

# **INFORMATION ITEMS**

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**Week Ending September 8, 2017**

## **REPORTS**

1. Outstanding Motions of the Corporate Services
2. Hanlon Creek Business Park – Real Estate Transactions

## **REPORTS – COUNCIL AS SHAREHOLDER OF GMHI**

1. Communications and Engagement Update; Guelph Hydro Asset Review

## **INTERGOVERNMENTAL CONSULTATIONS**

1. Potential Changes to Ontario's Building Code – Phase Two Index

## **CORRESPONDENCE**

1. None

## **BOARDS & COMMITTEES**

1. None

## **ITEMS AVAILABLE IN THE CLERK'S OFFICE**

1. None

# Information Report



Service Area Corporate Services  
Date Friday, September 8, 2017  
Subject **Outstanding Motions of the Corporate Services**  
Report Number CS-2017-72

## Executive Summary

### Purpose of Report

To provide Committee of the Whole - Corporate Services and Council an update of all outstanding motions, as circulated by the City Clerk, as of July 2017.

### Key Findings

Staff are continuing to plan work required to address outstanding motions previously passed by the Committee.

Staff has reviewed all outstanding motions and has provided updates.

### Financial Implications

None

## Report

Included for information is the outstanding motion list for Corporate Services, as circulated by the City Clerk, as of July 2017, including the status of the work and the timing, when available, for when the work may be completed.

Date of Committee	Resolution	Lead Area
June 26/17 Council	<b>CON-2017.28 Downtown Guelph Business Association (DGBA) Request for Boundary Expansion</b>  1. That City staff be directed to commence proceedings to initiate the process for expansion of the Downtown Guelph Business Association (DGBA) pursuant to section 210 of the Municipal Act, 2001, SO 2001, c 25 (the "Act") based on the request of the DGBA to	City Clerk's Office  Work is currently underway and once completed will report back to Council

	<p>expand their business improvement area (BIA), attached hereto.</p> <p>2. That staff be directed to report back to Council with the results of the circulation required for the expansion of the Downtown Guelph Business Association.</p>	
May 23/17 Council	<p><b>COW-CS-2017.05 Six Month Committee of the Whole Recap</b></p> <p>That staff conduct a calendar year review of the Committee of the Whole governance structure and report back in Q2 2018.</p>	<p>City Clerk's Office</p> <p>Staff will report back in Q2 2018 following a calendar year review</p>
May 25/09 Council	<p>That staff report back on the financial impact of the final decision of the appeal to ascertain Council's commitment to offset the impact on staff. (Canada Revenue Agency)</p>	<p>Human Resources</p> <p>Court date set for November, however settlement attempts are ongoing</p>

**Financial Implications**

None

**Consultations**

Appropriate Corporate Services General Managers to confirm updates.

**Corporate Administrative Plan**

**Overarching Goals**

Financial Stability

**Service Area Operational Work Plans**

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

**Attachments**

None

**Departmental Approval**

N/A

**Report Author**

Mary Stoddart, Executive Assistant

A handwritten signature in black ink, appearing to read "Trevor Lee". The signature is written in a cursive style with a large initial "T" and "L".

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**Approved and Recommended by**

Trevor Lee, Deputy CAO  
Corporate Services  
519.822.1260 Ext 2281  
[trevor.lee@guelph.ca](mailto:trevor.lee@guelph.ca)

# Information Report



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Service Area      Infrastructure, Development and Enterprise Services

Date                Friday, September 8, 2017

Subject            **Hanlon Creek Business Park–Real Estate Transactions**

Report Number    IDE 17-111

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## **Executive Summary**

### **Purpose of Report**

The purpose of this report is to advise Guelph City Council and the City’s Executive Team of the status of recent real estate transactions within the Hanlon Creek Business Park.

### **Key Findings**

As per the authority that Council has delegated to staff to execute Offers to Purchase and Agreements of Purchase and Sale for the City owned land in the Hanlon Creek Business Park, the following agreements have been executed or closed:

### **Land Sale Agreements Executed**

Property #1

Legal Description: Part of Block 12, Plan 61M-169

Acreage to be purchased: 0.73 acres

Property #2

Legal Description: Block 13 & Part of Block 12, Plan 61M-169

Acreage to be purchased: 2.98 acres

Property #3

Legal Description: Part of Block 20, Plan 61M-169

Acreage to be purchased: 4.45 acres

## **Land Sale Closed**

Property #4

Legal Description: Block 4, Plan 61M-169

Acreage purchased: 4.25 acres

## **Financial Implications**

The financial implications for each transaction are summarized below.

## **Report**

The following provides the details for each of the noted real estate transactions.

### **Land Sale Agreements Executed**

#### Property #1

- Purchaser: Envida Community Energy Incorporated
- Legal Description: Part of Block 12, Plan 61M-169
- Area to be purchased: 0.73 acres
- Total purchase price: Payment was achieved through lease payments provided as per the conditions of the original lease to own agreement dated June 25, 2013 and amended by two Agreements to extend the lease, dated December 31, 2016 and March 31, 2017, as approved by Council. A total of \$391,725 has been paid to the City to date: a \$30,000 deposit (2012), a \$120,575 down payment (2013), a \$120,575 lease payment (2013) and a \$120,575 lease payment (2014).
- Agreement Executed: July 4, 2017
- Real Estate Commission: N/A
- Conditional Date: July 28, 2017
- Closing Date: September 27, 2017
- Proposed use: building improvements to existing plant

#### Property #2

- Purchaser: Michael Austin, in trust for a company to be incorporated
- Legal Description: Block 13 and Part of Block 12, Plan 61M-169
- Area to be purchased: 2.98 acres
- Deposit received: \$41,720.00
- Total purchase price: \$834,400.00
- Agreement Executed: July 4, 2017
- Real Estate Commission: \$41,720.00
- Conditional Date: July 30, 2017
- Closing Date: September 27, 2017
- Proposed use: office building

### Property #3

- Purchaser: Timberworx Custom Homes Inc.
- Legal Description: Part of Block 20, Plan 61M-169
- Area to be purchased: 4.45 acres
- Deposit received: \$61,604.80
- Total purchase price: \$1,232,096.00
- Agreement Executed: July 4, 2017
- Real Estate Commission: N/A
- Conditional Date: October 31, 2017
- Closing Date: December 7, 2017
- Proposed use: office building

### **Land Sale Closed**

### Property #4

- Purchaser: Mirexus Biotechnologies Inc.
- Legal Description: Block 4, Registered Plan 61M-169
- Deposit received: \$60,562.50
- Area purchased: 4.25 acres
- Total purchase price: \$1,211,250.00
- Agreement Executed: June 7, 2017
- Real Estate Commission: N/A
- Conditional Date: June 29, 2017
- Closing Date: This transaction closed on July 20, 2017
- Proposed use: manufacturing, office, laboratory

## **Financial Implications**

Hanlon Creek Business Park land transactions include:

- Closed - \$1,211,250.00
- Conditional - \$834,400.00
- Under contract/not yet conditional - \$1,232,096.00

## **Consultations**

- Legal & Realty Services
- Finance
- Corporate Communications
  - A press release was prepared and distributed on July 21, 2017 following the closing of Property #4.
  - For transactions to close later this year (Properties #1-3), a press release will be prepared and distributed and will be posted on the Economic Development website.

## **Corporate Administrative Plan**

### **Overarching Goals**

Financial Stability  
Service Excellence

**Service Area Operational Work Plans**

Our Resources - A solid foundation for a growing city  
Our People- Building a great community together

**Attachments**

ATT-1          Location of Subject Property

**Departmental Approval**

Legal & Realty Services – Terri MacCulloch  
Finance – Jade Surgeoner

**Report Author**

Barbara Maly  
Manager, Economic Development



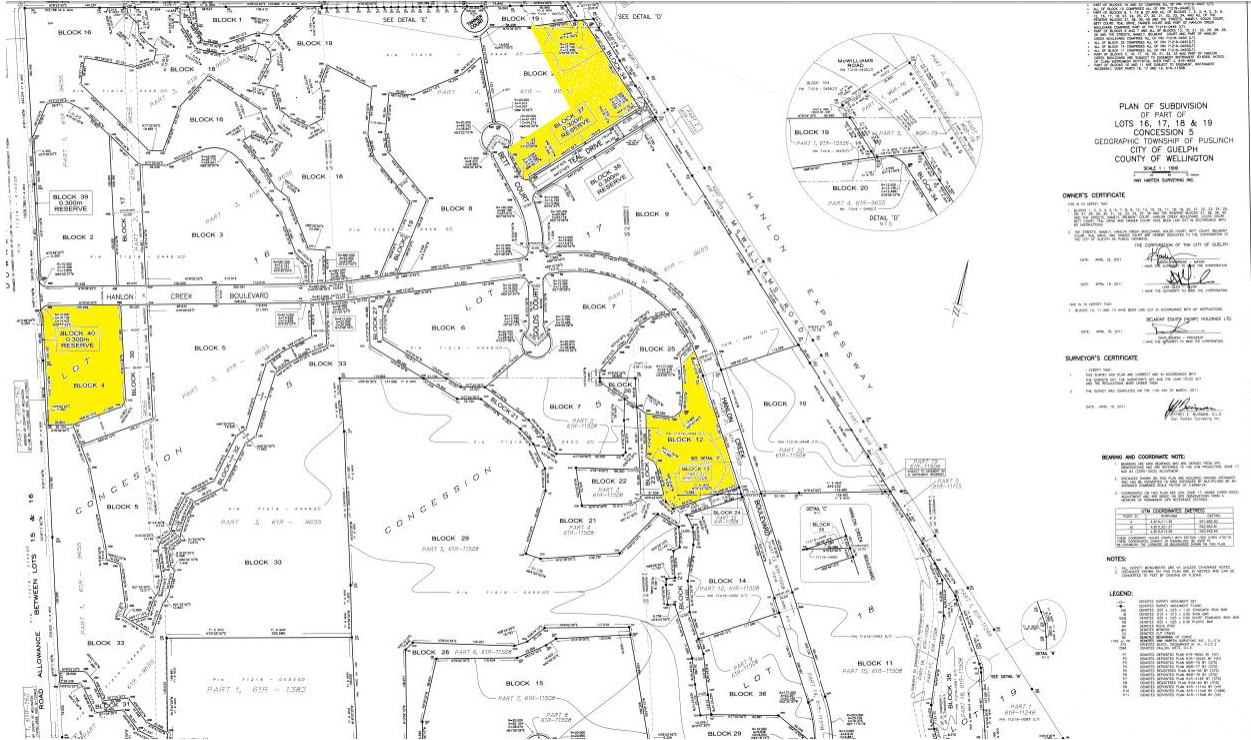
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 for

**Recommended By**  
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# ATTACHMENT 1 LOCATION OF SUBJECT PROPERTIES



# Information Report

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Service Area	Office of the Chief Administrative Officer
Date	Friday, September 8, 2017
Subject	<b>Communications and engagement update; Guelph Hydro asset review</b>
Report Number	GMHI-2017-09

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## Executive Summary

### Purpose of Report

Summarize for Council the communications and engagement activity for the Guelph Hydro asset review by phase; and to provide Council with an update on communications and engagement activity since the Strategies and Options Committee (SOC) last reported to Council.

## Report

### A multi-phase, research-based approach

As Council knows, Guelph's process for exploring the future of its hydro utility is a phased one. Communications and engagement is scaled and staged commensurate with each phase of the process.

In keeping with our engagement principles for this project, the SOC is sharing information and gathering feedback well in advance of possible changes to the future of Guelph Hydro.

This multi-phase, research-based communications and engagement effort is deliberately designed to give people time to learn about the process, and offer meaningful opportunities to participate in the decision-making process.

Communications and engagement activities will look and feel different during each phase of the process as City Council makes its way toward this important decision.

The SOC has, and will continue to provide several ways for people to:

- learn how and why Guelph is considering changes to Guelph Hydro
- ask questions about the process
- participate in the process

The SOC, its staff supports and its advisors understand that electricity in Ontario is a complex and politically-charged subject. The SOC and its advisors are intentionally designing engagement activities that allow for fair and easy access to the process, so everyone can have their opinions heard.

## **Communications and engagement by phase**

### **Phase 1 (October 2016 to February 2017)**

Long before Guelph started talking about possible merger partners, the SOC asked the community, large Guelph Hydro customers, community groups and the business community what criteria it should use to evaluate all the options for Guelph Hydro.

In addition to information sessions in Guelph and Rockwood, the SOC surveyed a statistically valid random sample of people in both cities, and invited people to send comments and ask questions on the [Energizing Tomorrow website](#).

The [community engagement research](#) shows strong support for the [decision-making criteria](#), and five key areas of interest:

1. Rates.
2. Efficient and reliable service.
3. Local control.
4. Environmental sustainability.
5. Public information sharing.

City Council considered this input when making one of its early decisions on the subject, and we announced that Guelph would only consider possible mergers with publicly-owned utilities.

### **Phase 2 (March to October 2017)**

In this phase of the asset exploration process, as the SOC researches potential merger partners, the communications and engagement focus is on ensuring customers and other stakeholders are aware the review is underway. Building awareness will help ensure meaningful input from customers and other stakeholders in a subsequent phase, should Council decide to pursue a merger.

The SOC is letting customers and other stakeholders know it has been meeting with potential merger partners and developing the business cases that will be presented to City Council. It is also sharing information related to potential benefits of both merging with another publicly-owned utility and maintaining full ownership.

## Pop-up information tables



Over the summer, communications staff from the City and GHESI organized eight pop-up information sessions at recreation centres, the library, Home Depot, Evergreen Seniors' Centre, Stone Road Mall, and the Farmers' Market.

These pop-up tables are intended to reach people who wouldn't typically come to a town hall meeting or open house and—as such—are in keeping with the SOC's commitment to be inclusive and to make the process easy to access. The format is drop-in, without formal presentations or questions and answer periods. They are an engagement technique to involve passers-by in conversation, share information, respond to questions, and direct people to more information.

About 150 people visited the tables. The most common questions were:

1. What will happen to my rates?
2. Who is the possible merger partner?
3. Why are we considering a merger?
4. Is a merger a good idea?
5. When is City Council making a decision?

The most recent questions and comments are posted on the [Energizing Tomorrow website](#).

## Guelph Hydro bill insert

**ENERGIZING TOMORROW**

### Does a merger make sense for Guelph Hydro?

We want to make sure Guelph Hydro customers continue receiving great service and value.

We're exploring mergers with other publicly-owned utilities to see if we can:

- Enhance electricity services
- Help manage costs
- Improve efficiency

### Why Now?

By growing larger, Guelph Hydro could have more resources to invest in:

- electric vehicle charging stations
- solar panels and other generation systems
- energy storage systems
- smart-grid technology
- energy management systems
- energy apps and dashboards

**It's time to explore options and decide if a merger makes sense for Guelph Hydro.**

Learn more. Ask us anything.  
[energizingtomorrow.ca](http://energizingtomorrow.ca)  
[energizingtomorrow@guelph.ca](mailto:energizingtomorrow@guelph.ca)  
519-822-1260 x 3481

**Guelph Hydro** **City of Guelph**

Accessible formats available upon request

In August and September people will receive an insert in their Guelph Hydro bills asking “Does a merger make sense for Guelph Hydro?” and inviting them to submit comments and questions on the website.

This is the second bill insert that has been distributed to let people know the process is taking place, and invite them to participate.

### **Educational video**

The SOC’s communications team has developed an educational video that will be released in mid-September. It features animation, artwork and effects to explain some of the changes underway in the electricity sector, and highlights that the City of Guelph is exploring options for Guelph Hydro.

Video succeeds in engaging audiences in ways that websites and words sometimes can’t. We recognize that a complex subject requires a range of tools and mediums, which is why we’re incorporating video into the communications and engagement mix.

The video will be shared with Guelph Hydro employees, and with the public via social media, websites, and a combination of paid and earned placement.

### **Energizing Tomorrow, City and Guelph Hydro websites**

The team continues to use [energizingtomorrow.ca](http://energizingtomorrow.ca) to receive and answer questions, share updates about Guelph's process, and share latest industry news. Questions and answers continue to be posted on the website for everyone's benefit.

In addition, staff at the City and Guelph Hydro are using both corporate websites to update stakeholders on the process.

### **Social media**

Through its communications team, the SOC is leveraging the City of Guelph and Guelph Hydro websites, Facebook and Twitter accounts to encourage close to 50 thousand followers to learn more, ask questions and get involved in the decision-making process later this year.

### **Employee Relations Strategy**

Open, transparent communication with Guelph Hydro employees has been the cornerstone of the employee relations strategy from day one. GHESI's own management staff has developed and is implementing a communications plan that takes into account the unique information and engagement needs of Guelph Hydro employees.

### **Phase 3 (October to early 2018)**

When City Council makes a decision about whether or not to enter into formal merger negotiations, the communications team will focus activities on communicating why Guelph is or isn't moving ahead.

If Council decides to pursue merger negotiations, Guelph would make a joint announcement with the potential partner. Information about topics like core values, the strategic rationale behind an intent to merge, a financial analysis, and process would be shared publicly. An announcement would outline why City Council believes a transaction is likely to meet the criteria supported by the community.

The SOC, through its communications team, would then conduct more in-depth community research to understand the level of support for various aspects of the transaction. It would do so through the use of several activities, including a community survey and information sessions.

If Council decides not to pursue a merger, the SOC, through its communications team, would support Council in helping stakeholders understand why Guelph isn't moving ahead.

### **Community survey**

The SOC, through its communications team, will survey a statistically significant random sampling of the community so that Council can understand which—if any— aspects of the transaction the community supports, and which—if any—it does not.

The results of this engagement will be provided to Council in advance of final negotiations.

### **Information sessions**

If Council decides to pursue a merger, the SOC would hold in-person information sessions to answer questions, help customers understand potential impacts, and listen to and record comments. Findings from the sessions would become part of a final communications and engagement report to Council.

### **Open City Council meetings**

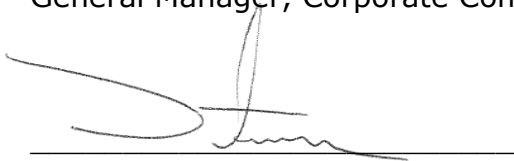
If Council decides to pursue a merger, we would hold open meetings in late 2017 and early 2018. The SOC would promote these as opportunities to delegate.

## **Financial Implications**

Communications and engagement activities and materials to support the asset review are funded through GMHI as part of the overall project budget.

### **Report Author**

Tara Sprigg, APR  
General Manager, Corporate Communications and Customer Service



### **Approved By**

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Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
Potential Changes to Ontario's Building Code – Phase Two Index	Ministry of Municipal Affairs (MMA)	September 29, 2017	<p>Further to the Province's consultation that took place last fall regarding Phase 1 amendments to the Building Code, the Ministry of Municipal Affairs is now seeking input on changes for potential inclusion in the next edition of the Building Code related to the objectives of <a href="#">Climate Change Action Plan (CCAP)</a>.</p> <p>Specifically the Ontario government is proposing a range of initiatives to reduce GHG emissions; making buildings more resilient during extreme weather events, as well as additional items that could inform potential future changes to the Building Code, or other regulations.</p>	<a href="#">Online comment form</a>	Staff input to the survey is considered appropriate in this case.	<p>Building Services</p> <p>Water Services and Climate Change staff will be consulted as well.</p>	<a href="http://www.mah.gov.on.ca/Page16490.aspx">http://www.mah.gov.on.ca/Page16490.aspx</a>