

**The Corporation of the City of Guelph
Corporate Administration, Finance, and Enterprise Committee
Tuesday April 10, 2012, 5:00 p.m.**

A meeting of the Corporate Administration, Finance and Enterprise Committee was held on Tuesday April 10, 2012 in the Council Chambers at 5:00 p.m.

Present: Councillors Hofland, Kovach, Laidlaw, Wettstein and Mayor Farbridge

Also Present: Councillors Bell, Furfaro, Guthrie and Van Hellemond

Staff Present: Mr. M. Amorosi, Executive Director of Corporate & Human Resources; Mr. D. McCaughan, Executive Director of Operations & Transit; Ms. S. Aram, Acting Deputy Treasurer; Ms. T. Agnello, Deputy Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge

Seconded by Councillor Wettstein

THAT the minutes of the Corporate Administration, Finance and Enterprise Committee meeting held on February 13, 2012 be amended by removing Councillor Dennis from the recorded votes, and that the minutes be confirmed as amended and without being read.

VOTING IN FAVOUR: Councillors Hofland, Kovach, Laidlaw, Wettstein and Mayor Farbridge (5)

VOTING AGAINST: (0)

Carried

Consent Agenda

The following items were extracted from Corporate Administration, Finance & Enterprise Committee April 10, 2012 Consent Agenda:

- CAFE-2012 A.7 Human Resources Annual Report
- CAFE-2012 A.8 Funding Related to Existing and Proposed City of Guelph Tax-Increment Based Grants (TIBG) Program
- CAFE-2012 A.9 Downtown Guelph Community Improvement Plan Implementation Guidelines
- CAFE-2012 A.10 Attendance Management Software
- CAFE-2012 A.11 Prosperity 2020 – 2011/2012 Activities
- CAFE-2012 A.12 2012 Budget Process Debrief

2. Moved by Mayor Farbridge
Seconded by Councillor Wettstein
THAT the balance of the Corporate Administration, Finance & Enterprise Committee April 10, 2012 Consent Agenda, as identified below, be adopted:

a) Property Tax Receivables and Collections

Ms. S. Aram

THAT Finance Report FIN-12-15 'Property Tax Receivables and Collections', dated April 10, 2012 be received for information.

b) 2012 Property Tax Policy

REPORT

THAT the following tax policies be incorporated into the tax rate and ratio bylaws:

1. Tax Ratios: Reduce the multi-residential tax ratio from 2.309425 to 2.165900 with all other class ratios and vacancy discounts remaining the same as in 2011;
2. That the capping parameters used for 2011 be adopted for 2012; and
3. That all other tax policies, including optional property classes, graduated tax rates, relief to charities, low income and disabled persons (as detailed in Schedule 1 to Report FIN-12-13 remain the same as 2011.

c) Capital Budget Monitoring Year, End 2011

Ms. S. Aram

THAT the Finance report dated April 10, 2012 entitled 'Capital Budget Monitoring Report' be approved.

d) 2011 Year End Unaudited Operating Variance Report

Ms. S. Aram

THAT the Finance report dated April 10, 2012 entitled "2011 Year End Unaudited Operating Variance Report" be received for information.

VOTING IN FAVOUR: Councillors Hofland, Kovach, Laidlaw, Wettstein and Mayor Farbridge (5)

VOTING AGAINST: (0)

Carried

Human Resources Annual Report

The Executive Director of Corporate & Human Resources introduced the Human Resources Annual Report.

Dana Nixon, Manager of Staffing/Workforce Planning reviewed the Human Resources Dashboard and Scorecard. She advised that staff are reviewing areas in voluntary turnover, sick days, grievance rate, training costs per employee, benefit expense and external time to fill vacancies.

Mr. M. Amorosi

3. Moved by Mayor Farbridge
Seconded by Councillor Laidlaw
THAT the 2011 Human Resources Annual Report be received for information.

VOTING IN FAVOUR: Councillors Hofland, Kovach, Laidlaw, Wettstein and Mayor Farbridge (5)

VOTING AGAINST: (0)

Carried

Funding Related to Existing and Proposed City of Guelph Tax-Increment Based Grants (TIBG) Programs

Ian Panabaker, Corporate Manager, Downtown Renewal outlined the value of Tax-Increment Based Grants to the community as they help to achieve the City's collective goals of: fewer contaminated brownfield sites; more heritage structures retained and adaptively reused; and building early momentum for long-term sustained private sector redevelopment investments in the downtown. He advised that the grants are tied to the real assessment growth being created by the project and projects must be completed and reassessed before grant money is received.

Sue Aram, Acting Deputy Treasurer provided clarification relating to the payment and funding of the grant.

REPORT

4. Moved by Mayor Farbridge
Seconded by Councillor Wettstein
THAT Report 12-01, Funding related to existing and proposed City of Guelph Tax-Increment Based Grant (TIBG) programs, prepared by Finance and Enterprise Services, dated April 10, 2012, be received;

AND THAT the financial directions recommended in 'Report 12-01 Funding related to existing and proposed City of Guelph Tax-Increment Based Grant (TIBG) Programs', dated April 10, 2012 be approved.

VOTING IN FAVOUR: Councillors Hofland, Kovach, Laidlaw, Wettstein and Mayor Farbridge (5)

VOTING AGAINST: (0)

Carried

**Downtown Guelph Community Improvement Plan
Implementation Guidelines**

Ian Panabaker, Corporate Manager, Downtown Renewal outlined the report contained in the agenda.

REPORT

5. Moved by Councillor Laidlaw
Seconded by Mayor Farbridge

THAT report 12-02 regarding the Downtown Guelph Community Improvement Plan Implementation Guidelines, prepared by the Downtown Renewal Office, dated April 10, 2012, be received;

AND THAT the Downtown Guelph Community Improvement Plan Implementation Guidelines (Attachment 1), dated April 10, 2012, be approved;

AND THAT the Delegation of Authority By-law (2010)-18935 be amended to attach Schedule Q and Schedule R as attached to this report (Attachments 2 and 3).

VOTING IN FAVOUR: Councillors Hofland, Kovach, Laidlaw, Wettstein and Mayor Farbridge (5)

VOTING AGAINST: (0)

Carried

Attendance Management Software

The Executive Director of Corporate & Human Resources outlined the benefit of attendance management software.

6. Moved by Councillor Laidlaw
Seconded by Mayor Farbridge

THAT staff be authorized to purchase Attendance Management Software and related consulting costs from the Salary Gapping Reserve at a cost of \$150,000.

It was requested that the motion be separated and voted on separately.

REPORT 7. Moved by Councillor Laidlaw
Seconded by Mayor Farbridge
THAT staff be authorized to purchase Attendance Management
Software and related consulting costs.

VOTING IN FAVOUR: Councillors Hofland, Kovach, Laidlaw, Wettstein
and Mayor Farbridge (5)

VOTING AGAINST: (0)

Carried

REPORT 8. Moved by Councillor Laidlaw
Seconded by Mayor Farbridge
From the Salary Gapping Reserve at a cost of \$150,000.

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

VOTING AGAINST: Councillor Kovach (1)

Carried

Prosperity 2020 – 2011/2012 Activities

Peter Cartwright, General Manager of Economic Development advised
that he would bring back information with regard to performance
measurements.

M. P. Cartwright 9. Moved by Mayor Farbridge
Seconded by Councillor Kovach
THAT the report dated April 10, 2012 which has been prepared by the
General Manager of Economic Development, Finance & Enterprise
Services regarding Prosperity 2020 – 2011/2012 Activities be
received as information.

VOTING IN FAVOUR: Councillors Hofland, Kovach, Laidlaw, Wettstein
and Mayor Farbridge (5)

VOTING AGAINST: (0)

Carried

2012 Budget Process Debrief

Sue Aram, Acting Deputy Treasurer, provided clarification on the
people contacted to participate in the survey.

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Enterprise Committee**

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Ms. S. Aram

10. Moved by Councillor Kovach
Seconded by Mayor Farbridge
THAT the 2012 Budget Process Debrief report be received for
information.

VOTING IN FAVOUR: Councillors Hofland, Kovach, Laidlaw, Wettstein
and Mayor Farbridge (5)

VOTING AGAINST: (0)

Carried

The meeting adjourned at 7:35 p.m.

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Chairperson