



The Corporation of the City of Guelph  
Governance Committee  
Monday September 16, 2013 at 3:00 p.m.

---

### Attendance

Members: Chair Farbridge, Councillors Dennis, Findlay, Hofland and Piper

Councillors: Councillors Furfaro and Wettstein

Staff: Ms. A. Pappert, Chief Administrative Officer; Mr. M. Amorosi, Executive Director, Corporate & Human Resources; Ms. C. Clack, Interim Executive Director, Community & Social Services; Mr. A. Horsman, Executive Director, Finance & Enterprise/Chief Financial Officer; Ms. J. Laird, Executive Director, Planning & Building, Engineering and Environment; Mr. D. McCaughan, Executive Director, Operations, Transit & Emergency Services; Mr. B. Labelle, City Clerk; Ms. T. Agnello, Deputy Clerk; and Ms. J. Sweeney, Council Committee Coordinator

---

### Call to Order (5:30 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 Hofland  
Seconded by Councillor Piper

That the open meeting minutes of the Governance Committee held on July 16, 2013 be confirmed as recorded.

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

CARRIED

### Consent Agenda

The following items were extracted:

- GOV-2013.13 Citizen Appointment Policy and Advisory Committee Meeting Procedures**
- GOV-2013.15 Downtown Guelph Business Association**

- GOV-2013.16 Final Proposed Terms of Reference for City Council and Standing Committees**
- GOV-2013.17 Information Flow Protocol**
- GOV-2013.18 Organizational Assessment Results**

**Balance of Consent Items**

- 2. Moved by Councillor Hofland  
Seconded by Councillor Piper

That the balance of the Governance Committee September 16, 2013 Consent Agenda, as identified below, be adopted:

**GOV-2013.12 Driving Performance & Results: Implementing the Corporate Strategic Plan (CSP) Key Performance Indicators (KPIs)**

That the September 16, 2013 report entitled "Driving Performance and Results: Implementing the Corporate Strategic Plan (CSP) Key Performance Indicators (KPIs)" be received.

**GOV-2013.14 Document Execution By-law**

That the Document Execution By-law attached hereto be approved.

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

CARRIED

**Extracted Items**

**GOV-2013.15 Downtown Guelph Business Association**

Ms. Donna Jaques, General Manager of Legal & Realty Services/City Solicitor, advised that as a result of an upcoming Board meeting, there may be changes recommended prior to the Council meeting. She agreed to add staff as non-voting participants at Director meetings.

- 3. Moved by Councillor Dennis  
Seconded by Councillor Findlay

That the by-law amending By-laws Number (1981)-10773, (1995)-14281 and (2011)-19143 relating to the Downtown Business Improvement Area is enacted in the form attached to the Legal & Realty Services Report Number CHR-2013-43 dated September 16, 2013.

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

CARRIED

### **GOV-2013.18 Organizational Assessment Results**

Ms. Ann Pappert, Chief Administrative Officer, advised that the City's current state is in a transformational phase. She provided a brief history of the organizational assessment and the work completed by Western Management Consultants. She introduced Graham Herbert and Mary Baetz of Western Management Consultants.

Mr. Graham Herbert of Western Management Consultants outlined the challenges faced by the City and the key recommendations relating to focus, building and freeing up capacity.

Ms. Pappert advised that staff have met and reviewed the recommendations and work is underway to prioritize actions.

4. Moved by Councillor Hofland  
Seconded by Councillor Piper

That the Governance Committee receives Report CAO-C-1306, Organizational Assessment Results, dated September 16, 2013.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Dennis, Findlay, Hofland and Piper (5)*

*VOTING AGAINST: (0)*

CARRIED

### **GOV-2013.13 Citizen Appointment Policy and Advisory Committee Meeting Procedures**

A discussion ensued regarding Canadian citizenship and minimum age for applicants.

5. Moved by Councillor Findlay  
Seconded by Councillor Piper

**1. That the Citizen Appointment Policy be amended to allow residents over the age of 16 years to be members of Advisory Committees.**

2. That the Citizen Appointment Policy, **as amended**, and the Advisory Committee Meeting Procedures attached hereto be approved and circulated to the Liaisons for all City Advisory Committees and Agencies, Boards, Commissions/Committees.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Dennis, Findlay, Hofland and Piper (5)*

*VOTING AGAINST: (0)*

CARRIED

### **GOV-2013.16 Final Proposed Terms of Reference for City Council and Standing Committees**

6. Moved by Councillor Dennis  
Seconded by Councillor Findlay

1. That the Terms of Reference for City Council attached hereto as ATT-1, be approved.

2. That the Terms of Reference for City Council's Standing Committees attached hereto as ATT-2, be approved.
3. That the necessary amendments to the Procedural By-law provided for in the Amending By-law attached hereto as Att-3, be approved.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Dennis, Findlay, Hofland and Piper (5)*

*VOTING AGAINST: (0)*

CARRIED

### **GOV-2013.17 Information Flow Protocol**

7. Moved by Councillor Findlay  
Seconded by Councillor Hofland

1. That CAO-C-1305 Information Flow Protocol report be received.
2. That the Information Flow Protocol as attached to Report #CAO-C-1305 be approved by Guelph City Council.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Dennis, Findlay, Hofland and Piper (5)*

*VOTING AGAINST: (0)*

CARRIED

### **Staff Updates and Announcements**

Mr. Al Horsman, Executive Director, Finance & Enterprise advised that Ernie has been updated for the 2014 budget and a presentation has been scheduled for today at 5:00 p.m. for Councillors.

### **Adjournment (4:20 p.m.)**

7. Moved by Councillor Dennis  
Seconded by Councillor Piper

That the meeting be adjourned.

CARRIED

---

Tina Agnello – Deputy Clerk