



**The Corporation of the City of Guelph
Corporate Administration, Finance and Enterprise Committee
Monday June 10, 2013 at 5:30 p.m.**

Attendance

Members: Chair Hofland, Councillors Laidlaw and Wettstein

Absent: Mayor Farbridge and Councillor Kovach

Councillors: Councillors Bell, Dennis and Furfaro

Staff: Ms. A. Pappert, Chief Administrative Officer; Mr. A. Horsman, Executive Director, Finance & Enterprise/Chief Financial Officer; Mr. M. Amorosi, Executive Director, Corporate & Human Resources; Mr. D. McCaughan, Executive Director, Operations, Transit & Emergency Services; Ms. T. Agnello, Deputy Clerk; and Ms. J. Sweeney, Council Committee Coordinator

Call to Order (5:30 p.m.)

Chair Hofland called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Confirmation of Minutes

1. Moved by Councillor Laidlaw
Seconded by Councillor Wettstein

That the open meeting minutes of the Corporate Administration, Finance and Enterprise Committee held on May 13, 2013 be confirmed as recorded.

VOTING IN FAVOUR: Councillors Hofland, Laidlaw and Wettstein (3)

VOTING AGAINST: (0)

CARRIED

Consent Agenda

The following items were extracted:

- | | |
|---------------------|--|
| CAFE-2013.18 | Economic Development Services' 2012 Report |
| CAFE-2013.19 | Downtown Renewal 2012 Annual Report |
| CAFE-2013.20 | Annual Community and Corporate Energy Activity Report |
| CAFE-2013.21 | Finance Department 2012 Report |
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CAFE-2013.22 Final Year-End Operating Variance Report and Operating Surplus Allocation

CAFE-2013.23 Corporate & Human Resources Annual Reports

Extracted Items

Mr. A. Horsman, Executive Director, Finance & Enterprise introduced the department's 2012 annual reports.

CAFE-2013.18 Economic Development Services' 2012 Report

Mr. Peter Cartwright, General Manager Economic Development, highlighted the Economic Development Services' 2012 activities and the 2013-2014 current and new programs.

2. Moved by Councillor Wettstein
Seconded by Councillor Laidlaw

That reports FIN-ED-13-01 Economic Development Services' 2012 Report be received for information.

VOTING IN FAVOUR: Councillors Hofland, Laidlaw and Wettstein (3)

VOTING AGAINST: (0)

CARRIED

CAFE-2013.19 Downtown Renewal 2012 Annual Report

Mr. Ian Panabaker, Corporate Manager Downtown Renewal, highlighted the 2012 activities and accomplishments and upcoming projects.

3. Moved by Councillor Laidlaw
Seconded by Councillor Wettstein

That FIN-DR-13-02 Downtown Renewal 2012 Annual Report be received for information.

VOTING IN FAVOUR: Councillors Hofland, Laidlaw and Wettstein (3)

VOTING AGAINST: (0)

CARRIED

CAFE-2013.20 Annual Community and Corporate Energy Activity Report

Mr. Rob Kerr, Corporate Manager Community Energy, highlighted the 2012 challenges and the key activities.

4. Moved by Councillor Wettstein
Seconded by Councillor Laidlaw

That FIN-CE-13-01 Annual Community and Corporate Energy Activity Report be received for information.

VOTING IN FAVOUR: *Councillors Hofland, Laidlaw and Wettstein (3)*

VOTING AGAINST: *(0)*

CARRIED

CAFE-2013.23 Corporate & Human Resources Annual Reports

Mr. Mark Amorosi, Executive Director Corporate & Human Resources highlighted the department's six annual reports. He provided information on the initiatives undertaken in 2012 and the key initiatives for 2013.

5. Moved by Councillor Laidlaw
Seconded by Councillor Wettstein

THAT the following annual reports be received for information:

- Corporate Communications 2012 Annual Report
- Court Services 2012 Annual Report
- Clerks 2012 Annual Report
- Human Resources 2012 Annual Report
- Information Technology 2012 Annual Report
- Legal & Realty Services 2012 Annual Report.

VOTING IN FAVOUR: *Councillors Hofland, Laidlaw and Wettstein (3)*

VOTING AGAINST: *(0)*

CARRIED

CAFE-2013.21 Finance Department 2012 Report

6. Moved by Councillor Wettstein
Seconded by Councilor Laidlaw

That FIN-13-13 Finance Department 2012 Report be received for information.

VOTING IN FAVOUR: *Councillors Hofland, Laidlaw and Wettstein (3)*

VOTING AGAINST: *(0)*

CARRIED

CAFE-2013.22 2012 Final Year-End Operating Variance Report and Operating Surplus Allocation

A discussion ensued regarding the allocation of the year end surplus.

7. Moved by Councilor Wettstein
Seconded by Councillor Laidlaw

1. That the report FIN-13-26 dated June 10, 2013 entitled "2012 Year-End Variance Report and Operating Surplus Allocation" be received.
2. That the allocation of the 2012 Tax Supported year end operating surplus in the amount of \$659,937 be allocated to reserve 193 – OMB and Legal Reserve.
3. That the Enterprise surplus of \$3,478,963 be allocated as follows:

2012 Enterprise Surplus Allocation	
Water Capital Reserve Fund (152)	\$ 1,040,578
Wastewater Stabilization Reserve (182)	\$ 100,000
Wastewater Capital Reserve Fund (153)	\$ 1,859,391
POA Capital Reserve Fund (120)	\$ 452,643
POA Contingency Reserve (211)	\$ <u>26,351</u>
Total Enterprise Allocation	\$ <u>3,478,963</u>

VOTING IN FAVOUR: Councillors Hofland, Laidlaw and Wettstein (3)

VOTING AGAINST: (0)

CARRIED

Announcements

Mr. Mark Amorosi, Executive Director Corporate and Human Resources, reported on the Service Area's Employee Engagement Survey Action Plans. He noted the overall engagement survey participation rate for the corporation was 77% and highlighted the city wide accomplishments to date. He said his service area participation rate was 94% and the key engagement drivers are career opportunities, senior leadership and managing performance. He highlighted the various action plans.

Mr. Al Horsman, Executive Director Finance & Enterprise reported on the Service Area's Employee Engagement Survey Action Plans. He noted his service area participation rate was 86% and the key engagement drivers were senior leadership, recognition and pay, and managing performance. He highlighted the various action plans.

Ms. Ann Pappert, Chief Administrative Officer reported on the CAO and Mayor's Office employee engagement. She said that due to the small number of staff and turnover, and the addition of new employees they have created a new engagement plan focused on learning and development, resources and employee health and wellbeing. She highlighted the various action plans.

Adjournment (8:15 p.m.)

8. Moved by Councillor Laidlaw
Seconded by Councillor Wettstein

That the meeting be adjourned.

CARRIED

Tina Agnello – Deputy Clerk