

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Monday March 9, 2009, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Monday March 9, 2009 in the Council Chambers at 12:00 noon.

Present: Councillors Beard, Billings, Kovach, Wettstein and Mayor Farbridge

Also Present: Councillors Bell, Farrelly, Findlay and Hofland

Staff Present: Ms. M. Neubauer, Director of Finance; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. R. Riddell, Director of Community Design & Development Services; Mr. B. Poole, Chief Building Official; 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 Wettstein
Seconded by Mayor Farbridge

THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on December 3, 2009 be confirmed as recorded and without being read.

Carried

2. Moved by Mayor Farbridge
Seconded by Councillor Billings

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 identifiable individuals.

Carried

The Committee moved to in camera session.

The Chief Building Official and the Director of Community Design & Development Services provided the Committee with an update relating to an upcoming matter.

The Committee resumed public session at 12:35 p.m.

Consent Agenda

The following items were extracted from the Consent Agenda: FACS-2, FACS-3 and FACS-4.

- 2. Moved by Mayor Farbridge
Seconded by Councillor Wettstein

THAT the balance of the Finance, Administration & Corporate Services March 9, 2009 Consent Agenda as identified below, be adopted.

a) **Purchasing By-law**

REPORT

THAT the City's Purchasing By-law (2005)-17679 be amended such that the monetary limits in section 5 – Purchase Processes and Limits, be revised as reflected in Schedule B.

b) **Habitat for Humanity Wellington County-Request for Relief from Development Fees**

Ms. M. Neubauer
Mr. J. Riddell

THAT the correspondence from Habitat for Humanity requesting relief from development fees for their project of Johnston Street, be received and referred to staff.

Carried

Annual Report on 2008 Permit Fees, Costs and Building Stabilization Reserve Fund

- 3. Moved by Mayor Farbridge
Seconded by Councillor Billings

THAT the Finance, Administration & Corporate Services Consent Item FACS-3 "Annual Report on 2008 Permit Fees, Costs and Building Stabilization Reserve Fund" be moved forward.

Carried

- 4. Moved by Mayor Farbridge
Seconded by Councillor Billings

Mr. J. Riddell
Mr. B. Poole

THAT the Annual Report (No. 09-27) on 2008 Permit Fees, Costs and Building Stabilization Reserve Fund from the Community Design and Development Services Department dated March 9, 2009, be received.

Carried

City Initiated Assessment Appeals

- 5. Moved by Councillor Kovach
Seconded by Mayor Farbridge

REPORT

THAT Council authorize City Staff to file an appeal with the Assessment Review Board;

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

Carried

Long Term Capital Forecast

The Director of Finance highlighted the need for a long term capital forecast. She briefly provided information on the approach and public involvement. She advised that now is the time for taking a calculated risk; strategic investment and realistic capital forecasting.

Councillor Kovach retired from the meeting at 12:55 p.m.

REPORT

- 6. Moved by Mayor Farbridge
Seconded by Councillor Wettstein

THAT the 10 year forecast submitted with the 2009 Budget, be reviewed using the priority setting process outlined in this report, and a revised forecast be presented to Council at the May 27, 2009 priority setting meeting.

Carried

The Committee discussed the 2009 meeting dates and agreed to meet on the 2nd Monday at 12 noon.

- 7. Moved by Mayor Farbridge
Seconded by Councillor Wettstein

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

- proposed or pending acquisition or disposition of land.

Carried

The remainder of the meeting was held in camera.

REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE

- 8. Moved by Mayor Farbridge
Seconded by Councillor Billings

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

Carried

The meeting adjourned at 1:30 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Tuesday April 14, 2009, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Tuesday April 14, 2009 in the Council Chambers at 12:00 noon.

Present: Councillors Beard, Billings, Kovach, Wettstein and Mayor Farbridge

Also Present: Councillors Bell, Farrelly and Hofland

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Ms. M. Neubauer, Director of Finance; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design & Development 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 Mayor Farbridge
Seconded by Councillor Wettstein
THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on March 9, 2009 be confirmed as recorded and without being read.

Carried

2. Moved by Mayor Farbridge
Seconded by Councillor Wettstein
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 municipality.

Carried

The Committee moved into Committee Room B.

The Manager of Court Services provided information with respect to a security issue.

The Committee resumed public session.

Consent Agenda

The following items were extracted from the Consent Agenda:

- FACS-2009 A.5 – Business Licence By-law Review Process
- FACS-2009 A.8 – Community Video Showcase on Guelph.ca

- FACS-2009 A.10 – Request from Kindle Communities Organization for financial relief with respect to the redevelopment of Shelldale Centre
- FACS-2009 A.11 – Corporate Policy – Write-off of Provincial Offences Fines
- FACS-2009 A.12 Reassessment and Tax Impacts
- FACS-2009 A.13 – 2009 Property Tax Policy

3. Moved by Councillor Kovach
 Seconded by Mayor Farbridge

THAT the balance of the Finance, Administration & Corporate Services Committee April 14, 2009 Consent Agenda as identified below be adopted:

a) **Assessment Growth and Tax Revenue**

Ms. M. Neubauer

THAT the Finance Report 09-17 dated April 14, 2009 entitled "Assessment Growth and Tax Revenue", be received.

b) **Report on a Building Stabilization Reserve Fund Policy, a New Schedule of Permit Fees and Annual Indexing of Permit Fees**

REPORT

THAT the attached Building Stabilization Reserve Fund Policy, effective May 1, 2009, be approved;

AND THAT the attached Schedule of Permit Fees effective May 1, 2009, be approved.

c) **2008 Investment Report**

REPORT

THAT the report dated March 23, 2009 with respect to the 2008 investment portfolio performance and holdings be received for information;

AND THAT the Investment Policy dated March 23, 2009 be approved and adopted.

Carried

Request from Kindle Communities Organization for Financial Relief with respect to the Redevelopment of Shelldale Centre as a Clinic Space for the Guelph Community Health Centre

Bruce Ryan was present on behalf of the Guelph Community Health Centre and requested that the City waive the redevelopment charges associated with the redevelopment of the Shelldale Centre as a clinic space for the Guelph Community Health Centre.

REPORT

4. Moved by Mayor Farbridge
 Seconded by Councillor Wettstein
 THAT a grant to Kindle Communities Organization for relief of costs associated with the redevelopment of the Shelldale Centre in the amount of \$72,000 to be financed from the \$200,000 grant for Hospice Wellington approved in the 2009 capital budget be approved;

AND THAT the 2010 capital budget provide for a grant of \$72,000 to Hospice Wellington.

Carried

Reassessment and Tax Impacts / 2009 Property Tax Policy

The Manager of Taxation and Revenue summarized the recommendations for the required 2009 tax policy decisions.

Ms. M. Neubauer

5. Moved by Mayor Farbridge
 Seconded by Councillor Billings
 THAT the Finance Report 09-18 dated April 14, 2009 entitled "Reassessment and Tax Impacts" be received.

Carried

REPORT

6. Moved by Mayor Farbridge
 Seconded by Councillor Billings
 THAT the following tax policies be incorporated into the tax rate and ratio bylaws and submitted to Council on April 27, 2009:

That the new capping option permitted for 2009, which removes capping protection from properties that have reached CVA tax, be adopted;

AND That all other tax policies, including optional property classes, graduated tax rates, capping parameters, and relief to charities, low income and disabled persons (as detailed in Schedule 1 to Report FIN-09-19) remain the same as 2008.

Carried

REPORT

7. Moved by Mayor Farbridge
 Seconded by Councillor Wettstein
 THAT the following tax policies be incorporated into the tax rate and ratio bylaws and submitted to Council on April 27, 2009:

Tax Ratios: Reduce the multi-residential tax ratio from 2.74 to 2.5965, with all other class ratios and vacancy discounts remaining the same as in 2008.

Carried

Corporate Policy – Write-Off of Provincial Offences Fines

REPORT

8. Moved by Councillor Kovach
Seconded by Councillor Billings
THAT the Corporate Policy dated December 31, 2008 regarding the Write-Off of Provincial Offences Fines be approved.

Carried

Business Licence By-law Review Process

Mrs. L.A. Giles

9. Moved by Mayor Farbridge
Seconded by Councillor Billings
THAT the information report of the Director of Information Services/City Clerk regarding the Business Licence By-law Review Process dated April 14, 2009 be received.

Carried

Community Video Showcase on Guelph.ca

REPORT

10. Moved by Councillor Wettstein
Seconded by Mayor Farbridge
THAT the Mayor and Clerk be authorized to execute an agreement between the City of Guelph and CGI Communications Inc. which would result in a fully-produced, no-cost community video showcase program to promote Guelph on Guelph.ca.

Carried

11. Moved by Councillor Wettstein
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) (b) of the Municipal Act with respect to:
• Personal matters about identifiable individuals.

Carried

The remainder of the meeting was held in camera.

Mrs. L.A. Giles

12. Moved by Councillor Kovach
Seconded by Councillor Billings
THAT the matter of citizen appointments to a committee be deferred until further information is obtained on the requirements needed by the committee.

Carried

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
Tuesday May 12, 2009, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Tuesday May 12, 2009 in the Caucus Room at 12:00 noon.

Present: Councillors Beard, Billings, Kovach (arrived at 12:10 p.m.), Wettstein and Mayor Farbridge

Also Present: Councillors Bell and Farrelly

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Mr. J. Riddell, Director of Community Design & Development Services; Mr. P. Cartwright, General Manager of Economic Development & Tourism; Mr. B. Coutts, Manager of Court Services; Ms. J. Oliver, Workforce Planning & Development Specialist; 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 Mayor Farbridge
Seconded by Councillor Billings

THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on April 14, 2009 be confirmed as recorded and without being read.

Carried

Consent Agenda

The following item was extracted from the Consent Agenda to be dealt with separately:

- FACS-2009 A.14 – Human Resources Annual Report

2. Moved by Mayor Farbridge
Seconded by Councillor Wettstein

THAT the balance of the Finance, Administration & Corporate Services Committee May 12, 2009 Consent Agenda, as identified below, be adopted:

- a) **Habitat for Humanity Request for Relief of Development Charges and Permit Fees for two Semi-Detached Homes on 3 and 5 Johnston Street**

REPORT

THAT Report Number (09-46) (05-12), from Community Design and Development Services, dated May 12, 2009, regarding Habitat for

Humanity Request for Relief of Development Charges and Permit Fees for two semi-detached homes on 3 and 5 Johnston Street 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 two semi-detached affordable housing units at 3 and 5 Johnson Street, be approved;

AND THAT a maximum of \$80,000 financial assistance be provided from the Affordable Housing Reserve;

AND THAT Council direct Community Design and Development Services and Finance Services to review and develop policy to guide future consideration of requests for social and affordable housing as part of the Official Plan update.

b) **Proposed Revisions to the City Lands Encroachment By-law**

REPORT

THAT staff be directed to bring forward a by-law to replace the City Lands Encroachment By-law (2005)-17789 as outlined in the Report of the Manager of Realty Services dated May 11, 2009.

c) **City Property at 75 Cardigan Street – Guelph Youth Music Centre – Proposed Addition/Renovation**

REPORT

THAT the Manager of Corporate Property and Director of Finance together, be authorized to approve renovations to the City's property at 75 Cardigan Street as may be requested from time to time by the Guelph Youth Music Centre in accordance with the lease agreement between the City of Guelph and the Guelph Youth Music Centre dated January 18, 1999.

Carried

Human Resources Annual Report

- 3. Moved by Mayor Farbridge
Seconded by Councillor Kovach

Mr. M. Amorosi

THAT the 2008 Human Resources Annual Report be received for information.

Carried

In Camera

- 4. Moved by Councillor Kovach
 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) (b) of the Municipal Act with respect to:
 - Personal matters about identifiable individuals.

Carried

The remainder of the meeting was held in camera.

- 5. Moved by Councillor Billings
 Seconded by Mayor Farbridge
 THAT staff be given direction with respect to citizen appointments to a local committee.

Carried

The meeting adjourned at 12:25 p.m.

REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Tuesday June 9, 2009, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Tuesday June 9, 2009 in the Committee Room at 12:00 noon.

Present: Councillors Beard, Billings, Kovach, Wettstein and Mayor Farbridge

Also Present: Councillors Bell, Farrelly and Hofland

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Ms. T. Agnello, Deputy Clerk; Mr. B. Barr, Manager, Fleet & Equipment; Mr. D. Godfrey, Supervisor, Parking Regulations & Enforcement; Ms. J. Jacobi, Licensing Co-ordinator; Mr. P. Sheehy, Zoning Inspector; Ms. S. Smith, Associate Solicitor; 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 Mayor Farbridge

Seconded by Councillor Wettstein

THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on May 12, 2009 be confirmed as recorded and without being read.

Carried

Proposed New Business Licensing By-law

The Deputy Clerk introduced the staff present who worked on the business licence by-law review. She advised of the various communications with the public informing them of the open house and today's committee meeting. She briefly outlined the category changes to the proposed by-law and the reasons for their removal. She reviewed the new application process and highlighted the proposed changes to the by-law. She then provided information on the proposed changes to the appeal process, which would form a citizen appeals committee. She reviewed the options for a proposed new business licence fee structure.

2. Moved by Councillor Kovach

Seconded by Councillor Billings

THAT the matter with respect to the proposed new business licensing by-law be referred back to staff to report back next month with information on the complete recovery of costs.

Carried

Mrs. L.A. Giles

June 9, 2009

**Homegrown Ontario Steering Committee – Support Ontario,
Buy Local**

The City Solicitor provided information on the city's ability to purchase local grown produce and that this will be thoroughly reviewed when staff completes the comprehensive purchasing review.

Ms. M. Neubauer

3. Moved by Mayor Farbridge
Seconded by Councillor Billings
THAT the correspondence from Jennifer Haley, Chair of the Homegrown Ontario Steering Committee with respect to Support Ontario, Buy Local, be referred to the procurement process review.

Carried

The meeting adjourned at 1:15 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Monday July 13, 2009, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Monday July 13, 2009 in the Committee Room (Room 112) at 12:00 noon.

Present: Councillors Beard, Billings, Kovach, and Mayor Farbridge

Absent: Councillor Wettstein

Also Present: Councillors Bell, Farrelly, Hofland and Laidlaw

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Ms. M. Neubauer, Director of Finance; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; 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 Mayor Farbridge
Seconded by Councillor Kovach
THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on June 9, 2009 be confirmed as recorded and without being read.

Carried

Consent Agenda

The following items were extracted from the Consent Agenda to be dealt with separately:

- FACS-2009 A.18 – Proposed New Business Licensing By-law
- FACS-2009 A.19 – Business Licence By-law Review Process – Corporate Administrative Cost Recovery
- FACS-2009 A.20 - Committee Mandate and Charter
- FACS-2009 A.21 - Operating Budget Variance Report as at December 31, 2008

2. Moved by Mayor Farbridge
Seconded by Councillor Kovach
THAT the balance of the Finance, Administration & Corporate Services Committee July 13, 2009 Consent Agenda, as identified below, be adopted:

a) **2008 Development Charge Reserve Fund Statement**

Ms. M. Neubauer

THAT the Finance Report 09-21 dated July 13, 2009 entitled '2008 Development Charge Reserve Fund Statement', be received.

Carried

Wellington-Dufferin-Guelph Health Unit – facility requirements

Dr. Nicola Mercer, Medical Officer of Health was present with respect to the ownership of the Wellington-Dufferin-Guelph Health Unit facility. She advised that she has spoken to the other municipal partners with respect to this matter and both counties have given their approval in principle. She further advised of the critical requirements for a new building and the potential costs to the city. She requested that the City support public health's ownership of property as a strategy to manage their costs and long-term facility needs.

REPORT

3. Moved by Councillor Kovach
Seconded by Mayor Farbridge

THAT the Council of the City of Guelph support in principle the Wellington-Dufferin-Guelph public health's ownership of property;

AND THAT the local MPPs Liz Sandals, Ted Arnott and Sylvia Jones be advised of the City's support in principle;

AND further that staff be requested to meet with the staff of the Counties of Wellington and Dufferin to review the financial analysis and options and report back to the Finance, Administration & Corporate Services Committee.

Carried

Business Licence By-law Review Process – Corporate Administrative Cost Recovery

REPORT

4. Moved by Councillor Kovach
Seconded by Mayor Farbridge

THAT the information report of the Director of Information Services/City Clerk regarding the Business Licence By-law Review Process dated July 13, 2009 be received;

AND THAT an interim corporate administrative charge in the amount of 20% be included in all Business licensing fees.

Carried

Proposed New Business Licensing By-law

REPORT

5. Moved by Councillor Billings
Seconded by Councillor Kovach

THAT staff be directed to prepare a new Business licensing By-law for Council approval in September 2009, incorporating all the changes to the current by-law as noted in the report to the Finance,

July 13, 2009

Administration and Corporate Services Committee from the Director of Information Services/City Clerk dated June 9, 2009 based on cost recovery with an annual fee review.

Carried

6. Moved by Councillor Kovach
Seconded by Councillor Billings
THAT the authority to hear appeals under the business licensing bylaw be heard by the Finance, Administration & Corporate Services Committee and that the delegated authority be exercised in accordance with rules approved by Council.

The vote resulted in a tie which resulted in the motion being lost.

Committee Mandate and Charter

7. Moved by Mayor Farbridge
Seconded by Councillor Billings
THAT the attached draft Committee Mandate and Charter for the Finance, Administration and Corporate Services Committee, be received and that staff report back with clarification.

Mrs. L.A. Giles

Carried

**Operating Budget Variance Report as at December 31, 2008
(subject to year end audit)**

8. Moved by Mayor Farbridge
Seconded by Councillor Billings
THAT the Finance report 09-27 dated July 13, 2009 entitled "Operating Budget Variance Report as at December 31st, 2008" be received;

REPORT

AND THAT the following surplus and deficit allocations be approved:

Tax Supported Surplus of \$2,406,932

- \$502,769 be allocated to the Police Relocation reserve
- \$91,605 be allocated to the Library Relocation reserve
- \$1,200,000 be allocated to the Parkland Dedication reserve fund
- \$612,558 be allocated to the Tax Rate Stabilization reserve

Userpay

- Water deficit of \$706,880 be funded \$576,931 from the Water Rate Stabilization reserve and \$129,949 from the Water Capital reserve
- Wastewater deficit of \$1,967,001 be funded completely from the Wastewater Rate Stabilization reserve

July 13, 2009

Finance, Administration & Corporate Services Committee Page No. 4

- Parking deficit of \$677,980 be funded \$353,372 from the Parking Rate Stabilization reserve and \$324,608 from the Parking Capital reserve.

Carried

The meeting adjourned at 1:15 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Monday September 14, 2009, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Monday September 14, 2009 in the Committee Room C (Room 137) at 12:00 noon.

Present: Councillors Beard, Billings, Kovach, Wettstein and Mayor Farbridge

Also Present: Councillors Bell, Farrelly, Findlay and Hofland

Staff Present: Mr. M. Amorosi, Director of Human Resources; Ms. M. Neubauer, Director of Finance; Mr. D. McCaughan, Director of Operations (arrived at 12:30 p.m.); Ms. A. Pappert, Director of Community Services; Ms. L.E. Payne, Director of Corporate Services/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 Billings
THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on July 13, 2009 be confirmed as recorded and without being read.

Carried

Consent Agenda

The following items were extracted from the Consent Agenda to be dealt with separately:

- FACS-2009 A.24 – Downtown Issues
- FACS-2009 A.26 – Operating Budget Variance Report as at July 31, 2009

2. Moved by Mayor Farbridge
Seconded by Councillor Kovach
THAT the balance of the Finance, Administration & Corporate Services Committee September 14, 2009 Consent Agenda, as identified below, be adopted:

a) **Allocation of Overhead / Support Costs**

Ms. M. Neubauer

THAT the Finance Report dated September 14, 2009 entitled 'Allocation of Overhead / Support Costs' be received.

b) **City of Guelph Response to Proposed Standard for Accessible Built Environment**

REPORT

THAT staff be directed to prepare and forward a response to the Ministry of Community and Social Services' request for feedback regarding the Provincial Accessible Built Environment Standards Development Committee's draft standard.

Carried

Downtown Issues

Councillor Findlay expressed concern that the Downtown Guelph Business Association and the Nightlife Task Force, along with Guelph Police Services have not had an opportunity to provide comments on the downtown issues report. He requested that these organizations be given the opportunity to provide their input.

3. Moved by Mayor Farbridge
Seconded by Councillor Billings

Ms. L.E. Payne

THAT the matter of the report regarding downtown issues be referred to allow consultation with the following: Downtown Guelph Business Association, Nightlife Task Force and the Guelph Police Services.

Carried

4. Moved by Councillor Kovach
Seconded by Councillor Billings

Ms. L.E. Payne

THAT Liz Sandals, MPP be advised of the proposed recommendations regarding downtown issues and requested to assist with proposed recommendations.

Carried

Operating Budget Variance Report as at July 31, 2009

5. Moved by Councillor Kovach
Seconded by Councillor Billings

REPORT

THAT the Finance report dated September 14, 2009 entitled 'Operating Budget Variance Report as at July 31, 2009, be received;

AND THAT staff be encouraged to continue to develop further mitigation efforts to offset negative variances.

A recorded vote was requested, which resulted as follows:

VOTING IN FAVOUR: Councillors Beard, Billings, Kovach, Wettstein and Mayor Farbridge (5)

VOTING AGAINST: (0)

The motion was carried.

Councillor Kovach retired from the meeting at 12:30 p.m.

Closed Meeting

- 6. Moved by Mayor Farbridge
Seconded by Councillor Billings

THAT the Finance, Administration & Corporate Services Committee now hold a meeting that is closed to the public, with respect to:

Non-Union Compensation

S. 239 (2) (b) labour relations or employee negotiations.

Carried

Staff provided the Committee with information.

- 7. Moved by Mayor Farbridge
Seconded by Councillor Wettstein

REPORT TO COUNCIL IN
IN COMMITTEE OF
THE WHOLE

THAT staff be given direction with respect to Non-Union Compensation.

Carried

The meeting adjourned at 1:00 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Tuesday October 13, 2009, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Tuesday October 13, 2009 in the Committee Room (Room 112) at 12:00 noon.

Present: Councillors Beard, Billings, Kovach, Wettstein and Mayor Farbridge

Also Present: Councillors Bell, Farrelly, Findlay and Hofland

Staff Present: Mr. M. Amorosi, Director of Human Resources; Ms. M. Neubauer, Director of Finance; Mr. J. Riddell, Director of Community Design & Development; Ms. S. Aram, Deputy Treasurer; 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 Kovach
Seconded by Councillor Billings
THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on September 14, 2009 be confirmed as recorded and without being read.

Carried

Consent Agenda

All of the items were extracted from the Consent Agenda to be dealt with separately.

Long Term Capital Forecast Update #2 – Debt and Reserve Policies

The Director of Finance provided information relating to the impact of the current economic crisis on the City and reviewed the Standard & Poors Municipal Report Card. She highlighted methods that would reduce the City's risk. She then reviewed the proposed debt and reserve policies.

2. Moved by Councillor Kovach
Seconded by Councillor Billings
THAT staff be directed to prepare a standard list of comparator municipalities the City of Guelph is to use for comparison purposes.

Mrs. L.A. Giles

Carried

3. Moved by Councillor Kovach
Seconded by Councillor Billings

THAT the total debt outstanding not to exceed 50% of operating revenues.

A recorded vote was requested, which resulted as follows:

VOTING IN FAVOUR: Councillors Billings and Kovach (2)

VOTING AGAINST: Councillors Beard, Wettstein and Mayor Farbridge (3)

The motion was defeated.

4. Moved by Mayor Farbridge
Seconded by Councillor Wettstein

THAT the Debt Management Policy, attached as Appendix 1, and the General Reserve and Reserve Fund Policy, attached as Appendix 2 be approved and adopted by by-law;

AND THAT reserves and reserve funds as described in Schedule A to the report of the Director of Finance dated October 13, 2009 "Long Term Capital Forecast Update #2 – Debt and Reserve Policies", be established.

It was requested that the following clause, as contained on page 10 of the report be voted on separately.

5. Moved by Mayor Farbridge
Seconded by Councillor Wettstein

To maintain the current AA credit rating, it is recommended that cash flow be managed and debt issued in such a way that the following ratios are maintained:

- Outstanding Debt as % of Operating Revenues – Less than 55%
- Principal & Interest as % of Operating Revenue – Not to exceed 10%
- Debt to Reserve Ratio – moving toward 1:1 by 2014 and maintained thereafter.

Carried

6. Moved by Mayor Farbridge
Seconded by Councillor Wettstein

REPORT

THAT the Debt Management Policy, attached as Appendix 1, and the General Reserve and Reserve Fund Policy, attached as Appendix 2 be approved and adopted by by-law;

AND THAT reserves and reserve funds as described in Schedule A to the report of the Director of Finance dated October 13, 2009 "Long

Term Capital Forecast Update #2 – Debt and Reserve Policies”, be established.

Carried

Residential Lease and Sublease Agreements MTO Property at 765 Hanlon Road

REPORT

7. Moved by Councillor Kovach
Seconded by Councillor Billings

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 765 Hanlon Road;

AND THAT the Mayor and Clerk be authorized to execute a sublease agreement and any further renewals or subsequent agreements between the City and Matrix Affordable Homes for the Disadvantaged Inc. for the property at 765 Hanlon Road.

Carried

2010 Council and Committee Meeting Schedule

REPORT

8. Moved by Mayor Farbridge
Seconded by Councillor Billings

THAT the 2010 regular meeting schedule for Council and Standing Committees be approved as per the attached calendar.

Carried

Tax Supported Operating Variance / Response to Council Questions

REPORT

9. Moved by Councillor Kovach
Seconded by Councillor Billings

THAT the report of the Director of Finance dated October 8, 2009 with respect o the Tax Supported Operating Variance – Response to Council Questions, be received for information.

Carried

Councillor Kovach retired from the meeting at 2:05 p.m.

Closed Meeting

- 10. Moved by Councillor Farbridge
Seconded by Councillor Wettstein

THAT the Finance, Administration & Corporate Services Committee now hold a meeting that is closed to the public with respect to:

73-115 and 125 Delhi Street

S. 239 (2) (c) Proposed or pending acquisition or disposition of land

Baker Street Redevelopment

S. 239 (2) (c) Proposed or pending acquisition or disposition of land

Carried

- 11. Moved by Mayor Farbridge
Seconded by Councillor Billings

REPORT TO COUNCIL
IN CLOSED SESSION

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

Carried

- 12. Moved by Councillor Wettstein
Seconded by Mayor Farbridge

REPORT TO COUNCIL
IN CLOSED SESSION

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

Carried

The meeting adjourned at 2:25 p.m.

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Chairperson

**The Corporation of the City of Guelph
Finance, Administration and Corporate Services Committee
Monday December 7, 2009, 12:00 noon**

A meeting of the Finance, Administration and Corporate Services Committee was held on Monday December 7, 2009 in the Committee Meeting Room at 12:00 noon.

Present: Councillors Beard, Billings, Kovach (arrived at 12:08), Wettstein and Mayor Farbridge

Also Present: Councillors Bell, Farrelly and Hofland (arrived at 12:100)

Staff Present: Ms. M. Neubauer, Director of Finance; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design & Development Services; Mr. P. Cartwright, General Manager of Economic Development & Tourism; 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 Mayor Farbridge
Seconded by Councillor Billings
THAT the minutes of the Finance, Administration and Corporate Services Committee meeting held on October 13, 2009 be confirmed as recorded and without being read.

Carried

Consent Agenda

The following items were extracted from Finance, Administration & Corporate Services Committee December 7, 2009 Consent Agenda:
FACS-A.27 Proposed Rezoning of Youth Shelter
FAC-A.29 Operating Variance Report as at October 31, 2009
FACS-A.30 2009 Capital Project Activity
FACS-A.31 Accessibility for Ontarians with Disabilities Act – Accessible Customer Service Standard
FACS-A.32 Accessible Customer Service Policy

2. Moved by Mayor Farbridge
Seconded by Councillor Billings
THAT the balance of the Finance, Administration & Corporate Services Committee December 7, 2009 Consent Agenda, as identified below, be adopted:

a) Committee Mandate and Charter

REPORT

THAT the Finance, Administration & Corporate Services Committee Mandate and Charter, be approved as attached.

Carried

Proposed Rezoning of Youth Shelter

Ms. L.E. Payne

3. Moved by Councillor Wettstein
Seconded by Councillor Billings

THAT the report of the Director of Corporate Services dated December 3, 2009 with respect to the proposed rezoning of the property at 18 Norwich Street East, currently used as the City's Emergency Shelter for At-Risk Youth, be received for information.

Carried

Operating Variance Report as at October 31, 2009

Ms. M. Neubauer

4. Moved by Mayor Farbridge
Seconded by Councillor Wettstein

THAT the Finance report dated December 7, 2009 entitled "Operating Budget Variance Report as at October 31, 2009, be received.

Carried

2009 Capital Project Activity

Sue Aram, Deputy Treasurer provided information with respect to the adjustments made to the capital budgets which impact only the 2009 and prior approved capital budgets. She outlined briefly the proposed closures and rescheduling of various capital projects.

REPORT

5. Moved by Mayor Farbridge
Seconded by Councillor Wettstein

THAT the Finance Report 09-40 dated December 7, 2009 entitled "2009 Capital Project Activity", be received;

AND THAT Council approve the proposed project closures and adjustments to 2009 or prior approved capital budgets as of November 15, 2009.

Carried

Accessibility for Ontarians with Disabilities Act – Accessible Customer Service Standard

Leanne Warren, Administrator of Disability Services reviewed the provincial legislation and the requirement to conduct accessible customer service training. She advised that the standards will provide standardized methods for delivering accessible customer service to our customers. She further advised that the Ontario Human Rights definition for disability is used in the City's policy and documents.

Ms. L.E. Payne

- 6. Moved by Councillor Kovach
Seconded by Councillor Wettstein

THAT the presentation by the Administrator of Disability Services with respect to Accessible Customer Service, be received.

Carried

Accessible Customer Service Policy

Leanne Warren, Administrator of Disability Services highlighted the guiding principles of the Accessible Customer Service Policy.

REPORT

- 7. Moved by Councillor Kovach
Seconded by Councillor Billings

THAT the report dated December 7, 2009 of the Director of Corporate Services/City Solicitor with respect to Accessible Customer Service Policy, be received by Council;

AND THAT the Council approves the attached Accessible Customer Service Policy;

AND THAT Council authorizes the Administrator of Disability Services to update this policy to respond to community and corporate needs and to reflect the requirements of new and/or amended Accessibility for Ontarians with Disabilities Act regulations as they pertain to customer service and the Accessible Customer Service Standard, Ontario Regulation 429/07;

AND THAT Council authorizes the Director of Corporate Services to certify on behalf of the City reports prepared by Administrator of Disability Services under the Accessibility for Ontarians with Disabilities Act.

Carried

- 8. Moved by Mayor Farbridge
Seconded by Councillor Billings

THAT the Finance, Administration & Corporate Services Committee now hold a meeting that is closed to the public with respect to:

Citizen Appointments to Committees

S. 239 (2) (b) personal matters about identifiable individuals.

Carried

Closed Meeting

REPORT TO COUNCIL
IN COMMITTEE OF
THE WHOLE

9. Moved by Councillor Kovach
Seconded by Councillor Wettstein
THAT staff be given direction with respect to appointments to the
Economic Development Advisory Committee.

Carried

Mr. P. Cartwright

10. Moved by Councillor Kovach
Seconded by Mayor Farbridge
THAT the citizen appointments to the Guelph Twinning Committee be
deferred until the review of the mandate of the committee is
completed;

AND THAT the applications received be kept on file.

Carried

The meeting adjourned at 12:45 p.m.

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Chairperson