

**The Corporation of the City of Guelph
Corporate Administration, Finance, and Emergency Services
Committee
Tuesday, January 18, 2011, 5:00 p.m.**

A meeting of the Corporate Administration, Finance and Emergency Services Committee was held on Tuesday, January 18, 2011 in the Council Committee Room (Room 112) at 5:00 p.m.

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

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

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Ms. M. Neubauer, Chief Financial Officer/City Treasurer; Mr. M. Amorosi, Executive Director Human Resources and Legal Services; Dr. J. Laird, Executive Director, Planning, Engineering and Environmental Services; Ms. A. Pappert, Executive Director, Community & Social Services; Mr. D. McCaughan, Executive Director, Operations & Transit; Mrs. L.A. Giles, General Manager of Information Services/Clerk; and Ms. D. Black, Assistant Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

1. Moved by Councillor Kovach
Seconded by Councillor Wettstein
THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on September 13, 2010 be confirmed as recorded and without being read.

Carried

Consent Agenda

Councillor Hofland advised that the presentation from the Guelph and District Multicultural Festival will be made as part of the 2011 budget process.

The following items were extracted from Corporate Administration, Finance & Emergency Services Committee January 18, 2011 Consent Agenda:

- CAFES-2011 A.1 Finance Department Operational Review
- CAFES-2011 A.3 City of Guelph Emergency Response Plan & Emergency Management Program
- CAFES-2011 A.4 Non-Union Termination Policy
- CAFES-2011 B.2 Guelph Junction Express

2. Moved by Mayor Farbridge

Seconded by Councillor Dennis

THAT the balance of the Corporate Administration, Finance & Emergency Services Committee January 18, 2011 Consent Agenda, as identified below, be adopted:

a) Committee Mandate and Charter

REPORT

THAT the Corporate Administration, Finance and Emergency Services Committee Mandate and Charter be amended as follows:

- deleting "in the event consensus cannot be achieved on recommendations to be made to Council, the normal voting process will occur consistent with approved by-laws";
- changing "the Chair shall vote on any motion" to "the Chair shall vote on all motions";
- adding "members of Council who are not committee members are encouraged to attend meetings and participate in debate, but may not vote on motions"

AND THAT the Corporate Administration, Finance & Emergency Services Committee Mandate and Charter be approved as amended."

Carried

Presentation

Financial Condition Assessment

Mr. J. Bruzzese, BMA Consulting provided an overview of the 2010 Financial Condition Assessment including growth-related indicators, taxation and affordability, reserve, debt and other financial indicators.

Consent Agenda

Finance Department Operational Review

Mr. J. Bruzzese, BMA Consulting, provided an overview of the Finance Department Operational Review which included clarifying the role of the department and addressing feedback, including the financial planning and policy division, purchasing and risk management division, financial reporting accounting and control division, and the taxation and revenue division.

Ms. N. Neubauer

Staff were directed as part of the budget process to provide information on efficiencies to be gained in other departments as a result of the proposed staffing changes in the Finance Department, as

well as statistics showing an analysis of Finance Department staffing levels approved in budgets over the past 8-10 years.

REPORT

3. Moved by Councillor Kovach
Seconded by Mayor Farbridge

THAT Report FIN-11-04 dated January 18, 2011 regarding the Finance Department Operational Review Study prepared by BMA Management Consulting Inc. be received for information purposes.

AND THAT the financial resources required to implement the recommendations of the operational review study be referred to the 2011 budget process.

AND THAT the Chief Financial Officer provide regular reports through the Corporate Administration, Finance and Emergency Services Committee and the Audit Committee regarding on-going progress in reviewing and implementing improvements to accounting processes without budgetary impact as identified in the BMA study.

Carried

Guelph Junction Express

Ms. Rita Carroll on behalf of the Guelph Junction Express tourist train operation, outlined their milestones since 2008 and addressed current operating issues. She provided their recommendations to resolve their hydro, water and access issues. She then advised of the requirements for infrastructure support and the requested next steps.

Mr. P. Cartwright
Mr. T. Sagaskie

4. Moved by Councillor Kovach
Seconded by Councillor Dennis

THAT staff be directed to enter into discussions with Guelph Junction Railway to explore possibilities of assisting the Guelph Junction Express.

Carried

Mr. P. Cartwright

5. Moved by Mayor Farbridge
Seconded by Councillor Kovach

THAT the Information Report dated January 18, 2011, of the General Manager of Economic Development and Tourism Services regarding City's efforts to support the Guelph Junction Express, be received.

Carried

City of Guelph Emergency Response Plan & Emergency Management Program

REPORT

6. Moved by Councillor Dennis
Seconded by Councillor Kovach
THAT Council adopt the 2011 Emergency Response Plan and Emergency Management Program by by-law.

Carried

Non-Union Termination Policy

Mr. M. Amorosi

7. Moved by Councillor Kovach
Seconded by Mayor Farbridge
THAT the Non-Union Termination Policy dated January 18, 2011 be received for information as amended to add that information also be provided to Council upon request.

Carried

The meeting adjourned at 7:56 p.m.

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Chairperson