

**The Corporation of the City of Guelph
Corporate Administration, Finance, and Enterprise Committee
Monday, June 11, 2012, 4:00 p.m.**

A meeting of the Corporate Administration, Finance and Enterprise Committee was held on June 11, 2012 in the Council Chambers at 4:00 p.m.

Present: Councillors Hofland, Kovach, Laidlaw, Wettstein and Mayor Farbridge (arrived at 4:03 p.m.)

Also Present: Councillors Bell, Dennis, Findlay, Furfaro, Guthrie and Piper

Staff Present: Ms. A. Pappert, Chief Administrative Officer; Mr. M. Amorosi, Executive Director, Corporate & Human Resources; Ms. C. Bell, Executive Director, Community & Social Services; Mr. P. Cartwright, General Manager, Economic Development; Mr. R. Henry, Manager, Engineering Services; Ms. B. Boisvert, Corporate Manager, Strategic Planning and Corporate Initiatives; Ms. S. Aram, Acting Treasurer; Ms. T. Johnston, Senior Corporate Analyst, Financial Reporting; Mr. B. Labelle, City Clerk; and Ms. D. Black, Council Committee Co-ordinator

There was no disclosure of pecuniary interest and general nature thereof.

1. Moved by Councillor Laidlaw
Seconded by Councillor Wettstein
THAT the minutes of the Corporate Administration, Finance and Enterprise Committee meeting held on May 14, 2012 be confirmed as recorded and without being read.

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

VOTING AGAINST: (0)

Carried

Consent Agenda

The following items were extracted from Corporate Administration, Finance & Enterprise Committee June 11, 2012 Consent Agenda:

CAFE-2012 A.26	2011 Court Services Annual Report
CAFE-2012 A.27	Implementing the Corporate Strategic Plan: 2012 Funding Requirements for Six Initiatives
CAFE-2012 A.28	2011 Year End Variance Report and Operating Surplus Allocation
CAFE-2012 A.29	Employee Compensation Reserve Review
CAFE-2012 A.30	2011 Operating Reserve Review and Reallocation

2. Moved by Mayor Farbridge
Seconded by Councillor Laidlaw

THAT the balance of the Corporate Administration, Finance & Enterprise Committee June 11, 2012 Consent Agenda, as identified below, be adopted:

REPORT

a) Recommendation for Financing New Public Health Facilities

THAT report FIN-12-30 dated June 11, 2012, with respect to a recommendation for financing new public health facilities in Guelph and Orangeville be received;

AND THAT Council approve the funding of the City's portion of the capital financing related to the construction of the new Public Health facilities in Guelph and Orangeville through a City debt issuance conditional upon the three municipal partners entering into a Loan Agreement and Construction Oversight Agreement with Wellington-Dufferin-Guelph Public Health;

AND THAT Council approve an RFP be issued jointly by the three municipal partners for external construction oversight.

REPORT

b) Advancement of the Wellington-Dufferin-Guelph Public Health 2012 Fourth Quarter Levy Payment

THAT report FIN-12-30 dated June 11, 2012, with respect to advancement of the fourth quarter levy payment to Wellington-Dufferin-Guelph Public Health be received;

AND THAT the request from Wellington-Dufferin-Guelph Public Health to advance the 2012 fourth quarter levy payment from October to July be approved.

REPORT

c) 72 Macdonell Street (The Diplomat Hotel) – Downtown Guelph Community Improvement Plan (DGCIP) – Major Downtown Activation Grant

THAT Downtown Renewal Report FIN-DR-12-04 dated June 11, 2012 regarding a Major DAG application for the property municipally known as 72 Macdonell Street pursuant to the DGCIP, be received;

AND THAT Council approve the Major DAG for 72 Macdonell Street and that the Mayor and Clerk be authorized to execute the Major DAG Agreement between 536357 Ontario Limited and the City of Guelph, subject to the satisfaction of the Corporate Manager of Downtown Renewal and the General Manager of Legal and Realty Services/City Solicitor.

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

VOTING AGAINST: (0)

Carried

2011 Court Services Annual Report

Mr. B. Coutts, Manager of Court Services, addressed highlights of the 2011 Court Services Annual Report contained as part of the meeting agenda.

The Committee posed various questions for clarification and follow up. In response to questions, Mr. Coutts noted that a system separate from the hearing system is being examined to determine if it could reduce load, and add benefit to the public, court system and City. He stated the matters going to trial for parking is significantly low and the default number is a target they can achieve.

3. Moved by Councillor Kovach
Seconded by Councillor Wettstein

Mr. M. Amorosi

THAT the 2011 Court Services Annual Report be received for information.

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

VOTING AGAINST: (0)

Carried

Implementing the Corporate Strategic Plan: 2012 Funding Requirements for Six Initiatives; 2011 Year End Variance Report and Operating Surplus Allocation; Employee Compensation Reserve Review; 2011 Operating Reserve Review and Reallocation

Mr. Mark Amorosi, Executive Director, Corporate & Human Resources, explained that the presentation will cover the four above-noted reports as they are all inter-related.

Ms. Brenda Boisvert, Corporate Manager, Strategic Planning, outlined the process of the Strategic Plan to date. She highlighted the six initiatives that have been set and addressed the risks of not funding the initiatives. She said a funding strategy has been formed.

Ms. S. Aram, Acting City Treasurer, explained that the initiatives could be funded from surplus monies. She addressed reserve targets for the year end and gave recommendations for the 2011 Year End Surplus Allocation. Ms. Aram provided a summary of the employee compensation reserve review, and the 2011 Operating Reserve Review as outlined in the report.

Mr. Amorosi stated that there has been no change to the reallocation process, and they are recommending the money go to the initiatives.

Implementing the Corporate Strategic Plan: 2012 Funding Requirements for Six Initiatives

The Committee discussed various aspects of the Employee Engagement Survey, the Records and Information Management Program and the Community Wellbeing Initiative. Staff outlined the benefits they believe each of the initiatives will provide to the City, external stakeholders and the community.

There was discussion regarding the allocation of funds for the strategic initiatives which had been identified. The issue was raised that it would be helpful to Council if more information on the initiatives was provided to show how future budgets may be affected. Some Members expressed concern with approving budget allocations outside of the annual budget process.

In response to questions raised, staff advised that the Community Wellbeing Initiative is being conducted in partnership with the community and that a collaborative approach to fund the plan was also in development.

4. Moved by Mayor Farbridge
Seconded by Councillor Wettstein

THAT Council approve the funding of the following strategic initiatives in 2012 that will act as a foundation for moving forward with the Corporate Strategic Plan, subject to the approval of the "2011 Operating Reserves Review and Reallocation" - FIN-12-32:

- a) Business Case Tools and Capacity Building
- b) Employee Engagement Survey Results Implementation
- c) Records and Information Management Program (EDRMS – Phase 1)
- d) Community Wellbeing Initiatives – Phase 2
- e) Economic Development Summit
- f) Guelph Innovation District – Joint University/College Campus Proposal

AND THAT subject to the approval of a Strategic Initiatives Reserve, Council approve implementation of these strategic initiatives.

5. Moved by Mayor Farbridge
Seconded by Councillor Laidlaw
THAT staff revisit the required allocation for the Economic Development Summit through collaboration with community partners

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

VOTING AGAINST: (0)

Carried

6. Moved as amended by Mayor Farbridge
Seconded by Councillor Wettstein
THAT Council approve the funding of the following strategic initiatives in 2012 that will act as a foundation for moving forward with the Corporate Strategic Plan, subject to the approval of the "2011 Operating Reserves Review and Reallocation" - FIN-12-32:

- a) Business Case Tools and Capacity Building
- b) Employee Engagement Survey Results Implementation
- c) Records and Information Management Program (EDRMS – Phase 1)
- d) Community Wellbeing Initiatives – Phase 2
- e) Economic Development Summit subject to staff revisiting the required allocation through collaboration with community partners
- f) Guelph Innovation District – Joint University/College Campus Proposal

AND THAT subject to the approval of a Strategic Initiatives Reserve, Council approve implementation of these strategic initiatives.

7. Moved by Councillor Wettstein
Seconded by Councillor Kovach
THAT the strategic initiatives be voted on separately.

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

VOTING AGAINST: Councillors Hofland and Laidlaw (2)

Carried

2011 Year End Variance Report and Operating Surplus Allocation

8. Moved by Mayor Farbridge
Seconded by Councillor Wettstein
THAT the report FIN-12-25 dated June 11, 2012 entitled "2011 Year End Variance Report and Operating Surplus Allocation" be received;

AND THAT the recommended allocation of the 2011 year end operating surplus in the amounts of \$2,571,000 in the Tax Supported Budget and \$4,304,000 in the User Pay Supported Budget as outlined in Finance report FIN-12-25 dated June 11, 2012 entitled "2011 Year End Variance Report and Operating Surplus Allocation" be approved.

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

VOTING AGAINST: (0)

Carried

Employee Compensation Review

9. Moved by Mayor Farbridge
Seconded by Councillor Wettstein

REPORT

THAT the Employee Compensation Reserve Review report FIN-12-25 dated June 11, 2012 be received;

AND THAT the Employee Compensation Reserve Policy be approved;

AND THAT a new reserve called "Early Retiree Benefits Reserve" be created as per section 4.4 of the Employee Compensation Reserve Policy;

AND THAT \$1,600,000 be transferred from the "Accrued Vacation Reserve #209" to the "Early Retiree Benefits Reserve";

AND THAT \$3,522,596 be transferred from the "Accrued Vacation Reserve #209 to the "Operating Contingency Reserve #198;

AND THAT the "Accrued Vacation Reserve #209 be decommissioned as per section 4.6 of the Employee Compensation Reserve Policy;

AND THAT the current "HR Contingency Reserve #207" be decommissioned and the balance totalling \$147,500 in this reserve be consolidated into "HR Salary Gapping Reserve #191" as per section 4.7 of the Employee Compensation Reserve Policy;

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

VOTING AGAINST: Councillor Kovach (1)

Carried

10. Moved by Councillor Laidlaw
Seconded by Councillor Kovach

REPORT

THAT staff be directed to modify the name of the "HR Salary Gapping Reserve #191"

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

VOTING AGAINST: (0)

Carried

2011 Operating Reserve Review and Reallocation

11. Moved by Mayor Farbridge

Seconded by Councillor Wettstein

THAT the report dated June 11, 2012 entitled "2011 Operating Reserve Review and Reallocation" be received;

AND THAT the recommended allocation of \$4,516,362 of the Operating Reserves contained in the report FIN-12-32 dated June 11, 2012 entitled "2011 Operating Reserve Review and Reallocation" be approved.

AND THAT Council approve the creation of the Strategic Initiatives Reserve to be used for initiatives identified in the Corporate Strategic Implementation Plan and as approved by Council.

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

VOTING AGAINST: Councillor Kovach (1)

Carried

It was requested that the clauses be voted on separately.

12. Moved by Mayor Farbridge

Seconded by Councillor Wettstein

THAT the report dated June 11, 2012 entitled "2011 Operating Reserve Review and Reallocation" be received.

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

VOTING AGAINST: Councillor Kovach (0)

Carried

13. Moved by Mayor Farbridge

Seconded by Councillor Wettstein

THAT the recommended allocation of \$4,516,362 of the Operating Reserves contained in the report FIN-12-32 dated June 11, 2012 entitled "2011 Operating Reserve Review and Reallocation" be approved.

REPORT

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

VOTING AGAINST: (0)

Carried

REPORT

14. Moved by Mayor Farbridge
Seconded by Councillor Wettstein
THAT Council approve the creation of the Strategic Initiatives Reserve to be used for initiatives identified in the Corporate Strategic Implementation Plan and as approved by Council.

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

VOTING AGAINST: Councillor Kovach (1)

Carried

15. Moved by Councillor Laidlaw
Seconded by Mayor Farbridge
THAT the meeting of the Corporate Administration, Finance & Enterprise Committee of June 11, 2012 be adjourned.

Carried

The meeting adjourned at 6:13 p.m.

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Chairperson