

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Tuesday January 8, 2008, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Tuesday January 8, 2008 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; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. B. Stewart, Acting Director of Finance; Ms. S. Aram, Manager of Budget Services; Ms. L.A. Giles, Director of Information Services/City Clerk and Ms. J. Sweeney, Council Committee Co-ordinator

Also Present: Murray Short of RLB Chartered Accountants

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 meetings held on December 5 and 12, 2007 be confirmed as recorded and without being read.

Carried

City Hall and POA Project Update Report

The Manager of Corporate Property Services provided the committee with an update on the new City Hall and POA Project. He advised that the project is almost 50% complete with a projected substantial completion date of August 15.

2. Moved by Mayor Farbridge
Seconded by Councillor Findlay

THAT the Finance, Administration & Corporate Services Committee recommend to the Community Development & Environmental Services Committee that the report with respect to the concept plan on the City Hall civic square, expected at the February 8th meeting of the Community Development & Environmental Services Committee include details on an option for a skating rink;

AND THAT the Chair of the Finance, Administration & Corporate Services Committee speak to the Chair of the Community Development & Environmental Services Committee prior to the January 11th meeting of that Committee.

Carried

Councillor Burcher
Mr. J. Riddell

- 3. Moved by Councillor Bell
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 (a) of the Municipal Act with respect to:

- security of the property of the municipality.

Carried

The remainder of the meeting was held in closed session.

- 4. Moved by Councillor Findlay
Seconded by Councillor Bell

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

Carried

REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE

- 5. Moved by Councillor Findlay
Seconded by Councillor Hofland

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

Carried

Ms. L.E. Payne

The meeting adjourned at 1:20 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday February 6, 2008, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday February 6, 2008 in the Council Chambers at 12:00 noon.

Present: Councillors Wettstein, Hofland, Findlay and Mayor Farbridge

Absent: Councillor Bell

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. R. Mackay, Acting Director of Community Services; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. B. Stewart, Acting Director of Finance; Mr. M. McCrae, Manager of Corporate Property Services; Mr. J. Stokes, Manager of Realty Services; Mrs. L.A. Giles, Director of Information Services/City Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

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 January 8, 2008 be confirmed as recorded and without being read.

Carried

Policy for the Sale and Disposition of Real Property Interests (Surplus Lands Policy)

The Manager of Realty Services provided information with respect to the proposed policy which sets out a reasonable process for notice and due diligence for the sale and disposition of property.

2. Moved by Mayor Farbridge
Seconded by Councillor Hofland

THAT the Policy for the Sale and Disposition of Real Property Interests be approved;

AND THAT staff bring forward a by-law to repeal By-law (1995)-14835, The Surplus Property By-law.

Carried

City Hall and POA Project Update Report

The Manager of Corporate Property Services introduced Steve Head the new Project Manager for the City Hall and POA Project. He provided an update on the

REPORT

progress of the project and advised that the project is on schedule for substantial completion by August 2008.

Ms. L.E. Payne

3. Moved by Councillor Hofland
Seconded by Councilor Findlay
THAT the report with respect to the City Hall and POA Project dated February 8, 2008 be received for information.

Carried

4. 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) (a) and (e) of The Municipal Act with respect to:
- security of the property of the municipality;
 - potential litigation.

Carried

The Manager of Realty Services, Acting Director of Finance and the Acting Director of Community Services provided the Committee with information.

Ms. L.E. Payne
Mr. R. MacKay

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

Carried

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

Ms. L.E. Payne

6. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT staff be given direction with respect to a security of property matter.

Carried

The remainder of the meeting was held in open session.

The Committee reviewed and updated the List of Outstanding Items.

7. Moved by Councillor Hofland
Seconded by Councillor Findlay
THAT the revised List of Outstanding Items be approved.

Carried

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Finance, Administration & Corporate Services

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The meeting adjourned at 2:00 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday March 5, 2008, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday March 5, 2008 in the Council Chambers 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. R. MacKay, Acting Director of Community Services; Mr. B. Stewart, Acting Director of Finance; Mr. B. Coutts, Manager of Court Services; Mr. M. McCrae, Manager of Corporate Property Services; 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 Finance, Administration & Corporate Services Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (a) and (c) of the Municipal Act with respect to:

- security of the property of the City;
- proposed or pending acquisition or disposition of land.

Carried

The Committee moved in camera.

The Manager of Corporate Property Services provided the Committee with an update relating to a security of City property.

2. Moved by Councillor Findlay
Seconded by Mayor Farbridge

Ms. L.E. Payne

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

Carried

The Manager of Realty Services and the Acting Director of Community Services provided information with respect to a potential disposition of property.

REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE

- 3. Moved by Mayor Farbridge
Seconded by Councillor Hofland
THAT staff be given direction with respect to a potential disposition of property.

Carried

The remainder the meeting was held in public session.

- 4. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on February 6, 2008 be confirmed as recorded and without being read.

Carried

City Hall and POA Project Update

- 5. Moved by Mayor Farbridge
Seconded by Councillor Findlay
THAT the report with respect to the City Hall and POA project dated March 5, 2008, be received for information.

Ms. L.E. Payne

Carried

The meeting adjourned at 12:57 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday April 2, 2008, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday April 2, 2008 in the Council Chambers at 12:00 noon.

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

Staff Present: Ms. L.E. Payne, Assistant Chief Administrative Officer/City Solicitor; Mr. M. Amorosi, Director of Human Resources; 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 of IT Services; Mr. M. McCrae, Manager of Corporate Property Services; Mr. N. Nimchuk, Grant/Research Analyst; Ms. G. Nisbet, Manager of Taxation & Revenue; Mr. B. Poole, Chief Building Official; Ms. R. Prince, Manager of Financial Services; Mr. R. Reynen, Supervisor of Inspection Services; Mr. J. Rzeszut, Capital Asset Consultant; Ms. L.A. Giles, Director of information Services/City Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

1. Moved by Councillor Hofland
Seconded by Councillor Bell

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

- security of the property of the City.

Carried

The Committee met in camera.

There was no disclosure of pecuniary interest.

The Manager of Corporate Property Services provided the Committee with an update relating to a security of City property.

2. Moved by Councillor Findlay
Seconded by Councillor Hofland

Ms. L.E. Payne

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

Carried

The remainder of the meeting was held in public session.

There was no disclosure of pecuniary interest.

3. Moved by Councillor Hofland
Seconded by Mayor Farbridge

THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on March 5, 2008 be confirmed as recorded and without being read.

Carried

City Hall and POA Project Update

4. Moved by Councillor Findlay
Seconded by Mayor Farbridge

Ms. L.E. Payne

THAT the report with respect to the City Hall and POA Project dated April 2, 2008, be received for information.

Carried

Update Regarding 2007 Lottery Licensing Policy

5. Moved by Councillor Hofland
Seconded by Mayor Farbridge

REPORT

THAT the report of the Director of Information Services/City Clerk dated April 2, 2008 providing an update regarding the 2007 Lottery Licensing Policy, be received for information;

AND THAT lottery licenses continue to be issued to eligible charitable/non-profit organizations from the City of Guelph and the County of Wellington only.

Carried

Annual Report on 2007 Permit Fees, Costs and Reserve Fund and Authorization to Expend Monies from the Building Services Reserve Fund

6. Moved by Councillor Hofland
Seconded by Councillor Findlay

REPORT

THAT the Annual Report (No. 08-37) on 2007 Permit Fees, Costs and Reserve Fund Related to Bill 124 Requirements from the Community Design and Development Services Department dated April 2, 2008, be received;

AND THAT Council authorizes staff to expend approximately \$138,320.00 plus taxes from the Building Services Reserve Fund to assist in funding Phase II (2008) of the Corporate AMANDA Evolution Project.

Carried

Transit Infrastructure Reserve

REPORT

7. Moved by Mayor Farbridge
Seconded by Councillor Hofland
THAT staff be directed to set up a reserve called "Transit Infrastructure Reserve" and allocate the funds received from the Ministry of Transportation to this reserve until projects are identified at a future date;

AND THAT the third paragraph under Background be amended to read as follows: *The funds will remain in the reserve until future projects are identified. During this time the reserve will continue to accumulate interest.*

AND THAT the Environmental Services, Community Services & Operations Committee consider the need for a process to articulate the City's transit strategy to guide the future budget process.

Carried

Identification of Funding Sources for Additional \$660,000 to Meet 4.5% Overall Tax Rate Increase for 2008 Budget

Mr. B. Stewart

8. Moved by Councillor Hofland
Seconded by Mayor Farbridge
THAT the report of the Finance Department dated April 2, 2008 'Identification of Funding Sources for Additional \$660,000 to meet 4.5% Overall Tax Rate Increase for 2008 Budget', be received for information.

Carried

2007 Summary of Grants Funding

Mr. B. Stewart

9. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT the report of the Finance Department dated April 2, 2008, '2007 Summary of Grants Funding', be received for information.

Carried

2008 Property Tax Policy

REPORT

10. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT the 2008 Tax Policies, attached as Schedule A, be adopted:

AND THAT staff be directed to prepare the necessary by-laws.

Carried

Project Update: PSAB 3150 Tangible Capital Assets and Asset Management Program

Mr. B. Stewart

11. Moved by Mayor Farbridge
Seconded by Councillor Bell

THAT the report of the Acting Director of Finance dated April 2, 2008 with respect to Project Update: PSAB 3150 Tangible Capital Assets and Asset Management Program, be received for information.

Carried

The Committee reviewed the list of items outstanding.

The meeting adjourned at 1:20 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday May 7, 2008, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday May 7, 2008 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. A. Pappert, Director of Community Services; Mr. B. Stewart, Acting Director of Finance; Ms. S. Aram, Manager of Budget Services; Mr. M. McCrae, Manager of Corporate Property Services; Mr. B. Coutts, Manager of Court Services; Ms. M. Plaunt, Manager of Policy Planning & Urban Design; Mr. J. Stokes, Manager of Realty Services; Mrs. L.A. Giles, Director of Information Services/City Clerk and Ms. J. Sweeney Council Committee Co-ordinator

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 April 2, 2008 be confirmed as recorded and without being read.

Carried

Commercial Patios on City-Owned Land Temporary Change of Hours and Seasons

Mark Rodford was present in support of the staff recommendation with respect to the hours of operation for commercial patios. He advised that the Downtown Guelph Business Association also supports the recommendation as it increases the people in the downtown which has a calming effect on other downtown patrons.

2. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT on a temporary basis until December 31, 2008 and in regard to commercial patios approved under the Encroachment By-law:

- a) Serving shall be allowed until 12:00 midnight;
- b) The patio shall be vacated by 12:45 a.m.;
- c) Patios shall be allowed to operate on a year-round basis, except when ice or snow is present on sidewalks or boulevards; and
- d) City staff are expressly authorized to remove patio furniture and equipment at the cost of the operator, when ice or snow is

REPORT

present on the sidewalks or boulevards and where such patio furniture and equipment interferes with City snow clearing operations.

AND THAT staff report back in early 2009 with the results of the temporary changes and with recommendations.

Carried

Request from Community Living Guelph Wellington for Financial Relief Associated with the Redevelopment of ARC Industries Facility

In response to questions, Bob Butella of Community Living Guelph Wellington advised that they would like a decision on this matter as soon as possible. He advised that not receiving the financial relief would impact the programs which they can provide.

REPORT

3. Moved by Mayor Farbridge
Seconded by Councillor Findlay

THAT Council consider a grant to Community Living Guelph Wellington for relief of costs associated with the redevelopment of the ARC Industries facilities in an amount not to exceed \$80,000 during the 2009 budget deliberations.

Carried

Habitat for Humanity Request for Relief of Development Charges and Permit Fees for the 18 Harris Street and 24 Alma Street Projects

REPORT

4. Moved by Mayor Farbridge
Seconded by Councillor Hofland

THAT Report Number 08-56 from Community Design and Development Services, dated May 7, 2008, be received;

AND THAT the request for a grant to Habitat for Humanity Wellington County, to cover the development charges and various permit fees related to the building of affordable housing at the two locations identified below, be approved;

- 18 Harris Street
- 24 Alma Street;

AND THAT a maximum of \$50,000 financial assistance be provided from the Affordable Housing Reserve.

Carried

Transferring Short-Term Disability, Long-Term Disability and Life Insurance Contract from Sun Life to Manulife

REPORT

5. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT the following recommendations resulting in benefit cost savings of \$300,645 (annualized) be approved as follows:

THAT Human Resources notify Sun Life that the existing contract be terminated effective immediately;

AND THAT Human Resources enter into a two year agreement with Manulife to provide LTD, Life Insurance and Dependent Life to employees in accordance with their current benefits (i.e. to consolidate all benefits with Manulife);

AND THAT Human Resources will enter into an Administrative Services Only (ASO) agreement with Manulife and will continue to explore with Manulife additional cost saving measures and report back on cost savings and implementation strategy;

AND THAT Human Resources conduct a full tendering of all Employee Benefits in 2010 and report back to Council.

Carried

Provincial Offences Act Streamlining

Ms. L.E. Payne

6. Moved by Councillor Findlay
Seconded by Mayor Farbridge

THAT the report of the Director of Corporate Services/City Solicitor dated May 7, 2008 on the Provincial Offences Act Streamlining initiative be received.

Carried

Community Room at Ken Danby Public School

REPORT

7. Moved by Councillor Hofland
Seconded by Councillor Findlay

THAT the Mayor and Clerk be authorized to execute a license agreement between the Upper Grand District School Board and the City of Guelph for the construction and use of a community room at Ken Danby Public School subject to the final form and content of the agreement be satisfactory to the Director of Community Services and the Director of Corporate Services and City Solicitor;

AND THAT the operating costs associated with the community room at Ken Danby Public School for 2008 be from Community Services Operating Budget;

AND THAT the operating costs associated with the community room at Ken Danby Public School for 2009 be incorporated into the Community Services Operating Budget as a pre-approval.

Carried

City Hall and POA Project Update

Ms. L.E. Payne

8. Moved by Councillor Bell
Seconded by Councillor Hofland
THAT the report with respect to the City Hall and POA project dated May 7, 2008, be received for information.

Carried

In Camera

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

- security of the property of the city;
- proposed or pending acquisition or disposition of land;
- labour relations or employee negotiations.

Carried

The remainder of the meeting was held in camera.

Ms. L.E. Payne

10. Moved by Councillor Bell
Seconded by Councillor Hofland
THAT staff be given direction with respect to a matter relating to security of City property.

Carried

REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE

11. Moved by Councillor Findlay
Seconded by Councillor Hofland
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

12. Moved by Councillor Findlay
Seconded by Councillor Bell
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

13. Moved by Councillor Findlay
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

14. Moved by Councillor Findlay
Seconded by Mayor Farbridge
THAT staff be given direction with respect to a proposed or pending
acquisition or disposition of land.

Carried

The meeting adjourned at 2:00 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday May 12, 2008, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday May 12, 2008 in the Council Chambers at 12:00 noon.

Present: Councillors Wettstein, Bell, Hofland and Mayor Farbridge

Absent: Councillor Findlay

Also Present: Councillors Burcher and Farrelly

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Chief S. Armstrong, Director of Emergency Services; Ms. M. Neubauer, Director of Finance; Ms. A. Pappert, Director of Community Services; Mr. J. Riddell, Director of Community Design & Development Services; Ms. S. Aram, Manager of Budget Services; Mr. M. Cameron, Manager of Parklands & Greenways; Mr. G. Dupuis, Manager of IT Services; Mr. R. Hagey, Financial Consultant – Operations & Environmental Services; Mr. S. Hannah, Manager of Development & Parks Planning; Mr. I. Panabaker, Heritage/Urban Design Planner; Mr. J. Stokes, Manager of Realty Services; and Ms. J. Sweeney Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

2009 Tax Supported Budget Guideline, Forecast and Process

The Manager of Budget Services provided an overview of the 2009 tax supported budget guideline, forecast and process.

1. Moved by Mayor Farbridge
Seconded by Councillor Hofland

REPORT

THAT the Finance, Administration & Corporate Services Committee recommend Council approve a preliminary tax rate increase guideline of 6.5% for the 2009 budget process including all new services, departments, boards and agencies.

Carried

Tax Supported Capital Guideline

The Manager of Budget Services outlined the proposed tax supported capital guideline.

REPORT

- 2. Moved by Mayor Farbridge
Seconded by Councillor Hofland

THAT the Tax Supported Capital Guideline limiting the capital current funding, reserve funding and debt service funding from the operating budget to a maximum of 20% of the previous year's net tax requirement be approved;

AND THAT staff be requested to report back to Council with a plan to achieve the 20% Tax Supported Capital Guideline.

Carried

The meeting adjourned at 1:05 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday June 4, 2008, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday June 4, 2008 in the Council Chambers at 12:00 noon.

Present: Councillors Wettstein, Bell, Hofland and Mayor Farbridge

Absent: Councillor Findlay

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Ms. M. Neubauer, Director of Finance; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Ms. S. Aram, Manager of Budget Services; Mr. R. MacKay, Manager of Recreation & Culture; Mr. M. McCrae, Manager of Corporate Property Services; Mr. J. Stokes, Manager of Realty Services; Mrs. L.A. Giles, Director of Information Services/City Clerk and Ms. J. Sweeney, Council Committee Co-ordinator

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 May 7 and 12, 2008 be confirmed as recorded and without being read.

Carried

City-owned Property at 65 Delhi Street – Delhi Community Centre – Agreement of Purchase and Sale

The Manager of Realty Services provided information with respect to the proposed sale of 65 Delhi Street and the conditions of the agreement with respect to heritage issues.

2. Moved by Mayor Farbridge
Seconded by Councillor Hofland

THAT staff be directed to bring forward a by-law authorizing the execution of an Agreement of Purchase and Sale between The Children's Aid Society of the City of Guelph/County of Wellington (Family & Children's Services) and the City of Guelph for part of the lands municipally known as 65 Delhi Street, Guelph.

Carried

REPORT

Tax Supported and user Pay Operating Budgets Variance Report as at December 31, 2007 (subject to year end audit)

The Manager of Budget Services highlighted the recommended distribution of the surplus allocations.

REPORT

- 3. Moved by Councillor Hofland
Seconded by Mayor Farbridge
THAT the following Tax Supported and User Pay surplus allocations be approved:

Tax Supported

- \$1,583,216 to be allocated to the Tax Rate Stabilization Reserve
- \$600,000 to be allocated to the Police Capital Reserve
- \$53,019 to be allocated to the Library Capital Reserve
- \$500,000 to be allocated to the Infrastructure Renewal Reserve
- \$350,000 to be allocated to the Affordable Housing Reserve. The Affordable Housing Reserve is to be used to fund the costs associated with a new youth shelter.

User Pay

- \$131,697 to be allocated to the Parking Capital Reserve
- \$245,741 to be allocated to the Water Rate Stabilization Reserve
- \$146,989 to be allocated to the Waste Water Capital Reserve.

Carried

REPORT

- 4. Moved by Councillor Bell
Seconded by Mayor Farbridge
THAT staff be directed to work with Wyndham House on the acquisition of property for a youth shelter.

Carried

REPORT

- 5. Moved by Mayor Farbridge
Seconded by Councillor Bell
THAT staff be directed to negotiate the necessary agreements with Wyndham House and the County of Wellington, as the Consolidated Municipal Service Manager, for the operation of a youth shelter.

Carried

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday July 2, 2008, 3:00 p.m.**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday July 2, 2008 in the Council Chambers at 3:00 p.m.

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

Staff Present: Mr. M. Amorosi, Director of Human Resources; Ms. M. Neubauer, Director of Finance; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Ms. S. Aram, Deputy Treasurer; Mr. M. McCrae, Manager of Corporate Property Services; Mr. B. Stewart, Manager of Procurement & Risk Management Services; Mrs. L.A. Giles, Director of Information Services/City Clerk 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 June 4, 2008 be confirmed as recorded and without being read.

Carried

Military Leave Policy

2. Moved by Mayor Farbridge
Seconded by Councillor Bell
Mr. M. Amorosi THAT the report of the Director of Human Resources dated July 2, 2008 regarding Military Leave Policy, be received for information.

Carried

Reserve Fund for the Land Ambulance Surplus

3. Moved by Mayor Farbridge
Seconded by Councillor Bell
REPORT THAT staff be directed to set up a Reserve Fund called "Land Ambulance Surplus Reserve Fund" and all funds received from a land ambulance budget surplus be deposited to this reserve fund and be used only in accordance with the Land Ambulance Service Performance Agreement, signed by the Mayor and City Clerk on July, 2006.

Carried

Reserve Fund for the Ontario Bus Replacement Program

REPORT

4. Moved by Councillor Findlay
 Seconded by Mayor Farbridge

THAT staff be directed to set up a Reserve Fund called "Ontario Bus Replacement Program Reserve Fund" and all funds received under this program be deposited to this reserve fund and be used only in accordance with the Letter of Agreement signed by the Mayor and Treasurer on April 13, 2007, and with the Ontario Bus Replacement (OBRP) 2007 Guidelines and Requirements.

Carried

Trapping

Ms. L.E. Payne

5. Moved by Councillor Findlay
 Seconded by Councillor Hofland

THAT report from Corporate Services dated July 2, 2008 regarding an update on the trapping issue be received.

Carried

City Hall and POA Project Update

Ms. L.E. Payne

6. Moved by Councillor Findlay
 Seconded by Mayor Farbridge

THAT the report with respect to the City Hall and POA Project dated July 2, 2008, be received for information.

Carried

20% Tax Supported Capital Guideline

REPORT

7. Moved by Mayor Farbridge
 Seconded by Councillor Findlay

THAT staff be directed to develop a policy based on the principles outlined in the report of the Director of Finance dated July 2, 2008 '20% Tax Supported Capital Guideline', including:

- establishing that debt servicing costs not exceed 10% of the net revenue fund revenues
- transferring the hydro note to reserves by 2011

AND THAT this policy be brought back to the Finance, Administration & Corporate Services Committee for approval prior to the 2009 budget process.

Carried

In Camera

8. Moved by Councillor Hofland
Seconded by Councillor Findlay

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

- security of the property of the City.

Carried

The remainder of the meeting was held in closed session.

9. Moved by Councillor Findlay
Seconded by Councillor Hofland

Ms. L.E. Payne

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

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
meeting as the Audit Committee
Wednesday July 2, 2008, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee meeting as the Audit Committee was held on Wednesday July 2, 2008 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; Ms. M. Neubauer, Director of Finance; Ms. S. Aram, Deputy Treasurer; Mr. B. Stewart, Manager of Procurement & Risk Management Services; Mrs. L.A. Giles, Director of Information Services/City Clerk and Ms. J. Sweeney, Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

Review of the Role of the Audit Committee

Peter Barr of Deloitte & Touche LLP was present and introduced Evan McDade, audit planner and Aneesa Ruffudeen, senior manager Enterprise Risk. He outlined the role of the Audit Committee, Senior Management, the auditors and Council. He advised that the Audit Committee plays a key role in carrying out legal and fiduciary responsibilities, especially with respect to the integrity of a city's financial information, system of internal control and legal and ethical conduct of a city's management and employees. He outlined the differences between an external audit and internal audit.

Mr. McDade reviewed the Terms of Reference for the City's Audit Committee with respect to:

- Audit planning and preparation
- Information and control systems
- Annual financial statements
- Audit results
- Financial and other reporting practices
- Internal control
- Compliance with laws, regulations and ethics.

He provided information on the emerging practice of appointing citizens to the Audit Committee.

1. Moved by Mayor Farbridge
Seconded by Councillor Hofland

Ms. M. Neubauer

THAT staff be directed to bring back a proposal that would include internal audit functions in the City of Guelph including the costs and reporting requirements;

AND THAT staff bring forward a revised Terms of Reference for the Audit Committee with respect to:

- establishing the Audit Committee independently of the Finance, Administration & Corporate Services Committee
- composition of the audit committee, qualifications of members and any necessary training
- clarification of the role of the Audit Committee, Senior Management and Council
- addition of risk management and internal audit responsibilities.

Carried

2007 Financial Statements

Evan McDade highlighted the 2007 Financial Statements for the City of Guelph.

2. Moved by Mayor Farbridge
Seconded by Councillor Findlay

REPORT

THAT the 2007 audited Financial Statements for the City of Guelph be approved.

Carried

In Camera

3. Moved by Councillor Hofland
Seconded by Mayor Farbridge

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

- security of the property of the city.

Carried

The remainder of the meeting was held in closed session.

Aneesa Ruffudeen of Deloitte & Touche LLP provided the Committee with information.

4. Moved by Mayor Farbridge
Seconded by Councillor Hofland

Ms. M. Neubauer

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

Carried

July 2, 2008

Finance, Administration & Corporate Services Committee
meeting as the Audit Committee

Page No. 3

The meeting adjourned at 2:55 p.m.

.....
Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Monday July 21, 2008, 6:40 p.m.**

A meeting of the Finance, Administration and Corporate Services Committee was held on Monday July 21, 2008 in the Council Committee Room A at 6:40 p.m.

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

Staff Present: Ms. T. Agnello, Deputy City Clerk and Ms. D. Black, Assistant Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

In Camera

1. Moved by Mayor Farbridge
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) (b) of the Municipal Act with respect to:

- personal matters about an identifiable individual.

Carried

The remainder of the meeting was held in closed session.

Councillor Findlay arrived at 6:43 p.m.

2. Moved by Councillor Hofland
Seconded by Councillor Bell

Mrs. L.A. Giles

THAT staff be given direction regarding personal matters about an identifiable individual.

Carried

The meeting adjourned at 6:48 p.m.

.....
Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Tuesday September 9, 2008, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday, 2008 in Committee Room B 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. M. Neubauer, Director of Finance; Ms. A. Pappert, Director of Community Services; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Ms. S. Aram, Deputy Treasurer; Mr. R. Hagey, Supervisor of Budgets; Mr. M. Humble, Supervisor of Financial Services; Mr. M. McCrae, Manager of Corporate Property Services; Mrs. L.A. Giles, Director of Information Services/City Clerk 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 meetings held on July 2 and 21, 2008 and the minutes of the Finance, Administration and Corporate Services Committee as the Audit Committee meeting held on July 2, 2008 be confirmed as recorded and without being read.

Carried

**St. Joseph's Health Centre Guelph:- The Next Generation
Capital Campaign**

2. Moved by Mayor Farbridge
Seconded by Councillor Findlay

THAT the letter from the St. Joseph's Health Centre Guelph: - The Next Generation Capital Campaign be received as information;

AND THAT since this request from St. Joseph's Health Centre Guelph would be considered as part of the 2011 budget deliberations, and as it reasonable to consider this matter within the context of a larger corporate investment strategy, that the Finance Administration & Corporate Services Committee refers consideration of this letter to the staff team who will be presenting a proposal to undertake a Grant Review/Investment Framework Study in 2009, also subject to budget deliberations;

REPORT

AND THAT the letter from St. Joseph's Health Centre Guelph: - The Next Generation Capital Campaign be brought forward in 2010 as part of Council budget deliberations, subject to the outcomes of the Grant Review/Investment Framework Study.

Carried

Operating Budget Variance Report as at June 30, 2008

3. Moved by Councillor Findlay
Seconded by Councillor Hofland

Ms. M. Neubauer

THAT the report of the Director of Finance dated September 9, 2008 with respect to the June 30th operating budget variance, be received for information.

Carried

Debt Report and Policy Framework

4. Moved by Councillor Findlay
Seconded by Councillor Hofland

Ms. M. Neubauer

THAT Report FIN-08-22 regarding a draft debt policy incorporating the development framework from Finance department dated September 9th, 2008, be received.

Carried

Capital Project Status Report as at June 30, 2008

5. Moved by Councillor Findlay
Seconded by Councillor Hofland

Ms. M. Neubauer

THAT report FIN-08-23 regarding the status of capital projects from Finance department, dated September 9th, 2008, be received.

Carried

City Hall and POA Project Update

The Manager of Corporate Property Services provided the Committee with a status report on the City Hall and POA project.

6. Moved by Councillor Findlay
Seconded by Mayor Farbridge

Ms. L.E. Payne

THAT the report with respect to the City Hall and POA Project dated September 9, 2008, be received for information.

Carried

In Camera

- 7. Moved by Mayor Farbridge
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) (a) and (c) of the Municipal Act with respect to:

- security of the property of the city;
- proposed or pending acquisition or disposition of land.

Carried

The Committee moved in camera.

The Manager of Corporate Property Services provided the Committee with an update on a property security matter.

- 8. Moved by Mayor Farbridge
Seconded by Councillor Findlay

That the Committee reconvene in public session.

Carried

The Manager of Corporate Property Services provided information with respect to the scope of work associated with the City Hall project.

The Committee resumed the in camera meeting.

- 9. Moved by Councillor Findlay
Seconded by Councillor Bell

Ms. L.E. Payne

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

Carried

- 10. Moved by Councillor Findlay
Seconded by Councillor Hofland

REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE

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

Carried

The meeting adjourned at 2:20 p.m.

.....

Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday October 1, 2008, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday October 1, 2008 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; Ms. M. Neubauer, Director of Finance; Ms. A. Pappert, Director of Community Services; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Ms. S. Aram, Deputy Treasurer; Mr. M. McCrae, Manager of Corporate Property Services; Mr. B. Stewart, Manager of Procurement and Risk Management Services; Mrs. L.A. Giles, Director of Information Services/City Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland
Seconded by Councillor Findlay
THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on September 9, 2008 be confirmed as recorded and without being read.

Carried

Street Vendor Cart Operations

The Manager of Procurement and Risk Management Services provided background information on the tender with respect to street vendors.

Mustafa Ghomishah was present and advised that he has been operating a street vendor cart in the downtown location for fifteen years. He suggested that there is not enough business to support three street vendor carts in this area. He requested that he be granted a long term extension of the existing street vendor cart contract for the downtown locations.

2. Moved by Mayor Farbridge
Seconded by Councillor Findlay
THAT the Procurement staff working with the Operations group will issue a new tender Street Vendor Cart Operations that includes the central business district and various parks throughout the City.

Carried

REPORT

Annual Budget Provision for Civic Celebrations

Peter Anderson was present on behalf of the organization committee for John Galt Day and provided information with respect to the history of the celebration. He advised that they propose to hold this event yearly. He advised that they are requesting \$10,000 for the event.

Dave Thompson was present on behalf of the organizing committee for the Santa Claus parade. He requested that the invoice they received be redirected to the city and to re-establish the \$7,000 yearly grant for this event.

- 3. Moved by Mayor Farbridge
Seconded by Councillor Hofland

REPORT

THAT staff be directed to include an annual provision in the Tax Supported Operating Budget beginning in 2009 under the title Civic Celebrations Program;

AND THAT the following six (6) events be sanctioned as Civic Celebrations beginning in 2009 including: New Years Eve – Sparkles in the Park; Canada Day Celebrations; Labour Day Picnic; Remembrance Day; Santa Claus Parade; Civic Holiday – John Galt Day;

AND THAT the civic celebrations event criteria outlined in report # FIN-08-19 be approved in principle specific to the 2009 events and that the criteria also be referenced and reviewed within the development of an events framework strategy;

AND THAT staff be directed to work with community partners to secure formal agreements for the delivery of these civic celebration events; the agreements to be subject to the satisfaction of the City Solicitor and that the Mayor and Clerk be authorized to sign these agreements;

AND THAT subject to 2009 budget deliberations, staff be directed to increase the 2009 budget allocation for these events by \$19,000 to a total budget envelop of \$60,000;

Ms. M. Neubauer
Ms. A. Pappert

AND THAT staff be directed to meet with the organizers of the Santa Claus Parade to address the issue of past grants to the event and the outstanding invoice and report back to Council if necessary.

Carried

City Hall and POA Project Update

The Manager of Corporate Property Services provided an update on the project.

Ms. L.E. Payne

- 4. Moved by Councillor Findlay
Seconded by Mayor Farbridge
THAT the report with respect to the City Hall and POA Project dated October 1, 2008, be received for information.

Carried

- 5. 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) (a) of the Municipal Act with respect to:
 - security of the property of the city.

Carried

The remainder of the meeting was held in camera.

Ms. L.E. Payne

- 6. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT staff be given direction with respect to a matter relating to the security of the property of the city.

Carried

The meeting adjourned at 1:28 p.m.

.....
Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday October 29, 2008, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday October 29, 2008 in the Council Chambers at 12:00 noon.

Present: Councillors Wettstein, Bell, Hofland and Findlay

Absent: Mayor Farbridge

Also Present: Councillors Beard, Farrelly and Wettstein

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Ms. M. Neubaauer, Director of Finance; Ms. A. Pappert, Director of Community Services; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design & Development Services; Ms. S. Aram, Deputy Treasurer; Mr. R. Hagey, Supervisor of Budget Services; Mrs. L.A. Giles, Director of Information Services/City Clerk and Ms. J. Sweeney, Council Committee Co-ordinator.

There was no disclosure of pecuniary interest.

Robin Lee Norris was present on behalf of Community Living Guelph Wellington and reminded the Committee of the decision made earlier in the spring that consideration would be given, during budget deliberation, for a grant of \$80,000 to offset the development costs of their new facility. She advised that the gymnasium is in demand during the day and evenings.

The Director of Finance advised that the purpose of the meeting is to share information with respect to the various departmental budgets and to allow staff time to gather any additional information requested.

She highlighted the various impacts affecting the 2009 budget such as: compensation increases, oil-based product increases, annualization of services that were approved in 2008 and revenue losses from investment income.

The Chief Administrative Officer presented the proposed Corporate Administration budget. He advised that the increases in the 2009 budget are due to inflationary impacts.

The Director of Human Resources presented the 2009 operating budget for the Human Resources Department. He advised that the proposed budget represents a 1% reduction over the 2008 budget.

The Director of Corporate Services/City Solicitor presented the proposed 2009 departmental budget. She highlighted the various Council initiatives being undertaken by the department. She advised that the lease extensions, due to the delayed move to the new city hall, have been incorporated into the budget. She highlighted the efficiencies found within the department and the impact growth is having on the budget. She provided information relating to the new services proposed being an appraiser/ negotiator position in realty services and an internet payment solution for court services. She also provided information with respect to the proposed capital budget relating to the completion of the New City Hall, South End Emergency Services Centre, and final design for the Museum and Wilson Street Parking facilities.

The Director of Information Services/City Clerk presented the proposed Information Services budget. She advised that the budget maintains service levels while accommodating organizational and technological growth. She provided information with respect to efficiencies relating to increased revenues due to in-house marriage services and a reduction in the telephone charges through the implementation of the VoIP system. She also highlighted the impact of growth on the budget. She further provided information on proposed new services being an MFIPPA/Records Coordinator and a GIS Analyst. She then highlighted the capital budget projects.

The Director of Finance highlighted the proposed 2009 departmental budget. She advised that a large number of staff are in new/different positions which require additional training. She provided information on the department's work plan for 2009. She reviewed the department's efficiencies relating to revising vacant positions which will meet new priorities and improve inter-departmental support and monitoring of internal control and additional training. She highlighted the impact of growth to the department.

The Director of Finance highlighted the general expenditures and provided information on the impacts which have increased the budget due to increased insurance costs and MPAC assessment services. She advised that there is a decrease in revenues from supplementary taxes and interest earned on investments. She also advised that there is an increased use of sustainable funding from the Guelph Hydro dividends.

The Director of Finance provided information on the proposed capital financing. She advised that the funding from City sources have held approximately at the 2008 levels. She further advised that the 20% capital guideline reflects the city's 2009 share as being 17.4%.

The meeting adjourned at 2:50 p.m.

.....
Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday, November 5, 2008, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday, November 5, 2008 in Council Chambers at 12:00 noon.

Present: Councillors Wettstein, Bell, Hofland, and Findlay

Absent: Mayor Farbridge

Also Present: Councillor Farrelly

Staff Present: Ms. M. Neubauer, Director of Finance, Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. M. Humble, Supervisor of Financial Reports; Mr. J. Rzeszut, Capital Asset Consultant; Mr. J. Stokes, Manager of Realty Services; Ms. G. Nisbet, Manager of Taxation & Revenue; Ms. K. Kocialek, Supervisor of Cash Management; Mrs. L.A. Giles, Director of Information Services/City Clerk and Ms. D. Black, Assistant Council Committee Coordinator

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland
Seconded by Councillor Findlay

THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on October 1, 2008 be confirmed as recorded and without being read.

Carried

Residential Lease Agreements – 297 Woodlawn Road West

2. Moved by Councillor Hofland
Seconded by Councillor Bell

REPORT

THAT the Mayor and Clerk be authorized to execute a lease agreement and any further renewals or subsequent lease agreements between the Ministry of Transportation and the City for the property at 297 Woodlawn Road West;

AND THAT the Mayor and Clerk be authorized to execute a lease agreement and any further renewals or subsequent lease agreements between the City and Matrix Affordable Homes for the Disadvantaged Inc. for the property at 297 Woodlawn Road West.

Carried

Guelph/Wellington Seniors Association Lease of the Evergreen Seniors Centre

Mr. Stokes will provide the Finance Committee with information regarding the financial status of the property.

REPORT

3. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT the Mayor and Clerk be authorized to execute a five-year lease agreement commencing January 1, 2009 between the City and the Guelph/Wellington Seniors Association in respect of the Evergreen Seniors Centre at 683 Woolwich Street.

Carried

Possible Solar Energy Proposals on City Lands

REPORT

4. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT staff be directed to develop and issue a Request for Information and a subsequent Request for Proposals from companies interested in establishing a solar photovoltaic project on City lands as outlined in the report of the Manager of Realty Services dated November 5, 2008 and report back with the results and recommendations through Committee for Council's consideration.

Carried

PSAB: Tangible Capital Asset Policy

Mr. J. Rzeszut, Capital Asset Consultant, provided highlights of the report. He outlined the different policies included and explained their threshold levels and how they were determined.

The Director of Finance provided information regarding the process, guidelines and provincial requirements for the Policy.

REPORT

5. Moved by Councillor Hofland
Seconded by Councillor Bell
THAT the PSAB 3150 Tangible Capital Asset Policy proposed (TCA Policy) for the Corporation of the City of Guelph dated January 1, 2009 and attached to Report FIN-08-27 dated November 5, 2008, be approved.

Carried

City of Kingston Resolution Re: Heads and Beds Levy

6. Moved by Councillor Hofland
Seconded by Councillor Bell

REPORT

THAT the City of Guelph endorse the resolution of the City of Kingston:

THEREFORE BE IT RESOLVED THAT the Province of Ontario be requested to:

- Increase the “heads and beds” payment immediately to at least match the rate of inflation since 1987 and build in an automatic annual adjustment for inflation from now on, and
- Meet with officials from Kingston and other municipalities affected by this law to discuss a fairer way that is closer to the fair market value of the properties, to compensate for the loss of property taxes because of property tax exemption rules for post-secondary institutions and hospitals under provincial law.

Carried

Guelph and District Labour Council: Procurement Policy

7. Moved by Councillor Hofland

Seconded by Councillor Bell

Ms. M. Neubauer
Guelph & District
Labour Council

THAT the request from the Guelph and District Labour Council with respect to adopting a Procurement Policy with respect to Buy Canadian – Build Communities, be received;

AND THAT the correspondence be referred to staff to consider in conjunction with the procurement procedures review.

Carried

8. 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) (b) & (c) of the Municipal Act with respect to:

- proposed or pending acquisition or disposition of property of the City
- personal matters about an identifiable individual

Carried

The remainder of the meeting was held In-Camera.

1. Moved by Councillor Findlay

Seconded by Councillor Hofland

REPORT TO COMMITTEE
OF THE WHOLE

THAT the Report of the Manager of Realty Services in respect to a matter of proposed or pending acquisition or disposition of property of the City be received.

Carried

November 5, 2008

Finance, Administration & Corporate Services Committee Page 4

REPORT TO COMMITTEE
OF THE WHOLE

THAT the City Clerk be given direction with respect to personal matters about identifiable individuals.

Carried

The meeting adjourned at 1:40 p.m.

.....
Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
meeting as the Audit Committee**

Wednesday, November 5, 2008, 1:45 p.m.

A meeting of the Finance, Administration and Corporate Services Committee meeting as the Audit Committee was held on Wednesday, November 5, 2008 in Council Chambers at 1:45 pm.

Present: Councillors Wettstein, Bell, Hofland, and Findlay

Absent: Mayor Farbridge

Also Present: Councillor Farrelly

Staff Present: Ms. M. Neubauer, Director of Finance, Mr. M. Humble, Financial Consultant; Ms. G. Nisbet, Tax Collector; Ms. K. Kocialek, Supervisor of Cash Management; Mrs. L.A. Giles, Director of Information Services/City Clerk; and Ms. D. Black, Assistant Council Committee Coordinator

2008 Audit Plan

Mr. Evan McDade, of Deloitte & Touche outlined the formal reporting responsibilities of the auditors to the Committee. He explained the audit objectives and scope and identified the areas of focus of the audit. He also provided information regarding investment reporting for municipalities and new standards of reporting for this year. He outlined current and continuing issues that will affect the audit such as:

- Tangible Capital Assets of Local Governments
- Segment Disclosures
- Financial Statement Presentation
- Tangible Capital Assets – Public Sector; and
- Financial Instruments

He assured the financial statements will be in compliance each year despite the actual appearance differences between 2007, 2008 & 2009. He provided a breakdown of their auditor fees and advised of the timing of the audit.

1. Moved by Councillor Findlay
Seconded by Councillor Bell

REPORT

THAT Deloitte & Touche be appointed auditors for the City of Guelph for the fiscal year of 2008;

AND THAT the 2008 Audit Plan be prepared by Deloitte & Touche be approved as submitted.

Carried

Audit Committee Terms of Reference

The Director of Finance advised that the purpose of adopting the terms of reference is to formalize previously approved recommendations. She outlined the qualifications members of the Audit Committee should possess and advised there should be a formal training program provided. She also addressed the issue of the need for an internal control framework plan and explained the proposed steps to achieve the plan.

REPORT

- 2. Moved by Councillor Findlay
Seconded by Councillor Hofland

THAT the Procedural By-law be amended to establish the Audit Committee as a Standing Committee, distinct from the Finance, Administration and Corporate Services Committee;

AND THAT Council adopt the Audit Committee Terms of Reference attached as Schedule B to Report FIN-08-29.

- 3. 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) (a) of the Municipal Act with respect to:

- the security of the property of the City

Carried

The remainder of the meeting was held In-Camera.

Mr. Evan McDade & Ms. Heather Urie, on behalf of Deloitte & Touche provided information with respect to matters regarding security of the property of the City.

The meeting adjourned at 3:23 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Wednesday December 3, 2008, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Wednesday December, 2008 in the Council Chambers at 12:00 noon.

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

Also Present: Councillor Beard

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Ms. M. Neubauer, Director of Finance; Ms. A. Pappert, Director of Community Services; Mr. J. Riddell, Director of Community Design & Development Services; Mr. R. Hagey, Supervisor of Budget Services; Ms. S. Smith, Associate Solicitor; 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 Councillor Findlay

THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on November 5, 2008 be amended to reflect Councillor Bell seconding motion No. 7, and be confirmed as amended without being read;

AND THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held October 29, 2008 be confirmed as recorded and without being read;

AND THAT the minutes of the Finance, Administration and Corporate Services Committee meeting as the Audit Committee held November 5, 2008 be confirmed as recorded and without being read;

Carried

Trapping By-law

The Director of Corporate Services/City Solicitor advised of the membership of the stakeholders working group with respect to the trapping by-law and advised of their participation. She outlined the exemptions contained in the draft trapping by-law. She further advised that the Operations Department will be responsible for the enforcement of the proposed by-law and the maintenance of the register.

Liz White was present on behalf of the stakeholder working group and advised that they support the draft trapping by-law. She advised that the members of the group had differing opinions but were able to come to a consensus. She suggested that if a good education program is developed on how to prevent animal conflict, exemptions to the by-law would be minimal.

REPORT

2. Moved by Councillor Findlay
Seconded by Mayor Farbridge

THAT the staff report dated December 3, 2008 regarding the use of body-gripping traps in the City of Guelph, be received;

AND THAT Council approve a by-law in the form set out in Schedule "A" to the December 3, 2008 staff report;

AND THAT an education program be developed by City staff in accordance with the City policy on body-gripping traps which is attached as Schedule "B".

Carried

Brownfield Redevelopment Grant Request for 288-290 Woolwich Street

Greg Atkinson, Policy Planner reviewed the Brownfield Redevelopment Community Improvement Plan and what constituted a brownfield site. He provided a brief history of 288-290 Woolwich Street. He also provided information on the tax increment-based grant program and the eligible costs and proposed funding mechanisms related to this site.

REPORT

3. Moved by Councillor Findlay
Seconded by Councillor Bell

THAT Report 08-128 regarding a request for financial assistance pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property municipally known as 288-290 Woolwich Street from Community Design and Development Services dated December 3, 2008, be received;

AND THAT the request for financial assistance made by Quantum Murray LP under the Tax Increment-Based Grant Program pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property municipally known as 288-290 Woolwich Street be approved to an estimated upset total of \$199,981.80, to be issued over a period of up to 10 years subject to the terms and conditions attached hereto as Attachment 5;

AND THAT the request for financial assistance made by Quantum Murray LP under the Tax Assistance During Rehabilitation Program

pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property municipally known as 288-290 Woolwich Street be approved for a duration of up to 3 years subject to the terms and conditions attached hereto as Attachment 5;

AND THAT Council direct staff to prepare a by-law to implement the municipal tax assistance during rehabilitation in accordance with the Municipal Act and that the appropriate information and material be sent to the Minister of Finance requesting relief from the education portion of the taxes for the property municipally known as 288-290 Woolwich Street for a duration of up to 3 years;

AND THAT staff be directed to proceed with finalizing Tax Increment-Based Grant, Tax Cancellation, and Information Sharing Agreements with the Quantum Murray LP;

AND THAT the Mayor and Clerk are authorized to sign the Tax Increment-Based Grant, Tax Cancellations, and Information Sharing Agreements.

Carried

Operating Budget Variance Report as at September 30, 2008

- 4. Moved by Councillor Findlay
Seconded by Councillor Bell

Ms. M. Neubauer

THAT the report of the Director of Finance dated December 3rd, 2008 with respect to the September 30th operating budget variance, be received for information.

Carried

Members of the committee thanked Councillor Wettstein for his role as Chair of the Committee, and members of staff for their assistance.

The meeting adjourned at 1:30 p.m.

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Chairperson