

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday February 7, 2007, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday February 7, 2007 in Committee Room B at 12:00 noon.

Present: Councillors Wettstein, Hofland, Findlay, Bell and Mayor Farbridge

Staff Present: Ms. L.E. Payne, Director of Corporate Services/City Solicitor, Mr. D.A. Kennedy, Director of Finance, Mr. G. Beal, Manager of Financial Services; Ms. T. Sinclair, Assistant City Solicitor; Ms. T. Agnello, Deputy Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator.

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge
Seconded by Councillor Hofland

THAT the minutes of the Finance, Administration and Community Services Committee meeting held on October 11, 2006 be amended by replacing Resolution #9 with the following:

“THAT Council authorizes City Staff to establish a Guelph Sports and Entertainment Centre (GSEC) Capital initiative reserve fund to be funded by the addition of a surcharge to be added to all ticket sales exclusive of Guelph Storm Hockey Club ticketed games.”;

AND THAT the minutes of the Finance, Administration & Community Services Committee meeting held October 11, 2006, be confirmed as amended and without being read.

Carried

2. Moved by Councillor Bell
Seconded by Councillor Hofland

THAT the agenda be approved as amended by adding an item under Other Business, being overseeing the budget process.

Carried

2006 Audit Plan

Peter Barr of Deloitte was present and outlined the 2006 audit plan. He highlighted the role and responsibilities of the Committee. He provided information with respect to the audit objectives and scope.

3. Moved by Councillor Bell
Seconded by Mayor Farbridge

THAT the Finance, Administration & Corporate Services Committee now hold a meeting closed to the public pursuant to Section 239 (2) (a) and (b) of the Municipal Act with respect to:

- the security of the property of the municipality;
- personal matters about identifiable individuals.

Carried

The Committee met in camera at 12:45 p.m.

The Committee adjourned to public session at 12:55 p.m.

REPORT

4. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT the 2006 Audit Plan and fees be approved.

Carried

Mr. D.A. Kennedy

5. Moved by Mayor Farbridge
Seconded by Councillor Findlay

THAT Terms of Reference be developed for the Audit Committee with respect to responsibilities and general timelines.

Carried

Trapping within the City of Guelph

Karen Levenson requested that the City create a by-law that would ban trapping on public and private property in the City of Guelph. She further requested that property owners use non lethal humane methods of dealing with animal pests and that a mandatory training program for property owners be created on the use of non lethal humane methods of animal control.

Liz White of Animal Alliance of Canada requested the following:

- that the City recognize the safety and human concerns with the recent incident of the small dog that was killed by a conibear trap in the City;
- that a by-law be passed banning the use of killing and leghold traps;
- to use the authority under Section 130 – Health, Safety, Well-being of the Municipal Act to enact a by-law that controls trapping, including an outright ban and to require notification of trapping activity and signage if there are locations where trapping is permitted;
- develop a non-lethal humane animal conflict resolution program with the assistance of the Guelph Humane Society;
- request that the Minister of Natural Resources, the Honourable David Ramsay amend the Fish and Wildlife Conservation Act to direct the

Lieutenant Governor in Council to enable municipalities to regulate trapping without provincial approval and to establish situations in which a person other than the trapper may interfere with the trap;

- request a full report from the Guelph Police and the Ministry of Natural Resources investigating conservation officer regarding the incident regarding the death of the three year hold Jack Russell terrier.

Nancy Heptenstall was present and advised that her dog Daisy was killed by a conibear trap. She advised of the effect this event has had on her family.

Tara Szczygiel advised that it was her dog that was killed recently in the City of Guelph by a trap. She requested that traps be banned from the City as they are inhumane, unsafe and dangerous and not regulated properly.

Ainslie Willock, Director of Canadians for Fur Bearing Animals suggested that it is wrong to permit trapping in residential areas. She requested that the City write to the Premier to ban trapping in all residential areas.

Robert Stark suggested that conibear traps should be banned within the City limits. He further suggested that people should use alternative methods of dealing with animal conflicts. He stated that this issue should not be used as a platform to discontinue legal hunting and trapping activities.

Ms. L.E. Payne

6. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT staff be directed to report back to the Finance, Administration & Corporate Services Committee as soon as possible, on the issue of implementing a by-law that would regulate trapping in the City of Guelph, including a ban on the use of leghold traps.

Carried

Ms. J. McCamus
Ms. L.E. Payne

7. Moved by Mayor Farbridge
Seconded by Councillor Hofland

THAT the Guelph Humane Society be requested to advise on what a proactive program for the use of non-lethal humane animal conflict resolution would entail.

Carried

Ms. L.E. Payne
Ms. L.A. Giles

8. Moved by Councillor Bell
Seconded by Councillor Hofland

THAT staff was instructed to publish a notice asking that local trappers consider the implications of their trap locations and methods, especially near leash free zones;

AND THAT a copy of this notice be sent to the Ministry of Natural Resources with a request to make this notice available to their licensees.

Carried

Status of Outstanding Items before Committee

Mr. L. Kotseff
Mr. D.A. Kennedy
Ms. L.E. Payne

9. Moved by Mayor Farbridge
Seconded by Councillor Bell
THAT staff be directed to report back to the next Finance, Administration & Corporate Services Committee on the status of the outstanding items before the Committee.

Carried

Overseeing Budget Process

Counc. K. Wettstein
Mr. D.A. Kennedy
Mr. L. Kotseff
Ms. L.E. Payne

10. Moved by Mayor Farbridge
Seconded by Councillor Hofland
THAT the Chair of Finance, Administration & Corporate Services be directed to schedule a workshop meeting with staff and the Finance, Administration & Corporate Services Committee, prior to the next Committee meeting to discuss the budget process.

Carried

Other Business

Councillor Bell requested information with respect to the new Municipal Act and licensing fees for downtown businesses to offset costs of maintenance.

Ms. L.E. Payne
Mrs. L.A. Giles

11. Moved by Councillor Bell
Seconded by Councillor Findlay
THAT the Legal Department be directed to forward the report that was previously before the Committee with respect to licencing fees of downtown businesses to offset City costs;

AND THAT subsequently, staff provide any additional information relating to the new Municipal Act and licensing fees.

Carried

Ms. L.E. Payne
Mr. L. Kotseff

12. Moved by Councillor Findlay
Seconded by Mayor Farbridge
THAT staff be directed to provide monthly reports to the Finance, Administration & Corporate Services Committee on the status of the Civic Administration Centre project.

Carried

13. Moved by Mayor Farbridge
Seconded by Councillor Hofland

THAT the Finance, Administration & Corporate Services Committee now hold a meeting closed to the public pursuant to Section 239 (2) (e) of the Municipal Act with respect to:

- litigation or potential litigation.

Carried

The Director of Finance provided the Committee with information, and advised that he would report back at a future meeting.

The meeting adjourned at 2:35 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday March 7, 2006, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday March 7, 2007 in the Council Chambers at 12:00 noon.

Present: Councillors Wettstein, Hofland, Findlay, Bell and Mayor Farbridge

Also Present: Councillors Burcher and Salisbury

Staff Present: Mr. L. Kotseff, Chief Administrative Officer; Mr. S. Armstrong, Director of Emergency Services/Fire Chief; Mr. G. Hunt, Acting Director of Human Resources; Mr. D. McCaughan, Director of Operations; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design & Development Services; Mr. G. Beal, Manager of Financial Services; Mr. B. Chapman, Manager of Traffic & Parking; Mr. J. Christy, Project Manager; Mr. M. Farinha, Manager of Taxation and Revenue; Mr. M. McCrae, Manager of Corporate Property Services; Ms. T. Sinclair, Assistant City Solicitor; Mr. J. Stokes, Manager of Realty Services; Mrs. L.A. Giles, City Clerk/Manager of Council Administrative Services; and Ms. J. Sweeney, Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

1. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on February 7, 2007 be confirmed as recorded and without being read.

Carried

Lottery Licensing Policy for Eligible Charitable/Non-Profit Organizations

Matt Newby was present on behalf of the Guelph Storm Jr. A. hockey club. He advised that a number of spectators attend hockey games from outside of the City and that it is important to the Storm to be able to provide a fundraising opportunity to these non-city supports. He further advised that the Storm would like to allocate four 50/50 draws a season to non city organizations.

Gary Smith of Rockwood Soccer advised that small communities have a limited fundraising potential, and that an opportunity to participate in a fundraising activity at a Storm hockey game would generate much needed revenue.

Candy Clarke on behalf of Kids Can Play and advised that their organization provides financial assistance to children outside of the City. She further advised that being able to participate in a 50/50 fundraising event at a Storm hockey

game provides them with significant dollars. She requested that they be allowed to hold a 50/50 fundraising event again at a future hockey game.

Delfino Gallegari of the Guelph & District Multicultural Centre was present and expressed concern with fundraising dollars going outside of the City.

REPORT

2. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT lottery licences be issued to eligible charitable/non-profit organizations from the City of Guelph and the County of Wellington only for a one year trial period, and that staff report at the conclusion of this period to advise of any impacts to local organizations.

Carried

User Fee By-law

REPORT

3. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT the User Fee By-law attached to this report dated March 7, 2007 be approved by Council.

Carried

Civic Administration Centre Complex Update

Audrey Jamal, General Manager of the Downtown Board of Management expressed their support for the public space in front of the complex. She suggested that the City work with the public in the design of a pedestrian friendly space and further suggested that a public process is needed for this project.

The Manager of Corporate Property Services provided information relating to the status of the project in response to questions. In response to further questions, he provided information relating to parking for the new facility.

Ted Teshima, architect advised that any modifications to the contract with respect to the public square that would result in a delay to the project schedule would incur additional costs.

Mr. K. Kotseff
Mr. D. McCaughan

4. Moved by Mayor Farbridge

Seconded by Councillor Findlay

THAT the Chief Administrative Officer be directed to bring forward a report to the appropriate committee with a framework which would address the short term, medium term and long term parking issues in the downtown.

Carried

5. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT the Finance, Administration & Corporate Services Committee now hold a meeting that is closed the public, pursuant to Section 239 (2) (e) of the Municipal Act with respect to:

- litigation or potential litigation.

Carried

The Committee moved in camera at 1:35 p.m.

The Committee returned to open session at 1:55 p.m.

REPORT

6. Moved by Councillor Hofland
Seconded by Councillor Bell

THAT the report dated March 7, 2007 with respect to the Civic Administration Centre Complex Update, be received for information;

AND THAT staff provide monthly reports to the Finance, Administration & Corporate Services Committee modeled after Attachment #1 of the Civic Administration Centre Complex Update Report dated March 7, 2007, and include the following:

- number of change orders
- cost of the change orders
- status of the contingency fund.

Carried

REPORT

7. Moved by Mayor Farbridge
Seconded by Councillor Bell

THAT staff proceed with an open house on the type of uses/activities that the public would like to see in the Civic Administration Centre Complex civic square.

Carried

REPORT

8. Moved by Councillor Hofland
Seconded by Councillor Findlay

THAT a Civic Administration Centre Complex donor/fundraising committee be established.

Carried

Property Tax Deferral for Seniors and Homeowners on a Fixed Income

REPORT 9. Moved by Councillor Hofland
Seconded by Councillor Bell
THAT the report dated March 7, 2007 entitled "Property Tax Deferral for Seniors and Homeowners on a Fixed Income" be received for information.

Carried

Audit Committee – Terms of Reference

Mr. D.A. Kennedy 10. Moved by Mayor Farbridge
Seconded by Councillor Hofland
THAT the report dated March 7, 2007 entitled Audit Committee – Terms of Reference, be received for information;

AND THAT the terms of reference for the Audit Committee be incorporated into the financial policy.

Carried

Post Office Renovation Cost Sharing Agreement

REPORT 11. Moved by Mayor Farbridge
Seconded by Councillor Bell
THAT the resolutions set out in Schedule "A" with respect to the cost sharing of renovations at 138 Wyndham St. (former Post Office) be approved.

Carried

Downtown Policing and Clean Up Costs – Report from May 18, 2005

Mrs. L.A. Giles
Ms. L.E. Payne 12. Moved by Councillor Farbridge
Seconded by Councillor Bell
THAT the staff report dated May 18, 2005 with respect to downtown policing and clean up costs be received for information.

Carried

Elliott Long Term Care Facility Designation

REPORT 13. Moved by Findlay
Seconded by Councillor Bell
THAT the City of Guelph seek to have the Ministry of Health and Long Term Care (MOHLTC) designate the Elliott Home for the Aged as the City of Guelph's Home for the Aged under Homes for the Aged and Rest Homes Act R.S.O. 1990.

Carried

- 14. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT the Finance, Administration & Corporate Services Committee now hold a meeting that is closed the public, pursuant to Section 239 (2) (c) and (e) of the Municipal Act with respect to:

- proposed or pending acquisition or disposition of land;
- litigation or potential litigation.

Carried

REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE

- 15. Moved by Councillor Findlay
Seconded by Councillor Hofland

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

Carried

REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE

- 16. Moved by Councillor Hofland
Seconded by Mayor Farbridge

THAT staff be given direction with respect to a proposed or pending acquisition or disposition of land.

Carried

REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE

- 17. Moved by Councillor Findlay
Seconded by Mayor Farbridge

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

Carried

Mr. D.A. Kennedy
Mr. L. Kotseff

- 18. Moved by Councillor Findlay
Seconded by Mayor Farbridge

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

Carried

The remainder of the meeting was held in public session.

Mrs. L.A. Giles
Ms. L.E. Payne

- 19. Moved by Councillor Hofland
Seconded by Councillor Findlay

THAT the City Clerk be requested to include in her comments to the Ministry of Municipal Affairs & Housing the City's concerns that the financial burden is placed on the candidates in the case of ties or very close votes.

Carried

March 7, 2007

Finance, Administration & Corporate Services

Page No. 6

The meeting adjourned at 2:45 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday April 4, 2007, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday April 4, 2007 in Committee Room B at 12:00 noon.

Present: Councillors Wettstein, Bell, Hofland, Findlay and Mayor Farbridge

Also Present: Councillor Billings

Staff Present: Mr. L. Kotseff, Chief Administrative Officer; Mr. D.A. Kennedy, Director of Finance/City Treasurer; Mr. G. Dupuis, Acting Director of Corporate Services/Manager of IT Services; Ms. S. Aram, Budget Coordinator; Mr. G. Beal, Manager of Financial Services; Mr. J. Christie, Project Manager; Mr. M. Farinha, Manager of Taxation & Revenue; Ms. G. Nisbet, Tax Collector; Mr. J. Stokes, Manager of Realty Services; Mrs. L.A. Giles, City Clerk/Manager of Council Administrative Services; and Ms. J. Sweeney, Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

1. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT the Finance, Administration & Corporate Services Committee now hold a meeting that is closed to the public pursuant to Section 239 (2) (c) and (f) of the Municipal Act with respect to:

- proposed or pending acquisition or disposition of land;
- advice that is subject to solicitor-client privilege.

Carried

The Committee met in camera.

There was no disclosure of pecuniary interest.

2. Moved by Councillor Bell
Seconded by Councillor Hofland

THAT staff be given direction with respect to proposed or pending acquisition or disposition of land.

Carried

REPORT TO COUNCIL
IN COMMITTEE OF THE
WHOLE

Trevor Lee and Clare Rennie were present and provided the Committee with information.

3. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT the verbal report by Trevor Lee and Clare Rennie be received.

Carried

The Assistant City Solicitor provided advice to the Committee.

The balance of the meeting was open to the public.

There was no disclosure of pecuniary interest.

4. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on 2007 be confirmed as recorded and without being read.

Carried

Trapping

Bill Murch of the Ministry of Natural Resources was present and provided information relating to the regulations governing trapping. He briefly outlined the training and education programs that trappers have to complete prior to being licensed by the Ministry. He advised that the use of trapping is an important aspect to wildlife management. He further advised that the Ministry is willing to work with the City in the development of educational material to avoid human and wildlife conflicts. He provided information with respect to the investigation carried out by the Ministry relating to the death of a dog.

Stewart Frerotte on behalf of the Ontario Fur Managers Federation was present and provided information on the various traps that can be used on the various wildlife. He advised of the education programs that trappers have to complete prior to being licensed.

5. Moved by Councillor Hofland
Seconded by Councillor Bell
THAT staff be directed to prepare a by-law that would prohibit the use of killing traps within the City of Guelph.

Carried

REPORT

Draft 2008 Budget Process Schedule

REPORT

6. Moved by Councillor Hofland
Seconded by Mayor Farbridge

THAT the Finance, Administration & Corporate Services Committee approve the following schedules to be followed in principle for the 2008 City of Guelph Budget Process

- 1) Draft 2008 User Pay Capital & Operating Budget Schedule
- 2) Draft 2008-2009 Tax Supported Capital Budget and 2010-2017 Capital Budget Forecast Schedule
- 3) Draft 2008 Tax Supported Operating Budget Schedule.

Carried

Civic Administration Centre Complex Update Report

Ms. L.E. Payne

7. Moved by Mayor Farbridge
Seconded by Councillor Hofland

THAT the report of Corporate Services dated April 4, 2007 entitled 'Civic Administration Centre Complex Update Report', be received for information.

Carried

The Chief Administrative Officer advised that 275-300 responses were received from the Open House held recently with respect to the public space in front the Civic Administration Centre Complex, and that staff will be reporting on options.

Mayor Farbridge retired from the meeting at 3:35 p.m.

Lost Airmen in Muskoka Project

REPORT

8. Moved by Councillor Hofland
Seconded by Councillor Findlay

THAT the City of Guelph provide a grant in the amount of \$2,000 to the Lost Airmen in Muskoka Project.

Carried

2007 Property Tax Policy

REPORT

9. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT City Council adopt the 2007 Tax Policies recommended by staff on Page 4 of this report.

Carried

The meeting adjourned at 3:55 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday May 2, 2007, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday May 2, 2007 in Committee Room B at 12:00 noon.

Present: Councillors Wettstein, Bell, Hofland and Mayor Farbridge

Absent: Councillor Findlay

Staff Present: Mr. D.A. Kennedy, Director of Finance; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. G. Beal, Manager of Financial Services; Mr. J. Christy, Project Manager; Mr. M. McCrae, Manager of Corporate Property Services; Mr. J. Stokes, Manager of Realty Services; Ms. T. Agnello, Deputy City Clerk and Ms. J. Sweeney, Council Committee Co-ordinator.

1. Moved by Councillor Hofland
Seconded by Councillor Bell

THAT the Finance, Administration & Corporate Services Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (c) and (e) of the Municipal Act with respect to:

- proposed or pending acquisition or disposition of property;
- litigation or potential litigation.

Carried

The Committee discussed a proposed acquisition of property matter but deferred the issue to the end of the meeting in order for staff to obtain additional information.

2. Moved by Mayor Farbridge
Seconded by Councillor Hofland

Ms. L.E. Payne

THAT the matter with respect to acquisition or disposition of property be referred back to staff.

Carried

3. Moved by Mayor Farbridge
Seconded by Councillor Bell

Ms. L.E. Payne

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

Carried

The remainder of the meeting was held in public session.

There was no disclosure of pecuniary interest.

4. Moved by Mayor Farbridge
Seconded by Councillor Hofland
THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on April 4, 2007 be confirmed as recorded and without being read.

Carried

Habitat for Humanity Wellington County

Richard Charity, President of Habitat for Humanity Wellington County was present and advised that they will be building a home on Morris Street later this year. He advised that the various permits total approximately \$26,000. He requested the City to become a partner with Habitat for Humanity Wellington County and provide a grant or relief from these fees.

Mr. D.A. Kennedy

5. Moved by Mayor Farbridge
Seconded by Councillor Bell
THAT the matter with respect to providing relief from the various permit fees for Habitat for Humanity Wellington County be referred to staff to report back to the Committee with a recommendation which takes into consideration the policies and programs in place in the City.

Carried

2007 Tangible Capital Asset Program

The Manager of Financial Services advised that the Public Sector Accounting Board has set out new requirements for reporting Tangible Capital Assets. He highlighted what tangible capital assets are and the benefits to the City with respect to the change of requirements for reporting. He further highlighted the steps staff are taking to meet these new requirements.

Mr. D.A. Kennedy

6. Moved by Councillor Hofland
Seconded by Councillor Bell
THAT the presentation by the Manager of Financial Services with respect to the City's 2007 Tangible Capital Asset Program be received for information.

Carried

Tax Supported Budget 2008 Multi-Year Forecast and Staff Recommended Guidelines and Strategies

REPORT 7. Moved by Mayor Farbridge
Seconded by Councillor Bell
THAT staff be directed to examine opportunities to achieve cost savings in fleet equipment and vehicles that are also consistent with the goals of the Community Energy Plan and report back to Committee with a business case

Carried

REPORT 8. Moved by Mayor Farbridge
Seconded by Councillor Bell
THAT staff be directed to develop a policy for increases to fees which includes the rationale of an increase over a period of time.

Carried

REPORT 9. Moved by Mayor Farbridge
Seconded by Councillor Hofland
THAT staff develop a policy addressing transit fee increases which includes the rationale of an increase over a period of time.

Carried

REPORT 10. Moved by Mayor Farbridge
Seconded by Councillor Hofland
THAT a preliminary guideline for the 2008 budget process of an overall tax rate increase for 2008 of 4.5% including all boards and agencies and a 1% increase for expansions;

AND THAT staff be directed to differentiate in the budget process between expansions packages which are new initiatives and those which are increases in services as a result of growth.

Carried

The Mayor retired from the meeting at 2:00 p.m.

Public Transit Improvement Reserve

REPORT 11. Moved by Councillor Bell
Seconded by Councillor Hofland
THAT staff be directed to set up a reserve called "Public Transit Improvement Reserve" and allocate the funds received from the Public Transit Capital Trust.

Carried

2006 Tax Supported & User Pay Operating Budgets Variance Report as at December 31, 2006 (subject to year end audit)

REPORT

12. Moved by Councillor Bell
Seconded by Councillor Hofland

THAT the following surpluses be allocated as follows:

- The balance of the Tax Supported Operating surplus, projected to be \$2,167,000, will be allocated to the Tax Rate Stabilization reserve pending Council approval.
- Pending Council approval for the Police Services Board in the amount of \$909,000 to the capital reserve.
- Pending Council approval for the Library Board in the amount of \$488,000 to the capital reserve.
- The Parking Surplus of \$335,000 will be allocated to the Parking Rate Stabilization reserve.
- The Waterworks Surplus of \$278,000 to the Water Rate Stabilization Reserve.
- The Waste Water surplus of \$209,000 will be allocated to the Waste Water Capital reserve;

AND THAT staff provide an explanation with respect to the parking surplus being allocated to the Parking Rate Stabilization Reserve rather than the Parking Capital Reserve.

Carried

Civic Administration Centre Complex Update

Ms. L.E. Payne

13. Moved by Councillor Bell
Seconded by Councillor Hofland

THAT the report from Corporate Services dated May 2, 2007 entitled "Civic Administration Centre Complex Update Report" be received for information.

Carried

14. Moved by Councillor Hofland
Seconded by Councillor Bell

THAT the Finance, Administration & Corporate Services Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (c) and (e) of the Municipal Act with respect to:

- proposed or pending acquisition or disposition of property.

Carried

The remainder of the meeting was held in camera.

May 2, 2007

Finance, Administration & Corporate Services

Page No. 5

REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE

15. Moved by Councillor Bell
Seconded by Councillor Hofland
THAT staff be given direction with respect to proposed disposition of land.

Carried

The meeting adjourned at 2:15 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday June 6, 2007, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday June 6, 2007 in Committee Room B at 12:00 noon.

Present: Councillors Wettstein, Bell, Hofland, Findlay and Mayor Farbridge

Staff Present: Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. D.A. Kennedy, Director of Finance/City Treasurer; Ms. S. Aram, Supervisor of Budget and Reporting; Mr. M. Colquhoun, Supervisor of Client Services; Mr. G. Dupuis, Manager IT Services; Mr. M. McCrae, Manager of Corporate Property Services; Ms. G. Nisbet, Tax Collector; Ms. T. Sinclair, Assistant City Solicitor; Ms. T. Agnello, Deputy City Clerk and Ms. J. Sweeney, Council Committee Co-ordinator

1. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT the Finance, Administration & Corporate Services Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (f) of the Municipal Act with respect to:

- advise that is subject to solicitor-client privilege.

Carried

There was no disclosure of pecuniary interest.

The Assistant City Solicitor provided the Committee with advice.

2. Moved by Councillor Findlay
Seconded by Councillor Hofland

Ms. L.E. Payne THAT the report of the Assistant City Solicitor dated June 6, 2007 be received.

Carried

The Manager of Corporate Services provided the Committee with information.

The remainder of the meeting was held in public session.

There was no disclosure of pecuniary interest.

3. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on May 2, 2007 be amended to reflect Councillor Hofland seconded Resolution #10, and that the minutes be confirmed as amended and without being read.

Carried

Downtown Policing and Garbage Collection/Clean Up Costs

Ms. L.E. Payne
Mrs. L.A. Giles

- 4. Moved by Councillor Findlay
Seconded by Mayor Farbridge

THAT staff be directed to report back to the Finance, Administration & Corporate Services Committee with respect to how to recover downtown policing and garbage collection/clean up costs;

AND THAT this be coordinated by the Downtown Project Manager, in conjunction with the appropriate staff and in direct consultation with the Downtown Board of Management;

AND THAT the resulting costs be reflected in the 2008 budget.

Carried

Tax Policy Presentation

The Director of Finance provided information with respect to the tax policies Council adopted in April 2007.

2007 Business Licence By-law Overview

The Deputy City Clerk provided a brief history with respect to the City's Business Licencing By-law. She also provided information relating to the application process.

Ms. L.E. Payne
Mrs. L.A. Giles

- 5. Moved by Mayor Farbridge
Seconded by Councillor Findlay

THAT staff report back to the Finance, Administration & Corporate Services Committee with a set of principles and/or goals and objectives that govern the execution of the City of Guelph's Business Licence By-law.

Carried

Technology Recommendations for Members of Council

REPORT

- 6. Moved by Councillor Hofland
Seconded by Councillor Findlay

THAT all members of council be provided with BlackBerry communication devices immediately;

AND THAT members of Council have their equipment upgraded to wireless laptops when the new Civic Administration Centre opens;

AND THAT all future costs related to supporting technology needs for members of Council be imputed to account 702-0000-City Council and submitted for Council approval as part of the 2008 budget process;

AND THAT staff work with individual members of Council with respect to the implementation of new technology.

Carried

Compensation Savings Due to Gapping of Full Time Equivalent

REPORT

7. Moved by Mayor Farbridge
Seconded by Councillor Findlay
THAT a Salary Gapping Reserve be created with a maximum balance of \$1,000,000;

AND THAT it be funded from compensation saving experienced due to delayed hiring of approved expansions;

AND THAT staff bring forward a policy governing the gapping reserve prior to its establishment.

Carried

Budgeting for Expansions

REPORT

8. Moved by Mayor Farbridge
Seconded by Councillor Findlay
THAT Council confirm the current definition of an expansion as:

- 1. the implementation of a new service
- 2. the enhancement to an existing service, including growth
- 3. the hiring of a new FTE or a new contract position;

AND THAT staff bring forward a policy governing expansions.

Carried

Building Life Cycle Reserve Fund

Ms. L.E. Payne
Mr. D.A. Kennedy

9. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT budget submissions, commencing in 2008 for 25 years, will identify the need to increase funding for the Building Life Cycle Reserve Fund from \$300,000 per year to \$1,500,000 per year to maintain and preserve City building assets based on need as identified in the condition survey assessments carried

out in 2005 and 2006, and to prevent further structural damage and ultimately increased costs;

AND THAT the proposed allocation of funds in 2007 from the Building Life Cycle Reserve Fund be received for information.

Carried

REPORT 10. Moved by Councillor Findlay
 Seconded by Councillor Hofland
 THAT staff bring forward a policy governing the building life cycle reserve fund;

AND THAT the establishment of any future reserve funds be accompanied by a governing policy document.

Carried

Reduce Budgets of Grants Funded Capital Projects

REPORT 11. Moved by Mayor Farbridge
 Seconded by Councillor Hofland
 THAT the capital budget of WM0020 Organic Waste Facility Upgrade be reduced by \$1,596,666, resulting in a revised budget of \$903,334;

AND THAT the capital budget of WS0035 WWTP Biosolids Facility Upgrade be reduced by \$3,750,000, resulting in a revised budget of \$12,330,000.

Carried

Reserve Fund for Accessibility Improvements

Ms. L.E. Payne
 Mr. D.A. Kennedy 12. Moved by Councillor Findlay
 Seconded by Mayor Farbridge
 THAT the proposed allocation of the remaining balance of \$13,040 from the 2005 Accessibility Reserve to fund the installation of curb ramps in 2007, be received for information;

AND THAT the proposed allocation of funds in 2007 from the Accessibility Reserve, be received for information.

Carried

Tax Supported Budget 2008 Multi-Year Forecast and Staff Recommended Estimates and Strategies

Mr. D.A. Kennedy 13. Moved by Mayor Farbridge
Seconded by Councillor Findlay
THAT the report with respect to Tax Supported Budget 2008 Multi-Year Forecast and Staff Recommended Estimates and Strategies dated June 18, 2007, be received for information.

Carried

REPORT 14. Moved by Mayor Farbridge
Seconded by Councillor Findlay
THAT the guideline for the 2008 budget process be established as follows:
• for departmental budgets an overall tax rate increase for 2008 of 3.5% including all boards and agencies
• a 1% increase for expansions.

Carried

Guelph & District Labour Council – Labour Day Picnic

Mr. D.A. Kennedy 15. Moved by Mayor Farbridge
Seconded by Councillor Hofland
THAT the request from the Guelph & District Labour Council that the rides during the annual Labour Day Picnic held in Riverside Park be operated free of charge be referred to staff to report back to the Finance, Administration & Corporate Services Committee.

Carried

Civic Administration Centre Complex Update Report

Ms. L.E. Payne 16. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT the report dated June 6, 2007 with respect to the Civic Administration Centre Complex Update, be received for information.

Carried

The meeting adjourned at 3:00 p.m.

.....
Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday July 4, 2007, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday July 4, 2007 in the Council Chambers at 12:00 noon.

Present: Councillors Wettstein, Bell, Hofland, Findlay and Mayor Farbridge

Also Present: Councillor Billings

Staff Present: Mr. H. Loewig, Interim Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Mr. D.A. Kennedy, Director of Finance; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. R. Henry, City Engineer; Mr. M. McCrae, Manager of Corporate Property Services; Ms. T. Agnello, Deputy Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

1. Moved by Councillor Findlay
Seconded by Councillor Bell

THAT the Finance, Administration & Corporate Services Committee now hold a meeting that is closed to the public pursuant to Section 239 (2) (c) and (e) of the Municipal Act with respect to:

- proposed or pending acquisition or disposition of land;
- litigation or potential litigation.

Carried

The Director of Finance provided the Committee with information.

2. Moved by Councillor Findlay
Seconded by Mayor Farbridge

THAT the City of Guelph waive their right to demand payment of the debenture balance for a year plus a day (April 1, 2008) for the Elliott Long Term Care Facility.

Carried

3. Moved by Mayor Farbridge
Seconded by Councillor Findlay

THAT staff were given direction with respect to a potential acquisition of land.

Carried

PASSED IN
COMMITTEE BY
SPECIAL RESOLUTION

REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE

Ms. L.E. Payne

4. Moved by Councillor Bell
Seconded by Councillor Hofland
THAT the in camera report with respect to the Civic Administration Centre Complex dated July 4, 2007, be received for information.

Carried

The Chair introduced the Mark Amorosi the new Director of Human Resources.

The remainder of the meeting was held in public session.

5. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on June 6, 2007 be confirmed as recorded and without being read.

Carried

Labour Day Picnic at Riverside Park

REPORT

6. Moved by Councillor Hofland
Seconded by Mayor Farbridge
THAT the request of the Guelph and District Labour Council that the rides at Riverside Park be offered at no charge during the annual Labour Day Picnic be approved and that funding be approved from the City's grant budget.

Carried

Habitat for Humanity Request for Relief of Development Charges and Permit Fees for Morris Street Project

REPORT

7. Moved by Mayor Farbridge
Seconded by Councillor Hofland
THAT the City will provide a grant to Habitat for Humanity Wellington County in the amount of \$26,000 to cover the development charges and various permit fees charged to the organization in connection with the building of a low income house on Morris Street;

AND THAT the \$26,000 financial assistance be provided from the Affordable Housing Reserve.

Carried

Elliott Long Term Care Facility

REPORT

8. Moved by Councillor Findlay
Seconded by Mayor Farbridge
THAT the City of Guelph waive their right to demand payment of the debenture balance for a year plus a day (April 1, 2008) for the Elliott Long Term Care Facility.

Carried

County of Wellington/Wellington Terrace

REPORT

9. Moved by Councillor Hofland
Seconded by Councillor Findlay
THAT City staff be authorized to commence negotiations immediately with the County of Wellington for the purposes of developing a new cost sharing agreement for the Wellington Terrace.

Carried

Guelph General Hospital

Richard Ernst, Executive Director of the Guelph General Hospital was present and provided information with respect to future capital expansions with respect to Diagnostic Imaging Tests (MRI) and Acute Mental Health Care. He requested the City's financial support for these expansions.

Mr. D.A. Kennedy

10. Moved by Councillor Hofland
Seconded by Councillor Findlay
THAT the matter with respect to City funding for the Guelph General Hospital capital expansions be referred to staff to report back to the Finance, Administration & Corporate Services Committee.

Carried

Mr. D.A. Kennedy

11. Moved by Mayor Farbridge
Seconded by Councillor Hofland
THAT staff be directed to report back to the Finance, Administration & Corporate Services Committee with a strategy on how to address proactively the long term capital funding needs of the hospitals and that this be considered in the 2008 budget discussions.

Carried

Support for Reservists who are Employees of the City of Guelph

Henrik Noesgaard, Regional Director of the Canadian Forces Liaison Council was present and requested that the City consider adopting policies with respect to employees who are reservists. He advised that there are no federal policies in place with respect to employees who are reservists. He advised that other municipalities have adopted such policies which cover a broad spectrum such as seniority, benefit coverage and pay top up. He advised that Councillor Whaley from the City of Waterloo, who has been instrumental in the development of such policies in the Region of Waterloo, was present to answer any questions.

Mr. M. Amorosi

- 12. Moved by Councillor Findlay
Seconded by Mayor Farbridge

THAT the Director of Human Resources be directed to investigate the practices of other municipalities who have adopted policies with respect to employees belonging to the Reserve Force and report back to the Finance, Administration & Corporate Services Committee along with any implications of such a policy for the City of Guelph.

Carried

Civic Administration Centre Complex Update

Ms. L.E. Payne

- 13. Moved by Mayor Farbridge
Seconded by Councillor Hofland

THAT the report with respect to the Civic Administration Centre Complex dated July 4, 2007, be received for information.

Carried

The meeting adjourned at 1:20 p.m.

.....
Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday, September 5, 2007, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday, September 5, 2007 in Council Chambers at 12:00 noon.

Present: Councillors Wettstein, Bell, Findlay and Hofland and Mayor Farbridge

Staff Present: Mr. H. Loewig, Interim CAO; Ms. L. Payne, Director of Corporate Services/City Solicitor; Mr. G. Stahlmann, Director of Community Services; Mr. D. McCaughan, Director of Operations; Mr. M. Amorosi, Director of Human Resources; Mr. B. Stewart, Acting Director of Finance; Mr. J. Stokes, Manager of Realty Services; Mr. R. French, Manager of Transit Services; Mr. Rob MacKay, Manager of Recreation and Culture; Mr. Murray McCrae, Manager of Corporate Property Services; Ms. S. Aram, Supervisor of Budgets & Reporting; Ms. R. Prince, Supervisor of Accounting; Ms. P. Tollett, Financial Consultant; Mrs. L.A. Giles, City Clerk/Manager of Council Administrative Services; Ms. D. Black, Assistant Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland
Seconded by Councillor Bell

THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on July 4, 2007 be confirmed as recorded and without being read.

Carried

2006 Consolidated Financial Statements

Mr. Peter Barr, Auditor, Deloitte & Touche presented the 2006 Consolidated Financial Statements for the City of Guelph, as audited by Deloitte & Touche. He advised Council that the procedure went well, there were no limitations placed on their access to records and then provided highlights of the audit.

2. Moved by Mayor Farbridge
Seconded by Councillor Hofland

THAT Corporate Services staff provide a status report on the recommendations presented in the Management Letter by Deloitte & Touche with respect to Information Technology.

Carried

3. Moved by Councillor Findlay
Seconded by Councillor Bell

Ms. L.E. Payne
Mr. B. Stewart

REPORT

THAT the 2006 Consolidated Financial Statements for the city of Guelph, as audited by Deloitte & Touche LLP, be received.

Carried

4. Moved by Councillor Hofland
Seconded by Councillor Bell

THAT the 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 an identifiable individual

Carried

The Committee met in camera at 12:45 p.m.

2006 Consolidated Financial Statements

Mr. Peter Barr and Ms. Helena Keirstead of Deloitte & Touche were present.

Mr. Barr provided information with respect to the 2006 Consolidated Financial Statements.

The Committee adjourned to public session at 12:48 p.m.

The meeting reconvened at 12:50 p.m.

Recreation User Fees & Pricing Policy

Ms. P. Tollett, Financial Consultant, explained the purpose and intent of the policy and provided an overview of the report.

5. Moved by Mayor Farbridge
Seconded by Councillor Findlay

REPORT

THAT Council approve the attached Recreation User Fee & Pricing Policy to be applied in the 2008 budget process. The user fee policy is subject to review every three years or as necessary, based on the operating needs of the Recreation Division;

AND THAT the overall guideline for municipal contribution to fund the Recreation Division for the 2008 budget process be set at 42% subsidy of the tax base;

AND THAT staff be directed to complete a comprehensive review of all use rates and fees at a later date.

Carried

Transit Fare Policy

Ms. P. Tollet, Financial Consultant, provided information with respect to this report.

REPORT

6. Moved by Councillor Findlay
Seconded by Mayor Farbridge

THAT Council approve the attached Transit Fare Policy;

AND THAT the overall guideline for municipal contribution to fund public transit for the 2008 budget process be set at 55% subsidy of the tax base

AND THAT staff be directed to complete a comprehensive review of all user rates and fees at a later date.

Carried

Civic Administration Centre Complex Update Report

Mr. M. MacCrae, Manager of Corporate Property Services presented information with respect to the status of the Civic Administration Centre Complex.

Ms. L.E. Payne

7. Moved by Mayor Farbridge
Seconded by Councillor Findlay

THAT the report with respect to the Civic Administration Centre Complex dated September 5, 2007, be received for information.

Carried

Reserve for the Sleeman Centre Naming Rights and Sponsorship Agreements

REPORT

8. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT staff be directed to set up a Reserve called the "Sleeman Centre Naming Rights Capital Reserve" and the Rights Fee received under the Naming Rights and Sponsorship agreements will be deposited to this reserve fund.

AND THAT the funds be used for future capital projects and improvements to the Sleeman Centre.

Carried

9. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT the Committee now hold a meeting that is closed to the public pursuant to Section 239 (2) (b) & (e) of the Municipal Act, with respect to:

- security of the property of the municipality or local board
- litigation or potential litigation

Carried

The Committee met in camera at 1:30 p.m.

The Manager of Corporate Property Services provided information with respect a matter on the security of the property of the municipality.

10. Moved by Councillor Findlay
Seconded by Mayor Farbridge
THAT the report of the Manager of Corporate Property Services be received for information.

REPORT TO COUNCIL
IN COMMITTEE OF THE
WHOLE

Carried

The Manager of Realty Services provided information with respect to a matter of potential litigation.

11. Moved by Councillor Findlay
Seconded by Mayor Farbridge
THAT staff be given direction with respect to a matter of potential litigation.

REPORT TO COUNCIL
IN COMMITTEE OF THE
WHOLE

Carried

The meeting adjourned at 1:40 p.m.

.....
Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday October 3, 2007, 9:00 a.m.**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday October 3, 2007 in the Council Chambers at 9:00 a.m.

Present: Councillors Wettstein, Hofland and Mayor Farbridge

Absent: Councillors Bell and Findlay

Staff Present: Mr. H. Loewig, Interim Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design & Development Services; Mr. B. Stewart Acting Director of Finance; Mr. M. McCrae, Manager of Corporate Property Services; Mr. B. Poole, Chief Building Official; Ms. R. Prince, Supervisor of Accounting; Ms. S. Smith, Associate Solicitor; Mr. J. Stokes, Manager of Realty Services; Ms. T. Agnello, Deputy Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland
Seconded by Mayor Farbridge

THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on September 5, 2007 be confirmed as recorded and without being read.

Carried

Hospice Wellington

Brent Charette was present on behalf of Hospice Wellington and provided information with respect to their capital fundraising program to create a much needed residential hospice. He advised that they have raised \$2M to date. In response to questions, he advised that the majority of the residential hospices were established by large single donations. He further advised that the more recently opened facilities have received funding from the local municipalities. They are aggressively lobbying the Provincial government for capital funding, as they have secured operational funding for when the facility is opened. He requested the City support in the amount of \$1M, and that he will be asking the County of Wellington for \$400,000.

2. Moved by Councillor Hofland
Seconded by Mayor Farbridge

THAT the request of Hospice Wellington for support to their capital campaign in the amount of \$1M be referred to staff to be included in the 2008 budget;

REPORT

Mr. B. Stewart
Mr. H. Loewig

AND THAT staff report back to the Finance, Administration & Corporate Services Committee with a strategy on how to address health related capital funding needs proactively.

Carried

Building Services Reserve Fund

The Chief Building Official advised that the Building Services Reserve was established for this type of initiative, and requested that funds be expended to assist in funding the implementation of the new AMANDA Portal initiative. He advised that this would allow the public once they have applied for a building permit to go online and check the status of their project.

REPORT

3. Moved by Councillor Hofland
Seconded by Mayor Farbridge
THAT Council authorizes staff to expend approximately \$135,000.00 plus taxes from the Building Services Reserve Fund to assist in funding the implementation of the new AMANDA Portal initiative.

Carried

Amendments to the City Business Licensing By-law (2004)-17551 as a Result of Bill 130 Amendments to the Municipal Act

The Deputy Clerk advised that Bill 130 made substantial changes to the Municipal Act. She advised that the City no longer has restrictions relating to the purpose for licensing of businesses. She briefly outlined the proposed amendments which include a provision for suspending a business license for 14 or 28 days; adding right of entrance provisions and increasing penalties.

REPORT

4. Moved by Mayor Farbridge
Seconded by Councillor Hofland
THAT the proposed changes to the City Licensing By-law (2004)-17551 which reflects the changes in the Municipal Act and other regulatory changes, attached hereto as appendix A, be approved;

AND THAT a By-law to amend City Licensing By-law (2004)-17551 to incorporate the changes be brought forward for Council's approval.

Carried

City of Guelph Civic Administration Centre Signage

The Manager of Corporate Property Services highlighted the proposed signage for the entrance/lobby of the new Civic Administration Centre.

- Ms. L.E. Payne
5. Moved by Mayor Farbridge
Seconded by Councillor Hofland
THAT the report with respect to the Civic Administration Centre Signage dated October 3, 2007, be received for information;
- AND THAT staff report back to the Finance, Administration & Corporate Services Committee after the Civic Administration Centre has been open for a few months on the success of the signage.

Carried

Civic Administration Centre Complex Update Report

The Manager of Corporate Property Services advised that the facility is 33% complete and that the concrete pouring has been completed and the steel work is almost finished. He also advised that the City has received an additional \$5,000 from heritage trust.

- Ms. L.E. Payne
6. Moved by Councillor Hofland
Seconded by Mayor Farbridge
THAT the report with respect to the Civic Administration Centre Complex update October 3, 2007, be received for information.

Carried

7. Moved by Councillor Hofland
Seconded by Mayor Farbridge
THAT the Finance, Administration & Corporate Services 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 remainder of the meeting was held in camera.

The Manager of Realty Services provided the Committee with information.

- REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE
8. Moved by Mayor Farbridge
Seconded by Councillor Hofland
THAT staff be given direction with respect to a potential litigation matter.

Carried

October 3, 2007

Finance, Administration & Corporate Services

Page No. 4

The Manager of Corporate Property Services provided the committee with information.

- 9. Moved by Councillor Hofland
Seconded by Mayor Farbridge

Ms. L.E. Payne

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

Carried

The meeting adjourned at 10:05 a.m.

.....
Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday November 7, 2007, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday November 7, 2007 in the Council Chambers at 12:00 noon.

Present: Councillors Wettstein, Bell, Hofland, Findlay and Mayor Farbridge

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design & Development Services; Mr. Bill Stewart, Acting Director of Finance; Michael Humble, Financial Consultant – Community Design & Development Services and Corporate Services; Mr. R. Mackay, Manager of Recreation & Culture; Mr. R. Prince, Supervisor of Accounting; Ms. L. MacIntyre, Manager of Compensation, Benefits, HRIS; Ms. T. Sinclair, Assistant City Solicitor; Mr. J. Stokes, Manager of Realty Services; Ms. T. Agnello, Deputy City Clerk and Ms. J. Sweeney, Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on October 3, 2007 be confirmed as recorded and without being read.

Carried

2007 Audit Plan

Peter Barr and Evan McDade of Deloitte & Touche were present and reviewed the 2007 audit plan, and advised they are seeking approval of the plan. They outlined the objectives and scope of the 2007 audit plan and the associated fees.

2. Moved by Mayor Farbridge

Seconded by Councillor Findlay

THAT the Finance, Administration & Corporate Services 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 in camera at 12:50 p.m.

Mr. P. Barr

3. Moved by Mayor Farbridge
Seconded by Councillor Hofland
THAT direction was given with respect to the 2007 audit.

Carried

The Committee resumed in public session at 1:05 p.m.

REPORT

4. Moved by Councillor Bell
Seconded by Councillor Hofland
THAT the 2007 audit plan and fees be approved with the exception of the Guelph Non-Profit Housing Corporation Paisley Road construction audit.

Carried

Benefits for Eligible Non-Union Employees Working Past Age 65 (City Wide)

REPORT

5. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT the City of Guelph provides health, dental, travel and a modified short-term disability benefit to eligible non-union employees choosing to work beyond the age of 65;

AND THAT a \$10,000 'death benefit' be provided to such employees in lieu of the life insurance coverage currently available to eligible non-union employees below the age of 65;

AND THAT Accidental Death and Dismemberment and Long Term Disability benefits not be provided to non-union employees working beyond age 65.

Carried

Mr. M. Amorosi

Staff was directed to report back in one year with an update on the fiscal effects of benefits for eligible Non-Union Employees working past the age of 65.

Reserve and Reserve Policy for Ontario Municipal Board, Other Administrative Tribunals, and Court Proceedings

REPORT

6. Moved by Councillor Hofland
Seconded by Mayor Farbridge
THAT staff be directed to set up a Reserve for Ontario Municipal Board, other administrative tribunals, and court proceedings:

AND THAT Council approves the attached Ontario Municipal Board, other administrative tribunals, and court proceedings reserve policy.

Carried

Mayor Farbridge retired from the meeting at 1:25 p.m.

Civic Administration Centre Complex Update

Ms. L.E. Payne

7. Moved by Councillor Bell
Seconded by Councillor Findlay
THAT the report with respect to the Civic Administration Centre Complex dated November 7, 2007, be received for information.

Carried

8. Moved by Councillor Hofland
Seconded by Councillor Bell
THAT the Finance, Administration & Corporate Services now hold a meeting that is closed to the public, pursuant to Section 239 (2) (c) and (e) of the Municipal Act with respect to:

- proposed or pending acquisition or disposition of land;
- litigation or potential litigation.

Carried

The remainder of the meeting was held in camera.

REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE

9. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT staff be given direction with respect to a potential disposition of land.

Carried

Ms. L.E. Payne

10. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT staff be given direction with respect to a potential litigation matter.

Carried

The meeting adjourned at 2:35 p.m.

.....
Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday December 5, 2007, 12:15 p.m.**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday December 5, 2007 in the Council Chambers at 12:15 p.m.

Present: Councillors Wettstein, Bell, Hofland, Findlay and Mayor Farbridge

Also Present: Councillor Farrelly

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. B. Stewart, Acting Director of Finance; Ms. S. Aram, Manager of Budget Services; Mr. P. Cartwright, Manager of Economic Development & Tourism; Mr. D. Corks, Downtown Economic Development Manager; Mr. B. Coutts, Manager of Court Services; Ms. S. Killens, Accounting Analyst; Mr. M. McCrae, Manager of Corporate Property Services; Ms. R. Prince, Manager of Financial Services; Ms. T. Sinclair, Assistant City Solicitor; Mrs. L.A. Giles, City Clerk/Manager of Council Administrative Services and Ms. J. Sweeney, Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland
Seconded by Councillor Bell

THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on November 7, 2007 be confirmed as recorded and without being read.

Carried

**Community Living Guelph Wellington – request for relief from
Development Charges**

Bob Butella, Executive Director of Community Living Guelph Wellington was present and provided information with respect to their redevelopment of 8 Royal Road.

Robin-Lee Norris was present on behalf of Community Living Guelph Wellington and requested that the City consider entering into an agreement under Section 110 of the Municipal Act with respect to designating the development at 8 Royal Road a municipal capital facility. She advised that the new facility is totally accessible and that the gymnasium/auditorium could be made available to the City and other city groups. She further suggested that if the facility is designated, it would allow the City to provide relief from development charges. She advised that Community Living Guelph Wellington would like to work with staff on such an agreement.

Mr. B. Stewart
Ms. L.E. Payne

2. Moved by Mayor Farbridge
Seconded by Councillor Hofland

THAT the request of Community Living Guelph Wellington to enter into an agreement under Section 110 of the Municipal Act to designate the property at 8 Royal Road a municipal capital facility in order to obtain additional relief from development charges be referred to staff to investigate such a designation and to report to the Committee;

AND THAT staff be directed to develop a policy addressing requests from community organizations for relief from development costs.

Carried

Software Licensing & Support Service Agreement

REPORT

3. Moved by Mayor Farbridge
Seconded by Councillor Hofland

THAT the Mayor and Clerk be authorized to execute a Software License Agreement and a Software Support Agreement between the City of Guelph and the Regional Municipality of Niagara for the provision of the Court Administration Management System Software and support services to the City of Guelph, subject to the final form and content of the agreements being satisfactory to the City Solicitor.

Carried

HR Update – Family Day and Minimum Wage Changes

REPORT

4. Moved by Councillor Findlay
Seconded by Councillor Bell

THAT the City of Guelph adopt the third Monday of every February as a new public holiday, pursuant to the provincial government declaration of ‘Family Day’;

AND THAT information regarding changes to the minimum wage be received for information.

Carried

Guelph’s Commitment to Learning and Development

Mr. M. Amorosi

5. Moved by Councillor Hofland
Seconded by Councillor Findlay

THAT the report of the Director of Human Resources ‘Guelph’s Commitment to Learning and Development’ dated December 5, 2007, be received for information.

Carried

Civic Administration Centre Complex Update

The Manager of Corporate Property Services provided a status update on the construction of the Civic Administration Centre Complex.

- 6. Moved by Councillor Bell
Seconded by Councillor Hofland

Ms. L.E. Payne

THAT the report with respect to the Civic Administration Centre Complex dated November 26, 2007, be received for information.

Carried

City of Mississauga – ‘Cities Now!’ Campaign

- 7. Moved by Councillor Hofland
Seconded by Mayor Farbridge

REPORT

THAT the City of Guelph endorses the resolution passed by the Large Urban Mayor’s Caucus of Ontario supporting the ongoing national campaign, calling on the government of Canada to fulfil its obligations to contribute to the growth and success of cities across Canada by providing long-term and sustainable infrastructure funding, including sharing the equivalent of one cent of GST with cities and communities to address their urgent infrastructure deficit needs, beginning with commitments in the next federal budget.

AND THAT LUMCO support the local campaigns within individual municipalities, including the Cities Now! Campaign in Mississauga that help to explain the issues to local residents.

Carried

Recover of Downtown Policing and Garbage Collections/Clean Up Costs – Status Report

The Manager of Economic Development & Tourism provided a brief history on the matter of recovering downtown policing and garbage collections/clean-up costs. He requested that this matter be deferred until March 2008 in order for staff to conduct consultation with various groups.

- 8. Moved by Councillor Findlay
Seconded by Councillor Hofland

REPORT

THAT notwithstanding the Motion of the Finance, Administration & Corporate Services Committee, dated June 6, 2007, Council agrees that the matter of recovering of downtown policing and garbage collections/clean up costs be deferred to no later than march 2008;

AND THAT Council directs staff to develop options and recommendations in conjunction with the appropriate staff and in consultation with the Guelph Downtown Business Association and the Downtown Nightlife Task Force.

Carried

- 9. Moved by Councillor Hofland
Seconded by Councillor Bell

THAT the Finance, Administration & Corporate Services Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (a) and (e) of the Municipal Act with respect to:

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

Carried

The remainder of the meeting was held in camera.

Trevor Lee, CEO of The Elliott Community provided the Committee with information.

The Chief Administrative Officer provided the committee with information relating to a security of property matter.

The Mayor retired from the meeting at 1:50 p.m.

- 10. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT staff be given direction with respect to a security of property matter.

Carried

REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE

The Manager of Corporate Property Services provided the Committee with an update regarding a potential litigation matter.

- 11. Moved by Councillor Findlay
Seconded by Councillor Bell

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

Carried

Ms. L.E. Payne

The meeting adjourned at 2:55 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday December 12, 2007, 9:00 a.m.**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday December 12, 2007 in the Council Chambers at 9:00 a.m.

Present: Councillors Wettstein, Bell, Hofland, Findlay and Mayor Farbridge

Also Present: Councillors Beard and Farrelly

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design & Development Services; Mr. B. Stewart, Acting Director of Finance; Ms. S. Aram, Manager of Budget Services; Mr. B. Coutts, Manager of Court Services; Mr. G. Dupuis, Manager IT Services; Mr. M. Humble, Financial Consultant – Community Design & Development Services and Corporate Services; Mr. M. McCrae, Manager of Corporate Property Services; Ms. G. Nisbet, Manager of Taxation and Revenue; Ms. R. Prince, Manager of Financial Services; Ms. T. Sinclair, Assistant City Solicitor; Mrs. L.A. Giles, City Clerk and Ms. J. Sweeney, Council Committee Co-ordinator.

There was no disclosure of pecuniary interest.

The Chair advised that the purpose of the meeting was to hear presentations on the proposed 2008 budgets.

The Chief Administrative Officer advised that the purpose of the meeting was to provide an opportunity for the Committee members to ask questions of staff relating to their departmental budgets and to suggest changes.

Administration – CAO

The Chief Administrative Officer presented the 2008 proposed Administration – CAO budget. He advised that the proposed budget represents a 3% increase over 2007 and is impacted due to compensation increases. He also advised that he has reduced the amount for organizational studies and for workshops/communications.

Human Resources Department

The Director of Human Resources advised of the purpose of the Department and the influences that may affect upcoming budgets. He briefly reviewed the 2007 accomplishments. He highlighted the department's proposed budget which represents a 3.5% increase. He outlined the impacts to the proposed budget and the reductions required to reach the budget guideline. He also provided information relating to the department's expansion package.

Finance Department

The Acting Director of Finance advised that the proposed departmental budget represents at 3.2% increase. He outlined the impacts affecting the budget relating to additional funding for staff training and increases to bank charges and the Brinks fees. He highlighted the proposed capital budget which includes development charge study, long term growth model and capital asset management.

Councillor Findlay retired from the meeting at 9:45 a.m.

Corporate Services

The Director of Corporate Services/City Solicitor advised of the various areas included in the department's budget. She highlighted the proposed budget which reflects a 3.5%. She advised that the 2008 budget absorbs the increased costs attributable to the new City Hall. She outlined the impacts to the budget and the reductions required to meet the Council guideline. She briefly outlined the proposed expansions with respect to the municipal election, corporate property services and legal services. She also provided highlights of the capital budget.

The Manager of Corporate Property Services provided information with respect to the expansion package for the new City Hall relating to staffing for security and cleaning.

The Manager of Court Services provided the Committee with information relating to the decrease in POA fine revenue.

The Manager of IT Services provided information with respect to the expansion package for the Telephony Conversion Specialist.

Councillor Findlay returned to the meeting at 10:30 a.m.

General Expenditures, General Revenues and Capital Financing

The Manager of Budget Services highlighted the general expenditures, general revenues and how the Operating and Capital Budgets are linked. In response to questions she provided information with respect to the request for funding the hospital capital project and the Hospice request.

In response to questions, the Chief Administrative Officer provided information with respect to the infrastructure funding shortfall.

December 12, 2007

Finance, Administration & Corporate Services

Page No. 3

In response to questions, the Manager of Budget Services provided information on funding of the affordable housing reserve.

The meeting adjourned at 11:00 a.m.

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Chairperson