

Committee Room C
May 25, 2009 5:30 p.m.

A meeting of Guelph City Council.

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Absent: Councillor Burcher

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Chief S. Armstrong, Director of Emergency Services; Dr. J. Laird, Director of Environmental Services; Mr. D. McCaughan, Director of Operations; Mr. J. Riddell, Director of Community Design and Development Services; Mr. F. Gerrior, Supervisor of Scheduling & Service Planning; Mr. G. Hunt, Manager of Employee/Employer Relations, Assistant Director of Human Resources; Ms. L. MacIntyre, Manager of Compensation, Benefits & HRIS; Ms. T. Sinclair, Manager of Legal Services; Ms. S. Smith, Associate Solicitor; Mr. J. Stokes, Manager of Realty Services; Mrs. L.A. Giles, Director of Information Services/City Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

- 1. Moved by Councillor Hofland
Seconded by Councillor Laidlaw

THAT the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (a), (b), (c), (d) and (e) of the Municipal Act, with respect to:

- security of the property of the municipality;
- personal matters about identifiable individuals;
- proposed or pending acquisition or disposition of land;
- labour relations or employee negotiations;
- litigation or potential litigation.

Carried

The meeting adjourned at 5:31 o'clock p.m.

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Mayor

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Clerk

Committee Room C
May 25, 2009 5:32 p.m.

**A meeting of Guelph City Council meeting in
Committee of the Whole.**

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Absent: Councillor Burcher

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Chief S. Armstrong, Director of Emergency Services; Dr. J. Laird, Director of Environmental Services; Mr. D. McCaughan, Director of Operations; Mr. J. Riddell, Director of Community Design and Development Services; Mr. F. Gerrior, Supervisor of Scheduling & Service Planning; Mr. G. Hunt, Manager of Employee/Employer Relations, Assistant Director of Human Resources; Ms. L. MacIntyre, Manager of Compensation, Benefits & HRIS; Ms. T. Sinclair, Manager of Legal Services; Ms. S. Smith, Associate Solicitor; Mr. J. Stokes, Manager of Realty Services; Mrs. L.A. Giles, Director of Information Services/City Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

**DECLARATIONS UNDER MUNICIPAL CONFLICT OF
INTEREST ACT**

Mayor Farbridge declared a possible pecuniary interest with regards to the litigation status report Schedule "B" because her brother works for a firm doing due diligence work and did not discuss or vote on the matter. The Mayor absented herself from this portion of the meeting, and did not discuss or vote on the matter.

1. Moved by Councillor Hofland
Seconded by Councillor Salisbury
THAT Council hear the delegation of Connie Van Andel.

Carried

Connie Van Andel discussed a personal matter about an identifiable individual.

2. Moved by Councillor Piper
Seconded by Councillor Beard
THAT Direction be given to the Governance Committee.

Mayor Farbridge

Carried

Ms. L.E. Payne 3. Moved by Councillor Kovach
Seconded by Councillor Piper
THAT staff be given direction with respect to litigation matters.

Carried

Councillor Piper assumed the Chair due to the Mayor's declared possible pecuniary interest.

Ms. L.E. Payne 4. Moved by Councillor Kovach
Seconded by Councillor Laidlaw
THAT staff be given direction with respect to litigation matters.

Carried

The Mayor resumed the Chair.

Mr. M. Amorosi 5. Moved by Councillor Kovach
Seconded by Councillor Wettstein
Ms. L.E. Payne THAT staff be given direction with respect to a potential litigation matter.

Carried

PASSED IN COUNCIL
BY SPECIAL
RESOLUTION 6. Moved by Councillor Piper
Seconded by Councillor Laidlaw
THAT the Memorandum of Agreement between the City of Guelph and IATSE, on file with Human Resources, be approved.

Carried

REPORT 7. Moved by Councillor Beard
Seconded by Councillor Piper
THAT Tony Matteis and Scott Richardson be reappointed to the Economic Development Advisory Committee as the local business representatives for a term ending November 2013;

AND THAT Peter Kastner be appointed to the Economic Development Advisory Committee for a term ending November 2010.

Carried

Mrs. L.A. Giles 8. Moved by Councillor Piper
Seconded by Councillor Billings
THAT the correspondence received from Jake DeBruyn advising of his resignation from the Environmental Advisory Committee be received with regret.

Carried

Ms. L.E. Payne 9. Moved by Councillor Wettstein
Seconded by Councillor Hofland
THAT the report of the Manager of Realty Services dated May 25, 2009 in respect of a proposed acquisition of land for Victoria Road reconstruction, be received.

Carried

Dr. J. Laird 10. Moved by Councillor Kovach
Ms. L.E. Payne Seconded by Councillor Bell
Mr. P. Cartwright THAT direction be given with respect to a security matter.

Carried

The meeting adjourned at 6:30 o'clock p.m.

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Mayor

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Clerk

Council Chambers
May 25, 2009

Council reconvened in formal session at 7:00 p.m.

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Absent: Councillor Burcher

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Chief S. Armstrong, Director of Emergency Services; Dr. J. Laird, Director of Environmental Services;

Mr. D. McCaughan, Director of Operations; Mr. J. Riddell, Director of Community Design and Development Services; Ms. T. Sinclair, Manager of Legal Services; Mrs. L.A. Giles, Director of Information Services/City Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

There was no declaration of pecuniary interest.

1. Moved by Councillor Kovach
Seconded by Councillor Laidlaw

THAT the minutes of the Council meetings held on April 21, 27, 28 and May 4, 2009 and the minutes of the Council meetings held in Committee of the Whole on April 27, May 4 and 11, 2009 be confirmed as recorded and without being read.

Carried

CONSENT AGENDAS

The following items were extracted from the following Consent Reports and Agenda to be voted on separately:

Community Development & Environmental Services:-

- CDES1 – Approval of 2009 Water Conservation & Efficiency Strategy Update
- CDES-3 – Assessment of Fish Responses to Emerging Contaminants of Concern in Municipal Effluents
- CDES-4 – Termite Control Program

Governance:-

- Policy of Council Attendance at Local Government Events

Councillor Piper presented the balance of the Community Development & Environmental Services Committee Third Consent Report.

2. Moved by Councillor Piper
Seconded by Councillor Findlay

THAT the balance of the May 25, 2009 Community Development & Environmental Services Committee Third Consent Report as identified below, be adopted:

- a) **Water Services Agreement for Gazer-Mooney Subdivision**

THAT the report of the Director of Environmental Services, regarding the Water Services Agreement for the Gazer-Mooney Subdivision, be received;

Dr. J. Laird
Ms. L.E. Payne

AND THAT Council authorize the Mayor and Clerk to execute an agreement with The Corporation of the Township of Guelph/Eramosa entitled "Agreement Regarding Water Services for the Gazer-Mooney Subdivision", subject to the satisfaction of the Director of Environmental Services and the Director of Corporate Services/City Solicitor.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

Councillor Hofland presented the balance of the Emergency Services, Community Services & Operations Committee Fourth Consent Report.

3. Moved by Councillor Hofland
Seconded by Councillor Laidlaw

THAT the balance of the May 25, 2009 Emergency Services, Community Services & Operations Committee Fourth Consent Report as identified below, be adopted:

a) **2009 Peewee Nationals Tournament**

Mr. D. McCaughan

THAT the request from the Guelph Girls Minor Softball Association Tournament Committee to stage the Peewee Nationals Tournament at Exhibition Park from August 11-16th, 2009, be approved;

AND THAT staff develop a parking mitigation strategy to minimize the impact of the 2009 Peewee Nationals Tournament on the Exhibition Park Neighbourhood.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

Councillor Beard presented the balance of the Finance, Administration & Corporate Services Committee Third Consent Report.

4. Moved by Councillor Beard
Seconded by Councillor Wettstein
THAT the balance of the May 25, 2009 Finance,
Administration & Corporate Services Committee Third
Consent Report as identified below, be adopted:

a) **Habitat for Humanity Request for Relief of
Development Charges and Permit Fees for two
Semi-Detached Homes on 3 and 5 Johnston
Street**

Mr. J. Riddell
Ms. M. Neubauer

THAT Report Number (09-46) (05-12), from Community
Design and Development Services, dated May 12, 2009,
regarding Habitat for Humanity Request for Relief of
Development Charges and Permit Fees for two semi-
detached homes on 3 and 5 Johnston Street be received;

AND THAT the request for a grant to Habitat for Humanity
Wellington County to cover the development charges and
various permit fees related to the building of two semi-
detached affordable housing units at 3 and 5 Johnson
Street, be approved;

AND THAT a maximum of \$80,000 financial assistance be
provided from the Affordable Housing Reserve;

AND THAT Council direct Community Design and
Development Services and Finance Services to review and
develop policy to guide future consideration of requests
for social and affordable housing as part of the Official
Plan update.

b) **Proposed Revisions to the City Lands
Encroachment By-law**

Ms. L.E. Payne

THAT staff be directed to bring forward a by-law to
replace the City Lands Encroachment By-law (2005)-
17789 as outlined in the Report of the Manager of Realty
Services dated May 11, 2009.

c) **City Property at 75 Cardigan Street – Guelph
Youth Music Centre – Proposed
Addition/Renovation**

Ms. L.E. Payne
Ms. M. Neubauer

THAT the Manager of Corporate Property and Director of
Finance together, be authorized to approve renovations to
the City's property at 75 Cardigan Street as may be
requested from time to time by the Guelph Youth Music
Centre in accordance with the lease agreement between
the City of Guelph and the Guelph Youth Music Centre
dated January 18, 1999.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

Councillor Hofland presented the balance of the Governance Committee Second Consent Report.

5. Moved by Councillor Hofland
Seconded by Councillor Wettstein

THAT the balance of the May 25, Governance Committee Second Consent Report as identified below, be adopted:

a) **Revised Committee Mandate and Charter**

Mayor Farbridge
Ms. B. Boisvert

THAT the Mandate and Charter for the Governance Committee be approved and utilized as a model for other Standing Committees of Council;

AND THAT the Mandate and Charter for the Governance Committee be used as a model for the development of the same for the Council Standing Committees with priority being given to the Audit Committee and the Land Ambulance Committee.

b) **City Council Professional Development**

Mr. M. Amorosi
Mrs. L.A. Giles
Ms. M. Neubauer

THAT a training and development needs analysis be conducted in order to identify the skills and knowledge, or competencies, required by councillors to perform their roles and responsibilities effectively;

AND THAT a councillor training and development plan be developed, and the necessary funding be submitted for consideration as part of the 2010 budget process.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

Councillor Kovach presented the balance of the Council as Committee of the Whole Third Consent Report.

6. Moved by Councillor Kovach
Seconded by Councillor Laidlaw
THAT the balance of the May 25, Council as Committee of the Whole Third Consent Report as identified below, be adopted:

a) **Citizen Appointments to Guelph Junction Railway Board of Directors**

Mrs. L.A. Giles

THAT David Jennison be reappointed to the Guelph Junction Railway Board of Directors for a term ending November 2012;

AND THAT Stephen Host be appointed to the Guelph Junction Railway Board of Directors for a term ending November 2010.

b) **Appointment of Auditors for Guelph Hydro Inc.**

Mr. I. Miles
Ms. M. Neubauer

THAT the recommendation by the Board of Guelph Hydro Inc. to appoint KPMG LLP as auditors of the Corporation to hold office until the next annual meeting of the shareholder of the Corporation, be approved.

c) **Citizen Appointments as Directors to Guelph Hydro Inc.**

Mrs. L.A. Giles
Mr. A. Stokman

THAT Jane Armstrong and Robert Aumell be appointed as Directors of Guelph Hydro Inc. for a two year term;

AND THAT Brian Cowan, Rick Thompson be appointed as Directors of Guelph Hydro Inc. for a three year term;

AND THAT Mayor Karen Farbridge be appointed as a Director of Guelph Hydro Inc. for a one year term to complete her term as Mayor.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

Consent Agenda

7. Moved by Councillor Kovach
Seconded by Councillor Laidlaw
THAT the balance of the May 25, 2009 Council Consent Agenda as identified below, be adopted:

a) **Norfolk Street Reconstruction (Waterloo Ave. to Paisley/Quebec St.), Contract No. 2-0918**

Mr. J. Riddell
Ms. M. Neubauer

THAT the tender of Network Site Services Ltd., Cambridge be accepted and that the Mayor and Clerk be authorized to sign the agreement for Contract 2-0918 for the Norfolk Street Reconstruction Contract for a total tendered price of \$2,708,209.40 with actual payment to be made in accordance with the terms of the contract.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

PRESENTATIONS

The Mayor presented plaques to the following people in recognition for their life saving efforts: Ashley Trower, Bryan O'Grady, Dave Berardine, Adam Meyer and Glen Dow.

The Deputy Fire Chief advised that a plaque will be presented to Sharon Chia in recognition of her fire safety efforts.

Termite Control Program

Tim Myles, Termite Control Officer provided information on the components of the termite management efforts. He outlined the tentative 2009 work schedule.

Councillor Piper presented Clause 4 of the Community Development & Environmental Services Committee Third Consent Report.

8. Moved by Councillor Piper
Seconded by Councillor Findlay

Mr. J. Riddell

THAT the Termite Control Program Report 2008 – Executive Summary from the Community Design and Development Services Department, be received.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

9. Moved by Councillor Laidlaw
Seconded by Councillor Kovach
THAT persons wishing to address Council be permitted to do so at this time.

Carried

REGULAR MEETING

DELEGATIONS

Approval of 2009 Water Conservation & Efficiency Strategy Update

Dr. Hugh Whiteley was present and advised that he strongly supports the updated report and urged Council to approve the various recommendations. He requested that the City examine the possibility of moving from a fixed water taking philosophy to one of a set target as a performance standard.

*Amended by Resolution
#2 of June 22, 2009*

Dr. J. Laird, Director of Environmental Services, advised that in the implementation of the philosophy of setting a cap on water production, staff will monitor, consider adaptation of policy, and report annually to the public with regard to the achievement of the philosophy.

Mike Darmon advised that he was a member of the Water Conservation & Efficiency Advisory Committee and supports the staff report. He suggested that the City consider additional conservation efforts.

Councillor Piper presented Clause 1 of the Community Development & Environmental Services Committee Third Consent Report.

10. Moved by Councillor Piper
Seconded by Councillor Findlay
THAT City Council approve the 2009 Water Conservation and Efficiency Strategy Update report and associated programs;

Dr. J. Laird

AND THAT staff phase in related budget changes through the 2010 Water and Wastewater User Pay Operating Budget and Capital Budget and Forecast;

AND THAT the time-based average day water reduction goals of the City's Water Supply Master Plan be set at:

- 10% reduction (5,300 m³/day) by 2010
 - 15% reduction (7,950 m³/day) by 2017
 - 20% reduction (10,600 m³/day) by 2025
- all based on 2006 average day water use;

AND THAT the City adopt a water reduction philosophy of maintaining average day water production below the 2006 value (53,000 m³/day) for a five year period (2014);

AND THAT the City of Guelph continue the City's Outside Water Use Program to reduce the impacts of peak seasonal demands;

AND THAT the City form a Water Conservation and Efficiency Advisory Committee for the purpose of ongoing public consultation throughout the implementation of the 2009 Water Conservation and Efficiency Strategy, with an appropriate mandate and charter to be developed for the Committee;

AND THAT the City, in partnership with the Region of Waterloo, continue research into performance testing of home water softener technologies and promote, through a public educational program, performance results and related environmental benefits of high-performing technologies;

AND THAT the City's Wastewater Effluent Re-use project, commonly referred to as the "Purple Pipe" project, and associated Class Environmental Assessment, as approved by Council through the 2008 Guelph Water/Wastewater Master Servicing Plan, evaluate the potential for a communal wastewater effluent reuse system and associated design practices;

AND THAT the City undertake a feasibility study to evaluate the best practices for multi-unit residential water metering, and requirements for private servicing condition assessments for current bulk-metered, multi-unit residential customers;

AND THAT the City's Strategic Urban Forest Management Plan and the Natural Heritage Strategy define the appropriate means for protection and preservation of the City's urban forest in recognition of water conservation and storm water management benefits provided by the urban canopy;

AND THAT staff undertake the immediate development of an enhanced public education water conservation program in 2009, subject to availability of program funding;

AND THAT staff initiate water loss mitigation activities in 2009, as outlined in the City's Water Loss Mitigation Strategy and investigate the potential for improved water pressure management throughout the distribution system;

AND THAT the City's Waterworks Division undertake a pilot study as part of the City's 2009 Water Loss Mitigation Strategy to evaluate the local implementation of Automated Metering Infrastructure (AMI) for customer water metering;

AND THAT the City's Water/Wastewater Rate Review define customer billing policies for properties possessing Rain Water Harvesting Systems;

AND THAT staff pursue external funding sources, and key partnerships, throughout implementation of the Water Conservation and Efficiency Strategy Update program recommendations.

AND That Guelph's Water Conservation and Efficiency Programs be extended to customers located outside of the Guelph municipal boundary who are individually metered by the City.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

11. Moved by Councillor Piper
Seconded by Councillor Findlay

THAT Council now go into the Committee of the Whole to consider reports and correspondence.

Carried

Councillor Piper presented Clause 3 of the Community Development & Environmental Services Committee Third Consent Report.

Assessment of Fish Responses to Emerging Contaminants of Concern in Municipal Effluents

12. Moved by Councillor Piper
Seconded by Councillor Findlay

THAT the Mayor and Clerk be authorized to enter into an Agreement between the City of Guelph and the University of Waterloo in support of a collaborative research program entitled "assessment of fish response to emerging contaminants of concern in municipal effluents in a rapidly urbanizing watershed" subject to the satisfaction of the Director of Environmental Services and the City Solicitor.

Dr. J. Laird

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

Councillor Hofland presented Clause 3 of the Governance Committee Second Consent Report.

Policy of Council Attendance at Local Government Events

13. Moved by Councillor Hofland
Seconded by Councillor Wettstein

THAT the attached policy on Council attendance at local government events be approved.

14. Moved in Amendment by Councillor Kovach
Seconded by Councillor Billings

THAT the expenses for alcohol be added to the definition of Ineligible Expenses.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

15. Moved in Amendment by Councillor Kovach
Seconded by Councillor Laidlaw

THAT the annual allocation provisions apply to expenses for those members of council who serve on the board of either the Association of Municipalities of Ontario or the Federation of Canadian Municipalities.

VOTING IN FAVOUR: Councillors Billings and Kovach (2)

VOTING AGAINST: Beard, Bell, Farrelly, Findlay, Hofland, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (10)

Defeated

16. Moved by Councillor Hofland
Seconded by Councillor Wettstein

THAT the policy, attached as Schedule 1, on Council attendance at local government events be approved as amended.

Mrs. L.A. Giles
Ms. N. Neubauer

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (11)

VOTING AGAINST: Councillor Kovach (1)

Carried

17. Moved by Councillor Salisbury
Seconded by Councillor Findlay
THAT the Committee rise with leave to sit again.

Carried

18. Moved by Councillor Wettstein
Seconded by Councillor Bell
THAT the action taken in Committee of the Whole in considering reports and correspondence, be confirmed by this Council.

Carried

SPECIAL RESOLUTIONS

Proposed Acquisition of Land – Victoria Road South Reconstruction

19. Moved by Councillor Beard
Seconded by Councillor Wettstein

Ms. L.E. Payne
Mr. J. Riddell

THAT the Mayor and Clerk be authorized to execute an Agreement of Purchase and Sale between the Agricultural Research Institute of Ontario and the City of Guelph for lands to be acquired for the widening of Victoria Road South;

AND THAT the Mayor and Clerk be authorized to execute a License Agreement between the Agricultural Research Institute of Ontario and the City of Guelph allowing the City to protect certain lands located on the east side of Victoria Road South for storm water management purposes.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

IASTE Settlement

Mr. M. Amorosi

20. Moved by Councillor Beard

Seconded by Councillor Wettstein

THAT the Memorandum of Agreement between the City of Guelph and IATSE, on file with Human Resources, be approved.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

BY-LAWS

21. Moved by Councillor Beard

Seconded by Councillor Hofland

THAT By-laws Numbered (2009)-18792 to (2009)-18802, inclusive, are hereby passed.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

MAYOR'S ANNOUNCEMENTS

Councillor Hofland announced that Councillor Laidlaw and she will be hosting a Ward 3 meeting on June 16, 2009 at 7 p.m. in Committee Room 112 at City Hall, and that the special speaker will be Janet Laird who will be presenting the Community Energy Plan.

ADJOURNMENT

The meeting adjourned at 8:30 o'clock p.m.

Minutes read and confirmed June 22, 2009.

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Mayor

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Clerk

CORPORATE POLICY AND PROCEDURE



POLICY	City Councillor Attendance at Municipal Government Events
CATEGORY	Council
AUTHORITY	Information Services
RELATED POLICES	
APPROVED BY	Guelph City Council
EFFECTIVE DATE	
REVISION DATE	

POLICY STATEMENT

There is great value to be gained from City Councillors attending events of interest to municipal government. These events contribute to continuous learning and development, and better equip City Councillors to deal with the wide range and depth of governance issues facing municipalities. They also provide a forum to exchange ideas, best practices, and expertise on municipal government related issues. Expenses associated with attendance at such events must be reasonable and necessarily incurred by those attending.

PURPOSE

City Councillors who attend municipal government events benefit from learning about new approaches and the experiences of other municipalities that have had success in dealing with issues. By building on the success of other municipalities, it is possible to avoid a lengthy process involved in attempting to solve a problem in isolation, which may take longer and produce less effective results. The purpose of this policy is to ensure that there are established procedures in place with respect to City Councillor attendance at municipal government events, and to provide for the reimbursement of expenses incurred by those persons attending.

POLICY APPLICATION AND EXCLUSIONS

This policy applies to City Councillors who participate in municipal government events where the costs are funded from the approved Council budget.

The provisions of this policy with respect to limits and expenses apply to the Mayor's participation in municipal government events, or in events where the Mayor

is representing the City as the head of Council, where such costs are funded from the approved budget for the Mayor's Office.

The annual allocation provisions of this policy do not apply to city councillors who serve on the board of either the Association of Municipalities of Ontario or the Federation of Canadian Municipalities, where such service and associated travel expenses have been pre-authorized by Guelph City Council. All other provisions with respect to limits and expenses do apply to members who serve on these boards.

The provisions of this policy with respect to the allocation of an equal share of the approved Council budget for attendance at municipal government events do not apply to the Mayor.

DEFINITIONS

- **Eligible Expenses** – Expenses that are eligible for reimbursement include:
 - transportation,
 - accommodation,
 - event registration fees,
 - meals and incidentals,
 - hospitality.
- **Event** – Includes an organized annual general meeting, conference, congress, convention, exposition, forum, program, session, summit, or workshop targeted to a municipal audience. In situations where it is not clear as to the municipal relationship to the event, it is the responsibility of the City Councillor to clearly establish this relationship.
- **Hospitality** – Includes reasonable costs which may be incurred by City Councillors in an economical, consistent, and appropriate way that will facilitate City business, or as a matter of courtesy, and consists of meals only.
- **Ineligible Expenses** – Expenses that are not eligible for reimbursement include:
 - alcohol
 - 1-900 premium-rate telephone calls,
 - claims for loss of personal effects,
 - companion registration fees and expenses,
 - entertainment,
 - gifts,
 - medical and hospital treatments in excess of City sponsored health care benefit limits
 - personal effects (luggage, clothing, magazines),
 - personal memberships,
 - personal messaging /download fees,
 - personal services (shoe shines, valet, spa treatments, hair styling, internet fees for access to for-fee sites),
 - personal vehicle costs (maintenance, repair costs, towing fees, car washes),

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- movie or cable/satellite television fees charged by hotels or airlines,
 - sporting events
 - side trips including stopover charges and additional accommodation costs for personal or other business reasons,
 - sightseeing tours,
 - traffic and parking fines.
 - **Municipal Government Organization** – Includes such entities as the Canadian Urban Institute, the Institute on Governance, Municipal Government Institute, ICLEI-Municipal Governments for Sustainability, Ministry of Municipal Affairs & Housing, Community Heritage Ontario, etc.
 - **Municipal Association** – Includes the Federation of Canadian Municipalities or the Association of Ontario Municipalities, and sub-groups of these associations.

ALLOCATION FOR ATTENDANCE AT MUNICIPAL GOVERNMENT EVENTS

Each City Councillor will be allocated an equal share of the approved budget for attendance at municipal government events. Allocations are not transferrable, and if not used during the calendar year, cannot be accumulated and carried over into subsequent budget years. City Councillors will be permitted to exceed their allocation only with the prior approval of Guelph City Council.

HOSPITALITY

City Councillors attending municipal government events, may offer hospitality on behalf of the City where necessary and reasonable. Such hospitality is limited to meals, and the maximum daily meal expense limit will apply. Receipts are required for reimbursement.

MEALS AND INCIDENTALS

Meal expenses will be reimbursed at actual costs upon submission of appropriate receipts. Councillors will be reimbursed for meal expenses up to a maximum of \$70 per day, at the following rates:

\$15.00 - Breakfast
\$20.00 - Lunch
\$35.00 - Dinner
\$70.00

Individual meal limits may be exceeded, as long as the \$70.00 daily total limit for meals is not exceeded.

A separate amount is available each day for incidental expenses in addition to the regular meal allowance. Such items would include parking meters, public transit, or Internet access connection and/or usage fees away from home, where Internet access is necessary for city business. The current rate is \$10.00 per day. Where possible, original receipts should be obtained and submitted for reimbursement.

The above limits are in Canadian dollars for expenses incurred in Canada or the equivalent foreign currency for travel outside of Canada. Tips and gratuities would be in addition to the above rates.

Receipts are to be submitted within 30 days of return from the function for reimbursement. Claims for expenses must include receipts, and be submitted within 30 days of return from the event. Claims for expenses incurred in one year, but not submitted until the next budget year will only be paid upon the approval of the Director of Finance.

OVERNIGHT ACCOMMODATION

If an overnight stay is required, accommodation will be reimbursed at a rate in accordance with the single room rates charged for the function, or the hotel's rate for a standard single room whichever is less. Reimbursement of accommodation expenses for additional days may be approved. The reason for the approval (i.e. lower air fare, time change) must be documented on the expense claim form.

TRANSPORTATION

Transportation costs include:

- air, rail, bus fare or automobile at the most cost and time effective rate; e.g. mileage will not be reimbursed if air travel is less expensive
- parking
- travel cancellation insurance
- incidental travel by taxi, subway, bus
- departure taxes from transportation terminals
- travel to and from public transportation terminals, provided such transportation is actually used by the traveller
- toll highway charges
- expenses incurred when using a personal vehicle for travel to functions located outside the City of Guelph will be reimbursed at the standard car allowance rate established for City staff, currently \$0.45 per km.
- expenses associated with the use of a rented automobile for travel to and from the function, provided the expense does not exceed the cost of taxi fares for the same purpose (use of the automobile for personal business is not an allowable expense)
- Long-term parking for air travel exceeding 24-hours.