

# COMMITTEE AGENDA



TO **Corporate Services Committee**

DATE **February 9, 2015 – rescheduled from February 2, 2015**

LOCATION Council Chambers, Guelph City Hall, 1 Carden Street

TIME **5:30 p.m.**

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## 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<br>2015 Operating and Capital Variance Reporting Schedule                               |                   |             |                 |
| CS-2015.2<br>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:

- 
- 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.**

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**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

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**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

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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**

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

attach.

# STAFF REPORT



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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

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## 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

### Prepared By:

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Senior Corporate Analyst

“original signed by Katrina Power”

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### Approved By:

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“original signed by Al Horsman”

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### Recommended By:

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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**

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## **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

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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  |
|--|---|------------------------------|---|
| <b>CORPORATE &amp; HUMAN RESOURCES</b> |   |                              |   |
| July 25, 2011<br>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                           | <del>Canada Revenue Agency</del><br>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  |
| <b>FINANCE AND ENTERPRISE SERVICES</b> |   |                              |   |
| Feb 24, 2014<br>Council Meeting        | Special Resolution – Councillor Findlay<br><br>That the following be referred to the Corporate Administration, Finance & Enterprise Committee:<br><br>That staff be directed to provide a full cost accounting for development projects for Council approval.                                     | Katrina Power/<br>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<br>Council Meeting         | Main Motion 34<br><br>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<br>Council Meeting         | Main Motion 35<br><br>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

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## COMMUNICATIONS

N/A

## ATTACHMENTS

None

### **Prepared by**

Mary Stoddart,  
Executive Assistant

"original signed by Mark Amorosi" Deputy Treasurer, General Manager Financial Services

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### **Approved and Recommended By**

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