



**The Corporation of the City of Guelph
Corporate Administration, Finance and Enterprise Committee
Tuesday June 10, 2014 at 5:30 p.m.**

Members: Chair Hofland Councillor Kovach
Mayor Farbridge

Absent: Councillor Burcher
Councillor Laidlaw

Councillors: Councillor Furfaro
Councillor Wettstein

Staff: Mr. A. Horsman, Executive Director, Finance & Enterprise/Chief Financial Officer
Mr. M. Amorosi, Executive Director, Corporate & Human Resources
Ms. D. Black, Council Committee Coordinator
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 Mayor Farbridge
Seconded by Councillor Kovach

That the open meeting minutes of the Corporate Administration, Finance and Enterprise Committee held on May 5, 2014 be confirmed as recorded.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Hofland and Kovach (3)

VOTING AGAINST: (0)

CARRIED

Consent Agenda

The following items were extracted:

CAFE-2014.25 Corporate Records Retention By-law Amendment
CAFE-2014.30 Finance Department 2013 Report

Balance of Consent Items

2. Moved by Councillor Kovach
Seconded by Mayor Farbridge
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That the balance of the Corporate Administration, Finance and Enterprise Committee June 10, 2014 Consent Agenda, as identified below, be adopted:

CAFE-2014.26 Updated Procurement By-law

1. That report FIN-14-23 "Updated Procurement By-law" dated June 10, 2014 be received by Committee for information.
2. That the new Procurement By-law be approved.

CAFE-2014.27 2013 Final Year-End Operating Variance Report and Operating Surplus Allocation

1. That the report FIN-14-26 dated June 10, 2014 entitled '2013 Year-End Variance Report and Operating Surplus Allocation' be received.
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.
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.
4. That the Water and Wastewater surpluses be allocated as follows:

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	\$2,455,300

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

CAFE-2104.28 March 2014 Operating Variance Report

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

CAFE-2104.29 2014 Q1 Capital Budget Monitoring Report

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

VOTING IN FAVOUR: Mayor Farbridge, Councillors Hofland and Kovach (3)

VOTING AGAINST: (0)

CARRIED

Presentation

Mr. Scott Williams, General Manager of Guelph-Wellington Business Enterprise Centre provided an overview of their programs and services. He summarized their past year activities and highlighted the next year's outlook.

Extracted Items

CAFE-2014.25 Corporate Records Retention By-law Amendment

Mr. Mark Amorosi, Executive Director Corporate & Human Resources, introduced Jennifer Slater the Records and Information Specialist. He provided a brief overview of the records retention program.

Ms. Jennifer Slater, Records and Information Specialist, provided an overview of corporate records retention compliance, risks and the benefits of a centralized records program.

3. Moved by Mayor Farbridge
Seconded by Councillor Kovach

1. That the records retention by-law, as set out in Appendix B, be approved and adopted by Council.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Hofland and Kovach (3)

VOTING AGAINST: (0)

CARRIED

CAFE-2014.30 Finance Department 2013 Report

4. Moved by Mayor Farbridge
Seconded by Councillor Kovach

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

VOTING IN FAVOUR: Mayor Farbridge, Councillors Hofland and Kovach (3)

VOTING AGAINST: (0)

CARRIED

Staff Updates and Announcements

There were no staff updates or announcements.

Adjournment (6:00 p.m.)

5. Moved by Councillor Kovach
Seconded by Mayor Farbridge

That the meeting be adjourned.

CARRIED

Dolores Black –Clerk Designate