

INFORMATION ITEMS

Week Ending May 19, 2017

REPORTS

1. Water and Wastewater Rate Review – Billing Exemptions Review Study
2. Clean Air Day 2017

INTERGOVERNMENTAL CONSULTATIONS

1. Identifying a Province-wide Cycling Network (Deadline extended to May 26, 2017)
2. Proposed New Excess Soil Reuse Regulation and Amendments to Existing Regulations

CORRESPONDENCE

1. Municipality of Killarney Resolution re: End to Payments Out of Court for Municipalities
2. Champlain Township re: Not a Willing Host for Wind Turbines
3. City of Saint Catherines re: Canada's 150th Birthday – Request to Waive Taxes

BOARDS & COMMITTEES

1. Guelph Police Services Board Meeting Minutes – April 20, 2017
2. [Committee of Adjustment Meeting Minutes – April 13, 2017](#)

ITEMS AVAILABLE IN THE CLERK'S OFFICE

1. None

Information Report



Service Area Infrastructure, Development and Enterprise Services

Date Friday, May 19, 2017

Subject **Water and Wastewater Rate Review- Billing Exemptions Review Study**

Report Number IDE 17-72

Executive Summary

Purpose of Report

To share with Council progress to date on the City's ongoing Water and Wastewater Rate Review, and to introduce the work program for the next phase of the review - the Water and Wastewater Billing Exemptions Review Study.

Key Findings

The American Water Works Association (AWWA) encourages water and wastewater utilities to conduct a review of service rates every five years as an industry best practice that follows a standard three step methodology; these steps include:

- 1) Determination of revenue requirements;
- 2) Cost of service analysis; and
- 3) Rate design analysis.

Formal review of the City's Water and Wastewater user rates was last conducted in 2007 with no significant changes made as a result of the study.

In late 2015, Water Services and Wastewater Services initiated the multi-phase Water and Wastewater Rate Review. This process aims to ensure:

1. Equity and fairness amongst the City's various customer sectors through the allocation of costs for water and wastewater services received;
2. Adequacy of the City's water and wastewater user rates and fees in recovering the costs for services provided to customers; and
3. Long term financial sustainability of the water and wastewater utilities.

The first phase of this review process included the completion of a detailed Water and Wastewater Cost of Service Study. This Study evaluated the City's cost for providing individual services, the main cost drivers by customer sector for these respective services, and the costs associated with the type and extent of service utilization by customer sector. This phase has reached completion with a final report and cost of service study financial model received from the City's consultant, BMA Consulting, within March 2017.

To address common areas of billing policy exemptions requested from customers on an ongoing basis, the next phase of the Water and Wastewater Rate Review process, the Water and Wastewater Billing Exemptions Study, will be completed in 2017. This Study will conduct a formal evaluation of billing exemptions and associated impacts to future revenue requirements, and City operational and administration costs to support such policy changes.

This Billing Exemption Review Study is anticipated for completion in Q3 2017, with core tasks of the study including the following:

- 1) Development and implementation of a community engagement plan to collect and incorporate stakeholder input consistent with the City's Public Engagement Framework;
- 2) Analysis of exemption alternatives for City Customer Service Policy Reform:
 - (a) Review of municipal comparator and industry best practices for Water and Wastewater Billing Exemptions;
 - (b) Evaluation of the appropriateness/feasibility of high bill customer forgiveness policies, social assistance subsidies for customers where service affordability is a challenge, wastewater costs exemptions for consumptive or evaporative end uses, , and water or wastewater only accounts, based on profile/trends in current customer sector demands and current business process impacts;
 - (c) Analysis of anticipated revenue loss by policy alternative, as well as, potential impacts to other customer groups should revenue needs persist and be transitioned between customer groups as a result;
 - (d) Quantification of operational and administrative investments where necessary to support policy investments; and
 - (e) Quantification of customer sector support for policy alternatives of various types (as part of the community engagement program).
- 3) Completion of Billing Exemption Study Report; and
- 4) Presentation of Study Findings and Recommendations to Guelph City Council for approval.

Financial Implications

Funding for the Water and Wastewater Exemptions Review Study is included within the City Council approved 2017 Water Services and Wastewater Services Non-Tax Operating Budget.

Staff will present Review Study recommendation and financial implications for Councils consideration within Q3 2017, so to align with timing of the 2018 Non-Tax User Pay Budget process. With the net zero funding business model of the City's municipal Water and Wastewater utilities, it is important that any policy recommendation be contemplated with full knowledge of the cost borne by not only recommendation beneficiaries but also other shared customers of these services.

Background

The American Water Works Association (AWWA) encourages all Water and Wastewater Utilities to complete a review of their water and wastewater user rates on a five year basis as part of industry best practice. To that end, the AWWA presents an industry standard three step methodology for development of a successful rate structure for water and wastewater services. This includes:

- 1) Determination of revenue requirements;
- 2) Cost of service analysis; and
- 3) Rate design analysis.

The City of Guelph Water and Wastewater Services Departments last completed a Water and Wastewater Rate Review in 2007. At that time no significant amendments to customer user rates were implemented as a result of the study.

In late 2015 Water Services and Wastewater Services initiated the multi-phase City of Guelph and Wastewater Rate Review. This process aims to ensure equity and fairness amongst the City's various customer sectors through the allocation of costs for water and wastewater services received. The Study will review the adequacy of the City's water and wastewater user rates and fees in recovering the cost of service provision to customers, so to ensure long-term financial sustainability of both the water and wastewater utilities.

The first phase of this review process included the completion of a detailed Water and Wastewater Cost of Service Study which evaluated the City's cost of provision by service type and the causative cost drivers by customer sector for respective services, associated with the type and extent of service utilization by customer sector. This phase is completed with a final report and cost of service study financial model received from the City's consultant, BMA Consulting, within March 2017.

Report

Significant time is currently spent by Water and Wastewater customer service and management staff, and in some cases senior management staff and Council, in addressing customer contest of “grey areas” of current billing policies, most notably, high water bill forgiveness, cost relief for water volumes consumed/evaporated by customer end uses, and terms for approval/billing of water only and wastewater only customer accounts.

To address these requested billing policy exemptions from customers, the next phase of the Water and Wastewater Rate Review process will be initiated. The Water and Wastewater Billing Exemptions Study will conduct a formal evaluation of billing exemptions and associated impacts to future revenue requirements and City operational and administration costs to support such policy outcomes.

The core tasks of the Billing Exemption Review Study are as follows:

1. Development and implementation of a community engagement plan to collect and incorporate stakeholder input consistent with the City’s Public Engagement Framework;
2. Analysis of Exemption Alternatives for City Customer Service Policy Reform:
 - a. Review of municipal comparator and industry best practices for Water and Wastewater Billing Exemptions;
 - b. Evaluation of the appropriateness/feasibility of high bill customer forgiveness policies, social assistance subsidies for customers where service affordability is a challenge, wastewater costs exemptions for consumptive or evaporative end uses, and the terms for water or wastewater only accounts, based on trends in customer sector demands and current business process impacts;
 - c. Analysis of anticipated revenue loss by policy alternative as well as potential impacts to other customer groups should revenue needs persist and be transitioned between customer groups as a result;
 - d. Quantification of operational and administrative investments where necessary to support policy investments; and
 - e. Quantification of customer sector support for policy alternatives of various types (as part of community engagement program).
3. Completion of Billing Exemption Study Report; and
4. Presentation of Study Findings and Recommendations to Guelph City Council for approval.

For reference, the detailed Terms of Reference for the Water and Wastewater Billing Exemptions Review Study is provided as Attachment 1 to this report.

Rate Review Process Next Steps: Rate Design Study

The final phase of the Water and Wastewater Rate Review will be a technical analysis of rate-design alternatives. This review will determine how to equitably recover costs for the provision of water and wastewater serving from each customer sector so to ensure the representative costs of administering services and long-term financial sustainability of the City's public water and wastewater utilities.

The Rate Design Study will assess the adequacy of the City's water and wastewater user rates and fees, evaluate user rate format alternatives and recommend a set of preferred rate structures and amended user fee values for both the water and wastewater utilities.

The Rate Design Study is anticipated to commence in late 2018 with completion tentatively planned for Q4 2019.

Financial Implications

Funding for the Water and Wastewater Billing Exemptions Review Study is included within the City Council approved 2017 Water Services and Wastewater Service Non-Tax Operating Budgets.

Staff will present Review Study recommendations and financial implications for Councils consideration within Q3 2017 to align with timing of the 2018 Non-Tax User Pay Budget process. With the net zero funding business model of the City's municipal Water and Wastewater utilities, it is important that any policy recommendation be contemplated with full knowledge of the cost borne by not only recommendation beneficiaries but also other shared customers of these services.

Consultations and Community Engagement

Consistent with the City's Community Engagement Framework, a public engagement plan for the Billing Exemptions Review process is currently under development which will consist of numerous venues to attain valued stakeholder feedback.

A cross departmental project team of internal stakeholders will be formed for ongoing consultation throughout development of the Water and Wastewater rate review. Departments represented through project team include staff from Water Services, Wastewater Services, Engineering and Capital Infrastructure Services, Finance, Corporate Communications, and Community Engagement. This internal stakeholder team will assist in the detailed scoping, development and implementation of the study.

Corporate Administrative Plan

Overarching Goals

Financial Stability
Service Excellence
Innovation

Service Area Operational Work Plans

Our Resources - A solid foundation for a growing city
Our Services - Municipal services that make lives better
Our People - Building a great community together

Attachments

ATT-1 Water and Wastewater Exemptions Review Study Terms of Reference

Departmental Approval

Wayne Galliher, C.E.T.
Division Manager- Water Services

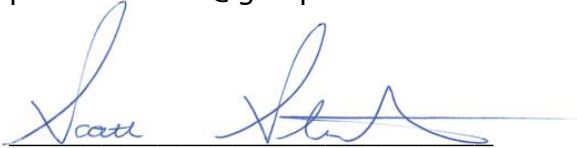
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ATTACHMENT 1

City of Guelph Water and Wastewater Billing Exemptions Review Study

Terms of Reference

I. INTRODUCTION

The City of Guelph Environmental Services Division is soliciting proposals from qualified consultants to conduct a Billing Exemptions Review Study as part of the City's ongoing Rate Review Study for its Water and Wastewater Services Divisions. The overall scope of work includes completion of preliminary studies and market research to evaluate opportunities for structure reform of the City's Water and Wastewater rates and user fees so to ensure equity and fairness to customers consistent with ten principles outlined in the "Principles of Public Utility Rates" (Bonbright, et al, 1998) while meeting the needs of the City and ensuring full cost recovery for services provided.

II. BACKGROUND

The City's Water and Wastewater budgets provide financial resources to ensure regulatory compliance, support utility operations, manage public assets, and protect local source waters while maintaining affordability to Guelph customers. Annual operating budget development for water and wastewater is based on net-zero funding principles, as defined by the Municipal Act, 2001, where revenues and expenses, including funding for capital reserves, are balanced. In 2016, the Council approved Annual Non-Tax Budgets for Water and Wastewater Services equaled \$ 30,450,655 and \$30,946,448 respectively, with revenues for each Division coming from the sale of water and treatment of wastewater volumes from local customers.

The City's Water and Wastewater rates feature a combination of variable rates (based on volume used or produced) and fixed rates (basic service charges). Based on Council-approved policy, volume rates capture the bulk of revenue required to fund the Water and Wastewater budgets. Basic service charges fund the balance including some of the fixed, administrative costs of providing services (e.g. billing and collection, customer service, fire protection, regulatory compliance). For reference Council approved 2017 Water and Wastewater Rates Charges By-law may be viewed on the City's website at: <http://guelph.ca/wp-content/uploads/WaterAndWastewaterRatesAndCharges.pdf>

In accordance with the Province of Ontario's Safe Drinking Water Act, 2002, the City of Guelph completed an update to its Water Long-Range Financial Plan which was approved by City Council in February of 2014. The City proactively includes Wastewater Services in long-range financial planning to provide a more complete picture of the water and wastewater systems and to ensure more accurate forecasting. This 2014 - 2019 Water and Wastewater Long-range Financial Plan forecasted the need for annual user rate increases in the order 5 to 8% per annum to provide long-term financial stability, system sustainability and community safety as it relates to our water supply. This plan currently helps in the annual non-tax budget preparation process with user rate increases submitted annually for Council consideration and approval as part of Budget deliberations.

In late 2015 Water Services and Wastewater Services initiated the multi-phase Water and Wastewater Rate Review. This process aims to: ensure equity and fairness amongst the City's various customer sectors through the allocation of costs for water and wastewater services received; ensure the adequacy of the City's water and wastewater user rates and fees in recovering the cost of service provision to customers; and ensure the long term financial sustainability of both the water and wastewater utilities.

The first phase of this review process included the completion of a detailed Water and Wastewater Cost of Service Study which evaluated the City's cost of provision by service type and the causative cost drivers by customer sector for respective services, associated with the type and extent of service utilization by customer sector. This phase is currently reaching completion with a final report and cost of service study financial model anticipated from the City's consultant, BMA Consulting within March 2017.

To address common areas of billing policy exemptions requested from customers the next phase of the Water and Wastewater Rate Review process, the Water and Wastewater Billing Exemptions Study will be completed. This Study will conduct a formal evaluation of billing exemptions and associated impacts to future revenue requirements, and City operational and administration costs to support such policy outcomes .

This Billing Exemption Review Study is anticipated for completion in Q4 2017

III. SCOPE OF WORK

Core tasks for the City of Guelph Water and Wastewater Billing Exemptions Review Study include the following:

TASK 1 – PROJECT MANAGEMENT

Project Management shall include general management of the project including the management of the proponent's staff resources including any sub consultants and sub-contractors. The successful proponent's project manager shall ensure the project is implemented with a high level of quality and with a high regard for safety in compliance with all applicable provincial and municipal regulations and policies. On a monthly basis, the successful proponent shall prepare a progress report providing details of the work completed within the previous two weeks, the work proposed to be completed in the next month and any issues or concerns with the progress of the work. The progress report shall include a summary of the project schedule. Monthly invoices are to be submitted which shall contain details of the project budget on a task-by-task basis, the amounts spent in the invoice period, the budget remaining, the percent complete and the estimate to complete each task.

The successful proponent's project manager shall manage any proposed changes in the project. Changes to the scope of work, schedule or budget are to be reviewed and approved by the City prior to adopting any changes to the project plan.

The successful proponent shall budget for project management and meetings with the City at Guelph's project team. The City will set up all meetings as required for all tasks. The successful bidder will prepare an agenda prior to each meeting and submit minutes and action items from each meeting within one week of the meeting date. All meetings would be conducted during regular City business hours between 8:30 a.m. and 4:00 p.m., with in-person meetings to be held at Guelph Water Services (29 Waterworks Place) or through alternate formats (such a teleconference) at the City's sole discretion.

Deliverables:

- **Attend one (1) two (2) hour project kick-off meeting and produce an agenda and minutes for this meeting.**
- **Produce six (6) project progress reports as described above**
- **Attend six (6) one (1) hour project progress meetings and produce agendas and minutes for each meeting.**

INFORMATION COLLECTION

Consultant shall research and review existing studies and reports detailing how the City has historically provided for Water and Wastewater Services Enterprise Budgets, including but not limited to:

- 2016 Water and Wastewater Cost of Service Study (BMA, DFA)
- 2017 City of Guelph Non-Tax Water Services 10 year capital forecast and operating budget
- 2014 Water Supply Master Update (AECOM) 2008 Water and Wastewater Servicing Master Plan (Earth Tech Canada)
- 2014 City of Guelph Water and Wastewater Long Range Financial Plan (BMA)
- 2009 City of Guelph Wastewater Treatment Master Plan (CH2MHill)
- 2006 City of Guelph Biosolids Management Master Plan (CH2MHill)
- 2014 City of Guelph Development Charge Background Study (Watson and Associates)

TASK 2 – MUNICIPAL COMPARATOR POLICY BENCHMARKING

The Consultant will review and summarize within a written report available by-laws, policies and information on water and wastewater billing and collection practices amongst Council approved comparator municipalities responsible for the provision of water and wastewater services. At minimum this summary report shall include discussion of the following:

- a. General community metric benchmarking: population serviced, water and wastewater system type/complexity (i.e. surface water versus groundwater, centralized vs. many decentralized systems, treatment and conveyance vs. treatment or conveyance only, growth vs. non-growth), average age of systems and replacement value, annual operating and capital budgets, reserve policies/structures.
- b. Evaluation of the appropriateness/feasibility of high bill customer forgiveness policies, social assistance subsidies for customers where service affordability is a challenge, sewer cost exemptions for evaporative or consumption end uses, and terms for water or wastewater only customer accounts, based on profile/trends in current customer sector demands and current business process impacts.

- c. Analysis of anticipated revenue loss and/or operational impacts by policy alternative as well as potential impacts to other customer groups should revenue needs persist and be transitioned between customer groups as a result.
- d. Quantification of customer sector support for policy alternatives of various types (as part of community engagement program).

The final report will be posted to City's project website for public reference. In the interest of public accessibility, the report must be developed in accordance with WCAG 2.0 Level A accessibility guidelines.

Deliverables:

A Municipal Comparator Best Practice Review written report on the water and wastewater billing and collections policies amongst Council approved municipal comparator municipalities and links to referenced web pages. Report to be posted for public reference on the City's website and shall be developed in accordance with WCAG 2.0 Level A accessibility guidelines.

TASK 3 – PUBLIC AND STAKEHOLDER ENGAGEMENT

A Community engagement plan will be developed in coordination with the City's Community Engagement Team, to comply with Guelph's Community Engagement Policy. It is expected that community engagement will provide an analysis of the customer service policy review (Task 4).

It is expected that the community engagement plan will include:

- 1. Kick off meeting with City Staff.
- 2. Quantitative Market research with both the business and general public sectors.
- 3. Key stakeholder interviews/ consultations with both the small and large business sector customers.

Task 3.1 Quantitative Market Research

Bids by the consultant shall include sufficient resources for the development and administration of a residential and business market research to assess opportunities and validate exemption recommendations. The consulting team will be required to develop survey questions for the review and approval of Guelph Water Services and will be responsible for conducting the survey as well as analysis and computation of

results attained. Implementation of this survey should be conducted in groups strategically targeted by demographics, as well as business size/type and industrial sector, where applicable.

Findings of the market research will be presented in a Market Research Report to be posted for public reference on the City's website. In the interest of public accessibility the report shall be developed in accordance with WCAG 2.0 Level A accessibility guidelines.

Deliverables:

- **Development and implementation of a market research study of 100 households in City of Guelph stratified by population by City ward.**
- **Development and implementation of a market research study for small ICI water and wastewater customers.**
- **Development and implementation of a market research study for large ICI water and wastewater customers.**
- **Final report summarizing the findings of residential call survey developed in accordance with WCAG 2.0 Level A accessibility guidelines for post to the City's website.**

Task 3.2 Stakeholder Interviews

The consultant shall identify and include sufficient resources for the development and administration of business stakeholder interviews to determine a clear understating of the potential exemptions and confirm market research. The consulting team will be required to develop interview questions for the review and approval of Guelph Water Services and will be responsible for conducting the interviews as well as analysis and computation of results attained. It is envisioned that a maximum of 10 interviews would be completed with high water users and targeted customers within the City of Guelph. Findings of the stakeholder interviews will be presented in a Market Research Report to be posted for public reference on the City's website.

Deliverables:

- **Development and implementation stakeholder interviews.**
- **Final report summarizing the findings of residential call survey developed in accordance with WCAG 2.0 Level A accessibility guidelines for post to the City's website.**

TASK 4 – FINAL BILLING EXEMPTIONS REVIEW STUDY FINAL REPORT

The consultant shall document the work undertaken in Tasks 1 through 3, including information and methods of analysis used, results of their investigation, conclusions and recommendations in a draft Billing Exemptions Review Study report. The consultant shall provide 1 digital of the draft report for staff review and comment. The draft report shall be presented to staff as part of a meeting to discuss the report and associated comments. Based on comments received the consultant will then create a final Water and Wastewater Billing Exemptions Review Study report with 1 digital and 3 hard copy versions to be delivered to the City's project manager.

Deliverables:

- **Develop a draft Billing Exemptions Review Study report in digital format as described above in Task 4 and distribution of digital report to staff review and comment.**
- **Produce 1 digital copy of the draft report for distribution to City staff for review and comment.**
- **One (2) three (3) hour meeting with staff will be required to discuss the draft report.**
- **Develop presentation to staff on report and recommendations with presentation delivery to occur as part of above meeting.**
- **Develop a final Billing Exemptions Review Study report based on staff comments received through the meeting and review period.**
- **Produce 1 digital copy and 3 copies of the final report for distribution to City staff.**

Project Schedule

It is desired that the Billing Exemptions Review Study would reach significant completion by August 2017. The proponent is to provide a work plan and project schedule, including suggested milestones and milestone completion dates such as the following or reasonable alternatives.

Information Report

| | |
|---------------|---------------------------|
| Service Area | Public Services |
| Date | Friday, May 19, 2017 |
| Subject | Clean Air Day 2017 |
| Report Number | PS-17-14 |

Executive Summary

Purpose of Report

To advise Council of free transit service and promotions planned for Clean Air Day, Wednesday, June 7, 2017.

Key Findings

Free transit service will be offered on Clean Air Day, Wednesday, June 7. The public will be encouraged to take transit for free that day.

Promotion for this program will include social media, a news release, City News advertisements and posters on transit vehicles and at Guelph Central Station. Information will be available on guelphtransit.ca.

A special event will be held at Guelph Central Station from 8:00 am until noon on Clean Air Day, with staff providing information about transit, transportation, and other sustainability initiatives.

Financial Implications

The financial impact of this initiative, \$9,200, was fully funded through the approved Guelph Transit 2017 operating budget.

Report

The City of Guelph has offered free transit service on Clean Air Day every year since 2001, with the exception of 2005. This initiative has been very well received by the community.

Clean Air Day is a national program that is scheduled for the first Wednesday in June each year. The intent of this program is to raise community awareness and encourage positive actions relating to clean air and climate change issues. The City of Guelph supports this program each year through its continued participation in Clean Air Day initiatives such as free transit.

Guelph Transit will provide free transit service on Clean Air Day, Wednesday, June 7, 2017. The intent of this program is to encourage our residents, who live and travel locally, to contribute to a healthier environment by leaving their cars at home and trying public transit.

A special event will be held at Guelph Central Station from 8:00 am until noon on Clean Air Day, with staff from Guelph Transit, Transportation Demand Management, and Water Services on hand to talk about sustainability and transportation with those passing through the terminal. Staff will also educate the public on the transit system, bike racks and the accessibility features of conventional transit.

Through successful community promotions such as free transit on Clean Air Day, Guelph Transit hopes to increase ridership, improve transit modal share and create a more engaged transit user group. It is anticipated that Guelph Transit's annual one-day free transit promotion encourages first-time or casual users to discover the benefits of transit as a viable mode of transportation.

Financial Implications

The financial impact of this initiative, \$9,200, was fully funded through the approved Guelph Transit 2017 operating budget.

Consultations

A variety of communication channels were used in the promotion of this initiative:

- Social media and website
- City News advertisement
- Posters on transit vehicles and at Guelph Central Station

Corporate Administrative Plan

Overarching Goals

Service Excellence
Innovation

Service Area Operational Work Plans

Our Services - Municipal services that make lives better
Our People- Building a great community together

Attachments

N/A

Departmental Approval

Ronald Maeresera, Financial Planning and Budgets

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| Provincial/Federal Consultation Alert | | | | | | | |
|---|----------|---|--|--|---|----------------------|---|
| Title | Ministry | Consultation Deadline | Summary | Proposed Form of Input | Rationale | Lead | Link to Ministry Website |
| Identifying a Province-wide Cycling Network | MTO | Extended from original deadline of May 12, 2017 to May 26, 2017 | Ontario's draft province-wide cycling network is a long-term aspirational plan to connect municipal cycling routes and places of interest, promote recreational cycling and cycling tourism in Ontario, and help prioritize future cycling investments in provincial highways. | Letter submitted via Environmental Registry (013-0190) | Staff can provide comments to the ministry that do not conflict with existing or previously approved council positioning. | Engineering Services | http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMyMjUx&statusId=MjAwNzYz&language=en |

| Provincial/Federal Consultation Alert | | | | | | | |
|--|--|-----------------------|--|--|--|----------------------|---|
| Title | Ministry | Consultation Deadline | Summary | Proposed Form of Input | Rationale | Lead | Link to Ministry Website |
| Proposed New Excess Soil Reuse Regulation and Amendments to Existing Regulations | Ministry of the Environment and Climate Change (MOECC) | June 23, 2017 | <p>An EBR notice has been posted (013-0299) proposing a new regulation and key complementary regulatory amendments related to the management of excess soil including proposed amendments to the Records of Site Condition Regulation (O. Reg. 153/04). Amendments to the latter will make excess soil management on brownfield properties consistent with and complementary to the proposed excess soil management requirements.</p> <p>The proposals will have the following goals: to protect human health and the environment from inappropriate relocation of excess soil; and enhance opportunities for the beneficial reuse of excess soil and reduce greenhouse gas emissions associated with the movement of excess soil.</p> | Staff comment will be submitted via the online Environmental Registry (EBR) and provided to Council via the Information Package following the consultation deadline. | <p>Several hundred tonnes of excess soils are being generated and brought to the City every year as a result of infrastructure projects, development projects (subdivision projects), environmental projects etc. As such, it would be in the best interests of the City to provide comments and/or concerns to the MOECC regarding the best use/reuse of the excess soils and to promote efficiency in the (re)development of brownfields located throughout the City.</p> <p>The City recently was awarded a "2016 Brownie Award" for its "Guideline for the Development of Contaminated or Potentially Contaminated Sites". The City is known for its flexible and practical approach to the development of Contaminated or Potentially Contaminated Sites.</p> <p>The City's environmental engineering service area was consulted several times by MOECC staff when they were formulating the amendments to O. Reg. 153/04.</p> <p>The City's new snow disposal facility will also function as a temporary excess soil storage area, and street sweeping storage among other uses.</p> | Engineering Services | https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMyMzMw&statusId=MjAwOTA2&language=en |



Municipality of Killarney

May 18th, 2017.

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Tel: 705-287-1040
Fax: 705-287-1141

website:
www.municipalityofkillarney.ca

The Honourable Bill Mauro,
Minister of Municipal Affairs,
777 Bay Street – 17th Floor,
Toronto, Ontario.
M5G 2E5

Dear Sir:

RE: Changes Under Consideration to the Municipal Act, 2001
Re: End to Payments Out of Court for Municipalities

It is our understanding that Bill 68 – Modernizing Ontario’s Municipal Legislation Act is proposing changes to the tax registration proceedings which would end payments out of court for municipalities. The proposed amendment to Section 380 (8) and (9) would see out of court payments revert back to the Crown.

The Municipality of Killarney at their Regular Meeting of Council held May 17th, 2017 passed Resolution No. 17-198 as this proposed change will have a significant impact on small municipalities.

The Council for the Municipality of Killarney hereby appeals to you Honourable Minister, to reconsider this proposed change for the reasons outlined in the attached resolution.

Your consideration of this request is respectfully submitted.

Sincerely,

THE MUNICIPALITY OF KILLARNEY


Mrs. Candy K. Beauvais,
Clerk-Treasurer.

cc: Hon. Kathleen Wynne; Premier of Ontario
Local MPP’s, FONOM, AMO, OSUM,
Ontario Municipalities



*The Corporation of the Municipality of Killarney
32 Commissioner Street
Killarney, Ontario
P0M 2A0*

MOVED BY: Pierre Paquette

SECONDED BY: Nancy Wirtz

RESOLUTION NO. 17-198

BE IT RESOLVED THAT the Municipality of Killarney appeal to the Minister of Municipal Affairs to reconsider the proposed change to the Municipal Act, 2001 as a result of Bill 68 regarding tax registration procedures which would end payments out of court for municipalities. The proposed amendment to Section 380 (8) and (9) would see out of court payments revert back to the Crown;

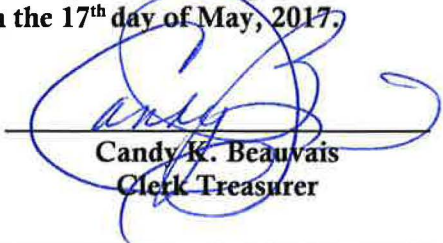
FURTHER THAT tax sale proceedings involve a significant amount of staff time which is an expense to a municipality and it is only fair that municipalities continue to be eligible for these payments out of court;

FURTHER THAT tax sale revenues assist municipalities with various expenditures which to some extent alleviate the burden of the reduction of revenues of various Provincial grants/programs and the continual "downloading" upon small municipalities.

FURTHER THAT this resolution be forwarded to the Premier of Ontario, the Minister of Municipal Affairs, our local MPP's, FONOM, AMO, Ontario Small Urban Municipalities as well as all Ontario municipalities.

CARRIED

I, Candy K. Beauvais, Clerk Treasurer of the Municipality of Killarney do certify the foregoing to be a true copy of Resolution #17-198 passed in a Regular Council Meeting of The Corporation of the Municipality of Killarney on the 17th day of May, 2017.


Candy K. Beauvais
Clerk Treasurer



BUREAU ADMINISTRATIF / ADMINISTRATION OFFICE
948 est, chemin Pleasant Corner Road East
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May 16, 2017

The Honourable Kathleen O. Wynne
Premier of Ontario
Main Legislative Building – Room 281
Queen's Park
Toronto, ON M7A 1A1

Dear Premier,

RE: Champlain Township – Not a Willing Host for Wind Turbines

I am writing to advise that Champlain Township Council declared that it is not a willing host for wind turbines at its meeting of May 9, 2017.

At the same meeting, Champlain Township Council resolved to endorse the Municipality of Dutton Dunwich's Resolution No. 2017-06-27, supporting Sam Oosterhoff, MPP for Niagara-West Glanbrook's Private Member's Bill proposing the government halt all wind power approvals in unwilling host communities.

A copy of resolutions 2017-202 and 2017-207 are attached.

Council respectfully requests your consideration of its position.

Yours sincerely,

A handwritten signature in blue ink that reads "Alison Collard".

Alison Collard
Clerk

cc: The Honourable Glen Murray, Minister of the Environment and Climate Change
The Honourable Glen Thibeault, Minister of Energy
The Honourable Jeff Leal, Minister of Agriculture, Food and Rural Affairs
Grant Crack, M.P.P., Glengarry-Prescott-Russell
Sam Oosterhoff, M.P.P., Niagara-West Glanbrook
Ontario Municipalities by email

Attach.



TOWNSHIP OF CHAMPLAIN

RESOLUTION

Agenda Number: 13.7

Resolution Number 2017-202

Title: Dutton Dunwich - Support for Private Member's Bill - Wind Turbines

Date: May 9, 2017

Moved By: Pierre Perreault

Seconded By: Paul Emile Duval

BE IT RESOLVED THAT the Resolution of the Municipality of Dutton Dunwich No. 2017-06-27, supporting the Private Member's Bill of Sam Oosterhoff, MPP for Niagara-West Glanbrook proposing the government halt all wind power approvals in unwilling host communities, be endorsed.

CARRIED

Certified True Copy of Resolution

Alison Collard May 15, 2017

Alison Collard, Clerk

Date:



TOWNSHIP OF CHAMPLAIN

RESOLUTION

Agenda Number: 14.0
Resolution Number 2017-207
Title: CORRESPONDENCE (pour information)
Date: May 9, 2017

Moved By: Paul Emile Duval
Seconded By: Helen MacLeod

BE IT RESOLVED THAT the Township of Champlain declares that it is not a willing host for wind turbines;

BE IT FURTHER RESOLVED THAT this resolution be circulated to Premier Kathleen Wynne, as well as to the Minister of Environment and Climate Change, the Minister of Energy, the Minister of Agriculture, Food & Rural Affairs and to all Ontario municipalities for their support and endorsement.

CARRIED

Certified True Copy of Resolution

Alison Collard May 15, 2017

Alison Collard, Clerk

Date:



COUNCIL RESOLUTION

#27

Res: 2017-06-27

Wednesday April 12th, 2017

Moved by: *Bob*

Seconded by: *Fleck*

THAT the Council of the Municipality of Dutton Dunwich supports the Private Member's Bill of Sam Oosterhoff, MPP for Niagara-West Glanbrook proposing the government halt all wind power approvals in unwilling host communities.

AND THAT a copy of this resolution be sent to Honourable Kathleen Wynne, Premier of Ontario, the Honourable Minister of Energy Glenn Thibeault, Elgin-Middlesex-London MP Karen Vecchio, Elgin-Middlesex-London MPP Jeff Yurek, AMO and all Ontario Municipalities.

| <u>Recorded Vote</u> | <u>Yeas</u> | <u>Nays</u> |
|----------------------|-------------|-------------|
| I. Fleck | — | — |
| D. McKillop | — | — |
| M. Hentz | — | — |
| B. Purcell | — | — |
| C. McWilliam - Mayor | — | — |

Carried:

Carroll
Mayor

Defeated:

Mayor



Legal and Clerks Services

Office of the City Clerk
PO Box 3012, 50 Church Street
St. Catharines, ON L2R 7C2

Phone: 905.688.5600
Fax: 905.682.3631
TTY: 905.688.4TTY (4889)

May 18, 2017

The Right Honourable Justin Trudeau Sent via email: justin.trudeau@parl.gc.ca
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Re: Resolution – Canada’s 150th Birthday – Request to Waive Taxes Our File No. 35.11.2

Please be advised that the Council of the City of St. Catharines, at its regular meeting held on May 8, 2017, gave consideration to a motion from the Township of Adjala - Tosorontio, with regard to their request to waive the taxes payable on purchase of a Canadian flag or Canada 150th Anniversary flag.

The Mayor and Members of Council passed the following motion, Moved by Councillor Britton:

“That Council support the resolution from the Township of Adjala – Tosorontio, regarding the waiving of taxes on the purchase of a Canadian flag or Canada 150 Anniversary Flag for Canada’s 150th Birthday, and forward our support to the Government of Canada and back to the originating township; and

That staff contact all Niagara MP’s to inquire if their offices provide flags to residents for free; and

That all Canadian Flags are made in Canada. FORTHWITH”

Should you have any questions, please do not hesitate to contact me at extension 1506.

A handwritten signature in blue ink, appearing to read 'Bonnie Nistico-Dunk'.

Bonnie Nistico-Dunk

cc Township of Adjala-Tosorontio (email)
Hon. Kathleen Wynne, Premier (email)
Ontario Municipalities (email)



Guelph Police Services Board

PO Box 31038, Willow West Postal Outlet, Guelph, Ontario N1H 8K1

Telephone: (519) 824-1212 #7213 Fax: (519) 824-8360

TTY (519)824-1466 Email: board@guelphpolice.ca

OPEN MEETING

MINUTES – APRIL 20, 2017

An Open meeting of the Guelph Police Services Board was held on April 20, 2017.

Present: D. Drone, Chair
J. Sorbara, Vice-Chair
C. Guthrie, Member
C. Billings, Member
C. Polonenko, Executive Assistant
J. DeRuyter, Chief of Police
P. Martin, Deputy Chief of Police
S. Purton, Financial Services Manager
T. Harris, Human Resources Manager

Regrets: L. Griffiths, Member

Guests: Guelph Police Service: Staff Sergeant David Doxey, Sergeant Brad Saint, Sergeant Ken Rodd, Sandra Odorico, Rev. John Borthwick

1. WELCOME AND INTRODUCTIONS

Chair D. Drone welcomed everyone to the meeting.

2. MEETING CALLED TO ORDER

Chair D. Drone called the meeting to order at 2:30 p.m. in Meeting Room C, Guelph City Hall, 1 Carden Street, Guelph.

3. MOTION TO GO INTO CLOSED SESSION

Moved by C. Guthrie

Seconded by J. Sorbara

THAT the Guelph Police Services Board convene in closed session to discuss matters that it is of the opinion falls under Section 35(4) (a) or (b) of the *Police Services Act*.

-CARRIED-

4. MOTION TO RECONVENE IN OPEN SESSISON

Moved by C. Guthrie

Seconded by J. Sorbara

THAT the Guelph Police Services Board reconvene at 2:30 p.m. in Open Session.

5. **APPROVAL OF AGENDA**

Moved by C. Guthrie

Seconded by C. Billings

THAT the Agenda be approved as presented.

- CARRIED –

6. **DECLARATION OF CONFLICT OR PECUNIARY INTEREST**

There were no declarations of conflict or pecuniary interest.

7. **CLOSED SESSION RECOMMENDATIONS**

Moved by J. Sorbara

Seconded by C. Guthrie

THAT the Guelph Police Services Board approve the motions arising from the Closed Board Meeting of this date.

THAT the Guelph Police Services Board approve payment of Mathews Dinsdale Invoice 346032 dated March 13, 2017 in the amount of \$2,655.50, to be paid from the tax supported budget; and

THAT the Guelph Police Services Board support the Bracelet of Hope Women to Women event in the amount of \$250.00 with funds to be paid from the Community Account.

- CARRIED –

8. **APPROVAL OF MINUTES**

8.1 **Minutes of the Open Meeting, Thursday, March 16, 2017**

Moved by J. Sorbara

Seconded by C. Guthrie

THAT the Minutes of the Open Meeting held Thursday, March 16, 2017 be approved as presented.

- CARRIED –

9. **DELEGATIONS/PRESENTATIONS**

9.1 **Guelph Police Service Promotions**

Staff Sergeant David Doxey: Chief DeRuyter introduced Staff Sergeant Doxey, with the Service since 1999, working in traffic, neighbourhood support, and information services, and now promoted to the rank of Staff Sergeant.

Sergeant Ken Rodd: Chief DeRuyter introduced Sergeant Rodd, who has been with the Service since 2001, previously with Peel Region, with 30 years in policing, working in patrol, property, and tactical. Sergeant Rodd is promoted to the rank of Sergeant.

Sergeant Brad Saint: Chief DeRuyter introduced Sergeant Saint, with the Service since 2005, working in patrol, and the drug unit, and is now promoted to the rank of Sergeant.

Chair Drone thanked each member on behalf of the Board and Board members offered their congratulations.

Staff Sergeant Doxey, Sergeant Saint and Sergeant Rodd left the meeting at 2:37 p.m.

10. STRATEGIC ITEMS

10.1 Headquarter Renovation and Expansion Report

The report was received for information. Deputy Martin reported that the west side foundation is 95% complete and mechanical and electrical rough-ins are ongoing throughout the interior and former garage areas. The new cooling tower is installed and the system is functional. The project continues to be within budget.

11. OPERATIONAL ITEMS

11.1 Repeal of Guelph Police Services Board Taxi By-law 145 (2011)

Effective April 1, 2017, Guelph City Council assumed responsibility for governance of the taxi industry in the City of Guelph, thereby relieving the Board of any and all obligations in that regard. A motion to repeal By-law 145 (2011) was passed as follows:

Moved by J. Sorbara

Seconded by C. Guthrie

WHEREAS by virtue of By-law (1996)-15120, the Corporation of the City of Guelph (“the City”) delegated to the Guelph Police Services Board (“the Board”) the power to license, regulate and govern the business licenses for taxicabs, accessible taxicabs and limousines;

AND WHEREAS the Board, pursuant to the Board’s By-law 145 (2011) has, to date, regulated, licensed and governed the owners, drivers and dispatchers of taxicabs, accessible taxicabs and limousines;

AND WHEREAS the City, by virtue of its enactment of By-law (2017)-20149 in force and effect April 1, 2017, has undertaken, as part of the City’s overall business licensing mandate, to license, regulate and govern the owners and drivers of taxicabs, accessible taxicabs and limousines as a part of the City’s overall business licensing mandate;

THAT the Guelph Police Services Board hereby repeals By-Law 145 (2011) and all amending By-Laws thereto, effective April 20, 2017.

-CARRIED-

11.2 Preliminary Year End Financial Variance Report (2016)

Chief DeRuyter thanked S. Purton for her detailed report. S. Purton reported that preliminary 2016 operating results indicate an Operating Surplus of \$392,386 and represents a positive 1% variance to the full year operating budget. This includes a surplus of \$597,000 in position vacancies; a deficit of \$785,000 in overtime, due to investigations, projects, call-outs due to short-staffing and statutory holiday coverage; and a surplus of \$105 in travel and training, indicating that training dollars are being utilized.

Overall, the operating surplus is primarily due to higher revenues and surpluses in internal charges due to lower vehicle gasoline and maintenance costs. Revenue favorability of \$240,000 is due to higher grant revenues including the Youth in Policing Initiative, CPP/SCOPP and Proceeds of Crime, which are all equally offset by expenditures. There was also a revenue surplus of \$20,000 from clearance checks, alarms and fingerprinting, but offset by compensation paid to officers to complete special duty assignments.

The operating surplus has been between 0.4% and 2.0% of the total operating budget for the previous five years. The City's Year End Operating Surplus Policy allows for the Guelph Police Services Board to request in writing that the surplus be allocated to support police operations. Within the operating results, there are contributions to both the police and city reserves each year, used to fund sick leave payments, headquarters renovation and equipment lifecycle replacement capital projects. There was a negative balance of WSIB expenses in 2016 as expenses exceeded the amount collected from the budget.

In 2016, \$9,358,046 was spent on capital expenditures. Over 89% of the spending was on the Headquarters Renovation and Expansion Project. The next largest area of spending was Vehicle Replacement at 4%, followed by Information Technology Hardware at 2%. All Lifecycle Replacement projects closed in a surplus position with the exception of Body Armour. The Headquarters IT Equipment project closed the year with a \$178,000 surplus. This project provides funding for equipment that will be procured during the Headquarters renovation and expansion project. The Radio project in partnership with Guelph Fire, is targeted for completion in the second quarter of 2017.

Moved by J. Sorbara

THAT the Guelph Police Services Board forward a request to City Council that the projected Police Operating Surplus of \$392,386 be transferred to the Police Headquarters Renovation reserve to fund the Headquarter Expansion and Renovation Project (PS0033) and reduce the overall debt financing currently budgeted for the project.

FAILED due to no Seconder to the Motion.

After extended discussion regarding the pros and cons of requesting that the City transfer the surplus to the Headquarters Renovation project, the motion was not seconded and was thus defeated.

11.3 Human Resources Report

T. Harris, Human Resources Manager, presented the Human Resources Report. Scott Riche joins the Service as a 1st Class Constable with one year experience as a Court Officer and 14 years of policing experience.

Moved by C. Guthrie

Seconded by J. Sorbara

THAT Scott Riche be appointed as a full-time member of this Service effective March 27, 2017.

-CARRIED -

C. Guthrie left the meeting at 3:05 p.m.

11.4 Human Resource Services Annual Report (2016)

Chief DeRuyter thanked T. Harris for meeting the many challenges of the Human Resources Department.

T. Harris reported that focus for 2016 was on staffing, skill development and health and wellbeing of members. Several initiatives were undertaken to ensure that the right supports and programming are in place to safeguard the health and wellbeing of the members as we do more work with fewer people.

Six key performance indicators were presented for 2016, as well as an update on staffing and accommodations.

Recruitment, Selection and Outreach Initiatives: Recruitment for police positions in 2016 has been consistent with nine vacancies filled due to retirements, resignations and one newly budgeted position in traffic. Civilian recruitment involved significant movement with 25 civilian job postings and secondments for temporary, part-time and full-time vacancies. Six FTE police maternity-parental leaves were left vacant. There are recruiting challenges as police services are competing to fill vacancies. The Service also supported 10 student assignments through high school placements and college career programs.

Career Development Transfer Opportunities: In 2016, there were 29 transfer opportunities, and the rate of internal movement is 15 percent. This has been another challenging year for succession planning; however, when compared to other Services, our Service is still above average.

Professional Development and Training: The Senior Leadership Team continues to focus on strategic training initiatives to ensure that the Service is well aligned to meet the current and future demands of our community through mentoring and succession planning. 96 percent of the total training budget has been used. Attendance at courses is consistent with previous year but CPKMN e-learning courses has decreased substantially.

Current Staffing Including Accommodation and Leaves: The 2016 preliminary surplus in the budget was \$392K. There were position vacancy savings of \$597K in 2016 which contributed to this surplus. This level of position vacancies along with member accommodations resulted in overtime and temporary salaries deficits. There are 10.75 vacancies for police and civilian as of April 1, 2017. Increased accommodations due to work injury, surgery or non-occupational restrictions, have been putting pressure on the Service and specifically, front-line patrol operations.

Commitment to Member Safeguard Programs and Wellness Initiatives: The Service continues to promote workplace safety and wellness to members through several programs. Participation in programs in 2016 was similar to 2015, with the exception of a decrease in the EFAP Program. Members are committed to wellness and participate well in programs offered.

Attrition Rates and Retirement Projections for 2016-2021: In 2016, the civilian attrition rate was 2 percent and police attrition rate was 1.5 percent. Based on research and analysis, it is anticipated that approximately 10 civilian members and 25 police members will retire over the next five years and will necessitate a focus on skill sets, career and leadership skills development.

J. Sorbara commended T. Harris for the focus on bringing in youth through the Youth in Policing Initiative and Co-op students. Chief DeRuyter commended Tracey Harris and Kelley McKeown for the excellent work.

J. Sidlofsky Stoffman left the meeting at 3:31 pm

11.5 Professional Standards Quarterly Report

The report was received for information. Deputy Martin reported that from January 1 to March 31, 2017, there were twelve new public complaints through the Office of the Independent Police Review Director (OIPRD). Eleven were assigned to be investigated by the Professional Standards Branch (PSB), and the Inspector requested that the OIPRD retain one of these investigations. Three complainants withdrew the complaint prior to investigation. No Special Investigations Unit (SIU) investigations were initiated. Five new internal investigations were initiated, and no requests to review incidents investigated by the PSB have been received.

11.6 Use of Force Quarterly Report

Deputy Martin reported that from January 1 to March 31, 2017, Guelph Police officers attended to 27 incidents where either one or more levels of force were required to bring the situation to a peaceful and successful resolution. 81 levels of force were used. The conducted energy weapon is a good tool to prevent or minimize injury to the officer and the public. All Use of Force reports submitted were reviewed and in all of the incidents, the officers were justified in using the force that was outlined in the report.

12. ADMINISTRATIVE ITEMS

12.1 Chief's Monthly Report

Chief DeRuyter provided his schedule of upcoming internal and external community events and meetings and highlighted the following:

- May 3 - Emergency Preparedness Day at the West End Recreation Centre, when school children and youth interact with members of the Service.
- May 13 - Guelph Police Open House (Police Week). The Chief invited members of the Board to attend at City Hall.
- Chief DeRuyter highlighted the fine work and professionalism of our officers in two recent cases before the Court.

12.2 Board Correspondence Report

The report of correspondence received and issued since the last meeting of the Board was received for information with no additions. No further direction was provided by the Board.

12.3 Community Account Quarterly Report

The Executive Assistant reported that from January 1 to March 31, 2017, receipts into the Community Account were \$6,075.22 and disbursements were \$12,106.58, and the balance in the account was \$4,513.00. \$9,177.96 is invested in Guaranteed Investment Certificates (GICs). A further \$4,587.13 is invested in a GIC for the Guelph Police Association and the Senior Officers Association as bequeathed by an estate. The Community Account is acting as trustee of the funds.

12.4 New Business

There was no new business discussed.

12.5 Information Items

- Next Meeting – Thursday, **May 11, 2017** at City Hall Meeting Room C
- Presentation of Justice Tulloch's Report - Monday, **April 24, 2017**, 6:30 p.m., Sheraton Hamilton Hotel, 116 King Street, Hamilton, ON
- Ontario Police Memorial Ceremony of Remembrance – Sunday, **May 7, 2017**, Queen's Park, ON
- New Era of Public Safety and Security Conference – **June 1, 2017**, Westin, Ottawa, ON
- Ontario Association of Police Boards Zone 5 Meeting – Goderich, ON, Tuesday, **June 6, 2017**, 9:00 a.m.
- Ontario Association of Police Boards Spring Conference – **June 21-24, 2017**, Blue Mountain Resort, Blue Mountain, ON
- Canadian Association of Police Governance Conference – **July 13-16, 2017**, Montreal, PQ
- Ontario Association of Police Boards Fall Labour Conference – **November 16-17, 2017**, Toronto, ON

13. **ADJOURNMENT**

Moved by J. Sorbara

Seconded by C. Billings

THAT the Open meeting adjourn as at 3:48 p.m.

- CARRIED -

The minutes of this meeting were adopted this 11th day of May, 2017.

"D. Drone"

D. Drone, Chair

"C. Polonenko"

C. Polonenko, Executive Assistant