

Council Committee Room B  
November 10th, 1999, 12:00 Noon

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Downer, Furfaro, Schnurr and Mayor Young

Staff Present: Mr. D. Kennedy, Mr. C. Dyer, Mrs. W. O'Donnell, Mr. D. Creech, Mr. B. Coutts, Mr. T. Hearn, Mrs. C. Lavigne and Mrs. M. Beaumont.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Schnurr  
Seconded by Councillor Downer  
THAT the Finance & Administration Committee now hold a meeting that is closed to the public pursuant to Section 55 (5) (b) of the Municipal Act with respect to personal matters about identifiable individuals.

Carried.

REPORT

2. Moved by Councillor Schnurr  
Seconded by Councillor Downer  
THAT Harry Eales, Dan Moziar and Ray Culver be reappointed to the Board of Light and Heat Commissioners for a term expiring November 30, 2000.

Carried.

Councillor Furfaro arrived at 12:10 p.m.

Staff were directed to arrange interviews for the balances of the vacancies on the Boards and Commissions.

REPORT

3. Moved by Councillor Furfaro  
Seconded by Councillor Downer  
THAT Councillors Downer, Schnurr and Furfaro be appointed to conduct interviews for the Guelph Junction Railway, L.A.C.A.C., Non-Profit Housing and Property Standards Committee.

Carried.

The remainder of the meeting was held in public session.

The City Administrator provided information on the local improvement policy.

Mayor Young arrived at 12:15 p.m.

REPORT

4. Moved by Councillor Furfaro  
Seconded by Councillor Downer  
THAT the University Avenue Sanitary Sewer Local Improvement Project be initiated in 2000 subject to:

- 1) Approval of the 2000-2004 Wastewater Services Capital Budget;
- 2) the receipt of sufficient petition signed by 2/3 of the owners representing 50% of the assessment in the benefitting area in accordance with the Local Improvement Act;

- 3) the estimated cost of the construction of the project to be shared as noted in correspondence provided to residents dated May 1999.  
Carried.

5. Moved in Amendment by Councillor Schnurr  
Seconded by Mayor Young

THAT the estimated cost of the construction of the sanitary sewer project be based on the same proportion of the dollars as specified in the May 4<sup>th</sup>, 1999 correspondence and as adjusted by inflation.

Lost.

6. Moved by Councillor Schnurr  
Seconded by Councillor Downer

THAT the discussion on the Local Improvement Policy be deferred to next meeting of Finance and Administration Committee;

AND THAT owners of the land in the affected areas of sanitary sewers, as notated in the 2000-2004 Wastewater Services Capital Budget be invited to attend this meeting.

Carried.

7. Moved by Councillor Furfaro  
Seconded by Councillor Downer

REPORT

THAT the report of the City Administrator dated November 10<sup>th</sup>, 1999 entitled "Preliminary Organizational Review – Recommended Actions Update", be received for information.

Carried.

8. Moved by Mayor Young  
Seconded by Councillor Furfaro

REPORT

THAT the Committee and Council adopt the improvements to Council and Committee Reports as per the attached examples;

AND THAT these improvements be implemented immediately.

Carried.

9. Moved by Mayor Young  
Seconded by Councillor Furfaro

REPORT

THAT the 1999 Operating Budget Variance Report as at September 30, 1999, be received for information.

Carried.

10. Moved by Councillor Furfaro  
Seconded by Councillor Downer

REPORT

THAT the report of the Director of Finance and City Administrator dated November 10<sup>th</sup>, 1999 entitled "Downtown Multi-Use Spectator Facility (MUSF) – Costs", be received for information.

Carried.

11. Moved by Councillor Downer  
Seconded by Councillor Furfaro

REPORT

November 10<sup>th</sup>, 1999

THAT the quotation of Lubek Electric Inc. of Mount Pleasant, be accepted, in the amount of \$98,920.00 for the construction and installation of the sports field lighting at Guelph Lake Sports Field #GG7, price inclusive of PST, with the project being GST exempt;

Page No. 3

AND THAT the project budget be approved as per the attached Funding Schedule.

Carried.

The Chair left the meeting.

Councillor Downer resumed the Chair.

Councillor Cumming was present and spoke on behalf of the Smoking By-law Review Committee. Also present were representatives from Jesse's Good Eats, Stampede Ranch, Woolwich Arms, and the Wellington Dufferin Guelph Health Unit.

Mayor Young and Councillor Furfaro left the meeting at 1:15 p.m.

Staff were given direction to arrange a special meeting of the Finance and Administration Committee for the purpose of further discussions with the Smoking By-law Review Committee and the Wellington Dufferin Guelph Health Unit.

The meeting adjourned at 1:45 p.m.

.....  
Chairperson

Council Committee Room B  
May 12th, 1999, 12:00 noon

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly , Downer, Furfaro, Schnurr and Mayor Young

Also Present: Councillor Cumming

Staff Present: Mr. B. Coutts, Mr. D.A. Kennedy, Mr. C. Dyer, Mr. R.D. Funnell, Mr. T. Hearn, Mr. J. Etienne, Mrs. C. Lavigne and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Downer

THAT the minutes of the Finance and Administration Committee meeting held on April 15th, 1999 be confirmed as recorded without being read.

Carried

Ms. Jan Craig of the Wellington-Dufferin-Guelph Health Unit was present with respect to the Smoking By-law Review Committee. She highlighted the proposed terms of reference and composition for the Committee.

Councillor Cumming provided the names of local business owners who are willing to participate on the Smoking By-law Review Committee.

2. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro

REPORT

THAT the terms of reference for the Smoking By-law Review Committee as follows, be approved:

The guiding principle of the by-law review is to ensure that the nonsmoking public are protected from involuntary exposure to second hand smoke.

Terms of Reference:

- to write and recommend to Guelph City Council a workable and enforceable definition of both restaurants and bars for inclusion in the by-law;
- to address the issue of separately ventilated and enclosed smoking areas in food service establishments and bars;
- to establish a date for bars to be smoke free;

AND THAT the Smoking By-law Review Committee be composed of the following;

Paul Jenkins - Woolwich Arms  
Rod Pollock - Jessie Good Eats  
Barb Hawkins - Stampede Ranch  
Roger Crane - Albion Hotel  
Representative of the Wellington-Dufferin-Guelph Health Unit  
Councillor Cummings  
Representative of the Guelph Chamber of Commerce.

Carried

Mr. R.D. Funnell

3. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr  
THAT the Report of the Director of Works, dated May 12th, 1999, on future impacts on landfill revenues, be received for information.

Carried

The Assistant Director of Finance provided information with respect to the 1998 and 1999 property tax billing.

Mr. D.A. Kennedy

4. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro  
THAT the report of the Assistant Director of Finance dated May 12th, 1999 with respect to the 1998 and 1999 Property Tax Billing, be received as information.

Carried

The Infrastructure Planning Engineer provided information with respect to the funding strategy for the Water Conservation & Efficiency Study.

REPORT

5. Moved by Councillor Downer  
Seconded by Mayor Young  
THAT the two year funding strategy for the Water Conservation & Efficiency Plan to allow the City to proceed with a toilet replacement program with Guelph Hydro be endorsed.

Carried

The Assistant Director of Finance provided background information with respect to the 1999 water and wastewater rates. He advised that the rates are strictly growth related.

REPORT

6. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro  
THAT a City of Guelph water rate of \$0.27 per m<sup>3</sup> and wastewater rate of \$0.50 per m<sup>3</sup> of water consumed be approved effective July 1, 1999;  
  
AND THAT staff be directed to update the City's Water and Wastewater by-laws accordingly.

Carried

The Deputy City Clerk highlighted the outstanding issues with respect to the Business Licence By-law review.

REPORT

7. Moved by Councillor Downer  
Seconded by Mayor Young  
THAT the City of Guelph issue temporary sales licence, with the licence being a 5 day licence, renewable for a maximum of 5 times per year, with a fee of \$150 per location.

Carried

REPORT

8. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT no action be taken for the City of Guelph to issue a seasonal sales licence for a 5 month time period.

Carried

REPORT

9. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro  
THAT the special sales licence, be eliminated.

Carried

Mrs. C. Lavigne

Staff were directed to report back to the Finance and Administration  
Committee with suggested business licence fees.

The meeting adjourned at 1:45 p.m.

.....

Chairperson

Council Committee Room B  
June 14th, 1999, 6:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly , Downer, Furfaro and Schnurr

Absent: Mayor Young

Also Present: Councillor Kovach

Staff Present: Mr. T. Slomke, M. J. Mairs, Mr. R.D. Funnell, Mr. D.A. Kennedy, Mrs. C. Lavigne, Mrs. L.A. Giles and Ms. J. Sweeney

There was not disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr  
THAT the minutes of the Finance and Administration Committee meeting held on May 12th, 1999 be confirmed as recorded without being read.

Carried

2. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr  
THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) © of the Municipal Act with respect to proposed or pending acquisition of land.

Carried

Mr. T. Slomke

Staff were given direction with respect to proposed or pending acquisition of land.

The remainder of the meeting was held in public session.

Counc. S. Farrelly  
Mr. R.D. Funnell  
Mr. G. Ferguson  
Mrs. C. Lavigne

3. Moved by Councillor Furfaro  
Seconded by Councillor Downer  
THAT the Court of Revision with respect to the local improvements on Arkell Road, Malvern Crescent and Ridgeway Avenue shall be Wednesday July 14th, 1999 at 12:30 p.m.

AND THAT staff be instructed to prepare the necessary notices as per the Local Improvement Act.

Carried

REPORT

4. Moved by Councillor Furfaro  
Seconded by Councillor Downer  
THAT the Business Licence Fees as identified in Schedule 1, be approved;

AND THAT the fees be incorporated into the new Licencing By-law and come into effect upon adoption of the by-law.

Carried

REPORT

5. Moved by Councillor Furfaro  
Seconded by Councillor Downer  
THAT farmers selling their produce in the City of Guelph, be required to obtain a temporary sales licence.

Carried

6. Moved by Councillor Furfaro  
 Seconded by Councillor Downer  
 REPORT THAT when sufficient funds are generated through business licence fees,  
 an Enforcement Officer be hired.

Carried

Mr. Richard Christy on behalf of Strathmillan Group was present and provided information with respect to a federal government program relating to foreign investment readiness. He proposed that his organization become the private sector partner of the City regarding the application for funds for the world wide web foreign investment initiative.

7. Moved by Councillor Downer  
 Seconded by Councillor Schnurr  
 Mr. D.R. Creech  
 Mrs. L.A. Giles  
 Mr. D.A. Kennedy  
 REPORT THAT staff be directed to prepare a report on the Federal PEMD-I program for the development of foreign investment readiness.

Carried

8. Moved by Councillor Furfaro  
 Seconded by Councillor Schnurr  
 REPORT THAT the report of the Director of Information Services/Clerk relating to by-law procedures, be received for information.

Carried

9. Moved by Councillor Schnurr  
 Seconded by Councillor Furfaro  
 Mr. D.A. Kennedy  
 REPORT THAT the City of Guelph's Development Charge Reserve Fund Statement for the year ended December 31st, 1998, be received for information and forwarded to the Minister of Municipal Affairs and Housing.

Carried

10. Moved by Councillor Schnurr  
 Seconded by Councillor Downer  
 Mr. D.A. Kennedy  
 REPORT THAT the report dated June 14th, 1999 with respect to the 1998 and 1999 Property Tax Billing Update, be received for information.

Carried

11. Moved by Councillor Schnurr  
 Seconded by Councillor Furfaro  
 REPORT THAT City Council authorize staff to sign the attached waiver of notice and authorization to the Regional Assessment Commissioner for the 1999 taxation year as requested by the Assessment Review Board.

Carried

12. Moved by Councillor Schnurr  
 Seconded by Councillor Downer  
 Mr. D.A. Kennedy  
 REPORT THAT the report of the Director of Finance, dated June 14th, 1999 with respect to capital project/Woodlawn Road, be received for information.

Carried

13. Moved by Councillor Schnurr  
 Seconded by Councillor Furfaro  
 REPORT THAT water rates for Township residents remain the same as those for City of Guelph residents.

Carried

Mr. D.A. Kennedy  
Mr. D.R. Creech

14. Moved by Councillor Downer  
Seconded by Councillor Furfaro

THAT the annual operating and capital budgets be presented to and deliberated by Council Committee of the Whole;

AND THAT Council meeting in Committee of the Whole for staff to present a forecast of major issues to Council, at the beginning of the budget process, with guidelines to be provided by Council for staff direction;

AND THAT the proposed time schedule for the City of Guelph budgets be as follows:

- User pay budgets by the end of November;
- Tax supported capital budget by the end of December;
- Tax Supported Operating Budget by the end of January.

Carried

Mr. D.A. Kennedy  
Mr. D.R. Creech

15. Moved by Councillor Downer  
Seconded by Councillor Furfaro

THAT budgets are to be presented at a higher level by use of expanded summary sheets;

AND THAT Council adopt a minimum budget reduction in the amount of \$5,000.00;

AND THAT the proposed operating and capital budget process be forwarded to the City's Boards for their comments for the July 14th, 1999 meeting of the Finance and Administration Committee.

Carried

16. Moved by Councillor Downer  
Seconded by Councillor Furfaro

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) (b) of the Municipal Act with respect to personal matters about an identifiable individual.

Carried

The remainder of the meeting was held in camera.

The meeting adjourned at 9:15 p.m.

.....

Chairperson

Council Committee Room B  
July 14th, 1999, 12:00 noon

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly , Downer, Furfaro and Mayor Young

Absent: Councillor Schnurr

Staff Present: Fire Chief S. Armstrong, Mr. R.D. Funnell, Mr. T. Hearn,  
Mr. G. Ferguson, Mr. D.A. Kennedy, Mr. J.D. Kentner, Mrs. L.A. Giles,  
Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Downer

THAT the minutes of the Finance and Administration Committee meeting held on June 14th, 1999 be confirmed as recorded without being read.

Carried

The Fire Chief provided information with respect to the trail program having firefighters perform fire hydrant maintenance.

2. Moved by Councillor Furfaro  
Seconded by Councillor Downer

Mr. R.D. Funnell  
Chief S. Armstrong

THAT the report of the Director of Works dated July 14th, 1999 relating to potential maintenance of fire hydrants by the Fire Department, be received.

Carried

3. Moved by Councillor Furfaro  
Seconded by Councillor Downer

Mr. R.D. Funnell

THAT the report of the Director of Works dated July 14th, 1999 providing information on the correction of deficiencies at the Wet-Dry Recycling Centre, be received.

Carried

4. Moved by Councillor Furfaro  
Seconded by Councillor Downer

REPORT

THAT in keeping with Council's strategy for the promotion of Guelph to the external marketplace to be done through the partnership with neighbouring municipalities known as Economic Development in Canada's Technology Triangle (EDICTT), no action be taken at this time to make application under the Federal Program for Export Market Development - Investment (PEMD-I).

Carried

5. Moved by Councillor Downer  
Seconded by Councillor Furfaro

REPORT

THAT the extension of the contract of Royal City Ambulance to provide services to the City of Guelph (as well as portions of the County of Wellington) for the year 2000, be approved;

AND THAT the City Administrator continue to work with County staff to develop joint recommendations to deal with other operational issues for ambulance services, and report to Council on a regular basis.

Carried

6. Moved by Councillor Downer  
 Seconded by Councillor Furfaro  
 Mr. D.R. Creech THAT the report of the City Administrator dated July 14th, 1999 advising of the status of major projects, be received for information.

Carried

Mr. R.D. Funnell  
 Mr. D.A. Kennedy Councillor Furfaro requested that staff verbally report back to Council with respect to the cost of moving the traffic signal at Preservation Park to the intersection of Kortright Road and Rickson Avenue.

Carried

7. Moved by Councillor Furfaro  
 Seconded by Councillor Downer  
 Mr. D.A. Kennedy THAT the report of the Director of Finance, dated July 14th, 1999 with respect to accounts receivable and taxes receivable as at June 30th, 1999, be received for information.

Carried

8. Moved by Councillor Downer  
 Seconded by Councillor Furfaro  
 REPORT THAT the collection of development charges for the two townhouse blocks located in the Melrose Place 1999 Phase of Paisley Village Subdivision be deferred until either a sale takes place or a Building Permit is requested.

Carried

The Mayor arrived at 12:30 p.m

The Finance and Administration Committee met as the Court of Revision. See separate minutes attached.

9. Moved by Councillor Furfaro  
 Seconded by Councillor Downer  
 REPORT THAT the Director of Finance be authorized to provide a short term loan to the Wellington-Dufferin-Guelph Health Unit in accordance with the terms and conditions set out in this report.

Carried

10. Moved by Councillor Downer  
 Seconded by Mayor Young  
 THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) (b) of the Municipal Act with respect to personal matters about identifiable individuals.

Carried

The remainder of the meeting was held in camera.

The Committee discussed personal matters about identifiable individuals.

The meeting adjourned at 1:40 p.m.

.....  
 Chairperson

Council Committee Room B  
July 14th, 1999, 12:30 p.m.

A meeting of the Finance and Administration Committee meeting as the Court of Revision.

Present: Councillors Farrelly , Downer, Furfaro and Mayor Young

Absent: Councillor Schnurr

Staff Present: Mr. R.D. Funnell, Mr. T. Hearn, Mr. G. Ferguson, Mr. D.A. Kennedy, Mr. D.R. Creech, Mrs. L.A. Giles and Ms. J. Sweeney

The Chairperson advised that the purpose of the meeting was to hear any complaints against the proposed special assessment or the accuracy of frontage measures with respect to the installation of watermains, sanitary sewers and associated service laterals as local improvements on Malvern Crescent, Ridgeway Avenue and a portion of Arkell Road.

Ms. Arlene Turner Stroud was present and questioned the calculations used for corner lots. She expressed concern with the lack of road shoulders/ sidewalks in the area. She further expressed concern with the number of vehicles parking on her property.

Mr. Vicker expressed concerns relating to the elevation of the street and the size of the ditches. He further expressed concern that school buses will be using Malvern Cres. in the fall.

Mr. R.D. Funnell

Staff were directed to advise the Planning, Works & Environment Committee of the concerns of the residents of Malvern Crescent, Ridgeway Avenue and Arkell Road with respect to no road shoulders and/or sidewalks and the parking of vehicles on private property.

1. Moved by Councillor Furfaro  
Seconded by Councillor Downer

Mr. R.D. Funnell  
Mrs. C. Lavigne

THAT staff be directed to prepare the necessary invoices as per the Local Improvements Act.

Carried

The meeting adjourned at 1:00 p.m.

.....  
Chairperson

Council Committee Room B  
August 9<sup>th</sup>, 1999, 6:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly , Downer, Furfaro, Schnurr and Mayor Young

Staff Present: Ms. L.E. Payne, Mr. B. Coutts, Mr. D.A. Kennedy, Mr. D.R. Creech and Ms. J. Sweeney

There was not disclosure of pecuniary interest.

1. Moved by Mayor Young  
Seconded by Councillor Furfaro

THAT the minutes of the Finance and Administration Committee held on July 14<sup>th</sup>, 1999 be confirmed as recorded without being read.

Carried

2. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro

REPORT

THAT the Ministry of the Attorney General be advised that the City of Guelph wishes to assume the delegated authority under the Streamlining of Administration of Provincial Offences Act, 1997 as the “municipal partner” with respect to the transfer of the local provincial offences court administration and prosecution;

AND THAT staff be directed to continue to carry out the transfer requirements including the negotiation of all necessary agreements with the Province and the “serviced municipalities” within the Guelph court service area in respect of the transfer;

AND THAT the court administration and prosecution structure set out in this report be approved;

AND THAT the Conflict of Interest Guidelines with respect to the Transfer of Provincial Offences Court Administration and Prosecutions, be approved.

Carried

3. Moved by Councillor Furfaro  
Seconded by Councillor Downer

REPORT

THAT the following resolutions adopted by the Finance and Administration Committee June 14<sup>th</sup>, 1999, with respect to the 2000 budget process, be forwarded to City Council for approval:

THAT the annual operating and capital budgets be presented to and deliberated by Council Committee of the Whole;

AND THAT Council meeting in Committee of the Whole for staff to present a forecast of major issues to Council, at the beginning of the budget process, with guidelines to be provided by Council for staff direction;

AND THAT the proposed time schedule for the City of Guelph budgets be as follows:

- User Pay Budgets be the end of November;
- Tax Supported capital budget by the end of December;
- Tax Supported Operating Budget by the end of January;

AND THAT budgets are to be presented at a higher level by use of expanded

summary sheets;

AND THAT Council adopt a minimum budget reduction in the amount of \$5,000.00.

Carried

Next Meeting:- September 8<sup>th</sup>, 1999 – 12:00 noon

The meeting adjourned at 6:45 p.m.

.....  
Chairperson

Council Committee Room A  
October 12<sup>th</sup>, 1999, 6:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly , Downer, Furfaro and Schnurr  
Absent: Mayor Young

Also Present: Councillors Billings, Kovach, McAdams and Shapka

Staff Present: Mr. D.A. Kennedy, Mr. J.D. Kentner, Mr. R.D. Funnell, Mr. T. Slomke, Mr. D.R. Creech, Mrs. C. Lavigne and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Downer  
Seconded by Councillor Schnurr

THAT the minutes of the Finance and Administration Committee held on September 8<sup>th</sup>, 1999 be confirmed as recorded without being read.

Carried

Mr. Terry Dingman and Mr. Peter Weed were present on behalf of the Colonel John McCrae Legion requesting that the City consider waiving the municipal taxes for the Legion property. They advised that the Legion is in financial difficulties and that they are attempting to sell their property.

2. Moved by Councillor Downer  
Seconded by Councillor Furfaro

REPORT

THAT the City of Guelph waive 50% of the 2000-2001 portion of the municipal taxes for the Colonel John McCrae Legion and request the Province of Ontario rebate the education portion of the property taxes, subject to the Colonel John McCrae Legion owning the subject lands.

Carried

Mr. Richard Wojcicki was present on behalf of residents of University Avenue East. He advised of concerns related to the condition of the present septic systems and requested that the City recognize the problem and treat the matter with some urgency. He advised that the citizens would like to have the matter dealt with this year if possible.

The Director of Works advised that the Department is preparing a report with respect to the provision of sanitary sewers to all streets in the City and developing a policy with respect to cost sharing.

Mr. R.D. Funnell  
Mr. D.A. Kennedy  
Mr. D.R. Creech

Staff were directed to report back to the Finance and Administration Committee, at a special meeting to be held November 1<sup>st</sup>, 1999 prior to City Council, with respect to the cost of providing sanitary sewers to the University Avenue East area and a policy for dealing with requests for sanitary sewers in existing neighbourhoods.

Councillor Billings was present and provided information with respect to the preliminary budget for the Grand River Conservation Authority. She suggested that the City request the Authority to establish fees for commenting on municipal plan reviews.

The Director of Planning and Business Development advised that the Grand River Authority does not have a mechanism to allow them to charge a fee, but that the municipality may do so and remit the monies to the Authority.

REPORT

3. Moved by Councillor Schnurr  
Seconded by Councillor Downer

WHEREAS it is consistent with City of Guelph policy to recover costs from developers for reviewing development applications;

THEREFORE THE City of Guelph requests that the Grand River Conservation Authority establish fees for the recovery of costs for municipal plan reviews of development applications within the watershed;

AND THAT the City of Guelph will assist in the collection of the said fee.

Carried

The City Administrator provided information with respect to the Federation of Canadian Municipalities Community Leaders Partnership Program.

Councillor Kovach was present in support of the Community Leaders Partnership Program.

REPORT

4. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro

THAT no action be taken at this time with respect to the City of Guelph participating in the Federation of Canadian Municipalities Community Leaders Partnership Program.

Carried

REPORT

5. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro

THAT the following policy be established with respect to the appointment of citizens to Boards, Committees and Commissions:

- a) That Information Services co-ordinate all appointments to Boards, Committees and Commissions;
- b) That appointments be made twice per year to fill any vacancies which arise throughout the year;
- c) That the appropriate Standing Committee along with the Council Representative to the Board, Committee or Commission conduct interviews and forward their recommendation to City Council. The only exception would be for the Board of Trustees for the Elliott, who would make nominations to City Council;
- d) That only those applicants selected for interviews will be notified, and that a notation be placed in all future advertisements.
- e) That the Boards, Committees and Commissions be invited to submit to Information Services types of qualifications or areas of expertise required for future members.
- f) That first time appointments be made for a one year term and subsequent appointments being two or three years as per the legislative authority.
- g) That the City's current policy of not appointing a person to a particular Board, Committee or Commission for more than ten consecutive years be confirmed.

- h) That all persons applying for appointment must be a Canadian citizen, over eighteen and either the owner or tenant of land or the spouse or owner or tenant of land in the municipality, as per the eligibility requirements of the Municipal Elections Act, be confirmed.

Carried

- 6. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) (b) of the Municipal Act with respect to personal matters about an identifiable individual.

Carried

The Director of Employee Resources provided personal information about an identifiable individual.

The remainder of the meeting was held in public session.

The City Administrator provided information with respect to the preliminary organizational review.

- 7. Moved by Councillor Furfaro  
Seconded by Councillor Downer

REPORT

THAT the following with respect to the preliminary organizational review, be approved:

- a) the recommended actions on Schedule 1;
- b) Phase II review – which would include a review of all “development” functions (Planning and Business Development; Works; and Community Services), see terms of reference attached as Schedule 2.

Carried

- 8. Moved by Councillor Furfaro  
Seconded by Councillor Downer

REPORT

THAT the existing purchasing policy be reaffirmed.

Carried

The Committee discussed the matter of the purchase of Councillor business cards.

In response to concerns expressed by Councillor Downer, the City Administrator provided information with respect to the strong odour in the northwest end of the City.

The meeting adjourned at 8:20 p.m.

.....  
Chairperson

Council Committee Room B  
January 25<sup>th</sup>, 2000 – 5:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Billings, Furfaro, Schnurr and Mayor Young

Also Present: Councillors Downer, Farbridge, McAdams, Shapka and Walton

Staff Present: Ms. L.E. Payne, Mrs. L.A. Giles, Mr. D.R. Creech and Ms. J. Sweeney.

Also Present: Mr. J. McKenzie and Mr. J. Fallis of Guelph Hydro

There was no disclosure of pecuniary interest.

The City Administrator provided information with respect to the proposed cash reserves of Guelph Hydro and briefly reviewed potential options to the City for the use of the funds.

Mr. J. McKenzie, General Manager of Guelph Hydro provided information with respect to the projected cash flows and start up costs required for the three new businesses.

The Committee discussed profit versus no-profit with respect to hydro restructuring.

1. Moved by Councillor Schnurr  
Seconded by Councillor Billings

REPORT

THAT Council reaffirm the July 19<sup>th</sup>, 1999 decision with respect to hydro restructuring as follows:

- THAT the City of Guelph retains ownership of Guelph Hydro at this time in order to operate the utility for the benefit of the citizens of Guelph.
- THAT the three successor companies be operated on a for-profit basis.

Carried

The meeting adjourned at 6:40 p.m.

.....  
Chairperson

Council Committee Room A  
March 8<sup>th</sup> 2000 – 12:00noon

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Billings, Furfaro, Schnurr and Mayor Young

Also Present: Councillor Shapka

Staff Present: Mrs. L.A. Giles, Ms. L.E. Payne, Mr. D.A. Kennedy, Mr. G. Beal, Mr. D.R. Creech and Ms. J. Sweeney

1. Moved by Councillor Schnurr  
Seconded by Councillor Billings

THAT the minutes of the Finance and Administration Committee held on January 25<sup>th</sup>, 2000 be confirmed as recorded and without being read.

Carried

Prof. Neal Stoskopf and Ms. Nan Ye were present and provided information with respect to their request for the City of Guelph to consider twinning with Yinchuan, China.

2. Moved by Councillor Schnurr  
Seconded by Councillor Billings

REPORT

THAT in light of our activities with Jinja, Uganda and the Czech Republic, no action be taken at this time on the request of Prof. Neal Stoskopf for the City of Guelph to twin in Yinchuan, China.

Carried

3. Moved by Councillor Billings  
Seconded by Councillor Furfaro

Mr. D.R. Creech  
Mrs. L.A. Giles

THAT salaries for the Mayor/Councillors should be of the mid-point of the comparator group of municipalities;

AND THAT Council adopt a process to automatically review salaries of the Mayor and Councillors by June 30<sup>th</sup> of each election year, with a recommendation by the existing Council to the new Council;

AND THAT staff be directed to survey the comparator municipalities with respect to the Mayor and Councillor salaries.

Carried

4. Moved by Councillor Furfaro  
Seconded by Mayor Young

REPORT

THAT the attached, Schedule A, Communication Principles and Guidelines, be approved.

Carried

REPORT

5. Moved by Councillor Furfaro  
 Seconded by Mayor Young  
 THAT the attached agreement with the County of Wellington for the provision of ambulance services throughout the City and County, be approved.

Carried

Mr. D.R. Creech

6. Moved by Councillor Furfaro  
 Seconded by Mayor Young  
 THAT the matter with respect to funding issues for the restructuring of Guelph Hydro, be deferred;  
  
 AND THAT the City Administrator be directed to bring back the issue at the appropriate time.

Carried

REPORT

7. Moved by Councillor Furfaro  
 Seconded by Councillor Billings  
 THAT the following be approved:

- establishment of a separate Planning Department, to include Planning and Building functions, be approved;
- establishment of Business Development as a Division reporting directly to the City Administrator.

Carried

Mrs. L.A. Giles

Staff were directed to develop a policy with respect to linkages to the City's home page and report back to the Finance and Administration Committee

Next Meeting:- April 10<sup>th</sup>, 2000 – 5:30 p.m.

The meeting adjourned at 1:30 p.m.

.....  
 Chairperson

Co-Operators Hall, River Run Centre  
March 13<sup>th</sup>, 2000

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Billings, Furfaro, Schnurr and Mayor Young

Also Present: Councillors Cumming, McAdams and Shapka

Staff Present: Ms. L.E. Payne, Mrs. L.A. Giles, Mr. B. Coutts and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

The Chair advised that the purpose of the meeting was to hear delegations with respect to designating bingo halls, bowling alleys and private clubs smoke free.

Mr. Scott Hutchison of the Wellington-Dufferin-Guelph Health Unit was present and advised that consumer feedback is in strong support of restaurants being smoke free. He provided information with respect to their recommendation that bingo halls and bowling centres be designated smoke free, and that smoking in private clubs be regulated under the workplace section, and be permitted to designate an area of not more than 25% of the enclosed workplace as an area which smoking is permitted for employees.

Mr. Oryst Pidzamecky on behalf of the Victoria Bingo Sponsor Association expressed concern with the proposal for bingo halls to be designated smoke free. He provided information with respect to the membership and the various programs sponsored by bingo revenue. He further advised that bingo halls are gaming establishments and as such that children are not allowed in. He also advised that the hall has provided a smoke free environment for their patrons who do not smoke. He expressed concern that if smoking is not allowed, that people will travel to other centres which allow smoking and that their revenues will experience a negative impact. He urged the Committee to allow the by-law to remain as, exempting bingo halls, and suggested that there should be no restrictions on bingo halls unless all gaming establishments, including casinos within a 100 km radius of Guelph institute comparable by-laws.

Mr. Wayne Brightwell on behalf of the Dawson Road Bingo Sponsor Association expressed concern with respect to the impact the proposed by-law would have on their member groups, the community and future operation of the bingo hall. He advised that over the past number of years, bingo revenue has decreased due to the development of provincially sponsored casino operations. He advised that in the Region of Waterloo bingo revenues have

dropped significantly. He requested that the City continue to exempt bingo halls from the smoking by-law.

Mr. Frank Waugh was present and advised that their bingo hall was constructed with separate smoking and non-smoking areas. He advised that they are willing to spend extra money to increase the ventilation within the smoking section if they are allowed to have a smoking area.

Mr. Lou Innocente, Operations Manager for Bingo Country advised that they are concerned about second hand smoke and have implemented several policies with respect to air exchange system to address this. He advised that a change would be detrimental to all, the hall operators and the local charities due to a significant drop in attendance. He requested that the by-law remain as is.

Mr. Eric Smart, President of The Royal Canadian Legion was present and expressed concern with the proposed amendments to the smoking by-law. He expressed concern with the impact to their revenues and their membership reaction, as this is a private club, with the members paying membership dues.

Ms. Nancy Wallace on behalf of the Red Chevron Club expressed concern with the rights of the smoker, as smoking is a legal activity. She advised that their club is a private club, with members paying annual dues and following the Club's constitution rules. She suggested that the City should allow the private clubs to make the ultimate decision on whether they wish to allow smoking or be smoke free.

Mr. Roger Maralleri was present on behalf of Bowlerama and expressed concern with the loss of bowlers if smoking was banned. He advised that the facilities are smoke free when the youth leagues are in action. He further advised that the adult leagues have been given the option to be smoke free and the bowlers have chosen to allow smoking. He further expressed concern with the abuse employees will take trying to enforce a smoking ban.

Mr. Norm Tumak, co-owner of restaurants in the City suggested that this is not the time to implement smoking free facilities as the public do not want this. He suggested that the Health Unit enforcement should be more concerned with large important matters rather than smoking issues.

The City Solicitor provided information with respect to the City's present by-law.

REPORT

1. Moved by Mayor Young  
Seconded by Councillor Furfaro  
THAT By-law Number (1995)-14892, known as the smoking by-law, be amended to designate bingo halls and bowling alleys to be smoke free by September 30<sup>th</sup>, 2000.

Carried

The meeting adjourned at 8:15 p.m.

.....  
Chairperson

Council Committee Room B  
April 10, 2000

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Billings, Furfaro, Schnurr and Mayor Young.

Staff Present: Mr. D.R. Creech, Mr. D. Kennedy, Mr. J. Kentner, Mr. C. Dyer, Mr. B. Coutts, Mrs. L.A. Giles, Mr. T. Hearn, Mrs. M. Beaumont.

There was no disclosure of pecuniary interest.

1. Moved by Mayor Young

Seconded by Councillor Furfaro

THAT the minutes of the Finance and Administration Committee held on March 8<sup>th</sup> and 13<sup>th</sup>, 2000 be confirmed as recorded and without being read.

Carried

The Director of Employee Resources and the Assistant Director of Finance provided an update on Project Now which is implementing the JDEdwards integrated financial management and human resource system. A further update was provided on what has been accomplished to date on the project team.

The Director of Information Services provided information with respect to the proposed City of Guelph Web Link Policy. In discussion with the Committee, it was agreed that the proposed policy would be amended with respect to sub-pages.

2. Moved by Councillor Furfaro

Seconded by Councillor Schnurr

THAT the City of Guelph Web Link Policy outlined in attached Schedule "A", be approved.

Carried

The City Administrator provided information on the review of the Planning & Development function.

REPORT

REPORT

3. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT the report titled “Review of the City of Guelph’s Planning and Development Function” be received for information.

Carried.

Mr. J. Forbes  
Mr. D. Kennedy

4. Moved by Councillor Schnurr  
Seconded by Councillor Billings  
THAT staff be directed to report back to the Finance & Administration Committee on development application costs.

Carried

REPORT

5. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro  
THAT the development charges related to the hard services (waterworks, wastewater services, storm drainage and road services) for Block 3 of the McCurdy Subdivision be deferred until such time as the Director of Works advises that the building permits may be issued for the Block, pursuant to the Subdivision Agreement.

Carried

REPORT

6. Moved by Councillor Schnurr  
Seconded by Councillor Billings  
THAT the Mayor and Clerk be authorized to execute the attached Inter-municipal service agreement respecting the POA transfer;

AND THAT the amended court administration structure as set out in this report, be adopted.

Carried

REPORT

7. Moved by Councillor Furfuro  
Seconded by Mayor Young  
THAT the Committee and Council acknowledge the 150<sup>th</sup> Anniversary of Puslinch Township;

AND THAT the City of Guelph donate to the Puslinch Township Millennium Garden project an amount of \$1,500 representing \$10.00 per year, for each of the 150 years.

Carried

Mr. D. Creech

8. Moved by Councillor Schnurr  
Seconded by Mayor Young

THAT the attached report outlining the detailed principles and policies, and a performance review process be deferred until the next meeting of Finance & Administration Committee to be held at 5:00 p.m.

Carried

Mr. D. Creech

9. Moved by Mayor Young  
Seconded by Councillor Billings

THAT the City Administrator contact the chairs of various committees to request their input on Councillor remuneration as outlined and report at next meeting of this Committee.

Carried

The meeting adjourned at 7:40 p.m.

.....  
Chair

Council Committee Room B  
May 4<sup>th</sup>, 2000 – 12:00 noon

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Billings, Furfaro, Schnurr and Mayor Young

Also Present: Councillor Farbridge

Staff Present: Mr. C. Armstrong and Mr. D.R. Creech

1. Moved by Councillor Furfaro

Seconded by Councillor Billings

THAT the Finance and Administration Committee now hold a public meeting pursuant to Section 55 (5) (b) of the Municipal Act with respect to personal matters about an identifiable individual.

Carried

The Committee directed that the matter be referred to Council in Committee of the Whole.

The meeting adjourned at 1:30 p.m.

.....  
Chairperson

Council Committee Room B  
May 10<sup>th</sup>, 2000

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Billings, Furfaro, Schnurr and Mayor Young

Also Present: Councillor McAdams

Staff Present: Mrs. L.A. Giles, Mrs. C. Lavigne, Mrs. K. Williamson, Mr. D.A. Kennedy, Mr. B. Coutts and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Billings

THAT the minutes of the Finance and Administration Committee held on April 10<sup>th</sup>, 2000 be confirmed as recorded and without being read.

Carried

Ms. Robin Warmington was present and expressed concern with respect to the issuance of a second street vendor licence for the park in which she operates. She expressed opposition to the tendering for street vendor spots in City parks and suggested that the first person in the park be given until January 15<sup>th</sup> to renew their licence before issuing such a licence to another vendor.

2. Moved by Mayor Young  
Seconded by Councillor Furfaro

Mrs. C. Lavigne

THAT staff be directed to prepare a report for consideration by the Finance and Administration Committee, with respect to the issuance of street vendor licences in City parks.

Carried

The Court Administrator provided information with respect to the POA transfer.

3. Moved by Councillor Schnurr  
Seconded by Councillor Billings

REPORT

THAT the Mayor and Clerk be authorized to execute the attached Memorandum of Understanding and Local Side Agreement with respect to the POA transfer;

AND THAT the Mayor and Clerk be authorized to execute all required leases and licence agreements in respect of the POA Transfer.

Carried

Mr. D.R. Creech

4. Moved by Councillor Schnurr  
Seconded by Councillor Billings  
THAT the Values and Behaviours Statements, outlined in the document “Expectations of Working Together”, which were developed at the recent workshops between Council and Directors, be deferred to the future meeting of the Finance and Administration Committee when the City Administrator can be in attendance.

Carried

REPORT

5. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT the proposals outlined in Schedule A, with respect to compensation for the Mayor and Councillors, be adopted.

Carried

REPORT

6. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT Clauses 17(2) and (7) of the Procedural By-law, with respect to reconsideration of Council decisions, be amended to provide that a motion for reconsideration requires a minimum vote of 7 members of Council to be passed.

Carried

7. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr  
THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5)(b)(f) of the Municipal Act with respect:
- to personal matters about identifiable individuals;
  - receiving of advice that is subject to solicitor-client privilege.

Carried

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

8. Moved by Councillor Billings  
Seconded by Mayor Young  
Staff were given direction with respect to appointments to Boards, Committees and Commissions.

Councillor Farrelly retired from the meeting at 1:35 p.m.

9. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT Councillor Billings be appointed Chair in the absence of Councillor Farrelly.

Carried

May 10<sup>th</sup>, 2000

Page No. 3

The City Solicitor provided legal advice.

The meeting adjourned at 1:45 p.m.

.....

Chairperson

Administration Committee Room  
May 15<sup>th</sup>, 2000 – 5:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Billings, Furfaro, Schnurr and Mayor Young

Staff Present: Ms. L.E. Payne, Mrs. L.A. Giles, Mrs. C. Lavigne, Mr. D.R. Creech and Ms. J. Sweeney

1. Moved by Councillor Furfaro  
Seconded by Councillor Billings

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5)(f) of the Municipal Act with respect to receiving of advice that is subject to solicitor-client privilege.

Carried

There were no declarations of pecuniary interest.

The City Solicitor provided legal advice.

2. Moved by Mayor Young  
Seconded by Councillor Billings

THAT staff were given direction with respect to street vendors.

Carried

The meeting adjourned at 5:20 p.m.

Mrs. C. Lavigne  
Ms. L.E. Payne

.....  
Chairperson

Council Committee Room B  
June 12, 2000, 6:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Billings, Furfaro and Schnurr

Absent: Mayor Young

Also Present: Councillor McAdams

Staff Present: Mr. D.A. Kennedy, Mr. G. Beal, Mr. D.R. Creech  
and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr

THAT the minutes of the Finance and Administration Committee held on May 4, 2000 be amended to reflect Councillor Billings seconding the resolution;

AND THAT the minutes of the Finance and Administration Committee held on May 4, 2000 be confirmed as amended;

AND THAT the minutes of the Finance and Administration Committee held on May 10 and 15, be confirmed as recorded and without being read.

Carried

The City Administrator provided information with respect to the Economic Development short-term and future actions relating to:

- agri-food/biotech
- Wellington County Economic Development
- acquisition of industrial land
- tourism.

2. Moved by Councillor Schnurr  
Seconded by Councillor Billings

REPORT

THAT the short-term actions for implementing the City's Economic Strategy be approved, with the focus on:  
Agri-food \* Wellington County \* Land Acquisition

AND THAT the Business Development function be known as the Economic Development Department reporting to the CAO;

AND THAT a recruiting process for a new Director commence immediately, with a specific process to be outlined by the CAO in the immediate future.

Carried

The City Administrator provided information with respect to the proposed Guelph Technology Commercialization Centre project.

Mr. Bob McBain and Dean Morrison provided detailed information with respect to the establishment of a technology commercialization centre.

3. Moved by Councillor Furfaro  
Seconded by Councillor Billings

REPORT

THAT the concept for a Commercialization Centre, outlined in the presentation, for the purpose of a submission to the Province of Ontario for funding, be endorsed, subject to the City of Guelph receiving grants to assist in the development of such a centre and that the City Administrator report back to the Finance and Administration Committee.

Carried

The Committee directed that the report Council Values and Behaviours be forwarded to the June 19, 2000 Council Meeting for Council's consideration.

The Committee discussed in detail a policy for Councillors attending conferences and training.

Mr. D.R. Creech  
Mr. D.A. Kennedy

Staff were directed to report back at the July 10, 2000 Finance and Administration Committee with respect to a policy for Councillors attending conferences and training.

4. Moved by Councillor Billings  
Seconded by Councillor Furfaro

REPORT

THAT the City of Guelph remit \$15,000 to EDICTT which represents the City of Guelph's pro-rated share of the 2000 budget less the City of Guelph's share of the December 31, 1999 EDICTT year end surplus.

Carried

REPORT

5. Moved by Councillor Billings  
Seconded by Councillor Furfaro  
THAT the attached principles and policies:
- Core Pay Principles
  - Compensation Policies
  - Concept for an Integrated Performance Review Process
- be approved with the understanding that pay-for performance will be coming back to Council at a future date.

Carried

The Committee discussed in detail hydro restructuring, funding issues.

Mr. D.R. Creech  
Mr. D.A. Kennedy

- Staff were directed to report back to the Finance and Administration Committee with respect to the following:
- the legality of Guelph Hydro distributing a hydro rebate;
  - the ability to apply for the maximum rate increase, but charge a lesser rate during the transition period;
  - the feasibility of using a portion of the cash reserves to ease the transition period for the hydro customers.

REPORT

6. Moved by Councillor Schnurr  
Seconded by Councillor Billings  
THAT no action be taken to exempt the portion of the premises occupied by the Army, Navy & Air Force Veterans in Canada, Unit 344 located at 32 Gordon Street, from taxes including local improvements and school purposes.

Carried

The Director of Finance highlighted the major projects underway or being contemplated by the City of Guelph.

Mr. D.A. Kennedy  
Mr. D.R. Creech

7. Moved by Councillor Billings  
Seconded by Councillor Furfaro  
That a Council workshop, to discuss the major projects, be arranged by staff as soon as possible.

Carried

REPORT

8. Moved by Councillor Billings  
Seconded by Councillor Schnurr  
THAT the City of Guelph's Development Charge Reserve Fund Statement for the year ended December 31, 1999 be received for information and forwarded to the Minister of Municipal Affairs and Housing.

Carried

June 12, 2000

Page No. 4

Mr. D.A. Kennedy  
Mr. D.R. Creech

Staff were directed to invite representatives from the Guelph General Hospital to attend the July 10, 2000 Finance and Administration Committee meeting with respect to the additional funding required for the Guelph General Hospital redevelopment, and that staff be requested to obtain, in writing, from St. Joseph's Hospital that they will not require additional funding for their redevelopment.

The City Administrator advised of meetings held recently with members of a local labour force with respect to the tendering of City works.

The meeting adjourned at 9:30 p.m.

.....  
Chairperson

Council Committee Room B  
July 10, 2000 – 5:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr and Mayor Young

Absent: Councillor Billing

Staff Present: Mr. D.A. Kennedy, Mr. G. Beal, Mr. J. Kivell, Mr. D.R. Creech, Mrs. C. Lavigne and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr

THAT the minutes of the Finance and Administration Committee held on June 12, 2000 be confirmed as recorded and without being read.

Carried

Lorne and Robin Warmington were present and expressed concern with any changes to the regulations for the operation of street vendors in City parks.

Ryszard Giemza, by way of his daughter Yvonne, advised that he had no concern with the tendering of street vendor locations in City Parks. He requested that if the regulations are changed, that they be fair to all parties.

2. Moved by Mayor Young  
Seconded by Councillor Furfaro

THAT a mediator be hired in an attempt to resolve the disagreement between the street vendors operating in Royal City Park and that staff report back to the Finance and Administration Committee at the August 14, 2000 meeting on the results of the mediation.

Carried

3. Moved by Councillor Furfaro  
Seconded by Mayor Young

THAT the additional funding required in the amount of \$18,000 to award Part B of Quotation 00-E-04 for Hastings Stadium lighting, be approved.

Carried

Mrs. C. Lavigne  
Mr. D.R. Creech

REPORT

Councillor Furfaro assumed the Chair, as Councillor Farrelly wished to move a resolution.

REPORT

4. Moved by Councillor Farrelly  
Seconded by Councillor Schnurr  
THAT the Guelph Police Services Board be requested to take immediate remedial action to eliminate the projected over expenditure and that the Guelph Police Services Board not exceed their 2000 budget allocation of \$13,077,000.

Carried

Councillor Farrelly resumed the Chair.

REPORT

5. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT the 2000 Operating Budget Variance Report, as at May 31, 2000, be received for information.

Carried

John Pate and Richard Ernst were present on behalf of the Guelph General Hospital and provided information with respect to the changes to the redevelopment of the Guelph General Hospital. They requested that the City assist the hospital in raising the projected \$3 million shortfall.

Mr. D.A. Kennedy  
Mr. D.R. Creech

Staff were directed to report back to the Finance and Administration Committee at their August 14, 2000 meeting advising of the options for funding the Guelph General Hospital redevelopment shortfall.

Mr. D.R. Creech

6. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT the report of the City Administrator dated July 10, 2000, with respect to Planning and Economic Development re-organization-costing impact, be received for information.

Carried

REPORT

7. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro  
THAT the process for recruiting the Director of Economic Development, be approved, as attached.

Carried

8. Moved by Councillor Furfaro  
Seconded by Mayor Young

THAT the Finance and Administration Committee now hold a meeting that is closed to the public pursuant to Section 55 (5) (e) of the Municipal Act with respect to a potential litigation matter.

Carried

The Director of Finance provided the Committee with information on a potential litigation matter.

Mr. D.A. Kennedy

Staff were given direction with respect to a potential litigation matter.

The meeting adjourned at 7:50 p.m.

.....  
Chairperson

## Recruitment Process – Economic Development

### DIRECTOR

1. Update Job Description and Selection Criteria (see attached).
2. Advertise in appropriate local newspapers, the Globe and Mail and appropriate trade sources.
3. Utilize the services of Michael Follett Consulting to assist the City Administrator and Employee Resources Department with development of the advertising, direct sourcing of potential candidates and preliminary interviewing based on City's criteria. The initial interviewing will be conducted by Michael Follett, David Creech, Chris Armstrong, Gus Stahlmann and a representative of the University of Guelph senior management by August 31<sup>st</sup>.
4. Develop a short-list of 3 to 4 candidates for formal interview by the Finance and Administration Committee, along with the Chair of Planning, Works and Environment.
5. Finance and Administration Committee, along with the Chair of Planning, Works and Environment Committee, to conduct interviews and short-list to 1 to 2 candidates.
6. Complete standard formal testing by Reg Ellis Associates on the last 1 to 2 candidates.
7. Develop recommendation from Finance and Administration to Council and have final interview of selected candidate with Council, by September 30<sup>th</sup>.

### ECONOMIC DEVELOPMENT OFFICERS

1. Update Job Descriptions and selection criteria (see attached).
2. Advertise all new positions in appropriate local newspapers, the Globe and Mail and appropriate trade sources.
3. Utilize the services of Michael Follett Consulting to assist the City Administrator and Employee Resources Department with development of the advertising, direct sourcing of potential candidates and preliminary interviewing based on City's criteria. The initial interviewing will be conducted by Michael Follett, David Creech, Chris Armstrong, Gus Stahlmann and a representative of the University of Guelph senior management, by August 31<sup>st</sup>.
4. Defer further decision-making until Director is determined so that Director can make final decision on appointment of the three Economic Development Officers.

**DRAFT**

**POSITION DESCRIPTION**

<b>POSITION NO.</b>	<p style="text-align: center;"><b>JOB TITLE</b> Director of Economic Development</p>	<p style="text-align: center;"><b>DIVISION/DEPT.</b> Economic Development</p>	
---------------------	--	---	--

**TITLE OF IMMEDIATE SUPERIOR:**  
City Administrator

**TITLES OF IMMEDIATE SUBORDINATES**  
Subordinates include all staff in the Economic Development Department.

**SUMMARY OF POSITION**

Responsible for all aspects of the department through the establishment of a clear vision and direction which focuses on customer service and team approach.  
 Provides leadership and motivation to all staff.  
 Ensures policies are developed and monitored.  
 Establishes procedures to ensure work is completed effectively and efficiently.  
 Participates actively as a member of the Department Heads Team.

No.	Task Description	Gra
1.	Establish long-term direction of department through team development of mission and values.	
2.	Exercise authority to hire, discipline and recommend termination of staff within the Department.	
3.	Supervise the staff of the Department and arrange for the proper delegation of duties to all staff, as well as appropriate training.	
4.	Prepare current and capital budgets, and monitor activity, for Department services.	
5.	Provide comprehensive advice to staff, Committees and Council.	
6.	Develop economic strategy and actions plans to generate/retain jobs, attract new investment and generate tax dollars.	
7.	Develop land for City industrial purposes: handle all real estate transactions and property management in connection with operation of Municipality owned industrial lands.	
8.	Interface with City Departments to ensure a high level of understanding exists between the	

	City, Economic Development and local business.	
9.	Liaise with local business associations and Committees to develop positive relations for economic development.	
10.	Other duties as assigned.	

EMPLOYEES SIGNATURE \_\_\_\_\_ DATE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE

**QUALIFICATIONS**

Minimum Educational Requirement:

- University Degree in Business Development and Administration education

Minimum Experience Requirement:

- 5 years in a related field, with management experience, private sector experience would be an asset
- good organizational, communication and human relations skills

# DRAFT

## POSITION DESCRIPTION

<b>POSITION NO.</b>	<b>JOB TITLE</b> Economic Development Officer	<b>DIVISION/DEPT.</b> Economic Development	
<b>TITLE OF IMMEDIATE SUPERIOR:</b> Director of Economic Development			
<b>TITLES OF IMMEDIATE SUBORDINATES</b> Research Analyst, Data Base Administrator			
<b>SUMMARY OF POSITION</b> Responsible for promoting business investment in order to create new jobs and taxes in the industrial and commercial sector; with a focus on the development of new directions in agri-food/biotechnology, retention expansion of existing business, and the attraction of new businesses to the City.			
No.	Task Description	Gra	
1.	Supervise the subordinates, arrange for the proper delegation of duties, as well as appropriate training.		
2.	Assist with the development and implementation of the City's Economic Development Strategic Plan.		
3.	Develop, prioritize and initiate detailed actions and tasks to implement specific components of the Strategic Plan.		
4.	Develop comprehensive marketing programs, including promotional materials, advertising campaigns, and trade show activities to achieve specific objectives.		
5.	Promote and negotiate City owned and private industrial lands for sale to industry.		
6.	Ensure a complete support system for generating base information for clients on an up-to-date accurate basis.		
7.	Liaise with specific agencies, associations and committees in the City dealing with economic development.		
8.	Other duties as assigned.		

EMPLOYEES SIGNATURE \_\_\_\_\_

DATE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE \_\_\_\_\_

DATE

---

### **QUALIFICATIONS**

Minimum Educational Requirement:

- University Degree in Economic Development, Business Administration, Engineering.

Minimum Experience Requirement:

- Minimum 5 years in economic development
  - Skills/experience with agri-food/biotechnology business would be an asset
  - Experience in dealing with economic development activities with a University would also be an asset
-

## **Economic Development Director**

### **Selection Criteria**

- Enthusiastic, aggressive approach to retain and attract new business with a focus on new emerging efforts of Agri-food/Biotech and Downtown regeneration.
- Ability to partner in positive relations with business interests at the University of Guelph, as well as the County of Wellington.
- Ability to develop effective communication/liaison within the City organization, with business associations in the City, with Provincial and Federal Economic Development ministries.

Council Committee Room B  
August 14, 2000 – 6:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Billings, Furfaro, Schnurr and Mayor Young

Staff Present: Mr. R.D. Funnell, Mr. D.A. Kennedy, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Mayor Young

Seconded by Councillor Furfaro

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5)(c) of the Municipal Act with respect to proposed or pending acquisition of land.

Carried

2. Moved by Councillor Billings

Seconded by Councillor Furfaro

THAT no action be taken with respect to the purchase of property.

Carried

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

The remainder of the meeting was held in public session.

The City Administrator provided background information with respect to the replacement of the main library.

Mr. Norm McLeod and Mr. J. McInnis were present with respect to the proposal to replace the main library.

3. Moved by Mayor Young

Seconded by Councillor Furfaro

THAT the report of the City Administrator dated August 14, 2000 with respect to the proposal to replace the Main Library, be received;

REPORT

AND THAT staff be directed to report back to the Finance & Administration Committee with a comprehensive blueprint for the development of a new Main Library.

Carried

Mr. D.R. Creech

4. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT the report with respect to the Planning & Economic Development Re-organization Costing Impact, be received for information.

Carried

REPORT

5. Moved by Councillor Billings  
Seconded by Councillor Furfaro  
THAT no action be taken on a City of Guelph recognition program with respect to the use of the Sports and Entertainment Centre and the River Run Centre.

Carried

REPORT

6. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT the City Treasurer be authorized to proceed with the marketing through the City's fiscal agent, a debenture issue in the aggregate amount of \$9,250,000 dated August 31, 2000 for a term not to exceed ten years.

Carried

REPORT

7. Moved by Councillor Billings  
Seconded by Mayor Young  
THAT staff be directed to initiate the process to amend the City's Development Charge By-law (By-law (1999)-15992) in order to amend Section 3.12 with respect to changing the timing of the collection of development charges for cluster/stacked townhouses and apartments from the signing of the subdivision agreement to application for a building permit.

Carried

REPORT

8. Moved by Mayor Young  
Seconded by Councillor Furfaro  
THAT the quotation of Drexler Construction Limited of Rockwood, be accepted and the Mayor and Clerk be authorized to sign the agreement for Contract No. 2-0014, University Avenue East Sanitary Sewer and Watermain, at a total tendered price of \$278,600.45, with payment to be made in accordance with the terms of this Contract;

AND THAT the Local Improvement project: Cityview and Cedarvale be deferred until the 2001 capital budget and approved funding of \$112,000.00 be re-allocated to Local Improvement: University Avenue East Sanitary Sewer and Watermain.

Carried

9. Moved by Councillor Furfaro  
Seconded by Mayor Young

REPORT

THAT the tender of Chant Construction Limited of Aurora, be accepted and the Mayor and Clerk be authorized to sign the agreement for Contract No. 2-0015, Gordon Street Bridge Replacement, at a total tendered price of \$1,480,479.28, with provision for a temporary pedestrian bridge which would be removed after construction and not relocated to a permanent river trail crossing east of the Hanlon Parkway. Payment is to be made in accordance with the terms of the contract;

AND THAT:

- Funding in the amount of \$153,100 be transferred from the Capital Reserve, Taxation, to fund the bridge replacement on Gordon Street
- Funding in the amount of \$180,960 be transferred from the Development Charges Reserve Fund – Roads, to fund the bridge replacement on Gordon Street
- Funding in the amount of \$100,000 be reallocated from Silvercreek and Willow Intersection Improvement Project to fund the bridge replacement on Gordon Street
- Resurfacing of Dean Avenue, from Edinburgh Road to Gordon Street, be deferred until the 2001 capital budget and approved funding of \$83,000 be reallocated to Gordon Street bridge replacement project.

Carried

The City Administrator advised of the status of the mediation with respect to the street vendors in Royal City Park.

10. Moved by Councillor Schnurr  
Seconded by Councillor Billings

Mr. D.R. Creech

THAT the matter with respect to Hydro Restructuring – Funding Issues, be deferred until the issues have been further clarified by the Province of Ontario.

Carried

August 14, 2000

Page No. 4

The Director of Finance provided information with respect to hospital funding.

The meeting adjourned at 8:30 p.m.

.....

Chairperson

Council Committee Room B  
September 13, 2000

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro and Mayor Young

Absent: Councillors Billings and Schnurr.

Staff Present: Mr. D.R. Creech, Mr. D. Kennedy, Mrs. C. Lavigne, Mr. L. Scheklesky and Ms. M. Schmidt.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT the minutes of the Finance & Administration Committee meetings held July 10 and August 14, 2000, be confirmed as recorded without being read

Carried.

The City Administrator provided information on the Guelph Centre Mall – Library Relocation report.

2. Moved by Mayor Young  
Seconded by Councillor Furfaro  
THAT the report of the City Administrator dated September 13, 2000 with respect to the Guelph Centre Mall – Library Relocation be received for information.

Mr. D.R. Creech

Carried.

3. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT Council agrees to an annual offsite working session to be held for the purpose of reviewing the Vision and Mission and determining appropriate goals and objectives for the coming year;

REPORT

AND THAT this session be held in the first quarter of new City Council's term.

Carried.

REPORT

4. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT Councillor Schnurr be appointed to the Citizen  
Recognition Committee as a representative of the Finance and Administration  
Committee.

Carried.

Mr. D.R. Creech

5. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT the correspondence received from Guelph Hydro in  
response to questions raised by the Finance & Administration  
Committee at its meeting held June 19<sup>th</sup>, 2000, be received for  
information.

Carried.

The Deputy City Clerk spoke to the mediation report of the streets vendors in  
Royal City Park.

Mrs. C. Lavigne

6. Moved by Mayor Young  
Seconded by Councillor Furfaro  
THAT the Memorandum of Understanding regarding operation of  
hot dog vending carts in Royal City Park for the year 2000, be received for  
information.

Carried.

Mr. Lorne Warmington spoke to the matter of tendering for street vendors in  
City of Guelph parks.

REPORT

7. Moved by Mayor Young  
Seconded by Councillor Furfaro  
THAT a tendering process be established for streets vendors in the City of  
Guelph parks effective January 1, 2001;

AND THAT the tender be for a two year term.

Carried.

Mr. Thomas Aldridge, Manhattan's Pizza, Gordon Street spoke to his request  
for exemption from the Smoking By-law.

Representatives from the Guelph/Wellington Health Unit were present and  
answered questions with respect to the City of Guelph smoking by-law. The

Committee was advised of the Health Unit's opposition to any amendment to the smoking by-law.

REPORT 8 Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT the request from Mr. Thomas Aldridge, Manhattan's Pizza, Gordon Street for an exemption of the City of Guelph smoking by-law be refused.

Carried.

REPORT 9. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT Guelph City Council supports the proposal of the Federation of Canadian Municipalities in urging the Federal Government to increase its financial commitments to the municipal sector and adopt additional funding mechanisms that will address the gaps in:

- environmental and core municipal infrastructure;
- sustainable transportation;
- affordable housing;
- clean-up of contaminated sites (brownfields); and
- \* "connectivity".

Carried

REPORT 10. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT the City of Guelph guarantee a loan for the Guelph Youth Music Centre in the amount of \$200,000.00 to complete renovations to the Guelph Youth Music Centre facility at 75 Cardigan Street, such guarantee to be for seven years;

AND THAT the Mayor and Clerk be authorized to execute the guarantee agreement.

Carried.

The Director of Finance distributed information from the Canadian Bond Rating Service reaffirming the City of Guelph's long-term debt rating at AA, and its rating outlook as stable.

The City Administrator provided an update and advised that he was aware of a meeting with between the General Hospital Board and County of Wellington with respect to a contribution from the County.

Mr. D. Kennedy  
Counc. S. Farrelly

11. Moved by Mayor Young  
Seconded by Councillor Furfaro  
THAT the October 9, 2000 meeting of the Finance and  
Administration Committee be rescheduled to October 10, 2000,  
at 5:30 p.m.

Carried.

12. Moved by Mayor Young  
Seconded by Councillor Furfaro  
THAT the Finance and Administration Committee now hold a meeting that is  
closed to the public, pursuant to Section 55 (5)(c) of the Municipal Act with  
respect to proposed or pending acquisition of land.

Carried.

The City Administrator advised of the possible acquisition of lands.

The meeting adjourned at 1:10 o'clock p.m.

Next meeting: October 10, 2000 – 5:30 p.m.

.....  
Chair

Council Committee Room A  
October 10, 2000

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Billings, Furfaro, Schnurr and Mayor Young

Staff Present: Mr. D.A. Kennedy, Mr. G. Beal, Ms. T. Sinclair, Mrs. L.A. Giles, Mrs. C. Lavigne, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5)(f) of the Municipal Act with respect to receiving of advice that is subject to solicitor-client privilege.

Carried

The Assistant Solicitor provided the Committee with information.

The remainder of the meeting was held in open session.

2. Moved by Councillor Furfaro  
Seconded by Mayor Young

THAT the minutes of the Finance and Administration Committee held on September 13, 2000 be confirmed as recorded and without being read.

Carried

3. Moved by Councillor Billings  
Seconded by Mayor Young

REPORT

THAT the mediation agreement with respect to the operation of the two licensed street vendors in Royal City Park continue for the year 2001, subject to the street vendors meeting the requirements of the Business Licensing By-law (1999)-16161;

AND THAT Community Services, Recreation and Parks Division oversee the operation of street vendors in City parks commencing in 2002;

AND THAT no more street vendor licences be issued for Royal City Park.

Carried

REPORT 4. Moved by Councillor Schnurr  
Seconded by Mayor Young  
THAT Business Licence By-law (1999)-16161 be amended to allow no more than one street vendor in a City Park for the year 2001.

Carried

Mr. Richard Ernst and Dr. John Pate were present with respect to additional hospital redevelopment funding.

REPORT 5. Moved by Mayor Young  
Seconded by Councillor Furfaro  
THAT the City of Guelph approve funding, in the amount of \$1,500,000, for the Guelph General Hospital Redevelopment.

Carried

Councillor Billings retired from the meeting at 7:00 p.m.

The Director of Finance provided information with respect to the Guelph Police Services budget status.

REPORT 6. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT the projected deficit in the Guelph police services 2000 operating budget, be funded from the unspent part of the Board's capital budget allocation;

AND THAT staff meet with the Guelph Police Services with respect to their projected deficit, including the matter of the Guelph Police Service funding a portion of the deficit from within their current operating budget;

AND THAT City staff be directed to determine the availability of approximately \$350,000 from within the City of Guelph tax supported operating budget to fund part of the projected deficit.

Carried

The Committee amended the draft Code of Ethics so that the opening statement reads "we will respect and obey the city's laws and do our best to encourage a like respect and adherence in those about us".

REPORT 7. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT the attached Code of Ethics for Guelph City Council be adopted.

AND THAT the Code of Ethics opening statement be amended to read as follows: “we will respect and obey the City’s laws and do our best to encourage a like respect and adherence in those about us”

Carried

REPORT 8. Moved by Mayor Young  
Seconded by Councillor Furfaro  
THAT the policy outlined in the report of the City Administrator with respect to Councillor’s conference and training, be adopted as amended:  
- annual in house training programs will be designed by City staff, the Mayor, with input from Council members with the recommendations to the Finance & Administration Committee and Council before January 1 of the next year;  
- subject to the approved budget each year.

Carried

REPORT 9. Moved by Mayor Young  
Seconded by Councillor Furfaro  
THAT the process as outlined in Comprehensive Blueprint, as attached, be approved;

AND THAT the City Administrator in co-ordination with the Chief Librarian, the Director of Community Services and the Director of Finance, commence Phase I of the process immediately, with an estimated time frame of four months and a cost of approximately \$30,000;

AND THAT the results of Phase I be reported back to the Finance & Administration Committee prior to commencing Phase II.

Carried

REPORT 10. Moved by Councillor Furfaro  
Seconded by Mayor Young  
THAT the Mayor and Clerk be authorized to sign an addendum to the current lease at 2 Wyndham Street North to include portions of the 1<sup>st</sup> floor;

AND THAT the balance of the report be received for information.

Carried

11. Moved by Mayor Young

Seconded by Councillor Furfaro

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5)(b) of the Municipal Act with respect to personal information about an identifiable individual.

The remainder of the meeting was held in camera.

The City Administrator provided information.

The meeting adjourned at 7:45 p.m.

.....  
Chairperson

Council Committee Room A  
January 10<sup>th</sup>, 2001 12:00 noon

A meeting of the Finance and Administration Committee.

Present: Councillors Furfaro, Schnurr, Wettstein and Mayor Farbridge

Absent: Councillor Farrelly

Staff Present: Mr. D.A. Kennedy, Mr. B. Coutts, Ms. S. Haynes, Mr. D.R. Creech, Mrs. C. Lavigne and Ms. J. Sweeney

There was no declaration of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT Councillor Schnurr be appointed acting chairman in the absence of Councillor Farrelly.

Carried

2. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the minutes of the Finance and Administration Committee held on October 10, 2000 be confirmed as recorded and without being read.

Carried

REPORT

3. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT the Mayor and Clerk be authorized to execute an agreement between the City of Guelph and the Region of Waterloo with respect to Provincial Offences Court administration and prosecution services.

Carried

Mr. D.A. Kennedy  
Mr. D.R. Creech

4. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT the Director of Finance be directed to prepare a comprehensive report on the cost implications of the various service realignment and service standards associated with the downloading by the Province of Ontario, for consideration by the Finance & Administration Committee at their February 12, 2001 meeting.

Carried

REPORT

5. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT the provisions of the Lodging House Licensing By-law (1992)-14087, as amended, be incorporated into the Business Licensing By-law (1999)-16161, as Schedule 27.

Carried

REPORT

6. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge  
THAT approval be granted to Councillors Shapka and Downer to attend the "International Conference on Making Cities Livable", March 4 to 8, 2001 in Savannah, Georgia.

Carried

Mr. D.R. Creech

Staff were directed to report back to the Finance & Administration Committee at their February 12, 2001 meeting, on hydro restructuring funding issues.

Mr. D.A. Kennedy

7. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT Staff be directed to survey municipalities with police service boards of comparable size, with respect to compensation for members, time commitments of members and the size of their Boards.

Carried

REPORT

8. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT the City of Guelph supports the initiatives of the Guelph Police Service Board to obtain funding from the Provincial government with respect to establishing a 24 hour lock up facility in Guelph.

Carried

Mr. D.R. Creech

9. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the report of the City Administrator dated January 10, 2001 with respect to Business Cards, be received for information.

Carried

Mrs. C. Lavigne  
Mr. R.D. Funnell

10. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT the members of the Finance and Administration Committee  
be appointed as the Court of Revision;

AND THAT the Court of Revision be held on February 12, 2001 at  
12:30 p.m. during the regular Finance & Administration  
Committee meeting;

AND THAT staff be directed to prepare the notices as prescribed  
by the Local Improvement Act.

Carried

The City Administrator provided information with respect to the  
recruitment process for the Director of Works.

The Director of Finance provided information with respect to Bill  
140 and the issuance of the interim tax bills.

The meeting adjourned at 1:00 p.m.

Next Meeting: February 12, 2001 – 12:00 noon

.....  
Chairperson

Council Committee Room C  
February 12, 2001

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and Mayor Farbridge

Staff Present: Mr. D.A. Kennedy, Mr. G. Beal, Mr. R.D. Funnell, Mr. P. Angelo, Mr. R. Tolkunow, Mr. B. Poole, Mr. D.R. Creech, Mrs. C. Lavigne and Ms. J. Sweeney

There were no disclosures of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein

THAT the minutes of the Finance and Administration Committee held on January 10, 2001 be confirmed as recorded and without being read.

Carried

Mr. Thomas Aldridge of Manhattans was present and requested an amendment to the smoking by-law to allow smoking in his establishment after 10:00 p.m. He advised that he has installed an air exchange system which he suggested is safe.

2. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

REPORT

THAT no action be taken on the request of Thomas Aldridge of Manhattans to amend the smoking by-law to permit smoking after 10:00 p.m. Monday to Sunday.

Carried

Mr. George Frid on behalf of the Guelph Police Services Board was present and provided information with respect to compensation for Police Service Boards.

3. Moved by Councillor Wettstein  
Seconded by Councillor Furfaro

Mr. D.A. Kennedy  
Mr. D.R. Creech

THAT staff be directed to report back to the Finance & Administration Committee with a recommendation on Guelph Police Services Board remuneration.

Carried

REPORT

4. Moved by Councillor Schnurr  
Seconded by Mayor Farbridge  
THAT By-law Number (1991)-14008 be amended to exempt police canine units from the requirement to be leashed while engaged in police work.

Carried

Mr. D.R. Creech

5. Moved by Councillor Schnurr  
Seconded by Mayor Farbridge  
THAT the report of the City Administrator dated February 12, 2001 with respect to a review of the Request for Proposal process for the Guelph Mall Sale, be received for information and deferred for a detailed discussion at a future Finance and Administration Committee meeting.

Carried

Mr. D.R. Creech  
Mr. D.A. Kennedy

6. Moved by Mayor Farbridge  
Seconded by Councillor Schnurr  
THAT, the Finance and Administration Committee review the current funding issues of the new Guelph Hydro Companies and develop a long-term strategy for use of the new revenues and report back to a special Committee meeting where all members of Council are invited to attend.

Carried

The Committee sat as the Court of Revision for University Avenue East sanitary sewer and watermain project.

Mr. Richard Wojcicki was present and expressed concern with respect to the way the project was handled and the contractor's failure to consult with the residents as required.

Mr. John Henry also expressed concern with the lack of communication between the contractor and the residents.

Mrs. Annet Horn questioned if there was a calculation to even out the payments between the residents who had to have their property line dug deeper or shallower.

Mr. R.D. Funnell  
Mrs. C. Lavigne

7. Moved by Councillor Schnurr  
Seconded by Councillor Wettstein  
THAT the decision of the Court of Revision be deferred to the April 2001 meeting of the Finance and Administration Committee;

AND THAT staff be directed to report back to the Finance and Administration Committee with the pertinent information.

Carried

The Mayor provided background information with respect to the Downtown Economic Strategy 2001 action plan and the 2001-2005 Downtown Reinvestments Master Plan.

Mr. Tom Lammer was present in support of the Downtown Economic Strategy 2001 action plan and the 2001-2005 Downtown Reinvestments Master Plan.

REPORT

8. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge  
THAT Council approve the Downtown Economic Strategy 2001 Action Plan and the 2001-2005 Downtown Reinvestments Master Plan, subject to budget approvals.

Carried

REPORT

9. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the attendance policy for the City's boards, committees and commissions be amended to reflect: the appointment of a member may be terminated if the member is absent from meetings of the board, committee, commission for three consecutive meetings and/or 50 percent of the scheduled meetings.

Carried

REPORT

10. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT the Mayor, Director of Finance and the City Administrator meet with Brenda Elliott, MPP to review the issues of local services realignment.

Carried

11. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr  
THAT the Finance & Administration Committee now hold a meeting that is closed to the public pursuant to Section 55 (5) (a) of the Municipal Act with respect to security of City property.

Carried

February 12, 2001

Page No. 4

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

12. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge  
THAT staff be given direction with respect to a security of City  
property matter.

Carried

The meeting adjourned at 2:20 p.m.

.....  
Chairperson

Council Committee Room C  
March 14, 2001 – 12:00 noon

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and Mayor Farbridge

Also Present: Councillor McAdams

Staff Present: Mr. D.A. Kennedy, Mr. G. Beal, Mr. R.D. Funnell, Mr. B. Poole, Mr. L. Murphy, Mr. D.R. Creech and Ms. J. Sweeney

1. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the minutes of the Finance and Administration Committee held on February 12, 2001 be confirmed as recorded and without being read.

Carried

2. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT Council reconfirm their desire to move forward with training in the areas of effective meetings and working with the media;

AND THAT staff co-ordinate the details of offering this training to Council.

Carried

3. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein

THAT the following honorariums for members of the Guelph Police Services Board, be approved:

Member -	\$2,200
Chair -	\$2,700

Lost

4. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the matter of an increase to the honorariums for members of the Guelph Police Services Board, be referred to Council for a decision.

Carried

REPORT

REPORT

REPORT

5. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the Finance and Administration Committee work with the Director of Economic Development and GEDAC (Guelph Economic Development Advisory Committee) to establish closer communication links, implementation strategies and a more regular and effective reporting structure to Council, with the understanding that this is 4-6 month task;

AND THAT the Director of Economic Development develop a process with more details relating to the terms of reference for this review.

Carried

REPORT

6. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT a Committee consisting of: Bruce Poole, Chief Building Official (Chair); Mark Bolzon, Purchasing Manager; Lawrence Murphy, Superintendent of Construction & Development; Terry Hearn, Assistant Director of Works and a representative of LACAC be established to develop detailed specifications for the demolition of the Memorial Gardens building including any necessary decommissioning, recognizing the features of historical and architectural significance;

AND THAT after the specifications are agreed to by the Committee, that staff proceed to advertise for tendering of the demolition and any necessary decommissioning;

AND THAT following the receipt and evaluation of the tenders, the Committee will report back to Council with a recommendation for final approval of the successful bidder;

AND THAT staff arrange a workshop, for Council to discuss various options for the interim use of the Memorial Gardens site (after demolition and clean up) as soon as possible.

Carried

Councillor McAdams provided background information with respect to his notice of motion to establish three Committees of Council.

Mr. D.R. Creech

7. Moved by Mayor Farbridge  
 Seconded by Councillor Furfaro  
 THAT the City Administrator be directed to report back to the Finance and Administration Committee on potential ways the City can improve intergovernmental communications.

Carried

Counc. C. Downer  
Mr. R.D. Funnell

8. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 THAT the matter of the formation of a Transportation Committee be referred to the Planning, Works & Environment Committee for consideration.

Carried

The Committee established their regular meeting date being the 3<sup>rd</sup> Wednesday of the month commencing at 4:30 p.m.

The meeting adjourned at 1:30 p.m.

Next Meeting: April 18, 2001 – 4:30 p.m.

.....  
 Chairperson

Council Chambers  
April 3, 2001 – 7:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and Mayor Farbridge.

Also Present: Councillors Birtwistle, Downer, Kovach, Laidlaw, McAdams, Moziar, Shapka and Young

Staff Present: Mr. D.R. Creech, Mr. D.A. Kennedy, and Mrs. L.A. Giles.

There was no disclosure of pecuniary interest.

The Chair advised that the purpose of the meeting was to receive a presentation on Guelph Hydro and to have discussion on potential uses of additional annual revenue that the City as sole shareholder of the utility will receive.

The City Administrator reviewed the history of the restructuring of Guelph Hydro –

- Choice of selling or retaining the utility
- Not-for-profit vs. profit basic principles
- Rate analysis
- Proposed uses of original cash reserves by Guelph Hydro
- Revised uses of start-up cash reserves in 2001
- Projected future revenue

The City Administrator outlined options for suggested uses of the additional annual revenue –

- Fund to assist neighbourhood groups
- Funds to provide grants to community groups
- Specific new projects with long-term impacts
- Retirement of debt
- Return funds to residents
- Funding of policy to become debt free in less than 10 years
- Rate stabilization
- Funding of improvements to capital facilities
- Establishment of reserve funds

During discussion on the suggested uses, the following potential uses were identified by members of the Committee and Council:

- Funding of environmental projects, i.e. energy use reduction, research & development, Guelph 2000, etc.

- Projects of community-wide benefit
- Rate stabilization
- Rebates to Hydro customers
- Alternative energy sources

It was agreed that further discussion on the issue was required, and that the City Administrator should report on a process that would involve public participation into how the additional revenues should be used.

Councillor Farrelly advised that a special meeting of the Finance and Administration Committee was scheduled for April 9<sup>th</sup> at 5:30 pm to discuss proposals from the Physician Recruitment Committee.

The meeting adjourned at 8:30 p.m.

.....  
Chairperson

Council Committee Room C  
May 16, 2001 – 4:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and  
Mayor Farbridge

Also Present: Councillor Birtwistle

Staff Present: Mr. D.A. Kennedy, Mr. G. Beal, Mrs. W.  
O'Donnell, Mr. D. Wymans, Ms. L.E. Payne, Mr. D. Warning,  
Mrs. L.A. Giles and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Wettstein  
Seconded by Councillor Furfaro  
THAT the minutes of the meetings of the Finance and  
Administration Committee held April 9 and 18, 2001 be confirmed  
as recorded and without being read.

Carried

The Manager of Realty Services provided information with respect  
to the property located at 827 Hanlon Road.

2. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

REPORT

THAT Council authorize the closure of an untravelled portion of  
Stone Road West, legally described as Part of Lot 9, Concession 5,  
Div 'G' (see sketch) pursuant to the provisions of Section 297 of  
the Municipal Act and that staff initiate the advertisement of the  
required notice;

AND THAT property at 827 Hanlon Road (Part 1 on Plan WGR-  
108) together with the lands described in 1 above be declared  
surplus to the City requirements and that notice of such declaration  
shall be given in accordance with Section 193 of the Municipal Act  
and City of Guelph By-law (1995)-14835;

AND THAT all of the lands described in 2 above be disposed of at  
market value as set out in the report of the City Solicitor dated  
May 16, 2001.

Carried

Lorna Ronald, General Manager of the Guelph Humane Society was present and answered questions with respect to revenue generated from the leash by-law.

Mr. R.D. Funnell

3. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the report of the Director of Works dated may 16, 2001 entitled "Revenue Generated from Leash By-law", be received for information.

Carried

REPORT

4. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
THAT the City enter into an Agreement with the Guelph Humane Society for the period dating January 1, 2001 to December 31, 2001, for the provision of services for dog control and animal shelter at a cost of \$219,500;

AND THAT Council amend the Animal Control By-law to increase the fees charged for Administration and Board to \$50,00 and \$12,00 respectively.

Carried

REPORT

5. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT Council adopt the procedures as outlined in the report of the Director of Information Services, dated May 16, 2001 with respect to Zero Tolerance on Personal Attacks and Motions of Reprimand

Carried

Mr. D.R. Creech  
Mr. D.A. Kennedy

6. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge  
THAT the report of the City Administrator dated May 16, 2001 with respect to major project funding summary, be received for information.

Carried

Mrs. LA. Giles

7. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the correspondence from Dr. Crispin with respect to the physician recruitment, be received for information.

Carried

REPORT

8. Moved by Councillor Wettstein  
Seconded by Councillor Furfaro  
THAT Mayor Farbridge and Councillor Shapka be appointed to the Physician Recruitment Committee as Council's representatives.

Carried

Mrs. L.A. Giles

9. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro  
THAT the discussion with respect to physician recruitment be deferred to the June 20, 2001 meeting of the Finance and Administration Committee.

Carried

The Director of Finance and the Manager of Taxation and Revenues provided information with respect to the 2001 tax policies.

REPORT

10. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the 2001 regulated transition ratios/threshold ratios be adopted as the City of Guelph's 2001 tax ratios as set out in Table 1 to this report;

AND THAT the tax increases and decreased resulting from the assessment update to June 30, 1999 not be phased in:

AND THAT graduated commercial/industrial tax rates not be implemented in the City of Guelph in 2001;

AND THAT the mandatory 5% cap on assessment related increased for commercial, industrial and multi-residential properties be funded by also capping assessment related decreased at the appropriate level in order to make the cap self-financing within each property class;

AND THAT separate property tax classes not be established for shopping centres, office buildings, parking lots and large industrial properties for the purpose of taxing these properties at different rates in 2001;

AND THAT the municipal tax reduction tool not be adopted by the City of Guelph.

Carried

11. Moved by Councillor Furfaro  
 Seconded by Councillor Schnurr  
 THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5)(a) of the Municipal Act, with respect to security of the property of the City.

Carried

12. Moved by Councillor Wettstein  
 Seconded by Mayor Farbridge  
 THAT staff were given direction with respect to a land matter.

Carried

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

The remainder of the meeting was held in public session.

The Director of Finance provided a status report with respect to the final tax billing for 2001.

13. Moved by Mayor Farbridge  
 Seconded by Councillor Furfaro  
 THAT staff be directed to get the final tax bill out on schedule, with any accommodation necessary to meet the June 29 due date.

Carried

REPORT

The meeting adjourned at 6:20 p.m.

.....  
 Chairperson

Council Committee Room C  
June 20 2001, 4:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and Mayor Farbridge

Also Present: Councillor Shapka

Staff Present: Mr. D.A. Kennedy, Mr. C. Armstrong, Mr. P. Cartwright, Mr. D.R. Creech, Mrs. L.A. Giles and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein

THAT the minutes of the Finance and Administration Committee held on May 16, 2001 be confirmed as recorded and without being read.

Carried

2. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) (e), (b) and (d) of the Municipal Act with respect to:

- proposed or pending litigation;
- personal matters about identifiable individuals.
- labour relations or employee negotiations.

Carried

3. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT staff were given direction with respect to a labour relations or employee negotiations matter.

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

Carried

4. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro

THAT staff were given direction with respect to a potential litigation matter.

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

Carried

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

5. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the following citizens, Barbara Guidolin and Elizabeth Mitchell be appointed to the Board of Commissioners of the Guelph General Hospital for a four term expiring May 2005.

Carried

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

6. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr  
THAT the following citizen, Jeffrey Kawakami be appointed to the Board of Commissioners of the Guelph General Hospital for a one year term expiring May 2002.

Carried

Mrs. L.A. Giles

Staff were requested to provide the Committee with clarification relating to appointments of Fence Viewers.

The remainder of the meeting was open to the public.

Mr. Don Drone on behalf of the Guelph Economic Development Advisory Committee (GEDAC) was present and highlighted their 1999-2000 Annual Report, which covers their first year of existence.

The Director of Economic Development advised of the next challenge for the Guelph Economic Development Advisory Committee.

Mr. P. Cartwright

7. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT the 1999-2000 Annual Report of the Guelph Economic Development Advisory Committee be received for information and forwarded onto Guelph City Council for their information.

Carried

Andre Spekkens, Ian Smith and Councillor Marilyn Shapka were present on behalf of the Physician Recruitment Committee.

Dr. Spekkens provided information with respect to grants available and the proposed interest fee loans for future physicians to establish practices in the City of Guelph.

REPORT

8. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT the Future Initiatives as per the attached Schedule A, be adopted;

AND THAT the Mayor and staff undertake the necessary steps to implement the actions.

Carried

Ms. Joanne Grodzinski on behalf of the Guelph Youth Music Centre was present and provided information with respect to their request to increase their line of credit.

The Mayor retired from the meeting at 5:55 p.m.

9. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro  
THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5)(a) of the Municipal Act with respect to the security of property of the City.

Carried

The remainder of the meeting was held in camera.

REPORT

10. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT the Guelph Youth Music Centre be permitted to increase its reducing line of credit with the Royal Bank to a maximum of \$400,000 and that the City of Guelph continue to provide a guarantee for the credit line subject to the terms and conditions outlined in the letter from the Royal Bank of Canada.

Carried

REPORT

11. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr  
THAT the report of the Director of Information Services/Clerk concerning motions of no action be received.

Carried

REPORT 12. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr  
THAT the report of the Director of Information Services/Clerk concerning recorded votes be received.

Carried

REPORT 13. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT the process and assigned responsibilities to improve intergovernmental relations, as set out in the report of the City Administrator, be adopted.

Carried

Mr. D.R. Creech 14. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT the report of the City Administrator dated June 20, 2001 with respect to process for proposal calls, be received for information.

Carried

REPORT 15. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT the Vision, Mission, Beliefs and Values, and Strategies for Dealing with Conflict as per the attached schedules, be approved.

Carried

Mr. D.A. Kennedy  
Chief R. Davis 16. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr  
THAT the report of the Director of Finance and the Police Chief dated June 20, 2001 with respect to 911 Emergency Budgets – 2001 vs 2000, be received for information.

Carried

Mr. D.A. Kennedy  
Chief R. Davis 17. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro  
THAT the report of the Director of Finance and the Police Chief dated June 20, 2001 with respect to Request for Proposal for 911 Emergency Services in Wellington County, be received for information.

Carried

June 20, 2001

Page No. 5

Mrs. L.A. Giles  
Mr. H. Perets

The Committee deferred the request of Sam Hunter for an exemption to the Firearms By-law to allow the operation of an indoor paintball sports centre to the July 18, 2001 meeting. Staff were requested to obtain clarification of the definition of "firearm" in the by-law, and to investigate any regulations governing paintball operations.

The meeting adjourned at 6:50 p.m.

.....  
Chairperson

Council Committee Room C  
July 9, 2001 – 4:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Wettstein and Mayor Farbridge

Absent: Councillor Schnurr

Also Present: Councillor Moziar

Staff Present: Mr. P. Cartwright, Mr. D.A. Kennedy, Mr. D.R. Creech and Ms. J. Sweeney

The Director of Economic Development highlighted the report with respect to the proposed relocation of the Economic Development Department. He advised that the Department requires an additional 1,000 square feet.

REPORT

1. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge  
THAT the appropriate City staff be authorized to sign a lease to accommodate current and planned additions for the Economic Development Department.

Carried

2. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) (b) of the Municipal Act with respect to personal matters about an identifiable individual.

Carried

The remainder of the meeting was held in camera.

The City Administrator provided an update with respect to filling a vacant Director position.

The meeting adjourned at 5:00 p.m.

.....  
Chairperson

Council Committee Room B  
July 18, 2001, 4:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and Mayor Farbridge

Also Present: Councillors Birtwistle Mozair, McAdams and Shapka

Staff Present: Mr. D.A. Kennedy, Mr. G. Beal, Mrs. S. Hill, Mr. M. Farhina, Mr. D.A. Creech, Mrs. L.A. Giles, Mr. G. Stahlmann, Mr. P. Cartwright, Ms. T. Sinclair, Mrs. J. Driscoll, Mr. J. Forbes, Mr. R. Nevin, Mr. S. Hannah, Mrs. J. Laird, Mr. B. Poole, Ms. J. Sweeney and Ms. S. Jacobs.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein

THAT the minutes of the Finance and Administration Committee held on June 20 and July 9, 2001 be confirmed as recorded and without being read.

Carried

Mr. Sam Hunter on behalf of Hunter Paintball was present and requested an exemption from the firearms by-law to allow the operation of an indoor Paintball facility. He provided information with respect to the minimum industry safety standards.

2. Moved by Councillor Furfaro  
Seconded by Councillor Farrelly

THAT the request from Mr. Sam Hunter of Hunterpaintball Supply for an exemption from By-law (1994)-14638, being a By-law to regulate the discharge of firearms within the City of Guelph be denied.

Carried

Mr. LaVerne Hinan and Mr. Ian Farley on behalf of the Royal City Tennis Club were present to answer any questions with respect to their proposed tax arrears repayment plan.

The Director of Community Services provided information with respect to tennis programs in the City.

REPORT

The Director of Finance provided background information relating to Section 210 of the Municipal Act.

REPORT

3. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge

THAT subject to the three conditions outlined in the report of the Director of Finance dated July 18, 2001, the tax arrears repayment plan proposed by the Royal Tennis Club be accepted;

AND THAT staff be directed to complete the process necessary to provide tax exemption under Section 210(7) of the Municipal Act for the royal City Tennis Club.

Carried

The Director of finance introduced members of his staff: Mrs. Sheryl Hill and Mr. Greg Beal, and advised that the purpose of the meeting was to hear a presentation from staff followed by discussion.

Mr. Beal advised that they would be advising of areas that went well with respect to the 2001 budget and to discuss areas which required work.

Mrs. Sheryl Hill outlined in detail the responses received relating to a survey circulated to Council with respect to the 2001 budget process. She highlighted the aspects which were favourable and areas of the process requiring improvement.

Council discussed in detail the 2001 budget process.

The Director of Finance provided detailed information on the various options for the use of hydro revenues.

REPORT

4. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the Guelph Hydro Revenues be allocated to Reserve Funds, as outlined in the background to the report of the Director of Finance dated July 18, 2001, be approved in principle and referred to the public process approved by Council.

Carried

Mr. D.A. Kennedy

5. Moved by Councillor Furfaro  
 Seconded by Mayor Farbridge  
 THAT THE statement of Revenues and Expenses as of May 31, 2001, be received for information.

Carried

The Director of Finance advised that Lorne Wilkinson has been appointed as Assistant Director of finance and that Sheryl Hill has been promoted to Co-ordinator of Budgets and Financial Analysis.

Mr. D.A. Kennedy

6. Moved by Councilor Furfaro  
 Seconded by Councillor Wettstein  
 THAT the report of the Director of Finance dated July 18, 2001 with respect to the Police Board salary settlement, be received as information.

Carried

The Director of Finance advised that the City does not have the authority to provide a tax exemption of taxes to Guelph Hydro Electric System Inc., as requested, to provide a demonstration site for alternative ground cover as suggested by the Guelph Environmental Network.

REPORT

7. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 THAT no action be taken on the request of Guelph Hydro Systems Inc. for a tax exemption for lands known municipally as 148 Palmer Street in order to facilitate the proposed demonstration site for alternative ground covers by the Guelph Environmental Network.

Carried

REPORT

8. Moved by Councillor Furfaro  
 Seconded by Mayor Farbridge  
 THAT the 2001 Community Reinvestment Fund (CRF) allocation of \$776,000 has been included in the 2001 operating budget as a revenue amount. This allows for a reduction of tax rates and passes the benefit of those funds directly on to the taxpayer, therefore meeting the CRF program criteria;

AND THAT Council approve the attached Schedules 60 and 52 as requested by the Minister of Finance and Municipal Affairs & Housing be approved.

Carried

Mr. D.A. Kennedy  
Mr. G. Stahlmann

The matter with respect to the Boat House Tax Arrears be deferred to the August 15, 2001, meeting in order for staff to provide additional information.

REPORT

9. Moved by Councillor Furfaro  
Seconded by Mayor Furbridge

THAT the City's Development Charge Reserve Fund Statement for the year ended December 31, 2000 be received for information and forwarded to the Minister of Municipal Affairs and Housing.

Carried

Mr. D.A. Kennedy

10. Moved by Councillor Schnurr  
Seconded by Mayor Farbridge

THAT the report of the Director of finance dated July 18, 2001 with respect to Henderson Roll-Off Services Limited be received for information.

Carried

11. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55(5)(b)(e) of the Municipal Act with respect to:

- litigation or potential litigation
- personal matters about an identifiable individual

Carried.

The remainder of the meeting was held in camera.

The Mayor retired from the meeting at 7:15 p.m.

The Director of Finance provided the Committee with information.

The meeting adjourned at 7:45 p.m.

.....  
Chairperson

Council Committee Room C  
August 15, 2001

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr and Wettstein

Absent: Mayor Farbridge

Also Present: Councillors Birtwistle, McAdams and Moziar

Staff Present: Mr. J. Forbes, Mr. P. Parsons, Mr. B. Poole, Mr. L. Murphy, Mrs. K. Rolfe, Mr. D.A. Kennedy, Mr. D.R. Creech and Ms. J. Sweeney

1. Moved by Councillor Wettstein  
Seconded by Councillor Furfaro

THA the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5)(b) of the Municipal Act with respect to personal matters about identifiable individuals.

Carried

Mr. J. McKenzie, President and CEO and Ms. M. Jackowlew, Chair of Guelph Hydro Inc. were present.

2. Moved by Councillor Schnurr  
Seconded by Councillor Wettsteine

THAT Jasmine Urisk be elected as a Director of the Guelph Hydro Inc. for a one year term;

AND THAT the remaining two nominees for Directors be placed on hold until Council has discussed the Shareholders Agreement.

Carried

The remainder of the meeting was held in public session.

There were declarations of pecuniary interest.

3. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein

THAT the minutes of the Finance and Administration Committee meeting held on July 18, 2001 be confirmed as recorded and without being read.

Carried

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

The Director of Planning highlighted the proposed 2001 development application fees.

REPORT

4. Moved by Councillor Furfaro

Seconded by Councillor Schnurr

THAT the price of all Planning document, maps and publications be adjusted to recover full printing and staff time costs;

AND THAT development application fees be amended to provide improved cost recovery, as outlined in Schedule 1 to the August 15, 2001 Finance & Administration Committee Report;

AND THAT all City departments, involved in the development application review process, monitor staff time devoted to development applications;

AND THAT the development application fees be reviewed on a bi-annual basis;

AND THAT the revised schedule of application fees be circulated to the Guelph Development Association and the Guelph Home Builders.

Carried

Mr. Paul Parsons, a summer student in the Finance Department presented in detail the report with respect to research on the downloading costs.

Mr. D.A. Kennedy

5. Moved by Councillor Furfaro

Seconded by Councillor Wettstein

THAT the report prepared by the Finance Department with respect to downloading costs research, be received for information.

Carried

The Chief Building Official provided information with respect to the decommissioning and demolition of Memorial Gardens.

REPORT

6. Moved by Councillor Schnurr

Seconded by Councillor Furfaro

THAT the decommissioning and demolition of the Memorial Gardens site be deferred until Council decides on the redevelopment of the site.

Carried

The City Administrator provided background information with respect to the possible investigation into the purchase of the VIA Rail Station.

The Committee discussed in detail the feasibility of the potential purchase of the VIA Rail Station.

The Director of Finance provided information with respect to the Boat House tax arrears.

7. Moved by Councillor Furfaro

Seconded by Councillor Schnurr

THA the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5)(b) of the Municipal Act with respect to personal matters about identifiable individuals.

Carried

The City Administrator was given direction with respect to a matter relating to an identifiable individual.

The Committee discussed the Director of Employee Resources position.

The meeting adjourned at 8:00 p.m.

.....  
Chairperson

Council Committee Room C  
October 17, 2001

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Schnurr, Wettstein and Mayor Farbridge

Absent: Councillor Furfaro

Also Present: Councillors Downer and Moziar

Staff Present: Mr. D.A. Kennedy, Mr. B. Poole, Mrs. J. Taylor, Mr. L. Murphy, Mr. D. Wyman, Mr. R. French, Mr. G. Stahlmann, Dr. J. Laird, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge

THAT the minutes of the Finance and Administration Committee held on September 14 and 19, 2001 be confirmed as recorded and without being read.

Carried

The Committee discussed the redevelopment process for Memorial Gardens.

2. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the Memorial Gardens Redevelopment Committee be composed of:

- ◆ 3 Council members
- ◆ 1 citizen appointee from LACAC
- ◆ 1 citizen appointee from the Downtown Economic Strategy Steering Committee

AND THAT the following staff resources be available as required:

- ◆ Task Force Members:
  - Bruce Poole, Gus Stahlmann, Lawrence Murphy and Jean Taylor
- ◆ LACAC Staff Co-ordinator

AND THAT all meetings of the Memorial Gardens Redevelopment Committee be open to the public;

AND THAT the following are the initial tasks of the Memorial Gardens Redevelopment Committee:

REPORT

1. Update Committee on all background and decisions to date (Task Force presentation).
2. Determine areas that require additional information and/or resources.
3. Appoint Committee Chair, set meeting dates, reporting time lines through Finance and Administration and Council.
4. Review the assumptions that the Memorial Gardens site would be developed for a civic purpose and other assumptions identified.
5. Develop a decision making process that includes public consultation to determine the appropriate use and timing for that use.
6. After approval by City Council to implement the decision-making process, the Committee will provide a final recommendation to City Council as to the redevelopment of the Memorial Gardens Site.

Carried

3. Moved by Councillor Schnurr  
Seconded by Councillor Wettstein

Mr. D.A. Kennedy

THAT the report of the Director of Finance dated October 17, 2001 with respect to 2001 tax report update, be received for information.

Carried

4. Moved by Councillor Schnurr  
Seconded by Mayor Farbridge

REPORT

WHEREAS public infrastructure is the backbone of a successful, dynamic economy;

AND THAT Federal and Provincial financial support is essential for public infrastructure upgrades, replacement and expansion;

AND WHEREAS the current slowing of the economy combined with the tragic events of September 11, 2001 have created substantial uncertainty in the Canadian economy, particularly in Ontario;

AND WHEREAS the Corporation of the City of Guelph welcomes the Ontario Government's renewed commitment towards supporting public infrastructure with its recent announcement of financial assistance for public transit and roads and bridges;

AND WHEREAS the current Federal share of the Infrastructure Canada Program in Ontario is significantly less than that of the Province and municipalities;

THEREFORE BE IT RESOLVED THAT the Corporation of the City of Guelph calls on the Federal Government to follow the Ontario Government's lead and commit itself to a higher level of funding for public infrastructure;

FURTHER BE IT RESOLVED THAT the Corporation of the City of Guelph calls on both the Federal and Provincial Governments to speed up the existing infrastructure funding process under the Canada-Ontario Infrastructure Program (COIP) and SuperBuild in order to provide a much needed economic stimulus in the face of the current economic downturn;

AND FURTHER THAT the Corporation of the City of Guelph supports the call from the Association of Municipalities of Ontario for the Federal and Ontario Governments to return to a straightforward 1/3-1/3-1/3 funding formula for COIP and SuperBuild funded projects;

AND THAT the City of Guelph request the Association of Municipalities of Ontario, in association with the Federal and Provincial Governments, to clearly identify the type of projects for any partnership funding based on serious infrastructure need;

AND THAT this resolution be forwarded to the Association of Municipalities of Ontario, Federation of Canadian Municipalities, the Federal Government and the Provincial Government.

Carried

5. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

REPORT

THAT contract #1-004 for the supply of eight (8) full size Low Floor Transit Buses be awarded to Nova Bus Corporation at their quoted unit price of \$434,322.00 excluding GST @ 7% and PST @ 8%.

Carried

The Director of Finance provided the Committee with information regarding the revised ownership and operating agreement between the City of Guelph and Guelph Centre Partners Inc. relating to the operation of the Guelph Sports and Entertainment Centre.

October 17, 2001

Page No. 4

REPORT TO COUNCIL  
IN COMMITTEE  
THE WHOLE

6. Moved by Councillor Schnurr  
Seconded by Mayor Farbridge  
THAT staff were given direction with respect to a tax agreement.

Carried

The meeting adjourned at 5:40 p.m.

.....  
Chairperson

Council Committee Room B  
November 21, 2001 4:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and Mayor Farbridge

Staff Present: Mr. D. Creech, Mr. D. Kennedy, Mr. L. Wilkinson, Mr. D. Warning and Ms. M. Schmidt.

1. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge

THAT the minutes of the Finance and Administration Committee held on October 17, 2001 be confirmed as amended with the minutes to reflect Councillor Schnurr moving the minutes of September 14, 2001.

Carried

Ms. Martha Jakowlew and Mr. Jim MacKenzie of the Guelph Hydro answered questions from the Committee on information sharing and evaluation of hydro board effectiveness.

2. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

Mr. D. Creech

THAT the City Administrator work directly with the President and Chief Executive Officer of Guelph Hydro to determine a report format including hydro effectiveness and report back to this committee prior to January, 2002.

Carried

3. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro

REPORT

THAT one member of Guelph City Council appointed to the Board of the Guelph Hydro Electric Systems Inc. at the expiration of the transition period.

Carried

Mr. John Ustation was present to address the Committee on the determination of the uses of Guelph Hydro revenues. He outlined four possibilities for the use of these revenues.

Mr. Ken Hammill and Ms. C. Garcia of the Guelph Community Foundation provided information on the Foundation activities and suggested that City Council set guidelines and options and adopt a tax stabilization policy.

REPORT 4. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 THAT Guelph Hydro Revenues be allocated to Reserve Funds as outlined in the background section of the attached report;

AND THAT revenues be allocated to Reserve funds as follows:

1.	Debt Reduction	50%-70%
2.	Tax Rate Stabilization	15% -25%
3.	Special Projects	15%-25%.

Carried

REPORT 5. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 THAT the City Treasurer be authorized to proceed with the marketing through the City's fiscal agent, a debenture issue in the aggregate amount of \$11,900,000 dated December 10, 2001 for a term not to exceed ten years.

Carried

REPORT 6. Moved by Councillor Furfaro  
 Seconded by Mayor Farbridge  
 THAT the Statement of Revenues and Expenses as of September 30, 2001, be received for information.

Carried

Ms. Lorna Ronald, General Manager, Guelph Humane Society and Dean Wyman, the Manager of Administrative Services Division, Works Department were present and answered questions of the Committee on the agreement with Guelph Humane Society.

REPORT 7. Moved by Councillor Furfaro  
 Seconded by Mayor Farbridge  
 THAT the City of Guelph enter into an Agreement with the Guelph Humane Society for the period dating January 1, 2002 to December 31, 2002 for the provision of services for dog control and animal shelter at a cost of \$228,280;

AND THAT Council amends the Animal Control By-law (1991)-14008 to increase the fees charged for dog licenses according to the attached fee schedule and increase the boarding fee to \$15.00.

Carried

REPORT

8. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the Director of Finance be authorized to advance an interest free loan of \$15,000 per physician to Dr. Janet Warren and Dr. George Jawahir;

AND THAT a signed promissory note be obtained from each doctor prior to the advance of the loan.

Carried

Doug Warning, Manager of Realty Services was present to answer questions on the sale of surplus partnership property.

REPORT

9. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT:

1. Council authorize the sale of the surplus partnership lands described as Part Lot 16, Concession 6, City of Guelph (formerly the Township of Puslinch) and now referred to as Parts 1 to 6 on Plan 61R-8853 to Bell Canada ("Bell") on the basis of the price set out herein and that the Mayor and the Clerk be authorized to execute the appropriate conveyancing documents;
2. In the event that Bell requests the redirection of title to the lands on or before closing, Council further authorize, in this order;
  - a) the Mayor and the Clerk to execute an easement in favour of Bell over all of the aforementioned lands;
  - b) the City Solicitor to engross the deed for the aforementioned lands in the name of the Young Men's and Young Women's Christian Association of Guelph (the "Y"), if so directed by Bell, and;
  - c) the deed for the redirected conveyance to the Y to reserve:
    - i. easement rights in favour of Union Gas Limited over the lands described as Part 4 on Plan 61R-8853, and;
    - ii. easement rights in favour of Rogers Cablesystems over the lands described as Part 2 on Plan 61R-8853.

Carried

REPORT

10. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT Council does not support the redevelopment of the Baker Street Parking Lot at this time;

AND THAT staff be directed to discontinue discussions with Canada Post on additional land and building requirements.

Carried

Mr. D. Creech

11. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro

THAT given the current information, the City Administrator provide an updated report that accurately describes the events of the former Police Chief settlement.

Carried

12. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5)(b) (c) of the Municipal Act with respect to:  
*personal matters about identifiable individuals  
proposed or pending acquisition of land.*

Carried

The remainder of the meeting was held in camera.

Doug Warning, Manager of Realty Services was present to answer questions on the sale of surplus partnership property.

REPORT

13. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT Council authorize, as a Corporate acquisition, the Provincial owned lands designated as Parcels 1 through 6 on Schedule 'A' attached hereto, based on the terms and conditions set out herein;

AND THAT the Mayor and City Clerk be authorized to execute the Agreement of Purchase and Sale (the "Agreement") on behalf of the City;

AND THAT the City accept for dedication as public highway, a gratuitous conveyance from Better Beef Limited (“Better Beef”) free from all encumbrance of those lands identified in this report and as shown attached on Schedule ‘A’;

AND THAT staff proceed expeditiously to negotiate a purchase/sale agreement, executed by Better Beef, concerning the sale of the Parcel 1 lands with a view to completing that transaction at the earliest appropriate time after the City takes ownership of the Provincial lands.

Carried.

REPORT

14. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

THAT Lynda Davenport be appointed to the Board of Directors Wellington-Dufferin-Guelph Health Unit for a three year term expiring November 2004.

Carried

REPORT

15. Moved by Councillor Schnurr  
Seconded by Mayor Farbridge

THAT Clifford Hurt be appointed to the Guelph Junction Railway Company Directors for a one year term expiring November 2002.

Carried

REPORT

16. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge

THAT William Tossell be appointed to the Board of Commissioners Guelph General Hospital for a two year term expiring November 2005.

Carried

The meeting adjourned at 7:56 p.m.

.....  
Chairperson

River Run Centre, Board Room  
December 10, 2001

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and Mayor Farbridge

Also Present: Councillor Kovach

Staff Present: Ms. L.E. Payne, Mr. D.A. Kennedy, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the minutes of the Finance and Administration Committee held on November 21, 2001 be confirmed as amended, by reflecting the correct mover for the adoption of the November 21, 2001 minutes, and without being read.

Carried

2. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5)(e) of the Municipal Act with respect to litigation or potential litigation.

Carried

The Committee discussed an in camera matter.

3. Moved by Councillor Wettstein  
Seconded by Councillor Schnurr

THAT staff be given direction with respect to a potential litigation matter.

Carried

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

The remainder of the meeting was open to the public.

The City Solicitor provided information with respect to the Bell Mobility Agreement with respect to a voice radio system.

REPORT

4. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro

THAT the execution by the Mayor and Clerk of an Agreement in respect of a Voice Radio System among the Corporation of the City of Guelph, the Guelph Police Services Board and Bell Mobility Radio Inc. is authorized;

AND THAT the execution by the Mayor and Clerk of an Agreement with the Guelph Police Services Board establishing a protocol in respect of matters relating to the radio access services and equipment is also authorized.

Carried

Mr. D.R. Creech

5. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the report of the City Administrator dated December 10, 2001 with respect to updated information – Police Board salary settlement, be received for information and forwarded to Council.

Carried

REPORT

6. Moved by Councillor Wettstein  
Seconded by Councillor Furfaro

THAT the 2002 Community Reinvestment Fund (CRF) allocation be included in the 2002 operating budget as a revenue amount;

AND THAT the 2002 Community Reinvestment Fund allocation in the amount of \$702,000, as calculated on Schedule “A”, be accepted in accordance with the terms and conditions set out by the Ministry of Finance.

Carried

7. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5)(b) of the Municipal Act with respect to personal matters about identifiable individuals.

Carried

The remainder of the meeting was closed to the public.

Staff were given direction with respect to appointment of citizens to Boards, Committees & Commissions.

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

8. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro  
THAT Alan Wildeman and Ray Culver be appointed to the Economic Development Advisory Committee for a three year term expiring November 2004;

AND THAT the resignation of Dan Moziar from the Board of Directors of Guelph Hydro be accepted;

AND THAT Mayor Farbridge be appointed to the Board of Directors of Guelph Hydro.

Carried

The meeting adjourned at 6:10 p.m.

.....  
Chairperson

Council Committee Room A  
December 19, 2001

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and Mayor Farbridge

Also Present: Councillor Kovach

Staff Present: Mr. D.R. Creech, M. J. Kentner and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

John Kentner was present and advised that the format used for the City Administrator's Job Description is similar to the format used for other City staff. He reviewed the various areas of the draft job description.

Councillor Kovach arrived at 5:10 a.m.

Staff were give direction with respect to the City Administrator's Job Description and to bring the proposed job description back to the Finance and Administration Committee for consideration.

1. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) (b) of the Municipal Act with respect to personal matters about identifiable individuals.

Carried

The Committee discussed a personal matter about an identifiable individual.

Councillor Farrelly retired from the meeting at 6:00 p.m.

The Committee conducted interviews for vacancies to Boards, Committees and Commissions.

The meeting adjourned at 7:00 p.m.

.....  
Chairperson

Council Committee Room C  
January 15, 2002

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and Mayor Farbridge

Also Present: Councillor Moziar

Staff Present: Mr. D.A. Kennedy, Mr. P. Cartwright, Mrs. L.A. Giles, Mr. R. Nevin, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Farrelly  
Seconded by Councillor Wettstein

THAT the minutes of the Finance and Administration Committee meetings held on December 10 and 19, 2001 be confirmed as recorded and without being read.

Carried

Ms. Rita Soluk and Robert Davies were present on behalf of St. Joseph's Hospital. Ms. Soluk requested additional funding for the redevelopment of the facility. She advised that the monies would be used to provide necessary equipment to support the population the facility services.

2. Moved by Councillor Farrelly  
Seconded by Mayor Farbridge

REPORT

THAT the request for additional funding from St. Joseph's Hospital of \$2,699,816 be approved as outlined in the base funding model as follows:

County Share (17%)	\$458,968
City Share	\$2,240,848.

Carried

3. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

REPORT

WHEREAS the Corporation of the City of Guelph have committed to providing additional funding for St. Joseph's Hospital redevelopment in the amount of \$2,240,848;

AND THAT such funding is given on the understanding that the Ministry of Health will commit to fully fund the demolition and decommissioning costs related to the St. Joseph's Hospital redevelopment.

Carried

The Director of Economic Development was present and highlighted the Economic Development activities and initiatives undertaken.

- 4. Moved by Councillor Farrelly  
Seconded by Mayor Farbridge

THAT the verbal report of the Director of Economic Development highlighting the Economic Development activities and initiatives undertaken, be received for information.

Carried

Counc. D. Schnurr  
Mrs. L.A. Giles

- 5. Moved by Mayor Farbridge  
Seconded by Councillor Farrelly

THAT the Chair of Finance and Administration Committee work with Information Services to identify if persons submitting applications for appointment to the Guelph Economic Development Advisory Committee have the requested skills, and that if the appropriate skills are not able to be identified that steps be taken to encourage appropriate individuals to apply for appointment.

Carried

REPORT

- 6. Moved by Mayor Farbridge  
Seconded by Councillor Farrelly

THAT the current practice of setting start times for in camera meetings prior to the regular Council meetings, be continued.

Carried

REPORT

- 7. Moved by Councillor Farrelly  
Seconded by Mayor Farbridge

THAT the Business Taxes and Penalties in arrears, listed on Schedule "A" attached be deemed un-collectible;

AND THAT staff be directed to write-off these taxes per Section 443 of the Municipal Act.

Carried

- 8. Moved by Councillor Farrelly  
Seconded by Councillor Wettstein

REPORT

THAT the following wording for incorporation into the mandates or budget approvals of City funded Boards and Agencies be approved:

*The City of Guelph request that the Board inform the Council in advance of the intent to enter into a legal commitment or obligation which would result in the expenditure of any significant funds which were not specifically budgeted by the Board. For the purposes of this section, significant funds is defined as an expenditure in excess of 2% of the gross approved budget or \$200,000 which ever is the lesser. The City of Guelph requests the Board to indicate to Council exactly how it intends to fund any such expenditure.*

Carried

REPORT

9. Moved by Mayor Farbridge  
Seconded by Councillor Farrelly  
THAT the list of priority projects attached, Schedule A, be approved for the purposes of allocating all resources during the year 2002.

Carried

REPORT

10. Moved by Councillor Farrelly  
Seconded by Councillor Wettstein  
THAT the Mission and Vision Statements be adopted as attached, Schedule B;  
  
AND THAT the Mission and Vision Statements serve as the basis for evaluating the strategic priority projects, in the future.

Carried

Mayor Farbridge

11. Moved by Councillor Farrelly  
Seconded by Councillor Furfaro  
THAT the memorandum of Mayor Farbridge dated January 9, 2002 with respect to technology leasing, be received.

Carried

REPORT

12. Moved by Councillor Farrelly  
Seconded by Councillor Wettstein  
THAT, the Job Description, attached as Schedule 1, for the Chief Administrative Officer be approved.

Carried

The Committee reviewed the outstanding items listing.

The City Administrator advised of a request by Andrew Bruce of the Guelph Mercury for information relating to expenses of out-of-province trips by City staff and Councillors. He outlined the amount of estimated staff time and costs involved with this request.

Mr. D.R. Creech

- 13. Moved by Councillor Furfaro
- Seconded by Councillor Wettstein

THAT the City Administrator be directed to take no action on the request of Andrew Bruce for detailed information with respect to expenses relating to out-of-province trips by City staff and Councillors for the years 2000 and 2001.

Carried

- 14. Moved by Councillor Farrelly
- Seconded by Mayor Farbridge

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) (b) of the Municipal Act with respect to personal matters about an identifiable individual.

Carried

The remainder of the meeting was held in camera.

The Committee discussed in detail personal matters about an identifiable individual.

REPORT TO  
COMMITTEE OF  
THE WHOLE

- 15. Moved by Councillor Farrelly
- Seconded by Mayor Farbridge

THAT the matter with respect to a personal matter about an identifiable individual, be approved.

Carried

The meeting adjourned at 6:50 p.m.

.....  
Chairperson

Council Committee Room C  
February 20, 2002

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and  
Mayor Farbridge

Also Present: Councillors Downer, McAdams, Moziar and Young

Staff Present: Dr. J.L. Laird, Ms. P. Blais, Mr. D.A. Kennedy, Mr.  
M. Bolzon, Mr. D.R. Creech, Mrs. C. Lavigne and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Farrelly

THAT the minutes of the Finance and Administration Committee held on February 20, 2002 be confirmed as recorded and without being read.

Carried

2. Moved by Councillor Farrelly  
Seconded by Councillor Wettstein

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) (b) and (e) of the Municipal Act with respect to:

- personal matters about identifiable individuals;
- proposed or pending litigation.

Carried

The Director of Works provided information with respect to personal matters about identifiable individuals.

Councillor Young arrived at 5:30 p.m.

3. Moved by Councillor Farrelly  
Seconded by Mayor Farbridge

Dr. J.L. Laird

THAT the report of the Director of Works be received for information.

Carried

4. Moved by Councillor Wettstein  
Seconded by Councillor Farrelly

Mr. D.A. Kennedy

THAT the report of the Director of Finance with respect to a potential litigation matter be received for information.

Carried

The remainder of the meeting was held in public session.

Mrs. C. Lavigne

5. Moved by Councillor Farrelly  
Seconded by Mayor Farbridge  
THAT the report of the Deputy City Clerk dated February 20, 2002 with respect to business licences, be received for information.

Carried

The Committee advised that no approval was required for two Councillors to attend the Makes Cities Livable Conference, as approval is contained within the approved Policy.

The Manger of Purchasing/Risk Management highlighted the revised Purchasing Policy and schedule of limits.

REPORT

6. Moved by Councillor Farrelly  
Seconded by Councillor Furfaro  
THAT the attached revised Purchasing Policy be adopted.

Carried

Councillor Downer retired from the meeting at 6:00 p.m.

The City Administrator highlighted the operation of Guelph Hydro on a profit basis and outlined possible rebate scenarios and implications.

Councillor McAdams retired from the meeting at 6:10 p.m.

REPORT

7. Moved by Councillor Wettstein  
Seconded by Councillor Farrelly  
THAT the report of the City Administrator dated February 20, 2002 with respect to Guelph Hydro, review of the Shareholders Declaration be received for information;

AND THAT the status of Guelph Hydro as a “for profit” organization, be reconfirmed;

AND THAT staff continue to look at the interest and dividends in relationship to making sure the taxpayer is fairly and appropriately considered.

Carried

February 20, 2002

Page No. 3

The meeting adjourned at 6:50 p.m.

.....

Chairperson

Council Committee Room C  
April 17, 2002, 4:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Farrelly, Furfaro, Wettstein and Mayor Farbridge

Staff Present: Mr. D.A. Kennedy, Mrs. L.A. Giles, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Wettstein  
Seconded by Councillor Furfaro

THAT the minutes of the Finance and Administration Committee held on March 27, 2002 be amended to reflect the attendance of Councillor Moziar and that the minutes be confirmed as amended and without being read.

Carried

Chief Rob Davis was present to answer any questions with respect to the Guelph Police Services Non-Budgeted expenditures.

2. Moved by Councillor Farrelly  
Seconded by Mayor Farbridge

REPORT

THAT the attached schedules from the Guelph Police Services be received as information and forwarded to City Council in support of the Guelph Police Services request for additional funding.

Carried

3. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

REPORT

THAT the report of the Director of Information Services/Clerk concerning the Procedural By-law be received;

AND THAT the Procedural By-law be amended to show on recorded votes, those Councillors voting in favour, those Councillors voting against and those members of Council abstaining from voting;

AND THAT any abstaining votes shall be deemed to be negative votes.

Carried

Mr. D.R. Creech

4. Moved by Councillor Wettstein  
Seconded by Councillor Furfaro

THAT the City Administrator be directed to include in the policies for traveling on City business, a clause with respect to Councillors doing business on behalf of others while traveling on City business.

Carried

The Director of Finance provided information with respect to the timing of the development charges background study.

REPORT

5. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the Development Charges Background Study be commenced in the fall of 2002 to be completed in 2003 to facilitate the passage of a new Development Charge by-law by March 2004;

AND THAT staff report back on a schedule for the implementation of the Development Charges Background Study to Finance and Administration Committee.

Carried

Bev Izzillio-Ustation was present and expressed concern with the agreement between the City, Nustadia and the Guelph Centre Partners. She suggested that the auditors report is lacking detail. She requested that the Director of Finance be directed to send the auditors to Calgary to do an audit with respect to Nustadia and the Guelph Sports and Entertainment Centre.

REPORT

6. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the report prepared by Deloitte and Touche for capital expenditures for the Guelph Sports and Entertainment Centre, be received as information;

AND THAT the original capital commitments for the construction of the Guelph Sports and Entertainment Centre have been confirmed.

Carried

The Director of Finance advised that he is waiting for the audited financial statements for the Guelph Sports and Entertainment Centre for the year ended December 31, 2001.

7. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) (b) of the Municipal Act with respect to personal matters about identifiable individuals.

Carried

The remainder of the meeting was held in camera.

8. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

THAT staff be given direction with respect to personal matters about an identifiable individual.

Carried

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

The meeting adjourned at 6:10 p.m.

.....  
Chairperson

Council Committee Room C  
June 19, 2002 – 4:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Schnurr, Wettstein and Mayor Farbridge

Absent: Councillor Furfaro

Staff Present: Mr. D.A. Kennedy, Mr. L. Wilkinson, Mrs. L.A. Giles, Mrs. J. Driscoll, Mr. R. Toulknow, Ms. P. Blais, Mr. Peter Cartwright, Mr. A. Smith, Mr. D.R. Creech and Ms. J. Sweeney

There were no disclosure of pecuniary interest.

1. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge

THAT the minutes of the Finance and Administration Committee meeting held on April 17, 2002 be confirmed as recorded and without being read.

Carried

2. Moved by Mayor Farbridge  
Seconded by Councillor Farrelly

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) (a) and (e) of the Municipal Act with respect to:

- security of the property of the city;
- litigation or potential litigation.

Carried

The Committee met in camera.

The Director of Finance provided information with respect to a potential litigation and security of the property matter.

3. Moved by Councillor Farrelly  
Seconded by Mayor Farbridge

THAT staff be given direction with respect to a matter relating to the security of the city property and potential litigation.

Carried

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

The remainder of the meeting was held in public session.

The Director of Finance provided information with respect to the proposed computer acquisition strategy program.

REPORT

4. Moved by Mayor Farbridge  
Seconded by Councillor Farrelly

THAT the City establish a Computer Equipment Reserve Fund for the funding of replacement and normal current growth of computer technology.

Carried

The Director of Human Resources provided information with respect to CUPE 241 Joint Job Evaluation Plan.

5. Moved by Councillor Farrelly  
Seconded by Mayor Farbridge

THAT the verbal update by the Director of Human Resources on the CUPE 241 Joint Job Evaluation Plan be received for information.

Carried

The Director of Economic Development advised of a request from the Physician Recruitment Committee for additional funding to be used for the recruitment of new physicians to the City of Guelph.

REPORT

6. Moved by Councillor Farrelly  
Seconded by Mayor Farbridge

THAT the City of Guelph extend the Physician Recruitment Interest Free Loan Program which will be funded through the reinvestment of loan repayments and supplemented by municipal funds;

AND THAT the annual maximum funding for this program shall not exceed Sixty Thousand Dollars (\$60,000);

AND THAT the need for this program be reviewed on an annual basis by the Finance and Administration Committee.

Carried

The Director of Economic Development highlighted the report with respect to Downtown Economic Development Co-ordination proposal.

David Paisley on behalf of the Downtown Board of Management expressed concern with the proposal as the Downtown Board was not consulted. He requested that the Board continue to be consulted with the proposal, and further requested that the matter be deferred until 2003 until a proper consultation process has occurred and the Board's strategic plan has been finalized.

REPORT

7. Moved by Councillor Wettstein  
Seconded by Councillor Farrelly

THAT the City of Guelph's Economic Development Department takes the overall responsibility for downtown economic development. This would include the coordination of Council's Downtown Strategic Plan with other City Departments and the Downtown Board of Management;

AND THAT the Downtown Economic Strategic Steering Committee be responsible for the monitoring of the implementation of the Downtown Strategic Plan and for providing recommendations to the Economic Development Department on adjustments and revisions to this plan;

AND THAT the Downtown Economic Strategy Steering Committee shall comprise of 9 members as outlined in the report;

AND THAT the issue of the relationship with the Downtown Board of Management to the City's structure and the future participation of the City on the Downtown Board of Management be referred back to staff to report back to the Finance and Administration Committee in January 2003;

AND THAT the Downtown Economic Development Co-ordination proposal be reviewed by the end of 2003.

Carried

REPORT

8. Moved by Mayor Farbridge  
Seconded by Councillor Farrelly

THAT the attached policies:

- Attendance at Functions on City Business – Citizen Members of Committees
  - Elected Official – Travel and Expense Reimbursement
- be approved.

Carried

REPORT

9. Moved by Councillor Farrelly  
 Seconded by Mayor Farbridge  
 THAT the report of the City Administrator dated June 19, 2002 with respect to major downtown projects – timing and decision points, be received for information.

Carried

Mr. D.R. Creech

10. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 THAT the City Administrator’s Strategic Priority Projects Status Report, dated June 2002, be received for information.

Carried

Mr. D.R. Creech

11. Moved by Mayor Farbridge  
 Seconded by Councillor Farrelly  
 THAT the report of the City Administrator dated June 19, 2002 with respect to “Pulse Report”, be received for information.

Carried

12. Moved by Councillor Wettstein  
 Seconded by Mayor Farbridge  
 THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) (b) of the Municipal Act with respect to personal matters about identifiable individuals.

Carried

The remainder of the meeting was held in camera.

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

13. Moved by Councillor Farrelly  
 Seconded by Mayor Farbridge  
 THAT staff be given direction with respect to appointments to Boards, Commission and Committees of the City of Guelph.

Carried

The meeting adjourned at 6:05 p.m.

.....  
 Chairperson

Council Committee Room B  
August 6, 2002

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr and Wettstein

Also Present: Councillors Birtwistle and Moziar

Absent: Mayor Farbridge

Staff Present: Mr. B. Coutts, Mr. D.R. Creech, Mrs. J. Driscoll, Mrs. L.A. Giles, Mr. D.A. Kennedy, Ms. C. McGrath, Mrs. W. O'Donnell, Ms. L. Payne, Ms. K. South, Mr. D. Warning, Mr. L. Wilkinson

There was no disclosure of pecuniary interest.

1. Moved by Councillor Farrelly  
Seconded by Councillor Wettstein

THAT the minutes of the Finance and Administration Committee held on June 19, 2002 be confirmed as recorded and without being read.

Carried

The Director of Information Services/Clerk and Manager of Client Services provided background on the staff report on desktop computer purchases.

2. Moved by Councillor Farrelly  
Seconded by Councillor Wettstein

Mrs. L.A. Giles

THAT the report of the Director of Information Services dated August 6, 2002 with respect to desktop computer purchases, be received for information.

Carried

The Director of Information Services/Clerk gave a presentation on the City of Guelph's communications audit and strategy. Mr. Doug MacMillan of MacMillan Marketing provided information in response to questions raised.

3. Moved by Councillor Farrelly  
Seconded by Councillor Wettstein

Mrs. L.A. Giles

THAT the presentation of the Director of Information Services with respect to the communications strategy be received for information.

Carried

The Court Administrator provided information on the relocation of provincial offences court.

4. Moved by Councillor Farrelly  
Seconded by Councillor Furfaro

Ms. L.E. Payne

THAT the report of the City Solicitor dated June 17, 2002 with respect to the relocation of Provincial Offences Court, be received for information on the basis that staff report back to Committee and Council with the business case and preferred option and associated costs for relocating the POA Court operations.

Carried

The Director of Finance provided an overview of the staff report on the development charge reserve fund statement for the year ended December 31, 2001.

5. Moved by Councillor Farrelly  
Seconded by Councillor Furfaro

REPORT

THAT the City of Guelph's Development Charge Reserve Fund Statement for the year ended December 31, 2001 be received for information and forwarded to the Minister of Municipal Affairs and Housing and to the Guelph Developers Association.

Carried

The Director of Finance provided an overview of the staff report on the development charges background study.

6. Moved by Councillor Farrelly  
Seconded by Councillor Furfaro

REPORT

THAT the Finance and Administration Committee review and amend, or develop new policies, relating to a new Development Charges By-law and recommend changes, if necessary, to Council prior to the completion of the Development Charges Background Study.

Carried

The Director of Finance provided an overview of the staff report on the service review process.

The item was tabled to the end of the meeting.

The Director of Finance provided an overview of the staff report on the Memorial Cup compensation.

Bruce Plaskett, President of the Guelph Spring Festival advised that the Festival was booked into the River Run Centre during the same time as the Memorial Cup. He was advised that while the road would be closed, there would be a laneway open into the River Run; however, the beer tent for the Memorial Cup ended up blocking the entire road. Ticket sales went down 22% after the road was blocked and \$11,000.00 worth of tickets was not sold, based on figures from the last 2 years. He further advised that had they been advised in advance of booking the River Run that the road would be closed, they would have booked into alternative venues.

Ali Haji, owner and operator of Supreme Car Wash advised that he was not informed in advance that the road was going to be closed, he was later told that there would be a laneway open; however, the day the tents were erected and removed, the entire road was closed. He further advised that his customers were unable to enter his business as the road was completely closed and the detour and detour signs were not sufficient.

7. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein

THAT the issue of the memorial cup compensation be deferred to the next meeting of the Finance and Administration Committee meeting.

Defeated

8. Moved by Councillor Farrelly  
Seconded by Councillor Wettstein

REPORT

THAT the City of Guelph remain consistent with our existing policy which states that we will not provide compensation to businesses that are affected by road closures and that the businesses in question be informed of this;

AND THAT Gus Stahlmann, Director of Community Services and a representative of the Guelph Storm Hockey Club be requested to attend the August 12, 2002 Council meeting to address this issue.

Carried

The Director of Finance provided an overview of the staff report on the Guelph Centre Partners Financial Statement.

9. Moved by Councillor Farrelly  
 Seconded by Councillor Wettstein  
 Mr. D.A. Kennedy THAT the report of the Director of Finance dated August 6, 2002 with respect to Guelph Centre Partners Financial Statements, be received for information.

Carried

10. Moved by Councillor Furfaro  
 Seconded by Councillor Farrelly  
 Mrs. C. Lavigne THAT the Court of Revision be scheduled for September 18, 2002.

Carried

11. Moved by Councillor Furfaro  
 Seconded by Councillor Wettstein  
 Mr. D.A. Kennedy THAT the Finance and Administration Committee set a timetable for the program/service review process and prioritize the following: Corporate Computers, T & C Support, Finance, Property Assessment, Capital Financing, Debt Charges, Health Unit, Social Services, Social Housing and GRCA levy.

Carried

12. Moved by Councillor Farrelly  
 Seconded by Councillor Furfaro  
 THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) (b) of the Municipal Act with respect to:

- Personal matters about an identifiable individual.

Carried

The City Administrator and the Director of Information Services/Clerk provided information on a personal matter about an identifiable individual.

The meeting adjourned at 7:45 p.m.

.....  
 Chairperson

Council Committee Room C  
September 18, 2002, 4:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and Mayor Farbridge

Also Present: Councillors Birtwistle and Young

Staff Present: Mr. D.R. Creech, Mr. D.A. Kennedy, Mr. G. Beal, Mrs. W. O'Donnell, Mr. P. Moore, Mr. R. Tolkunow, Mr. J. Ellerman, Mrs. C. Lavigne, Mr. L. Scheklesky, Mrs. L.A. Giles and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein

THAT the minutes of the Finance and Administration Committee held on August 6, 2002 be confirmed as recorded and without being read.

Carried

The Chair advised that due to an error in the notice for the Court of Revision for the Lowes Road and Dawn Avenue sanitary sewer, the Court of Revision will be rescheduled to October 16, 2002.

2. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge

THAT the Finance and Administration Committee reschedule the Court of Revision for the Lowes Road and Dawn Avenue sanitary sewer to October 16, 2002 at 4:30 p.m.

Carried

Mrs. C. Lavigne  
Mr. R. Tolkunow

3. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

REPORT

THAT no action be taken at this time to alter Schedule 22 "Temporary Sales" of Business Licence By-law (1999)-16161 to charge a licence fee for vendors selling fruit or vegetables from a temporary location;

AND THAT the matter of temporary sales be incorporated in the 2003/2004 Business Licence Review.

Carried

Charlene Lavigne and Paul Moore provided information with respect to the operation/licencing of aromatherapy parlours.

Mrs. C. Lavigne

4. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

THAT staff be directed to investigate:

- the licencing of aromatherapy parlours;
  - zone change requirements and the time frame;
- and report back to the Finance and Administration Committee within three months.

Carried

Mr. D.R. Creech

5. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT the Pulse Report – September 2002 of the City Administrator dated September 18, 2002, be received for information.

Carried

Peter Barr of Deloitte and Touche was present and highlighted the financial reporting process, the members of the City audit team, the approach used in the 2001 audit and the audit results. He advised that due to recent past events in the United States, the method of conducting audits will be changing. He advised that the auditors will be required to have a planning meeting later in the year with the Finance & Administration Committee prior to undertaking the 2002 financial audits.

Mr. D.A. Kennedy  
Mr. D.R. Creech

6. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the 2001 audited Financial Statements and the 2001 Financial Information Return, be received for information.

Carried

Jim Reinhardt of Pantene Building Supplies Ltd. was present and requested that the development charges for the construction of their new storage sheds be calculated using the industrial rate rather than at the commercial/institutional rate.

Councillor Young arrived at 5:48 p.m.

REPORT

7. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the request from Pantene Building Supplies Ltd. to change the rate collected for development charges from commercial/institutional to industrial, be refused.

Carried

Mr. D.A. Kennedy

8. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT the report of the Director of Finance dated September 18, 2002 with respect to the 2001 Year End Position, be received for information.

Carried

The Committee discussed in detail the policies that would impact the development of the new Development Charges By-law.

Mr. D.A. Kennedy

9. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
That the commercial/institutional and industrial development charge rates be calculated separately.

Carried

Mr. D.A. Kennedy

10. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT non-residential growth related capital costs for Waterworks and Wastewater services be included in the calculation of all development charges.

Carried

Mr. D.A. Kennedy

11. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT Police Services projects be included in the calculation of all development charges.

Carried

Mr. D.A. Kennedy

12. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
THAT 100% of the benefit of recreation facilities, parkland development and library services be included in the calculation of all development charges.

Carried

Mr. D.A. Kennedy

13. Moved by Councillor Wettstein  
Seconded by Councillor Farrelly

THAT staff review the definitions and information available on development in the following areas:

- Central Business District
- Older Built up areas
- Balance of the city

Carried

Counc. C. Downer  
Mr. D.A. Kennedy  
Mr. J. Forbes  
Mr. P. Cartwright  
Dr. J.L. Laird

14. Move by Mayor Farbridge  
Seconded by Councillor Furfaro

THAT the following areas of new policy:

- Brownfield Development
- Affordable Housing
- Heritage Retention
- Smart Guelph Process

be referred to an October meeting of the Planning, Works & Environment Committee and that the Committee be requested to provide options and recommendations, with the assistance of the Planning and Economic Development Departments, to the Finance and Administration Committee on new policies that should be considered during the calculation of development charges.

Carried

Counc. C. Downer  
Mr. D.A. Kennedy  
Dr. J.L. Laird

15. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

THAT the matter of the provision and installation of new water meters as part of the development charge be referred to the Planning, Works & Environment Committee for consideration.

Carried

Counc. C. Downer  
Counc. G. Kovach  
Mr. D.A. Kennedy  
Mr. G.W. Stahlmann

16. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

THAT the Community Services Committee and the Planning, Works & Environment Committee be requested to advise the Finance & Administration Committee of any other issues that should be included in the calculation of development charges.

Carried

Mr. D.A. Kennedy  
Mr. D.R. Creech

17. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge

THAT the Finance & Administration Committee schedule a separate meeting to deal with the service review.

Carried

In response to questions, Councillor Schnurr provided a status update with respect to the review of the hydro rate.

18. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

Counc. Schnurr  
Counc. Moziar  
Mr. D.A. Kennedy  
Mr. D.R. Creech

THAT Councillor Schnurr be requested to provide a summary report at the October 16, 2002 meeting of the Finance & Administration Committee outlining the meetings held to date; the information requested and the information received with respect to the Committee reviewing a method to achieve the best hydro rates for the citizens of Guelph.

Carried

The meeting adjourned at 8:00 p.m.

.....  
Chairperson

Council Committee Room C  
October 10, 2002

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Farrelly, Furfaro, Wettstein and  
Mayor Farbridge

Staff Present: L.A. Giles, P. Ross, J. Driscoll, W. O'Donnell, D.R.  
Creech and J. Sweeney

There was no disclosure of pecuniary interest.

The Chair advised that the purpose of the meeting to was to  
commence discussions on the service review.

The Director of Information Services highlighted the Technology  
and Communication administration support and corporate  
technology services.

1. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

Mrs. L.A. Giles  
Mr. D.A. Kennedy

THAT the Director of Information Services be directed to provide  
financial information relating to Technology and Communication  
administrative support and corporate technology and report back to  
the Committee within one month.

Carried

The Manager of Financial Planning provided information on the  
following budgets:

- Capital Financing
- Debt Charge s
- Financial Services
- Property Assessment
- Wellington-Dufferin-Guelph Health Unit
- Grand River Conservation Authority.

2. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

Mr. D.A. Kennedy

THAT staff review the opportunities for refinancing debt, at a net  
benefit to the City.

Carried

3. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 Mr. D.A. Kennedy THAT staff provide an update when the City had last issued a Request for Proposal for the City's fiscal agent and advise if it would be beneficial to issue a Request for Proposal again.  
 Carried

4. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 Mr. D.A. Kennedy THAT staff report back within one month, on the status of the review on the investment management policies.  
 Carried

5. Moved by Mayor Farbridge  
 Seconded by Councillor Furfaro  
 Mr. D.A. Kennedy THAT the Finance Department review the fees charged and report back to the Finance and Administration Committee.  
 Carried

6. Moved by Mayor Farbridge  
 Seconded by Councillor Furfaro  
 Mr. D.A. Kennedy THAT Finance Staff provide a status report on reviewing alternative tax billing methods within one month.  
 Carried

7. Moved by Councillor Furfaro  
 Seconded by Councillor Wettstein  
 Mr. D.A. Kennedy THAT a copy of the correspondence sent to the Grand River Conservation Authority advising of the City of Guelph's budget guideline for the preparation of the 2003 Budget, be forwarded to the Board Members of the Grand River Conservation Authority.  
 Carried

The meeting adjourned at 6:45 p.m.

.....  
 Chairperson

Council Committee Room C  
October 16, 2002

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and  
Mayor Farbridge

Staff Present: Mr. D.A. Kennedy, Mrs. W. O'Donnell, Ms. K.  
South, Mr. R. Tolkunow, Mr. J. Ellerman, Mr. Dean Wyman, Dr.  
J. Laird, Mr. G.W. Stahlmann, Ms. L.E. Payne, Ms. P. Blais, Mrs.  
C. Lavigne, Mr. P. Cartwright, Mr. D.R. Creech and Ms. J.  
Sweeney

There as no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
THAT the minutes of the Finance and Administration Committee  
held on September 18, 2002 be confirmed as recorded and without  
being read.

Carried

The Chair advised that the Committee was now holding a Court of  
Revision for the Lowes Road and Dawn Avenue sanitary sewer.

2. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
THAT the City Clerk be authorized to make the necessary  
corrections to the special assessment roll to give effect to the  
decisions of the Court of Revision and certify the roll;

Mrs. L.A. Giles  
Dr. J.L. Laird  
Mr. D.A. Kennedy

AND THAT staff in accordance with the Local Improvement Act  
finalize the Sanitary Sewer and service laterals on Lowes Road and  
Dawn Avenue.

Carried

Andre Spekkens was present on behalf of the Guelph General  
Hospital and provided information with respect to the lease of 125  
Delhi Street.

Mr. D.A. Kennedy  
Ms. L.E. Payne

3. Moved by Councillor Farrelly  
Seconded by Councillor Furfaro

THAT staff be requested to provide the following information with respect to the lease of 125 Delhi Street:

- rent paid
- occupancy rate of the building
- physical condition of the building
- maintenance records

at the November 20, 2002 Finance & Administration Committee meeting.

Carried

REPORT

4. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

WHEREAS City Council has a responsibility to ensure Guelph Hydro Inc. (GHI) and its subsidiaries are effectively managed for the benefit of the community;

AND WHEREAS it is in the city's best interest that Guelph Hydro Inc. remains under the control and influence of the local community;

WHEREAS Guelph Hydro Inc. has provided adequate data regarding dividend rates and interest payments;

WHEREAS it is imperative that Guelph Hydro Inc. has the investment capital, cash flow and leadership to pursue its strategic direction to grow its businesses to realize economies-of-scale and effectively compete in the new marketplace, and to serve as an engine for economic growth, a champion for the wise use of environmental and energy resources and a contributor to community well-being;

AND WHEREAS over time, accepting a lower rate of return than authorized by the regulator will impact Guelph Hydro Inc.'s cash flow, their investment rating from potential lenders and their ability to compete effectively in a changing, regulated marketplace;

THEREFORE BE IT RESOLVED THAT City Council take no action on amending the regulated rate of return from Guelph Hydro Inc. and that the deferred Finance and Administration Committee recommendation to Council on November 21, 2001 regarding the allocation of Guelph Hydro Inc. funds be brought forward to the next meeting of Council.

Carried

REPORT

5. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
THAT the reallocation of 2001 and 2002 approved capital budget funding for work at the main fire hall to the roof repair work at Municipal Street Annex, be approved.

Carried

Mr. P. Cartwright

6. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT the report of the Director of Economic Development dated October 16, 2002, providing an update of the Economic Development Department's activities to September 30, 2002, be received for information.

Carried

Mr. D.R. Creech

7. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
THAT the report of the City Administrator with respect to a status report of the 2002 Objectives, be received for information.

Carried

Mr. D.A. Kennedy  
Mr. D.R. Creech

8. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge  
THAT the report of the Director of Finance with respect to the Audit Committee, dated October 16, 2002, be received for information;

AND THAT staff report back to the Finance and Administration Committee with draft terms of reference for the Audit Committee.

Carried

REPORT

9. Moved by Mayor Farbridge  
Seconded by Councillor Farrelly  
THAT the Vehicle and Equipment Acquisition/Replacement Reserve Policy be approved.

Carried

Wendy O'Donnell provided detailed information with respect to the 2003 vehicle/equipment acquisition budget.

Councillor Farrelly retired from the meeting at 5:56 p.m.

REPORT

10. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT the following 2003 Vehicle/Equipment Acquisition Budgets be approved:

- Vehicle/Equipment Replacement City Fleet
- Vehicle/Equipment Replacement Fire
- Vehicle Replacement Land Ambulance
- Vehicle Replacement Transit
- Vehicle Replacement Police
- Equipment Replacement Waste Management.

Carried

The Mayor retired from the meeting at 5:57 p.m.

11. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) (b) of the Municipal Act with respect to personal matters about identifiable individuals.

Carried

The remainder the meeting was held in camera.

The Director of Community Services provided information with respect to personal matters about identifiable individuals.

The meeting adjourned at 7:00 p.m.

.....  
Chairperson

Council Committee Room C  
November 20, 2002, 4:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Furfaro, Schnurr, Wettstein and Mayor Farbridge

Absent: Councillor Farrelly

Also Present: Councillor Moziar

Staff Present: Mr. D.A. Kennedy, Mrs. W. O'Donnell, Ms. K. South, Mr. G. Beal, Mr. L. Scheklesky, Ms. P. Blais, Mr. G. Hunt, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT the minutes of the Finance and Administration Committee meetings held on October 10 and 16, 2002 be confirmed as recorded and without being read.

Carried

Dr. Troy Herrick and Mr. Wayne Orr were present on behalf of the Wellington-Dufferin-Guelph Health Unit, and provided information with respect to the services provided. They outlined the factors contributing the proposed budget increase.

Peter Barr and Amy Doherty of Deloitte & Touche were present and provided information with respect to the 2002 Audit Plan for the City. Mr. Barr highlighted the changes to the auditing procedures and the responsibilities of the parties involved.

2. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein

REPORT

THAT the 2001 City of Guelph Financial Statements be approved;

AND THAT the audit opinion submitted by Deloitte & Touche be received.

Carried

3. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge

REPORT

THAT Deloitte & Touche be appointed as the City of Guelph auditors.

Carried

Mr. D.A. Kennedy

4. Moved by Councillor Wettstein  
Seconded by Councillor Furfaro  
THAT the report of the Director of Finance dated November 20, 2002, with respect to the role of the Audit Committee, be received for information.

Carried

Phyllis Henke, Bingo Sponsor Association Chair was present requesting that the City reduce or suspend the licence fee for bingo events.

REPORT

5. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT no action be taken on the request of the Bingo Sponsor Association to waive or suspend the licence fee for bingo events.

Carried

Harry Perets of the Guelph Police Services Board was present and requested that the City approve the Guelph Police Services By-law for Fees and Charges for Service pursuant to the Municipal Act requirements.

REPORT

6. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT the Guelph Police Services By-law #114 (2002) for Fees and Charges for Services, be approved.

Carried

Paul Hughes of the Guelph Correctional Centre was present and requested that the City support in principle the idea of the Wellington Detention Centre being used as an immigration detention centre.

Mr. P. Cartwright

7. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the request of Paul Hughes of the Guelph Correctional Centre for the City to support in principle the Wellington Detention Centre being used as an immigration detention centre, be referred to the Director of Economic Development to investigate and liaise with the MPP and MP and report back.

Carried

Counc. G. Kovach  
Mr. G.W. Stahlmann  
Mr. D.A. Kennedy

8. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT the Community Services Committee be requested to review the budget and operations of the West End Recreation Centre with the objective of maximizing the utilization of the Centre.

Carried

Councillor Moziar retired from the meeting at 6:05 p.m.

Chief Rob Davis of the Guelph Police Services was present and provided information with respect to their projected 2002 budget surplus.

Mr. D.A. Kennedy

9. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein

THAT the 2002 Operating Budget Variance Report as at September 30, 2002, be received for information.

Carried

Councillor Furfaro retired from the meeting at 6:10 p.m.

The Director of Finance provided information with respect to an additional allocation of proposed 2002 budget surplus.

REPORT

10. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT Council approve the allocation of the 2002 Tax Supported Operating variance as confirmed at year end to the following:

That \$800,000 be allocated to the 2003 Tax Supported Operating Budget as general revenue;

That \$200,000 be allocated to a reserve for the relocation of the Court Services offices;

That \$350,000 be allocated to the affordable housing program, subject to Council approval of the 2002 Affordable Housing Action Plan under the Canada-Ontario Affordable Housing Program (COAH Program);

AND THAT the remainder of the surplus in the amount of \$776,900 be allocated to approved capital projects that would otherwise be funded through the issuance of debentures.

Carried

11. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
Mr. D.A. Kennedy THAT the report of the Director of Finance dated November 20, 2002 with respect to service review process, outstanding debentures, be received for information.

AND THAT the report of the Director of Finance dated November 20, 2002 with respect to Tax Certificate Fees and Fees for NSF cheques be received for information.

AND THAT it is recommended that the City of Guelph not implement any new alternative tax billing methods at this time.

AND THAT the report of the Director of Finance dated November 20, 2002 with respect to Investment Management Policies, be received for information.

Carried

12. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
Mr. D.A. Kennedy THAT the report of the Director of Finance dated November 20, 2002 with respect to the City of Guelph's Long-Term Issuer Credit Rating, be received for information.

Carried

Mr. D.A. Kennedy The Director of Finance was directed to report back to the Committee, providing additional information breakdown with respect to the Guelph Sports and Entertainment Centre cost analysis.

13. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
Mr. D.R. Creech THAT the report of the City Administrator dated November 20, 2002 with respect to Intergovernmental Communications, be received for information and be reviewed in six months.

Carried

In response to questions by members of the Committee, the Chair advised that a report would be presented to City Council in December with respect to hydro rates.

14. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5)(d) and (b) of the Municipal Act with respect to:

- labour relations or employee negotiations;
- personal matters about identifiable individuals.

Carried

The remainder of the meeting was held in camera.

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

14. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 THAT staff be given direction with respect to a labour relations employee negotiations matter.

Carried

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

15. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 THAT Jeffrey Kawakami be appointed to the Board of Commissioners of Guelph General Hospital for a term expiring November 2006.

Carried

Staff were given direction with respect to appointments to Boards, Committees and Commissions.

The meeting adjourned at 7:30 p.m.

.....  
 Chairperson

Council Committee Room C  
December 18, 2002, 4:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Wettstein and Mayor Farbridge

Absent: Councillors Furfaro and Schnurr

Staff Present: Mr. L. Wilkinson, Mr. J. Forbes, Mr. P. Cartwright, Mr. B. Poole,  
Mr. G. Stahlmann, Mrs. L.A. Giles, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge

Seconded by Councillor Wettstein

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 55 (5) (d), (c) and (b) of the Municipal Act with respect to:

- labour relations or employee negotiations;
- proposed or pending acquisition of land;
- personal matters about an identifiable individual.

Carried

The Committee discussed a labour relations matter.

2. Moved by Mayor Farbridge

Seconded by Councillor Wettstein

THAT staff be given direction with respect to a proposed or pending acquisition of land matter.

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

Carried

3. Moved by Councillor Wettstein

Seconded by Mayor Farbridge

THAT staff be given direction with respect to a personal matter about an identifiable individual.

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

Carried

4. Moved by Councillor Wettstein

Seconded by Mayor Farbridge

THAT staff be given direction with respect to a personal matter about identifiable individuals and a labour relations matter.

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

Carried

The remainder meeting was held in public session.

5. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge  
THAT the minutes of the Finance and Administration Committee meeting held on November 20, 2002 be confirmed as recorded and without being read.

Carried

- REPORT
6. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
THAT the Procedural By-law be amended by placing a ten (10) minute time limit on delegations heard under the Planning Act.

Carried

- Mrs. L.A. Giles
- The Director of Information Services was directed to send a memorandum to members of City Council outlining the procedures to be followed for:
- dealing with requests for delegations that don't comply with the by-law;
  - procedures for Councillors advising the public on being delegations;
  - items requested to be brought forward from the weekly Information Package (Green Sheets) should be directed to the appropriate Standing Committee;
  - handling staff presentations.

- REPORT
7. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
THAT the Procedural By-law be amended by limiting delegations to matters of municipal jurisdiction only.

Carried

- REPORT
8. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
THAT development application fees be amended to provide total cost recovery, as outlined in Schedule 1 to the December 18, 2002 report of the Director of Planning;

AND THAT all City Departments involved in the development application review process continue to monitor staff time devoted to development applications;

AND THAT the development application fees be automatically indexed on an annual basis to the construction cost index;

AND THAT the revised schedule of application fees be circulated to the Guelph Development Association and the Guelph Home Builders.

Carried

REPORT

9. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 THAT the list of priority projects, attached Schedule A, for the purposes of allocating resources during 2003, be approved.

Carried

Mr. D.A. Kennedy

10. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 THAT the report of the Director of Finance dated December 18, 2002 with respect to consultants, be deferred to the January 15, 2003 Finance & Administration Committee meeting.

Carried

Mr. D.A. Kennedy

11. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 THAT the reports of the Director of Finance dated December 18, 2002 with respect to the Guelph Sports and Entertainment Centre cost analysis, be received for information and placed on the Weekly Information Package (Green Sheets).

Carried

The meeting adjourned at 6:10 p.m.

.....  
 Chairperson

Council Committee Room C  
January 15, 2003, 4:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr and Mayor Farbridge

Absent: Councillor Wettstein

Also Present: Councillor McAdams

Staff Present: Mr. D.A. Kennedy, Mr. P. Cartwright, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

Dr. John Tibbits, President of Conestoga College was present and outlined the proposed Conestoga College expansion.

REPORT

1. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT City Council acknowledges Conestoga College's proposal to expand its current training and post secondary schools programs within the City of Guelph to include a Polytechnical curriculum which will permit the issuance of applied degree programs;

AND THAT City Council recognizes the establishment of a Polytechnical institution as a high priority in supporting the goals of the City's 2001-2004 Economic Development Strategy;

AND THAT City Council supports and encourages the approval of Conestoga College's application to the Province of Ontario for Polytechnical status;

AND THAT City Council directs the Mayor, the City Administrator and the Director of Economic Development to position Council's support of this initiative with the Government of Ontario's elected representatives (including the local Member of Provincial Parliament) and senior officials;

AND THAT it is understood that the City of Guelph is not making any financial contributions with this support.

Carried

Dr. Andre Spekkens was present with respect to the lease of 125 Delhi Street.

2. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

THAT the matter of the lease of 125 Delhi Street be referred back to staff to report back with terms of a lease that would accommodate a future investigation of alternatives uses for the building.

Mr. D.R. Creech  
Mr. D.A. Kennedy  
Ms. L.E. Payne

Carried

REPORT

3. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

THAT the following resolutions be passed:

- 1. That the 2003 CRF allocation will be included in the 2003 operating budget as a revenue amount. This allows for a reduction of tax rates and passes the benefit of those funds directly on to the taxpayer, therefore meeting the CRF program criterion; and
- 2. That the 2003 CRF allocation in the amount of \$1,073,000, be accepted in accordance with the terms and conditions set out by the Ministry of Finance.

Carried

The Director of Finance provided information with respect to the use of consultants by the City.

Mr. D.A. Kennedy

The Director of Finance was directed to report back to the Finance & Administration Committee on a method of tracking consulting fees.

4. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

Mr. D.A. Kennedy  
Mr. G.W. Stahlmann

THAT the report of the Commissioner of Community Services dated December 11, 2002 with respect to development charges study review, be received for information.

Carried

The Director of Finance provided information with respect to computer equipment leasing.

Councillor McAdams retired from the meeting at 6:15 p.m.

4. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

Mr. D.A. Kennedy

THAT the report of the Director of Finance dated January 15, 2003 with respect to computer equipment leases, be received for information.

Carried

The meeting adjourned at 6:20 p.m.

.....  
Chairperson

Council Committee Room C  
February 19, 2003, 4:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and Mayor Farbridge

Staff Present: Mr. D.A. Kennedy, Mrs. S. Smith, Mr. R. French, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge

Seconded by Councillor Wettstein

THAT the minutes of the Finance and Administration Committee meeting held on December 18, 2002 be confirmed as recorded and without being read.

Carried

2. Moved by Councillor Schnurr

Seconded by Councillor Furfaro

THAT the minutes of the Finance and Administration Committee meeting held on January 15, 2003 be confirmed as recorded and without being read.

Carried

The Chair advised that the item with respect to the Procedural By-law will be dealt with at the March 19, 2003 meeting of the Finance and Administration Committee.

Gerry Barnhill, Chair of the Board and Carolyn Skimson, Executive Director of Groves Memorial Community Hospital were present and highlighted the capital fundraising campaign. They requested that the City consider contributing \$1M towards the capital fundraising campaign over five years.

3. Moved by Councillor Furfaro

Seconded by Councillor Wettstein

THAT the matter of a monetary contribution to the Groves Memorial Community Hospital capital fundraising campaign be referred to staff for a report back to the Finance and Administration Committee.

Carried

Mr. D.A. Kennedy  
Mr. D.R. Creech

Rob Thompson and Scott Hutchison of the Wellington-Dufferin-Guelph Health Unit were present with respect to the enforcement of the city's smoking by-law. They advised of difficulties experienced in the enforcement of the by-law, and suggested that the definition of restaurant needs to be amended.

- Ms. L.E. Payne
4. Moved by Councillor Schnurr  
Seconded by Mayor Farbridge  
THAT the City Solicitor consult with the Wellington-Dufferin-Guelph Health Unit and report back to the Finance and Administration Committee with recommended amendments to the City of Guelph's Smoking By-law which would enhance the ability for enforcement of the by-law.
- Carried
- Ms. L.E. Payne
5. Moved by Mayor Farbridge  
Seconded by Councillor Schnurr  
THAT the summary report of the Wellington-Dufferin-Guelph Health Unit, which provides an update on the enforcement and prosecution of the City of Guelph Smoking By-law for the period January 2002 – present and is attached hereto as Schedule "A", be received for information.
- Carried
- The Director of Transportation provided background information with respect to the replacement of the radio equipment for Guelph Transit.
- Dr. J.L. Laird  
Mr. D.A. Kennedy
6. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT the matter with respect to the replacement of the radio system for Guelph Transit be referred to the March 19, 2003 meeting of the Finance and Administration Committee.
- Carried
- Mr. D.A. Kennedy
7. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the report of the Director of Finance dated February 19, 2003 with respect to professional and consulting fees for 2001 and 2002, be received for information.
- Carried
- Mr. D.R. Creech
8. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT the PULSE Report of the City Administrator dated February 19, 2003, be received for information.
- Carried

9. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT the correspondence from the Federation of Canadian Municipalities – Members Advisory with respect to a call to action: open letter to PM stresses commitments to municipal governments, be received for information.

Carried

10. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239(2)(b) of the Municipal Act with respect to personal matters about identifiable individuals.

Carried

The remainder of the meeting was held in camera.

Staff were given direction with respect to appointments to boards, committees and commissions.

The meeting adjourned at 6:15 p.m.

.....  
Chairperson

Council Committee Room A  
March 3, 2003 - 5:15 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and Mayor Farbridge

Staff Present: Dr. J.L. Laird, Mr. R. French, Mr. D.A. Kennedy, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

REPORT

1. Moved by Councillor Furfaro  
Seconded by Seconded by Mayor Farbridge  
THAT Contract #02-075 for the Purchase of a radio system for Guelph Transit Services be awarded to MRC Systems, of Kitchener, in the amount of \$289,996.25, inclusive of applicable taxes, complete as specified;

AND THAT Purchasing be authorized to issue the necessary purchase order.

Carried

The meeting adjourned at 5:25 p.m.

.....

Chairperson

Council Committee Room A  
March 17, 2003, 5:45 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr and Mayor Farbridge

Absent: Councillor Wettstein

Also Present: Councillor Moziar

Staff Present: Mr. D.A. Kennedy, Ms. L.E. Payne, Mrs. L.A. Giles and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT the minutes of the Finance and Administration Committee meeting held on February 19, 2003 be confirmed as recorded and without being read.

Carried

2. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239(2) of the Municipal Act with respect to:
  - receiving of advice that is subject to solicitor-client privilege.

Carried

The City Solicitor provided advice on a matter.

3. Moved by Mayor Farbridge  
Seconded by Councillor Schnurr  
THAT no action be taken on a procedural matter.

Carried

The remainder of the meeting was held in public session.

4. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT Marilyn Schmidt be appointed a Deputy Clerk for the purpose of commissioning affidavits.

Carried

REPORT

March 17, 2003

Page No. 2

The meeting adjourned at 6:00 p.m.

.....  
Chairperson

Council Committee Room A  
May 1, 2003, 4:45 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Wettstein and Mayor Farbridge

Absent: Councillors Furfaro and Schnurr

Staff Present: Mr. D.A. Kennedy, Mr. D.R. Creech, Mr. R. Mackay, Ms. J. Sperling, Dr. J.L. Laird, Mr. J. Eitenne, Mr. P. Busatto and Ms. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
THAT the minutes of the Finance and Administration Committee meetings held on March 3 and 17, 2003 be confirmed as recorded and without being read.

Carried

2. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:
  - personal matters about identifiable individuals.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

3. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
THAT Paul A. Elliott and Walter Stachnyk be reappointed to the Board of Commissioners of Guelph General Hospital for a term expiring May 2007.

Carried

The remainder of the meeting was held in public session.

REPORT

4. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
THAT Council authorize City staff to file an appeal with the Assessment Review Board;

AND THAT Council approve the necessary by-law to authorize appeals to the Assessment Review Board.

Carried

Mr. D.A. Kennedy

- 5. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the report of the Director of Finance dated April 16, 2003 entitled Government Finance Officers Association (GFOA) Budget Submission be received for information.

Carried

REPORT

- 6. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge

THAT the Committee and Council approve the following principles and process for the Compensation for the Mayor and Members of Council:

- A. Salaries for the Mayor/Councillors should be of the mid-point of the comparator group of municipalities
  - Comparator Group – Niagara Falls, Brantford, Waterloo, Cambridge, Municipality of Chatham-Kent, Barrie, Kingston, Burlington, Town of Richmond Hill, Town of Oakville, Oshawa, Kitchener, Vaughan, Regional Municipality of Waterloo.
  - Mid point is determined by taking one-half of the difference between the lowest and the highest salary and adding the amount to the lowest salary.
  - The result salary shall be rounded to the nearest \$500.
- B. The salaries recommended should be adopted by the current Council for implementation December 1<sup>st</sup> of the new Council term.
- C. A process will be initiated by staff to automatically review the salaries of the Mayor and Councillors by June 30<sup>th</sup> of each election year, based on guideline points A and B, as listed above, with a recommendation to the current Council to adopt recommended changes for implementation on December 1<sup>st</sup> of the new Council term.

Carried

REPORT

- 7. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge

THAT Guelph City Council authorize:

- 1. The establishment of a River Run Centre Capital Reserve Fund.
- 2. The allocation of \$1 from every ticket sold at the River Run Centre Box Office to the Capital Reserve Fund.
- 3. The Canada Company Hall Capital Improvement Project.

Carried

Mr. D.R. Creech

- 8. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the report of the City Administrator dated April 16, 2003 entitled Council's 2003 Strategic Priority Projects be received for information.

Carried

REPORT 9. Moved by Councillor Wettstein  
 Seconded by Mayor Farbridge  
 THAT the existing Riverside Suspension Bridge be replaced with a new prefabricated steel bridge in 2003, with funding provided from the re-allocation of a 2004 Capital Budget project.

Carried

REPORT 10. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 THAT Council approve an increase to the bulk water filling station volume charge, effective June 3, 2003, as outlined on the attached Schedule A;  
 AND THAT during outside water use restrictions, sales of bulk water for use outside the City of Guelph, be restricted to use within the County of Wellington.

Carried

The Commissioner of Environment & Transportation Group highlighted the results of the organizational review of the former Works Department and provided information with respect to the Communications Officer.

Dr. J.L. Laird 11. Moved by Mayor Farbridge  
 Seconded by Councillor  
 THAT the report of the Commissioner of the Environment & Transportation Group, concerning the results to date of the Organizational Review of the former Works Department, be received for information.

Carried

The City Administrator highlighted the report with respect to the hiring of GlobalTox International Consultants Inc.

REPORT 12. Moved by Councillor Wettstein  
 Seconded by Mayor Farbridge  
 THAT Council accept the report of the City Administrator dated May 1, 2003 with respect to the process for hiring GlobalTox International Consultants Inc.

Carried

The meeting adjourned at 5:50 p.m.

.....  
 Chairperson

Council Committee Room A  
May 21, 2003, 4:45 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr and Mayor Farbridge

Absent: Councillor Wettstein

Staff Present: Mrs. S. Smith, Mr. D.A. Kennedy, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the minutes of the Finance and Administration Committee meeting held on May 1, 2003 be confirmed as recorded and without being read.

Carried

Michael Hauser of Doogies & Pablo's was present and expressed concern with the enforcement of the smoking by-law.

The Court Prosecutor provided a brief history of the various court challenges to the City's smoking by-law. She advised that staff are targeting the June meeting of the Finance & Administration Committee for bringing forward proposed amendments to the smoking by-law.

Rob Thompson of the Wellington-Dufferin-Guelph Health Unit was present and advised that additional funding has been approved to for staff dedicated to the enforcement of smoking by-laws and that they are in the process of recruiting such staff.

REPORT

2. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro  
THAT the existing tax ratios as set out in Appendix 1A that were approved by Council in 2001 be maintained for 2003.

Carried

Mr. D.A. Kennedy

3. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro  
THAT the report of the Director of Finance dated May 21, 2003 with respect to Outstanding Tax Receivables, be received for information.

Carried

- 4. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

The remainder of the meeting was held in camera.

- 5. Moved by Councillor Schnurr  
Seconded by Mayor Farbridge

THAT Ben Boehm be appointed to the Guelph Junction Railway Board of Directors for a term expiring November 2003.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

Staff were given direction with respect to an appointment to a board, committee or commission.

The meeting adjourned at 5:20 p.m.

.....  
Chairperson

Council Committee Room A  
June 18, 2003, 4:15 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Wettstein and Mayor Farbridge

Absent: Councillor Schnurr

Also Present: Councillor McAdams

Staff Present: Ms. L.E. Payne, Ms. S. Smith and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

The City Court Prosecutor provided an overview of the proposed smoking by-law amendments and the rationale used in creating the new definitions.

1. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

REPORT

THAT the definition of Restaurant in By-law Number (1995)-14892 be amended to read as follows:

**Restaurant** – means any premises where food, drink or alcohol is offered for sale or is made available to the public for immediate consumption together with any part to which the public has access, and includes, for greater certainty and without limiting such, any restaurant, bar, coffee shop, snack bar, the eating area of a mall or shopping centre and the like.

AND THAT By-law Number (1995)-14892 (“the Smoking By-law”) be amended to require Proprietors of Public Places and Employers of Enclosed Workplaces to ensure that no ashtray is placed in or is permitted to remain in any area of a Public Place or an Enclosed Workplace in which Smoking is not permitted pursuant to the Smoking By-law, and that the Smoking By-law be amended to include the definition of ashtray to read as follows:

**Ashtray** – includes any receptacle actually used or designed to be used to deposit tobacco ashes, or to deposit cigar or cigarette butts.

Carried

The meeting adjourned at 4:25 p.m.

.....  
Chairperson

Council Chambers  
July 2, 2003, 4:15 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and Mayor Farbridge

Also Present: Councillors Birtwistle and Moziar

Staff Present: Mr. D.A. Kennedy, Mr. L. Wilkinson, Mr. G. Beal, Ms. K. South, Chief Armstrong, Mr. G. Stahlmann, Mr. D.R. Creech, Dr. J.L. Laird, Mr. R. Tolkunow, Mr. J. Etienne, Mrs. C. Lavigne and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT the minutes of the Finance and Administration Committee meetings held on May 21 and June 18, 2003 be confirmed as recorded and without being read.

Carried

Lynda White, Carolyn Skimson and Gerry Barnhill were present on behalf of Groves Memorial Community Hospital to answer any questions with respect to their request for a financial contribution towards their capital campaign.

2. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr

THAT the request from Groves Memorial Community Hospital for financial assistance with their redevelopment project not be considered at this time.

Carried

Peter Barr was present and presented the auditors report on the City's financial statements. He highlighted the audit objective and the management letter.

3. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

The Auditor provided information in response to questions.

The Committee resumed in public session.

REPORT

The Director of Finance highlighted the 2002 Financial Statements.

REPORT

4. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the 2002 audited Financial Statements be approved;

AND THAT the audit opinion submitted by Deloitte & Touche be received;

AND THAT the 2002 Financial Information Return be received for information.

Carried

The Budget Co-ordinator outlined the 2003 budget process and the proposed 2004 budget process. She highlighted the proposed 2004 major budget impacts.

REPORT

5. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro  
THAT the City of Guelph express their concern to the OMERS Board in regard to the recent announcement relating to future pension contributions being reinstated at full rates commencing January 1, 2004, rather than as the original plan, which was to phase in the increase over a three year period beginning January 1, 2003.

Carried

Mr. D.A. Kennedy

6. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the 2004 Preliminary Operating Budget Impact Summary update, be received for information.

Carried

7. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein  
THAT the report regarding the Notice By-law be received for information;

AND THAT staff be directed to provide the required notice and forward the Notice By-law to Council for adoption.

Mrs. C. Lavigne

8. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro  
THAT consideration of the Notice By-law be deferred to the next meeting of the Finance & Administration Committee.

Carried

9. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

THAT the Finance & Administration Committee now hold a meeting that is closed to the public pursuant to Section 239 (2) (d) of the Municipal Act with respect to:

- labour relations or employee negotiations.

Carried

The Commissioner of Community Services and the Fire Chief provided information.

The remainder of the meeting was held in public session.

10. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

REPORT

THAT the creation of the position Deputy Chief of Administration for Fire and Emergency Services, be approved with the funding to be provided from the 2003 operating budget for Fire and Emergency Services.

Carried

Councillor Moziar retired from the meeting at 6:45 p.m.

11. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

REPORT

THAT the City Treasurer be authorized to proceed with the marketing through the City fiscal agent, a debenture issue in the aggregate amount of \$4,750,000 dated July 30, 2003 for a term not exceeding five years.

Carried

12. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

REPORT

THAT the City Treasurer be authorized to proceed with the application for a loan from the Ontario Municipal Economic Infrastructure Financing Authority (OMEIFA) in the aggregate amount of \$2,770,000 for a term not exceeding ten years.

Carried

13. Moved by Mayor Farbridge  
Seconded by Councillor Schnurr

THAT the report of the Commissioner of Environment & Transportation Group dated July 2, 2003, entitled 'Contract No. 2-0302 Gordon Street Reconstruction – Harts Lane to Clair Road: Funding for Access for Through Traffic', be approved.

Dr. J.L. Laird  
Mr. D.A. Kennedy

14. Moved by Councillor Wettstein  
Seconded by Councillor Furfaro

THAT the matter with respect to the funding for access for through traffic relating to the Gordon Street Reconstruction – Harts Lane to Clair Road be deferred;

AND THAT staff report back to the Finance & Administration Committee on alternative options for funding the Gordon Street Reconstruction – Harts Lane to Clair Road and that staff provide the Committee with a listing of outstanding capital projects.

Carried

15. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

THAT the Commissioner of the Environment & Transportation Group be authorized to sign a Surcharge Agreement with Sleeman Brewing and Malting Company Limited.

Carried

16. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr

THAT Resolution #15 with respect to a Surcharge Agreement with Sleeman Brewing and Malting Company Limited be rescinded.

Carried

Dr. J.L. Laird

17. Moved by Mayor Farbridge  
Seconded by Councillor Schnurr

THAT the consideration of a Surcharge Agreement with Sleeman Brewing and Malting Company Limited be deferred to the next meeting of the Finance & Administration Committee.

Carried

REPORT

18. Moved by Councillor Schnurr  
Seconded by Mayor Farbridge

THAT the City of Guelph's Development Charge Reserve Fund Statement for the year ended December 31, 2002, be received for information and forwarded to the Minister of Municipal Affairs and Housing.

Carried

Mr. D.R. Creech

19. Moved by Councillor Furfaro  
 Seconded by Mayor Farbridge  
 THAT the Pulse Report of the City Administrator dated July 2, 2003, be received for information.

Carried

REPORT

20. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 THAT the recommendations outlined in the attached consultant's report with respect to Mayor and Councillor compensation, be approved:

1. Establish the 50<sup>th</sup> percentile as Guelph's target pay position based on its comparator group of municipalities.
2. Effective December 1, 2003, increase the base remuneration for members of Council as follows:

	Current (\$) (01-01-03)	Proposed (\$) (12-01-03)	Change Amount	%
Mayor	54,000	65,000	11,000	20.4
Councillors	17,500	24,000	6,519	37.2

5. Approve a policy on Council remuneration to complete a formal review of the City's compensation practices every three years in March of an election year in order to ensure that the City's pay position is maintained.
6. Approve a policy that in non-election years the remuneration for members of Council be automatically adjusted by the same percentage increase received by the City's management staff.

AND THAT the following recommendations be forwarded to City Staff and a report back to the Finance and Administration Committee on the costing of these specific recommendations:

3. Examine the feasibility of providing those benefits, except LTD & OMERS to the Mayor and Councillors as those provided to management staff and assuming their costs.
4. Examine the feasibility of establishing a car allowance benefit for the Mayor.

A recorded vote was requested, which resulted as follows:

July 2, 2003

Page No. 6

VOTING IN FAVOUR: Councillor Farrelly, Wettstein and Mayor Farbridge  
(3)

VOTING AGAINST: Councillors Furfaro and Schnurr (2).

The resolution was carried.

The meeting adjourned at 7:45 p.m.

.....  
Chairperson

Council Committee Room A  
August 27, 2003, 4:15 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr and Wettstein

Absent: Mayor Farbridge

Also Present: Councillors Birtwistle, Moziar and Shapka

Staff Present: Mr. D.A. Kennedy, Mr. L. Wilkinson, Dr. J. Laird, Ms. L.E. Payne, Mr. J. Stokes, Mrs. J. Taylor, Deputy Chief H. Cross, Mr. P. Kraehling, Mr. J. Etienne, Ms. P. Ross, Mr. M. Onions, Ms. K. South, Mrs. L.A. Giles and Ms. J. Sweeney

Councillor Farrelly declared a possible pecuniary interest with regards the Wellington Guelph Affordable Rental Housing Program tender because he is employed by the County of Wellington and did not discuss or vote on the matter.

1. Moved by Councillor Schnurr  
Seconded by Councillor Wettstein

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (c) and (a) of The Municipal Act with respect to:

- proposed or pending acquisition of property;
- security of the property of the city.

Carried

The City Solicitor provided background information with respect to a potential acquisition of land.

2. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro

Ms. L.E. Payne

THAT staff be given direction with respect to a potential acquisition of land.

Carried

3. Moved by Councillor Wettstein  
Seconded by Councillor Furfaro

Ms. L.E. Payne

THAT the report of the Manager of Court Services dated August 20, 2003 be received for information.

Carried

REPORT TO  
COUNCIL IN  
COMMITTEE OF  
THE WHOLE

4. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr  
THAT staff be given direction with respect to a proposed or pending acquisition of property.

Carried

The remainder of the meeting was held in public session.

5. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro  
THAT the minutes of the Finance and Administration Committee meeting held on July 2, 2003 be confirmed as recorded and without being read.

Carried

Councillor Furfaro assumed the Chair due to Councillor Farrelly's pecuniary interest.

Kim Warner, Scott Wilson and Craig Dyer of the County of Wellington were present with respect to the Wellington Guelph Affordable Rental Housing Program tender.

Paul Kraehling, Senior Policy Planner outlined the two proposals received with respect to the Affordable Rental Housing Program tender.

Kim Warner provided information with respect to the provincial requirements of the program.

John Cox on behalf of Guelph Non-Profit Housing provided information on how their tender was developed.

6. Moved by Councillor Schnurr  
Seconded by Councillor Wettstein  
THAT the Planning & Building Services Staff Report (Number 03-86) dated August 20, 2003 concerning the Wellington Guelph Affordable Rental Housing Program Tender be received;

REPORT

AND THAT Guelph City Council not approve the tender submissions by 805395 Ontario Limited and the Guelph Non-Profit Housing Corporation (from Wellington County Tenders P.T.W.G. 03-1 and 03-2) on the basis that the requested municipal incentives are higher than what Council has previously agreed to;

AND THAT the County of Wellington, as the City's housing service manager, be requested to re-tender the affordable rental housing program with an explicit upper limit of municipal funding set at \$19,000 per unit as per the terms of the Federal/Provincial Affordable Housing Program.

Carried

REPORT 7. Moved by Councillor Schnurr  
Seconded by Councillor Wettstein  
THAT the County of Wellington be asked for their support in advancing the re-tendering of the Wellington Guelph Affordable Rental Housing Program in a timely manner.

Carried

Councillor Farrelly resumed the Chair.

REPORT 8. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT the policy on Council use of e-mail be adopted.

Carried

REPORT 9. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr  
THAT the report regarding the Notice By-law be received for information;  
AND THAT staff be directed to provide the required notice and forward the Notice Provision By-law to Council for adoption.

Carried

REPORT 10. Moved by Councillor Schnurr  
Seconded by Councillor Wettstein  
THAT the Commissioner of the Environment & Transportation Group be authorized to prepare Overstrength Surcharge Agreements for Council's authorization.

Carried

REPORT 11. Moved by Councillor Wettstein  
Seconded by Councillor Schnurr  
THAT the Commissioner of the Environment & Transportation Group be authorized to sign a Surcharge Agreement with Sleeman Brewing and Malting Company Limited.

Carried

REPORT

12. Moved by Councillor Wettstein  
Seconded by Councillor Furfaro  
THAT the following 2004 Vehicle/Equipment Acquisition Budgets be approved:

- Vehicle/Equipment Replacement City Fleet
- Vehicle/Equipment Replacement Fire
- Vehicle Replacement Land Ambulance
- Vehicle Replacement Transit
- Vehicle Replacement Police
- Equipment Replacement Waste Management
- Equipment Replacement Parks Playground
- Equipment Replacement Computer.

Carried

REPORT

13. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT the previous agreement between the owners of the Desert Inn Property, located at 63 Woodlawn Road West, and the City of Guelph be amended as follows:

1. That the agreement be extended until December 31, 2004.
2. That no further payments be made on prior years tax arrears until the OMB/Zoning issues have been resolved.
3. That during this period, interest will be charged on the outstanding tax arrears at the City of Guelph's Prime Bank rate less 1.75%.
4. That all current taxes must be kept up-to-date.

Carried

Mr. D.R. Creech

14. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT the report of the City Administrator dated August 20, 2003 with respect to Corporate Strategic Planning, be received for information.

Carried

Mr. D.R. Creech

15. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT the Guelph Hydro Shareholders Agreement be deferred to the next meeting of the Finance & Administration Committee.

Carried

The meeting adjourned at 7:05 p.m.

.....  
Chairperson

Council Committee Room A  
September 17, 2003, 4:45 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Wettstein and Mayor Farbridge

Absent: Councillor Schnurr

Staff Present: Mr. D.A. Kennedy, Mr. P. Cartwright, Mr. R. Tolkunow, Dr. J. Laird, Mr. B. Coutts, Mr. J. Stokes, Ms. T. Sinclair, Mr. D.R. Creech and Ms. J. Sweeney.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

THAT the minutes of the Finance and Administration Committee meeting held on August 27, 2003 be confirmed as recorded and without being read.

Carried

The Director of Economic Development advised that the Visitor and Convention Services Business Plan will be presented to the Committee at their October 15, 2003 meeting.

2. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge

Mr. P. Cartwright  
Counc. S. Farrelly

THAT the status report of the development of a Business Plan for Visitor and Convention Services be received as information only;

AND THAT the Visitor and Convention Services Business Plan be completed and submitted to the October meeting of the Finance and Administration Committee.

Carried

3. Moved by Mayor Farbridge  
Seconded by Councillor Wettstein

REPORT

THAT the following projects be closed, reduced, deferred or eliminated to fund the access for through traffic with respect to Contract No. 2-0302 for the Gordon Street Reconstruction – Harts Lane to Clair Road:

RD0016	Imperial – Pinetree to Ferman	\$231,000
RD0024	Farley Farm Oversizing	\$14,000
RD0027	Paisley Road, West Limits East of Elmira	\$2,700
RD0053	Bailey Freeman Subdivision	\$17,900
RD0082	Westminster Woods Internal Collector	\$14,300
TR0002	New Coin Counting Machine	\$32,200
RD0019	Hanlon at Wellington Landscaping	\$50,000

RD0079	Victoria Road (Arkell to Clair)	\$107,500
RD0057	Woodlawn Road (Nicklin to Woolwich)	\$549,000
RD0033	New Sidewalk Construction	\$68,900
	Development Charges Reserve	\$1,087,500
	<b>Total</b>	<b>\$2,175,000</b>

Carried

4. Moved by Mayor Farbridge  
 Seconded by Councillor Wettstein  
 THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (c) of The Municipal Act with respect to:

- proposed or pending acquisition or disposition of land.

Carried

The remainder of the meeting was held in camera.

The Manager of Court Services was present and provided the Committee with information in response to their questions.

5. Moved by Councillor Furfaro  
 Seconded by Councillor Wettstein  
 THAT staff were given direction with respect to proposed or pending acquisition or disposition of land.

Ms. L.E. Payne  
 Mr. B. Coutts

Carried

6. Moved by Councillor Wettstein  
 Seconded by Councillor Furfaro  
 THAT staff were given direction to investigate and report back to the Finance & Administration Committee on alternatives and temporary solutions with respect to the Provincial Offences Court relocation onto municipal property.

Ms. L.E. Payne  
 Mr. B. Coutts

Carried

The meeting adjourned at 5:45 p.m.

.....  
 Chairperson

Council Committee Room A  
October 15, 2003, 4:45 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Farrelly, Furfaro, Schnurr, Wettstein and Mayor Farbridge

Staff Present: Mr. D.A. Kennedy, Mr. L. Wilkinson, Mr. J. Stokes, Ms. L.E. Payne, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein

THAT the minutes of the Finance and Administration Committee meeting held on September 17, 2003 be confirmed as recorded and without being read.

Carried

Jurgen von Fieltiz was present and requested that the industrial classification assessment on his denturist clinic located on property at 639 Woolwich Street be changed to commercial classification assessment. He suggested that he has two options at this time, to commence legal action or to relocate his business in another city.

The Director of Finance in response to questions, advised that the City has no authority to change the assessment on properties.

2. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro

REPORT

THAT the Mayor write to Liz Sandals, M.P.P. (elect) with respect to the request of Jurgen von Fieltiz to change the industrial classification assessment for denturist clinics to commercial classification in light of the recommendations of the Beaubien report to the Minister of Finance;

AND THAT staff report back to the Finance & Administration Committee within three months on the progress of the Province to implement the Beaubien recommendations.

Carried

3. Moved by Councillor Schnurr  
Seconded by Councillor Furfaro

Mr. D.R. Creech  
Mr. D.A. Kennedy

THAT the matter of a grant contribution of \$7,500 to match the contribution from Armel Corporation towards improvements at the Marden Community Centre, subject to the Boundary Adjustment being approved by all appropriate bodies, be referred to the 2004 Finance and Administration Committee for consideration.

Carried

Peter Cummins and Major Dan Dearing on behalf of the Salvation Army were present requesting that the City consider relief to various fees relating to the development of their new facility on Gordon Street.

REPORT

4. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge  
THAT Council grant the waiver of fees for Holding Provision Removal, Development Approval and Site Plan Agreement with respect to the development of the Salvation Army's new facility on Gordon Street;

AND THAT staff be authorized to negotiate an agreement between the Salvation Army and the City of Guelph for the payment of frontage charges and service laterals over a five year period;

AND THAT staff report back on the outcome of the negotiated agreement.

Carried

REPORT

5. Moved by Councillor Wettstein  
Seconded by Mayor Farbridge  
THAT the attached rate stabilization reserve policy be approved.

Carried

REPORT

6. Moved by Mayor Farbridge  
Seconded by Councillor Furfaro  
THAT the report of the City Administrator dated October 15, 2003 with respect to Council/Community Strategic Plan be forwarded to the 2003-2006 Council.

Carried

7. Moved by Councillor Furfaro  
Seconded by Councillor Wettstein  
THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (e) and (a) of the Municipal Act with respect to:

- litigation or potential litigation;
- security of the property of the municipality or local board.

Carried

The remainder of the meeting was held in camera.

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

- 8. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr  
THAT staff be given direction with respect to a litigation or potential litigation matter.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF

- 9. Moved by Councillor Furfaro  
Seconded by Councillor Schnurr  
THAT staff be given direction with respect to a litigation or potential litigation matter.

Carried

Mr. D.R. Creech  
Ms. L.E. Payne

- 10. Moved by Councillor Furfaro  
Seconded by Mayor Farbridge  
THAT the matter with respect to the security of property of the municipality or local board be referred to the next Finance & Administration Committee.

Carried

The City Administrator provided the Committee with information relating to security of property of the municipality or local board.

The meeting adjourned at 7:00 p.m.

.....  
Chairperson

Committee Room C  
January 14, 2004, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Staff Present: Mr. D.A. Kennedy, Mr. G. Beale, Mr. L. Wilkinson, Mrs. C. Lavigne, Mr. J. Hesch, Ms. P. Blais, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the minutes of the Finance and Administration Committee meeting held on October 15, 2003 be confirmed as recorded and without being read.

Carried

Mr. William Birdsell was present and provided information with respect to the redevelopment of 107 Dublin St. N. He suggested that the proposed project is more compatible with the Official Plan and the Zoning By-law than the previous use. He requested relief from development charges and further suggested that the property could be considered a brownfield site due to the large amount of debris left after the fire.

2. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

REPORT

THAT no action be taken on the request of Mr. William Birdsell for relief of development charges for 107 Dublin Street North.

Carried

3. Moved by Councillor Moziar  
Seconded by Mayor Quarrie

REPORT

THAT a By-law to provide for an interim tax levy, of 50% of previous year taxes, and to provide for the payment of taxes for 2004 be approved.

Carried

The Deputy City Clerk was present and advised that staff will be reviewing the business licence by-law in 2004.

4. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro

Mrs. C. Lavigne

THAT staff initiate a Business Licence By-law Review in accordance with the provisions of the Municipal Act, 2001 and applicable regulations.

Carried

The City Administrator provided background information with respect to the funding assistance to the Township of Guelph-Eramosa relating to the Whitelaw Road boundary adjustment.

5. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro

Mr. D.R. Creech  
Mrs. L.A. Giles

THAT no action be taken to make a grant contribution of \$7,500, to match the contribution from Armel Corporation, towards improvements at the Marden Community Centre, with respect to the Boundary Adjustment between the City of Guelph and the Township of Guelph-Eramosa.

Carried

The City Administrator and the Director of Human Resources provided the Committee with information relating to the hiring procedures for Commissioners and Directors.

6. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the Finance and Administration Committee now hold a meeting that is closed to the public pursuant to Section 239 (2) (b) and (d) of the Municipal Act with respect to:

- personal matters about an identifiable individual;
- labour relations or employee negotiations.

Carried

The Committee was provided information.

The Committee adjourned to public session.

7. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro

REPORT

THAT the hiring procedures for Commissioners and Directors be approved as attached.

Carried

8. Moved by Councillor Moziar  
Seconded by Mayor Quarrie

REPORT

THAT the 2004 CRF allocation will be included in the 2004 operating budget as a revenue amount. This allows for a reduction of tax rates and passes the benefit of those funds directly on to the taxpayer, therefore meeting the CRF program criterion;

AND THAT the 2004 CRF allocation in the amount of \$1,450,000, be accepted in accordance with the terms and conditions set out by the Ministry of Finance.

Carried

The Director of Finance advised that staff are preparing a report with respect to development charges for the January 26, 2004 public meeting.

Peter Barr of Deloitte was present with respect to the 2003 audit. He outlined the financial reporting responsibilities and the current and continuing issues.

REPORT

9. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the fees for Deloitte to complete the 2003 audit be approved as attached.

Carried

Mr. D.A. Kennedy

10. Moved by Councillor Moziar  
Seconded by Councillor Ferraro  
THAT the report regarding the Deloitte & Touche Pre-Audit meeting be received for information.

Carried

11. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the Finance and Administration Committee now hold a meeting that is closed to the public pursuant to Section 239 (2) (a) and (b) of the Municipal Act with respect to:  
• security of the property of the City;  
• personal matters about identifiable individuals;

Carried

The Committee discussed a matter with respect to the security of the City and a personal matter about identifiable individual.

The meeting adjourned at 5:05 p.m.

.....  
Chairperson

Committee Room C  
February 18, 2004, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillor Billings

Staff Present: Mr. D.A. Kennedy, Ms. P. Blais, Ms. L.E. Payne, Mr. B. Coutts, Mr. J. Stokes, Mrs. L.A. Giles, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the minutes of the Finance and Administration Committee meeting held on January 14, 2004 be confirmed as recorded and without being read.

Carried

The Director of Information Services provided information with respect to a review of the Ward System and Council composition.

REPORT

2. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
THAT staff be instructed to initiate the process to alter the current ward boundaries, and a review of the composition of Council.

Carried

REPORT

3. Moved by Mayor Quarrie  
Seconded by Councillor Moziar  
THAT staff be directed to apply for additional protection of the City's logo and wordmark under The Trademarks Act.

Carried

4. Moved by Mayor Quarrie  
Seconded by Councillor Moziar  
THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) and (c) of the Municipal Act with respect to:
  - personal matters about an identifiable individual;
  - proposed or pending acquisition of land or disposition of land.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

5. Moved by Councillor Moziar  
Seconded by Councillor Ferraro  
THAT staff be given direction with respect to the proposed or pending  
acquisition of land.

Carried

Ms. P. Blais

6. Moved by Councillor Ferraro  
Seconded by Councillor Moziar  
THAT the report of the Director of Human Resources with respect to a personal  
matter about an identifiable individual be received.

Carried

The City Solicitor, the Manager of Court Services and the Manger of Realty  
Services provided information with respect to a proposed or pending acquisition  
of land.

7. Moved by Councillor Ferraro  
Seconded by Mayor Quarrie  
THAT staff be given direction with respect to a proposed or pending acquisition  
of land.

Defeated

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

8. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT staff be given direction with respect to a proposed or pending acquisition  
of land.

Carried

The meeting adjourned at 5:05 p.m.

.....  
Chairperson

Committee Room C  
March 17, 2004, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro and Moziar

Absent: Mayor Quarrie

Also Present: Councillor Birtwistle

Staff Present: Mr. D.A. Kennedy, Mr. M. McCrae, Mr. J. Stokes, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Moziar  
THAT the minutes of the Finance and Administration Committee meeting held on February 18, 2004 be confirmed as recorded and without being read.

Carried

Mr. D.A. Kennedy

2. Moved by Councillor Moziar  
Seconded by Councillor Ferraro  
THAT the report dated March 17, 2004 with respect to frontage charges for 1320 Gordon Street – Salvation Army, be received for information.

Carried

REPORT

3. Moved by Councillor Moziar  
Seconded by Councillor Ferraro  
THAT the attached amended 2003 Audit Fee Schedule for Deloitte and Touche, be approved.

Carried

Murray McCrae, the Corporate Property Manager provided the Committee with information on the Corporate Property Division's roles, responsibilities, goals, the creation of a corporate property policy and accessibility issues.

Mr. G.W. Stahlmann

4. Moved by Councillor Moziar  
Seconded by Councillor Ferraro  
THAT the March 17, 2004 presentation by the Corporate Property Manager on corporate property, be received for information.

Carried

5. Moved by Councillor Furfaro

Seconded by Councillor Moziar

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (c) of the Municipal Act with respect to:

- proposed or pending acquisition or disposition of property.

Carried

Councillor Birtwistle arrived at 3:45 p.m.

The City Administrator provided the Committee with information relating to a proposed or pending acquisition or disposition of property.

6. Moved by Councillor Ferraro

Seconded by Councillor Furfaro

THAT the City Administrator be requested to obtain additional information and report back to the Finance & Administration Committee at their April 21, 2004 meeting with respect to a proposed or pending acquisition or disposition of property.

Mr. D.R. Creech  
Mr. J. Stokes

Carried

7. Moved by Councillor Furfaro

Seconded by Councillor Ferraro

THAT staff be given direction with respect to a proposed or pending acquisition or disposition of property.

Carried

The meeting adjourned at 4:15 p.m.

.....  
Chairperson

Committee Room C  
April 21, 2004, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Staff Present: Mr. L. Wilkinson, Mr. J. Stokes, Mrs. L.A. Giles, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Mayor Quarrie  
Seconded by Councillor Moziar

THAT the minutes of the Finance and Administration Committee meeting held on March 17, 2004 be confirmed as recorded and without being read.

Carried

The Director of Information Services provided the Committee with information relating to the review of Council Composition and Ward Boundaries.

2. Moved by Mayor Quarrie  
Seconded by Councillor Moziar

THAT the report of the Director of Information Services/Clerk outlining the process to be followed in the review of Council composition and ward boundaries, be approved;

AND THAT a special public meeting of the Finance and Administration Committee be held Tuesday June 1, 2004 to hear public comments with respect to the Ward Boundaries review and Council composition.

Carried

The Committee directed that the policy with respect to Councillor attendance at conferences be placed on a future Finance & Administration Committee agenda for review after the Federation of Canadian Municipalities Conference.

The Director of Information Services advised of the results of the search for other Municipality's Procedural By-laws which have confidentiality clauses.

The Committee directed that the matter of a confidentiality clause in the City of Guelph Procedural By-law be placed on a future agenda of the Finance & Administration Committee.

REPORT

- 3. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (c) and (f) of the Municipal Act with respect to:

- proposed or pending acquisition or disposition of property;
- advise that is subject to solicitor-client privilege.

Carried

The remainder of the meeting was held in camera.

- 4. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro

THAT staff be given direction with respect to appointments to boards, committees and commissions.

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

Carried

- 5. Moved by Councillor Ferraro  
Seconded by Councillor Moziar

THAT staff be given direction with respect to proposed or pending acquisition or disposition of property.

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

Carried

The meeting moved into public session.

In response to questions, the Mayor advised of the information being gathered by the Wellington-Dufferin-Guelph Health Unit with respect to the past surpluses.

The meeting adjourned at 4:25 p.m.

.....  
Chairperson

Evergreen Seniors Centre, Board Room  
May 19, 2004, 3:30 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillors Birtwistle, Downer and Laidlaw

Staff Present: Ms. T. Sinclair, Mrs. L.A. Giles, Mrs. C. Lavigne, Mr. J. Hesch, J. J. Lapier and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Mayor Quarrie

Seconded by Councillor Furfaro

THAT the minutes of the Finance and Administration Committee meeting held on April 21, 2004 be confirmed as recorded and without being read.

Carried

2. Moved by Councillor Moziar

Seconded by Mayor Quarrie

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (e) of The Municipal Act with respect to:

- litigation or potential litigation.

Carried

The Assistant City Solicitor provided information with respect to a potential litigation matter.

The remainder of the meeting was held in public session.

The Director of Information Services provided information with respect to possible 4, 6 or 7 ward boundary scenarios.

Councillor Downer and Laidlaw retired from the meeting at 4:30 p.m.

The meeting adjourned at 4:30 p.m.

Staff held an open house 4:00 p.m. to 5:00 p.m. to answer any questions with respect to the business licence review.

Councillor Birtwistle arrived at 4:45 p.m.

The meeting reconvened at 5:00 p.m. in a public meeting to hear comments with respect to the business licence review.

The Deputy City Clerk provided background history on business licencing in the City of Guelph. She indicated that the City was reviewing the existing licensing by-law to identify areas of concern as well as identifying classes of new licences that should be considered.

Richard Shekter, solicitor for the College of Massage Therapists of Ontario advised that their organization regulates the practice of registered massage therapists in a similar manner to that of doctors and other health professionals. He suggested that the City consider what other municipalities are doing in that their organization regulates the registered massage therapist and that they advise the municipality of non-regulated therapists operations. He suggested that the City remove the requirement for registered massage therapists to have a City of Guelph business licence.

Bill Dubs expressed concern with respect to the operation of temporary sales. He expressed concern with the quality of merchandise they are selling and the impact they have on existing businesses. He presented petitions to the Committee protesting the licencing of temporary sales for flowers, clothing, framed/unframed art pieces, etc.

John Valeriote expressed concern with the definition of lodging house contained in the business licencing by-law where Council or Committee of Adjustment has deemed that a structure is not a lodging house. He suggested that the business licence by-law should include an exemption to the licencing requirement in such circumstances.

Shawn Miller, a professional street vendor suggested that temporary flower sales are not in competition with existing florists, as the temporary sale vendor is targeting impulse and Sunday purchasing, whereas an existing businesses are flower specialists. He further suggested that a 100 metre separation distance should be required rather than the 300 metre distance. He urged the Committee to continue licencing temporary vendors.

George Hambleton of Royal City Automotive suggested that there was no apparent value to the businesses to licenced by the City. He suggested that business licencing is not applied fairly to all, and that it should be enforced evenly.

David Paisley on behalf of the Downtown Board of Management expressed concern with inconsistencies in the present by-law as not all businesses are required to be licenced. He suggested that there is a lack of understanding by the proprietors of the requirements for business licences and that communication between City Hall and the businesses is not adequate. He further suggested that the existing business licencing process is flawed. He urged the Committee to eliminate the retail category.

Mario Venditti was present on behalf of Shawn Miller and suggested that temporary sales are allowed under the zoning by-law in commercial, certain institutional and park zones. He requested that temporary sales vendors not be burdened with additional restrictions.

Isabelle Hackshaw suggested that business licencing is putting more of a burden on the small business.

Terry Leahey of Pond's Camera suggested that the business licence by-law is unfair as some businesses have to be licenced and others do not.

Steve Vos requested that the Committee consider allowing temporary sales of Ontario produce be extended to 60 or 90 days rather than the current 28 days.

Ian Smith of the Guelph Chamber of Commerce suggested that there is a lot of frustration with the retail portion of the business licencing requirement. He further suggested that the Committee and citizens should see the rationale for each category of licence and what the City's justification is for licencing the particular area.

Mrs. L.A. Giles

3. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the Business Licence Review Report be received for information;

AND THAT the members of the Finance & Administration Committee provide direction to staff on the types of Businesses that should be regulated within the City.

Carried

Mrs. C. Lavigne

4. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT staff be directed to report back to the Finance & Administration Committee on the proposed adult entertainment categories with respect to the justification and proposed fee for licencing.

Carried

Mrs. C. Lavigne

5. Moved by Councillor Ferraro  
Seconded by Councillor Furfaro

THAT staff be directed to report back to a special meeting of the Finance & Administration Committee with detailed information on the proposed business licence categories.

Carried

May 19, 2004

Page No. 4

The meeting adjourned at 7:20 p.m.

.....  
Chairperson

Evergreen Seniors Centre Board Room  
May 31, 2004, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillor Birtwistle

Staff Present: Mrs. C. Lavigne, Mr. J. Hesch, Mr. J. Lapiere, Mrs. S. Smith and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

The Chair advised that the purpose of the meeting was a continuation of the business licence review.

Harry Perrits and Constable Ray Gordon of the Guelph Police Services were present and provided information with respect to the operation of adult entertainment parlours and body rub facilities. They encouraged the City to licence such establishments which would allow for greater public health and safety enforcement.

1. Moved by Mayor Quarrie

Seconded by Councillor Furfaro

Mrs. C. Lavigne  
Ms. L.E. Payne

THAT the matter of issuing business licences for various adult entertainment parlours and body rub parlours be deferred;

AND THAT staff report back to the Committee with respect to legal advice on the zoning by-law regulations and who has authority to enter into such premises to conduct various inspections.

Carried

2. Moved by Councillor Furfaro

Seconded by Mayor Quarrie

Mrs. C. Lavigne

THAT the City of Guelph continue to licence auctioneers.

Carried

3. Moved by Councillor Furfaro

Seconded by Mayor Quarrie

Mrs. C. Lavigne

THAT the City of Guelph continue to licence bed and breakfast establishments.

Carried

4. Moved by Councillor Furfaro

Seconded by Councillor Moziar

Mrs. C. Lavigne

THAT the City of Guelph continue to licence billiards establishments.

Carried

- Mrs. C. Lavigne 5. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the City of Guelph continue to licence bowling alleys.  
Carried
- Mrs. C. Lavigne 6. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
THAT the City of Guelph continue to licence driving schools.  
Carried
- Mrs. C. Lavigne 7. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro  
THAT the City of Guelph continue to licence driving instructors;  
AND THAT a condition be included in the by-law requiring the driving  
instructor to display signage indicating “driver in training” on the vehicle.  
Carried
- Mrs. C. Lavigne 8. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
THAT the City of Guelph continue to licence flea markets.  
Carried
- Mrs. C. Lavigne 9. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
THAT the City of Guelph continue to licence food shops.  
Carried
- Mrs. C. Lavigne 10. Moved by Councillor Ferraro  
Seconded by Councillor Furfaro  
THAT the City of Guelph continue to licence refreshment vehicles.  
Carried
- Mrs. C. Lavigne 11. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
THAT the City of Guelph continue to licence mobile food preparation vehicles.  
Carried

12. Moved by Councillor Furfaro  
Seconded by Mayor Quarrie  
Mrs. C. Lavigne THAT the City of Guelph continue to licence chip wagons.  
Carried
13. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
Mrs. C. Lavigne THAT the City of Guelph continue to licence mobile barbecue facilities.  
Carried
14. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
Mrs. C. Lavigne THAT staff be directed to consolidate various food preparation vehicle licences where feasible.  
Carried
15. Moved by Councillor Furfaro  
Seconded by Mayor Quarrie  
Mrs. C. Lavigne  
Ms. L.E. Payne THAT the City of Guelph continue to licence refrigerated bicycle carts;  
AND THAT staff report back on the legality of requiring the bicycle cart operator to wear a protective helmet while operating the cart.  
Carried
16. Moved by Councillor Furfaro  
Seconded by Mayor Quarrie  
Mrs. C. Lavigne THAT the City of Guelph continue to licence hair salons/aesthetician salons.  
Carried
17. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
Mrs. C. Lavigne THAT the City of Guelph continue to licence hotel/motel establishments.  
Carried
18. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
Mrs. C. Lavigne THAT the City of Guelph continue to licence laundromat and dry cleaner establishments.  
Carried

- Mrs. C. Lavigne 19. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the City of Guelph continue to licence electrical contractors.  
Carried
- Mrs. C. Lavigne 20. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the City of Guelph continue to licence master electricians.  
Carried
- Mrs. C. Lavigne 21. Moved by Councillor Furfaro  
Seconded by Mayor Quarrie  
THAT the City of Guelph continue to licence pawnbrokers.  
Carried
- Mrs. C. Lavigne 22. Moved by Furfaro  
Seconded by Mayor Quarrie  
THAT the City of Guelph continue to licence pet shops.  
Carried
- Mrs. C. Lavigne 23. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
THAT the City of Guelph continue to licence physical fitness centres.  
Carried
- Mrs. C. Lavigne 24. Moved by Councillor Furfaro  
Seconded by Mayor Quarrie  
THAT the City of Guelph continue to licence plumbing contractors.  
Carried
- Mrs. C. Lavigne 25. Moved by Mayor Quarrie  
Seconded by Councillor Moziar  
THAT the City of Guelph continue to licence master plumbers.  
Carried
- Mrs. C. Lavigne 26. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the City of Guelph continue to licence drain contractors.  
Carried

27. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
Mrs. C. Lavigne THAT the City of Guelph continue to licence master drain layers.  
Carried
28. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
Mrs. C. Lavigne THAT the City of Guelph continue to licence backflow prevention testers.  
Carried
29. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
Mrs. C. Lavigne THAT the City of Guelph continue to licence public halls.  
Carried
30. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
Mrs. C. Lavigne THAT the City of Guelph continue to licence restaurants.  
Carried
- Councillor Birtwistle retired from the meeting at 4:50 p.m.
31. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
Mrs. C. Lavigne  
Ms. L.E. Payne THAT staff report back to the Finance & Administration Committee with respect to the licencing of retail establishments regarding:
- revenue
  - exposures on compliance
  - implication and impacts of not issuing annual licences
  - potential problems with businesses going out of business.
- Carried
32. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
Mrs. C. Lavigne THAT the City of Guelph continue to licence street vendors.  
Carried

- Mrs. C. Lavigne  
Ms. L.E. Payne  
Planning
33. Moved by Councillor Furfaro  
Seconded by Mayor Quarrie  
THAT staff report back to the Committee with respect to licencing temporary sales regarding:
- definitions for fresh produce vs. flowers
  - implications of a 60 day or 28 day licence rather than 5 day licences
  - proposed fees for fresh produce vs other products
  - proposed fee for 28 day / 5 day or other period licences
  - separation distance of 500 metres
  - measurement point from business or property line
  - letter of permission from the property owner where the vendor will be operating from.
- Carried
- Mrs. C. Lavigne
34. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the City of Guelph continue to licence theatres.
- Carried
35. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the City of Guelph continue to licence therapeutic massage establishments.
- Defeated
- Mrs. C. Lavigne
36. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro  
THAT the City of Guelph eliminate the business licence requirement for therapeutic massage establishments.
- Carried
- Mrs. C. Lavigne
37. Moved by Councillor Furfaro  
Seconded by Mayor Quarrie  
THAT the City of Guelph continue to licence the sale of tobacco products.
- Carried
- Mrs. C. Lavigne
38. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
THAT the City of Guelph continue to licence vehicle services establishments.
- Carried

39. Moved by Councillor Ferraro  
Seconded by Mayor Quarrie  
Mrs. C. Lavigne Planning THAT Lodging Houses which are deemed not to be lodging houses under the Zoning By-law, not be required to be licenced by the City of Guelph.  
Carried
40. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
Counc. D. Birtwistle Planning Mrs. C. Lavigne THAT the matter of Lodging Houses which are deemed not to be lodging houses under the Zoning By-law be referred to the Planning, Environment & Transportation Committee for consideration with respect to regulations.  
Carried
41. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
Mrs. C. Lavigne THAT the City of Guelph licence alternative health care establishments.  
Carried
42. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
Mrs. C. Lavigne THAT the City of Guelph licence amusement parlours.  
Carried
43. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
Mrs. C. Lavigne THAT the City of Guelph licence catering companies.  
Carried
44. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
Mrs. C. Lavigne THAT the City of Guelph not licence commercial/residential cleaners.  
Carried
45. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro  
Mrs. C. Lavigne Ms. L.E. Payne THAT staff be directed to report back with additional information relating to the licencing of hawkers/peddlers.  
Carried

46. Moved by Councillor Furfaro  
 Seconded by Councillor Moziar  
 Mrs. C. Lavigne THAT staff be directed to report back to the Committee with respect to the  
 Mr. R. French current regulations for the operation of patios on city property and licensing  
 Planning patios on private property.  
 Carried

47. Moved by Councillor Furfaro  
 Seconded by Councillor Moziar  
 Mrs. C. Lavigne THAT staff report back with additional information relating to the possibility of  
 Humane Society licencing of pet groomers.  
 Carried

48. Moved by Mayor Quarrie  
 Seconded by Councillor Furfaro  
 Mrs. C. Lavigne THAT the matter of licencing private parking agents be deferred for additional  
 Mr. R. French information.  
 Carried

49. Moved by Mayor Quarrie  
 Seconded by Councillor Furfaro  
 Mrs. C. Lavigne THAT the matter of the possibility of licencing restaurants under two categories,  
 Mr. D. Creech being open until 11:59 p.m. or open past 12:01 a.m. be referred to the  
 Mr. P. Cartwright Downtown Task Force for comments.  
 Carried

50. Moved by Councillor Moziar  
 Seconded by Councillor Furfaro  
 Mrs. C. Lavigne THAT staff be directed to include licencing of retail exhibitions in the  
 Planning temporary sale category.  
 Carried

51. Moved by Councillor Furfaro  
 Seconded by Councillor Moziar  
 Mrs. C. Lavigne THAT the City of Guelph not licence special events.  
 Carried

The meeting adjourned at 6:00 p.m.

.....  
 Chairperson

Council Chambers  
June 1, 2004, 7:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also present: Councillors Birtwistle, Burcher, Downer and Hamtak

Staff Present: Mrs. L.A. Giles and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

The Chair advised that the purpose of the meeting was to hear public comments with respect to the ward boundary and council composition review.

The Director of Information Services provided a brief history on the methods of election and Council composition used in the past by the City of Guelph. She further provided information with respect to the Municipal Act provisions for wards and Council composition. She also provided information on the method of election and council composition for other municipalities. She outlined the process required for this review.

Bruce Shapka was present and expressed support for the continuation of a ward system. He suggested that a ward system upholds the principles of a fair distribution of power and equitable representation. He also suggested that reverting back to the "at large" system of election would impact the local area representation and would eliminate candidates from running in elections due to increased campaign costs. He urged the Committee to retain the ward system of election.

Angelo Mior suggested that the ward system divided the City. He further suggested that citizens only have a vote for their Ward Councillors who make decisions that affect the entire City and that members of Council should be elected by the entire City not by ward. He suggested that the number of Council members is adequate. He expressed concern that members of Council do not live in the Ward which they represent. He suggested to Committee that members of Council should be elected at large.

Alan Hall suggested that the City consider reducing the number of Councillors to 10. He further suggested that the ward system be maintained with one Councillor for each ward.

Councillor Hamtak arrived at 7:50 p.m.

Elsa Tonin suggested that the original ward map be considered.

Eileen Hammill provided pros and cons for both the ward and at large system. She suggested that there was a lack of accountability when a citizen can only elect 2 members of Council. She further suggested that the City create a system whereby councilors are elected by both a ward system and at large representation. She outlined a proposed system of having 6 wards in the City, with one Councillor elected for each ward and 4 Councillors elected at large.

Bev Izzillo-Ustation suggested that the present boundaries require adjustment. She further suggested that 6 wards are adequate and the City does not have a population that would support full time Councillors. She also suggested that to revert back to an at large system would be unfair representation. She urged Council to maintain the 6 ward system with 2 Councillors per ward.

John Newstead expressed concern with the present ward system and suggested that the City should return to an at large representation. He advised that he does not like to be limited to voting for only 2 Councillors in a specific Ward and that the citizens should have a choice of who they want to represent them on Council.

Ben Bennett was in agreement that a review of the ward boundaries is due and advised that he was in support of the ward system. He suggested that by having a ward system, the Councillors are more familiar with the citizens concerns. He further suggested that the ward Councillors should be required to live in the ward area which they are representing as that would generate an interest in the quality of life for their area. He further suggested that an at large system would impact the election campaign expenses required. He then suggested that a referendum should be called to decide the issue not the 13 people around the horseshoe.

Albert Willis suggested that the City should increase the number of Councillors as the population increases. He further suggested that the ward system is not satisfactory. He encouraged the Committee to consider a return to the at large system which would enable the voters to vote for the candidates they liked not having to vote for the ones in their ward.

1. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

Mrs. L.A. Giles

THAT the report of the Director of Information Services/City Clerk with respect to Council composition and wards be received for information;

AND THAT the Finance & Administration Committee provide further direction with respect to the City's review of Council Composition.

Carried

The Committee requested that the Director of Information Services/City Clerk provide the Committee with the following information:

- Ontario Municipal Board decision
- Past election statistics.

The meeting adjourned at 8:40 p.m.

.....

Chairperson

Committee Room C  
June 16, 2004, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Staff Present: Mr. D.A. Kennedy, Mr. P. Cartwright, Mrs. L.A. Giles, Mr. D.R. Creech and Ms. J. Sweeney

The Mayor declared a possible pecuniary interest with regards to the funding of the compliance audit with respect to her election expenses and did not discuss or vote on the matter.

1. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

THAT the minutes of the Finance and Administration Committee meetings held on May 19, 31 and June 1, 2004 be confirmed as recorded and without being read.

Carried

The Director of Economic Development provided information with respect to specific projects undertaken during the first quarter.

2. Moved by Councillor Moziar  
Seconded by Mayor Quarrie

Mr. P. Cartwright

THAT the First Quarter Report:- January – March 2004 for the Economic Development Department, be received for information.

Carried

The Committee requested that the matter with respect to ward boundaries/council composition be placed on the July 21, 2004 meeting of the Finance and Administration Committee.

3. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro

REPORT

THAT the request of the owners of the commercial office building project at 109 Surrey Street for development charge exemption be approved.

Carried

4. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

REPORT

THAT construction of a single Garden Suite by Thomasfield Homes be considered a pilot project and that development charges not be collected for this single unit.

Carried

Mr. D.A. Kennedy  
Mr. J.N. Riddell  
Ms. L.E. Payne

5. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT staff be directed to prepare a policy with respect to development charges for coach houses/garden suites.

Carried

REPORT

6. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
THAT the fees for the Compliance Audit be charged to the municipal election budget.

Carried

Mr. D.A. Kennedy

The Director of Finance was requested to review the budget variance report and to identify a list of projects which would fund the health unit budget difference.

Dr. J.L. Laird  
Mr. D.A. Kennedy

7. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro  
THAT the Commissioner of Environment & Transportation be directed to report back to the Finance and Administration Committee at the July 21, 2004 meeting on the status of the Department's budget variance.

Carried

Dr. J.L. Laird  
Mr. D.A. Kennedy

8. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro  
THAT the Commissioner of Environment & Transportation be directed to report back to the Finance and Administration Committee at the July 21, 2004 meeting with respect to the budget variance for Guelph Transit staffing and to provide information on how the amount was derived for staffing at budget deliberations.

Carried

9. Moved by Councillor Moziar  
Seconded by Mayor Quarrie  
THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (a) (b) of the Municipal Act with respect to:

- the security of the property;
- personal matters about an identifiable individual.

Carried

The Committee discussed a security of the property issue and requested that the Mayor obtain answers to specific concerns expressed by the Committee.

Councillor Ferraro requested that the City Administrator review a lease agreement of the City of Guelph.

The Committee discussed a matter with respect to an identifiable individual.

The meeting adjourned at 4:20 p.m.

.....

Chairperson

Committee Room C  
July 21, 2004, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillor Laidlaw

Staff Present: Mr. D.A. Kennedy, Mr. G. Beal, Ms. W. O'Donnell, Mr. D. Wyman, Mr. R. French, Mr. D. McCaughan, Mr. R. Tolkunow, Mr. D. Clarkson, Ms. P. Blais, Ms. J. Sperling, Mr. D.R. Creech, Ms. L.A. Giles and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Mayor Quarrie

Seconded by Councillor Furfaro

THAT the minutes of the Finance and Administration Committee meeting held on June 16, 2004 be confirmed as recorded and without being read.

Carried

Peter Barr of Deloitte and Touche was present and highlighted the 2003 City of Guelph financial statements. He also provided information with respect to the results of the audit.

2. Moved by Councillor Furfaro

Seconded by Councillor Moziar

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to matters about identifiable individuals.

Carried

The auditor provided information in response to questions by the Committee.

The remainder of the meeting was held in public session.

3. Moved by Councillor Moziar

Seconded by Councillor Furfaro

Mr. D.A. Kennedy

THAT the 2003 audited Financial Statements be deferred to the August 18, 2004 meeting of the Finance and Administration Committee;

AND THAT the audit opinion submitted by Deloitte & Touche be received;

AND THAT the 2003 Financial Information Return be received for information.

Carried

Mr. D.A. Kennedy

4. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
THAT staff be directed to report back to the Finance & Administration Committee on the amount of time taken to complete the Financial Information Return and on how the information in the FIR can be utilized.

Carried

Trevor Lee and Paul Nelson were present on behalf of The Elliott and requested that the City approve the issuance of a \$2.5 million dollar debenture which would fund the final phase of The Elliott redevelopment project. They provided background information on the project and the funding for the debenture.

REPORT

5. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
THAT the Director of Finance be permitted to issue debenture in the amount of \$2.5 million on behalf of The Elliott, with the debenture payments to be made by The Elliott.

Carried

Harry Perets of the Guelph Police Services was present and provided information with respect to By-law # 120 (2004) adopted by the Guelph Police Services Board with respect to fees and charges for motor vehicle collision reconstruction reports. He advised that the Municipal Act requires City Council to approve this by-law.

REPORT

6. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
THAT Guelph City Council approve the Guelph Police Services By-law #120 (2004), being a by-law to impose fees and charges for services and materials relating to collision reconstruction provided by the Guelph Police Services.

Carried

Dean Wyman was present and provided information with respect to the Environment & Transportation's variance report.

Dr. J.L. Laird  
Mr. D.A. Kennedy

7. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro  
THAT staff be directed to report back at the August 18, 2004 Finance & Administration Committee meeting with an update on the waste management budget variance to the end of July 2004.

Carried

Dr. J.L. Laird  
Mr. D.A. Kennedy

8. Moved by Councillor Ferraro  
Seconded by Councillor Moziar  
THAT the report of the Commissioner of Environment & Transportation dated July 21, 2004 regarding the budget variance at Transit Services be received for information.

Carried

REPORT

9. Moved by Mayor Quarrie  
Seconded by Councillor Moziar  
THAT the attached 2003 Investment Report be received for information.

Carried

The City Administrator provided rationale for the establishment of a part-time receptionist position in the Administration Office.

REPORT

10. Moved by Councillor Ferraro  
Seconded by Councillor Furfaro  
THAT a new permanent part-time establishment position "Receptionist" for the Administration Office of the City Administrator and Mayor be approved;

AND THAT the long-term needs and work load will be re-evaluated after six months.

Carried

Ben Barclay of Guelph Youth Soccer was present and expressed concern with the possible reduction to the regrading of the hardball area to a soccer field in Centennial Park. He advised that Guelph Youth Soccer would like to have input into all soccer initiatives.

In response to questions, the Director of Finance advised of the process used to identify projections that could be deferred to fund the \$500,000 for the Wellington-Dufferin-Guelph Health Unit.

The Director of Engineering expressed concern with the deferral of the Infrastructure Sustainability project, as it would slow the project down. He suggested that another project could be deferred.

Mr. D.A. Kennedy  
Dr. J. Laird  
Mr. G.W. Stahlmann

11. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
THAT the matter of the deferral of capital projects to fund the Wellington-Dufferin-Guelph Health Unit be referred back to staff for additional review of the proposed projects with staff to report back no later than September 15, 2004 meeting of the Finance & Administration Committee.

Carried

The Director of Information Services circulated maps outlining examples of various scenarios for future ward boundaries and possible questions on the ballot. This issue was deferred to the next meeting of the Committee.

The meeting adjourned at 4:55 p.m.

.....

Chairperson

Committee Room C  
July 29, 2004, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillor Laidlaw

Staff Present: Mrs. C. Lavigne, Mr. J. Hesch, Mr. J. Lapier, Ms. S. Smith, Mr. R. Reynen, Deputy Chief L. Quan, Mr. K. Hodgson, Mr. B. Chapman, Mr. D. Godfrey, Mr. J. Riddell, Ms. L. Chapman and Ms. J. Sweeney

The Committee continued discussion with respect to the business licence review.

Mark Rodford on behalf of the Downtown Board of Management was present and advised that the Board is opposed to the licencing of retail businesses. He suggested that some of the requirements are flawed as the business licence does not apply to all. He further suggested that there is no value received for having a business licence and that the levies are not justified. He questioned the rationale for the possible licence classifications for restaurants closing before midnight and those after midnight. He suggested that the temporary sales fee should be increased. He expressed support for not encouraging hawkers and pedlars to operate within the City.

The Manager of Parking and Downtown Operations provided information with respect to private enforcement companies issuing parking tickets in private parking lots. He expressed concern that the tickets issued by the private operator are misleading and causes confusion to the public.

REPORT

1. Moved by Councillor Ferraro  
Seconded by Councillor Furfaro  
THAT the City of Guelph licence private property parking enforcement agencies, subject to legal clarification on the appeal process.

Carried

REPORT

2. Moved by Councillor Ferraro  
Seconded by Mayor Quarrie  
THAT the City of Guelph charge an initial Retail business licence fee and that there not be a requirement to renew Retail Business Licences in subsequent years.

Carried

3. Moved by Councillor Moziar  
Seconded by Councillor Ferraro

THAT the Finance & Administration Committee now hold a meeting that is closed to the public pursuant to Section 239 (2) (f) of the Municipal Act with respect to receiving advise that is subject to solicitor-client privilege.

Carried

The Associate Solicitor provided the Committee with information in response to questions.

The remainder of the meeting was held in public session.

REPORT

4. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

THAT the City of Guelph not licence dog grooming establishments.

Carried

REPORT

5. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

THAT no action be taken to create two classifications of business licences for restaurants.

Carried

REPORT

6. Moved by Mayor Quarrie  
Seconded by Councillor Moziar

THAT temporary sales continue to require a business licence;

AND THAT the separation distance be removed from the present temporary sales business licence regulations;

AND THAT a requirement be included in the business licence with respect to a minimum separation distance from highways and intersections ;

AND THAT staff report back with clarification of any necessary zoning by-law amendment for temporary sales.

Carried

REPORT

7. Moved by Councillor Moziar  
Seconded by Councillor Ferraro

THAT no action be taken with respect to issuing business licences for patios.

Carried

REPORT

8. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT no action be taken to licence hawkers and pedlars.

Carried

The Committee advised that the statutory public meeting will be held at the Council meeting of September 7, 2004.

The meeting adjourned at 5:00 p.m.

.....  
Chairperson

Committee Room C  
August 18, 2004, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillors Birtwistle, Hamtak and Laidlaw.

Staff Present: Mr. D.A. Kennedy, Mr. G. Beal, Ms. W. O'Donnell, Mrs. L.A. Giles, Mrs. C. Lavigne, Mr. J. Lapier, Ms. S. Smith, Mr. D. Wyman, Mr. J. Kivell, Mr. J. Riddell and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the minutes of the Finance and Administration Committee meeting held on July 21, 2004 be amended by reflecting Paul Nelson being the delegation on behalf of The Elliott and amending Resolutions #4 by removed the word "utilized" and replaced it with "can be made more useful" and amending #11 by adding "no later than September 15, 2004";

AND THAT the minutes of the Finance and Administration Committee meetings held July 21 and 29, 2004 be confirmed as amended and without being read.

Carried

2. Moved by Councillor Moziar  
Seconded by Councillor Ferraro

THAT the current number of 6 electoral wards and the current Council composition (2 Councillors per ward) be retained for the City of Guelph at this time;

AND THAT the City Clerk be directed to make the necessary adjustments to the current ward boundaries for a more equal distribution of the electoral population;

AND THAT a question be placed on the 2006 Municipal Election Ballot with respect to Council composition and method of election.

Carried

George Frid on behalf of the Guelph Police Services Board was present and provided information with respect to the Board's request to amend their remuneration. He advised of a survey done by the London Police Services Board which showed the City of Guelph being the lowest on the scale.

REPORT

REPORT

- 3. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro

THAT the recommendations outlined in the consultant’s report with respect to the Guelph Police Services Board compensation be approved:

- 1. Establish the 50<sup>th</sup> percentile as Guelph’s target pay position based on its comparator group of municipalities for the Police Service Board.
- 2. Increase the base remuneration for members of the Police Services Board as follows:

	Current	Proposed	Difference
	(\$)	(\$)	(\$)
Chair	2,405	3,660	1,255
Board Members	1,972	3,000	1,028

- 3. Approve a policy on Police Service Board remuneration to complete a formal review of the Board’s compensation practices every three years to coincide with the review of the Councillor’s remuneration in March of an election year. This will ensure the Board’s market pay position is maintained.
- 4. Approve a policy that in non-election years, the remuneration for members of the Police Service Board be automatically adjusted by the same percentage increase received by the City’s management staff.

AND THAT the revised remuneration be retroactive to January 2004.

Carried

David Starr solicitor for The Manor was present in support of the staff recommendations with respect to the licencing of adult entertainment. He requested that Council consider having separate categories for adult entertainment business licencing and that staff consult with the Adult Entertainment Association of Canada in preparing any administrative amendments.

Tim Lambrinos, Executive Director of the Adult Entertainment Association of Canada provided information with respect to the present practice of the registration of performers/dancers. He suggested that the City should be cautious in licencing body rub parlours, and that they should be called holistic medicine practitioners. He requested that adult entertainment parlours be referred to as adult entertainment clubs.

Sam Cohen of The Manor provided information on the process of registering the performers at this Club.

Tom Hilditch, Director of Canadians Addressing Sexual Exploitation provided background information on this organization. He expressed concern with an influx of body rub parlours in the City and suggested potential impacts to the City that could result in increased abusive and violent behaviour and addictions. He suggested the City should define and determine a place, if any, in the City for such businesses, and that both the parlours and attendants be licenced.

Councillor Birtwistle retired from the meeting at 4:05 p.m.

REPORT 4. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro  
THAT the City continue to license Adult Entertainment Parlours and that staff be directed to include administrative amendments to update the signage provisions and offence provisions.

Carried

REPORT 5. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT no action be taken to license the attendants and performers in Adult Entertainment Parlours at this time.

Carried

Mr. Jim Riddell 6. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
THAT staff be directed to prepare an administrative amendment to the Zoning By-law to define body rub parlours.

Carried

REPORT 7. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
THAT no action be taken to license body rub parlours at this time.

Carried

Mrs. C. Lavigne 8. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
THAT staff be directed to round-up the license fees to the nearest \$5.00.

Carried

9. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
Mrs. C. Lavigne THAT the Business License Fees, as amended by adding a component for clean-up and policing costs for restaurants and bars located in the BIA district of the downtown, be incorporated into the Business Licence By-law.

Carried

10. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
Mrs. C. Lavigne THAT staff be directed to incorporate the necessary administrative amendments within the Business License By-law.

Carried

11. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
Mrs. C. Lavigne THAT staff be instructed to advertise the Statutory Public Meeting on September 13, 2004 to consider the Business License By-law in accordance with the provisions of the Notice By-law.

Carried

12. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
Mrs. C. Lavigne THAT the following categories be deleted from the Business Licence Fee Schedule as presented to committee, as they will not be licensed:  
Adult Entertainment Body Rub Parlour  
Adult Entertainment Performer  
Adult Entertainment Attendant  
Alternative Health Care Attendant  
Amusement Place  
Personal Enhancement Service  
Personal Enhancement Service Attendant

Carried

The Mayor retired from the meeting at 4:55 p.m.

13. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
REPORT THAT Council reconfirm its existing by-law deeming one third of Council's remuneration as expenses.

Carried

The Manager of Financial Operations provided information with respect to the preparation and purpose of the Financial Information Return (FIR).

14. Moved by Councillor Ferraro  
 Seconded by Councillor Furfaro  
 Mr. D.A. Kennedy THAT the information with respect to the preparation of the Financial Information Return be received for information.  
 Carried

15. Moved by Councillor Moziar  
 Seconded by Councillor Ferraro  
 REPORT THAT the 2003 audited Financial Statements be approved.  
 Carried

16. Moved by Councillor Furfaro  
 Seconded by Councillor Moziar  
 REPORT THAT the reallocation of St. Patrick School – soccer field capital funds of \$27,000 to Centennial Park soccer field upgrades, be approved.  
 Carried

17. Moved by Councillor Furfaro  
 Seconded by Councillor Moziar  
 REPORT THAT the following projects funded from capital from current in 2004 be deferred to 2005 to support funding for the Wellington-Dufferin-Guelph Health Unit:

Environment and Transportation Group:

RD0120 – Business Strat Plan Implementation	\$50,000
RD0123 – Infrastructure Sustainability	\$45,000
SW0034 – Simpson Way	\$30,000
RD0124 – Public Works Building Renovations	\$50,000
RD0125 – Anti-Icing Dump Truck	\$50,000
TR0010 – Adv. Transit Mgmt System	<u>\$168,700</u>
SUB-TOTAL	\$393,700

Community Services Group

RP0012 – Gateways Development	\$24,900
RP0101 – Ferndale Parks Play Carousel	\$5,000
RP0067 – Centennial Park	\$10,000
- regrade C8 Hardball to Soccer	
RP0141 – Waverley – soccer field development	\$15,400
RP0134 – Sleeman Park Slide	\$2,000
RP0129 – Riverside Park	<u>\$50,000</u>
SUB-TOTAL	\$107,300

**TOTAL** **\$501,000**  
 Carried

August 18, 2004

Page No. 6

The meeting adjourned at 5:25 p.m.

.....  
Chairperson

Committee Room C  
September 15, 2004, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillor Birtwistle

Staff Present: Mr. D.A. Kennedy, Ms. W. O'Donnell, Mr. G. Beal, Ms. K. South, Ms. T. Sinclair, Mrs. L.A. Giles, Mr. P. Cartwright, Ms. S. Trerise, Dr. J. Laird, Mr. D. Wyman, Mr. B. Barr, Mr. J. Etienne, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

THAT the minutes of the Finance and Administration Committee meeting held on August 18, 2004 be confirmed as recorded and without being read.

Carried

Peter Raytek addressed the Committee via teleconference with respect to the development charges complaint with respect to Nobel Trade Inc. He suggested that under the Development Charges Act, this business should be considered a wholesale operation and development charges not apply. He further suggested that the addition to the facility does not place an additional demand on city services.

2. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro

REPORT

THAT the complaint by Peter Raytek on behalf of Noble Trade Inc., that the amount of the development charge was incorrectly determined, or that there was an error in the application of the development charge by-law, with respect to property at 9-987 York Road, be dismissed.

Carried

The Director of Economic Development introduced and highlighted the new format for the Department's quarterly reports.

3. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

REPORT

THAT the Economic Development Department's 2004 2<sup>nd</sup> Quarter Report be received and distributed to City Council for its information;

AND THAT City Council accepts the Economic Development Department's 2004 2<sup>nd</sup> Quarter report and directs that staff of the Economic Development Department to make it accessible to the public, business community, other City departments and the City's strategic partners.

Carried

The Manager of Visitor and Convention Services Division provided information with respect to the premier-ranked tourist destination project. She advised that the project will be launched September 29, 2004.

REPORT 4. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro  
THAT the report dated September 15, 2004 with respect to the "Premier-ranked Tourist Destination: Project, be received for information;

AND THAT Councillors \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Premier-ranked Steering Committee to represent the City's interests in the "Premier-ranked Tourist Destination" Project.

Carried

REPORT 5. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro  
THAT Council develop a Strategic Plan;

AND THAT the attached process, as developed by the Mayor, City Administrator, Project Manager and Carolyn Kearns of the Randolph Group be adopted;

AND THAT two full-day offsite meetings of Council and the Senior Management Team to develop the Strategic Plan be scheduled as Friday November 5, 2004 and Friday November 26, 2004.

Carried

REPORT 6. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro  
THAT the following 2005 Vehicle/Equipment Replacement Budgets be approved:

- Vehicle/Equipment Replacement City Fleet
- Vehicle/Equipment Replacement Fire
- Vehicle Replacement Land Ambulance
- Vehicle Replacement Transit
- Equipment Replacement Traffic Signal
- Vehicle Replacement Police
- Equipment Replacement Waste Management

- Equipment Replacement Parks Playground
- Equipment Replacement Computer
- Equipment Replacement Print Shop.

Carried

The Commissioner of Environment and Transportation Group provided information with respect to the department's projected year end variance.

Dr. J.L. Laird  
Mr. D.A. Kennedy

7. Moved by Councillor Ferraro  
Seconded by Councillor Furfaro  
THAT the report dated September 15, 2004 entitled 'Environment & Transportation Group 2004 Projected Year-End Variance', be received for information.

Carried

Counc. D. Birtwistle  
Dr. J.L. Laird

8. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the Planning, Environment & Transportation Committee be directed to look at the capacity utilization at the Waste Resource Innovation Centre.

Carried

REPORT

9. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
THAT the Mayor, City Administrator and the Director of Finance be directed to request the Board of Guelph Hydro Inc. (GHI) that GHI consider the payment of a dividend to the City of Guelph prior to December 31, 2004.

Carried

The Director of Finance advised that the City's has maintained the AA bond rating.

The City Administrator advised that the leases for 2 Wyndham Street will be expiring in 2005, and that negotiations will commence in 2005.

The meeting adjourned at 5:35 p.m.

.....  
Chairperson

Committee Room C  
October 20, 2004, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillor Birtwistle

Staff Present: Mr. D.A. Kennedy, Mr. G. Beal, Ms. W. O'Donnell, Mr. J. Mairs, Mr. A. Smith, Mr. J. Riddell, Mr. J. Etienne, Ms.L.E. Payne, Ms. T. Sinclair and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

THAT the minutes of the Finance and Administration Committee meeting held on September 15, 2004 be confirmed as recorded and without being read.

Carried

The Manager of Economic Development and the Economic Development Officer highlighted the proposed downtown investment plan and management structure.

John Allan on behalf of the Downtown Board of Management was present and advised of their support of this proposal.

2. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the Downtown Advisory Group be comprised of thirteen (13) members as follows:

- City Councillor – 1
- Chamber of Commerce – 1
- Guelph Economic Development Advisory Committee – 1
- Downtown Board of Management – 2
- Developer/Investment Community – 2
- Downtown Business – 2
- General Community Representatives – 3
- University of Guelph – 1

Carried

REPORT

3. Moved by Councillor Moziar  
Seconded by Mayor Quarrie  
REPORT THAT the Economic Development Department be directed to develop and recommend to Council for their consideration and action a Downtown Investment Plan and Management Structure by no later than July 31, 2005, and as outlined in the Finance and Administration Committee report of the Director of Economic Development and Director of Planning and Building Services dated October 20, 2004;

AND THAT the establishment of the Downtown Advisory Group proceeds immediately along with their Terms of Reference, as outlined in the Finance and Administration Committee report of the Director of Economic Development and Director of Planning and Building Services dated October 20, 2004;

AND THAT one (1) Council representative be appointed to the Downtown Advisory Group.

Carried

4. Moved by Councillor Moziar  
Seconded by Mayor Quarrie  
REPORT THAT the Downtown Advisory Group be appointed until May 30, 2005 and be dissolved July 31, 2005 upon receipt of the final report to Council.

Carried

5. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
REPORT THAT the Downtown Economic Strategy Steering Committee be immediately dissolved and members be thanked for their commitment to the downtown.

Carried

6. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
REPORT THAT a consultant be hired, at an upset limit of \$25,000 with the City's share being \$12,500, and with additional financial contributions to be sought from the Downtown Board, the Co-Operators and other stakeholders.

Carried

7. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
Mr. P. Cartwright  
Mr. D.R. Creech  
REPORT THAT the Downtown Investment Plan and Management Structure be forwarded to the Priority Setting meeting of Council.

Carried

REPORT 8. Moved by Councillor Furfaro  
 Seconded by Councillor Moziar  
 THAT staff submit the names of nominees for the Downtown Advisory Group to Guelph City Council for confirmation.

Carried

The Manager of Financial Operations highlighted the investment policy update.

REPORT 9. Moved by Councillor Ferraro  
 Seconded by Mayor Quarrie  
 THAT the Investment Policy, as attached to the report of the Director of Finance dated October 20, 2004, be adopted.

Carried

Staff provided information with respect to the 2004 Operating Budgets Variances report.

REPORT 10. Moved by Councillor Moziar  
 Seconded by Councillor Furfaro  
 THAT the 2004 Operating Budgets Variance Report as at August 31, 2004, be approved;

AND THAT all projected surpluses, including outside Boards, Agencies and User Pay Budgets, be directed to the rate stabilization reserve and that Council representatives communicate with all Boards/Agencies requesting that projected surpluses be returned to the City.

Carried

11. Moved by Councillor Furfaro  
 Seconded by Mayor Quarrie  
 THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (e) of the Municipal Act with respect to a litigation or potential litigation matter.

Carried

The City Solicitor provided information with respect to a litigation matter.

The meeting adjourned at 5:15 p.m.

.....  
 Chairperson

Committee Room C  
November 17, 2004, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillors Baily, Hamtak and Laidlaw

Staff Present: Mr. D.A. Kennedy, Mr. G. Beal, Ms. W. O'Donnell, Ms. K. South Ms. S. Aram, Mr. P. Cartwright, Mr. J. Mairs, Mr. A. Smith, Mr. J. Riddell, Mr. J. Stokes, Mr. D.R. Creech, Mrs. L.A. Giles and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Mayor Quarrie  
Seconded by Councillor Moziar

THAT the minutes of the Finance and Administration Committee meeting held on October 20, 2004 be confirmed as recorded and without being read.

Carried

The Director of Economic Development provided a brief history with respect to the Municipal Incentives Study – Phase 1.

Lauren Millier of Urban Metrics Inc. provided information on what other municipalities are doing. She highlighted the next steps.

2. Moved by Mayor Quarrie  
Seconded by Councillor Moziar

Mr. P. Cartwright

THAT the report of the Director of Economic Development dated November 17, 2004, with respect to the Guelph Municipal Incentives Study – Phase 1, be received for information and referred to the Downtown Advisory Group.

Carried

The Director of Information Services highlighted the report with respect to city advertising.

3. Moved by Councillor Ferraro  
Seconded by Mayor Quarrie

Mrs. L.A. Giles  
Mr. D.R. Creech

THAT staff report back to the Finance & Administration Committee on options for centralized communications.

Carried

Mrs. L.A. Giles

4. Moved by Councillor Moziar  
Seconded by Mayor Quarrie  
THAT the report of the Director of Information Services/Clerk with respect to City advertising, be received.

Carried

The Director of Finance highlighted the proposed impacts to the 2005 Tax Supported Operating Budget.

Mr. D.A. Kennedy

5. Moved by Councillor Ferraro  
Seconded by Councillor Moziar  
THAT the report "Status of the 2005 Tax Supported Operating Budget" dated November 17, 2004 be received for information.

Carried

6. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the Finance & Administration Committee recommend to City Council that until further notice a hiring freeze on any positions becoming vacant or that are presently vacant, with the exception of the City Administrator's position be implemented, and that the City Administrator review the rationale with the Finance & Administration Committee for filling any other positions in the emergency services division.

Defeated

Councillor Hamtak arrived at 4:05 p.m.

Peter Barr of Deloitte & Touche was present and provided information with respect to the 2004 audit plan for the City.

7. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to personal matters about identifiable individuals.

Carried

The Committee gave direction to the City's Auditor.

The remainder of the meeting was held in public session.

8. Moved by Mayor Quarrie  
 Seconded by Councillor Moziar  
 Mr. D.A. Kennedy THAT the report of Peter Barr of Deloitte & Touche with respect to the 2004 audit plan for The Corporation of the City of Guelph, be received.

Carried

9. Moved by Mayor Quarrie  
 Seconded by Councillor Furfaro  
 REPORT THAT the fees for Deloitte & Touche to complete the 2004 audit be approved as follows:

City of Guelph	\$35,000
Guelph Non-Profit Housing	\$8,000
Guelph Library	\$1,000
Guelph Civic Museum	\$1,000
Guelph Junction Railway	\$5,000
Guelph Police Services	\$1,000
Downtown Board	\$2,500
Guelph Cemetery Commission	\$9,000
Guelph Wellington Health Unit	\$12,000
Guelph General Hospital	\$28,000
Provincial Offences Program	<u>\$3,500</u>
TOTAL	\$106,000

Carried

Ian Smith on behalf of the Guelph Chamber of Commerce and the Director of Economic Development provided a status update with respect to the physician recruitment program.

10. Moved by Councillor Moziar  
 Seconded by Councillor Furfaro  
 REPORT THAT Council authorizes extending the funding cap for the Physician Recruitment Interest Free Funding Program from its current level of \$60,000 to a maximum of \$105,000.

Carried

The Director of Finance provided a status update with respect to the 2004 budget variance.

The Chair advised that the matter of Councillor travel will be placed on the next Committee agenda.

- 11. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (c) and (b) of the Municipal Act with respect to:

- proposed or pending acquisition or disposition of property;
- personal matters about identifiable individuals.

Carried

The remainder of the meeting was held in camera.

- 12. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

THAT staff be given direction with respect to a proposed or pending acquisition or disposition of property.

Carried

- 13. Moved by Councillor Moziar  
Seconded by Mayor Quarrie

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

THAT staff be given direction with respect to appointments to Boards, Committees and Commissions.

Carried

The meeting adjourned at 5:15 p.m.

.....

Chairperson

Council Chambers  
December 14, 2004, 9:00 a.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillors Hamtak and Laidlaw

Staff Present: Mr. D.A. Kennedy, Ms. W. O'Donnell, Ms. K. South, Mrs. L.A. Giles, Mr. M. Bartholomew, Mr. R. McKay, Mr. J. Riddell, Mr. D.R. Creech and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Mayor Quarrie  
Seconded by Councillor Moziar

THAT the minutes of the Finance and Administration Committee meeting held on November 17, 2004 be confirmed as amended by Council, and without being read.

Carried

Mr. Alan Hall was present and outlined an alternative option for revising the ward boundaries.

The Director of Information Services provided information on the proposed ward boundaries options and how the proposals have taken into account the City's projected growth.

2. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro

REPORT

THAT the proposed ward boundaries shown as option 4 of the report of the Director of Information Services/Clerk, dated December 14, 2004, be approved.

Carried

3. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

REPORT

THAT a By-law for a 2005 interim tax levy, limited to 50% of the previous year's tax levy, be approved and adopted.

Carried

The Director of Finance provided information with respect to the 2004 Tax Supported Operating Budget variance report as at October 31, 2004.

The Director of Culture provided information in response to questions with respect to the proposed budget variance for the River Run Centre.

4. Moved by Mayor Quarrie  
Seconded by Councillor Moziar  
Mr. D.A. Kennedy THAT the 2004 Tax Supported Operating Budget Variance Report as at October 31, 2004, be received.

Carried

5. Moved by Councillor Furfaro  
Seconded by Mayor Quarrie  
REPORT THAT Coach House/Garden Suite units be considered single family residences and the appropriate development charge be collected.

Carried

6. Moved by Councillor Ferraro  
Seconded by Councillor Furfaro  
Mrs. L.A. Giles THAT the matter with respect to reviewing Councillor Travel and Expense  
Mr. D.A. Kennedy Reimbursement Policy be deferred until March 2005 after the Council review of the Cuff report.

Carried

The Committee scheduled the following regular Committee meetings:  
January 19, 2005 – 3:00 p.m.  
February 16, 2005 – 3:00 p.m.

7. Moved by Councillor Moziar  
Seconded by Mayor Quarrie  
THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

The remainder of the meeting was held in camera.

The Director of Finance provided information with respect to matters about identifiable individuals.

8. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro  
Mr. D.A. Kennedy THAT staff be given direction with respect to a matter about identifiable individuals.

Carried

December 14, 2004

Page No. 3

The meeting adjourned at 10:50 p.m.

.....  
Chairperson



A great place to call home  
A vibrant downtown

A progressive diversified economy  
An appealing attractive city

**FINANCE AND ADMINISTRATION COMMITTEE**

**January 19, 2005**

**Council Committee Room "C"- 3:00 p.m.**

- \* Disclosure of Pecuniary Interest
- \* Confirmation of minutes –December 14, 2004

<b>ITEMS FOR CONSIDERATION</b>	<b>STAFF RECOMMENDATION</b>
<p><b>BUSINESS LICENSING</b></p> <ul style="list-style-type: none"> <li>• Representatives from various insurance companies and other businesses have been invited to the meeting.</li> </ul> <p>THAT no action be taken to incorporate costs in the Business Licence fees for bars and restaurants in the downtown core to recover downtown clean-up and policing costs at this time;</p> <p>AND THAT no action be taken to charge additional inspection or enforcement costs as part of the Business Licence By-law unless the fees are incorporated in the annual Business Licence Fees:</p> <p>AND THAT no action be taken to adjust the level of insurance from the 2 Million Dollar general liability insurance requirement which is presently required in the City of Guelph Business Licence By-law;</p> <p>AND THAT staff be directed to prepare an amendment to the Business Licence By-law to require the organizer of the craft event to be licensed rather than each individual vendor as regulated in Schedule #30 of the By-law;</p> <p>AND THAT staff be directed to prepare the administrative changes to the Schedule of Fees, Private Parking Agents, Street Vendor, Temporary Sale and Alternative Health Care Clinic and Personal Service Establishment schedules of the Business Licence By-law;</p> <p>AND THAT staff be given direction with respect to Business Licence Fees as established in By-law (2004)-17551.</p>	<p>Approve</p>

**IN CAMERA**

THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

**OTHER BUSINESS:**

Committee Room C  
January 19, 2004, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Staff Present: Mrs. C. Lavigne,, Ms. L.E. Payne, Mr. D.A. Kennedy, Mr. J. Hesch, Mr. J. Lapier, Mrs. L.A. Giles, Mr. G.W. Stahlmann and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the minutes of the Finance and Administration Committee meeting held on December 14, 2004 be confirmed as recorded and without being read.

Carried

Mr. Tim Steele was present and expressed concern with the requirement for businesses to have 2 million dollars of liability insurance.

Mayor Quarrie arrived at 3:13 p.m.

Mr. Ian Smith on behalf of the Guelph Chamber of Commerce advised that they had surveyed their membership with respect to the City business licence, and advised that the majority of the businesses have very little information or understanding of the business licence requirements.

Mr. Gord Riddle, Manger of the Downtown Board of Management expressed concern that the issue of business licencing could cause a riff between City Hall and the local businesses. He expressed concern that additional fees/costs could be levied against downtown restaurant/bars for policing and clean-up costs when not all establishments contribute to the problems.

2. Moved by Mayor Quarrie  
Seconded by Councillor Moziar

Mrs. L.A. Giles

THAT no action be taken to incorporate costs in the Business Licence fees for bars and restaurants in the downtown core to recover downtown clean-up and policing costs at this time;

AND THAT staff be directed to report back to the Finance & Administration Committee by the end of March with respect to alternatives for recovering clean-up and policing costs from the downtown bars and restaurants.

Carried

REPORT

3. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT no action be taken to charge additional inspection or enforcement costs as part of the Business Licence By-law unless the fees are incorporated in the annual Business Licence Fees;

AND THAT fees with respect to inspection and enforcement be reviewed by August 2005.

Carried

4. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro

THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (f) of the Municipal Act with respect to:

- advice that is subject to solicitor-client privilege.

Carried

The City Solicitor provided advice.

5. Moved by Councillor Furfaro  
Seconded by Mayor Quarrie

THAT staff be given direction with respect to business licence requirements.

Carried

The Committee moved into public session.

6. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro

THAT the matter with respect to the provision for providing general liability insurance as a requirement for a City of Guelph Business Licence be deferred until the February 16, 2005 meeting of the Finance & Administration Committee;

AND THAT the City Solicitor be directed to report back to the Finance & Administration Committee at their meeting scheduled for February 16, 2005 on this matter.

Carried

Ms. L.E. Payne  
Mrs. L.A. Giles

REPORT

7. Moved by Mayor Quarrie  
 Seconded by Councillor Moziar  
 THAT staff be directed to prepare an amendment to the Business Licence By-law to require the organizer of the craft event to be licensed rather than each individual vendor as regulated in Schedule #30 of the By-law.

Carried

REPORT

8. Moved by Mayor Quarrie  
 Seconded by Councillor Furfaro  
 THAT staff be directed to prepare the administrative changes to the Schedule of Fees, Private Parking Agents, Street Vendor, Temporary Sale and Alternative Health Care Clinic and Personal Service Establishment schedules of the Business Licence By-law.

Carried

9. Moved by Mayor Quarrie  
 Seconded by Councillor Furfaro  
 THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

Mrs. L.A. Giles  
 Mr. G.W. Stahlmann

10. Moved by Councillor Ferraro  
 Seconded by Councillor Moziar  
 THAT staff be given direction with respect to a personal matter about identifiable individuals.

Carried

The remainder of the meeting was held in public session.

Representatives of Millard, Rouse & Rosebrugh were present and provided information with respect to value-for-money audits.

The meeting adjourned at 5:00 p.m.

.....  
 Chairperson

A great place to call home  
A vibrant downtown



A progressive diversified economy  
An appealing attractive city

## FINANCE AND ADMINISTRATION COMMITTEE

February 16, 2005

Council Committee Room "C"- 3:00 p.m.

- \* Disclosure of Pecuniary Interest
- \* Confirmation of minutes –January 19, 2005

<b>ITEMS FOR CONSIDERATION</b>	<b>STAFF RECOMMENDATION</b>
<p><b>BUSINESS LICENCES</b></p> <p>1) THAT no action be taken on adjusting the 2 Million Dollars insurance requirement for businesses licensed in accordance with By-law (2004)-15771;</p> <p>OR</p> <p>THAT staff be given direction with respect to insurance requirements for businesses;</p> <p>2) THAT staff be directed to amend Schedule 2 "Adult Entertainment Retail" of the Business Licence By-law with respect to the display of adult books, magazines and other publications, videotapes and discs;</p> <p>AND THAT By-law (1991)-13976 which regulates the display of adult books, magazines and other publications, videotapes and discs be repealed.</p>	Approve
<p><b>HIRING AND EMPLOYMENT OF RELATIVES</b></p> <p>THAT further to Section 270. (1) of the Municipal Act, the Hiring and Employment of Relatives Policy, attached as Schedule "A", be accepted and approved.</p>	Approve
<p><b>PURCHASING BY-LAW</b></p> <p>THAT the attached Purchasing By-law (2005)-17666 be approved.</p>	Approve

**IN CAMERA**

THAT the Finance & Administration Committee now hold a meeting closed to the public, pursuant to Section 239 (2) (f) and (b) of the Municipal Act with respect to:

- advice that is subject to solicitor-client privilege;
- personal matters about identifiable individuals.

**OTHER BUSINESS:**

Committee Room C  
February 16, 2005, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillor Hamtak

Staff Present: Mrs. S. Smith, Mrs. C. Lavigne, Mr. J. Lapier, Mrs. L.A. Giles, Mr. D.A. Kennedy, Mr. D. Wyman, Ms. P. Blais and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the minutes of the Finance and Administration Committee meeting held on January 19, 2005 be confirmed as recorded and without being read.

Carried

2. Moved by Councillor Furfaro  
Seconded by Mayor Quarrie

THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239(2) (f) and (b) of the Municipal Act with respect to:

- advice that is subject to solicitor-client privilege;
- personal matters about identifiable individuals.

Carried

3. Moved by Councillor Moziar  
Seconded by Councillor Ferraro

THAT the report of the City Solicitor be received for information.

Ms. L.E. Payne  
Mrs. C. Lavigne

Carried

The Director of Information Services in response to questions provided information with respect to a matter about identifiable individuals.

4. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro

Mrs. L.A. Giles

THAT staff be given direction with respect to a matter relating to identifiable individuals.

Carried

Mrs. L.A. Giles

5. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro  
THAT the report of the Director of Information Services/Clerk with respect to a matter relating to identifiable individuals be received.

Carried

The remainder of the meeting was held in public session.

REPORT

6. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
THAT staff be given direction to request that businesses operating on private property show proof of general liability insurance at the time of application for a business licence;

AND THAT no action be taken on adjusting the insurance requirement of 2 Million Dollars for business operating on city property or road allowances;

AND THAT staff be directed to prepare the advertisement for all the insurance and housekeeping changes to the Business Licence By-law in accordance with the notice by-law for consideration at the March 21<sup>st</sup>, 2005 Council Meeting.

Carried

REPORT

7. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT staff be directed to amend Schedule 2 "Adult Entertainment Retail" of the Business Licence By-law with respect to the display of adult books, magazines and other publications, videotapes and discs;

AND THAT By-law (1991)-13976 which regulates the display of adult books, magazines and other publications, videotapes and discs be repealed.

Carried

The Director of Human Resources advised that the Municipal Act requires Council to adopt a policy with respect to the hiring and employment of relatives and responded to questions on the proposed policy.

Ms. P. Blais

8. Moved by Councillor Moziar  
Seconded by Mayor Quarrie  
THAT the matter of the proposed Hiring and Employment of Relatives Policy be referred back to staff for clarification of the following definitions:

- Relative:- member of the household
- Elected Official:- Board of Commission of Guelph City Council.

Carried

The Director of Finance advised that the Municipal Act requires the City to adopt a Purchasing By-law. He advised that the proposed by-law incorporates the existing city policy.

REPORT

9. Moved by Councillor Moziar  
Seconded by Mayor Quarrie  
THAT the attached Purchasing By-law be approved;

AND THAT the Purchasing By-law be reviewed in the first year of the new Council;

AND THAT the Purchasing By-law include a definition for Manager of Financial Operations.

Carried

Mr. D.A. Kennedy

10. Moved by Councillor Ferraro  
Seconded by Mayor Quarrie  
THAT staff provide the Finance & Administration Committee with a computer listing of Purchase Orders issued for purchases over \$100,000 at their March 23, 2005 meeting.

Carried

The Committee scheduled their next meeting for March 23, 2005 at 3:00 p.m.

The meeting adjourned at 4:35 p.m.

.....  
Chairperson

A great place to call home  
A vibrant downtown



A progressive diversified economy  
An appealing attractive city

## FINANCE AND ADMINISTRATION COMMITTEE

March 23, 2005

Council Committee Room "C"- 3:00 p.m.

- \* Disclosure of Pecuniary Interest
- \* Confirmation of minutes – February 16, 2005

<b>ITEMS FOR CONSIDERATION</b>	<b>STAFF RECOMMENDATION</b>
<p><b>AMENDMENT TO LEASE - POA COURT HOUSE, 55 WYNDHAM STREET NORTH</b></p> <p>THAT the Mayor and Clerk be authorized to execute the Amendment to Lease between Barrel Works Guelph Ltd. and the City of Guelph in respect of reducing the landlord contribution to leasehold improvements by \$3,660.70.</p>	Approve
<p><b>WELLINGTON GUELPH AFFORDABLE HOUSING PROGRAM MUNICIPAL CAPITAL FACILITIES BY-LAWS</b></p> <p>THAT Council approves the Municipal Capital Facilities By-laws for the Guelph Non-Profit Housing Corporation and the 805395 Ontario Limited projects under the Wellington Guelph Affordable Rental Housing Program.</p>	Approve
<p><b>PURCHASE ORDERS</b></p> <p>THAT the report "Purchase Orders" dated March 23, 2005 be received for information.</p>	Receive
<p><b>HIRING AND EMPLOYMENT OF RELATIVES</b></p> <p>THAT further to the revisions requested to the Hiring and Employment of Relatives Policy at the Finance and Administration Committee meeting February 16, 2005, the attached Schedule "A", dated March 17, 2005 be accepted and approved.</p>	Approve

<b>COUNCILLOR TRAVEL AND EXPENSE REIMBURSEMENT POLICY</b>	
Committee requested that this matter be deferred until March 2005 after the Council review of the Cuff report. As the review of the Cuff recommendations is still under consideration, this item will be deferred until the review is completed.	
<b>IN CAMERA</b>	
THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (c) of the Municipal Act with respect to: <ul style="list-style-type: none"><li>• proposed or pending acquisition or disposition of land.</li></ul>	



**OTHER BUSINESS:**

**Next Meeting Date:**



Committee Room C  
March 23, 2005, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Ferraro, Furfaro, Moziar and Mayor Quarrie

Absent: Councillor Schnurr

Staff Present: Mr. G. Beal, Ms. W. O'Donnell, Mr. D. Wyman, Mr. J. Stokes, Ms. L.E. Payne, Mr. P. Kraehling, Mrs. L.A. Giles and Ms. J. Sweeney

Councillor Moziar chaired the meeting in the absence of Councillor Schnurr.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Mayor Quarrie

THAT the minutes of the Finance and Administration Committee meeting held on February 16, 2005 be confirmed as recorded and without being read.

Carried

2. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro

REPORT

THAT the Mayor and Clerk be authorized to execute the Amendment to Lease between Barrel Works Guelph Ltd. and the City of Guelph in respect of reducing the landlord contribution to leasehold improvements by \$3,660.70.

Carried

3. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro

REPORT

That the Municipal Capital Facilities By-laws be approved for the Guelph Non-Profit Housing Corporation and the 805395 Ontario Limited projects under the Wellington Guelph Affordable Rental Housing Program.

Carried

4. Moved by Councillor Furfaro  
Seconded by Mayor Quarrie

Mr. D.A. Kennedy

THAT the report 'Purchase Orders' dated March 23, 2005 be received for information.

Carried

Mr. D.A. Kennedy

Staff were directed to report back to the Finance & Administration Committee on the criteria for quarterly Purchase Order reporting.

The Director of Human Resources highlighted the requested changes to the Hiring and Employment of Relatives policy.

REPORT

5. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro

THAT the attached Hiring and Employment of Relatives Policy dated March 17, 2005 be accepted and approved.

Carried

6. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro

THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (b) and (c) of the Municipal Act with respect to:

- proposed or pending acquisition or disposition of land;
- personal matters about identifiable individuals.

Carried

The remainder of the meeting was held in camera.

The City Solicitor provided information relating to a proposed or pending acquisition or disposition of land.

7. Moved by Councillor Ferraro  
Seconded by Councillor Furfaro

Ms. L.E. Payne  
Mr. G.W. Stahlmann  
Mr. D.A. Kennedy

THAT staff be given direction with respect to a proposed or pending acquisition or disposition of land.

Carried

The Director of Information Services/Clerk provided a progress report with respect to a matter relating to personal matters about identifiable individuals.

Next Meeting:- April 20, 2005 at 3:00 p.m.

The meeting adjourned at 4:50 p.m.

.....  
Chairperson



A great place to call home  
A vibrant downtown

A progressive diversified economy  
An appealing attractive city

## FINANCE AND ADMINISTRATION COMMITTEE

April 20, 2005

Council Committee Room "C"- 3:00 p.m.

- \* Disclosure of Pecuniary Interest
- \* Confirmation of minutes – March 23, 2005

<b>ITEMS FOR CONSIDERATION</b>	<b>STAFF RECOMMENDATION</b>
<b>RESTRUCTURING AND CONSOLIDATING RESERVE AND RESERVE FUND BALANCES</b>  THAT staff be directed to consolidate the City's reserves as outlined in Schedule A Attached.	Approve
<b>ONTARIO MUNICIPAL PARTNERSHIP FUND</b>  THAT Council direct staff to allocate the one time funding of \$3,002,000 to the Tax Supported Rate Stabilization Reserve.	Approve
<b>IN CAMERA</b>  THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (a) and (b) of the Municipal Act with respect to: <ul style="list-style-type: none"><li>• security of the property of the municipality;</li><li>• personal matters about identifiable individuals.</li></ul>	

**OTHER BUSINESS:**

**Next Meeting Date:**

Committee Room C  
April 20, 2005, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillor Birtwistle

Staff Present: Mr. G. Beal, Mr. P. Cartwright, Mrs. L.A. Giles, Mr. D.K. Kennedy, Ms. W. O'Donnell, Ms. C. McGrath, Mr. G.W. Stahlmann, Mr. D. Wyman

There was no disclosure of pecuniary interest.

1. Moved by Mayor Quarrie

Seconded by Councillor Moziar

THAT the minutes of the Finance and Administration Committee meeting held on March 23, 2005 be confirmed as recorded and without being read.

Carried

The Manager of Financial Planning and the Director of Finance provided information on the reserve and reserve fund structure

2. Moved by Councillor Furfaro

Seconded by Councillor Moziar

REPORT

THAT staff be directed to consolidate the City's reserves as outlined in Schedule A Attached.

Carried

3. Moved by Councillor

Seconded by Mayor Quarrie

REPORT

THAT Council direct staff to allocate the one time funding of \$3,002,000 to the Tax Supported Rate Stabilization Reserve;

AND THAT Council requests the Province to reconsider their withdrawal of funding of the Community Reinvestment Fund (CRF);

AND THAT this resolution be circulated to the Association of Municipalities of Ontario, the Large Urban Mayors' Caucus of Ontario, Liz Sandals, Member of Provincial Parliament for Guelph-Wellington and John Gerretsen, Minister of Municipal Affairs.

Carried

4. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro

THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (a) and (b) of the Municipal Act with respect to:

- security of the property of the municipality;
- personal matters about identifiable individuals.

Carried

The Director of Economic Development provided information with respect to security of the property of the municipality.

5. Moved by Mayor Quarrie  
Seconded by Councillor Moziar

REPORT TO THE  
COMMITTEE OF  
THE WHOLE

THAT staff be given direction with respect to security of the property of the municipality.

Carried

The Director of Economic Development provided information with respect to personal matters about identifiable individuals.

6. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro

REPORT TO THE  
COMMITTEE OF  
THE WHOLE

THAT staff be given direction with respect to personal matters about identifiable individuals.

Carried

7. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

Mr. J. Riddell

THAT staff be given direction with respect to litigation or proposed litigation.

Carried

Councillor Birtwistle retired from the meeting at 4:20 p.m.

The Director of Information Services/City Clerk provided information with respect to personal matters about identifiable individuals.

8. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro

REPORT TO THE  
COMMITTEE OF  
THE WHOLE

THAT staff be given direction with respect to personal matters about identifiable individuals.

Carried

Mrs. L.A. Giles

9. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro  
THAT staff be given direction with respect to personal matters about identifiable individuals.

Carried

Mrs. L.A. Giles

10. Moved by Councillor Ferraro  
Seconded by Mayor Quarrie  
THAT the Director of Information Services/City Clerk report to the Finance and Administration Committee, as soon as possible, with a cost estimate/analysis to produce a monthly, bi-monthly or quarterly report, similar to the newsletter produced by the City of Burlington, to be mailed one per household.

Carried

The Director of Finance provided information with respect to personal matters about identifiable individuals.

REPORT TO THE  
COMMITTEE OF  
THE WHOLE

11. Moved by Councillor Ferraro  
Seconded by Mayor Quarrie  
THAT staff be given direction with respect to personal matters about identifiable individuals.

Carried

Next meeting: May 18<sup>th</sup> , 3:00 p.m.

The meeting adjourned at 5:13 p.m.

.....  
Chairperson

A great place to call home  
A vibrant downtown



A progressive diversified economy  
An appealing attractive city

## FINANCE AND ADMINISTRATION COMMITTEE

May 18, 2005

Council Committee Room "C"- 3:00 p.m.

- 
- \* Disclosure of Pecuniary Interest
  - \* Confirmation of minutes – April 20, 2005

<b>ITEMS FOR CONSIDERATION</b>	<b>STAFF RECOMMENDATION</b>
<p><b>IN CAMERA</b></p> <p>THAT the Finance &amp; Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (e) and (f) of the Municipal Act with respect to:</p> <ul style="list-style-type: none"><li>• litigation or potential litigation;</li><li>• advice that is subject to solicitor-client privilege.</li></ul>	
<p><b>ESTABLISH A BUSINESS LICENCE APPEALS COMMITTEE</b></p> <p>THAT the Finance and Administration Committee be appointed as the Business Licence Appeals Committee to conduct hearings under the City of Guelph Business Licence By-law.</p>	
<p><b>TEMPORARY SALES – BUSINESS LICENCES</b></p> <p>Delegation: Shawn Miller</p> <p>THAT the Information Report on Temporary Sales Business Licences be received.</p>	Receive

<p><b>DOWNTOWN POLICING AND CLEAN UP COSTS</b></p> <p>THAT the report on Downtown Policing and Clean up Costs be received for information.</p> <p>OR</p> <p>THAT staff be directed to further investigate methods of recovering clean up and policing costs from the downtown bars and restaurants.</p>	<p>Receive or Approve</p>
<p><b>ECONOMIC DEVELOPMENT DEPARTMENT 2004 ANNUAL REVIEW</b></p> <p>THAT the Guelph Economic Development Department 2004 Annual Review be presented to Guelph City Council at its next regularly scheduled meeting.</p>	<p>Approve</p>
<p><b>RESERVE AND RESERVE FUND POLICY</b></p> <p>THAT the attached Reserve and Reserve Fund Policy be approved.</p>	<p>Approve</p>
<p><b>CAPITAL PROJECT STATUS REPORT AS OF APRIL 30, 2005</b></p> <p>THAT the report of the Director of Finance with respect to Capital Projects Status Report as of April 30, 2005 be received for information.</p>	<p>Receive</p>

**OTHER BUSINESS:**

Committee Room C  
May 18, 2005, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro and Moziar

Absent: Mayor Quarrie

Staff Present: Mr. P. Cartwright, Mr. J. Riddell, Ms. T. Sinclair, Mr. D.A. Kennedy, Mrs. W. O'Donnell, Ms. S. Aram, Mrs. C. Lavigne, Mrs. L.A. Giles, Mr. G. Stahlmann and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the minutes of the Finance and Administration Committee meeting held on April 20, 2005 be confirmed as recorded and without being read.

Carried

2. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (e) and (f) of the Municipal Act with respect to:

- litigation or potential litigation;
- advice that is subject to solicitor-client privilege.

Carried

The Director of Economic Development and the Director of Planning & Building Services provided background information with respect to a litigation matter.

3. Moved by Councillor Ferraro  
Seconded by Councillor Furfaro

THAT information provided with respect to a litigation matter be received.

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

Carried

The Assistant City Solicitor and staff of Information Services provided the Committee with information.

The remainder of the meeting was held in public session.

The Director of Economic Development introduced the Department's 2004 annual review.

Ray Culver, Chair of the Guelph Economic Development Advisory Committee highlighted the Economic Development Department's goals with respect to business attraction, facilitation of new opportunities and visibility and awareness. He also provided information with respect to research and analysis and development statistics.

Rachel Thompson highlighted the Department's strategic positioning with respect to the marketing of the tourist sector.

Mr. P. Cartwright

4. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
THAT the Guelph Economic Department 2004 Annual Review be presented to City Council at its next regularly scheduled meeting.

Carried

REPORT

5. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
THAT the Finance and Administration Committee be appointed as the Business Licence Appeals Committee to conduct hearings under the City of Guelph Business Licence By-law.

Carried

Mr. Shawn Miller was present and expressed concern with the City's Business Licence By-law and the regulations for temporary sales. He requested that the regulations contained in the by-law be amended to reduce the setback requirement and the number of days allowed to sale produce.

The Director of Planning & Building Services provided clarification with respect to the zoning review for temporary sales. The Deputy Clerk provided information with respect to the Licensing By-law.

Mrs. L.A Giles

6. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro  
THAT the Information Report on Temporary Sales Business Licences be received.

Carried

Gord Riddle, General Manager of the Downtown Board of Management was present and advised of the Board's support for the various alternatives contained in the report relating to downtown policing and clean up costs. He suggested that staff use the business licence by-law regulations to enforce unethical practices and behaviour.

Dr. J.L. Laird  
Counc. Schnur

7. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

THAT the Environment & Transportation Group staff be directed to work with the Downtown Board of Management to investigate alternative actions to mitigate the downtown garbage issues and to report back to the Finance & Administration Committee;

AND THAT Councillor Schnurr assist with these discussions.

Carried

REPORT

8. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the report on Downtown Policing and Clean up Costs be received for information;

AND THAT Council request the Alcohol and Gaming Commission to increase liquor enforcement in downtown Guelph.

Carried

Mrs. L.A. Giles

9. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

THAT staff be directed to investigate and report back to the Finance & Administration Committee, on possible remedies to address non-compliance of business licence regulations.

Carried

REPORT

10. Moved by Councillor Moziar  
Seconded by Councillor Ferraro

THAT the attached Reserve and Reserve Fund Policy be approved.

Carried

REPORT

11. Moved by Councillor Ferraro  
Seconded by Councillor Moziar

THAT the report of the Director of Finance with respect to Capital Projects Status Report as of April 30, 2005, be received for information;

AND THAT a Capital Project Status Report be provided to Council on a quarterly basis.

Carried

REPORT

12. Moved by Councillor Furfaro  
Seconded by Councillor Ferraro

THAT the City of Guelph and the County of Wellington fund the accumulated shortfall of Royal City Ambulance in the amount of \$389,441 based on the existing cost-sharing formula;

AND THAT staff be directed to identify a funding source in the 2005 operating budget.

Carried

13. Moved by Councillor Ferraro  
Seconded by Councillor Furfaro

THAT the Interim City Administrator report back to the Finance & Administration Committee at their meeting scheduled for June 15, on the communication difficulties relating to the land ambulance services shortfall.

Carried

Mr. G.W. Stahlmann  
Chief S. Armstrong  
Mr. A. Goldie

The Director of Information Services provided an example of a potential city bulletin which could be delivered to each household in the city.

Next meeting: June 15, 2005 at 3:00 p.m.

The meeting adjourned at 5:20 p.m.

.....  
Chairperson



**FINANCE AND ADMINISTRATION COMMITTEE**

**June 15, 2005**

**Council Committee Room “C”- 3:00 p.m.**

- \* Disclosure of Pecuniary Interest
- \* Confirmation of minutes – May 18, 2005

<b>ITEMS FOR CONSIDERATION</b>	<b>STAFF RECOMMENDATION</b>
<p><b>2004 FINANCIAL REPORTS</b></p> <p>Peter Barr will be present.</p> <p>THAT the 2004 audited Financial Statements be approved;</p> <p>AND THAT the audit opinion submitted by Deloitte &amp; Touche be received;</p> <p>AND THAT the 2005 Financial Information Report be received for information.</p>	
<p><b>GUELPH GENERAL HOSPITAL – FUTURE REDEVELOPMENT PLANS</b></p> <p>Representatives from the Guelph General Hospital will be present to address their future redevelopment plans.</p>	
<p><b>TURF ROADSIDE CUT BUDGET</b></p> <p>THAT the report with respect to Turf Roadside Cut Budget dated June 15, 2005, be received for information.</p>	<p>Receive</p>

**Other Business:**  
**Next Meeting Date:**

Committee Room C  
June 15, 2005, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillors Billings, Birtwistle and Hamtak

Staff Present: Mr. D.A. Kennedy, Ms. W. O'Donnell, Ms. R. Prince, Mr. G. Beal, Mr. D. McCaughan, Mr. J. Kivell, Mr. G. Stahlmann and Ms J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
THAT the minutes of the Finance and Administration Committee meeting held on May 18, 2005 be confirmed as recorded and without being read.

Carried

Peter Barr highlighted the City's consolidated financial statements. He also reviewed the audit opinion submitted to the City.

2. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

The Committee met briefly in camera.

The remainder of the meeting was held in open session.

3. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro  
THAT the 2004 audited Financial Statements be approved;

AND THAT the audit opinion submitted by Deloitte & Touche be received.

Carried

REPORT

REPORT

4. Moved by Councillor Moziar  
 Seconded by Mayor Quarrie  
 THAT the 2005 Financial Information Report be received for information.

Carried

Richard Ernst, Paul Elliott and Clint Martin were present on behalf of the Guelph General Hospital Board of Commissioners and provided information with respect to the future expansion of the hospital.

Mr. G.W. Stahlmann  
 Mr. D.A. Kennedy

5. Moved by Councillor Furfaro  
 Seconded by Councillor Moziar  
 THAT the report of the Guelph General Hospital Board of Commissioners with respect to future redevelopment plans for the Guelph General Hospital be received.

Carried

Mr. D.A. Kennedy  
 Mr. G.W. Stahlmann

6. Moved by Councillor Furfaro  
 Seconded by Councillor Moziar  
 THAT staff be directed to investigate possible funding scenarios for the future redevelopment of the Guelph General Hospital.

Carried

Mr. R. Ernst

It was requested that the Guelph General Hospital Board of Commissioners report back to the Finance & Administration Committee with details of the future redevelopment of the Guelph General Hospital as they evolve.

The Director of Parks provided information with respect to turf maintenance.

The Director of Public Works provided information on the maintenance of City equipment.

REPORT

7. Moved by Councillor Ferraro  
 Seconded by Councillor Moziar  
 THAT Council fund up to \$50,000 for additional turf maintenance;

AND THAT staff be directed to identify a funding source;

AND THAT staff report back on the level of turf maintenance across the City.

Carried

- 8. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

The Interim City Administrator provided the Committee with information.

Councillor Furfaro retired from the meeting at 5:20 p.m.

REPORT

- 9. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro

THAT the matter of proceeding with a formal tender for Land Ambulance Services be reconsidered.

Carried

REPORT

- 10. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro

THAT the City of Guelph extend the existing land ambulance contract until March 31, 2007.

Carried

Next Meeting:- July 20, 2005

The meeting adjourned at 6:00 p.m.

.....  
Chairperson



A great place to call home  
A vibrant downtown

A progressive diversified economy  
An appealing attractive city

**FINANCE AND ADMINISTRATION COMMITTEE**

**August 17, 2005**

**Council Committee Room “B”- 3:00 p.m.**

- \* Disclosure of Pecuniary Interest
- \* Confirmation of minutes – June 15, 2005

ITEMS FOR CONSIDERATION	STAFF RECOMMENDATION
<p><b>CITY OF GUELPH ECONOMIC DEVELOPMENT 2005 2<sup>ND</sup> QUARTER REPORT</b></p> <p>THAT the Finance and Administration Committee receive the Economic Development Department’s 2005 2<sup>nd</sup> Quarter Report and distribute this report to City Council for its information;</p> <p>AND THAT City Council accepts the Economic Development Department’s 2005 2<sup>nd</sup> Quarter Report and directs the staff of the Economic Development Department to make it accessible to the public. Business community, other City departments and the City’s strategic partners.</p>	<p>Approve</p>
<p><b>2006 VEHICLE/EQUIPMENT REPLACEMENT BUDGET</b></p> <p>THAT the following 2006 Vehicle/Equipment Replacement Budgets be approved:</p> <ul style="list-style-type: none"> <li>• Vehicle/Equipment Replacement City Fleet</li> <li>• Vehicle/Equipment Replacement Fire</li> <li>• Vehicle Replacement Land Ambulance</li> <li>• Equipment Replacement Radio System</li> <li>• Vehicle Replacement Police</li> <li>• Vehicle Replacement Transit</li> <li>• Equipment Replacement Traffic Signals</li> <li>• Equipment Replacement Waste Management</li> <li>• Equipment Replacement Parks Playground</li> <li>• Equipment Replacement Computer</li> <li>• Equipment Replacement Print Shop</li> </ul>	<p>Approve</p>

<p><b>COMMUNITY NEWSLETTER</b></p> <p>THAT the report of the Director of Information Services concerning the publication of a community newsletter be received;</p> <p>AND THAT Council endorse the concept of a community newsletter as part of the City's overall communications strategy.</p>	<p>Approve</p>
--	----------------

**OTHER BUSINESS:**

Committee Room C  
June 15, 2005, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillors Billings, Birtwistle and Hamtak

Staff Present: Mr. D.A. Kennedy, Ms. W. O'Donnell, Ms. R. Prince, Mr. G. Beal, Mr. D. McCaughan, Mr. J. Kivell, Mr. G. Stahlmann and Ms J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
THAT the minutes of the Finance and Administration Committee meeting held on May 18, 2005 be confirmed as recorded and without being read.

Carried

Peter Barr highlighted the City's consolidated financial statements. He also reviewed the audit opinion submitted to the City.

2. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

The Committee met briefly in camera.

The remainder of the meeting was held in open session.

3. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro  
THAT the 2004 audited Financial Statements be approved;

AND THAT the audit opinion submitted by Deloitte & Touche be received.

Carried

REPORT

REPORT

4. Moved by Councillor Moziar  
 Seconded by Mayor Quarrie  
 THAT the 2005 Financial Information Report be received for information.

Carried

Richard Ernst, Paul Elliott and Clint Martin were present on behalf of the Guelph General Hospital Board of Commissioners and provided information with respect to the future expansion of the hospital.

Mr. G.W. Stahlmann  
 Mr. D.A. Kennedy

5. Moved by Councillor Furfaro  
 Seconded by Councillor Moziar  
 THAT the report of the Guelph General Hospital Board of Commissioners with respect to future redevelopment plans for the Guelph General Hospital be received.

Carried

Mr. D.A. Kennedy  
 Mr. G.W. Stahlmann

6. Moved by Councillor Furfaro  
 Seconded by Councillor Moziar  
 THAT staff be directed to investigate possible funding scenarios for the future redevelopment of the Guelph General Hospital.

Carried

Mr. R. Ernst

It was requested that the Guelph General Hospital Board of Commissioners report back to the Finance & Administration Committee with details of the future redevelopment of the Guelph General Hospital as they evolve.

The Director of Parks provided information with respect to turf maintenance.

The Director of Public Works provided information on the maintenance of City equipment.

REPORT

7. Moved by Councillor Ferraro  
 Seconded by Councillor Moziar  
 THAT Council fund up to \$50,000 for additional turf maintenance;

AND THAT staff be directed to identify a funding source;

AND THAT staff report back on the level of turf maintenance across the City.

Carried

- 8. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

The Interim City Administrator provided the Committee with information.

Councillor Furfaro retired from the meeting at 5:20 p.m.

REPORT

- 9. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro

THAT the matter of proceeding with a formal tender for Land Ambulance Services be reconsidered.

Carried

REPORT

- 10. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro

THAT the City of Guelph extend the existing land ambulance contract until March 31, 2007.

Carried

Next Meeting:- July 20, 2005

The meeting adjourned at 6:00 p.m.

.....  
Chairperson

**Subject**

**City of Guelph Economic Development  
2005 2nd Quarter Report**

**Recommendations**

"That the Finance and Administration Committee receive the Economic Development Department's 2005 2nd Quarter Report and distribute this report to City Council for its information" ; **And**

"That City Council accepts the Economic Development Department's 2005 2nd Quarter Report and directs the staff of the Economic Development Department to make it accessible to the public, business community, other City departments and the City's strategic partners."

**Background**

The Economic Development Department has provided quarterly reports to City Council to provide updates on its strategic programs, current projects and recent accomplishments.

One year ago, the department updated the look and feel of this reporting tool to be accountable and create a more professional image. The department also set the goal that these reports would be made available to the Finance and Administration Committee within 30 days of the end of the reporting period.

In accordance with the Economic Development's 2004 - 2006 Business Plan, this Quarterly Report helps to meet the goal to improve communications with Council, other City departments, the business community and the public. This reporting tool also increases the profile of the department's programs and activities to our strategic partners in the academic community and the Provincial and Federal levels of government.

Hard copies of the Report will be available upon request and a digital version can be accessed on the City's website.

**Alternatives**

N/A

**Implications**

N/A

**Funding Schedule**

N/A



	<u>2005 Budget</u>	<u>2006 Budget</u>
Operating Budget Provision	\$4,505,400	\$4,995,400
Vehicle/Equipment purchases	\$8,150,900	\$8,501,100

The operating budget provision will continue to increase to a level equivalent to the ten year average of purchases of \$10.1 million.

Each year these Budgets/Forecasts will be reviewed and submitted to Council for approval. The review process will include:

1. acquisition timing
2. cost/inflation
3. other revenue opportunities
4. operating contribution levels

This report has been reviewed and approved by Senior Management.

**Alternatives** Approve a reduced contribution or delay purchases.

**Implications** Vehicle and equipment not being replaced in a timely manner which would lead to increased maintenance costs and compromise people's safety. Reserve balance sustainability would be impacted.

### **Funding**

**Budget** 2006 Tax Supported Operating Budget  
2007 2006-2007 Tax Supported Capital Budget

**Account Number**

**Funding Schedule** See attached budget documents.

[Capital Budget](#) or [Operating Budget](#)

**Notice Requirements** N/A

**Subject****Community Newsletter****Recommendations**

THAT the report of the Director of Information Services concerning the publication of a community newsletter be received;  
AND THAT Council endorse the concept of a community newsletter as part of the City's overall communications strategy.

**Background**

The Committee has asked me to report on the matter of producing and distributing a community newsletter as part of the City's overall communications strategy. The intent of this newsletter would be to provide information on the City's programs, activities and important issues. Seasonal information and notices that are not time sensitive could also be included in this publication – e.g. swimming pool safety, decks and accessory structures, waste sorting, parking regulations, etc.

It will be necessary to continue advertising mandatory notices as well as time sensitive information such as road closures, changes in transit routes, public forums, etc. Attached are some samples of City News Pages showing samples of mandatory, discretionary and time sensitive ads.

In 2004, the total cost for mandatory advertising was about \$45,000 and discretionary advertising was approximately \$65,000. Staff estimate that approximately \$10,000 of the discretionary advertising would still have to be published in the newspaper.

At this time, it is difficult to determine if a community newsletter could be published without an increase to the budget. We would need some experience in producing the newsletter and reducing our reliance on other traditional advertising methods in order to generate more accurate figures.

The publication could be written and laid out in house, and the cost to print and distribute would be about \$10,000 per issue. This price is based on a 16 page publication, full process colour, delivered as unaddressed ad mail to 43,000 households in the City. There would be an additional cost if copies are to be provided for businesses and institutions. Layout of the content, printing and delivery would take 4-5 weeks per issue, so it would not be possible to produce a monthly newsletter.

There has been a suggestion that the publication could be partially funded through the sale of external advertising. The City currently uses a commercial service to sell ads in the Leisure Guide and the Visitor's Guide. This has been found to be the most beneficial option – they have trained staff who are dedicated to selling ads, they have contacts within the community due to their other publications and have built a name for themselves. By paying them a commission on the ads they sell, they make it more of a priority since they get paid based on the total revenue brought in. The service is paid 15% of the sales revenue. Over the course of the past five years, the City has been able to increase advertising

revenue in these publications. For the Leisure Guide, we currently run about 75% editorial and 25% advertising, with the revenue from advertising covering about 50% of the cost. The Leisure Guide is published quarterly. For the Visitor's Guide, the split is 40% editorial and 60% advertising, with the revenue covering most of the design, printing and distribution costs. The Visitor's Guide is published once annually.

If the City were to produce a bi-monthly newsletter containing external advertising, there would be times when we would be competing against our own municipal publications for the same advertising dollars. These publications rely on their advertising revenue to offset costs.

The advantages of producing a community newsletter would be:

- Information would be delivered to each residence regardless of whether they subscribe to one of the local newspapers;
- Branding consistency and quality can be maintained;
- There are opportunities for other publications to be combined with the community newsletter and save distribution costs.
- The newsletter could be posted on-line and sent out electronically by e-mail subscription;
- The City can deliver all of its key information to residents without having to rely on other reporting methods;

There are some concerns that must also be considered in determining whether or not a community newsletter should be produced:

- Re-directing our discretionary advertising to an internally produced publication may result in a higher line cost for mandatory and time sensitive notices that still have to be published in a local newspaper;
- Community Services relies quite heavily on the weekly City News page to promote its recreation programs and activities. Less frequent advertising could result in a loss of program revenue.
- The public will have to adjust to receiving information in a new publication on a less frequent basis.
- Staff will have to adjust to publishing non-discretionary advertising on a bi-monthly basis as opposed to the current weekly method;
- There are currently no staff dedicated to writing editorial content or selling advertising for this publication;
- There may be a tendency for departments to fall back on using the local newspapers for discretionary advertising when publication deadlines for the newsletter cannot be met.

- In election years, there may be a perception by potential candidates that the newsletter gives an unfair advantage to the current elected representatives.
- If we do proceed, Council will have to give some direction on the key messages and editorial content that is to be published in a community newsletter.

**Alternatives**

There are a number of alternatives that Council could consider:

- Maintain status quo.
- Survey the public and staff to determine if a community newsletter will be preferable to the current advertising approach.
- Publish a newsletter quarterly and distribute it along with the Leisure Guide.
- Publish a bi-monthly newsletter with editorial content, seasonal information and some discretionary advertising, and continue all mandatory and some discretionary advertising in the local newspaper.
- Publish a bi-monthly newsletter with only editorial content and seasonal information and continue all discretionary advertising in the local newspaper.
- Publish a bi-monthly newsletter with editorial content, seasonal information and discretionary advertising, and publish only mandatory notices in the local newspaper.

**Implications**

The implications will vary depending on the option chosen, but all will have some budgetary impact.

**Funding**

**Budget** Operating Budget

**Account Number**

**Funding Schedule**

[Capital Budget](#) or [Operating Budget](#)

**Notice Requirements** n/a

Committee Room B  
August 17, 2005, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Staff Present: Mr. D.A. Kennedy, Mrs. W. O'Donnell, Ms. K. South, Chief S. Armstrong, Mr. J. Mairs, Mr. D. Wyman, Mr. R. Hagey, Mr. L. Kotseff, Mrs. L.A. Giles and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Ferraro

THAT the minutes of the Finance and Administration Committee meeting held on June 15, 2005 be confirmed as recorded and without being read.

Carried

The Manager of Economic Development provided information and answered questions with respect to the Economic Development 2005 2<sup>nd</sup> Quarter Report.

2. Moved by Councillor Ferraro  
Seconded by Councillor Furfaro

THAT the Finance and Administration Committee receive the Economic Development Department's 2005 2<sup>nd</sup> Quarter Report, as amended, and distribute this report to City Council for its information;

AND THAT City Council accepts the amended Economic Development Department's 2005 2<sup>nd</sup> Quarter Report and directs the staff of the Economic Development Department to make it accessible to the public, business community, other City Departments and the City's strategic partners.

Carried

The Director of Finance provided information, in response to questions, with respect to the 2006 Vehicle/Equipment Replacement Budget.

Councillor Moziar arrived at 3:12 p.m.

The Director of Information Services provided information with respect to a community newsletter.

3. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro

THAT the report of the Director of Information Services concerning the publication of a community newsletter be received;

REPORT

REPORT

AND THAT Council approve the publication of a community newsletter, based on the City of Guelph's Strategic Plan, as part of the City's overall communications strategy.

Carried

REPORT

4. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the following 2006 Vehicle/Equipment Replacement Budgets be approved:

- Vehicle/Equipment Replacement City Fleet
- Vehicle/Equipment Replacement Fire
- Vehicle Replacement Land Ambulance
- Equipment Replacement Radio System
- Vehicle Replacement Police
- Vehicle Replacement Transit
- Equipment Replacement Traffic Signals
- Equipment Replacement Parks Playground
- Equipment Replacement Computer
- Equipment Replacement Print Shop

Carried

REPORT

5. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the 2006 Equipment Replacement Waste Management Reserve Budget be approved subject to additional information being provided on future capital expenditures;

AND THT staff be directed to provide information on how waste collection is handled with respect to:

- What municipalities handles their own waste collection
- What municipalities contract their waste collection.

Carried

6. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

August 17, 2005

Page No. 3

Staff provided the Committee with updates on two issues.

The remainder of the meeting was held in public session.

Next Meeting:- September 21, 2005

The meeting adjourned at 5:00 p.m.

.....

Chairperson



A great place to call home  
A vibrant downtown

A progressive diversified economy  
An appealing attractive city

## FINANCE AND ADMINISTRATION COMMITTEE

September 21, 2005

Council Committee Room "C"- 3:00 p.m.

- \* Disclosure of Pecuniary Interest
- \* Confirmation of minutes – August 17, 2005

<b>ITEMS FOR CONSIDERATION</b>	<b>STAFF RECOMMENDATION</b>
<p><b>BUSINESS LICENCE BY-LAW AMENDMENTS</b></p> <p>Delegation:</p> <ul style="list-style-type: none"><li>• Steve Vos</li></ul> <p>THAT staff be directed to prepare an Administrative Amendment to the Temporary Sale Schedule of the Business Licence By-law to include the following conditions:</p> <ol style="list-style-type: none"><li>1) to issue temporary sales licences for a maximum of 90 continuous days;</li><li>2) to reconfirm the setback requirements of a minimum of 50 feet from a highway and a minimum of 75 feet from an intersection;</li><li>3) to insure licensees mark off their sales area with traffic cones for other suitable barricades;</li><li>4) to clarify the condition regarding removing of tables, structures and buildings at the completion of the sale to include signage;</li></ol> <p>AND THAT an administrative amendment is made to the Business Licence By-law to specify that licensee's not applying for renewal prior to March 31 will be required to submit an application for a new business licence.</p>	<p>Approve</p>

<p><b>OPERATING SURPLUS</b></p> <p>THAT a Police Services Capital Reserve be created, funded through unexpended Police Services Board operating budget funds annually;</p> <p>AND THAT a Library Capital Reserve be created, funded through unexpended Library Board operating budget funds annually.</p>	<p>Approve</p>
---	----------------

**OTHER BUSINESS:**

**NEXT MEETING DATE:**

Committee Room B  
August 17, 2005, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Staff Present: Mr. D.A. Kennedy, Mrs. W. O'Donnell, Ms. K. South, Chief S. Armstrong, Mr. J. Mairs, Mr. D. Wyman, Mr. R. Hagey, Mr. L. Kotseff, Mrs. L.A. Giles and Ms. J. Sweeney

There was no disclosure of pecuniary interest.

1. Moved by Councillor Furfaro  
Seconded by Ferraro

THAT the minutes of the Finance and Administration Committee meeting held on June 15, 2005 be confirmed as recorded and without being read.

Carried

The Manager of Economic Development provided information and answered questions with respect to the Economic Development 2005 2<sup>nd</sup> Quarter Report.

2. Moved by Councillor Ferraro  
Seconded by Councillor Furfaro

THAT the Finance and Administration Committee receive the Economic Development Department's 2005 2<sup>nd</sup> Quarter Report, as amended, and distribute this report to City Council for its information;

AND THAT City Council accepts the amended Economic Development Department's 2005 2<sup>nd</sup> Quarter Report and directs the staff of the Economic Development Department to make it accessible to the public, business community, other City Departments and the City's strategic partners.

Carried

The Director of Finance provided information, in response to questions, with respect to the 2006 Vehicle/Equipment Replacement Budget.

Councillor Moziar arrived at 3:12 p.m.

The Director of Information Services provided information with respect to a community newsletter.

3. Moved by Mayor Quarrie  
Seconded by Councillor Ferraro

THAT the report of the Director of Information Services concerning the

REPORT

REPORT

publication of a community newsletter be received;

August 17, 2005

Page No. 2

AND THAT Council approve the publication of a community newsletter, based on the City of Guelph's Strategic Plan, as part of the City's overall communications strategy.

Carried

REPORT

4. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the following 2006 Vehicle/Equipment Replacement Budgets be approved:

- Vehicle/Equipment Replacement City Fleet
- Vehicle/Equipment Replacement Fire
- Vehicle Replacement Land Ambulance
- Equipment Replacement Radio System
- Vehicle Replacement Police
- Vehicle Replacement Transit
- Equipment Replacement Traffic Signals
- Equipment Replacement Parks Playground
- Equipment Replacement Computer
- Equipment Replacement Print Shop

Carried

REPORT

5. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the 2006 Equipment Replacement Waste Management Reserve Budget be approved subject to additional information being provided on future capital expenditures;

AND THT staff be directed to provide information on how waste collection is handled with respect to:

- What municipalities handles their own waste collection
- What municipalities contract their waste collection.

Carried

6. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

THAT the Finance & Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

Staff provided the Committee with updates on two issues.

The remainder of the meeting was held in public session.

Next Meeting:- September 21, 2005

The meeting adjourned at 5:00 p.m.

.....  
Chairperson

**Subject****Business Licence By-law Amendments****Recommendations**

THAT staff be directed to prepare an Administrative Amendment to the Temporary Sale Schedule of the Business Licence By-law to include the following conditions:

- 1) to issue temporary sales licences for a maximum of 90 continuous days;
- 2) to reconfirm the setback requirements of a minimum of 50 feet from a highway and a minimum of 75 feet from an intersection;
- 3) to insure licensees mark off their sales area with traffic cones or other suitable barricades;
- 4) to clarify the condition regarding removing of tables, structures and buildings at the completion of the sale to include signage;

AND THAT an administrative amendment is made to the Business Licence By-law to specify that licensee's not applying for renewal prior to March 31 will be required to submit an application for a new business licence.

**Background**

Council directed that staff of the zoning department undertake a review of the occasional use section of the Zoning By-law. This review was to consider issues such as number of days of sales, products sold, sales within buildings or outside buildings, sales in parking lots and setback regulations.

The zoning report was forwarded to Council for consideration at their August 22<sup>nd</sup>, 2005 Council Meeting and a subsequent By-law Amendment was adopted by Council on September 6<sup>th</sup>, 2005. The appeal period for Zoning By-law amendment will end on October 6<sup>th</sup>, 2005.

As a result of the Zoning By-law Amendment the Business Licence By-law must be reviewed and conditions revisited and/or reconfirmed. The issues which were highlighted by delegations at Council include number of days of sales and setback requirements.

**LENGTH OF SALE**

The present Business Licence By-law specifies a maximum of 28 days per property however the zoning by-law amendment will allow for a maximum of 90 days per property.

Staff are prepared to issue licences for longer periods, provided the licence is for consecutive days. This consecutive day provision is required for administrative purposes as a property can only be used for a maximum of 90 days per year.

Staff are recommending that licences be issued for a maximum of 90 days at a fee of \$165.00 per licence. The licence period will be adjusted if the site has already been used by another licensee or if the letter of permission of the owner specifies a particular period.

## SETBACK REQUIREMENTS

The Business Licence By-law specifies that businesses selling on private property and/or City property (temporary sales, mobile food vehicles) cannot sell on a highway, within 50 feet of a highway and/or within 75 feet of a corner intersection.

There was the suggestion by a few temporary vendors that these setback requirements (in the temporary sale schedule) were excessive and should be reduced. Setback requirements in the present Business Licence By-law are at least 50 feet from a highway and at least 75 feet from a corner intersection. Planning staff indicated that the zoning by-law review would not address setbacks. Consequently, staff of the Environment and Transportation Department and Guelph Police Services were contacted and they have confirmed that they wish these setbacks to remain unchanged in any future amendment.

## CLEARLY MARKING SALES AREAS

Staff is recommending an administrative amendment to the by-law that requires that sales areas of the temporary vendors be clearly visible. This condition will be added for the purpose of health and safety and consumer protection.

## SIGNAGE

A second administrative amendment deals with signage for temporary vendors. In the current by-law when the business licence expires tables, structures and buildings must be removed. This condition must be clarified to include signage removal when the temporary sale ends and this has not always been happening. This condition will be clarified for the purpose of health and safety and consumer protection.

## NOT RENEWING A BUSINESS LICENCE

The present procedure for renewing Business Licences is for a letter to be sent to the licensee in November advising of the requirement to renew a business licence. If the licensee does not renew their licence by December 31<sup>st</sup> of that year a 2<sup>nd</sup> renewal letter is sent to the business. If licensees continue to operate without renewing the Business Licence an Enforcement Officer visits the business and may lay a charge for operating a business without a licence.

Staff are recommending that an administrative amendment be included in the business licence by-law that specifies that persons not renewing their business licence by March 31<sup>st</sup> will have to apply for a new licence. Therefore they will have to make application for a new licence and pay a new licence fee rather than the lower renewal fee. By making this administrative amendment it is felt that licensees will be prompted to renew so they can take advantage of the lower fee.

## Alternatives

### Implications

If a zoning appeal is received prior to October 6<sup>th</sup>, 2005 which is the last day to appeal the Zoning By-law Amendment, this report will have to be held in abeyance until the outcome of an Ontario Municipal Board Hearing. There must be consistency between the Zoning By-law and the Business Licence By-law.

### Funding

**Budget** Not Applicable

### Account Number

### Funding Schedule

[Capital Budget](#) or [Operating Budget](#)

**Notice Requirements** Amendments to the Business Licence By-law will require Statutory Notice of a minimum of 14 days.



Committee Room C  
September 21, 2005, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Staff Present: Mr. L. Kotseff, Chief Administrative Officer; Mr. D.A. Kennedy, Director of Finance; Mrs. L.A. Giles, Director of Information Services; Mr. J. Riddell, Director of Planning; Mrs. C. Lavigne, Deputy Clerk, Manager of Licensing and Public Services; Ms. T. Agnello, Deputy Clerk, Manager of Council Services; Ms. W. O'Donnell, Manager Budget Services; Ms. J. Starr, Manager Traffic Services; Ms. K. Nasswetter, Planner; Mr. J. Lapier, Licensing Clerk; Ms. J. Sweeney, Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

1. Moved by Mayor Quarrie

Seconded by Councillor Ferraro

THAT the minutes of the Finance and Administration Committee meeting held on August 17, 2005 be confirmed as recorded and without being read.

Carried

Mr. Steve Vos was present and thanked Council for approving the zoning amendment to the occasional use section of the Zoning By-law to allow sales over a 90 day period. He requested clarification on how the issuance of licences and their applicable fees would be dealt with. He expressed concern with the setback regulations and requested that this section of the Business Licensing By-law be amended to provide for a setback at the discretion of the Licensing Enforcement Officer. He suggested that he would be willing to pay a small increase to the licensing fee to cover any additional costs, if the setback distance would be left to the discretion of staff. He further requested clarification with respect to the removal of signage.

Mr. Shawn Miller was present and advised that he would be willing to pay an increase to the licensing fee for an amendment to the setback requirement, which would allow him to operate in an area other than in the middle of a parking lot.

The Deputy Clerk, Manager of Licensing and Public Services provided clarification with respect to the licensing fee, setbacks and the removal of signage.

The Manager Traffic Services provided information with respect to the measuring of the setback distances.

REPORT

2. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT staff be directed to prepare an Administrative Amendment to the Temporary Sale Schedule of the Business Licence By-law to include the following conditions:

- 1) to issue temporary sales licences for a maximum of 90 consecutive days;
- 2) to reconfirm the setback requirements of a minimum of 50 feet from the traveled portion of the road allowance; and a minimum of 75 feet from an intersection, measured as shown on the attached diagram;
- 3) to insure licensees mark off their sales area with traffic cones for other suitable barricades;
- 4) to clarify the condition regarding removing of tables, structures and buildings at the completion of the sale to include signage;

AND THAT an administrative amendment is made to the Business Licence By-law to specify that licensee's not applying for renewal prior to March 31 will be required to submit an application for a new business licence.

Carried

The Director of Finance provided background information and rationale for the establishment of a Police Services Capital Reserve and a Library Capital Reserve.

REPORT

3. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro

THAT a Police Services Capital Reserve be created, funded through Police Services Board operating budget annual surplus;

AND THAT a Library Capital Reserve be created, funded through the Library Board operating budget annual surplus;

AND THAT a policy be developed, for consideration by the Finance & Administration Committee, including approval for the use of the funds and a capping limit, with respect to the Police Services Capital Reserve and the Library Capital Reserve.

Carried

In response to questions, the Director of Information Services advise that staff are investigating new sound and voting technology for the Council Chambers.

September 21, 2005

Page No. 3

The meeting adjourned at 4:15 p.m.

Next Meeting: October 19, 2005

.....

Chairperson



A great place to call home  
A vibrant downtown

A progressive diversified economy  
An appealing attractive city

**FINANCE AND ADMINISTRATION COMMITTEE**

**November 16, 2005**

**Council Committee Room “C”- 3:00 p.m.**

- \* Disclosure of Pecuniary Interest
- \* Confirmation of minutes –September 21, 2005

ITEMS FOR CONSIDERATION	STAFF RECOMMENDATION
<p><b>UPDATE OF INVESTMENT POLICY</b></p> <p>THAT the City of Guelph adopts the revised Investment Policy, as attached to this report.</p>	<p>Approve</p>
<p><b>POLICY RESPECTING THE USE OF HANDHELD ELECTRONIC DEVICES AT MEETINGS OF COUNCIL, STANDING COMMITTEE AND ADVISORY COMMITTEE MEETINGS</b></p> <p>THAT all handheld electronic devices (including cell phones and pagers) be either turned off or placed on the non-audible position during City of Guelph Council and committee meetings;</p> <p>AND THAT this policy be posted on all City of Guelph agenda;</p> <p>AND THAT this policy be posted on all rooms in which these meetings take place.</p>	<p>Approve</p>

**AFFORDABLE HOUSING – FALL 2005 ROUND OF CITY PARTICIPATION IN THE CANADA-ONTARIO AFFORDABLE HOUSING PROGRAM**

THAT the November 16, 2005 Planning and Building Services report concerning the Fall 2005 program parameters of the “Canada-Ontario Affordable Housing Program” be received for information;

AND THAT the City advise the County of Wellington that it will participate in the second round of he “Canada-Ontario Affordable Housing Program”;

AND THAT Council indicate that its preferred use of the unallocated portion of the Affordable Housing Reserve fund be used for the provision of new affordable housing unit supply outside of the current fall 2005 round of the federal-provincial housing program.

Approve

**BILL 123: TRANSPARENCY IN PUBLIC MATTERS ACT,  
2004 – SUPPORT FOR AMO AND AMCTO POSITIONS**

WHEREAS the provincial Standing Committee on Regulations and Private Bills is currently debating Private Members Bill 123, the *Transparency in Public Matters Act*;

AND WHEREAS the proposed legislation includes municipal councils and committees;

AND WHEREAS the proposed legislation adds requirements to notice provisions, open meetings, minutes, forms or meetings, among other matters all of which are addressed in the *Municipal Act*, which would create confusion for council, administration and the public;

AND WHEREAS the *Municipal Act* is currently under review and is being informed by input from the municipal and private sectors among others;

AND WHEREAS AMO and others have urged the Standing Committee to remove any reference to municipal councils or council committees from this legislation and allow transparency and accountability issues to continue to be regulated under the *Municipal Act*;

THEREFORE BE IT RESOLVED THAT the City of Guelph urges the Minister of Municipal Affairs and Housing to vote against the Bill if the reference to ‘municipal councils’ is not deleted in the Bill as reported by the Standing Committee; and that the Honourable Minister Gerretsen, Minister of Municipal Affairs and Housing, Liz Sandals, MPP Guelph, and all provincial members of the legislature be advised that Guelph City Council does not support the inclusion of ‘municipal councils’ in Bill 123.

Approve

**4:00 p.m. 2005 AUDIT**

Presentation by Peter Barr, Deloitte Touche.

<p><b>FEDERAL GAS TAX RESERVE FUND</b></p> <p>THAT staff be directed to set up a Reserve Fund called “Federal Gas Tax Reserve Fund” and all funds received under the New Deal for Cities and Communities program be deposited to this reserve and be used only in accordance with the guidelines and requirements as set out by the Municipal Funding Agreement Guide.</p>	<p>Approve</p>
<p><b>IN CAMERA</b></p> <p>THAT the Finance &amp; Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239(2) (b) of the Municipal Act with respect to:</p> <ul style="list-style-type: none"> <li>• personal matters about identifiable individuals.</li> </ul>	

**OTHER BUSINESS:**

**NEXT MEETING:**

Committee Room C  
September 21, 2005, 3:00 p.m.

A meeting of the Finance and Administration Committee.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Staff Present: Mr. L. Kotseff, Chief Administrative Officer; Mr. D.A. Kennedy, Director of Finance; Mrs. L.A. Giles, Director of Information Services; Mr. J. Riddell, Director of Planning; Mrs. C. Lavigne, Deputy Clerk, Manager of Licensing and Public Services; Ms. T. Agnello, Deputy Clerk, Manager of Council Services; Ms. W. O'Donnell, Manager Budget Services; Ms. J. Starr, Manager Traffic Services; Ms. K. Nasswetter, Planner; Mr. J. Lapier, Licensing Clerk; Ms. J. Sweeney, Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

1. Moved by Mayor Quarrie

Seconded by Councillor Ferraro

THAT the minutes of the Finance and Administration Committee meeting held on August 17, 2005 be confirmed as recorded and without being read.

Carried

Mr. Steve Vos was present and thanked Council for approving the zoning amendment to the occasional use section of the Zoning By-law to allow sales over a 90 day period. He requested clarification on how the issuance of licences and their applicable fees would be dealt with. He expressed concern with the setback regulations and requested that this section of the Business Licensing By-law be amended to provide for a setback at the discretion of the Licensing Enforcement Officer. He suggested that he would be willing to pay a small increase to the licensing fee to cover any additional costs, if the setback distance would be left to the discretion of staff. He further requested clarification with respect to the removal of signage.

Mr. Shawn Miller was present and advised that he would be willing to pay an increase to the licensing fee for an amendment to the setback requirement, which would allow him to operate in an area other than in the middle of a parking lot.

The Deputy Clerk, Manager of Licensing and Public Services provided clarification with respect to the licensing fee, setbacks and the removal of signage.

The Manager Traffic Services provided information with respect to the measuring of the setback distances.

REPORT

2. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT staff be directed to prepare an Administrative Amendment to the Temporary Sale Schedule of the Business Licence By-law to include the following conditions:

- 1) to issue temporary sales licences for a maximum of 90 consecutive days;
- 2) to reconfirm the setback requirements of a minimum of 50 feet from the traveled portion of the road allowance; and a minimum of 75 feet from an intersection, measured as shown on the attached diagram;
- 3) to insure licensees mark off their sales area with traffic cones or other suitable barricades;
- 4) to clarify the condition regarding removing of tables, structures and buildings at the completion of the sale to include signage;

AND THAT an administrative amendment is made to the Business Licence By-law to specify that licensee's not applying for renewal prior to March 31 will be required to submit an application for a new business licence.

Carried

The Director of Finance provided background information and rationale for the establishment of a Police Services Capital Reserve and a Library Capital Reserve.

REPORT

3. Moved by Mayor Quarrie  
Seconded by Councillor Furfaro

THAT a Police Services Capital Reserve be created, funded through Police Services Board operating budget annual surplus;

AND THAT a Library Capital Reserve be created, funded through the Library Board operating budget annual surplus;

AND THAT a policy be developed, for consideration by the Finance & Administration Committee, including approval for the use of the funds and a capping limit, with respect to the Police Services Capital Reserve and the Library Capital Reserve.

Carried

In response to questions, the Director of Information Services advise that staff are investigating new sound and voting technology for the Council Chambers.

September 21, 2005

Page No. 3

The meeting adjourned at 4:15 p.m.

Next Meeting: October 19, 2005

.....

Chairperson

<b>Subject</b>	<b>Update of Investment Policy</b>
<b>Recommendations</b>	That the City of Guelph adopts the revised Investment Policy, as attached to this report.
<b>Background</b>	<p>The City of Guelph's current Investment Policy was adopted by Council in November 2004. The City submitted its Policy for certification to the Association of Public Treasurers - United States and Canada (APT-US&amp;C). The APT-US&amp;C performs a peer review, ensuring the Policy meets professional standards in 18 subject areas. In June 2005, the Policy was successfully certified and the City received the APT-US&amp;C's Investment Policy Certificate of Excellence Award.</p> <p>In order to achieve APT-US&amp;C's certification, the Investment Policy as approved in 2004, required amendment to include some additional information and clarification. The following revisions were made to the Investment Policy:</p> <ul style="list-style-type: none"> <li>• Scope – types of funds available for investing clearly identified;</li> <li>• Specific identification of: authorized investments, position titles under 'Delegation of Authority', authorized financial dealers, annual external audit, performance standards;</li> <li>• Investment Pools (ONE Funds) - section added including 'due diligence' required to be carried out;</li> <li>• Additional information added on the issues of collateralization and safekeeping/custody;</li> <li>• Adoption of the Investment Policy by Council is specifically identified.</li> </ul>
<b>Alternatives</b>	Continue working with the existing Investment Policy, which complies with the Municipal Act but not the APT-US&C standards.
<b>Implications</b>	The receipt of the APT-US&C certification is evidence that the revised Investment Policy is recognized by investment professionals for its clarity and completeness. The required revisions made to our existing Investment Policy were of a 'housekeeping' nature. No fundamental changes were made to investment objectives or authorized investments.
<b>Funding</b>	
<b>Budget</b>	N/A

**Account Number**            N/A

**Funding Schedule**

[Capital Budget](#) or [Operating Budget](#)

**Notice Requirements**        N/A

# CORPORATE POLICY AND PROCEDURE



POLICY No.

PAGE 10 of 11

EFFECTIVE DATE Nov 2/04

REVISION OCT 19/05

---

**Tab** Finance  
**Authority** Finance  
**Subject** INVESTMENT POLICY

**Related Policies**

**Approved by** Council

**Revision Date** Annually

---

## POLICY STATEMENT

The City of Guelph strives for the optimum utilization of its cash resources within statutory limitations and the basic need to protect and preserve capital, while maintaining solvency and liquidity to meet on-going financial requirements.

## SCOPE

The investment policy applies to all financial assets of the City of Guelph held within the following:

- General Funds
- Reserve Funds
- Funds held in Trust with the City of Guelph

## DEFINITIONS

**Asset Backed Securities:** fixed income securities (other than a government security) issued by a Special Purpose Entity, substantially all of the assets of which consist of Qualifying Assets.

**Credit Risk:** the risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**Diversification:** a process of investing assets among a range of security types by sector, maturity, and quality rating.

**Duration:** a measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

**Interest Rate Risk:** the risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

**Liquidity:** a measure of an asset's convertibility to cash.

**Market Risk:** the risk that the value of a security will rise or decline as a result of changes in market conditions.

**Market Value:** current market price of a security.

**Master Repurchase Agreement:** an agreement between a dealer and a client which substantiates that the securities the client receives under a repurchase agreement are the property of the client in the event of a dealer failure.

**Maturity:** the date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity".

**ONE – The Public Sector Group of Funds ("ONE Fund"):** A local government investment pool in which Ontario municipalities may invest. ONE is operated by Local Authorities Service Limited (a wholly owned subsidiary of the Association of Municipalities of Ontario), together with CHUMS Financing Corporation (a wholly owned subsidiary of the Municipal Finance Officers' Association of Ontario).

**Portfolio:** collection of securities held by an investor.

**Prudent Person Rule:** an investment standard outlining the fiduciary responsibilities relating to the investment practices of public fund investors.

- a) The standard of prudence to be used by investment managers shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.
- b) The "prudent person" must act in all matters regarding investments with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.
- c) The "prudent person" must diversify the investments of the Funds so as to minimize the risk of large losses, unless under the circumstances it is clearly not prudent to do so.

**Qualifying Assets:** financial assets, either fixed or revolving, that by their terms convert into cash within a finite time period, plus any rights or other assets designed to assure the servicing or timely distribution of proceeds to security holders.

**Rate of Return:** the yield obtainable on a security based on its purchase price or its current market price. Yield reflects coupon, term, liquidity and credit quality.

**Repurchase Agreement:** an agreement between a dealer and client to sell a security and to repurchase that security, with interest, at a later date.

**Safekeeping:** holding of assets (e.g., securities) by a financial institution.

**Securities:** include bonds debentures, treasury bills, commercial paper, repurchase agreements, promissory notes and asset-backed securities.

**Sinking Fund:** money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

**Special Purpose Entity:** a trust, corporation, partnership or other entity organized for the sole purpose of issuing securities that entitle the holders to receive payments that depend primarily on the cash flow from Qualifying Assets, but does not include a registered investment company.

**Weighted Average Maturity (WAM):** the average maturity of all the securities that comprise a portfolio.

## **OBJECTIVES**

The primary objectives of the Investment Program, in priority order, shall be:

- Adherence to statutory requirements;
- Preservation of capital;
- Maintaining liquidity; and
- Earning a competitive rate of return.

### **A) Adherence to Statutory Requirements:**

All investment activities shall be governed by the *Municipal Act* as amended. Investments, unless limited further by Council, will be those deemed eligible under Ontario Regulation 438/97 or as authorized by subsequent provincial regulations.

### **B) Preservation of Capital:**

Safety of principal is an important objective of the investment program. Investments of the City shall be undertaken in a manner that protects and preserves the capital of the portfolio. In determining the composition of the portfolio, it will be recognised that the combination of several different investments ("diversification") is likely to provide a more acceptable level of risk exposure than having a single investment. As a result, some reasonable diversification of the portfolio will be undertaken. To attain this goal, the City will undertake to establish limitations with respect to credit and investment size.

### **Investment Quality**

- 1) The City shall not invest in a security offered by any Borrower (except City/Municipal Notes) with a bond rating lower than 'A' as established by Dominion Bond Rating Services (DBRS) or their equivalent ratings provided by Moody's Investor Services (Moody's), or Standard & Poors (S&P).

- 2) The City shall not invest in securities with a Commercial Paper/ST debt rating lower than 'R-1' as established by Dominion Bond Rating Services (DBRS) or their equivalent ratings provided by Moody's Investor Services (Moody's), or Standard & Poors (S&P)

Publications of the relevant credit rating agencies shall be monitored on an ongoing basis. Should a rating change result in increased risk with respect to established limitations, an exception report must be prepared and reviewed by the Director of Finance with the appropriate action taken to ensure the City's portfolio remains within the limitations and terms outlined in this policy.

### Investment Diversification

Institutional exposure limitations have been established to reflect the relative safety of various issuers and the maximum desired exposure to various levels of government and financial institutions. All eligible investments must adhere to the institutional sector limits as established under Appendix 1, and are summarized below:

### Portfolio Composition Limits

- 1) *Government of Canada and the City of Guelph:* There shall be no restrictions on the purchase of securities offered by or unconditionally guaranteed by the Government of Canada or the City of Guelph, within their respective established limits as outlined in Appendix 1.
- 2) *Provinces:* Within the established limits for Provincial as outlined in Appendix 1, the aggregate of securities offered by or unconditionally guaranteed by an individual province shall not exceed 25 % of the total investment portfolio.
- 3) *Financial Institutions:* Within the established limits for Financial Institutions as outlined in Appendix 1, the aggregate of securities offered by or unconditionally guaranteed by any one of the Financial Institutions shall not exceed 30% of the total investment portfolio.
- 4) *Municipalities:*
  - i) Within the established limits for Municipal securities as outlined in Appendix 1, the aggregate of securities offered by or unconditionally guaranteed by an individual municipality with a minimum rating of 'A' shall not exceed 10% of the total investment portfolio. The aggregate of securities offered or unconditionally guaranteed by a municipality rated below 'A' shall not exceed 5% of the total portfolio.
  - ii) Within the established limits for Municipal securities as outlined in Appendix 1, the aggregate of promissory notes offered by or guaranteed by other municipalities shall not exceed 50% of the total investment portfolio.

### **C) Maintaining Liquidity:**

The investment portfolio shall remain sufficiently liquid to meet all operating or cash flow requirements and limit temporary borrowing requirements. This shall be done where possible by structuring the portfolio such that securities mature concurrent with anticipated cash demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale

markets. A portion of the portfolio may be placed in eligible investment pools which offer liquidity for short-term funds.

### Term

Term limits have been established with respect to individual sectors based upon credit quality, and to minimise the interest rate exposure.

*i) Short Term portfolio (any investment maturing within 365 days):* Subject to the individual limitations imposed in Appendix 1, the weighted average maturity of the Short Term Portfolio shall not exceed 120 days.

*ii) Long Term Portfolio (any investment maturing in greater than 365 days):* Subject to the individual limitations imposed in Appendix 1, the weighted average maturity of the Long Term Portfolio shall not exceed 7 years.

### Asset Weighted

The following limits have been established to ensure the cash requirement can be accommodated as well as providing the flexibility to take advantage of a changing interest rate environment

The short-term portfolio shall at no time represent less than 50% of the total combined investment portfolios (based upon amortised cost) and at no time exceed more than 90 % of the total combined investment portfolios.

### **D) Earning a Competitive Rate of Return:**

The Rate of Return on the investment portfolio will be optimized to the extent possible given the investment objectives of legality, safety of principal and the need to maintain adequate liquidity.

Normally longer term investments offer higher yields than shorter term investments. Investments will be made to obtain the most advantageous yields while at the same time ensuring that funds can be made available to meet expected cash requirements. The composition of each portfolio, including its term and class of investments will be adjusted within the guidelines of this policy to take advantage of market opportunities which arise to enhance the rate of return on the portfolio.

### Performance Standards/Benchmarking

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return throughout the budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs of the City. The market yields should be higher than the rate given by the City's general bank account. The City's investment returns will be benchmarked against those earned by comparable funds within the ONE Fund pool.

### **ELIGIBLE INVESTMENTS**

The following are authorized investments:

- Bonds, debentures, or other evidences of indebtedness of or guaranteed by the Government of Canada, the Province of Ontario, or another province of Canada;
- Bonds, debentures, deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments issued, guaranteed or endorsed by any bank in Schedule I or II to the *Bank Act* (Canada);
- Bonds, debentures, deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments issued, guaranteed or endorsed by a loan corporation or trust corporation registered under the *Loan and Trust Corporation Act* or a credit union as defined in the *Credit Unions and Caisses Populaires Act* or the Province of Ontario Savings Office.
- Bonds, debentures or promissory notes issued or guaranteed by a metropolitan, regional or district municipality, a school board, or a local board as defined in the *Municipal Affairs Act* or a conservation authority established under the *Conservation Authorities Act* or the Municipal Finance Authority of British Columbia;
- Bonds, debentures or other securities issued or guaranteed by the International Bank for Reconstruction and Development;
- Asset-backed securities as defined in the Regulations made under the *Loan and Trust Corporations Act*;
- Negotiable promissory notes or commercial paper maturing not more than one year from date of issue issued by a Canadian corporation; and
- Eligible Investment Pools permitted under the *Municipal Act*, such as the ONE Fund.
- Repurchase agreements structured with securities eligible for purchase, provided that a master repurchase agreement has been executed with the contra party

The City is not permitted to invest in any security that is expressed or payable in any currency other than Canadian dollars.

Investments made by the City are further restricted by the limitations and terms outlined in this policy.

## **INVESTMENT POOLS**

The City may invest in eligible investment pools, such as the ONE Fund. A thorough investigation of the investment pool is required prior investing and on a continuing basis to ensure the objectives and specific investments included in the pooled funds are consistent with the City's investment policy. Investigation should include the following:

- A written statement of investment policies and objectives
- A description of eligible investments within the pool

- A description of how earnings are allocated and distributed
- A description of how investments are safeguarded and how often the fund is audited
- A schedule for receiving statements and portfolio listings
- A fee schedule and an indication of when and how the fee is assessed

## **AUTHORIZED INVESTMENT DEALERS**

The City may invest funds through the investment arm of various Schedule I banks. The following Schedule I banks are authorized to be the City's primary investment dealers:

1. RBC Royal Bank
2. BMO Bank of Montreal
3. CIBC
4. TD Bank Financial Group
5. Scotiabank (The Bank of Nova Scotia)
6. National Bank of Canada

## **STANDARD OF CARE**

### **A) Prudence**

Investments shall be made with judgment and care, under circumstances then prevailing, following the prudent person principle of investment management and considering the probable safety of their capital as well as the probable income to be derived. Consideration will be given to obtaining independent legal and/or financial advice in circumstances in which the municipality believes additional expertise is warranted.

Investment officers acting in accordance with written procedure and this investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risks or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidation or the sale of securities are carried out in accordance with the terms of this policy.

### **B) Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall not undertake personal investment transactions with the same individual with whom business is conducted on behalf of the City.

### **C) Delegation of Authority**

The investment policy and any amendments thereto must be adopted by City Council. This policy will delegate to the City Treasurer, Director of Finance the authority to make investments which comply with this policy, pursuant to section 418(5) of the Act. The Director of Finance has overall responsibility for the prudent investment of the City's portfolio.

#### Investment Procedures and Internal Control

The Director of Finance will be responsible for the development and maintenance of suitable procedures to provide for the effective control and management of investments. The procedures include the following requirements:

- The Director of Finance designates the Manager of Financial Services and the Deputy Treasurer/Manager of Administration as being authorized to enter into investment transactions on behalf of the City of Guelph.
- All investments are confirmed by signature of the individual making the investment and ratified by signature by the Director of Finance. Either the Deputy Treasurer/Manager of Administration or the Manager of Financial Services may be designated to ratify investments in the Director's absence.
- All cash management transactions are recorded and interest earnings distributed to the various funds, as the case may be, in accordance with City policies and generally accepted accounting principles for Ontario municipalities.
- Periodic audits are carried out to determine whether or not the investment guidelines provided by this policy are being followed. An annual external audit is carried out to evaluate the adequacy of internal controls.
- Provision is made to obtain insurance coverage at all times to guard against any losses that may occur due to misappropriation, theft or other acts of fraud by employees.

#### Reporting to Council

In accordance with legislation, submit to Council at least once per year, a report on the financial position, investment performance, market value and compliance status of the portfolio. The investment report should include:

- A statement by the Treasurer whether all investments were made in accordance with the policies and goals adopted by the City
- A summary, by amount and percentage, of the composition of the investment portfolio
- Monthly short-term investment balances
- Yearend short-term and long-term balances
- A comparison of actual returns earned by the City's portfolio against established benchmarks
- The proportion of total investments invested in the City's own long and short-term securities
- Such other information that City Council may require or that, in the opinion of the Treasurer, should be included

#### **D) Safekeeping and Custody**

All securities shall be held for safekeeping by a financial institution approved by the City. Individual accounts shall be maintained for each portfolio. All securities shall be held in the name of the City.

The depository shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity and other pertinent information. On a monthly basis, the depository will also provide reports which list all securities held for the City, the book value of holdings and the market value as of month-end.

All security transactions are conducted in a manner that achieves delivery versus payment.

#### **COLLATERALIZATION**

In order to mitigate the City's exposure to credit risk, the City will only invest in asset backed securities and repurchase agreements having satisfactory collateralization in place. The level of collateralization for these investments must be at least 100% of their market value.

**Appendix 1**

**AUTHORIZED INVESTMENTS AND SECTOR LIMITATIONS**

<b>SHORT-TERM PORTFOLIO</b>	Percentage of Short-term Portfolio Maximum	Maximum Term (Days)
<b>Federal</b>	<b>100%</b>	<b>365</b>
Government of Canada	100%	365
Federal Guarantees	50%	365
<b>Provincial and Provincial Guarantees</b>	<b>90%</b>	<b>365</b>
R1 High	90%	365
R1 Mid	35%	365
R1 Low	25%	270
<b>Municipalities</b>	<b>90%</b>	<b>91</b>
<b>Financial Institutions</b>	<b>90%</b>	<b>365</b>
Schedule I Banks	90%	365
Schedule II Banks (R1 High only)	90%	183
Trust & Loan Corporations (R1 High only)	90%	183
<b>Eligible Investment Pools</b>	<b>90%</b>	<b>n/a</b>
<b>Weighted Average Term - Short-term Portfolio</b>		<b>120</b>
<b>LONG-TERM PORTFOLIO</b>	Percentage of Long-term Portfolio Maximum	Maximum Term (Years)
<b>Federal</b>	<b>100%</b>	<b>20</b>
Government of Canada	100%	20
Federal Guarantees	50%	20
<b>Provincial and Provincial Guarantees</b>	<b>50%</b>	<b>20</b>
AAA Rating	50%	20
AA Rating	35%	15
A Rating	25%	7
<b>Municipal Guarantees (excl. City of Guelph)</b>	<b>25%</b>	<b>5</b>
<b>City of Guelph</b>	<b>50%</b>	<b>n/a</b>
<b>Financial Institutions</b>	<b>30%</b>	<b>5</b>
Schedule I Banks	30%	5
<b>Eligible Investment Pools</b>	<b>25%</b>	<b>n/a</b>
<b>Weighted Average Term - Long-term Portfolio</b>		<b>7</b>

**Subject** **Policy respecting the use of handheld electronic devices at meetings of Council, Standing Committee and Advisory Committee meetings**

**Recommendations** That all handheld electronic devices (including cell phones and pagers) be either turned off or placed on the non- audible position during City of Guelph Council and committee meetings;

That this policy be posted on all City of Guelph agenda; and,

That this policy be posted on all rooms in which these meetings take place.

**Background** We live in an era where electronic devices are a part of people's lives, used either in business or for personal use.

At the City of Guelph, cell phones and beepers have on occasion caused disruptions at meetings because they were not turned off or not set in the non audible position. Schools, libraries, theaters, restaurants, courts, and various other public commercial establishments are posting no cell phone policies throughout North America.

A review of municipalities has shown that the City of London has a cell phone and pager policy which is attached as schedule "A". London prohibits the use of cell phones or pagers. Most other municipalities have no official policy yet they place a notice on the agendas stating as follows: "Cellular phones/pagers must be switched to the non-audible function during this meeting" (Milton, Hamilton). Others announce a similar notice at the commencement of each meeting.

Etiquette experts maintain that "whenever someone gets their needs met at the expense of others, a breach of etiquette has occurred." Since this is a matter of common courtesy, this policy will be applied on the honour system with no penalties for infractions. The policy is an attempt to minimize disruptions in the course of business conducted at City of Guelph meetings.

This policy includes all electronic handheld devices, as technology may evolve into other applications to which an audio component is applied.

**Alternatives** Have no policy and continue to have disruptions at meetings.

**Implications** Implementation of this policy will lead to fewer disruptions at meetings and better flow of decision making.

**Funding**

**Budget** Not Applicable

**Account Number**

**Funding Schedule**

Capital Budget or Operating Budget

**Notice Requirements**



initiative (see **Appendix 1** for announcement). The intent is to provide approximately 15,000 new affordable housing units and 5,000 rent subsidized (rent supplement) units in the Province by 2009. A sub-component of the program is a 'Strong Start' initiative designed to bring 500 units on-stream quickly. The capital funding for these 'Strong Start' units is paid entirely by the senior levels of government.

The Canada-Ontario Affordable Housing Program (C-OAH Program) essentially has three components:

- An allocation has been made to the Wellington-Guelph Area for 55 rental units with a total allotment of \$3.85 million for capital projects that result in the renovation or construction of affordable rental units (defined as rents at or below average CMHC monthly rents estimated at \$750 for a 1 bedroom apartment in 2005). As part of these 55 units, an allotment request has been made by the County for 10 units for a supportive housing development by the local Canadian Mental Health Association under the 'Strong Start' initiative. This leaves 45 units available under the regular affordable housing program for which proposals could be solicited.
- In addition, an allotment has been made for 60 rent subsidy units with \$900,000 allocated for rent subsidies to lower income households (with provision of an average \$250/month rent subsidy over a 5 year period).
- In addition to these programs, the Province has also indicated that there will be a small allotment to a program for affordable housing ownership but the details of this program have not been announced to date.

**Appendix 2** provides an overview of the details of the program announced to date. Additional details of the program are forthcoming from the Ministry. In addition, it is anticipated that further allotments of affordable housing units will be made to Guelph-Wellington, since the program runs to 2009.

This second round of the federal/provincial housing program incorporates some significant improvements from the first allotment of funds that Council dealt with in 2002 including:

- Enhanced federal/provincial cost sharing for the new units on a 50/50 percent basis resulting in a per unit subsidy of approximately \$70,000 up from \$27,000 per unit under the 2002 program;
- No requirement for municipal government cost sharing. The new fall 2005 program requires that municipalities provide tax rates for new rental units at a level equivalent to the single detached dwelling rate in the municipality. The City of Guelph has had this tax rate provision since 2002.
- Changes to previous administrative procedures and pre-conditions of participation that should make it easier to solicit proposals under the current program.

The administration of the program continues to be through the County of Wellington as the Consolidated Municipal Service Manager (CMSM) for this area.

In order to 'reserve' the funding allocations attributed by the Province to the Wellington – Guelph area, the County (as the City's CMSM) was required to indicate an interest in the program by October 31, 2005. This indication was made in a joint city/county Social Service Committee report dated October 3<sup>rd</sup>, 2005 (see **Appendix 3**).

***Program Participation:***

Affordable housing continues to be a significant issue in the City of Guelph. Over 800 households are on the waiting list for social housing. **Appendix 4** includes statistical indicators of housing need taken from the March 2005 Housing Strategy for Guelph and Wellington.

City Council has recognized the need to ensure affordable housing is provided for City residents through the City's strategic plan "A Great Place to Call Home" by incorporating the following strategic directive:

*"to enhance community wellness by partnering with other levels of government and the private sector to provide affordable housing."*

The second round of the Federal-Provincial Affordable Housing program (C-OAH Program) provides the City with an opportunity to act upon this strategic initiative especially since the enhanced funding by senior levels of government reduces the fiscal costs incurred by the City. Accordingly, it is recommended that the City should participate in the second round of this program and recommend that the County be so advised.

***Use of Housing Reserve Funds:***

The City has \$266,000 in its housing reserve funds. These funds could be used in a variety of ways to assist in the development of affordable housing units under the C-OAH Program or be used to support the provision of affordable housing outside of this Program.

There are several options for the use of these reserves that Council could consider. They include:

**Option 1: Augment the rent subsidy component of the C-OAH Program.**

The reserve funds could be used to provide a monthly subsidy of \$250/month which would create an additional 30 rent subsidized units for a period of 3 years over and above the 60 units funded by the Program. After the 3 year timeframe the subsidy would cease and the individual households would subsequently be required to

pay market rents. The administration of such a program would be incorporated into the existing rent subsidy administration at the County. The City's role would be limited to providing the funds.

**Option 2: Use the reserve funds to further reduce the affordable rents/carrying costs for a portion of the 55 new units to be constructed under the C-OAH Program.**

This option would allow households with 'deeper core' needs (than simply those at or slightly below 'average community rents' to obtain affordable housing. Subsidies could be used to off-set high utility bills or assist in paying first and last months rent. Limits – such as \$15,000/unit - could be established. These short-term subsidies would allow the individuals 'breathing space' to improve their life circumstances in order to be able to better afford higher subsequent rental rates. As with the previous option, the provision of new subsidies would be added into the existing rent subsidy administration at the County.

**Option 3: Maintain the reserve funds to assist in the production of affordable rental or ownership housing outside of the fall 2005 round of the Federal-Provincial housing program.**

The existing reserve funds could be used for any number of initiatives that have been discussed in our area such as:

- Set up a capital program to construct accessory units in houses (\$10 – 15,000 per unit). These funds directed at property owners would be conditional on the owner renting the new apartment to others requiring assisted rental housing from the central social housing waiting list;
- Offset development charges (\$5,000 – 10,000 per unit) and other City development fees (building permits, servicing costs) for projects that are designed for lower income households (i.e. Habitat for Humanity, Options for Homes, etc.).

In reviewing various options at this time, each of these alternatives has various pros and cons. Staff are of the opinion that the housing reserve funds should be used to provide funding assistance to projects outside of the provisions of the current round of the Canada-Ontario Affordable Housing Program as outlined in Option 3. Staff do not support Options 1 or 2 as these options do not support permanency of affordable housing units. Staff believe funds should be used to provide new housing supply rather than being used as a source for household income redistribution (the latter is a responsibility for senior levels of government). Staff will prepare subsequent reports that can identify how funds can be used to augment affordable housing supply in the community.

**Alternatives**

Do not participate in the second round of the Federal-Provincial Housing Program.

Use reserve funds to provide rent subsidies to those in 'deep core' need (i.e. there are approximately 600 households on the central

Guelph-Wellington housing waiting list with rents exceeding 50% of incomes; these households would likely not qualify for units built under the C-OAH Program.

**Implications**

Non-participation in senior government housing funding program would be Inconsistent with Council's strategic objectives.

Rent subsidy assistance would be directed at a small percentage of those in most of need of affordable housing.

**Funding**

**Budget History**

- In 2003 the Operating Budget identified \$756,000 in a reserve set up for affordable housing
- An additional \$300,000 from the 2004 Operating Budget surplus was allotted to the account from a surplus in the social housing account
- \$637,000 in expenditures have been allocated under the Phase 1 Affordable Housing commitments – equivalent to uncollected fee revenue, and DC offset contributions
- Payment has been made in 2005 of \$177,000 to the social housing account

**Account Number**

Affordable Housing Reserve Fund (119-01)

**Funding Schedule**

The unallocated portion of the fund currently sits at \$266,000

**Notice Requirements**

None required

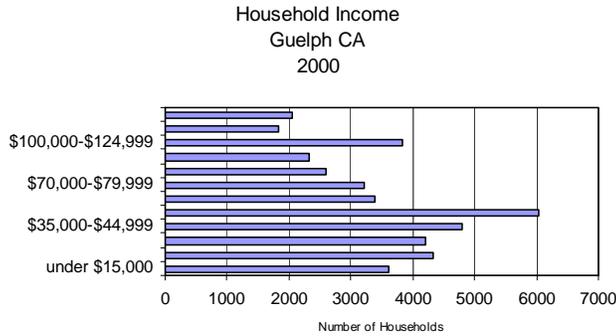
**Attachments**

- Schedule 1** – Canada-Ontario Affordable Housing Program August 31, 2005 Announcement
- Schedule 2** – Précis of Affordable Housing Program Provisions/Requirements for Guelph-Wellington
- Schedule 3** – Affordable Housing Need Indicators (taken from County of Wellington Housing Strategy)
- Schedule 4** – Joint Social Services Committee report, October 3, 2005 recommending participation in Affordable Housing Program (approved by County Council on October 27, 2005)



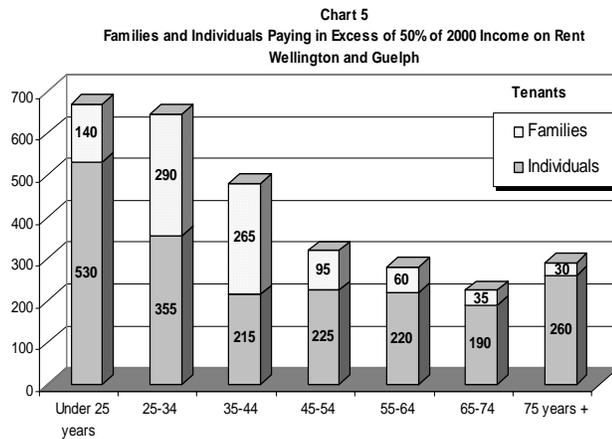
### Appendix 3 – Need Indicators for Affordable Housing in Guelph-Wellington

(taken from County of Wellington “Wellington and Guelph Affordable Housing Strategy” March 2005



Source: Statistics Canada Catalogue No. 97F0020XCB01005

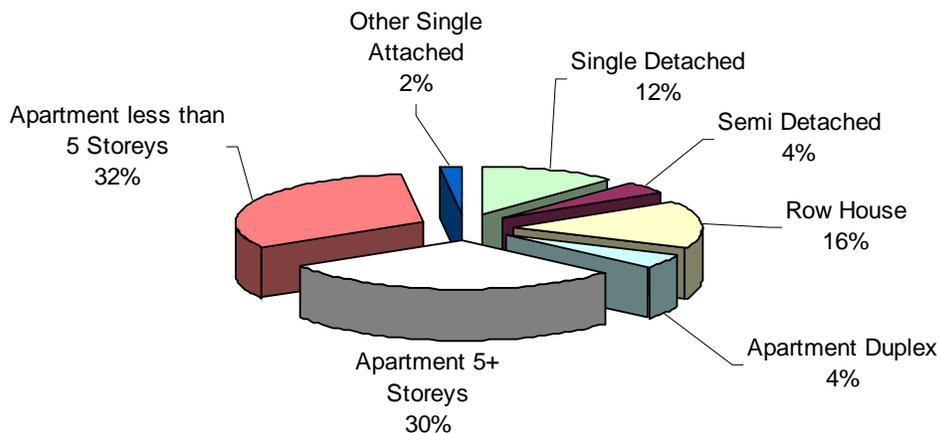
Median household income is \$57,500; however 1 in 5 households earn less than \$25,000/year and 1 in 10 earn less than \$15,000. Affordable housing is directed to these households.



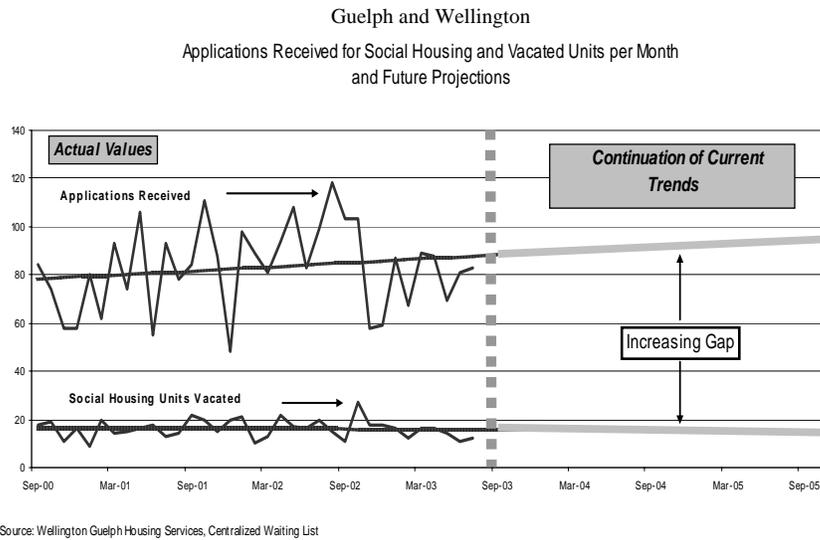
Source: Statistics Canada 2001, Custom Order

40% of tenant households pay more than 30% of their incomes for shelter, i.e. ‘at risk’ households for affordable housing  
2400 tenant households pay more than 50% of their incomes for housing, i.e. ‘high risk’

### Rental Stock Profile Guelph



Purpose built housing in the city for rental housing (represents 33% of overall housing supply). In addition, there is secondary housing found in basement apartments.



Increasing demand for social housing, i.e. increasing gap between waiting list applications and households that are housed in social housing vacancies.

**Subject** **Bill 123 : Transparency in Public Matters Act, 2004 - Support for AMO and AMCTO Positions**

**Recommendations**

**WHEREAS** the provincial Standing Committee on Regulations and Private Bills is currently debating Private Members Bill 123 the *Transparency in Public Matters Act*; and

**WHEREAS** the proposed legislation includes municipal councils and committees; and

**WHEREAS** the proposed legislation adds requirements to notice provisions, open meetings, minutes, forms of meetings, among other matters all of which are addressed in the *Municipal Act*, which would create confusion for council, administration and the public; and

**WHEREAS** the *Municipal Act* is currently under review and is being informed by input from the municipal and private sectors among others; and

**WHEREAS** AMO and others have urged the Standing Committee to remove any reference to municipal councils or council committees from this legislation and allow transparency and accountability issues to continue to be regulated under the *Municipal Act*;

**THEREFORE BE IT RESOLVED** that The City of Guelph urges the Minister of Municipal Affairs and Housing to vote against the Bill if the reference to 'municipal councils' is not deleted in the Bill as reported by the Standing Committee; and that the Honourable Minister Gerretsen, Minister of Municipal Affairs and Housing, Liz Sandals, MPP Guelph, and all provincial members of the legislature be advised that Guelph City Council does not support the inclusion of 'municipal councils' in Bill 123.

**Background**

On October 13, 2004 Bill 123 a Private Members Bill was introduced. The purpose of this legislation is "...to ensure that the meetings of designated public bodies at which deliberation or decision-making occurs are open to the public and that the minutes of those meetings are made available to the public". Although it is rare for private members bills to be passed as law, Bill 123 has already received second reading on October 28, 2004 and is currently in the process of being reviewed by committee prior to sending for third reading.

In September of 2005 the Association of Municipalities of Ontario (AMO) and the Association of Municipal Manager Clerks and Treasurers (AMCTO) made submissions to the

Province stating that the legislation should not apply to municipal governments. Both AMO and AMCTO in their submissions, stated that although they support the principles of open, transparent and accountable municipal governments to include them in this bill would compromise the current provincial-municipal relationship and cause confusion due to conflicts with the *Municipal Act* and the *Municipal Act* review. They further believe that municipal governments are responsible and accountable and that the parameters for transparency in Public matters are set in the current *Municipal Act*.

AMO stated that it is committed to work with the Province under the memorandum of Understanding and in this spirit of cooperation has embarked on a Municipal Act review which includes the current provisions for Public meetings. AMCTO concurs and adds that the overlap of this new legislation with the current provisions of the *Municipal Act, 2001*, would lead to confusion rather than greater transparency within the municipal sector.

It is recommended that any improvements in the current Municipal Act provisions that are addressed by Bill 123 be dealt with through the *Municipal Act* review which is currently underway by the Ministry of Municipal Affairs and Housing.

On October 18, 2005, AMCTO sent correspondence to all Municipalities seeking support of their position that municipalities be removed from the list of Public bodies subject to BILL 123 and that matters of transparency be dealt with in the Municipal Act Review process. A copy of this correspondence which includes a chart showing the overlap between Bill 123 and the *Municipal Act* is attached as Appendix 1.

In Supporting AMO and AMCTO, City of Guelph Council will be considering this recommendation which has been forwarded by AMO in an Alert dated October 4, 2005 for endorsement.

Copies of the Proposed Bill and submissions to the Province by AMO are attached as schedules 2 and 3.

## **Alternatives**

Make no comments on the legislation and through our silence give the implication of tacit support for the passing of Bill 123. This will lead to confusion regarding how public and closed sessions will be governed due to inconsistencies between the *Municipal Act* and Bill 123.

## **Implications**

City of Guelph support will be added to other municipal support for AMO and AMCTO's position and will show solidarity in the municipal position that the meeting rules for municipal governments should be legislated through the provisions of the *Municipal Act*.

## Funding

**Budget** N/A

**Account Number**

**Funding Schedule**

[Capital Budget](#) or [Operating Budget](#)

**Notice Requirements** N/A

**Subject** **Federal Gas Tax Reserve Fund**

**Recommendations** That staff be directed to set up a Reserve Fund called “Federal Gas Tax Reserve Fund” and all funds received under the New Deal for Cities and Communities program be deposited to this reserve and be used only in accordance with the guidelines and requirements as set out by the Municipal Funding Agreement Guide.

**Background** The City’s approved Reserve and Reserve fund policy requires Council approval for the creating of any new reserves or reserve funds.

One June 17, 2005 Canada, Ontario, AMO and the City of Toronto signed an agreement under the Government of Canada’s New Deal for Cities and Communities that flows federal gas tax revenue directly to municipalities in Ontario. This represents a new partnership between federal, provincial and municipal governments to enhance the sustainability of municipalities in every part of Ontario.

In September of 2005 staff submitted an Information Report to Council outlining the guidelines and requirements for this program. As part of the guideline all funds not expended must be held in a separate reserve fund and allocated interest.

AMO will be administering this fund in Ontario in ensure municipalities enjoy the benefits of this new revenue source.

Schedule of fund payments:

<b>Year</b>	<b>July 15<sup>th</sup></b>	<b>November 15<sup>th</sup></b>
2005		\$2,070,247.58
2006	\$1,035,123.79	\$1,035,123.79
2007	\$1,380,010.94	\$1,380,010.95
2008	\$1,724,898.10	\$1,724,898.10
2009	\$3,449,796.20	\$3,449,796.21

**Alternatives** N/A

**Implications** N/A

**Funding**

**Budget** Fund Capital Infrastructure initiatives



is no application process and no requirement for matching contributions) the terms and conditions set out in the agreement must be strictly adhered to.

**There is an important distinction for investment in roads and bridges where “municipalities will be required to submit a plan, before they spend gas tax money ... that demonstrates how their investment in road and bridge infrastructure contributes to environmental sustainability.” Improved fuel efficiency or protection of waterways might be examples.**

As well, the agreement requires that gas tax funding be “incremental” for all parties. For the federal government this means that the Federal gas tax funding is in addition to current programs such as COMRIF and there will be no claw back of federal funds going to municipalities. Municipalities must agree that the Federal gas tax funding will result in a net increase in total investment in municipal infrastructure over the life of the agreement. **The gas tax funds cannot displace current capital investment and must result in increased infrastructure investment equal to the amount of gas tax funding received.**

**Eligible Project Categories include:**

- 1) ESMI Projects are projects that improve the quality of the environment and contribute to reduced greenhouse gas emissions, clean water or clean air and are projects that fall within the categories below:
  - Public Transit
  - Water
  - Wastewater
  - Solid Waste
  - Community Energy Systems
  - \*Local roads, bridges and tunnels, active transportation infrastructure that enhance sustainability outcomes

\*Only small communities with 2001 National census data indicating a population of 500,000 or less may invest in roads and bridges.

- 2) Capacity Building Activities that strengthen the ability of Municipalities to develop and implement integrated community sustainability plans including:
  - Collaboration: building partnerships and strategic alliances etc.
  - Knowledge: use of new technology etc.
  - Integration: planning, policy development and implementation (eg. – environmental management systems, life cycle assessment)

**Eligible Costs include:**

Project costs that are direct costs necessary for the implementation of an Eligible Project and may include the following:

- The capital costs of acquiring, constructing, renovating or rehabilitating a tangible capital asset and any \*\* debt financing charges related thereto;

\*\*municipalities can borrow against the new revenue and use the funding to repay the principal and interest

- Fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset and related facilities and structures;
- The costs of environmental assessments, monitoring and follow-up programs as required by the Canadian Environmental Assessment Act; or a provincial equivalent;
- The costs related to strengthening the ability of municipalities to enhance or develop Integrated Community Sustainability Plans.

**Ineligible Costs include:**

- Eligible project costs incurred before April 1<sup>st</sup>, 2005.
- Services or works that are normally provided by the Municipality or a related party;
- Salaries and other employment benefits of any employees of the Municipality or related party;
- A Municipality's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff;
- Costs of feasibility and planning studies.
- Any costs eligible for rebates.
- Costs of land and related costs.
- Costs of leasing equipment and routine repair and maintenance costs.
- Legal fees.

- Administrative costs incurred as a result of implementing the funding agreement, audit and evaluation costs.

**Eligible Recipient (the Municipality) Requirements include (but are not limited to)**

- The completion of a **Capital Investment Plan** prior to the end of the fourth year of this Agreement.
- The development of an **Integrated Community Sustainability Plan** over the life of the Agreement.
- All funds must be expended by March 31, 2015.

**Note:** *Municipalities are allowed to carry over unexpended funds for up to three years in reserve accounts.*

- An Annual Audited Report of Funds Received and Expended.
- Municipalities will be required to account for outcomes (cleaner air, cleaner water, lower greenhouse gas emissions) achieved as a result of the Gas Tax Funding.

**Implications**

N/A

**Budget**

Capital Budget

**The Corporation of the City of Guelph  
Finance and Administration Committee  
Wednesday November 16, 2005, 3:00 p.m.**

A meeting of the Finance and Administration Committee was held on Wednesday November 16, 2005 in Committee Room C at 3:00 p.m..

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillor Birtwistle

Staff Present: Mr. D.A. Kennedy, Director of Finance; Mrs. L.A. Giles, Director of Information Services; Mr. J. Riddell, Director of Planning; Ms. W. O'Donnell, Manager Budget Services; Mr. P. Kraehling, Senior Policy Planner; Mr. G. Beal, Manager of Financial Services; Ms. T. Agnello, Deputy Clerk/Manager of Council Services

There was no disclosure of pecuniary interest.

1. Moved by Councillor Moziar  
Seconded by Councillor Ferraro

THAT the minutes of the Finance and Administration Committee meeting held on September 21 , 2005 be confirmed as recorded and without being read.

Carried

**Policy respecting the use of handheld electronic devices at meetings of Council, Standing Committee and Advisory Committee meetings**

2. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

REPORT

THAT cell phones, PDAs, Blackberrys and pagers be either turned off or placed on the non-audible position during City of Guelph Council and committee meetings;

AND THAT this policy be posted on all City of Guelph agenda;

AND THAT this policy be posted on all rooms in which these meetings take place.

Carried

**Affordable Housing – Fall 2005 Round of City Participation in the Canada-Ontario Affordable Housing Program**

Mr. Kraehling gave a brief overview of the report for the Committee. He recommended that the City Participate in the Housing Program. He introduced Joan Strachan, Acting Director of Housing of the County of Wellington to the Committee.

REPORT

3. Moved by Councillor Ferraro  
Seconded by Councillor Furfaro

THAT the November 16, 2005 Planning and Building Services report concerning the Fall 2005 program parameters of the “Canada-Ontario Affordable Housing Program” be received for information;

AND THAT the City advise the County of Wellington that it will participate in the second round of the “Canada-Ontario Affordable Housing Program”;

AND THAT Council indicate that its preferred use of the unallocated portion of the Affordable Housing Reserve fund be used for the provision of new affordable housing unit supply outside of the current fall 2005 round of the federal-provincial housing program;

And that Staff report back on identifying how funds can be used to augment the housing supply.

Carried

**Update of Investment Policy**

REPORT

4. Moved by Councillor Moziar  
Seconded by Mayor Quarrie

THAT the City of Guelph adopts the revised Investment Policy, hereto attached as Schedule “1”.

Carried

**Bill 123: Transparency in Public Matters Act, 2004 – Support for AMO and AMCTO Positions**

In response to a question from Councillor Birtwistle, the Director of Information Services advised that the report is not against a change in legislation regarding transparency in public matters. The report does not agree that there should be 2 pieces of legislation dealing with the same matter in light of the fact that this is already addressed in the *Municipal Act*.

REPORT

5. Moved by Councillor Ferraro  
Seconded by Mayor Quarrie

WHEREAS the provincial Standing Committee on Regulations and Private Bills is currently debating Private Members Bill 123, the *Transparency in Public Matters Act*;

AND WHEREAS the proposed legislation includes municipal councils and committees;

AND WHEREAS the proposed legislation adds requirements to notice provisions, open meetings, minutes, forms or meetings, among other matters all of which are addressed in the *Municipal Act*, which would create confusion for council, administration and the public;

AND WHEREAS the *Municipal Act* is currently under review and is being informed by input from the municipal and private sectors among others;

AND WHEREAS AMO and others have urged the Standing Committee to remove any reference to municipal councils or council committees from this legislation and allow transparency and accountability issues to continue to be regulated under the *Municipal Act*;

THEREFORE BE IT RESOLVED THAT the City of Guelph urges the Minister of Municipal Affairs and Housing to vote against the Bill if the reference to ‘municipal councils’ is not deleted in the Bill as reported by the Standing Committee; and that the Honourable Minister Gerretsen, Minister of Municipal Affairs and Housing, Liz Sandals, MPP Guelph, and all provincial members of the legislature be advised that Guelph City Council does not support the inclusion of ‘municipal councils’ in Bill 123.

Carried

**Federal Gas Tax Reserve Fund**

REPORT

6. Moved by Councillor Moziar

Seconded by Councillor Furfaro

THAT staff be directed to set up a Reserve Fund called “Federal Gas Tax Reserve Fund” and all funds received under the New Deal for Cities and Communities program be deposited to this reserve and be used only in accordance with the guidelines and requirements as set out by the Municipal Funding Agreement Guide.

Carried

**In Camera**

7. Moved by Councillor Furfaro

Seconded by Councillor Moziar

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

8. Moved by Councillor Moziar

Seconded by Councillor Furfaro

REPORT

THAT the applications for the Guelph Junction Railway Company Directors be referred to the Guelph Junction Railway and that the Guelph Junction Railway be reminded that there are five appointments to be filled.

Carried

The Committee reconvened in public session.

**2005 Audit**

Peter Barr and Nathan Godfrey were present from Deloitte Touche with respect to the City of Guelph 2005 Audit Plan, and listed various other projects being performed for the City as follows:

- Preparation of the JGJR business plan
- Internal control audit of the Wet/Dry facility
- Work with the City regarding Wet/Dry facility, MOE review

9. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

REPORT

THAT the 2005 Audit Plan and fees be approved.

Carried

10. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

Mr. P. Barr of Deloitte Touche addressed the Committee.

The meeting adjourned at 4:40 p.m.

Next Meeting: December 14, 2005, 3:00 p.m.

.....  
Chairperson

A great place to call home  
A vibrant downtown



A progressive diversified economy  
An appealing attractive city

## FINANCE AND ADMINISTRATION COMMITTEE

December 14, 2005

Council Committee Room "A"- 3:00 p.m.

- \* Disclosure of Pecuniary Interest
- \* Confirmation of minutes –November 16, 2005

<b>ITEMS FOR CONSIDERATION</b>	<b>STAFF RECOMMENDATION</b>
<p><b>GUELPH GENERAL HOSPITAL – FACILITY MASTER PLAN</b></p> <p>Representatives of the Guelph General Hospital will be present to present their Facility Master Plan.</p>	
<p><b>CITY OF GUELPH ECONOMIC DEVELOPMENT &amp; TOURISM DEPARTMENT – 2005 3<sup>RD</sup> QUARTER REPORT</b></p> <p>THAT the Economic Development Department's 2005 3<sup>rd</sup> Quarter Report be received and distributed to City Council for its information;</p> <p>AND THAT City Council accepts the Economic Development &amp; Tourism Department's 2005 3<sup>rd</sup> Quarter Report and directs the staff of the Economic Development &amp; Tourism Department to make it accessible to the public, business community and other City departments and the City's strategic partners.</p>	Receive/Approve
<p><b>QUESTION ON THE BALLOT – MUNICIPAL ELECTION 2006</b></p> <p>THAT direction be given on the nature of the question on the Ballot for the 2006 Election and that staff report back in January 2006 on the exact wording and the timelines for notices and public meeting.</p>	

**IN CAMERA**

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) and (e) of the Municipal Act with respect to:

- personal matters about identifiable individuals;
- litigation or potential litigation.

**OTHER BUSINESS:**

The Corporation of the City of Guelph  
**Finance and Administration Committee**  
**Wednesday November 16, 2005, 3:00 p.m.**

A meeting of the Finance and Administration Committee was held on Wednesday November 16, 2005 in Committee Room C at 3:00 p.m..

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Also Present: Councillor Birtwistle

Staff Present: Mr. D.A. Kennedy, Director of Finance; Mrs. L.A. Giles, Director of Information Services; Mr. J. Riddell, Director of Planning; Ms. W. O'Donnell, Manager Budget Services; Mr. P. Kraehling, Senior Policy Planner; Mr. G. Beal, Manager of Financial Services; Ms. T. Agnello, Deputy Clerk/Manager of Council Services

There was no disclosure of pecuniary interest.

1. Moved by Councillor Moziar  
Seconded by Councillor Ferraro

THAT the minutes of the Finance and Administration Committee meeting held on September 21 , 2005 be confirmed as recorded and without being read.

Carried

**Policy respecting the use of handheld electronic devices at meetings of Council, Standing Committee and Advisory Committee meetings**

2. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT cell phones, PDAs, Blackberrys and pagers be either turned off or placed on the non-audible position during City of Guelph Council and committee meetings;

AND THAT this policy be posted on all City of Guelph agenda;

AND THAT this policy be posted on all rooms in which these meetings take place.

Carried

**Affordable Housing – Fall 2005 Round of City Participation in the Canada-Ontario Affordable Housing Program**

Mr. Kraehling gave a brief overview of the report for the Committee. He recommended that the City Participate in the Housing Program. He introduced Joan Strachan, Acting Director of Housing of the County of Wellington to the Committee.

REPORT

REPORT

3. Moved by Councillor Ferraro  
Seconded by Councillor Furfaro

THAT the November 16, 2005 Planning and Building Services report concerning the Fall 2005 program parameters of the “Canada-Ontario Affordable Housing Program” be received for information;

AND THAT the City advise the County of Wellington that it will participate in the second round of the “Canada-Ontario Affordable Housing Program”;

AND THAT Council indicate that its preferred use of the unallocated portion of the Affordable Housing Reserve fund be used for the provision of new affordable housing unit supply outside of the current fall 2005 round of the federal-provincial housing program;

And that Staff report back on identifying how funds can be used to augment the housing supply.

Carried

#### **Update of Investment Policy**

4. Moved by Councillor Moziar  
Seconded by Mayor Quarrie

REPORT

THAT the City of Guelph adopts the revised Investment Policy, hereto attached as Schedule “1”.

Carried

#### **Bill 123: Transparency in Public Matters Act, 2004 – Support for AMO and AMCTO Positions**

In response to a question from Councillor Birtwistle, the Director of Information Services advised that the report is not against a change in legislation regarding transparency in public matters. The report does not agree that there should be 2 pieces of legislation dealing with the same matter in light of the fact that this is already addressed in the *Municipal Act*.

5. Moved by Councillor Ferraro  
Seconded by Mayor Quarrie

REPORT

WHEREAS the provincial Standing Committee on Regulations and Private Bills is currently debating Private Members Bill 123, the *Transparency in Public Matters Act*;

AND WHEREAS the proposed legislation includes municipal councils and committees;

AND WHEREAS the proposed legislation adds requirements to notice provisions, open meetings, minutes, forms or meetings, among other matters all of which are addressed in the *Municipal Act*, which would create confusion for council, administration and the public;

AND WHEREAS the *Municipal Act* is currently under review and is being informed by input from the municipal and private sectors among others;

AND WHEREAS AMO and others have urged the Standing Committee to remove any reference to municipal councils or council committees from this legislation and allow transparency and accountability issues to continue to be regulated under the *Municipal Act*;

THEREFORE BE IT RESOLVED THAT the City of Guelph urges the Minister of Municipal Affairs and Housing to vote against the Bill if the reference to ‘municipal councils’ is not deleted in the Bill as reported by the Standing Committee; and that the Honourable Minister Gerretsen, Minister of Municipal Affairs and Housing, Liz Sandals, MPP Guelph, and all provincial members of the legislature be advised that Guelph City Council does not support the inclusion of ‘municipal councils’ in Bill 123.

Carried

### **Federal Gas Tax Reserve Fund**

6. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

REPORT

THAT staff be directed to set up a Reserve Fund called “Federal Gas Tax Reserve Fund” and all funds received under the New Deal for Cities and Communities program be deposited to this reserve and be used only in accordance with the guidelines and requirements as set out by the Municipal Funding Agreement Guide.

Carried

### **In Camera**

7. Moved by Councillor Furfaro  
Seconded by Councillor Moziar

THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

8. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

REPORT

THAT the applications for the Guelph Junction Railway Company

Directors be referred to the Guelph Junction Railway and that the Guelph Junction Railway be reminded that there are five appointments to be filled.

Carried

**The Committee reconvened in public session.**

**2005 Audit**

Peter Barr and Nathan Godfrey were present from Deloitte Touche with respect to the City of Guelph 2005 Audit Plan, and listed various other projects being performed for the City as follows:

- Preparation of the JGJR business plan
- Internal control audit of the Wet/Dry facility
- Work with the City regarding Wet/Dry facility, MOE review

9. Moved by Councillor Furfaro  
 Seconded by Councillor Moziar  
 THAT the 2005 Audit Plan and fees be approved.

REPORT

Carried

10. Moved by Councillor Moziar  
 Seconded by Councillor Furfaro  
 THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

Mr. P. Barr of Deloitte Touche addressed the Committee.

The meeting adjourned at 4:40 p.m.

Next Meeting: December 14, 2005, 3:00 p.m.

.....  
 Chairperson



**Report:**

---

**ECONOMIC DEVELOPMENT & TOURISM**  
**Economic Development**

---

**TO:** Finance and Administration Committee

**DATE:** 2005/14/12

**SUBJECT: CITY OF GUELPH ECONOMIC DEVELOPMENT & TOURISM DEPARTMENT 2005  
3RD QUARTER REPORT**

---

**RECOMMENDATION:**

"That the Finance and Administration Committee receive the Economic Development Department's 2005 3rd Quarter Report and distribute this report to City Council for its information" ; And

"That City Council accepts the Economic Development & Tourism Department's 2005 3rd Quarter Report and directs the staff of the Economic Development & Tourism Department to make it accessible to the public, business community, other City departments and the City's strategic partners."

**BACKGROUND:**

The Economic Development & Tourism Department has provided quarterly reports to City Council to provide updates on its strategic programs, current projects and recent accomplishments.

This version of the Quarterly Report highlights a number of initiatives that support the City's strategic plan.

In accordance with the department's 2004 - 2006 Business Plan, this Quarterly Report helps to meet our goal to improve communications with Council, other City departments, the business community and the public. This reporting tool also increases the profile of the department's programs and activities to our strategic partners in the academic community and the Provincial and Federal levels of government.

Hard copies of the Report will be available upon request and a digital version can be accessed on the City's website.

To ensure that the Department's activities are reported in a timely fashion, commencing in 2006, the Quarterly Reports will be distributed to Council and City Staff on the green sheets.

**REPORT:**

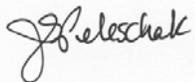
**CORPORATE STRATEGIC PLAN:**  
2. To strengthen our economic base.

**FINANCIAL IMPLICATIONS:**  
N/A

**DEPARTMENTAL CONSULTATION/CONCURRENCE:**  
N/A

**COMMUNICATIONS:**  
N/A

**ATTACHMENTS:**  
Q3 2005 Quarterly Report



---

Prepared By:  
Jennifer Peleschak  
Marketing & Research Coordinator  
519-837-5600  
jennifer.peleschak@guelph.ca



---

Recommended By:  
Peter J. Cartwright PLE, MCIP, RPP  
Director, Economic Development  
519-837-5600  
peter.cartwright@guelph.ca

---

Approved for Presentation:  
Larry Kotseff  
Chief Administrative Officer



---

Recommended By:  
Ray Culver, Chair  
Guelph Economic Development  
Advisory Committee



elph

Report:

**INFORMATION SERVICES DIVISION**  
**Office of the City Clerk**

---

**TO:** Finance and Administration Committee

**DATE:** 2005/12/05

**SUBJECT: QUESTION ON THE BALLOT - MUNICIPAL ELECTION 2006**

---

**RECOMMENDATION:**

That Direction be given on the nature of the question on the Ballot for the 2006 Election and that staff report back in January, 2006 on the exact wording and the timelines for notices and public meeting.

**BACKGROUND:**

On September 20, 2004 Council approved the following motion on a recorded vote:

“That a Question be placed on the 2006 Municipal Election Ballot with respect to Council composition and method of election;

AND THAT the proposed question come back to Council for final Approval.”

**REPORT:**

In order to place a question on the ballot for the 2006 Municipal Election a By-law to put the question on the ballot must be passed at least one hundred and eighty days before Voting Day. In 2006, the last day for passing such a by-law is May 17, 2006. No amendments can be made to the by-law after that date, however the by-law can be repealed on or before Nomination Day (Friday September 29, 2006).

A question must:

(a) concern a matter within the jurisdiction of the municipality.

(b) not concern a matter which has been prescribed by the Minister as a matter of provincial interest. The Province has defined matters of Provincial interest as follows:

1. Any matter for which the municipality does not have the authority to implement all aspects of the results of the question.

2. Any matter for which the municipality requires an action by the Province of Ontario in order to implement the results of the question.

3. Without limiting paragraphs 1 and 2, casinos and charity casinos as defined in the *Ontario Lottery and Gaming Corporations Act, 1999*.

4. Without limiting paragraphs 1 and 2, municipal restructuring, including the consideration, investigation, discussion and negotiation of municipal restructuring.

(c) be clear, concise and neutral.

(d) be capable of being answered in the affirmative or the negative and the only permitted

answers to the question are “yes” or “no”.

The City would be required to give notice of its intention to pass a by-law to the public and the Minister of Municipal Affairs and Housing before it is passed, and must hold at least one public meeting before it is passed. After a by-law is passed, the City must again give notice to the public and the minister. Both notices to include:

- The wording of the question
- A clear, concise and neutral description of the consequences of the question if it is approved and the consequences if it is rejected, including an estimate of costs, if any, that the municipality may incur in implementing the results of the question ;and
- A description of the appeal procedures.

The Minister or any other person or entity may appeal to the Chief Election Officer of Ontario on the grounds the question is not clear, concise and neutral or that it is not capable of being answered with a “yes:’ or “no”.

The results of a question authorized by by-law are binding if:

- at least fifty percent of the eligible electors vote on the question; and
- more than fifty percent of the votes on the question are in favour of those results.

If the results are binding on a yes vote, the City must do everything in its power to implement the results in a timely manner (action must be taken within 180 days). If the results are binding on a no vote, the city can do nothing to implement the matter for a period of three years.

In considering whether or not to pass a by-law, Council should give consideration to the following matters:

- whether or not there will be a communication to the public over and above the statutory notices, and the costs of same
- whether or not there will be a separate public meeting for the question
- how to implement the matter if the vote is binding
- costs of implementing the matter if the vote is binding
- whether a question can be neutrally worded and answered “yes” or “no”

On February 8<sup>th</sup> 2004, the Finance and Administration Committee was in receipt of a report form the Director of Information Services regarding Ward System and Method of Election.

As you may recall that report detailed the provisions in the Municipal Act regarding composition of Council as follows:

“The Municipal Act provides that the composition of council is subject to certain rules. Those that would apply to Guelph are:

- The members of Council must be elected in accordance with the Municipal Elections Act;
- The minimum number of Councillors is 5, including the head of Council;
- The head of Council must be elected by general vote; and
- The members, other than the head of Council, can be elected by ward, by

general vote (at large), or by any combination of general vote and ward.”

With respect to the wording of the question, Council should determine more specifically what its intention is regarding Council composition and method of election. Council composition may mean Councillors per ward; amount of wards, Councillors elected at large, or by ward, or a combination of the aforementioned. Further direction regarding this is required before wording for a question can be formulated.

Attached please find a “Timeline regarding Placement of Question on Ballot for 2006 Municipal Election.

### **CORPORATE STRATEGIC PLAN:**

This report deals with a governance matter that supports all the goals of the Strategic Plan.

### **FINANCIAL IMPLICATIONS:**

The costs involved in having a question on the ballot are:

- Printing costs
- Programming of vote counting equipment costs
- Advertising costs for publishing notices
- Costs of a separate public meeting, if Council so desires

Costs will be allocated to the 2006 Municipal elections operating budget.

### **DEPARTMENTAL CONSULTATION/CONCURRENCE:**

N/A

### **COMMUNICATIONS:**

Once the question has been determined notices should be published in the paper to advise the public of Council’s intention to pass a by-law on the question and inviting them to a public meeting.

### **ATTACHMENTS:**

Attachment 1: Timeline regarding placement of Question on Ballot for 2006 Municipal Election.

---

Prepared By:  
Tina Agnello  
Deputy Clerk and Manager of Council Services  
(519) 837-5603 X 2811  
Tina.Agnello@guelph.ca

---

**Recommended By:**

Lois Giles

(519) 837-5603 x 2232

Lois.Giles@guelph.ca

---

**Approved for Presentation:**

Larry Kotseff

Chief Administrative Officer



**Timeline :placement of Question on the 2006 Municipal Ballot**

<b><u>Municipal Election Act</u></b>	<b><u>Legislated Timeframe</u></b>	<b><u>Real time</u></b>
Section 8.1(3)	Before passing a By-law the Clerk shall give at least 10 days notice of the intention to pass the by-law to the public and the Minister and hold at least one public meeting to consider the matter.	Public meeting regarding the question and notice to public an Minister regarding intention to pass by-law on or before Friday April 21, 2006 if Public meeting held at regularly scheduled Council meeting of Monday May 1, 2005
Section 8.1(a)	A by-law to submit a question shall be passed at least 180 days prior to voting day	By-law regarding question to be passed on or before Wednesday May 17, 2006. Therefore by-law may be passed at the regularly scheduled Council meeting of Monday May 15, 2006
Section 8.1(4)	Within 15 days after passing a by-law the Clerk shall give notice of the passage of the by-law to the public and the Minister	Clerk to give notice to public and Minister of the passing of the By-law on or before Tuesday May 30, 2006.
Section 8.1(6)	Within 20 days after the Clerk gives notice of the passage of a by-law the Minister or any other person or entity may appeal to the Chief Election Officer of the Province of Ontario on the grounds the question is not clear, concise and neutral, or is not capable of being answered in the affirmative or the negative by filing with the clerk a notice of appeal setting out the objections and the reasons in support of the objections.	
Section 8.1(7)	The clerk shall, within 15 days after the last day for filing a notice of appeal under subsection (6), forward any notices of appeal received to the Chief Election Officer.	
Section 8.1(8)	The Chief Election Officer or his or her designate shall, within 60 days of receiving notices under subsection (7), hold a hearing and	

	dismiss the appeal or allow the appeal in whole or in part.	
Section 5 and 8.2(1)	<p>Voting day in a regular election is the second Monday in November.</p> <p>The results of a question are binding on the municipality if,</p> <p>(a) at least 50 per cent of the eligible electors in the municipality vote on the question; and</p> <p>(b) more than 50 per cent of the votes on the question are in favour of those results.</p>	Clerk places question on the ballot Monday November 13, 2006
Section 55 (4) (b)	The clerk shall, as soon as possible after voting day, declare the result of any vote on a by-law or question.	Clerk to declare results of the question ASAP after voting day. Declared results are usually issued by the Clerk the day after the election being November 14, 2006
56(1)(c)& 56(2)	The clerk shall hold a recount, of the votes for two or more answers to a question, if the votes are equal. (automatic) This recount shall be held within 15 days after the clerk's declaration of the results of the election.	Recount shall be held by November 29 if results were declared by the Clerk on November 14, 2005.
57(1)(a)(ii)and(iii)	Within 30 days after the clerk's declaration of the results, the council of a municipality may pass a resolution requiring a recount of the votes cast, for all or specified answers to a question submitted by the council and for and against a by-law submitted by the council.	Council may request recount by December 14, 2006 if results were declared by the Clerk on November 14, 2006.
Section 62 (4)	If no application has been made for a judicial recount, the Clerk shall on the 16 <sup>th</sup> day after the recount is completed declare the vote with respect to the question.	Clerk to declare results 16 days after the recount is completed if there is no judicial review.

8.3(1)&(2)	<p>If the results are binding and in the affirmative, Council must between 14 and 180 days after voting day implement the results by by-law or resolution or instruct staff to take action.</p> <p>If the results are binding and in the negative, the municipality shall not take any action on the matter for a period of three years following voting day</p>	<p>The City must implement the action of the question if in the affirmative and binding between November 27, 2006 and June 4, 2007</p> <p>The City cannot take any action on the matter until after November 13, 2009 if the question is in the negative and binding.</p>
------------	--	---



**The Corporation of the City of Guelph  
Finance and Administration Committee  
Wednesday December 14, 2005, 3:00 p.m.**

A meeting of the Finance and Administration Committee was held on Wednesday December 14, 2005 in the Council Chambers at 3:00 p.m.

Present: Councillors Schnurr, Ferraro, Furfaro, Moziar and Mayor Quarrie

Staff Present: Mr. L. Kotseff, Chief Administrative Officer; Mr. D.A. Kennedy, Director of Finance; Ms. W. O'Donnell, Manager Budget Services; Mr. P. Cartwright, Director of Economic Development; Mrs. L.A. Giles, Director of Information Services; Ms. T. Agnello, Manager of Council Services/Deputy Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

1. Moved by Councillor Moziar  
Seconded by Councillor Ferraro

THAT the minutes of the Finance and Administration Committee meeting held on November 16, 2005 be confirmed as recorded and without being read.

Carried

Mayor Quarrie arrived at 3:23 p.m.

**Guelph General Hospital – Facility Master Plan**

Richard Ernst, Chief Executive Officer of the Guelph General Hospital was present and provided an overview of Facility Master Plan and the future redevelopment of Guelph General Hospital. He provided information on the various options available and highlighted the preferred option.

2. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

THAT the presentation by Richard Ernst, Chief Executive Officer of Guelph General Hospital with respect to their Facility Master Plan be received for information.

Carried

3. Moved by Councillor Moziar  
Seconded by Councillor Furfaro

THAT the report of the Director of Finance with respect to funding for the Guelph General Hospital redevelopment be placed on the January 2006 Finance & Administration Committee Agenda.

Mr. D.A. Kennedy  
Mr. L. Kotseff

Carried

The Mayor retired from the meeting at 3:50 p.m.

**City of Guelph Economic Development & Tourism Department – 2005 3<sup>rd</sup> Quarter Report**

Mr. P. Cartwright

4. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
THAT the Economic Development Department’s 2005 3<sup>rd</sup> Quarter Report be received.

Carried

**Question on the Ballot – Municipal Election 2006**

Mrs. L.A. Giles

5. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT the Director of Information Services report back to the Finance & Administration Committee in January, on potential questions to be placed on the 2006 Municipal Election ballot with respect to:  
• election of Councillors on an at large basis  
• election of Councillors by Ward.

Carried

6. Moved by Councillor Moziar  
Seconded by Councillor Furfaro  
THAT the Finance and Administration Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:  
• personal matters about identifiable individuals.

Carried

Mrs. L.A. Giles

7. Moved by Councillor Furfaro  
Seconded by Councillor Moziar  
THAT staff be given direction with respect to matters about identifiable individuals.

Carried

The meeting adjourned at 4:45 p.m.

.....  
Chairperson