

COMMITTEE AGENDA



TO **Corporate Services Committee**

DATE February 2, 2015

LOCATION Council Chambers, Guelph City Hall, 1 Carden Street

TIME 2:00 p.m.

DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

CONFIRMATION OF MINUTES – August 12, 2014 open meeting minutes

APPOINTMENT OF THE VICE-CHAIR

PRESENTATIONS (Items with no accompanying report)

None

CONSENT AGENDA

The following resolutions have been prepared to facilitate the Committee's consideration of the various matters and are suggested for consideration. If the Committee wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with separately. The balance of the Corporate Services Committee Consent Agenda will be approved in one resolution.

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
CS-2015.1 2015 Operating and Capital Variance Reporting Schedule			
CS-2015.2 Outstanding Motions of the Corporate, Administration, Finance & Enterprise Committee			

Resolution to adopt the balance of the Corporate Services Committee Consent Agenda.

ITEMS EXTRACTED FROM CONSENT AGENDA

Once extracted items are identified, they will be dealt with in the following order:

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- 1) delegations (may include presentations)
 - 2) staff presentations only
 - 3) all others.

STAFF UPDATES AND ANNOUNCEMENTS

ADJOURN

NEXT MEETING: March 2, 2015



**The Corporation of the City of Guelph
Corporate Administration, Finance and Enterprise Committee
Tuesday, August 12, 2014 at 5:30 p.m.**

Attendance

Members: Chair Hofland
Mayor Farbridge
Councillor Burcher
Councillor Kovach (departed at 6:08 p.m.)
Councillor Laidlaw

Councillors: Councillors Bell, Dennis (departed at 6:50 p.m.), Furfaro

Staff: Mr. A. Horsman, Executive Director, Finance & Enterprise/Chief Financial Officer
Mr. M. Amorosi, Executive Director, Corporate & Human Resources
Mr. P. Busatto, General Manager of Water Services
Mr. P. Cartwright, General Manager of Economic Development
Mr. I. Panabaker, Corporate Manager, Downtown Renewal
Mr. R. Kerr, Corporate Manager, Community Energy
Mr. S. O'Brien, City Clerk
Ms. G. van den Burg, Council Committee Coordinator

Others
Present: Mr. C Hinton, GTG Consultants
Mathew McLamb, GTG Consultants

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 Kovach

That the open and closed meeting minutes of the Corporate Administration, Finance and Enterprise Committee held on July 7, 2014 be confirmed as recorded.

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

VOTING AGAINST: (0)

CARRIED

Presentation

Mark Amorosi, Executive Director of Corporate and Human Services, outlined the foundation for the Corporate Technologies Strategic Plan (CTSP) and how it is a key enabler to other corporate priorities, such as Open Government and Citizens First Initiative which will rely heavily on technological capabilities. One of the significant benefits to the GIS system is that it can provide the public with real time information.

Curtis Hinton, Geographic Technology Group, illustrated how data that is usually difficult to access can be made more available to the public. He noted how each of the applications can be made customizable to the municipality's needs and illustrated the various applications that can be adapted.

Peter Busatto, General Manager of Water Services, has been leading the Strategic Initiatives Committee and explained how it has been developing methods to implement this strategy, in part, by gathering input through consultations with other departments on how GIS technology can be used across the Corporation.

Consent Agenda

The following items were extracted:

CAFE-2014.34 Enterprise Services – Annual Activity Report
CAFE-2014.35 200 Beverly Street – IMICO – Redevelopment Update

Balance of Consent Items

2. Moved by Councillor Laidlaw
 Seconded by Councillor Burcher

That the balance of the Corporate Administration, Finance and Enterprise Committee , 2014 Consent Agenda, as identified below, be adopted:

CAFE-2014.36 Municipal Development Corporation Business Case Study Update

1. That Council receive report # FIN-ED-14-09 titled 'Municipal Development Corporation Business Case Study Update'; and
2. That Council approve the business case study attached to Report FIN-ED-14-09; and
3. That Council directs staff to incorporate a municipal development corporation, as described in report # FIN-ED-14-09, with the first director of the corporation to be Barry Chuddy, CEO of GMHI.

CAFE-2014.37 Corporate Asset Management Update

That FIN-14-36 Corporate Asset Management Update report, be received.

CAFE-2014.38 2014 Interim Investment Performance Report

That report FIN-14-34 2014 Interim Investment Performance Report, be received.

CAFE-2014.39 Outstanding CAFE Committee Motions for the Finance & Enterprise Service Area

That report FIN-14-37 dated August 12, 2014 regarding outstanding motions of the Corporate Administration, Finance & Enterprise Committee, be received.

CAFE-2014.40 Outstanding Motions of the Corporate Administration, Finance & Enterprise Committee

That the report dated August 12, 2014, regarding outstanding motions of the Corporate, Administration, Finance & Enterprise Committee, be received.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Burcher, Hofland, Kovach and Laidlaw (5)
VOTING AGAINST: (0)

CARRIED

Councillor Kovach departed at 6:08 p.m.

Extracted Items

CAFE-2014.34 Enterprise Services – Annual Activity Report

Al Horsman, Executive Director of Finance & Enterprise Services, provided introductions and the outlined the logistics of the presentation.

Peter Cartwright, General Manager of Economic Development, provided a historical overview of the partnerships that have been entered into by Enterprise Services. Achievements of the Foreign Direct Investment (FDI) program have been done in partnership with other municipalities in Ontario.

Ian Panabaker, Corporate Manager of Downtown Renewal, addressed the building of infrastructure and developing a framework for investment related to Enterprise. Making connections between investment, partnership, and, return on investment potential.

Rob Kerr, Corporate Manager of Community Energy, noted the municipal dollars invested into energy are being diverted from the community to service central energy infrastructure. A community energy program can stabilize/establish predictable rates, create efficiency by reducing energy demand in the community, and build a competitive advantage.

3. Moved by Councillor Laidlaw
Seconded by Councillor Burcher

That report number FIN-ED-14-07 titled, '*Enterprise Services –Annual Activity Report*' be received for information.

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

VOTING AGAINST: (0)

CARRIED

CAFE-2014.35 200 Beverly Street – IMICO – Redevelopment Update

4. Moved by Councillor Burcher
Seconded by Mayor Farbridge
 1. That Council receive report # FIN-ED-14-08 titled '200 Beverly Street – IMICO – Redevelopment Update'; and
 2. That Council direct staff to proceed with the IMICO Phase 2 Marketing Program as described in report FIN-ED-14-08; and
 3. That Council approve the transfer of funds in the amount of Forty-Four Thousand, Six Hundred and Ten Dollars (\$44,610.00) from the DC Exempt Reserve Fund Account #156 for the purpose of implementing the IMICO Phase 2 Marketing Program as described in report FIN-ED-14-08; and
 4. That Council direct staff to report back to Council on the status of the IMICO Phase 2 Marketing Program as described in report FIN-ED-14-08 by no later than the end of Q1 2015.

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

VOTING AGAINST: (0)

CARRIED

Adjournment (7:04 p.m.)

5. Moved by Councillor Laidaw
Seconded by Mayor Farbridge

That the August 12, 2014 Corporate Administration, Finance and Enterprise Committee meeting be adjourned.

CARRIED

Stephen O'Brien – City Clerk

**CORPORATE SERVICES COMMITTEE
CONSENT AGENDA**

February 2, 2015

Members of the Corporate Services Committee.

SUMMARY OF REPORTS:

The following resolutions have been prepared to facilitate the Committee's consideration of the various matters and are suggested for consideration. If the Committee wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with immediately. The balance of the Corporate Services Committee Consent Agenda will be approved in one resolution.

Reports from Administrative Staff

REPORT	DIRECTION
CS-2015.1 2015 OPERATING AND CAPITAL VARIANCE REPORTING SCHEDULE That report CS-2105-04, "Operating and Capital Variance Reporting Schedule", be received for information.	Receive
CS-2105.2 OUTSTANDING MOTIONS OF THE CORPORATE ADMINISTRATION, FINANCE & ENTERPRISE COMMITTEE That the report dated February 2, 2015, regarding outstanding motions of the Corporate Administration, Finance & Enterprise Committee, be received.	Receive

attach.

STAFF REPORT



TO Corporate Services Committee

SERVICE AREA Corporate Services, Finance

DATE February 2, 2015

SUBJECT 2015 Operating and Capital Variance Reporting Schedule

REPORT NUMBER CS-2015-04

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To provide the timeline for reporting operating and capital variances to Council.

KEY FINDINGS

Operating variance reporting is scheduled as quarterly reports for the periods ending on the last day of the month for March, June, September and December. The December report will be a preliminary report based on the initial year-end results and will be followed by a final report based on audited 2015 financial statements. This will bring the number of reports to a total of five for the year. Capital Variance Reports will be produced quarterly; the last quarter report will be the year-end report.

FINANCIAL IMPLICATIONS

There are no financial implications to this report.

ACTION REQUIRED

That report CS-2015-04 Operating and Capital Variance Reporting Schedule be received for information.

RECOMMENDATION

That report CS-2015-04 Operating and Capital Variance Reporting Schedule be received for information.

BACKGROUND

Budget monitoring is an integral part of the budget process through which City staff ensure that revenue and expenditures are kept within the Council approved budget and the principles of the Budget Monitoring Policy are abided with. Hence, once the annual budget is approved, actual expenditures are monitored and compared against the budget and any potentially significant variances are brought to the Executive Team's attention for mitigating measures to be put in place.

STAFF REPORT



The purpose of quarterly variance reporting is to provide information to Council on actual expenditures for the period under review as well as projected variances as at the year-end. Periodic variance reports also enable Council to perform its governance function while being provided assurance that approved service levels are maintained and management continues to be accountable for City resources.

Annually, the City produces four quarterly operating variance reports and a final year-end report that is based on the audited financial statements. This is in line with standard variance reporting practice as found in other municipalities in our comparator group.

REPORT

In 2015, the Finance Department in consultation with City Departments will prepare five operating variance reports for Council including the preliminary and final year-end variance reports.

The preliminary 2014 year-end report is based on initial financial information as at the end of the year. As the financial statements are prepared, additional accounting entries such as final reconciliation between the county, interest on reserves and auditor findings may affect the final year-end results. Therefore, a final year-end variance report is prepared and presented to Council. This report will be based on the audited financial statements and will include recommendations from the Executive Team to Council for the allocation of year-end surplus to appropriate reserves and reserve funds.

Capital variance reports are produced four times a year to coincide with the operating variance reports to give a full financial picture to Council. Because of the differing nature of capital projects, only the final year-end capital variance report is prepared and this provides information on all capital expenditures and the financial impacts of closed projects.

The following table outlines the proposed capital and operating variance reporting schedule for 2015. This variance reporting schedule will be incorporated into the overall rolling calendar for Council.

Table 1. 2015 Capital & Operating Variance Reporting Schedule

Report	Committee/Council Meeting Dates
December 2014 Year End Operating Variance Report (preliminary)	April 7 CS
December 2014 Year End Capital Variance Report (Final)	May 4 CS
December 2014 Year End Operating Variance Report (Final)	June 1 CS

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March 2015 Capital & Operating Variance Reports	June 1 CS
June 2015 Capital & Operating Variance Reports	September 9 CS
Sept 2015 Capital & Operating Variance Reports	December 1 CS

December 2015 Operating Variance (Prelim) will be produced in early 2016. The final Operating and Capital Variance Report will be produced at the same as the audited financial statements.

CORPORATE STRATEGIC PLAN

Frequent monitoring of City spending will ensure corporate objective 2.3: *Ensure accountability, transparency and engagement.*

DEPARTMENTAL CONSULTATION

Management in each Service Area is responsible for financial accountability by ensuring that spending is within the Council approved budget. The Finance Department, in consultation with the Executive Team, ensures accurate recording of transactions and is responsible for preparing the variance reports.

COMMUNICATIONS

None

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STAFF REPORT



TO Corporate Services Committee

SERVICE AREA Corporate Services

DATE February 2, 2015

**SUBJECT Outstanding Motions of the Corporate, Administration,
Finance & Enterprise Committee**

REPORT Number **CS-2015-03**

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To advise the Corporate Services Committee of the status of all outstanding Committee resolutions pertaining to Corporate Services.

KEY FINDINGS

Staff are continuing to plan work required to address outstanding motions previously passed by the Committee.

Staff have reviewed all outstanding motions and have provided updated as applicable.

FINANCIAL IMPLICATIONS

None

ACTION REQUIRED

To be advised of the status/timing of all outstanding Corporate Services Committee motions pertaining to Corporate & Human Resources and to update the outstanding motion list.

RECOMMENDATION

That the report dated February 2, 2015, regarding outstanding motions of the Corporate, Administration, Finance & Enterprise Committee, be received;

BACKGROUND

For some time, with input from the Clerk's Department, a record of outstanding motions of Committee has been maintained. The Executive Team has decided to bring to each Committee of Council an update of all outstanding motions. The biannual report may include recommendations, where appropriate, to eliminate

STAFF REPORT

from the list any outstanding motions that may no longer be of priority to the Committee.

REPORT

Included for information is the outstanding motion for the Corporate, Administration, Finance & Enterprise Committee, including the status of the work and the timing, when available, for when the work may be completed.

Date	Resolution	Lead	Status
CORPORATE & HUMAN RESOURCES			
July 25, 2011 Council	That the Executive Team be authorized to manage within their approved annual budgets and adjust staffing levels to maintain the level of Council approved programs and services provided that no costs are incurred in the current or subsequent budget years and that staff changes be reported.	C & HR / HR	Outstanding pending review of CAO By-law
May 25, 2009	Canada Revenue Agency AND THAT staff report back on the financial impact of the final decision of the appeal to ascertain Council's commitment to offset the impact on staff.	C & HR / HR	Ongoing
Date	Resolution	Lead	Status
FINANCE AND ENTERPRISE SERVICES			
Feb 24, 2014 Council Meeting	Special Resolution – Councillor Findlay That the following be referred to the Corporate Administration, Finance & Enterprise Committee: That staff be directed to provide a full cost accounting for development projects for Council approval.	Katrina Power/ Al Horsman	Staff will follow up with CS Committee to determine whether there continues to be a requirement to address this resolution.
Dec 5, 2013 Council Meeting	Main Motion 34 That the Chief Financial Officer report back to the Corporate Administration, Finance & Enterprise Committee regarding the incorporation of a productivity/continuous improvement measure into the budget formula.	Al Horsman	A report addressing this motion will be submitted to CS Committee. Timing to be post 2015 budget approval and appointment of new Treasurer.
Dec 5, 2013 Council Meeting	Main Motion 35 That the Chief Administrative Officer report back to the Corporate Administration, Finance & Enterprise Committee with a review of the value of introducing additional zero-base budgeting processes.	Al Horsman	A report addressing this motion will be submitted to CS Committee. Timing to be post 2015 budget approval and appointment of new Treasurer.

CORPORATE STRATEGIC PLAN

Innovation in Local Government

2.3 Ensure accountability, transparency and engagement.

DEPARTMENTAL CONSULTATION

Corporate Services – Clerks Department, Finance Department

STAFF REPORT



COMMUNICATIONS

N/A

ATTACHMENTS

None

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