection Rate	88.0%		
3-year Average Exemption Rate	12.0%		
3-year Average Exemption Amount	2,415,310		
<u>Allocation of Average Exemption Amount</u>			
User-Pay Services @ Approximately 65%	1,570,000		
Tax-Supported Services @ Approximately 35%	850,000		

STAFF REPORT



TO CAFES Committee

SERVICE AREA Finance and Enterprise Services

DATE March 11, 2013

SUBJECT Capital Renewal Reserve Fund

REPORT NUMBER FIN-13-09

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To present for approval a policy to preserve in the Capital Renewal Reserve Fund the proceeds from disposition of significant assets (including the remaining proceeds from monetization of the Hydro Note) for the exclusive purpose of financing capital assets identified in the City's strategic priorities

KEY FINDINGS

The Capital Renewal Reserve Fund may also be utilized to leverage funding from other sources (such as grants or partnerships) or to loan funds for a project which might otherwise require outside debt or for an emergency infrastructure project which requires bridge financing.

FINANCIAL IMPLICATIONS

The Capital Renewal Reserve Fund Policy has financial implications with regard to future funding from taxes and user fees and with regard to the renewal of capital assets. A well-managed reserve fund enhances the City's expenditure flexibility and provides additional financing options.

ACTION REQUIRED

Receipt of report number FIN-13-09 and approval of a Capital Renewal Reserve Fund Policy

RECOMMENDATION

1. That the Capital Renewal Reserve Fund report FIN-13-09 dated March 11, 2013, be received; and
2. That the Capital Renewal Reserve Fund Policy, attached as **Appendix 1**, be approved and adopted by by-law.

STAFF REPORT



BACKGROUND

The City of Guelph has an approved General Reserve and Reserve Fund Policy establishing reserve and reserve funds as part of the long-term Financial Management Plan. That policy assists in decision making by providing clear and agreed-upon parameters.

There are also other specific policies for previously established reserves and reserve funds. The proposed Capital Renewal Reserve Fund Policy provides guidance regarding a reserve fund intended to preserve the proceeds from disposition of other significant assets (including the remaining proceeds from monetization in 2010 of the Hydro Note) for the exclusive purpose of financing capital assets identified in the City's strategic priorities. This policy ensures that the one-time revenue from the disposition of the City's interest in Guelph Hydro and other significant assets is available to assist with the financing of capital assets and is not used for other projects.

REPORT

In late 2010, \$30 million was received from Guelph Hydro Electric Systems Inc. as a result of monetization of the outstanding Note Receivable. Of this amount, approximately \$17 million was allocated to fund the City's share of Infrastructure Stimulus Fund and RInC Program capital projects, and the balance was available to create a new reserve fund.

Council may establish a discretionary reserve fund to be used for any authorized exclusive purpose in order to set aside from general operations a revenue amount for financing future expenditures to ensure that it will not be used for any other purpose and be available when needed.

The new Capital Renewal Reserve Fund is to be used for the exclusive purpose of financing capital assets identified in the City's strategic priorities. It may be utilized

- to leverage funding from other sources (such as grants or partnerships) or
- to loan funds for a project which might otherwise require outside debt or for an emergency infrastructure project which requires bridge financing.

The money loaned to a capital project which might otherwise require outside debt will be repaid to the Capital Renewal Reserve Fund within ten years, and the money loaned to an emergency infrastructure project which requires bridge financing shall be repaid to the Capital Renewal Reserve Fund immediately upon receipt of longer term financing.

STAFF REPORT



CORPORATE STRATEGIC PLAN

- 1.3 Build robust systems, structures and frameworks aligned to strategy.
- 2.1 Build an adaptive environment for government innovation to ensure fiscal and service sustainability.
- 2.2 Deliver Public Service better.
- 2.3 Ensure accountability, transparency and engagement.

DEPARTMENTAL CONSULTATION

The Executive Team has reviewed the policy and provided input.

COMMUNICATIONS

The policy will be included with other policies approved by Council.

ATTACHMENTS

Appendix 1: Proposed Capital Renewal Reserve Fund Policy

“original signed by Mary Coggins”

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CORPORATE POLICY AND PROCEDURE



POLICY	Capital Renewal Reserve Fund Policy
CATEGORY	Finance
AUTHORITY	Council
RELATED POLICES	General Reserve and Reserve Fund Policy
APPROVED BY	Council
EFFECTIVE DATE	March 2013
REVISION DATE	As required

1. POLICY STATEMENT

It is the policy of the City of Guelph to establish and maintain a reserve fund to preserve the proceeds from disposition of significant assets (including the remaining proceeds from monetization of the Hydro Note) for the exclusive purpose of financing capital assets identified in the City's strategic priorities.

2. POLICY PURPOSE

The purpose of this policy is to ensure that the one-time revenue from the disposition of the City's interest in Guelph Hydro and other significant assets is preserved to assist with the financing of capital assets in accordance with the limitations set out in this policy and not used for other projects or programs.

3. DEFINITIONS

In this policy,

"Reserve fund" means a fund with assets which are segregated and restricted to meet the purpose of the reserve fund. It is prescriptive as to the basis for collection and use of monies in the fund.

"Discretionary reserve fund" means a reserve fund created under the *Municipal Act* when Council wishes to earmark revenue to finance a future expenditure for which it has the authority to spend money, and to set aside a certain portion of any revenues so that the funds are available as required. The Capital Renewal Reserve Fund is a discretionary reserve fund.

"Loan" means money borrowed that is expected to be paid back with interest.

4. ADMINISTRATION

4.1 Creation

Council may establish a reserve fund to be used for any authorized exclusive purpose. A discretionary reserve fund may be created where Council wishes to set aside from general operations a revenue amount for financing future expenditures to ensure that it will not be used for any other purpose and be available when needed. The Capital Renewal Reserve Fund is a way of helping to stabilize the general municipal tax levy and minimize reliance on debentures.

4.2 Intended Use

The Capital Renewal Reserve Fund is to be used for the exclusive purpose of financing capital assets identified in the City's strategic priorities and in accordance with the limitations set out in this policy. It may be utilized to leverage funding from other sources (such as grants or partnerships), to loan funds for a project which might otherwise require outside debt, or to provide bridge financing for an emergency infrastructure project.

4.3 Limitations

4.3.1 Transfers shall be made into or from the Capital Renewal Reserve Fund as approved by by-law, including but not limited to the annual budget by-law.

4.3.2 Money in the Capital Renewal Reserve Fund shall be spent only for the predetermined exclusive purpose of financing capital assets identified in the City's strategic priorities.

4.3.3 Money in the Capital Renewal Reserve Fund may be utilized

(i) to leverage funding from other sources (such as grants or partnerships) or

(ii) to loan funds for a project which might otherwise require outside debt or for an emergency infrastructure project which requires bridge financing.

4.3.4 Money shall be approved for transfer from the Capital Renewal Reserve Fund to a capital project only after presentation of a request accompanied by an acceptable business case.

4.3.5 (i) Money loaned to a capital project which might otherwise require outside debt shall be repaid to the Capital Renewal Reserve Fund within ten years.

(ii) Money loaned to an emergency infrastructure project which requires bridge financing shall be repaid to the Capital Renewal Reserve Fund immediately upon receipt of longer term financing.

STAFF REPORT



TO Corporate Administration, Finance & Enterprise Committee

SERVICE AREA Finance

DATE March 11, 2013

SUBJECT Property Tax Receivables and Collections

REPORT NUMBER FIN-13-08

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To provide an analysis of the tax collection and arrears experiences of the City of Guelph as at December 31, 2012.

KEY FINDINGS

Tax arrears have remained fairly consistent from 2008 through 2011. In 2012, there was a notable decrease in the tax arrears. The taxes receivable as a percentage of taxes levied decreased from 3.7% in 2011 to 2.4% in 2012. This is reflective of the economic financial health of Guelph contributed in part to Guelph having one of the lowest unemployment rates in the country as well as more staff resources allocated to the collection of arrears. Enhanced payment options and collection procedures have also contributed to the reduction in arrears.

FINANCIAL IMPLICATIONS

Tax arrears are an important indicator considered by Standard and Poor's in arriving at a credit rating. Guelph's arrears are favourable to the City's credit rating.

ACTION REQUIRED

That the Corporate Administration, Finance and Enterprise Committee receive Finance Report FIN-13-08 for information.

RECOMMENDATION

That Finance Report FIN-13-08 dated March 11, 2013 be received for information.

BACKGROUND

This report contains an analysis of the tax collection and arrears experience as at December 31, 2012.

STAFF REPORT



The analysis reflects the collection statistics for the current and prior four years and the impact of the economic climate. This analysis may be used as a guide in assessing the financial well being of the City and is a good indicator of the willingness and ability of taxpayers to pay their property taxes. The level of tax arrears is also an important indicator of liquidity to credit rating agencies.

REPORT

Schedule A attached provides a summary of taxes receivable as at December 31st for the past five years. The schedule indicates the taxes levied the amount of taxes in arrears as well as taxes collected, including the collection of prior years' arrears and year over year comparisons.

The trend from 2008 through 2011 shows that we have been able to maintain our standard as the percentage of tax arrears has remained fairly consistent. However, in 2012, there was a notable decrease in tax arrears. This reflects the economic health of our City contributed in part to Guelph having one of the lowest unemployment rates in the country as well as more staff resources allocated to the collection of arrears. Enhanced payment options and collection procedures have also contributed to the reduction in arrears. Our outstanding tax receivables continue to remain much lower than the Ontario municipal average of 7.27% as reported in the 2012 BMA Study. The taxes receivable as a percentage of taxes levied has decreased from 3.7% in 2011 to 2.4% in 2012.

Schedule B attached reflects our tax collection status as December 31, 2012 in comparison to December 31, 2011. The 2012 tax levy, including growth, appeals and education taxes has increased from \$230,043,766 to \$239,070,804 reflecting an increase of \$9,027,037 or 3.92%. Collections have increased by \$10,261,432 or 0.60% of the current levy over the previous year.

The current years' arrears have decreased from \$4,612,669 to \$3,378,274 representing an increase in collections of 0.60%.

The prior years' arrears have also decreased from \$3,802,496 to \$2,247,124 representing an increase in collections of \$1,555,372 or 0.71%.

The total realty arrears have decreased from \$8,415,165 to \$5,625,398 during this period reflecting an increase in collections of 1.31%.

There were 1778 arrears notices sent out in January, 2013, the same as in January of 2012. This would indicate that the same number of people owe us less money.

Penalty and interest revenue has increased to \$1,728,843 as compared to \$1,663,396 for 2011.

Currently the City has 9,014 ratepayers enrolled in the Monthly Pre-Authorized plan up from 8,842 at April, 2012. This represents an increase of 172 ratepayers or

STAFF REPORT



1.95%. There are 3,296 ratepayers enrolled in the Due Date Pre-Authorized Plan, a decrease of 9 or .28%. The arrears plan for those ratepayers who are more than one year in arrears remains fairly consistent with 15 as compared to 13 ratepayers in 2011.

There are currently 96 properties eligible for tax registration as compared to 67 at the same time last year – an increase of 29 or 43.28%. Of these 96 properties, 10 have already paid, 13 others have entered into payment arrangements and the remaining 73 properties will be registered for tax sale at the end of March, 2013 if not paid. Once registration takes place, the affected ratepayers will have one year from date of registration to pay all taxes and associated costs. If the taxes remain unpaid at the end of the one year period, the property will be sold for taxes.

There have been no tax sales in recent years. There were 25 properties registered last year. Of those 25 registered, 15 have paid. The remaining 10 if not paid, will be sold for taxes at the end of their one year period.

Staff continue to enforce collection procedures in an effort to reduce arrears. The penalty rate charged by the City is higher than bank rates and is an incentive to ratepayers to seek alternative financing arrangements. Staff are continuing the practice of working with individuals and offering suitable payment arrangements to ensure payment in full. Finance staff duties will continue to be prioritized as much as legislation allows with the emphasis allocated to collections in the coming year and all accounts will be closely monitored. Arrears notices will continue to be mailed on a monthly basis and follow-up by telephone and letters will continue. Collection policies and procedure will be reviewed and other sources of payments will also continue to be investigated.

CORPORATE STRATEGIC PLAN

2.2 Deliver public services better

2.3 Ensure accountability, transparency & engagement

DEPARTMENTAL CONSULTATION

N/A

COMMUNICATIONS

N/A

ATTACHMENTS

ATT-1 Schedule A

ATT-2 Schedule B

STAFF REPORT



"original signed by Gail Nisbet"

Report Author

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"original signed by Katrina Power"

Approved By

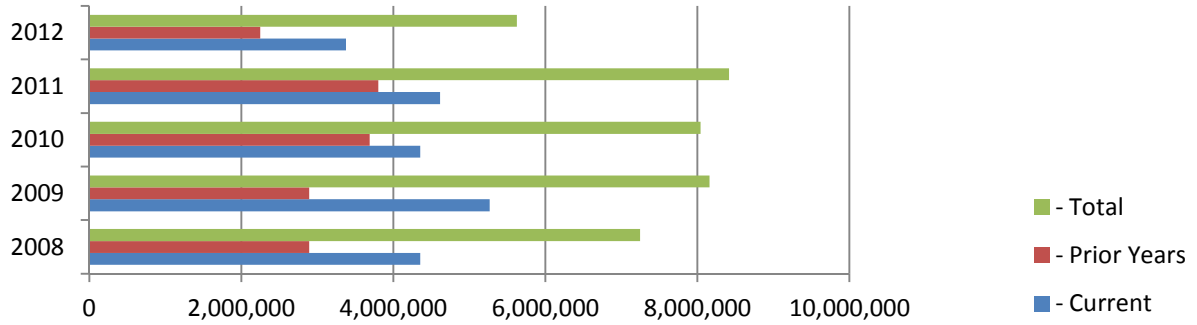
Katrina Power
General Manager Financial Services
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"original signed by Al Horsman"

Recommended By

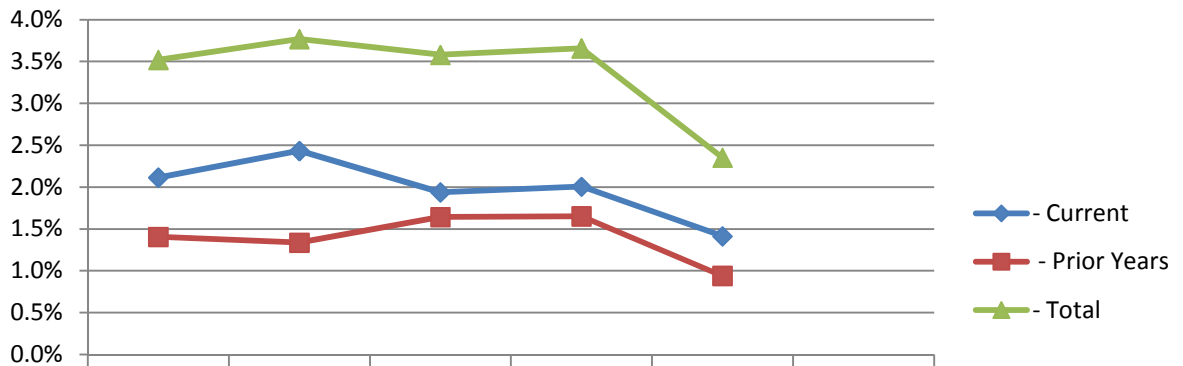
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Taxes Receivable



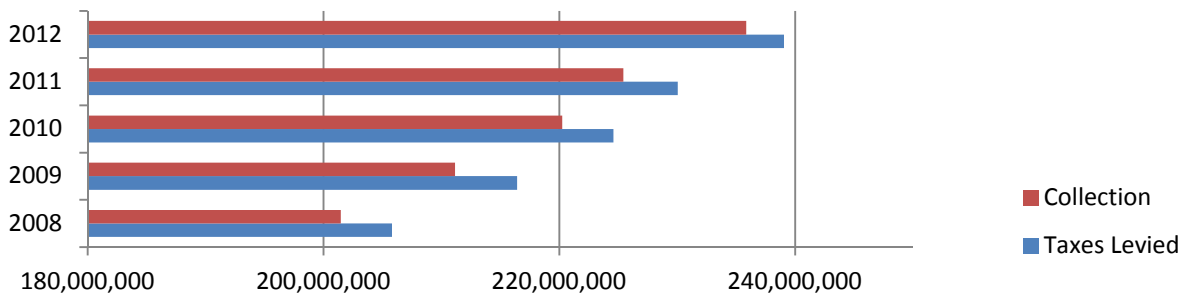
	2008	2009	2010	2011	2012
- Total	7,246,353	8,159,264	8,041,035	8,415,165	5,625,398
- Prior Years	2,893,071	2,893,250	3,689,466	3,802,496	2,247,124
- Current	4,353,282	5,266,014	4,351,570	4,612,669	3,378,274

Taxes Receivable as % of Taxes Levied



	2008	2009	2010	2011	2012
- Current	2.1%	2.4%	1.9%	2.0%	1.4%
- Prior Years	1.4%	1.3%	1.6%	1.7%	0.9%
- Total	3.5%	3.8%	3.6%	3.7%	2.4%

Comparison of Taxes Levied to Taxes Collected



	2008	2009	2010	2011	2012
Collection	201,457,086	211,157,624	220,245,966	225,431,098	235,851,970
Taxes Levied	205,810,368	216,423,638	224,597,536	230,043,766	239,070,804

Corporation of the City of Guelph
Tax Collection
Analysis of Taxes Levied and Outstanding

	December 31, 2012		December 31, 2011		<u>Variance</u>
	<u>Amount</u>	<u>% of Current Levy</u>	<u>Amount</u>	<u>% of Current Levy</u>	
Total current Levy	\$239,070,804	100.00%	\$230,043,766	100.00%	\$9,027,037
Collection	\$235,692,530	98.59%	\$225,431,098	97.99%	\$10,261,432
Current Years' Arrears	\$3,378,274	1.41%	\$4,612,669	2.01%	-\$1,234,395
Prior Years' Arrears	\$2,247,124	0.94%	\$3,802,496	1.65%	-\$1,555,372
Total Realty Arrears	\$5,625,398	2.35%	\$8,415,165	3.66%	-\$2,789,766

STAFF REPORT



TO CAFES

SERVICE AREA Finance and Enterprise

DATE March 11, 2013

SUBJECT Renegotiation of The Elliott Promissory Note Agreement

REPORT NUMBER FIN-13-07

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To recommend renegotiated terms for the Promissory Note agreement in place between the City and The Elliott that would reflect a transfer to The Elliott of favourable interest rate terms for the City's revised debenture payments.

KEY FINDINGS

In November 2011, the City refinanced the 2001 debenture that was issued on behalf of The Elliott and received a very favourable interest rate. As a result, the City entered into discussions with The Elliott in early 2012 to discuss renegotiating the Promissory Note Agreement to reflect this reduced rate. The total savings achieved through this reduced rate total \$7,233,488 assuming option #4 below.

Renegotiation did not get finalized in 2012 as expected and The Elliott is looking to finalize the future terms of this agreement as they are in the final stages of preparing their 2013 budget. As part of this discussion, The Elliott management have requested to retain a term to maturity similar to the current agreement (options #3 & #4 below). Staff at the City are comfortable accommodating this request as there is no net cost to the City or The Elliott.

Staff reviewed four payment options:

	Current Agreement	Option #1 No Change	Option #2 Partial	Option #3 Full	Option #4 Full - Step
Interest Rate	5.06%	3.119%	3.119%	3.119%	3.119%
Annual Payment	\$1,353,324	\$1,353,324	\$1,203,324	\$1,116,000	2013 ~ \$1,203,324 2014+ ~ \$1,116,000
Maturity	Dec 2037	March 2031	June 2034	Dec 2036	Oct 2036

STAFF REPORT



Based on this analysis, including the consideration of The Elliott’s request and the City’s strategic priorities, staff are recommending that the Promissory Note be renegotiated to the terms outlined in option #4, which includes:

- Interest rate revision from 5.06% to 3.119%
- Reduction in the annual payment by \$150,000 in 2013 plus a further \$87,000 for 2014 forward
- Revised maturity date of October 2036 from December 2037
- Renegotiated terms and amortization schedule are effective January 1, 2012

FINANCIAL IMPLICATIONS

In the long-term, the promissory note agreement provides for a full repayment of the debt owed by the Elliott to the City and this recommended option only changes the timing of this repayment while also reflecting the transfer of the favourable interest rate to The Elliott.

2013 Impact

2013 Approved Budget (revenue)	\$1,353,324
2013 Cash inflows under option #4	<u>\$1,203,324</u>
Negative Budget Variance	\$150,000

Finance has identified funding in the 2013 budget to off-set this variance through the delayed timing of the 2013 planned debt issuance from January to November.

2014 forward impact

Current base budget	\$1,353,324
2014 adjusted base under option #4	<u>\$1,116,000</u>
Reduction in 2014 base revenue budget	\$ 237,324

Approval of this option would result in a net base budget increase of \$237,324 in 2014.

Under all options outlined above, there is no cost to the City as the net present value of all options is zero.

The City incurred costs totalling \$84,825 to reissue the external debenture in 2011 on behalf of The Elliott that will be included in the renegotiated Promissory Note Agreement.

ACTION REQUIRED

That Council approve the staff recommended option for renegotiating The Elliott Promissory Note Agreement as outlined in Report FIN-13-07 –“Renegotiation of The Elliott Promissory Note Agreement”.

STAFF REPORT



RECOMMENDATION

1. That Report FIN-13-07 "Renegotiation of The Elliott Promissory Note Agreement" be approved; and
2. That Council authorizes the Treasurer to renegotiate the Promissory Note Agreement in accordance with the terms as outlined in the staff recommended option and with the direction that all reissuance costs incurred in 2011 be recovered.

BACKGROUND

In 2001, The Elliott under took significant capital investment and requested the City to issue debt on their behalf due to the favourable rate the City could access through the debenture market. The City had precedent for this type of arrangement as it had previously issued debt on behalf of the local school boards. An agreement was struck and the City went forward issuing two debentures on The Elliott's behalf:

- 2001 - \$20,500,000 @ rates from 3.10% to 5.95%, 10 year term, balloon maturity in 2011 of \$13,050,000
- 2004 - \$2,500,000 @ rates from 2.75% to 5.20%, 10 year term

The terms of this agreement required The Elliott to reimburse the City for actual debt payments annually so there was no net cost to the City. In 2006 & 2007, The Elliott was unable to meet their obligation to the City and defaulted on payments totalling \$2,493,520 in those years. As a result, the City worked with The Elliott to create a repayment plan that would be financially viable for their organization and that their obligation to the City could be met without further defaults. On January 1, 2008 a Promissory Note Agreement was signed and provided The Elliott to pay their remaining debt obligation over a 30 year term at a rate of 5.06%. Since the commencement of this agreement, The Elliott has paid their instalments on schedule and no further issues have arisen.

To clarify further, in this arrangement the City continues payment on the external debenture at the original terms which is at a faster pace than the Elliott is reimbursing the City. Until 2021, the City will be in an annual negative cash position which then flips in 2022 through 2036 when the City will be in a positive cash position as The Elliott continues to repay their obligation. To illustrate:

Year	City External Debt Payments	The Elliot Payments to City	Net Cash Position
2013	\$1,858,610	\$1,203,324	\$(655,286)
2022	\$0	\$1,116,000	\$1,116,000

Included in attachment #1 is a full schedule of the cash flow implications under each option presented. Upon maturity of the Promissory Note, the City will be fully repaid for the cost of principle and interest on the external debenture issued on behalf of The Elliott.

STAFF REPORT

In November 2011, the 2001 debenture, matured with a balloon principle payment of \$13,050,000 and was refinanced into another debenture issuance with a further 10 year term. The cost of this refinancing paid by the City totalled \$84,825 which has not yet been passed on to The Elliott. The City was able to achieve a favourable rate ranging from 1.25% to 3.70% (average of 3.119%) which translates into a savings to The Elliott of \$7,233,488 (assuming the recommended option #4) over the current Promissory Agreement terms. Given that the current Promissory Note Agreement was drafted reflecting the rates in effect in 2008, it is fair and equitable to update the agreement to pass on these lower rates in effect today to The Elliott.

REPORT

As part of the renegotiation process to align the current Promissory Agreement with the new lower rates achieved on the external debt, The Elliott has requested that the City consider maintaining a maturity term similar to the original agreement. The Elliott has indicated through discussions with City staff that this would enable them to balance their budget including needed capital investment without affecting service levels and it would allow them to be in a self-sustaining break-even cash flow position for the future.

Under the current Promissory Agreement, the City would be fully repaid over a term of 30 years, ending in 2037. If the annual payment remains at \$1,353,324, under the new agreement with the reduced interest rate, the City would be repaid fully by 2031 (see option #1 below). The Elliott's request to keep the agreement similar to the maturity of 30 years translates into a reduction in their annual payment by \$237,324 (see option's #3 & #4 below) at no net cost to the City overall.

The City's 2013 approved budget does not reflect this reduced payment and if approved, would lead to a negative variance. Upon further discussion and analysis, City staff have identified \$150,000 in funding through the delayed issuance of the 2013 debenture and this could be used to offset the negative variance. Staff would then reflect the full base budget adjustment of \$237,324 in 2014 Budget request.

Based on this information, City staff have considered the following four options for the new terms of the Promissory Note Agreement:

	Current Agreement	Option #1 No Change	Option #2 Partial	Option #3 Full	Option #4 Full – Step
Interest Rate	5.06%	3.119%	3.119%	3.119%	3.119%
Annual Payment	\$1,353,324	\$1,353,324	\$1,203,324	\$1,116,000	2013 ~ \$1,203,324 2014+ ~ \$1,116,000
Maturity	Dec 2037	March 2031	June 2034	Dec 2036	Oct 2036

STAFF REPORT



Included in Attachment #1 is a detailed schedule of the four options presented above compared to the City's external debt obligation over the period from 2001 through 2037. The net present value of each option is zero, meaning there is no cost or gain to the City under any scenario.

City staff are recommending that Council adopt option #4 that allows the maturity of the Promissory Note be kept near 2037 and reduces The Elliott's annual payment by \$150,000 in 2013 and reduces the annual payment by a further \$87,324 in 2014. This option is financially viable for the City and meets The Elliott's full cash flow needs by 2014.

It should be noted that this arrangement is not a grant as the City will be fully repaid and that this amendment to the terms of the note does not affect the ultimate amount of repayment, only the timing.

It should also be clear that this proposed amendment to the terms of Promissory Note Agreement is not connected to the Long-Term Care Designation Project that city staff are concurrently undertaking. The outcome of the Long-Term Care decision expected in late 2013 has no effect on this agreement. Regardless of how the City decides to meet its obligation under the Long-Term Care Act, this Promissory Note Agreement with The Elliott will be in effect until 2037 (2036 if amended).

CORPORATE STRATEGIC PLAN

1.2 Develop collaborative work teams and apply whole system thinking to deliver creative solutions

3.2 Be economically viable, resilient, diverse and attractive for business

DEPARTMENTAL CONSULTATION

CSS – Long-Term Care Project Team

CHR – Legal Services

COMMUNICATIONS

Communications has been consulted.

ATTACHMENTS

ATT-1 – Detailed Schedule of Repayment Options

STAFF REPORT



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SUMMARY OF ELLIOT & CITY LOAN

ATT-1 FIN-13-07

YEAR	CITY DEBT EXPENSE	CURRENT PROMISSORY AGREEMENT	OPTION #1	OPTION #2	OPTION #3	OPTION #4
			NO CHANGE 2012 + \$112,777 / mo	PARTIAL 2012 - \$112,777 / mo 2013+ \$100,277 / mo	FULL 2012 - \$112,777 / mo 2013+ \$93,000 / mo	FULL STEP 2012 - \$112,777 / mo 2013 - \$100,277 / mo 2014+ \$93,000 / mo
2001			-	-	-	-
2002 -	1,740,950.00	1,740,950.00	1,740,950.00	1,740,950.00	1,740,950.00	1,740,950.00
2003 -	1,742,660.00	1,742,660.00	1,742,660.00	1,742,660.00	1,742,660.00	1,742,660.00
2004 -	1,750,090.00	1,750,090.00	1,750,090.00	1,750,090.00	1,750,090.00	1,750,090.00
2005 -	2,082,829.00	2,082,829.00	2,082,829.00	2,082,829.00	2,082,829.00	2,082,829.00
2006 -	2,080,434.00	844,799.00	844,799.00	844,799.00	844,799.00	844,799.00
2007 -	2,085,839.00	827,954.00	827,954.00	827,954.00	827,954.00	827,954.00
2008 -	2,086,101.50	1,353,324.00	1,353,324.00	1,353,324.00	1,353,324.00	1,353,324.00
2009 -	2,092,180.50	1,353,324.00	1,353,324.00	1,353,324.00	1,353,324.00	1,353,324.00
2010 -	2,094,740.50	1,353,324.00	1,353,324.00	1,353,324.00	1,353,324.00	1,353,324.00
2011 -	2,102,004.00	1,353,324.00	1,353,324.00	1,353,324.00	1,353,324.00	1,353,324.00
2012 -	1,859,406.36	1,353,324.00	1,353,324.00	1,353,324.00	1,353,324.00	1,353,324.00
2013 -	1,858,609.57	1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,203,324.00
2014 -	1,854,006.48	1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2015 -	1,539,390.56	1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2016 -	1,540,925.86	1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2017 -	1,524,065.53	1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2018 -	1,530,241.60	1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2019 -	1,530,576.58	1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2020 -	1,526,850.00	1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2021 -	1,476,310.91	1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2022		1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2023		1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2024		1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2025		1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2026		1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2027		1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2028		1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2029		1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2030		1,353,324.00	1,353,324.00	1,203,324.00	1,116,000.00	1,116,000.00
2031		1,353,324.00	304,458.35	1,203,324.00	1,116,000.00	1,116,000.00
2032		1,353,324.00	-	1,203,324.00	1,116,000.00	1,116,000.00
2033		1,353,324.00	-	1,203,324.00	1,116,000.00	1,116,000.00
2034		1,353,324.00	-	528,014.71	1,116,000.00	1,116,000.00
2035		1,353,324.00	-	-	1,116,000.00	1,116,000.00
2036		1,353,324.00	-	-	1,024,941.78	844,288.20
2037		1,353,324.00	-	-	-	-
Total pymts -	36,098,211.94	49,589,002.00	40,420,192.35	41,553,720.71	42,448,843.78	42,355,514.20

COMMITTEE REPORT



TO **Corporate Administration Finance & Enterprise
Committee**

SERVICE AREA Corporate & Human Resources
DATE March 11, 2013

SUBJECT 2012 Delegation of Authority Report
REPORT NUMBER CHR-2013-10

SUMMARY

PURPOSE OF REPORT:

To advise of staff action with respect to Council's delegated authority in 2012 relating to those services under the jurisdiction of this standing committee.

KEY FINDINGS

This report is an annual report back to Committee and Council on how authority which has been delegated to staff has been exercised.

FINANCIAL IMPLICATIONS

As this is an annual reporting mechanism, there are no financial implications.

ACTION REQUIRED

To recommend that Committee receive the information contained in the report.

RECOMMENDATION

1. That the report dated March 11, 2013 entitled "2012 Delegation of Authority Report", with respect to delegated authority under the purview of the Corporate Administration, Finance and Enterprise Committee be received.

BACKGROUND

The *Municipal Act* provides Council with the authority to delegate its powers to a person or body subject to some noted restrictions. Over the years, Council has delegated their authority on various matters either by way of a resolution of Council or through a specific by-law. The following are the principal references related to Council's existing delegations of authority under the purview of the Corporate Administration, Finance and Enterprise Committee:

- A February 4, 2002 a resolution of Council delegated the execution of tenancy agreements in respect of residential and commercial rental properties where the rental has been previously authorized by Council.
- By-law (2006)-18173 delegated authority to approve certain agreements relating to real property.
- By-law (2013)-19529 delegated authority with respect to a variety of routine administrative functions which are considered to be minor in nature.

REPORT

The delegation of authority from Council contributes to the efficient management of the City while still adhering to the principles of accountability and transparency. The following is a summary of the actions taken in 2012 with respect to authority delegated by Council.

Feb. 4, 2002 Council Resolution		
Tenancy Agreements	Type	Municipal Address
Delegate: <i>General Manager of Finance</i>	Offer to Lease	14 Edinburgh Road

By-law (2006)-18173		
Real Property Agreements	Approval Authority	Description
Delegate: <i>Executive Director responsible for the program or land management and the Manager of Realty Services</i>	Executive Director of Corporate and Human Resources and Manager of Realty Services	License Agreement with Guelph General Hospital for use of a portion of the City's lands for parking and access route at 65 Delhi Street
	General Manager of Legal Services-City Solicitor and Manager of Realty Services	Licence Agreement w/ Hydro One Networks Inc. - West side of Crawley Road allowance between Clair Road and Maltby Road for the purpose of a construction assembly area
	General Manager of Legal Services-City Solicitor and Manager of Realty Services	Licence Agreement with First Baptist Church - 18 Norwich Street - parking

	Executive Director of Corporate and Human Resources and Manager of Realty Services	Licence Agreement w/ Guelph General Hospital - use of parking lot - 65 Delhi Street
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By-law (2013)-19528

Schedule "M" Community Festivals & Special Occasion permits	Event	Date	Location
<u>Delegate:</u> <i>City Clerk</i>	Royal City Men's Slo-Pitch Opening Tournament	May 11, 12	Guelph Lake Sports Field
	Multicultural Festival	Jun. 8, 9, 10	Riverside Park
	Faery Fest	Jun. 22, 23, 24	Riverside Park
	BOHICA	June 23, 24	Guelph Lake Sports Field
	St. John's Parish Annual Bazaar	June 23, 24	St. John's Parish
	Sacred Heart Parish Annual Bazaar	June 29, 30	Sacred Heart School
	Festival Italiano	Jul. 6, 7, 8	Italian Canadian Club
	Guelph Celtic Festival	July 7	Riverside Park
	519 Reunion Fundraiser for the Food Bank	July 14	Riverside Park
	Art on the Street Exhibition and Sale	July 14	Downtown locations
	Sunlight Music Festival	Aug. 11	Riverside Park
	Guelph Ultimate Frisbee Association	Aug. 18,19	Guelph Lake Sports Field
	Rotary Ribfest 2011	Aug. 24, 25, 26	Riverside Park
	Guelph Jazz Festival	Sept. 8	Downtown
	Guelph Craft Beer & Food Truck Festival	Sept. 15	York Road Park
	Homecoming Football Game	Sept. 24	U of G Alumni stadium
Schedule "P" Tax Write Offs	Address	Reason	\$Amount
<u>Delegate:</u> <i>Manager of Taxation & Revenue</i>	0 Farquhar St	Became Exempt - City	-458.9
	139 Morris St	Demolition	-13201.65
	209 Stevenson St S	Class Change	-466.85
	12 Clearview St.	Demolition	-646.17
	292 Elizabeth St	Became exempt-purchased by City	-1629.25

292 Elizabeth St	Became Exempt - City	-1657.12
0 Stevenson St S	Became Exempt - City	-4308.31
656 York Rd.	Demolition	-2691.95
965 York Rd	Class Change	-12323.05
176 Arkell Rd	Became exempt	-2173.27
176 Arkell Rd	Became Exempt - City	-2173.27
Zaduk Pl	Became exempt-school	-6011.34
0 Clair Rd E	Became Exempt - City	-8738.83
0 Poppy Dr. E	Became Exempt - City	-114.65
1968 Gordon St	Gross/Manifest Error-incorrect class	-1221.56
275 Eramosa Rd	Became exempt	-29818.3
275 Eramosa Rd	Became Exempt - Children's Aid	-30328.39
39 Valleyhaven Lane	Gross/Manifest Error - Incorrect Sq Ft	-114.65
0 Stockford Rd	Became Exempt - School Board	-2553.42
80B Cardigan St	Gross/manifest error-incorrect effective date	-669.75
44 Marlborough Rd	Became exempt-place of worship	-5062.65
126 Norwich St	Became Exempt - Religious	-\$5,062.65
205 Speedvale Ave E	Demolition	-583.64
95 Emma St	became exempt - purchased by City	-556.31
10 Orchard Cres.	Fire	-\$41.29
301 Victoria Rd N	Class Change - Out of business	-829.05
4 Birchbank Blvd	Gross/Manifest Error	-92.22
4 Birchbank Blvd	Demolition	-93.8
133 Bagot St	Class Change	-1798.57
135 Bagot St	Class Change	-1464.15
7 Drew St	Demolition	-270.98
140 Applewood Cres	demolition- pool removed	-135.49
304-346 Edinburgh Rd N	property class change	-1768.91
304-346 Edinburgh Rd N	property class change	-999.32
154 Curzon Cres	Gross/Manifest Error - Incorrect Sq Ft	-737.78
154 Curzon Cres	Became Exempt - City	-750.40
40 Wibert St	Became exempt - place of worship	-12902.69
40 Wilbert St	Became Exempt -	-12902.6

	Religious	
31 Gordon St	Razed by fire	-12234.73
31 Gordon St	Fire	-12234.73
180 Waterloo Ave.	Class Change	-241.92
Silvercreek Pky S	Became exempt-place of worship	-823.35
0 Silvercreek Pky S	Became Exempt - City	-823.35
Fife Rd	property Class Change-farm	-25777.05
18 Bushmills Cres.	Gross/Manifest Error - Incorrect Sq Ft	-208.45
30 McCrae Blvd.	Class Change	-127.16
195 Janefield Ave.	Class Change	-739.93
55 Teal Dr	Became exempt	-426.97
55 Teal Dr	Became Exempt - City	-1865.56
141 Macdonell	Building demolished	-\$3,387.98
150 Wellington	Gross/Manifest Error	-\$5,831.23
209 Stevenson St S	Property Class Change	193.61
12 Clearview St	Demolition	-\$665.27
12 Clearview St	Demolition	-\$657.53
292 Elizabeth St	Became exempt-purchased by City	-\$73.82
965 York Rd	Property Class Change	-\$7,713.00
34 McNulty Lane	Gross/Manifest Error	-219.32
Colonial Dr	No longer assessable	- \$38,054.70
100 Waterford Dr	Gross/Manifest Error-Incorrect Effective Date	-802.89
108 Waterford Dr	Gross/Manifest Error-Incorrect Effective Date	750.27
Clair Rd E	Became exempt-purchased by City	-\$8,280.82
Poppy Dr E	Became exempt-purchased by City	-\$110.22
1968 Gordon St	Class Change	-799.33
62 Lambeth Way	Gross/Manifest Error-Incorrect Effective Date	-\$523.49
275 Eramosa Rd	Property Class Change	- \$21,977.02
275 Eramosa Rd	Property Class Change	- \$53,476.00
123 Grange St	Gross/Manifest Error - Incorrect Effective Date	-\$1,719.77
123 Grange St	Gross/Manifest Error - Incorrect Effective Date	-\$303.88
274 Severn Dr	Gross/Manifest Error-incorrect sq footage	-\$86.16

	Stockford Rd	Became exempt-school	-\$1,037.82
	47 Creighton	Became exempt-public laneway	-107.3
	44 Marlborough Rd	Became exempt-Place of worship	-\$4,100.94
	44 Marlborough Rd	Became exempt-Place of worship	-\$4,442.29
	44 Marlborough Rd	Became exempt-Place of worship	-\$4,698.55
	205 Speedvale Ave W	Demolition-unliveable	-216.71
	10 Orchard Cres	Razed by fire	-\$41.29
	10 Orchard Cres.	Fire	-\$1,215.22
	301-303 Victoria Rd N	Property Class Change	-800.24
	133 Bagot St	Gross/Manifest Error - incorrect property class	-\$8.65
	135 Bagot St	Gross/Manifest Error-incorrect property class	\$75.46
	7 Drew St	Demolition	-\$126.22
	7 Drew St	Demolition	-\$257.62
	20 Campbell St	Gross/Manifest Error - Billing Calc	\$35,395.95
	20 Campbell St	Gross/Manifest Error - Billing Calc	-
	20 Campbell St	Gross/Manifest Error - Billing Calc	\$67,407.07
	20 Campbell St	Gross/Manifest Error - Billing Calc	\$4,638.33
	20 Campbell St	Gross/Manifest Error - Billing Calc	-\$9,233.85
	255 Speedvale Ave w	Demolition	-\$3,777.05
	31 Gordon St	Razed by fire	-\$5,354.49
	18 Bushmills Cres	Gross/Manifest Error-incorrect sq footage	-\$156.66
	21 Corporate Crt	Became exempt - roadway	-\$2,825.91
	21 Corporate Crt	Became exempt- roadway	-\$4,115.35
Schedule "Q" Downtown Guelph Community Improvement Grants <i>Delegate: Executive Director, Finance and Enterprise, or Corporate Manager, Downtown Renewal</i>	Type of Grant	Address	\$Amount
	Feasibility Study	10 Carden Street	4,950.00
	Feasibility Study	12 Wyndham Street N	5,000.00
	Façade Improvement	29 Quebec Street	2,622.17
	Façade Improvement	12 Wyndham Street N	20,000.00
	Façade Improvement	20 Wilson Street(Owner)	4,076.63
	Façade Improvement	1 Douglas Street	4,631.37
	Façade Improvement	20 Wilson Street (Tenant)	2,374.35
	Façade Improvement	23 Macdonell Street	1,095.00
	Façade Improvement	106 Carden Street	20,000.00

	Façade Improvement	40 Carden Street	4,987.50
	Façade Improvement	32 Macdonell Street	1,535.11
	Façade Improvement	112 Wyndham Street N	8,337.00
	Façade Improvement	42 Quebec Street	2,958.36
	Façade Improvement	28 Macdonell Street	1,898.90
	Façade Improvement	122 Wyndham Street N	10,000.00
	Façade Improvement	124 Wyndham Street N	10,000.00
	Façade Improvement	96 Gordon Street	3584.90
	Minor Downtown Activation	112 Wyndham Street N	100,005.00
	Total		218,006.29

CORPORATE STRATEGIC PLAN

- Organizational Excellence: 1.3 Build robust systems, structures and frameworks aligned to strategy
- Innovation in Local Government: 2.3 Ensure accountability, transparency and engagement

DEPARTMENTAL CONSULTATION

All service area staff taking action with respect to a delegated authority in 2012 were canvassed in the preparation of the report. The Clerk's Department continues to work with staff to capture and document this ongoing action as well as to pursue further opportunities for delegated authority.

COMMUNICATIONS

Information regarding the Delegation of Authority policy is available from the City's "[Accountability and Transparency](#)" webpage.

"original signed by Tina Agnello"

Prepared By:

Tina Agnello
Deputy City Clerk

"original signed by Blair Labelle"

Reviewed By:

Blair Labelle
City Clerk

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Recommended By:

Mark Amorosi
Executive Director of Corporate & Human Resources