



The Corporation of the City of Guelph
Governance Committee Minutes
Tuesday, July 8, 2014 at 3:00 p.m.

Draft Minutes - Subject to confirmation

Attendance:

Members: Chair Farbridge
Councillor Dennis
Councillor Hofland
Councillor Bell
Councillor Findlay

Councillors: Councillors Furfaro, Van Hellemond, Wettstein

Staff: Ms. A. Pappert, Chief Administrative Officer
Mr. M. Amorosi, Executive Director, Corporate & Human Resources
Mr. S. O'Brien, City Clerk
Mr. D. Godwaldt, General Manager, Human Resources
Ms. B. Boisvert, Corporate Manager, Strategic Planning and Corporate Initiatives
Mr. D. McMahon, Research Assistant
Ms. T. Agnello, Deputy Clerk
Ms. G. van den Burg, Council Committee Coordinator

Call to Order: (3:00 p.m.)

Chair Farbridge called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof:

There were no disclosures.

Confirmation of Minutes:

1. Moved by Councillor Dennis
Seconded by Councillor Hofland

That the closed meeting minutes of the Governance Committee held on May 6, 2014, be confirmed.

That the open meeting minutes of the Governance Committee held on May 6, 2014, be amended as follows:

To record Councillor Dennis as voting against Item GOV-2014.7 regarding Electronic Device Policy – Amendment; and

To record Councillor Dennis as voting in favour of Item GOV-2014.10 regarding Internal Audit.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Hofland (5)
VOTING AGAINST: (0)

CARRIED

Consent Agenda:

The following items were extracted:

- GOV-2014.11 COUNCIL ORIENTATION & LEADERSHIP DEVELOPMENT PROGRAM
- GOV-2014.12 2015+ STRATEGIC PLANNING
- GOV-2014.13 COUNCIL COMPOSITION AND EMPLOYMENT STATUS REVIEW – TERMS OF REFERENCE
- GOV-2014.14 PROPOSED AMENDMENTS TO CITY OF GUELPH PROCEDURAL BY-LAW 2012-19375 GOVERNING COUNCIL AND COMMITTEE MEETINGS
- GOV-2014.15 INTERNAL AUDIT SYSTEM – FLOW OF REPORTS
- GOV-2014.17 REVIEW OF DISCRETIONARY POSITIONS

Balance of Consent Items:

2. Moved by Councillor Hofland
Seconded by Councillor Bell

That the balance of the Governance Committee, July 8 2014 Consent Agenda, as identified below, be adopted:

GOV-2014.16 Non-union and Management Employee – Overtime Policy Changes

That the July 8, 2014 report entitled “Non-union and Management Employee – Overtime Policy Changes” be received for information.

GOV-2014.18 Municipal Election Compliance Audit Committee Appointments

1. That the Municipal Election Compliance Audit Committee Terms of Reference, as set out in Appendix A to this report, be approved and adopted; and
2. That City Council appoint the following selected people to the Committee, as required under the Municipal Elections Act, 1996, from December 1, 2014 until the end of the term of the incoming Council, November 30, 2018:
 - George Gorringer**
 - Glenn Greer
 - Lyndsay Monk

** means incumbent

GOV-2014.19 Governance Committee Outstanding Motions

That report CHR-2014-47 – Governance Committee Outstanding Motions, be received for information.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Hofland (5)

VOTING AGAINST: (0)

CARRIED

Extracted Consent Items:

GOV-2014.11 Council Orientation & Leadership Development Program

Mr. Dylan McMahon, Research Assistant, highlighted the goal of the Council orientation program is to make orientation information accessible, digestible, and easy to understand by creating an new electronic User Guide to Local Government to replace the Governance Manual and Councillor’s Handbook.

Mr. Stephen O’Brien, City Clerk, provided an overview of the foundational governance orientation – a 2 day orientation that will provide new Councillors with initial information to perform their duties.

Mr. David Godwaldt, General Manager of Human Resources, explained that a leadership program will be introduced to Councillors that will mirror the staff leadership program.

- 3. Moved by Councillor Hofland
Seconded by Councillor Bell

That CAO report CAO-C-1404 entitled, “Councillor Orientation and Leadership Development Program” and the new *User Guide*, be received for information and discussion.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Hofland (5)

VOTING AGAINST: (0)

CARRIED

GOV-2014.12 2015+ Strategic Planning

Ms. Ann Pappert, CAO, briefly explained how the corporate strategic framework will continue to deliver outstanding municipal services into the next term of Council.

Ms. Brenda Boisvert, Corporate Manager, Strategic Planning and Corporate Initiatives, explained how the Strategic Plan can work to implement the vision of Council and what the progress has been on the Strategic Plan.

- 4. Moved by Councillor Hofland
Seconded by Councillor Bell

That the Governance Committee receive the report ‘2015+ Strategic Planning’ for information and discussion to further continuous improvement and Council orientation planning.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Hofland (5)

VOTING AGAINST: (0)

CARRIED

GOV-2014.13 Council Composition and Employment Status Review – Terms of Reference

5. Moved by Councillor Dennis
Seconded by Councillor Hofland

The report dated July 8, 2014, titled "Council Composition and Employment Status – Terms of Reference," be received.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Hofland (5)

VOTING AGAINST: (0)

CARRIED

GOV-2014.14 Proposed amendments to City of Guelph Procedural By-law 2012-19375 Governing Council and Committee Meetings

6. Moved by Councillor Findlay
Seconded by Councillor Bell

1. That the report from the City Clerk dated July 8, 2014 regarding the Procedural By-law be received; and
2. That a by-law be enacted to repeal and replace By-law 2012 -19375, as amended, being the Procedures Governing Council and Committee meetings to incorporate the changes proposed as attached hereto as Appendix "A".

First Amendment

7. Moved by Councillor Hofland
Seconded by Councillor Findlay

That Section 8.11 of Appendix A be deleted and replaced as follows:

"8.11 a) For the purpose of Council meeting agendas, delegates have until 9:00 a.m. on the Friday of the week prior to the meeting to notify the Clerk to be a delegate or to submit a written comment.

"8.11 b) For the purposes of Standing Committee meeting agendas:

- (i) Delegates have until 11:00 a.m. the day of the meeting to register with the Clerk to speak to an item listed on that meeting agenda.**

- (ii) Delegates have until 9:00 a.m. on the Friday of the week prior to the meeting to notify the Clerk to submit a written comment for any meeting occurring the following week."

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Hofland (5)

VOTING AGAINST: (0)

CARRIED

Second Amendment

8. Moved by Councillor Findlay
Seconded by Councillor Bell

That Section 8.7 of Appendix A be deleted and replaced with the following:

If a delegate is unable to attend the meeting for which they are registered, they may have another person read their written submission.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Hofland (5)

VOTING AGAINST: (0)

CARRIED

Third Amendment

9. Moved by Councillor Findlay
Seconded by Councillor Bell

That Section 9.2 (b) and (d) of Appendix A related to electronic petitions, be deleted and Section 9.2 (a) be amended as follows:

9.2 (a) Petitions shall include a statement or position that the signers are supporting and include legible names.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Hofland (5)

VOTING AGAINST: (0)

CARRIED

Main Motion as Amended

10. Moved by Councillor Hofland
Seconded by Councillor Findlay

1. That the report from the City Clerk dated July 8, 2014 regarding the Procedural By-law be received; and
2. **That Section 8.11 of Appendix A be deleted and replaced as follows:**

"8.11 a) For the purpose of Council meeting agendas, delegates have until 9:00 a.m. on the Friday of the week prior to the meeting to notify the Clerk to be a delegate or to submit a written comment.

"8.11 b) For the purposes of Standing Committee meeting agendas:

(i) Delegates have until 11:00 a.m. the day of the meeting to register with the Clerk to speak to an item listed on that meeting agenda.

(ii) Delegates have until 9:00 a.m. on the Friday of the week prior to the meeting to notify the Clerk to submit a written comment for any meeting occurring the following week."

3. That Section 8.7 of Appendix A be deleted and replaced with the following:

If a delegate is unable to attend the meeting for which they are registered, they may have another person read their written submission; and

4. That Section 9.2 (b) and (d) of Appendix A related to electronic petitions, be deleted and Section 9.2 (a) be amended as follows:

9.2 (a) Petitions shall include a statement or position that the signers are supporting and include legible names; and

5. That a by-law be enacted to repeal and replace By-law 2012 -19375, as amended, being the Procedures Governing Council and Committee meetings to incorporate the changes proposed as attached hereto as Appendix "A", as amended.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Hofland (5)

VOTING AGAINST: (0)

CARRIED

Balance of Extracted Consent Items:

11. Moved by Councillor Hofland
Seconded by Councillor Findlay

That the balance of the extracted items from the Governance Committee, July 8 2014 Consent Agenda, as identified below, be adopted:

GOV-2014.15 Internal Audit System – Flow of Reports

1. That the internal audit process flow of reports described in report CAO-A-1409 be approved; and
2. That the Quarterly Status report from the Internal Auditor be discontinued.

GOV-2014.17

Review of Discretionary Positions

The report dated July 8, 2014, titled "Review of Discretionary Positions," be received for information.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Hofland (5)

VOTING AGAINST: (0)

Adjournment: (4:59 p.m.)

12. Moved by Councillor Dennis
Seconded by Councillor Hofland

That the July 8, 2014 meeting of the Governance Committee be adjourned.

CARRIED

CARRIED

Tina Agnello – Deputy Clerk

DRAFT