

# **INFORMATION ITEMS**

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**Week Ending July 13, 2012**

## **REPORTS**

## **CORRESPONDENCE**

1. The Honourable Gary Goodyear, Minister of State - announcing launch of the new Community Infrastructure Improvement Fund (CIIF)
2. Ontario Property and Environmental Rights Alliance – Endangered Species Information Bulletin

## **INFORMATION FROM BOARDS AND COMMITTEES**

1. Guelph Museums Advisory Committee – resignation from Susan Watson

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

1. Grand River Conservation Authority – General Membership/Committee of the Whole minutes – June 14, 2012
2. Municipal Information Liquor Licence Application – Artisanale Restaurant, 214 Woolwich Street



July 5, 2012

Dear Sir/Madam:

The Government of Canada is committed to creating jobs, growth and long-term prosperity. As outlined in Economic Action Plan 2012, we are making investments to encourage economic growth and improve the quality of life in communities across the country.

I am pleased to announce the launch of the new Community Infrastructure Improvement Fund (CIIF), which will provide \$49.6 million over two years to support repairs and improvements to existing small public infrastructure throughout Ontario. Infrastructure such as community centres, cultural centres and local sports facilities serve as important gathering places for families and contribute to building prosperous communities.

The Federal Economic Development Agency for Southern Ontario (FedDev Ontario) will be administering this program. This investment will boost economic activity and create local jobs, while ensuring our community infrastructure facilities meet the needs of our residents in the long term.

Given the short time-span over which the funding will be provided, this program is geared towards the repair and rehabilitation of existing community facilities as those generally require shorter lead times in terms of project start-up and completion and have lower project costs.

Municipalities, First Nations governments, and community not-for-profit organizations with eligible projects that can be completed before March 31, 2014, are invited to submit applications with your priority projects. If more than one application is being submitted, please indicate the priority ranking of your applications.

We also ask and encourage you to share information about the new program with your local community organizations and not-for-profit entities that may have eligible projects.

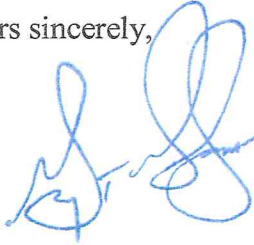
Under CIIF, eligible recipients may receive a non-repayable contribution of up to 50 percent of eligible costs of an infrastructure project with recipients providing the remaining balance. However, priority may be given to projects that require a CIIF contribution of only 33.3 percent. CIIF contributions will be up to a maximum of \$1,000,000.

Additional details on the program criteria such as project eligibility, as well as the program guidelines, application form, and application process, are available online at [www.feddevontario.gc.ca/ciif](http://www.feddevontario.gc.ca/ciif). The application deadline is August 24, 2012.

For additional information, please e-mail [infrastructure@feddevontario.gc.ca](mailto:infrastructure@feddevontario.gc.ca) or call 1-866-593-5505.

Over the coming months, I look forward to working with you as partners in stimulating our local economies. I am confident we will see the many benefits from the infrastructure improvements brought to communities in Ontario.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'G. Goodyear', with a large loop at the end.

The Honourable Gary Goodyear, P.C., M.P.

# ONTARIO PROPERTY AND ENVIRONMENTAL RIGHTS ALLIANCE

Unit A, 135 Church Street, North, Mount Forest, Ontario, N0G 1R0

Phone: 519-323-2308 / Fax: 519-323-0289 / E-Mail: [opera@bmts.com](mailto:opera@bmts.com) / Web Page: [www.bmts.com/~opera/](http://www.bmts.com/~opera/)

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**MEMO TO:** Ontario Municipal Councils

**FROM:** R.A. Fowler

**DATE:** July 6, 2012

OPERA Secretary

**NO. OF PAGES:** One (1) including cover sheet    **RE:** Endangered Species Information Bulletin

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Composed in 2005-06 by a cartel of five professional lobbyists (Sierra Club, Ontario Nature, David Suzuki Foundation, Canadian Wilderness Society and Environmental Defense) Ontario's current Endangered Species Act (ESA 2007) was presented and legislated as a Ministry of Natural Resources invention a year later. Since that time the identification, location, defined habitat and enforced protection of a growing list of allegedly endangered plants, animals, fish, birds and bugs have occupied a good deal of provincial government time and attention, not to mention millions of dollars in undisclosed costs, cozy consultant contracts and ballooning bureaucracy.

ESA 2007 core objectives are commendable and widely supported. Unfortunately, their implementation and enforcement reveal disturbing concerns for affected municipalities and their constituents. Some examples:

- (1) The Act encourages voluntary participation of all stakeholders but denies right of appeal and/or compensation when penalties for non-compliance, however innocent or accidental, are levied by provincial authorities.
- (2) The need for public consultation of species administration, while often acknowledged, is routinely diluted in a profusion of Internet pages offering convoluted data permanently hidden from citizens without a computer.
- (3) The Act provides for severe punishment, both monetary and judicial, on conviction for non-compliance of species/habitat protection but scope and extent of these measures are seldom published in detail.
- (4) ESA 2007 implementation/enforcement is assigned to Ontario's 36 Conservation Authorities whose escalating municipal levies presumably include policing costs of species protection thus adding to local taxpayer expense.
- (5) Endangered species/habitat identification is left to the Committee on the Status of Species at Risk in Ontario (COSSARO), a provincial tribunal where oral municipal/citizen participation is explicitly denied.
- (6) ESA 2007 transforms affected citizens into unpaid custodians of resident and migrant wildlife and, in the process, reduces allowable use, mortgage worth and market value of their property by regulation.

Thanks to heavy provincial reliance on Internet communication, undoubted benefits as well as unintended consequences of wildlife legislation (i.e. hay harvesting restrictions are claimed essential for bird habitat protection) are not well understood by Ontario taxpayers. Hence OPERA has long advocated municipal distribution of a Species Fact Sheet as follows:

- MNR annually prints required quantities of synopsis of designated species at risk for each area in Ontario.
  - This Fact Sheet to provide brief, up-dated commentary re: species/habitat identification and protection.
  - ESA 2007 enforcement by Conservation Authorities and non-compliance penalties to be fully explained.
  - Species Fact Sheet enclosed with annual municipal property tax assessment and covering municipal note.
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**This Information Bulletin, a voluntary public service initiative of the Ontario Property & Environmental Rights Alliance, has been forwarded to over 450 municipalities across Ontario.**

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*"Seeking government transparency and accountability"*



# **INFORMATION ITEMS**

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**Week Ending July 19, 2012**

## **REPORTS**

## **CORRESPONDENCE**

1. GRCA – Planning, Permit and Inquiry Revised Fees, Effective August 1, 2012
2. Regional Municipality of Durham – Resolutions Regarding Provincial Offences Act – Unpaid Fines – Ontario Association of Police Services Board White Paper

## **INFORMATION FROM BOARDS AND COMMITTEES**

1. Environmental Advisory Committee – Resignation from Lesley McDonell

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

1. GRCA – July, 2012 Minutes Newsletter



**Grand River Conservation Authority**

**TO:** Municipal Clerks, Planning, Building and Engineering Staff

**FROM:** Nancy Davy, Director of Resource Management  
Fred Natolochny, Supervisor of Resource Planning  
Beth Brown, Supervisor of Resource Planning

**DATE:** July 1, 2012

**SUBJECT:** **GRCA Planning, Permit and Inquiry Revised Fees  
Effective August 1, 2012**

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The General Membership of the Grand River Conservation Authority has approved a revised GRCA fee schedule for Plan Review, GRCA Permit and Inquiry services. The fees will be implemented throughout the Grand River watershed effective August 1<sup>st</sup>, 2012.

We have attached the revised fee schedules. Please ensure that copies of the attached fee schedule are available to municipal staff and prospective applicants.

**Announcement** A free, web based mapping tool, is available to the public to review GRCA maps of areas regulated under Ontario Regulation 150/06. We note that the text of Ontario Regulation 150/06 defines the areas that are regulated. However, this mapping tool will provide municipal staff and the public with some guidance on the areas regulated by the Conservation Authority. To use this mapping tool please go to [www.grandriver.ca](http://www.grandriver.ca). On the home page click on "Map Your Property" under the Planning and Permits heading.

Proposed activities or works within the areas regulated by the GRCA will require a permit from the GRCA, in addition to a building permit from the municipality.

The policies regarding Ontario Regulation 150/06 and a series of checklists that will aid the public and development industry to prepare satisfactory reports and plans for applications or inquiries can be found under the planning and regulations section of our website at [www.grandriver.ca](http://www.grandriver.ca). The Plan Review and GRCA permit fees are also posted on the GRCA website under the planning and regulation section.

Please note that GRCA [GIS data access](#) is available to download or order data for use with your GIS directly off of the GRCA website.

If you have any questions or concerns regarding the Plan Review or Permit Service Fees please contact Fred (ext. 2229) or Beth (ext. 2307) at (519) 621-2761.

A handwritten signature in cursive script that reads "Nancy Davy".

Nancy Davy  
Director of Resource Management  
621-2763, ext. 2235  
[ndavy@grandriver.ca](mailto:ndavy@grandriver.ca)

## FEE SCHEDULE

### GRCA Permit, Plan Review, Title Clearance and Inquiry Fee Schedule, Effective August 1<sup>st</sup>, 2012

#### Permit Fee Schedule

GRCA Permit Application	Development	Alterations or Interference with Wetlands, Shorelines and Watercourses	
Minor- <i>No technical reports required.</i>	\$380	\$380	
Standard- <i>Detailed report and/or plans required.</i>	\$515	\$900	
Major- <i>Requires one or more studies</i>	\$7,800	\$5,110 Bridge replacements	\$7,800
Large Fill – over 1,000m <sup>3</sup>	\$7,810 plus \$0.50/m <sup>3</sup>		
Works initiated prior to GRCA permit approval	1.5 times the fee for the category		
Rural Water Quality Programs or related project	\$75		
Expired Permit	\$75		
Title Clearance and Inquiry Fee	\$195/property		

#### Plan Review Fee Schedule

Application Type	August 1, 2012 Fee
<b>Subdivision and Vacant Land Condominium</b>	
Base fee	\$1,910
• per net hectare	\$1,000/hectare
Applicant driven modification	\$1,275
Final clearance for registration of each stage: technical review required	\$5,110
Final clearance Processing Fee: no reports or review required	\$195
<b>Official Plan and/or Zoning Bylaw Amendment</b>	
Major	\$1,910
Minor	\$380
<b>Consent</b>	
Major	\$900
Minor	\$380
<b>Minor Variances</b>	
Major	\$515
Minor	\$250
<b>Site Plan Approval Applications</b>	
Major	\$2,680
Minor	\$380
<b>Complex Applications<sup>7</sup></b>	\$7,800
<b>Below Water Table Aggregate Applications<sup>17</sup></b>	
No features of interest within 120 metres of licence limit	\$7,810
Features of interest within 120 metres of licence limit	\$35,000
<b>Above Water Table Aggregate Applications</b>	
No features of interest within 120 metres of licence limit	\$380
Features of interest within 120 metres of licence limit	\$7,800



When reading the Permit and Planning fee schedule, please refer to the **Fee Notes** outlined below.

### Fee Notes

1. All fees are made payable and submitted directly to Grand River Conservation Authority.
2. Applicants are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of the information required to accompany the application, and to determine the appropriate fee.
3. Permit or plan review applications that fall into one or more categories will be charged one fee, at the highest rate.
4. The Conservation Authority may provide a refund or require the applicant submit funds for a permit or plan review fee if it is found that an incorrect fee has been submitted. The fees are assessed based on the extent of review required.
5. Minor – Low risk of impact on natural hazards or natural features, no technical reports required.
6. Standard Permit, Major Plan Review – Moderate hazard risk and/or potential impact on natural hazards or natural features (e.g. scoped technical reports or plans required).
7. Major – A hazard risk and/or potential impact to natural hazards or natural features and requires one or more studies (e.g. Environmental Impact Study, Hydraulic Analysis, Storm Water Management, Geotechnical, etc.).
8. Complex - Planning Act (e.g. OPA/ZC) and/or Site plan or development permit approval applications for: golf courses, trailer parks, campgrounds, lifestyle communities.
9. Large Fill - The fee is applicable to material placed within the Conservation Authority's regulated areas. Grading associated with *Planning Act* approvals is not considered a large fill application.
10. Major permit applications that have previously paid application or clearance plan review fees to the GRCA will be charged fees under the Minor or Standard category.
11. Permit fees are non-refundable, except where review indicates that no permit is necessary.
12. Expired permit - After a permit has expired, a new application must be submitted. For applications to replace a prior permit received within one year of expiry a fee of \$75 is required. Any changes to the plans or a lapse of more than one year will require a full review and the Schedule of Fees in effect at the time will apply.
13. The subdivision or vacant land condominium base fee including per net hectare fee will be capped at \$25,000.
14. The net hectare fee will be based on the initial submission and will exclude lands outside of the development limit (e.g. natural hazard, natural heritage areas and buffers).
15. At the submission of a subdivision or vacant land condominium application, 70% of the base fee and per net hectare is required. Prior to issuance of conditions of draft plan approval the remaining 30% of the fee is required.
14. A Processing Fee will apply for a clearance letter for a subdivision or condominium application where no technical review/studies (e.g. no Erosion and Sediment Control plan, SWM brief, etc.) are required.
15. For Aggregate Applications features of interest include all Natural Heritage, Natural Hazard and surface water features.



The Regional  
Municipality  
of Durham

Clerk's Department

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Pat M. Madill, A.M.C.T., CMM III  
Regional Clerk

July 10, 2012

The Honourable Dalton McGuinty  
Premier  
Minister of Intergovernmental Affairs  
Room 281, Main Legislative Building  
Queen's Park  
Toronto, ON  
M7A 1A1

RECEIVED  
JUL 18 2012  
CITY CLERK'S OFFICE

**RE: PROVINCIAL OFFENCES ACT – UNPAID FINES – ONTARIO  
ASSOCIATION OF POLICE SERVICES BOARD WHITE  
PAPER (SC#18) (2012-F-50) OUR FILE: L00**

Please be advised the Finance & Administration Committee of Regional Council considered the above matter and at a meeting held on June 27, 2012, Council adopted the following recommendations of the Committee:

- "a) THAT the Region of Durham endorse the recommendations contained in the Ontario Association of Police Services Boards' White Paper, entitled "Provincial Offences Act - Unpaid Fines: A \$Billion Dollar Problem" and the Province of Ontario be requested to take immediate action to begin implementation of the recommendations; and
- b) THAT copies of this report be forwarded to the Ontario Minister of Community Safety and Correctional Services, Attorney General, Minister of Finance, local MPP's, the Ontario Association of Police Services Board, the Association of Municipalities of Ontario, the Municipal Finance Officers' Association of Ontario and municipalities responsible for POA."

Attached is a copy of Report #2012-F-50 of the Commissioner of Finance, for your information.

Pat M. Madill, AMCT, CMM III  
Regional Clerk

PMM/np

- c. See Attached List

"Service Excellence  
for our Communities"



100% Post Consumer

- c. The Honourable Madeleine Meilleur, Minister of Community Safety and Correctional Services  
The Honourable John Gerretsen, Attorney General  
The Honourable Dwight Duncan, Minister of Finance  
J. Dickson, MPP (Ajax/Pickering)  
C. Elliott, MPP (Whitby/Oshawa)  
T. MacCharles, MPP (Pickering/Scarborough East)  
J. O'Toole, MPP (Durham)  
J. Ouellette, MPP (Oshawa)  
L. Scott, MPP (Haliburton/Kawartha Lakes/Brock)  
F. Kaustinen, Executive Director, Ontario Association of Police Service Boards  
P. Vanini, Executive Director, Association of Municipalities of Ontario (AMO)  
D. Cowin, Executive Director, The Municipal Finance Officers' Association of Ontario (MFOA)  
D. McAlpine, City Clerk, City of Barrie  
J. Oram, City Clerk, City of Belleville  
P. Fay, City Clerk, City of Brampton  
L. Wolfe, City Clerk, City of Brantford  
S. Seale, Clerk, City of Brockville  
B. Cobean, Clerk-Treasurer, County of Bruce  
A. Morgan, City Clerk, City of Burlington  
K. Landry, Clerk, Town of Caledon  
A. Mitchell, City Clerk, City of Cambridge  
J. Smith, Clerk, Municipality of Chatham-Kent  
L. Brace, Clerk, Town of Cobourg  
J. Ouellette, Clerk, Town of Cochrane  
D. Labelle-Gelinas, Clerk, City of Cornwall  
C. Brosseau, Clerk, City of Dryden  
M. McDonald, Chief Administrative Officer, County of Elgin  
R. deBortoli, Chief Administrative Officer, City of Elliott Lake  
C. Townsend, Clerk-Treasurer, Town of Espanola  
G. Treftlin, Clerk, Town of Fort Frances  
L. McCabe, Clerk-Administrator, Town of Goderich  
A. Clarke, Chief Administrative Officer/Clerk, Town of Gore Bay  
S. Vokes, Clerk, County of Grey  
B. Labelle, City Clerk, City of Guelph  
E. Eichenbaum, Clerk, County of Haldimand  
R. Caterini, Clerk, City of Hamilton  
J. Pine, Chief Administrative Officer/Clerk, County of Hastings  
B. Wilson, Clerk, County of Huron  
J. Currins, City Clerk, City of Kawartha Lakes  
J. McMillin, City Clerk, City of Kenora  
J. Bolognone, City Clerk, City of Kingston  
R. Gosse, City Clerk, City of Kitchener  
D. Cribbs, Clerk, County of Lambton



- c. L. Keech, Chief Administrative Officer/Clerk, County of Lennox and Addington
- C. Saunders, Clerk, City of London
- T. McHarg, Town Clerk, Town of Milton
- C. Greer, Clerk, City of Mississauga
- J. Green, Chief Administrative Officer, District of Muskoka
- A. Brouwer, Town Clerk, Town of Newmarket
- D. Iorfida, Clerk, City of Niagara Falls
- K. Bain, Clerk, Regional Municipality of Niagara
- J. Timlin, Acting Clerk, Town of Greater Napanee
- B. Wood, Clerk, Norfolk County
- C. Conrad, Clerk, City of North Bay
- D. Cane, Clerk, County of Northumberland
- C. Johns, Clerk, Town of Orangeville
- G. Jackson, City Clerk, City of Orillia
- M. R. O'Connor, City Clerk, City of Ottawa
- B. Tabor, Clerk, County of Oxford
- R. Mens, Chief Administrative Officer/Clerk, Town of Parry Sound
- T. Lapierre, Clerk/Chief Administrative Officer, City of Pembroke
- K. O'Rourke, County Clerk, County of Perth
- L. Walton, Clerk, Town of Perth
- J. Kennedy, City Clerk, City of Peterborough
- V. Leskie, Clerk, County of Prince Edward
- J. Hutton, Chief Administrative Officer/Clerk, County of Renfrew
- D. McLarty, Town Clerk, Town of Richmond Hill
- B. Knott, City Clerk, City of Sarnia
- M. White, Clerk, The Corporation of the City of Sault Ste. Marie
- M. Aitken, Chief Administrative Officer, County of Simcoe
- C. Briggs, Chief Administrative Officer, City of St. Catharines
- W. Graves, Chief Administrative Officer/Clerk, City of St. Thomas
- J. Thomson, Clerk, City of Stratford
- C. Hallsworth, City Clerk, City of Greater Sudbury
- S. Weiss, Municipal Clerk, City of Temiskaming Shores
- J. Hannam, City Clerk, City of Thunder Bay
- R. J. Watson, Clerk, City of Timmins
- U. Watkiss, City Clerk, City of Toronto
- S. Parisien, Chief Administrative Officer/Clerk, United Counties of Prescott and Russell
- H. Thomson, Clerk, United Counties of Stormont, Dundas and Glengarry
- K. Fletcher, Clerk, Regional Municipality of Waterloo
- C. Minto, City Clerk, City of Welland
- V. Critchley, City Clerk, City of Windsor
- L. Gartshore, Clerk, City of Woodstock
- D. Kelly, Regional Clerk, Regional Municipality of York
- R.J. Clapp, Commissioner of Finance, Regional Municipality of Durham



Regional Municipality of Durham  
To: The Finance & Administration Committee  
From: R.J. Clapp, Commissioner of Finance  
Report: 2012-F-50  
Date: June 19, 2012

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**SUBJECT:**

Provincial Offences Act – Unpaid Fines – Ontario Association of Police Services Board White Paper (SC #18)

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**RECOMMENDATIONS:**

THAT the Finance & Administration Committee recommends to Regional Council that:

- 1) The Region of Durham endorse the recommendations contained in the Ontario Association of Police Services Boards' White Paper, entitled "Provincial Offences Act - Unpaid Fines: A \$Billion Dollar Problem" and the Province of Ontario be requested to take immediate action to begin implementation of the recommendations; and,
- 2) Copies of this report be forwarded to the Ontario Minister of Community Safety and Correctional Services, Attorney General, Minister of Finance, local MPP's, the Ontario Association of Police Services Board, the Association of Municipalities of Ontario, the Municipal Finance Officers' Association of Ontario and municipalities responsible for POA.

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**REPORT:**

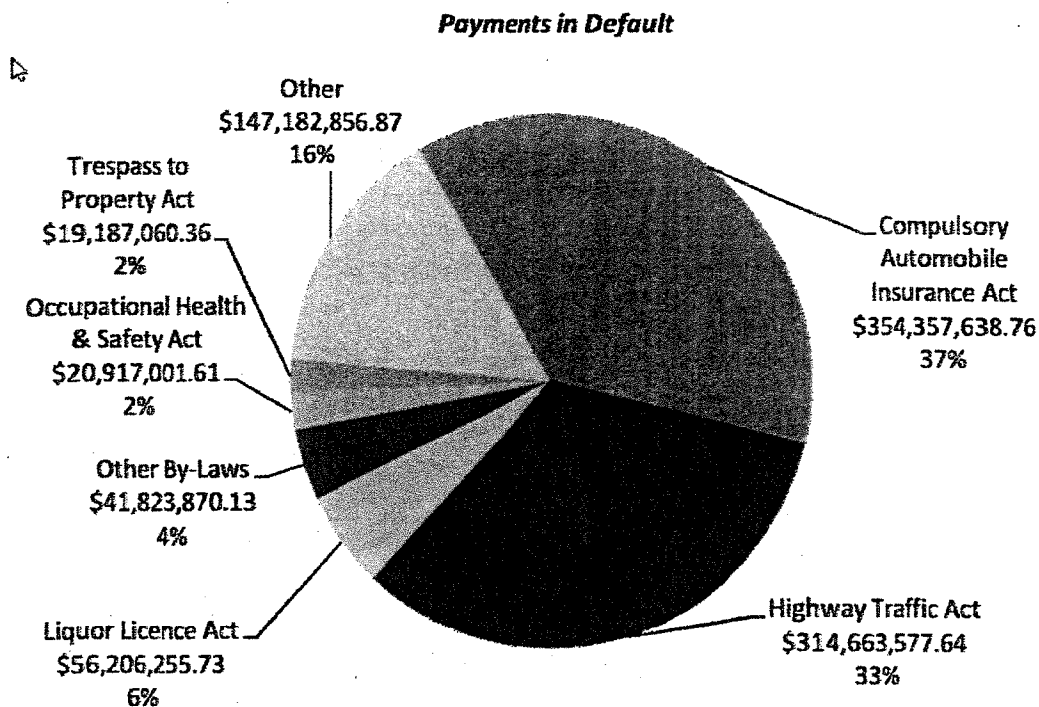
**1.0 BACKGROUND**

- On February 28, 2012, the Finance & Administration Committee requested staff to provide a report regarding SC#18 from the County Clerk/Director of Council Services of the Corporation of the County of Grey (Attachment #1).
- According to the Ontario Association of Police Services Boards' White Paper entitled Provincial Offences Act - Unpaid Fines, as of July 2010, there were nearly 2.5 million unpaid POA fines totaling close to \$1 billion owed mostly to Ontario Municipalities.
- If fines remain unpaid, governments usually have some tools at their disposal to compel payment. Such tools include: referring the matter to a collection agency, adding the fine amount to a property tax bill, or in some instances, suspending plates or driver's licenses. Despite the ability to use such collection tools, the number of unpaid fines continues to grow.

- The White Paper cites a lack of resources dedicated to fine collections and enforcement, coupled with a lack of effective collection tools to enforce court orders as the main challenges. The absence of effective current collection measures, together with the passage of time, results in greater difficulties in collecting court-ordered fines.

## 2.0 COMPOSITION OF UNPAID FINES

- Today, approximately one-third of fines ordered are not collected. Of the \$1 billion in outstanding fines, approximately one-third relate to *Compulsory Automobile Insurance Act* convictions, another third to *Highway Traffic Act* convictions, and another third to other convictions (including violations of the *Liquor License Act*, *Occupational Health and Safety Act*, and *Trespass to Property Act*).



Source: ICON Database, as of July 2010

## 3.0 GROWTH IN UNPAID FINES

- According to the White Paper, two major inter-related challenges exist:
  - Lack of coordination within the Provincial government (i.e. between ministries)
  - Need for operational changes to better align the authority of municipalities with their responsibilities.

- There are also secondary challenges, which account for the growth in unpaid POA fines and need to be addressed, including:
  - Lack of available data
  - Need for greater stakeholder engagement
  - Lack of alternative penalties
  - Need for simple , flexible payment system
  - Lack of incentives to pay
  - Development and sharing of best practices in POA collections

#### 4.0 ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS' RECOMMENDATIONS

- In summary, the OAPSB recommends the following:

##### Improve Inter-Ministry Collaboration and Information Sharing

- That Ministry of Transportation driver's licence, Ministry of Transportation licence plate, and Ministry of the Attorney General databases be linked such that information regarding driver's licence suspension, licence plate suspension and current address information can be readily accessed by law enforcement personnel and court staff for the purpose of updating databases and providing current information to collection agencies.

##### Stronger, Meaningful Penalties

- That driver licence suspension and licence plate suspension become penalties for nonpayment of any POA fine, regardless of type,
- That vehicle impounding and additional demerit points be considered as penalties for non-payment of POA fines, and
- That Ontario negotiate the power to garnish federal income tax returns and other federal monies paid out, for non-payment of POA fines.

##### More Carrots and Sticks

- That discounts for early fine payment be initiated as an incentive,
- That late penalties be doubled, and
- That POA offenders be required to pay fines in the chronological order of sentencing.

##### Better Data for Better Decision-Making

- That the Ministry of the Attorney General fundamentally improve the quality and accessibility of POA fine data, such that the stakeholders (including government ministries) can make informed decisions regarding fine collection challenges, expectations, and obstacles.

Embrace Stakeholders

- That the Assistant Deputy Minister, Court Services of the Ministry of the Attorney General host regular POA discussion forums with both stakeholders (including the auto insurance industry) and affected government ministries, with a view to soliciting outstanding POA fine collection concerns, sharing best practices, identifying outstanding issues, and effectively addressing those issues by implementing measures to improve the situation.

Assess Ability to Pay, and Offer Alternative Sentences

- That the hardship provisions of the *Good Governance Act, 2009*, be proclaimed and implemented, and
- That POA courts be authorized to assess individuals' ability to pay and, where warranted, allow for alternative sentencing such as community service in lieu of fine payment.

Better "Customer" Service

- That POA fine payment methodology be simplified and made more flexible and seamless, such that payment requirements, options and processes are clear, simple and easy for payees.

Ask Them, and They (Might) Pay

- That local governments diligently follow up on outstanding fines, in order to enforce court sentences, hold offenders accountable, improve public safety and realize fine revenue.

**5.0 THE COMMISSION ON THE REFORM OF ONTARIO'S PUBLIC SERVICES**

- On February 15, 2012, the report from the *Commission on the Reform of Ontario's Public Services* ("The Drummond Report") was released. The Commission referred to the Ontario Association of Police Services Boards' White Paper entitled *Provincial Offences Act - Unpaid Fines* and their report recommended that collection mechanisms should be improved so that the estimated 2.5 million unpaid POA fines can be recovered. Specifically, the Drummond Report recommendations were:

***Recommendation 18-10: The Ministry of Finance should take the lead by providing assistance to municipalities in developing policy for the collection of unpaid Provincial Offences Act fines in the province.***

***Recommendation 18-11: Use licence and registration suspensions as a tool to facilitate the collection of Provincial Offences Act fines related to vehicles, including parking, speeding and automobile insurance violations.***

***Recommendation 18-12: Allow fines to be added via the property tax roll by adding Provincial Offences Act fines to the offender's property tax bill, even if the property is jointly owned.***

***Recommendation 18-13: Offset tax refunds against unpaid Provincial Offences Act fines.***

## **6.0 REGION OF DURHAM'S POA COLLECTIONS**

- The Region has just over 61,000 default cases, totaling approximately \$42 million, including fine amounts, legal fees, interest, and agency commission fees. Durham's share is approximately 4% of the total \$1 billion outstanding for the Province. Durham's collection rate is in the range of 52 to 57 per cent for newly defaulted fines. While not overly high, the collection rate is one of the best in the province, as a number of the recommendations mentioned in the White Paper have already been incorporated in Durham's practices. For example, processes currently in place include the following:

**Ask Them, and They (Might) Pay** – Use of collection notices reminding offenders of their arrears, in addition to verbal contact, is utilized by the collection division team. The notices provide details of the available options for payment such as on-line payment using PayTickets, Western Union, acceptance of payment via credit and debit, etc. Direct contact information is provided should the offenders need further explanation of options and processes.

**Assess Ability to Pay** – Customer information is collected in an effort to assess the ability to pay and negotiate reasonable payment arrangements.

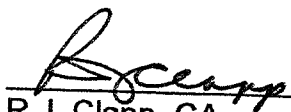
**Stronger, Meaningful Penalties** – Authorized collection practices include the ability to suspend driver's licenses and to place fine amounts on the tax rolls within the current parameters. As noted in Report No. 2010-F-64 ("Adding defaulted *Provincial Offences Act* fines to the Municipal tax roll"), the effectiveness of a tax lien is impaired if there are multiple owners of the property on record. The White Paper proposals go beyond the current authorized practices, making license and plate suspension and transfers of fines to the tax roll more effective.

**Improve Inter-Ministry Collaboration and Information Sharing** – Staff from both the Legal and Finance Departments have been heavily involved in working with other municipalities, sector organizations and ministries in sharing information, best practices and suggestions for improvements and enhancements to POA systems and processes.

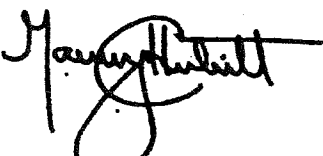


## 7.0 CONCLUSION

- The 2012 Provincial Budget addresses many of the issues presented in the 'White Paper' and in the Drummond Report. This summary was communicated in the April 4, 2012 Finance and Administration Committee Report No. 2012-F-22.
- The Province has endorsed the following recommendations:
  - Committed to improving the recovery of unpaid POA fines and supporting municipalities in this regard by granting improved collection methods.
  - Proposing a mechanism whereby the issuance or renewal of vehicle licence plates would be refused for unpaid POA fines related to the operation of vehicles.
  - Proposing a mechanism whereby unpaid POA fines would be set off against tax refunds issued by the CRA.
  - The Province will consult with municipalities, the CRA and other stakeholders in the development and implementation of these proposals and on other potential collection mechanisms that could improve the recovery of unpaid POA fines.
- Durham will continue to work with the Province and other stakeholders as needed towards the implementation of recommendations. It is recommended that the OAPSB's White Paper be endorsed to support further improvements to current POA collection practices to improve the recovery of unpaid POA fines.
- This report has been reviewed by the Region's Legal Department and the Regional Solicitor concurs with the recommendations.

  
R.J. Clapp, CA  
Commissioner of Finance

Recommended for Presentation to Committee

  
G.H. Cubitt, MSW  
Chief Administrative Officer

Attach.

#### 4. CORRESPONDENCE

##### a) SC#18

MS. SHARON VOKES, COUNTY CLERK/DIRECTOR OF COUNCIL SERVICES, CORPORATION OF THE COUNTY OF GREY, writing to the Board of Directors, Ontario Association of Police Services Boards, advising that at their meeting held on January 3, 2012, the Council of Grey County endorsed the following resolution:

"WHEREAS the Ontario Association of Police Service Boards (OAPSB) was requested by the Minister of Community Safety and Correctional Service in 2010 to prepare a White Paper on the growing problem of increasing unpaid fines under the Provincial Offences court system (POA);

AND WHEREAS the OAPSB released its White Paper, "Provincial Offences Act – Unpaid Fines, A \$Billion Problem", on November 1, 2011;

AND WHEREAS the White Paper identifies a number of gaps in the system and has made recommendations which would significantly improve the stability of municipalities to collect unpaid POA fines;

NOW THEREFORE BE IT RESOLVED THAT the County of Grey supports the recommendations contained in the Ontario Association of Police Service Boards' White Paper on Unpaid POA Fines and urges the Province of Ontario to take immediate action to begin implementation of the recommendations;

AND FURTHER THAT this resolution be circulated to the Minister of Community Safety and Correctional Services, Attorney General, local MPP's, OAPSB, AMO, AMCTO, MFOA, County of Bruce and municipalities responsible for POA.

*(Recommendation: Refer to Staff for a Report)*

##### b) SC#19

MS. SANDRA KRANC, CITY CLERK, CITY OF OSHAWA, writing to Regional Clerk, Pat Madill, advising that at their meeting held on January 30, 2012, the Council of the City of Oshawa adopted the following recommendation of the Development Services Committee:

"WHEREAS the Region of Durham's Development Charges By-law specifically considers a self-storage mini warehouse use as a retail use rather than as an industrial use; and,

WHEREAS the City of Oshawa Development Charges By-law considers self-storage mini warehouse use to be an industrial use; and,

WHEREAS a self-storage mini warehouse use should, in the future, be considered as an industrial use by the Region since it is similar to a warehouse storage use;

THEREFORE the Region of Durham be requested to consider a self-storage warehouse use as an industrial use during the next comprehensive review of the Region's Development Charges By-law."

*(Recommendation: Refer to future DC By-law Report)*

# INFORMATION ITEMS

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**Week Ending July 26, 2012**

## **REPORTS**

1. IMICO Redevelopment Process – Request for Expressions of Interest

## **CORRESPONDENCE**

1. MPP, Monte McNaughton, Lambton-Kent-Middlesex – Regarding Private Members Bill 76, an *Act to Amend the Ontario Lottery and Gaming Act of 1999*

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

- 1.

# INFORMATION REPORT



TO **Guelph City Council**

SERVICE AREA Planning, Building, Engineering and Environment  
DATE July 26, 2012

**SUBJECT IMICO Redevelopment Process – Request for Expressions of Interest**

REPORT NUMBER

## **SUMMARY**

The City will be issuing a request for Expressions of Interest (EOI) from interested private developers for the redevelopment of the former International Malleable Iron Co. (IMICO) property located at 200 Beverley Street. The purpose of the EOI is to facilitate developer interest, taking into account the new planning context, Ministry of the Environment regulations, as well as the incentives for Brownfield redevelopment in Guelph. The EOI will be followed by a Request for Proposals to select a redevelopment proposal and proponent to remediate and redevelop the property.

### **Purpose of Report:**

The purpose of this report is to inform Council of the proposed process leading to redevelopment of the property, starting with the request for EOI.

## **BACKGROUND**

The City of Guelph (City) is the registered owner of a vacant 13-acre industrial property located at 200 Beverley Street in Guelph, Ontario (Site or Property). From 1912 to 1989, the Site operated as a foundry under the name International Malleable Iron Co. (IMICO). The IMICO foundry produced various metallic components using malleable and ductile iron. The Site is bounded by Stevenson Street to the west, the Guelph Junction Railway to the north, Beverley Street to the south, and 490 York Road to the east.

The Site is currently vacant. The buildings were demolished by the City in the late 1990s and security fencing was erected around the site boundary. The soil and groundwater beneath the Site are known to be contaminated with metals, petroleum hydrocarbons (PHCs), polycyclic aromatic hydrocarbons (PAHs), polychlorinated biphenyls (PCBs) and volatile organic compounds (VOCs) as a result of the historical industrial use.

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### **Council Direction (2005)**

In 2005, a full range of potential alternatives for the redevelopment of the Site at the conceptual level were identified in consultation with the neighbouring residents and stakeholders. The study reviewed potential uses, infrastructure and transportation requirements, market feasibility, and public acceptance for each of the alternatives. On April 18, 2005, City Council passed the following resolutions:

*THAT the identified uses for the former IMICO site at 200 Beverley Street include any of:*

- (a) Community Use as a Single Use;*
- (b) Community, Medium Density Residential, and Commercial Uses;*
- (c) Railway Use; or*
- (d) Community and Government Uses.*

*AND THAT staff be authorized to proceed with a Request for Expressions of Interest for the sale, partnership, or other redevelopment opportunities for the property consistent with the identified options and report back to Council with further recommendations.*

Six responses to the 2005 request for EOI were received and ranged from residential and community use to commercial/office use. Since that time, a number of changes have taken place in regard to planning principles, incentives for brownfield redevelopment, and MOE regulations.

### **Council Direction (2006)**

On June 19, 2006, City Council passed the following resolution:

*THAT approximately 3 to 4 acres of the 200 Beverley Street property, with access to Stevenson Street, be dedicated for park purposes in the final redevelopment scheme for the site.*

### **Council Direction (2010)**

On August 30, 2010, the City Council passed the following resolution:

*THAT a Risk Assessment, at a cost of up to \$100,000, be conducted on 200 Beverly Street and a Request for Proposals relating to an end use of the property be issued.*

The matching City funds in the amount of \$100,000 for the \$100,000 from the Federation of Canadian Municipality's (FCM's) Green Municipal Fund (GMF) program for the risk assessment was approved in the 2011 budget. The process outlined in this information report is intended to implement the 2010 Council direction taking into account the new planning context, changes to MOE regulations, and updated brownfield redevelopment incentives.

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## REPORT

The goal of the IMICO Redevelopment Process is to identify a proponent to remediate and redevelop the IMICO site through an open, fair and transparent process that recognizes the needs of the City and neighbouring community as well as the constraints and opportunities associated with the property. In order to achieve this goal, the IMICO Redevelopment Process has the following objectives:

- Build on the 2003-2005 Land Use Study to further refine land use options identified in Council Resolutions of 2005 (land use) and 2006 (parkland) including consideration of potential for parkland while recognizing new planning policy directions, such as Places To Grow and the City's Growth Plan/ Official Plan;
- Identify a land use plan that is compatible with the neighbouring community, meets the City's planning goals and objectives in accordance with the Local Growth Management Strategy and Updated Official Plan and results in the timely and cost-effective re-use of the site;
- Engage the public and other stakeholders and ensure their input is considered at appropriate junctures throughout the process; and
- Ensure the human health, natural ecosystems, and the City's groundwater resources are protected.

The following changes to brownfields regulation and planning contexts will need to be considered in the IMICO redevelopment project:

- More stringent Ministry of the Environment (MOE) soil and groundwater remediation standards which came into force on July 1, 2011 (Ontario Regulation 153/04 as amended);
- Places to Grow legislation – Local Growth Management Strategy
- Updated Guelph Official Plan
- Brownfield Redevelopment Community Improvement Plan Update (awaiting Council approval)

The Property is significantly contaminated and current estimates to remediate the soil contamination using traditional methods and new requirements range from \$4 million to \$8 million. The cost to deal with the trichloroethylene (TCE) in groundwater beneath the Property is expected to cost in the \$1 million to \$2 million range. Given the scale of remediation required, an innovative approach involving a private consortium is required.

To that end, the City intends to leverage the Green Municipal Funding and matching City's funds as well as the market value of the land, the financial incentives under the City's Brownfields Redevelopment Community Improvement Plan (CIP) and the Site's redevelopment potential to attract potential private sector investors and/or developers.

The ultimate goals of this process are to transfer ownership to a proponent, transform the Site into productive uses, eliminate ongoing contaminant monitoring costs (approx. \$60K annually), and achieve the city's growth and Brownfield redevelopment objectives.



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Expressions of Interest (EOI) for the redevelopment the former IMICO Property will be requested from interested private developers before proceeding with a formal Request for Proposals for the remediation and redevelopment of the property. It is expected that proponents will likely consist of a consortium including, but not necessarily limited to, a land developer-led team with supporting expertise in the fields of planning, urban design, environmental and municipal engineering, hydrogeology, risk assessment/toxicology, and public consultation.

A summary of the IMICO Redevelopment Process is as follows:

#### Phase 1 – City-led EOI/RFP Process

- Stage 1 – Issue request for EOI (July 2012)
  - **Community Consultation** (*Pre-RFP, Fall 2012*)
- Stage 2 – Selection of a Proponent (Fall 2012/Winter 2013)
  - Issue RFP
  - Evaluate Proposals
    - **Community Consultation**
  - Select a Proponent
- Stage 3 – Agreements (Spring 2013)
  - Redevelopment Agreement
  - Brownfield's Redevelopment CIP

#### Phase 2 – Proponent-led Remediation and Redevelopment Process

- Stage 4 – Site Preparation (Summer 2013-2015)
  - Environmental Testing, Risk Assessment, and Remediation
  - Planning Approvals (Official Plan, Zoning, Site Plan)
  - **Community Consultation**
- Stage 5 – Transfer of Property Ownership (2015)
- Stage 6 – Redevelopment (2016)

### **Public Engagement**

The selection of the preferred proponent through the RFP will involve public engagement at appropriate junctures throughout the entire process using the following methods: public meetings and workshops, public notices, website, city news ads, direct mailings, comment forms (physical and online), community calendar, online forum, media releases, presentations and meetings, and on-site signage. It will also be a requirement of the selected proponent to design and carry out effective public consultation throughout the planning and approval process for redevelopment.

### **CORPORATE STRATEGIC PLAN**

**Goal 1:** An attractive, well-functioning and sustainable city

**Goal 2:** A healthy and safe community where life can be lived to the fullest

**Goal 6:** A leader in conservation and resource protection/enhancement

### **FINANCIAL IMPLICATIONS**

There are no financial implications to the City at this time.

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## DEPARTMENTAL CONSULTATION

Policy Planning, Development Planning, Economic Development, Legal, Realty Services, Community Engagement.

## COMMUNICATIONS

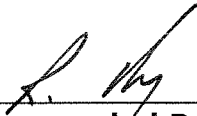
- Project website created and supporting materials posted on [www.guelph.ca/imico](http://www.guelph.ca/imico)
- Request for EOI circulated to local development groups, environmental consultants and interested parties on July 26, 2012

## ATTACHMENTS

There are no attachments to this report.

### Prepared By:

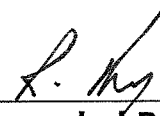
Colin Baker, P.Eng.  
Environmental Engineer  
(519) 822-1260, ext. 2282  
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### Recommended By:

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General Manager/City Engineer  
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### Recommended By:

*Fol:*

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**Monte McNaughton, MPP**  
Lambton-Kent-Middlesex

Wednesday July 18, 2012

Ms. Blair Labelle  
1 Carden Street  
Guelph Ontario N1H 3A1

**Constituency Offices:**

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Strathroy, ON N7G 1X6

Tel. (519) 245-8696  
Fax (519) 245-8697

☐ 360 James Street  
Wallaceburg, ON N8A 2N5

Tel. (519) 627-1015  
Fax (519) 627-7174

**Queen's Park Office:**

☐ Rm. 202 NW, Legislative Bldg.  
Toronto, ON M7A 1A8

Tel. (416) 325-3362  
Fax (416) 325-3275

RECEIVED  
JUL 26 2012

CITY CLERK'S OFFICE

Dear Ms. Labelle,

I am writing today to bring to your attention my private members bill, Bill 76 and ask that your council consider drafting a resolution in support of it.

Bill 76, an *Act to Amend the Ontario Lottery and Gaming Act of 1999*, entitled Ensuring Local Voices in New Casino Gambling Development Act, 2012 aims to ensure that local communities are given a say prior to the development of any new casino within their municipality.

If passed, my bill would require a successful referendum in the community in which a new casino is being proposed. Bill 76 aims to ensure that local communities are willing hosts of casinos. New casino development is a sensitive issue and it is important that the local people are involved in this process.

As my bill is currently at the crucial committee stage, any support that you or your councils can give to this legislation would be important in ensuring its passage.

Please find the attached sample resolution for your perusal. If you have any questions regarding this bill, or wish to discuss it further, please do not hesitate to contact me.

Sincerely,



Monte McNaughton, MPP  
Lambton-Kent-Middlesex  
PC Critic, Economic Development and Innovation

<b>Date:</b>	<b>Motion No.</b>
<b>Moved By:</b>	
<b>Seconded By:</b>	

WHEREAS the Government of Ontario has proposed building up to 29 new casinos throughout the province,

AND WHEREAS new casino development brings with it a broad-spectrum of opinions including both positive and negative considerations;

AND WHEREAS any new casino development may significantly impact the community and surrounding areas;

AND WHEREAS, the municipality recognizes the importance of a referendum on the issue and prior to the development of any new casino;

THEREFORE BE IT RESOLVED THAT the municipality requests the Legislative Assembly of Ontario to immediately pass Bill 76, Ensuring Local Voices in New Casino Gambling Development Act to help ensure that local voices are respected prior to the development of any new casino,

AND THAT this resolution be circulated to Premier Dalton McGuinty; the Honourable Dwight Duncan, Minister of Finance; Monte McNaughton, MPP; and the MPP for the region in which the municipality resides.



1<sup>ST</sup> SESSION, 40<sup>TH</sup> LEGISLATURE, ONTARIO  
61 ELIZABETH II, 2012

1<sup>RE</sup> SESSION, 40<sup>E</sup> LÉGISLATURE, ONTARIO  
61 ELIZABETH II, 2012

## Bill 76

## Projet de loi 76

**An Act to amend the  
Ontario Lottery and Gaming  
Corporation Act, 1999**

**Loi modifiant la  
Loi de 1999 sur la Société des loteries  
et des jeux de l'Ontario**

**Mr. McNaughton**

**M. McNaughton**

**Private Member's Bill**

**Projet de loi de député**

1st Reading      April 26, 2012  
2nd Reading  
3rd Reading  
Royal Assent

1<sup>re</sup> lecture      26 avril 2012  
2<sup>e</sup> lecture  
3<sup>e</sup> lecture  
Sanction royale

Printed by the Legislative Assembly  
of Ontario

Imprimé par l'Assemblée législative  
de l'Ontario



**An Act to amend the  
Ontario Lottery and Gaming  
Corporation Act, 1999**

**Loi modifiant la  
Loi de 1999 sur la Société des loteries  
et des jeux de l'Ontario**

Note: This Act amends the *Ontario Lottery and Gaming Corporation Act, 1999*. For the legislative history of the Act, see the Table of Consolidated Public Statutes – Detailed Legislative History at [www.e-Laws.gov.on.ca](http://www.e-Laws.gov.on.ca).

Remarque : La présente loi modifie la *Loi de 1999 sur la Société des loteries et des jeux de l'Ontario*, dont l'historique législatif figure à la page pertinente de l'Histoire législative détaillée des lois d'intérêt public codifiées sur le site [www.lois-en-ligne.gouv.on.ca](http://www.lois-en-ligne.gouv.on.ca).

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

Sa Majesté, sur l'avis et avec le consentement de l'Assemblée législative de la province de l'Ontario, édicte :

1. (1) Section 12 of the *Ontario Lottery and Gaming Corporation Act, 1999* is amended by adding "Subject to subsection (2)" at the beginning.

1. (1) L'article 12 de la *Loi de 1999 sur la Société des loteries et des jeux de l'Ontario* est modifié par insertion de «Sous réserve du paragraphe (2),» au début de l'article.

(2) Section 12 of the Act is amended by adding the following subsections:

(2) L'article 12 de la Loi est modifié par adjonction des paragraphes suivants :

Same, casinos and charity casinos

Idem : casinos et casinos de bienfaisance

(2) The Corporation shall not authorize a casino or charity casino to be established unless the Corporation has taken the steps specified in the Regulation and the conditions specified in the Regulation have been met.

(2) La Société ne doit pas autoriser la création d'un casino ou d'un casino de bienfaisance à moins qu'elle n'ait pris les mesures précisées dans le Règlement et que les conditions qu'il précise ne soient remplies.

Expansion

Agrandissement

(3) The requirements mentioned in this section for establishing a casino or charity casino at a specific location do not apply to expanding a casino or charity casino that has been established in accordance with this Act if the expansion is done at that location.

(3) Les exigences visées au présent article en matière de création d'un casino ou d'un casino de bienfaisance à un endroit déterminé ne s'appliquent pas à l'agrandissement d'un casino ou d'un casino de bienfaisance créé conformément à la présente loi dès lors que l'agrandissement est réalisé à cet endroit.

Definition

Définition

(4) In this section,

(4) La définition qui suit s'applique au présent article.

"Regulation" means Ontario Regulation 347/00 (Requirements for Establishing a Casino or Charity Casino) made under this Act, except for subsection 4 (5), as that Regulation read on January 1, 2003.

«Règlement» Le Règlement de l'Ontario 347/00 (Exigences relatives à la création d'un casino ou d'un casino de bienfaisance) pris en vertu de la présente loi, à l'exception du paragraphe 4 (5), dans sa version du 1<sup>er</sup> janvier 2003.

(3) Subsection 12 (4) of the Act, as enacted by subsection (2), is amended by adding the following definitions:

(3) Le paragraphe 12 (4) de la Loi, tel qu'il est édicté par le paragraphe (2), est modifié par adjonction des définitions suivantes :

"casino" means the part of a gaming site that is used for the purpose of playing or operating games of chance, but does not include a charity casino or slot machine facility; ("casino")

«casino» La partie d'un site de jeu qui est utilisée pour y jouer à des jeux de hasard ou y exploiter de tels jeux, à l'exclusion toutefois d'un casino de bienfaisance ou d'une salle d'appareils à sous. («casino»)

"charity casino" means a gaming site at which the betting limits and number of games of chance do not exceed the prescribed limit; ("casino de bienfaisance")

«casino de bienfaisance» Site de jeu où les plafonds des paris et le nombre de jeux de hasard ne dépassent pas la limite prescrite. («charity casino»)



“game of chance” means a lottery scheme conducted and managed by the Corporation,

- (a) that is played on or through a slot machine, or
- (b) that is played on tables or on wheels of fortune, including card games, dice games, roulette or keno, and includes all other lottery schemes that are prescribed; (“jeu de hasard”)

“slot machine facility” means a gaming site where games of chance are operated on or through a slot machine and includes the premises where services ancillary to the games of chance are provided, but does not include a casino or a charity casino. (“salle d’appareils à sous”)

#### Commencement

2. (1) Subject to subsection (2), this Act comes into force on the day it receives Royal Assent.

(2) Subsection 1 (3) comes into force on the later of the day this Act receives Royal Assent and the day section 9 of Schedule 34 to the *Better Tomorrow for Ontario Act (Budget Measures), 2011* comes into force.

#### Short title

3. The short title of this Act is the *Ensuring Local Voices in New Casino Gambling Development Act, 2012*.

«jeu de hasard » Loterie mise sur pied et exploitée par la Société :

- a) soit qui se joue par un appareil à sous ou à l’aide d’un tel appareil;
- b) soit qui se joue sur des tables ou sur des roues de fortune, y compris les jeux de cartes, les jeux de dés, la roulette ou le keno.

S’entend en outre de toutes les autres loteries prescrites. («game of chance »)

«salle d’appareils à sous» Site de jeu où des jeux de hasard sont exploités par un appareil à sous ou à l’aide d’un tel appareil, y compris les lieux où des services accessoires aux jeux de hasard sont fournis, à l’exclusion toutefois d’un casino ou d’un casino de bienfaisance. («slot machine facility»)

#### Entrée en vigueur

2. (1) Sous réserve du paragraphe (2), la présente loi entre en vigueur le jour où elle reçoit la sanction royale.

(2) Le paragraphe 1 (3) entre en vigueur le dernier en date du jour où la présente loi reçoit la sanction royale et du jour de l’entrée en vigueur de l’article 9 de l’annexe 34 de la *Loi de 2011 sur des lendemains meilleurs pour l’Ontario (mesures budgétaires)*.

#### Titre abrégé

3. Le titre abrégé de la présente loi est *Loi de 2012 visant à garantir la consultation des populations locales avant la création de nouveaux casinos*.

# **INFORMATION ITEMS**

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**Week Ending August 2, 2012**

## **REPORTS**

1. Downtown Business Plan & Baker Street/Library Development Process Update

## **CORRESPONDENCE**

- 1.

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

1. Municipal Information Form for a Liquor Licence – Buon Gusto Restaurant (2325505 Ontario Inc.), 1 Douglas Street, Unit C

# INFORMATION REPORT

TO **Guelph City Council**

SERVICE AREA Finance and Enterprise: Downtown Renewal  
DATE July 26, 2012

**SUBJECT** **Downtown Business Plan & Baker Street / Library  
Development Process Update**

REPORT NUMBER FIN-DR-12-07

---

## **SUMMARY**

This information report provides an update to the process established by staff when developing the initial framework for the Downtown Business Plan and advancing the Baker Street / Library Redevelopment project.

## **BACKGROUND**

The following are the key recent decisions which inform this work:

November 2011 – Council directed that Downtown Renewal undertake the next steps in developing the financial and procurement options recommendations for the Baker Street / Library Redevelopment project.

April 2012 – Council adopted the Downtown Secondary Plan which identifies developing the 'Downtown Implementation Strategy' as a next step. (Since reframed as the 'Downtown Business Plan' in the Corporate Strategic Plan)

June 2012 – Council adopted the new Corporate Strategic Plan which identified the Baker/Library project and the Downtown Business Plan as Strategic Initiatives in the City Building category.

July 2012 – Council received the report on the Corporate Business Plan Framework, which identified Baker Street as a pilot project to be taken through the new framework process.

## **REPORT**

The Downtown Renewal Office (DRO) with support from the Downtown Advisory Committee (DAC) have reviewed the objectives and developed a work plan to undertake the next stages of the above noted Council decisions related to the framework reviews and implementation.

---

## Projects

In order to advance the Baker Street / Library project, it was clear that additional fundamentals about the downtown market potential and gaps analysis had to be completed. It was recognized that this should also be the first step in developing and refining the detailed business plan to implement the Downtown Secondary Plan.

The DRO and DAC have combined the two projects to make more efficient use of available resources and time.

To assist staff and develop capacity with its advisory committee, Downtown Renewal has contracted to work with LiveWorkLearnPlay Inc. (for more info see [www.lwlp.com](http://www.lwlp.com)) a mixed-use real estate strategic advisory group to undergo the following exercises:

### Phase 1 – Downtown Business Plan Foundation:

- a) Primary and secondary market study of Downtown Guelph
- b) Downtown data and metrics development
- c) Setting a general mixed-use vision for Downtown Guelph

### Phase 2 – Project Specific Deliverables:

- a) Baker Street Strategic Assessment, which includes:
  - Recommended mixed-use program
  - Feasibility and funding strategies

## Approach

Public engagement is key in both phases. Phase 1 includes the undertaking of specific interviews and focused discussions with community and stakeholder contacts. This work helps support the market analysis stages. Staff recognize the public interest in the projects and note while the first stage of work is largely a quiet phase of research and testing, the need for public input into the findings and options of the later phase is important. Public consultation is part of the plan for the later stage and will be taking place during the fall of 2012.

## Schedule

Phase 1 – Starts August 2012

Phase 2 – Starts October 2012

Council – Committee and Council consideration at the end of 2012/January 2013

## **CORPORATE STRATEGIC PLAN**

This work will advance two of the CSP's Strategic Initiatives:

- a) Downtown Business Plan
- b) Baker Street / Library Redevelopment Project

---

## **FINANCIAL IMPLICATIONS**

As indicated in the November 2011 update report, this project is funded through the Downtown Redevelopment Reserve. This specific work is budgeted for up to \$100k plus expenses.

## **DEPARTMENTAL CONSULTATION/CONCURRENCE**

Guelph Public Library: Kitty Pope, Chief Librarian is part of the working group with DRO and DAC members.

DRO is organizing a multi-departmental downtown team to facilitate the internal review and communication regarding this project in addition to the Parking Management Plan and Public/Private Realm standards update projects being undertaken at the same time.

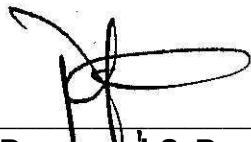
## **COMMUNICATIONS**

Work will be acknowledged through the following forthcoming activities:

- Downtown Annual Report – September 2012
- Public Workshop: Fall 2012
- CAFES/Council presentations and reports Winter 2012/2013

## **ATTACHMENTS**

NA



---

### **Prepared & Recommended By:**

Ian Panabaker,  
Corporate Manager, Downtown Renewal

Finance & Enterprise  
T (519) 822-1260 x2475  
E [ian.panabaker@guelph.ca](mailto:ian.panabaker@guelph.ca)

Original Signed by:

---

### **Recommended By:**

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Executive Director/Chief Financial  
Officer

Finance & Enterprise  
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# **INFORMATION ITEMS**

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**Week Ending August 9, 2012**

## **REPORTS**

1. Property Taxes Receivable
2. Social Services Budget Impacts for 2012

## **CORRESPONDENCE**

1. Hydro One Networks Inc. – Update: Guelph Area Transmission Refurbishment

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

1. GRCA Minutes – August Issue
2. Municipal Information Liquor Licence Application Form
  - Al Forno's Trattoria, 340 Woodlawn Road West, Unit 1
  - Ox, 37 Quebec Street

# INFORMATION REPORT



TO **Guelph City Council**

SERVICE AREA Finance and Enterprises Services  
DATE August 9, 2012

**SUBJECT Property Taxes Receivable**  
REPORT NUMBER FIN-12-36

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## SUMMARY

That Finance and Enterprise Services Report FIN-12- 36 dated August 9, 2012 entitled "Property Taxes Receivable" be received for information purposes only.

## REPORT

This report contains an analysis of taxes receivable as at June 30, 2012. Our collection experiences are slightly higher from the same period in time last year resulting in a lower percentage of taxes receivable outstanding. The economic climate is showing signs of recovery from the economic downturn that began in late 2008. There are signs of improved employment in our local economy which is translating into taxpayers being more able to meet their obligations. In addition, the hiring of a Financial Analyst in the Tax Division has meant that there are more resources available dedicated to the collection of tax arrears.

This analysis reflects the collection statistics for the current and prior four years. This analysis may be used as a guide in assessing the financial health of the City and is an indicator of the willingness and ability of taxpayers to meet their property tax responsibilities. The level of tax arrears is also an important indicator of liquidity to credit rating agencies.

Schedule A attached provides a summary of taxes receivable as at June 30<sup>th</sup> for the past five years. The schedule reflects collections from the first three of the four instalments due in 2012. It also indicates the taxes levied, the amount of taxes in arrears as well as taxes collected, including the collection of prior years and year over year comparisons.

Taxes levied to date (including assessment growth and education taxes) increased from \$169,805,542 to \$175,306,276 reflecting an increase of \$5,500,734 or 3.14%. Collections have increased by \$5,721,254 representing 97.12% of taxes levied versus 96.90% for the same period last year.

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The City typically has approximately 3.5% of taxes levied in arrears by year end. Current patterns indicate that this number will decrease slightly and remain lower than the Southwest Ontario Municipal average of 6% as reported in the 2011 BMA study.

As reflected in Schedule B, there were 3,953 arrears notices sent out following the June 30, 2012 due date in comparison to 4,617 in 2011. Residential properties continue to account for approximately 98% of the total number of arrears with commercial/industrial properties remaining constant at 2%.

As a result, the penalty and interest revenue has decreased to \$729,502 for the first 6 months (2012 budget \$1,500,000; June 2011 actual \$763,850).

Write offs are slightly higher from same period in time as last year. This does not represent a true comparison as more appeals have been resolved by the Assessment Review Board (ARB) and Municipal Property Assessment Corporation (MPAC) to date.

Staff will continue to enforce collection procedures in an effort to reduce arrears over the balance of the year. The penalty rate charged by the City is higher than bank rates and an incentive to ratepayers to seek alternative financing arrangements. Staff is continuing the practice of working with individuals and offering suitable payment arrangements to ensure payment in full by year end. Close attention will be made to these accounts throughout the balance of the year to be aware of any trends that may occur. Arrears notices will continue to be mailed on a monthly basis and follow-up by telephone and letters will continue.

The City currently has 8,862 ratepayers enrolled in the Monthly Pre-Authorized Payment Plan – up from 8,523 at June 30, 2011. This represents an increase of 339 ratepayers or 3.98%. There are 3,316 ratepayers enrolled in the Due Date Re-Authorized Payment Plan as compared to 3,378 at same time in 2011. The Arrears Plan for those ratepayers who are more than one year in arrears remains fairly consistent with 14 ratepayers as compared to 16 last year.

The City currently has 14 properties in the tax registration process, down 14 from the same time period last year. These properties will have one year from date of registration to pay all taxes and associated costs before the property will be sold. There have been no tax sales in recent years. Most owners will find a way to pay to protect their investment before the one year expiry date.

## **CORPORATE STRATEGIC PLAN**

2.3 Ensure accountability, transparency and engagement

3.2 Be economically viable, resilient, diverse and attractive for business



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## **FINANCIAL IMPLICATIONS**

Tax arrears are an important indicator considered by Standard and Poor's in arriving at a credit rating. Guelph's arrears percentage remains favourable to the City's credit rating.

## **DEPARTMENTAL CONSULTATION/CONCURRENCE**

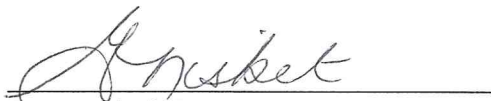
N/A

## **COMMUNICATIONS**

N/A


## **ATTACHMENTS**

Schedule A – Analysis of Taxes Levied and Outstanding  
Schedule B – Analysis of Arrears Notice Issued



### **Prepared By:**

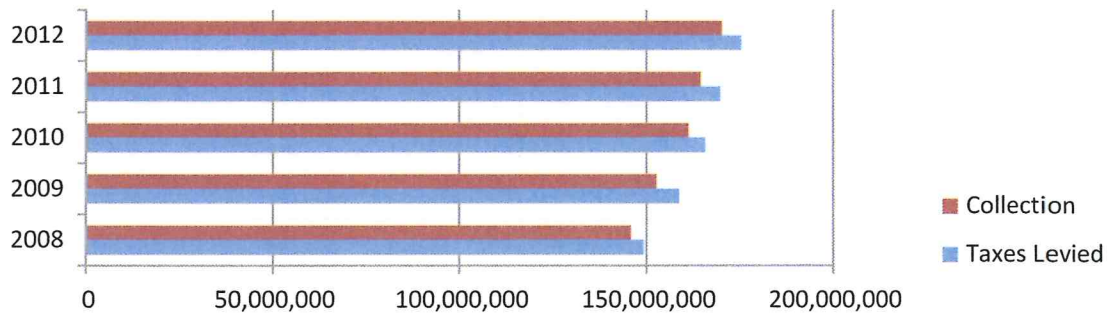
Gail Nisbet  
Manager of Taxation and Revenue  
519-822-1260 ext.2316  
gail.nisbet@guelph.ca



### **Recommended By:**

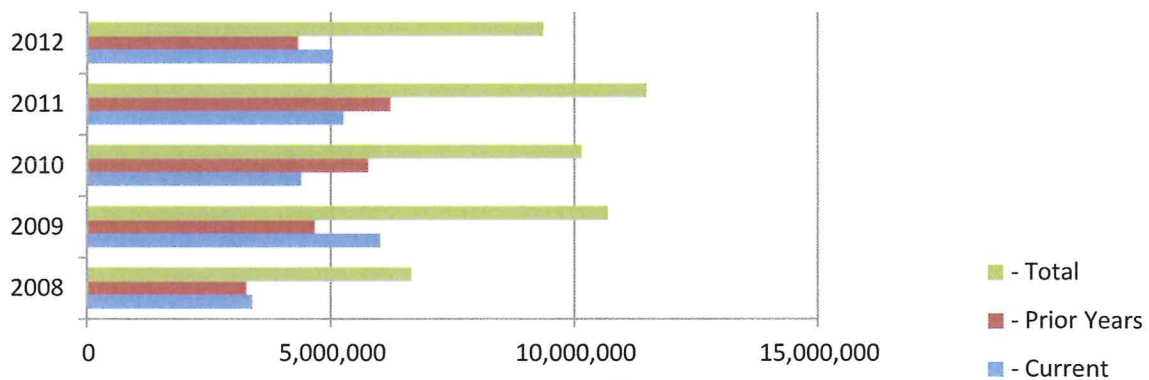
Al Horsman  
Executive Director, Finance & Enterprise/CFO  
519-822-1260 ext.5606  
al.horsman@guelph.ca

## Comparison of Taxes Levied to Taxes Collected as at June 30



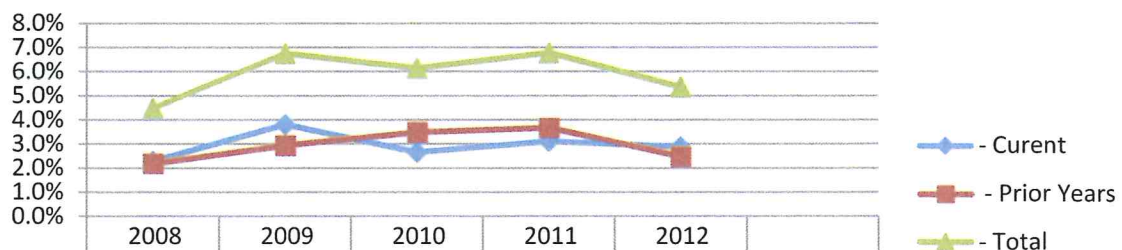
	2008	2009	2010	2011	2012
Collection	145,824,511	152,719,277	161,333,765	164,542,695	170,263,949
Taxes Levied	149,222,935	158,744,766	165,718,066	169,805,542	175,306,276

## Taxes Receivable as at June 30

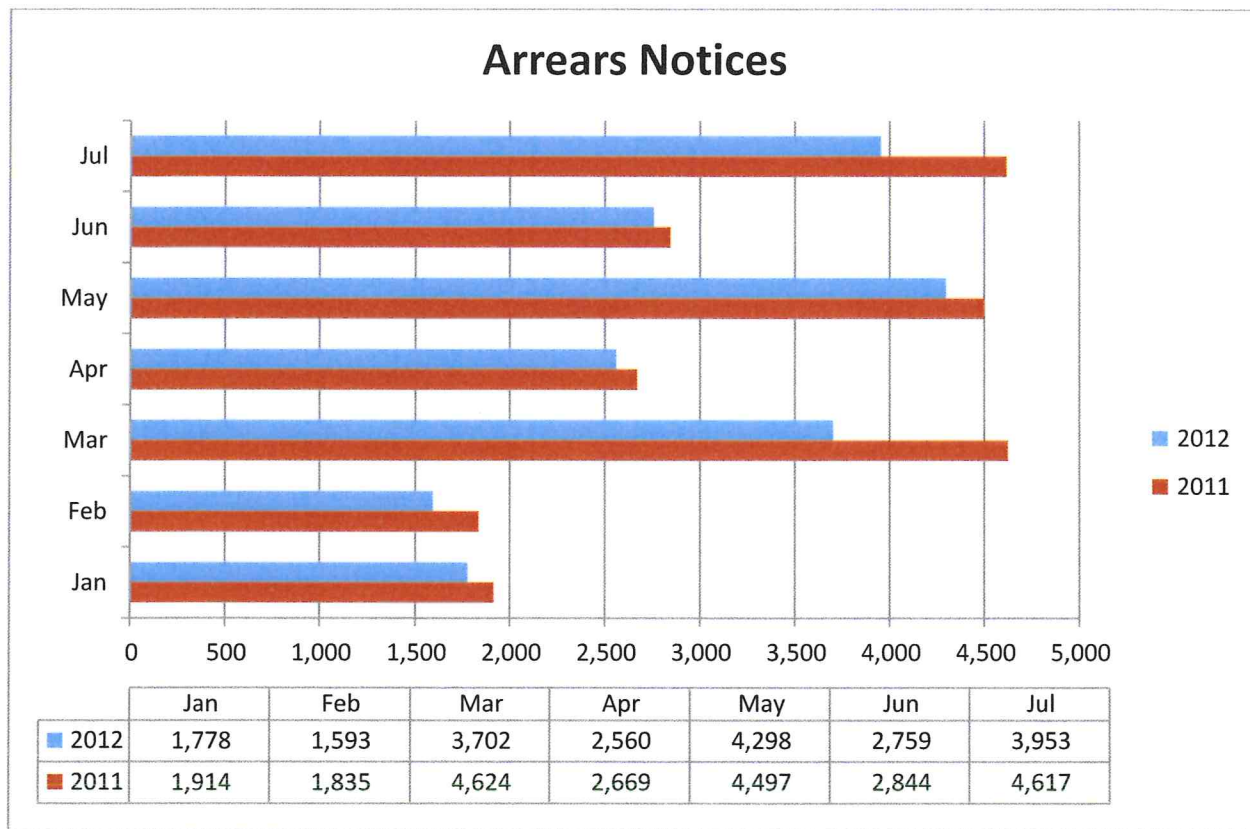


	2008	2009	2010	2011	2012
- Total	6,660,176	10,687,805	10,151,924	11,480,802	9,364,278
- Prior Years	3,261,752	4,662,316	5,767,624	6,217,955	4,321,951
- Current	3,398,424	6,025,489	4,384,300	5,262,847	5,042,327

## Taxes Receivable as % of Taxes Levied as at June 30



	2008	2009	2010	2011	2012
- Current	2.3%	3.8%	2.6%	3.1%	2.9%
- Prior Years	2.2%	2.9%	3.5%	3.7%	2.5%
- Total	4.5%	6.7%	6.1%	6.8%	5.3%



# INFORMATION REPORT



TO **Guelph City Council**

SERVICE AREA Community & Social Services  
DATE August 13, 2012

**SUBJECT Social Services Budget Impacts for 2012**  
REPORT NUMBER CSS-CESS-1220

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## SUMMARY

The provincial budget announced in March 2012 included a cap to the cost sharing formula for Ontario Works discretionary health and non-health related benefits. Effective July 1, 2012, discretionary benefits (both health and non-health related) are capped at \$10 per case. Any expenditure that exceeds this amount is the responsibility of the Consolidated Municipal Service Manager (CMSM) and 100% municipally funded.

At the County of Wellington's June 13, 2012 Social Services Committee meeting, a report was presented which outlined this mid-year funding change. This report recommended that discretionary benefits continue to be administered without any changes for the balance of 2012. A follow-up report will be presented to the County's Committee in the fall of 2012 for financial and service options beginning in 2013.

A scan of other CMSMs experiencing budget pressures from this change shows a similar action plan for the balance of 2012.

## BACKGROUND

Under the Ontario Works Act, the CMSM can provide certain discretionary benefits as approved by the Ontario Works (OW) Director to OW and Ontario Disability Support Program (ODSP) recipients. According to a County report, in 2011, the combined average monthly OW and ODSP caseload was 5,293 cases in both the City and County.

There are two types of discretionary benefits: health related and non-health related. The types of discretionary benefits and the amounts are determined by each CMSM.

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Non-health related benefits include such broad categories as: vocational training and retraining, travel and transportation for non-health related purposes, moving expenses and any other special service, item or payment authorized by the Director of Ontario Works.

Health related benefits include such broad categories as: dental care for adults, eye-glasses for adults, a portion of the costs of prosthetic appliances, funerals and burials and any other special service, item or payment authorized by the Director of Ontario Works.

Prior to the budget announcement, under the previous cost sharing formula, there was no cap on the funding of health-related discretionary benefits. Non-health related benefits were capped at \$8.75 per case.

## **REPORT**

The provincial budget announced in March 2012 included a change to the cost sharing formula for Ontario Works discretionary health and non-health related benefits. Effective July 1, 2012, discretionary benefits (both health and non-health related) are capped at \$10 per case. Any expenditure that exceeds this amount is the responsibility of the CMSM and 100% municipally funded.

At the County of Wellington's June 13, 2012 Social Services Committee meeting, a report was presented which outlined the impacts of the funding change. The County forecasts provincial funding to decrease by \$58,054 (total for City and County) annually, based on 2011 caseload averages.

According to the County's report, the City's portion of the projected benefit costs for July to December 2012 is \$266,000. Of this amount, under the previous funding formula, the City's cost-share portion would have been \$45,800. Under the new funding formula, the City's portion will increase by \$19,800 for a total of \$65,600.

The County's report recommends that discretionary benefits continue to be administered without any changes for the balance of 2012. County staff will assess financial and service options for 2013 and report back to the Social Services Committee in the fall of 2012. City staff are working with County staff to better understand future budget impacts and their implications in light of other impending program changes introduced by the province. Staff will report back as new information is learned.

## **CORPORATE STRATEGIC PLAN**

- 1.2 Develop collaborative work teams and apply whole systems thinking to deliver creative solutions
- 2.3 Ensure accountability, transparency and engagement

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## FINANCIAL IMPLICATIONS

Continuing health and non-health related discretionary benefits at current levels (i.e. without any changes) for the balance of 2012 will increase the City's social services costs by \$19,800. This increased cost will be funded through a projected savings in social services costs, as outlined in the County of Wellington Social Services Committee Report: Financial Statements and Variance Projections as of May 31, 2012, dated June 13, 2012.

## DEPARTMENTAL CONSULTATION/CONCURRENCE

This report was prepared in consultation with Finance and Enterprise Services.

## COMMUNICATIONS

N/A

## ATTACHMENTS

County of Wellington Social Services Committee Report #OW-12-06, dated June 13, 2012

County of Wellington Social Services Committee Report: Financial Statements and Variance Projections as of May 31, 2012, dated June 13, 2012

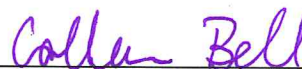
### Prepared By:

Karen Kawakami  
Social Services Policy and Program Liaison



### Recommended By:

Barbara Powell  
General Manager  
Community Engagement & Social Services  
519-822-1260 x 2675  
[barbara.powell@guelph.ca](mailto:barbara.powell@guelph.ca)



### Recommended By:

Colleen Bell  
Executive Director  
Community & Social Services  
519-822-1260 x 2665  
[colleen.bell@guelph.ca](mailto:colleen.bell@guelph.ca)





**To:** Chairman and Members of the Social Services Committee  
**From:** Stuart Beumer, Director Ontario Works  
**Date:** June 13, 2012  
**Subject:** Ontario Works Discretionary Benefits

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### **Background:**

Pending final legislative approval and enabling legislation, the 2012-2013 Provincial Budget contains significant changes concerning the Provincial funding of Ontario Works discretionary benefits. The Budget introduces new provisions to cap Provincial cost sharing for the discretionary benefits that are available to social assistance recipients.

Under the *Ontario Works Act*, delivery agents may choose to provide certain discretionary benefits as approved by the Ontario Works Director to recipients of Ontario Works and ODSP. There are two types of discretionary benefits; health related and non-health related. In 2011, the County provided recipients with a total of \$693,214 in discretionary benefits.

Non health related benefits make up a very small amount of overall Ontario Works discretionary benefits and include costs such as; non health related travel, vocational training and other urgent non medical needs. Total non health expenditures in 2011 were \$6,913.

Health related benefits include categories such as; adult emergency dental services, eye glasses for adults, prosthetic appliances, mobility aids, funerals, prescription drugs, and other required health related items. Total health related expenditures were \$686,301.

### **Discretionary Benefit Capping Changes**

The Provincial budget announced that effective July 1, 2012 all Ontario Works discretionary benefits will be cost shared to a maximum of \$10 per case for the combined monthly average OW and ODSP caseload. Any expenditure that exceeds this capped amount would be the responsibility of the County and paid from 100% municipal funding.

Mandatory Ontario Works benefits are not impacted by this cap and will continue to be cost shared with the Province. The County is responsible for the delivery of discretionary benefits to ODSP recipients that reside within the service area. It should be noted that ODSP covers many health related items as mandatory benefits; including adult dental coverage, vision care and hearing aids. This significantly reduces the volume of requests and overall financial cost of discretionary benefits that are provided to ODSP clients. Mandatory benefits for ODSP recipients will continue to be funded and administered 100% by the Province.

Based on the 2011 Ontario Works and ODSP average monthly caseload of 5293 cases, the maximum amount of discretionary benefits that the Province will cost share with the County is \$635,160. On an annualized basis, this total is \$58,054 less than what the County spent on discretionary benefits in 2011.

In order to reduce expenditures in line with the Provincial cap, the Ontario Works office would be required to cut funding to important supports that recipients of OW and ODSP rely upon to meet their basic health needs. There would also be increased pressure on our community partners as clients

sought out other resources to meet these needs. Making adjustments to covered services with our health delivery partners would also be challenging given the short timeframes to decide upon, communicate and implement specific changes to services (e.g. working with dental offices concerning changes to specific procedures covered through the OW adult emergency dental programme).

Staff are recommending that discretionary benefits continue to be administered without any changes in 2012. This is the recommended approach because of the impact on recipients and their families; the short timeframes available to develop and implement programme changes; and the manageable size of the budget impact. This approach allows staff the opportunity to examine various options for a longer term programme delivery and funding solution in this area. These options would be developed in consultation with our key service delivery and funding partners.

### **Financial Implications**

Projected gross costs for provincially cost shared discretionary benefits for July to December are \$350,000 (\$84,000 County and \$266,000 City). Under the current funding formula the province would have provided funding of \$289,800 leaving municipal costs of \$60,200 (\$14,400 County and \$45,800 City). The new capped formula will provide provincial funding of only \$263,700, leaving an increase in municipal cost of \$26,100 (\$6,300 County and \$19,800 City). As indicated in the variance report on this agenda, projected savings in social services as a whole can be used to offset the increased municipal costs in 2012.

Staff will report back to committee in the fall on a plan for service delivery and financial impacts for 2013 and future years.

### **Recommendation**

**“THAT** the County of Wellington continue to administer Ontario Works discretionary benefits without any significant changes for the remainder of 2012” and

**“THAT** the anticipated 2012 shortfall for discretionary benefits previously cost shared with the Province be funded from savings in the overall social services budget” and

**“THAT** the Administrator of Social Services forward a copy of this report to senior staff at the City of Guelph and request approval from the City of Guelph for the funding of the City portion of the anticipated 2012 shortfall related to Ontario Works discretionary benefits” and

**“THAT** staff be directed to report back to Committee in the fall of 2012 on service delivery and funding options for Ontario Works discretionary benefits for 2013 and that this information also be shared with the City of Guelph.”

Respectfully submitted,



Stuart Beumer  
Director, Ontario Works



Ontario Works Branch  
880 Bay St., 4<sup>th</sup> Floor, Rm 434  
Toronto, Ontario, M7A 2B6  
Tel (416) 326-8205  
Fax (416) 326-9777

Website: [www.mcsc.gov.on.ca/mcsc/english/pillars/social/](http://www.mcsc.gov.on.ca/mcsc/english/pillars/social/)

June 4, 2012

**MEMORANDUM TO:**

Ontario Works Administrators  
- Municipalities and DSSABs  
- First Nations

Regional Directors  
Municipal Services Managers  
Municipal Program Supervisors

**FROM:**

Jeff Butler  
A/Director, Ontario Works

**RE:**

**Revision of the Cost Sharing Formula for Ontario  
Works Non-Health and Health-Related Discretionary  
Benefits**

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Further to my memo of April 20, 2012, I am writing to inform you that the Ontario government has approved regulation amendments to support the revision to the cost sharing formula for Ontario Works non-health and health-related discretionary benefits.

The current maximum monthly amount eligible for Provincial cost-sharing of non-health related discretionary benefits expenditures is determined by a formula: \$8.75 multiplied by the sum of the combined Ontario Works and ODSP average monthly caseload within a delivery agent's geographic area.

Effective July 1, 2012, the existing formula will be replaced with a new formula of \$10 multiplied by the sum of the combined Ontario Works and ODSP average monthly caseload within a delivery agent's geographic area, and will apply to combined total health and non-health related discretionary benefits expenditures. The new per case amount will continue to be subject to the terms of the current cost sharing arrangements.

A regulation amendment to remove home repairs benefits from the ODSP regulation effective December 31, 2012 was also approved. To align with this change, updated policy directives reflecting the removal of home repairs from Ontario Works discretionary Director- approved special services, items and payments will be provided by December 31, 2012.

.../2

Ontario Works Delivery agents providing home repairs as a discretionary benefit will need to develop a transition strategy based on local policies.

## **Implementation Details**

### Discretionary Benefits Cost Sharing

The following implementation supports regarding the revised cost sharing formula for discretionary benefits are attached:

- Fact Sheet
- Questions and Answers

Additional implementation tools and resources will be provided in the coming months:

- Updated policy directives reflecting the new cost sharing formula will be provided by July 1, 2012; and
- The ministry will distribute a set of updated administration instructions, templates and a transition process for 2012 in early July.

There will be no significant changes to the current business processes for the administration of the revised cost sharing formula. Delivery Agents will continue to report their expenditures and caseload counts on a monthly basis.

## **Legislative Authority**

*Ontario Works Act, 1997*

Ontario Regulation 135/98 (Administration and Cost Sharing) made under the *Ontario Works Act, 1997* as amended by O. Reg. 123/12.

The regulation amendments were filed with the Registrar of Regulations on June 1, 2012, and will be published in the *Ontario Gazette* on June 16, 2012. A copy of the amending Regulations will be available under "Regulations as Filed" at: [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca) on June 5, 2012.

Please ensure that this memo is shared with all staff within 24 hours. If you have any questions with respect to these changes please contact Anna Cain, Manager at 416-325-6086.

*Original Signed By*

Jeff Butler

- c. Patti Redmond, Director, Ontario Disability Support Program Branch  
Maxine Daley, Director, Social Assistance and Municipal Operations Branch  
Kira Heineck, Ontario Municipal Social Services Association

Michael Nadeau, Ontario Native Welfare Administrators Association  
FN Technology Providers  
Clinic Resource Office

**MINISTRY OF COMMUNITY AND SOCIAL SERVICES  
FACT SHEET**

**Regulation Amendments (July 2012)**

**For use by Ontario Works Delivery Agents**

The Ontario government has approved amendments to the Ontario Works Administration and Cost Sharing Regulation (O. Reg. 135/98) to support the revised cost sharing formula for Ontario Works discretionary benefits.

The regulation amendments will be effective on July 1, 2012.

**REVISION OF THE COST SHARING FORMULA FOR ONTARIO WORKS NON-HEALTH AND HEALTH-RELATED DISCRETIONARY BENEFITS**

- The amendments support the revision of the cost sharing formula for Ontario Works non-health and health-related discretionary benefits.
- The current formula to determine the maximum amount eligible for Provincial cost-sharing of non-health related discretionary benefits expenditures of \$8.75 multiplied by the monthly average number of recipients of basic financial assistance under the Ontario Works Program and the number of recipients of income support under ODSP (average monthly caseload) within a delivery agent's geographic area will be replaced effective July 1, 2012.
- The new formula will be \$10 multiplied by the sum of the combined Ontario Works and ODSP average monthly caseload within a delivery agent's geographic area, and will apply to combined health and non-health related discretionary benefits expenditures. The new per case amount will continue to be subject to the terms of the current cost sharing agreement.
- There will be no significant changes to the current business processes for the administration of the revised cost sharing formula. Delivery Agents will continue to report their expenditures and caseload counts on a monthly basis.
- The ministry will distribute a set of updated administration instructions, templates and a transition process for 2012 in early July. Updated policy directives, reflecting the new cost sharing formula, will be provided by July 1, 2012.

**MINISTRY OF COMMUNITY AND SOCIAL SERVICES  
QUESTIONS AND ANSWERS  
Regulation Amendments**

**For use by Ontario Works Delivery Agents**

Revision of the Cost Sharing Formula for Ontario Works Discretionary Benefits

**Q What regulatory change is the Ministry making?**

- A. The regulations are being revised to replace the current formula for determining the maximum amount of discretionary benefits expenditures eligible for Provincial cost sharing.

The current formula of \$8.75 multiplied by the sum of the combined Ontario Works and ODSP average monthly caseload within a delivery agent's geographic area will be replaced effective July 1, 2012.

The new formula will be \$10 multiplied by the sum of the combined Ontario Works and ODSP average monthly caseload within a delivery agent's geographic area, and will apply to combined health and non-health related discretionary benefits expenditures. The new per case amount will continue to be subject to the terms of the current cost sharing agreement.

**Q Will there be changes to the business process for the administration of the revised cap on the amount of discretionary benefits expenditures eligible for Provincial cost sharing on July 1<sup>st</sup>?**

- A There will be no significant changes to the current business processes for the administration of the revised cost sharing formula. Delivery Agents will continue to report their expenditures and caseload counts on a monthly basis.

The ministry will distribute a set of updated administration instructions, templates and a transition process for 2012 in early July. Updated policy directives reflecting the new cost sharing formula will be provided by July 1, 2012.

**Q. When will these changes be effective?**

- A. This change is effective July 1, 2012.



## COUNTY OF WELLINGTON

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### COMMITTEE REPORT

**To:** Chair and Members of the Social Services Committee  
**From:** Ken DeHart, County Treasurer  
**Date:** June 13, 2012  
**Subject:** Financial Statements and Variance Projections as of May 31, 2012

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#### Background:

This report is respectfully submitted in accordance with the County's Budget Variance Reporting policy, and provides a first projection to year-end based on expenditures and revenues to May 31, 2012 for Social Services.

#### Ontario Works

- Ontario Works benefit costs for the County are over budget year to date by approximately \$59,000 gross or \$10,000 net. The average caseload in 2012 is 6.9% higher than the 2011 average caseload. The 2012 budget allowed for an increase of 3% over 2011 actual costs. If the current average continues for the remainder of the year it expected to result in a negative net variance of approximately \$25,000.
- Ontario Works benefit costs for the City are under budget year to date by approximately \$90,000 gross or \$15,500 net. If caseload remains at the average currently experienced it is estimated that a favourable year end variance of approximately \$180,000 gross (\$31,000 net) will be realized. The average year to date caseload is 0.8% lower than the average 2011 caseload. The 2012 budget allowed for an increase of 3% over the 2011 actual costs.
- As indicated in a separate report on this agenda, increased municipal costs of \$19,822 for the City and \$6,260 for the County are anticipated as a result of the new capped funding model for provincially cost shared discretionary benefits.
- Emergency shelter costs are over budget by approximately \$150,000 gross (\$25,700 net) for the City at this point in the year. Costs on the County side are tracking slightly ahead of budget and no significant year end variance is expected. If this trend continues the net over expenditure for the City at year end is projected to be \$58,000. Staff are working closely with both service providers and clients to reduce the length of shelter use through the transition to more permanent housing arrangements.
- The Fergus OW office is now fully operational and has begun to incur costs. Overall it appears to be under spent due to the timing of the office opening, but no significant variance is expected at year end.
- Small variances, both positive and negative, in other programme delivery areas offset each other and overall it is anticipated that both the County and City will be close to a break even at the end of the year.
- Small year to date savings in the salaries line have occurred as a result of the timing of hiring staff. Year end saving are estimated at \$50,000.

- The high level OW statement shows the County net costs at 37%. The savings suggested by this are a result of the timing of payments related to the drug strategy committee, the rural transportation programme and the opening of the Fergus OW office.
- It is estimated that at year end the City will be over budget by approximately \$10,000 and the County will be over budget by approximately \$15,000.

#### Child Care

- The social assistance line is comprised of wage subsidy, fee subsidy, and special needs resourcing. This line appears to be over budget at this point in the year due to several payments being issued on a quarterly basis. No significant variance is expected at year end.
- The minor capital budget line relates to 100% provincial funding for child care transition. It is expected that this budget line will fully spent by year end.
- Overall, it is expected that there will be no significant net variances within child care.

#### Housing

- Year to date savings of approximately \$130,000 have resulted from savings in monthly subsidy payments to non-profit and co-operative housing providers and the completion of outstanding annual subsidy reconciliations. It is anticipated that at year end these savings will be approximately \$200,000.
- Purchased services are currently under budget as a result of savings in utilities and property taxes. Staff will monitor utility costs over the summer, but do expect a positive year end variance of \$150,000.
- Rent revenue is tracking close to budget and a small year-end negative variance of approximately \$30,000 is expected.
- The minor capital budget line appears to be under budget as a result of timing of work to be completed. It is estimated that including energy efficiency rebates to be received over the year saving at year end will be approximately \$20,000.
- Staff are not expecting significant year end variances in other programme areas.
- As reported to committee in May, costs associated with hiring an external consultant to perform work on the Housing and Homelessness Plan can be accommodated within the existing budget.
- Federal/Provincial funding of \$7.1 million received under the Social Housing Renovation and Retrofit Programme (SHRRP) has been fully utilized to complete valuable capital repairs and energy efficiency upgrades.
- Overall social housing year end savings are estimated at approximately \$350,000 (\$70,000 County and \$280,000 City).

#### Affordable Housing

- Rent revenue at Fergusson Place is tracking to close to budget and staff are not expecting any variance at year end.
- Year to date savings in the supplies and materials, purchased services, and minor capital lines result mainly from timing of expenditures. It is anticipated that year savings of approximately \$25,000 will be realized.

- Funding from the province for Fergusson Place is paid over a 20 year period and acts as an offset to debt charges. These debt charges are posted in June and December and provincial grants will be received at the same time. No variance is expected at year end.
- Any year end surplus realized at Fergusson Place will be transferred to the Housing Development Reserve.

### Summary

Social services as a whole is tracking very close to budget at this point in the year. The only significant area of savings projected is within housing and is projected to be approximately \$350,000 (\$70,000 County and \$280,000 City)

Recommendation:

**"THAT** the May 31, 2012 Social Services Variance Projections be approved."

Respectfully submitted,



Ken DeHart, CGA  
County Treasurer



**Hydro One Networks Inc.**

**Public Affairs**

483 Bay Street  
South Tower, 8<sup>th</sup> Floor  
Toronto, ON M5G 2P5

Tel: 1-877-345-6799  
Fax: 416-345-6984



[www.HydroOne.com](http://www.HydroOne.com)

Mayor Karen Farbridge  
and Members of Council  
City of Guelph  
City Hall, 1 Carden Street  
Guelph, ON N1H 3A1

August 8, 2012

**VIA EMAIL**

Dear Mayor Farbridge and Council:

**UPDATE: Guelph Area Transmission Refurbishment**  
**Hydro One issues draft Environmental Study Report for public review and comment**

Hydro One has completed its draft Environmental Study Report (ESR) for this project and is making it available for public review and comment beginning Thursday, August 9 through to Tuesday, October 9, 2012.

The draft ESR outlines the studies and consultation undertaken by Hydro One for this proposed undertaking which is required to ensure an adequate and reliable supply of electricity for the City of Guelph and the surrounding area. The attached newspaper advertisement advises where interested parties may view the draft ESR and how they may express their comments or concerns about this proposed undertaking. The advertisement will run in the *Guelph Mercury* and the *Guelph Tribune* on Thursday, August 9, and in the *Wellington Advertiser* on Friday, August 10, 2012.

Hydro One is notifying all individuals who attended one of our Public Information Centres or consultation meetings or otherwise contacted us about this project that the draft ESR is available for review and comment. The document will be available as of Thursday, August 9 for viewing at ServiceGuelph at City Hall and at the West End Branch of the Guelph Public Library. The draft ESR may also be viewed in its entirety at [www.HydroOne.com/projects](http://www.HydroOne.com/projects).

Please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "C. Ognibene".

Carrie-Lynn Ognibene  
Sr. Advisor, Corporate Relations

Encl.

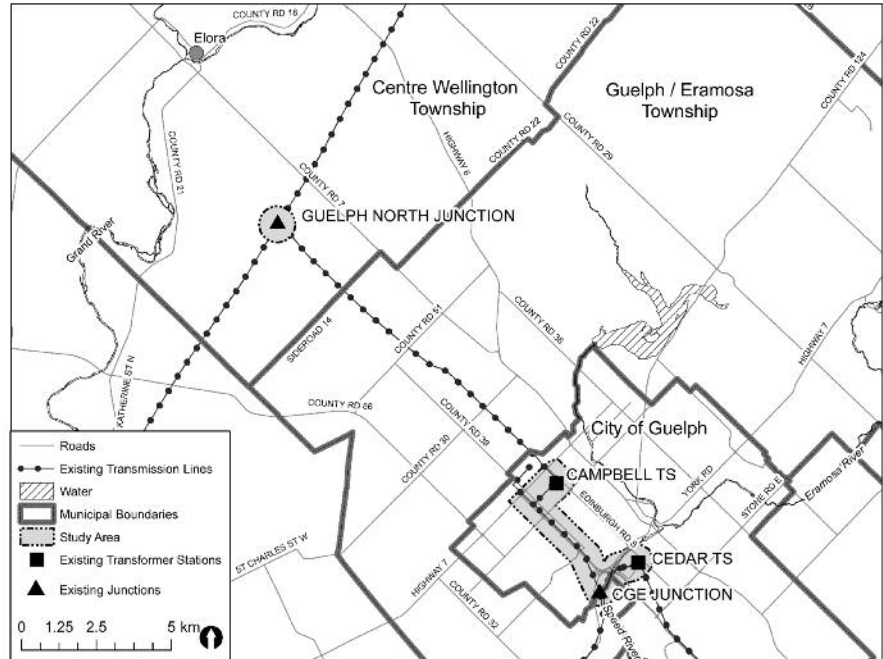
c.c. Ms. A Pappert, Chief Administrative Officer  
Mr. B. Labelle, City Clerk  
Ms. J. Laird, Executive Director, Planning, Building, Engineering and Environment  
Mr. B. Chuddy, President & CEO, Guelph Hydro Inc.

# Notice of Completion of the draft Environmental Study Report Guelph Area Transmission Refurbishment Project

Hydro One Networks Inc. (Hydro One) has completed the draft Environmental Study Report for the Guelph Area Transmission Refurbishment Project. The proposed project is needed to ensure an adequate supply of electricity for Guelph and the surrounding area and to improve electrical service reliability in the Kitchener-Waterloo-Cambridge-Guelph region.

The project area is shown on the map and proposed refurbishments would include:

- Installation of two new auto-transformers at Cedar Transformer Station (TS) in Guelph.
- Upgrading five kilometres of an existing transmission line from 115 to 230 kilovolts between CGE Junction and Campbell TS in Guelph.
- Upgrading Guelph North Junction in the Township of Centre Wellington to a switching station by installing new facilities and fencing on Hydro One owned property.



## How to provide your input

This project is being planned in accordance with the *Class Environmental Assessment for Minor Transmission Facilities*, approved under Ontario's *Environmental Assessment Act*. Hydro One is making the draft Environmental Study Report (ESR) available for public review and comment, commencing Thursday, August 9, 2012. The draft ESR can be viewed at [www.HydroOne.com/projects](http://www.HydroOne.com/projects).

Hard copies of the draft ESR are also available for review at the following locations. Please call for hours of operation.

ServiceGuelph City Hall 1 Carden Street, Guelph Tel: 519-822-1260	Guelph Public Library West End Branch 21 Imperial Road South, Guelph Tel: 519-829-4403
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Wellington County Library  
Marden Branch  
7368 Wellington Road 30, Guelph  
Tel: 519-763-7445

**Written questions or comments on the draft ESR must be received by Hydro One no later than 4:30 p.m. on Tuesday, October 9, 2012.**

Please address your correspondence to:

Janice Martin, Environmental Planner  
Hydro One Networks Inc.  
483 Bay Street, South Tower, 6th Floor  
Toronto, ON M5G 2P5  
Email: [Community.Relations@HydroOne.com](mailto:Community.Relations@HydroOne.com)  
Tel: 1-877-345-6799; Fax: 416-345-6919

Hydro One will respond to and make best efforts to resolve any issues raised by concerned parties during the public review period. If no concerns are expressed, Hydro One will finalize the ESR and file it with the Ministry of the Environment. The project will then be considered acceptable and may proceed as outlined in the ESR.

*The Environmental Assessment Act* has provisions that allow interested parties to ask for a higher level of assessment for a Class EA project if they feel that outstanding issues have not been adequately addressed by Hydro One. This higher level of assessment is referred to as a Part II Order request. Such requests must be addressed in writing to the Minister of the Environment and received no later than 4:30 p.m. on October 9, 2012, at the following address:

Ministry of the Environment  
135 St. Clair Avenue West, 12th Floor  
Toronto, ON M4V 1P5

Please note that a duplicate copy of a Part II Order request must also be sent to Hydro One's Environmental Planner at the address noted.

hydro  
one

Partners in Powerful Communities

# **INFORMATION ITEMS**

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**Week Ending November 8, 2012**

## **REPORTS**

1. Guelph Wellington Immigration Portal Update
2. Efficient Home Visit and Retrofit Pilot Program – Summary Report

## **CORRESPONDENCE**

1. GRCA –Minutes – November, 2012 Issue

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

1. Property Standards/Fence Viewers Committee – Resignation from Robert Demille
2. Economic Development Advisory Committee – Resignation from Amadeo Ventura

# INFORMATION REPORT



TO **Guelph City Council**

SERVICE AREA Community and Social Services Department  
Community Engagement and Social Services Liaison

DATE November 8, 2012

**SUBJECT Guelph Wellington Immigration Portal Update**

REPORT NUMBER CSS-CESS-1225

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## SUMMARY

**Purpose of Report:** To provide Committee with information about the work of the Guelph Wellington Immigration Portal, a new program hosted by the City of Guelph, Community and Social Services Department.

## BACKGROUND

The Guelph Wellington Immigration Portal (GWIP) is a new program hosted by the City of Guelph (Community and Social Services), and funded by the Ontario Ministry of Citizenship and Immigration, Municipal Immigration Information Online. The funding is specifically for municipalities to develop online web-portals to local communities. The program is a zero-impact budget for the City and is funded to the amount \$119,350 between September 2012 and March 31, 2013.

This is the first information report for the Guelph Wellington Immigration Portal. The report provides an overview of the scope, objectives, structure, and expected outcomes of the portal to create a more welcoming community in the City of Guelph and Wellington County.

The need for an online immigration portal serving the City of Guelph and Wellington County was first identified in consultation by the Guelph Wellington Local Immigration Partnership (another City of Guelph-hosted program) in 2010. In spring 2012, Community and Social Services with the support of the Local Immigration Partnership and other community partners developed the proposal for the City of Guelph to host an immigration portal.

The City of Guelph has a history of recognition of immigrants and immigration as important to ensuring the continued social, economic and cultural wellbeing of the city. This has been demonstrated in the City's most recent Strategic Plan, planning in areas such as recreation, parks and culture, for future economic development (Prosperity 2020), its own internal human resources policies (Diversity Strategy), and its commitment to active partnership in immigrant-focused initiatives such as: the Guelph-Wellington Local Immigration Partnership (GWLIP).

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The Guelph Wellington Immigration Portal is another program to ensure that the City of Guelph and Wellington County are welcoming communities where everyone thrives.

## REPORT

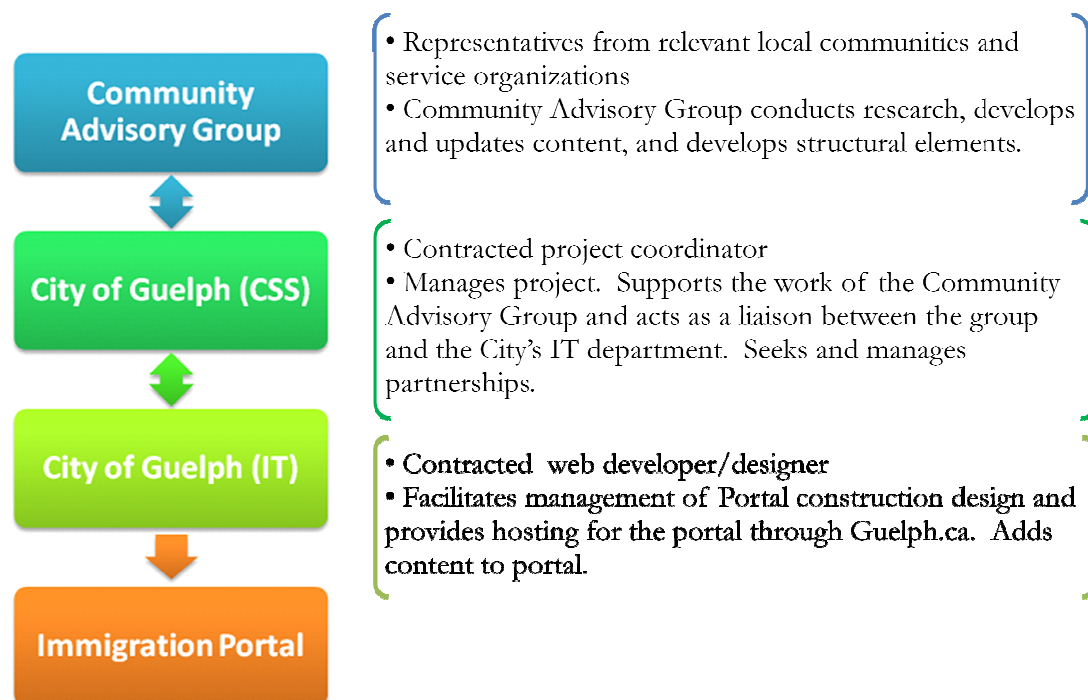
### Project Objectives

The City of Guelph will develop the portal as a centralized source of information for new immigrants, established residents, and local service providers on local services and activities that support immigrant attraction, settlement and retention in this region. The overall objective of the proposed project is to develop, implement, and maintain an Immigration Portal website for Guelph and Wellington County that will:

1. Contribute to Guelph and Wellington County's growing economies by supporting the attraction, settlement, integration, and retention of immigrants in the region; and
2. Provide timely, accurate, realistic and relevant local information for immigrants both pre- and post-arrival in Canada/ Guelph and Wellington County.

### Governance Structure of Guelph Wellington Immigration Portal

The portal will be developed by the City of Guelph, Community and Social Services (CSS) with the support of Information Technology Services (ITS), and community stakeholders through a Community Advisory Group (CAG):



The following organizations and communities have already committed to participate as a member of the Community Advisory Group (CAG):

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2 <sup>nd</sup> Chance Employment	Immigrant Services Guelph Wellington
Afghan-Turkish Cultural Federation	Innovation Guelph
City of Guelph Community and Social Services	Iranian Community Member
City of Guelph Corporate and Human Resources	Lutherwood Employment Services
Conestoga College	Muslim Society of Guelph
County of Wellington Settlement Services	Northern Lights Employment
Ethnocultural Council of Guelph Wellington	Punjabi Community Member
Guelph Chamber of Commerce	Sikh Society
Guelph Community Health Centre	Ukrainian Community Member
Guelph Public Library	Upper Grand District School Board
Guelph Wellington Inclusiveness Alliance	Volunteer Centre of Guelph-Wellington

The CAG will meet regularly as a group and work closely with the project coordinator to conduct research, develop and update content, and to identify necessary structural and functional aspects of the Portal. Individual members of the group will be asked to conduct research or draft content between meetings. The CAG will be responsible for ensuring that all content for the Portal is accurate, relevant, timely, and complete. The inclusion of this group in the governance structure will ensure that the development of the Portal is rooted in community experience and addresses gaps in access to services and information for immigrants.

#### *Building on Best Practices*

There are over 20 immigration portals that have already been developed in Ontario with funding from the Ontario Ministry of Citizenship and Immigration (MCI). The City of Guelph also has experience developing portals with community input experiences including the City of Guelph's [VisitGuelphWellington.ca](http://VisitGuelphWellington.ca) portal. The Guelph Wellington Immigration Portal will build on the lessons learned from existing funded municipal immigration Portal projects as well as other local portal experiences.

The portal will also be tailored to best support the local information, attraction and retention needs of immigrants.

#### *Project Timeline*

Work on the Immigration Portal is expected to start early September 2012 with the hiring of a Project Coordinator housed within Community and Socials Services to provide leadership to the project.

The portal content and functionality will be developed with the support of the CAG during the remainder of 2012 with a soft-launch of the portal expected in February 2013. The soft-launch will be followed by a survey and focus groups to ensure that the portal is meeting the needs of those whom it is serving. This process will be

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carried out by ITS and external consultants to ensure the portal will have the greatest community impact. The portal will be adapted based on feedback with a final portal launch anticipated in March 2013.

The following is a general overview of project timelines:

<b>Milestone</b>	<b>Date</b>
First CAG meeting	September 2012
Portal categories and functionality	October 2012
Research	November 2012
Portal content developed	December 2012
Translation of portal content	January 2013
Soft launch of portal	February 2013
Evaluation and final launch	March 2013

There may be the opportunity for further MCI funding beyond March 2013 to support the continued evolution and marketing of the portal.

#### Sustainability Planning

In addition to some of the responsibilities above, the CAG will be responsible for developing a sustainability plan to keep the Guelph Wellington Immigration Portal updated, accurate, and relevant to the community beyond MCI funding.

Sustainability for the project will be broken down into various responsibilities associated with the portal: online hosting, content updates, and user support to ensure that the portal continues to be attract and support newcomers in Guelph and Wellington County.

## **CORPORATE STRATEGIC PLAN**

### Innovation in Local Government

#### 2.2 Deliver Public Service better

### City Building

#### 3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City

#### 3.2 Be economically viable, resilient, diverse and attractive for business

## **FINANCIAL IMPLICATIONS**

As the GWIP is funded entirely by the Ontario Ministry of Citizenship and Immigration, there are no financial implications for the City of Guelph.

## **DEPARTMENTAL CONSULTATION/CONCURRENCE**

Information Technology Services

Economic Development

Tourism



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## **COMMUNICATIONS**

Media release to be coordinated with funder, Province of Ontario

## **ATTACHMENTS**

None. Proposal available upon request

### **Prepared By:**

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Project Manager, Local Immigration Partnership



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### **Prepared By:**

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### **Recommended By:**

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# INFORMATION REPORT



TO **Guelph City Council**

SERVICE AREA Planning, Building, Engineering and Environment  
DATE November 8, 2012

**SUBJECT Efficient Home Visit and Retrofit Pilot Program -  
Summary Report**

REPORT NUMBER

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## SUMMARY

In September 2011, Guelph City Council approved Water Services' participation in a six-month trial of the Efficient Home Visit and Retrofit Pilot (EHVRP) program. This pilot program, offered in partnership with Guelph Hydro Electric Systems Inc. and Union Gas Limited, offered residents in the Hanlon Creek Neighbourhood with the opportunity to receive a complementary customized home based water and energy audit and associated home fixture retrofits (as required), as delivered by trained audit advisors at Guelph Environment Leadership. Of the target 250 home audits, 177 were completed during the pilot period (October 1, 2011 to March 31, 2012).

Participating residents were surveyed by trained audit advisors to assess perceived benefit and opportunities for future optimization of this service. Furthermore, water savings per participant were evaluated by staff through review of customer billing records. Findings of this evaluation include the following:

- Based on collective savings of fixture retrofits, an average annual utility savings of \$77/year per household is attributed to the pilot;
- 57% of participants said that they would be willing to pay a "small nominal value" for the service, typically between \$26.00-\$100.00;
- 88% of participants surveyed found the pilot program to be "valuable" or "somewhat valuable";
- Through a quantitative survey of 400 households, 43% indicated they would be interested in this service should the program be available.

Based on the evaluation of preliminary water savings achieved, the average cost of the water and wastewater servicing capacity reclaimed was approximately \$5.50 per m<sup>3</sup> of average day capacity reclaimed, which is just outside of affordability threshold as defined by the WCES (\$4.00/m<sup>3</sup>).

Based on feedback obtained from participants and preliminary pilot results, the program complements and facilitates further water and energy conservation actions supportive of the objectives of our Water Conservation and Efficiency Strategy (WCES) and our Community Energy Initiative.

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## **BACKGROUND**

The City strives to be a leader in water conservation and efficiency. As one of Canada's largest communities reliant solely on a finite groundwater source, our ability to reclaim precious water and wastewater servicing capacity through conservation benefits future community growth while maintaining affordable water services for our rate payers.

Servicing capacity reclaimed through water conservation and efficiency is the most cost effective source of new water supply and wastewater capacity. Since Council's approval of the Water Supply Master Plan in 2006, 3.7 million litres of average day capacity has been directly reclaimed through water conservation programming, allowing the City to delay the need for approximately \$14.7 million in additional water and wastewater capital infrastructure at a program cost of \$4.2 million.

In May 2009, Council endorsed the update to the Water Conservation and Efficiency Strategy. This award-winning strategy identified preferred program, policy and resource requirements for achieving a further reduction of 8,773 m<sup>3</sup>/day by 2019, and ensuring that the aggressive reduction targets in our Water Supply Master Plan, Water and Wastewater Master Servicing Study, Wastewater Treatment Master Plan, Community Energy Initiative and Council's 2007 Strategic Plan are met.

The WCES implementation plan recommended that a program be developed to conduct complementary household water efficiency audits and fixture retrofits. In September 2011, Council approved the proposed Efficient Home Visit and Retrofit Program as a 6 month pilot. As our Community Energy Initiative (CEI) links water and energy efficiency, the scope of the pilot program was expanded to offer both water and energy audits to participating homeowners. Partnerships were formed with Guelph Hydro Electric Systems Inc, Union Gas Limited and Guelph Environmental Leadership (GEL) to create synergies and shared benefits.

Council directed staff to report back on the key findings and the desired performance metrics of this pilot program. Staff are pleased to provide the following summary report for Council's information. For reference, a full Efficient Home Visit program summary report is available through our program partner Guelph Environment Leadership's website at [www.guelphgig.ca](http://www.guelphgig.ca).

## **REPORT**

### ***Service Overview***

The Efficient Home Visit and Retrofit Pilot (EHVRP) program was a residential-focused water and energy efficiency audit and retrofit pilot program offered over a six-month period, from October 1, 2011 to March 31, 2012. The Efficient Home Visit consisted of a personalized household water and energy audit and a retrofit of select home energy and water efficient devices, as required. This initiative was implemented within the Hanlon Creek Neighbourhood (HCN), an area with high household water and energy consumption relative to other City of Guelph neighbourhoods, but also was made available to residents outside this area to maximize utilization of audit resources during the pilot.

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Home visits conducted by a trained advisor at no charge to the homeowner. The comprehensive 45-minute visit included:

- Inspection of water fixtures and energy devices, including flow testing of faucet aerators and showerheads and installation of water-efficient models, if required;
- Brief inspection for possible sources of household water leakage (i.e. toilets, water softeners);
- Provision and installation of energy-efficient CFL bulbs, as desired by the homeowner and;
- Development of a personalized report card including a summary of audit findings and recommendations for next steps, including direction to applicable City and partner rebate programs and resources to assist in implementing potential efficiencies.

For purposes of the pilot program it was required that participants meet the following eligibility criteria:

- Live within the City of Guelph;
- Live in the Hanlon Creek Neighbourhood (HCN), (audits were also made available to residents outside this area to maximize the audit resources);
- Reside in a detached, semi-detached or townhouse/row house, and have permission from the owner;
- Serviced via the City of Guelph municipal water and wastewater system;
- Serviced via Guelph Hydro Electric Systems Inc.; and
- Serviced via the Union Gas Limited natural gas network.

### ***Service Delivery Model***

As Council gave direction to staff to work with local non-profit groups offering complementary conservation programming, a community partnership model was employed. Partners worked collaboratively with Guelph Environmental Leadership due to their community engagement expertise gained during the Green Impact Guelph (GIG) program. GEL provided staff resources for completion of the home audits and engaged and mobilized their existing community volunteer networks to solicit program participation.

The City of Guelph, Guelph Hydro and Union Gas provided source funding and significant in-kind contributions. Specifically, the City provided base funding of \$43,750 for audit advisors as well as in-kind staff support. Guelph Hydro contributed CFL light bulbs, field audit tablets for the collection of audit data, and program promotion (a value of \$11,200). Union Gas contributed direct mail marketing services, audit funding on a per visit basis, as well as retrofit products including showerheads, faucet aerators and hot water pipe insulation (a value of \$22,500). Guelph Hydro and Union Gas also provided outreach support, marketing review and in-kind technical support for design of audit activities.

Significant in-kind contributions were received from the University of Guelph. The University's Research Shop assisted in defining, forming and evaluating the research model to assess program performance. The University also provided extensive in-kind resources for research and evaluation through a third-year Arts and Science class and a fourth-year Business class. Students designed a workshop,

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created a promotional video, reviewed the current model for service delivery, conducted market research and created a business plan and strategies for various target populations in Guelph. These efforts helped to evaluate opportunities for future program optimization.

## ***Program Evaluation***

### **1) Social Evaluation**

GEL completed 177 of the target 250 home visits. The advisor had discussions with each resident and completed a survey to assess satisfaction with the service, as well as knowledge of other water/energy conservation programs offered by our program partners. A review of potential next steps to improve their water and energy consumption was completed based on audit results.

Guelph Environmental Leadership completed a preliminary analysis of survey data to evaluate the value of this service to participants. Separate from the GEL research, students in a 3rd year qualitative research methods course at the University of Guelph conducted 103 structured interviews with residents in the HCN including both participants and non-participants in the service. Lastly, as part its annual telephone research survey, the City's Water Conservation Division included a question on interest in the Efficient Home Visit Pilot Program based on a brief description of the pilot program. This quantitative telephone survey included responses from 400 households within Guelph and was stratified to represent population by City ward.

### **2) Water Use Analysis**

Participants in the pilot provided approval for the City and Guelph Environmental Leadership to monitor household water utility bills to assess water savings stemming from retrofits and other actions. Due to the bi-monthly frequency of household billing and limited data available to date, this analysis has provided a "snapshot" of savings from participant households. However, tracking of this billing information is ongoing and staff will reassess water utility savings for all properties following one year post-audit (March 2013).

## ***Participant Social Research***

Below is a summary of social research in response to questions received from members of Council during approval of the EHVRP pilot. A summary of the social research findings is available in the full summary report at [www.guelphgig.ca](http://www.guelphgig.ca).

### **1) Community Appetitive for Service**

The Water Services department compiles data to determine the effectiveness and awareness of water conservation programming and other resources. In April 2012, Oraclepoll Research Limited was retained to conduct a public opinion survey including 400 households in the Guelph community. Included within this survey was a question inquiring of residents willingness to participate in the EHVRP, based on brief explanation of the pilot program. Through this phone

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survey 43% (n=172) respondents indicated they would be interested to participate in this service, if extended.

## **2) Willingness to Pay for Service**

Survey results indicated that 57% of participants would be willing to pay a “small nominal value” for the service, most often suggesting between \$26.00-\$100.00.

Similarly, during the Water Services 2012 Public Opinion Survey, 60% (n=103) who identified interest in the program also advised that they would be willing to pay a “small nominal value” for the service.

## **3) Perceived Value of Service**

General findings from the home visit discussions indicated that many participants saw value in the customized support provided. In addition, surveys completed with program participants by University of Guelph researchers found that 88% found the EHVR program “valuable” or “somewhat valuable” with only 12% not finding value in the service. Residents stated that the primary benefits were: 1) fixture retrofits; 2) customized home plans; and 3) financial utility savings.

## ***Water and Energy Savings***

Of the 177 audit visits the following savings are anticipated based on retrofits completed and end use studies of respective utilities in the home:

- 2,900 m<sup>3</sup>/year in water/wastewater savings;
- 35,507 kWh/year in electricity savings, and;
- 9,657 m<sup>3</sup>/year in natural gas savings.

These estimates, if realized, would translate into \$13,617/year saved collectively for all participants, or an average saving of \$77/year per year on household bills.

Based on a review of water and hydro billing statements, actual savings ranged from \$0/year to \$499 per household across all participants. As these savings are largely attributed to retrofits in the home, it is anticipated that they will be realized on an ongoing basis. However, it is important to note that additional actions may have been taken by the resident following the audit (e.g. other retrofit and behavioural changes as recommended through the audit) which will also contribute to the measured savings.

## **Summary and Next Steps**

Based on the results above, staff believe that the program provides value and further complements water/energy conservation actions supportive of the objectives of our Water Conservation Strategy and Community Energy Initiative. Furthermore, based on preliminary community appetite measured through social research as well as the assessment of water/energy resource intensity by housing vintage in the City, it is anticipated that further benefit would be realized through the larger scale implementation of this initiative. However, further evaluation of anticipated benefit and costs needs to be completed to ensure alignment with the

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program cost thresholds in our Water Conservation and Efficiency Strategy, and alignment with the demand side management plans of our program partners.

Through the evaluation of preliminary water savings from the program, the average cost of the water and wastewater servicing capacity reclaimed was \$5.50 per m<sup>3</sup> of average day capacity. This cost of capacity is just outside of affordability threshold as defined by the WCES (\$4.00/m<sup>3</sup>). It is important to note that the program pairs retrofit action with education, informing homeowners of customized actions which may be undertaken to incur future savings. As such, evaluation of the program affordability threshold may require a different metric, as the City's water conservation strategy recognizes the fundamental importance of public and youth education but attributes no direct volumetric savings to education due to the complexity of forecasting and measuring resulting impacts.

It is anticipated that further efficiencies could be realized as part of a larger scale program roll-out (such as marketing approaches aimed at larger geographic areas) and a portion of costs incurred during the initial pilot (such as audit methodology and associated report development) may be one-time only costs. However, a major cost driver is staff resources. External audit advisor salaries, transportation and others costs would increase as part of a larger scale implementation of service.

Staff and project partners continue to explore alternate program models (e.g. nominal fees) and external funding opportunities to extend the availability and financial accessibility of this service. In addition, staff and project partners continue to assess resource savings and subsequent conservation actions stemming from home audit recommendations to enable assessment of both initial and secondary benefits resulting from this pilot. Following further assessment, staff will report to Council on recommendations regarding the future of this program.

## **CORPORATE STRATEGIC PLAN**

- 2.1 Build an adaptive environment for government innovation to ensure fiscal and service sustainability.
- 3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City.
- 3.3 Strengthen citizen and stakeholder engagement and communications.

## **FINANCIAL IMPLICATIONS**

Funding for the Efficient Home Visit Pilot Program was approved in the 2011 and 2012 Water and Wastewater Enterprise Budgets.

## **DEPARTMENTAL CONSULTATION**

Community & Social Services - Community Engagement and Social Services,  
Finance and Enterprise – Community Energy Initiative  
Corporate & Human Resources - Corporate Communications and Legal Services

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## **COMMUNICATIONS**

A communications and engagement plan for this initiative was developed through coordination with Community Engagement and Social Services, Corporate Communications and respective program partners.

## **ATTACHMENTS**

N/A

### **Prepared By:**

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# GRCA Minutes



November 2012 • Volume 17, Number 11

## GRCA General Membership

<b>Chair</b>	Jane Mitchell
<b>1st Vice-Chair</b>	Vic Prendergast
<b>2nd Vice-Chair</b>	Jan d'Ailly
<b>Townships of Amaranth, East Garafraxa, Grand Valley, Melancthon and Southgate</b>	Tom Nevills
<b>Townships of Mapleton and Wellington North</b>	Pat Salter
<b>Township of Centre Wellington</b>	Joanne Ross-Zuj
<b>Town of Erin, Townships of Guelph/Eramosa and Puslinch</b>	John Brennan
<b>City of Guelph</b>	Bob Bell, Maggie Laidlaw
<b>Region of Waterloo</b>	Les Armstrong, Todd Cowan, Jan d'Ailly, Rob Deutschmann, Jean Haalboom, Ross Kelterborn, Geoff Lorentz, Claudette Miller, Jane Mitchell, Warren Stauch
<b>Municipality of North Perth and Township of Perth East</b>	George Wicke
<b>Region of Halton</b>	J. Barry Lee
<b>City of Hamilton</b>	Jeanette Jamieson
<b>County of Oxford</b>	Bruce Banbury
<b>County of Brant</b>	Brian Coleman, Steve Schmitt
<b>City of Brantford</b>	Robert Hillier, Vic Prendergast
<b>Haldimand and Norfolk Counties</b>	Lorne Boyko, Fred Morison

## Wet October ends with Hurricane Sandy

Precipitation in September and October was above the long-term average throughout the watershed, breaking a year-long trend.

Rainfall totals for October nearly doubled the monthly average with up to 120 mm falling in some parts of the watershed, replenishing streams and bringing the GRCA's major reservoirs back within normal operating range.

This increase in precipitation has raised the six month average across most of the watershed to approximately 75 to 80 per cent of average precipitation, up from previous estimates of 60 per cent from last month's report.

October had some all-day, lower intensity, soaking rains, similar to September. This helped to replenish soil moisture content. There were even a couple of days with around 50 mm of rain.

Groundwater levels remain lower than normal, however it is expected that these levels will begin to rise through the fall and continue to recover into late spring.

At the end of October, Hurricane Sandy resulted in more wet weather and some wind, but had less of an impact in the area than anticipated.

The watershed conditions reports are available on [www.grandriver.ca/WSconditions](http://www.grandriver.ca/WSconditions).

## Level 2 low water declaration ends

A Level 2 low water declaration that has been in effect for most of the summer was lifted on Oct. 31.

The Grand River Watershed Low Water Response team decided to lift the declaration because rivers and streams are returning to normal levels for this time of year.

In early August the entire watershed was declared to be in a Level 2 condition under the Low Water Response Program. This meant that water users throughout the watershed on both

municipal and private water supplies voluntarily reduced consumption by 20 per cent. The entire watershed had been in a Level 1 condition since April 24.

While the increased rainfall has helped the system recover, water users are still encouraged to practice conservation measures wherever possible. Water conservation tips and information can be found in the Low Water Response section of the GRCA website.

## 2012 Grand River Watershed Awards

The GRCA held an awards night on Oct. 11 and gave out seven awards.

The top award — the Honour Roll award — went to the **Grand Valley Trails Association** which is now 40 years old. This award is not given out every year.

The volunteer group established and now maintains the 275-km Grand Valley Trail that runs from the mouth of the Grand River at Lake Erie to Alton in the north, where it joins with the Bruce Trail. The group offers more than 100 hiking events each year.

In addition, six 2012 Watershed Awards were given out. They went to:

- Master bird bander **Rick Ludkin** who has operated a bird banding station at Ruthven National Historic for 18 years.
- **The Waterloo Cattlemen's Association** for fencing 37 km of watercourses in Wellesley Township and planting 20,000 trees between the fencing and the waterways.
- **Friends of Mill Creek**, a group in Puslinch Township that has been working hard to rehabilitate Mill Creek and has developed the successful Mill Creek Rangers program.
- **Len and Sue King** who have planted and nurtured 50,000 trees over many years to create a diverse Carolinian forest on their property south of Brantford.
- **Toyota Motor Manufacturing Canada** which has adopted environmental sustainability as part of its vision and made lots of contributions of time and money





One Honour Roll Award and six Grand River Conservation Awards were given out by the GRCA in October. From left are Joe Farwell (GRCA CAO); Nick Dinka (GVTA president); Sarah, Sue and Len King; Mike Edwards (Waterloo Cattlemen's Association president); Brad Whitcombe (Friends of Mill Creek president); Jane Mitchell (GRCA chair); Doug Brock (GRCF chair); Rick Ludkin; Dan Potje (TMMC VP administration), Pete Leonard (TMMC manager of environmental engineering); and Rob Messier who received an award on behalf of Ken Rosin who was unable to attend.

to the environment

- **Ken Rosin** who has worked closely with Ducks Unlimited and the GRCA to develop several wetlands on property near the headwaters of the Grand River and has also planted 12 acres of trees.

Awards are given out each fall as they have been since 1976. More information and videos are available on the GRCA website: [www.grandriver.ca/award](http://www.grandriver.ca/award).

## Three scholarships awarded by GRCF

The Grand River Conservation Foundation awarded three scholarships in October.

This was the first year that the **Allan Holmes Scholarship** has been awarded. This was presented by Shirley Ann Holmes and Steve Gemmell. The recipient is Cailey McCutcheon, a University of Waterloo student in civil engineering and environmental science. The \$5,000 scholarship will help McCutcheon with her river-related research.

The **McEwen Clean Water Prize** was given out for the second time by Murray McEwen, a long-time supporter of the GRCF who lives near the Eramosa River. The \$1,500 prize was presented to Jane Simmons, a geography student at the University of Guelph.

The **S. C. Johnson & Son Limited** scholarship of \$1,500 went to Ryan Sullivan, a chemistry student at the University of

Guelph. This award has been given out for 13 years to a full-time student in their third or sixth semester of an honours program at a watershed university.

## GRCF gives out conservation grants

The Grand River Conservation Foundation awarded a Community Conservation Grant to Pollination Guelph.

Pollination Guelph is dedicated to the conservation and development of pollinator habitat. Pollinators such as native bees and butterflies are dramatically declining. Pollination Guelph promotes awareness about protecting and enhancing pollinator habitat. With their good work our communities have seen that small-scale pollinator-friendly gardens or farms enhance our environment.

The grant will be used to expand pollinator habitat on the Trans Canada Trail in Guelph.

In addition conservation grants of \$500 each are being provided to eight schools.

The schools will use their grants for a variety of projects including school-based gardens, outdoor learning areas and educational conservation projects.

These grants are being presented at each school during this school year. The winning schools are:

- Southridge Public School, Kitchener

- James McQueen Public School, Fergus
- Onondaga-Brant Public School, Brantford
- Sir Adam Beck Public School, Baden
- Ryerson Public School, Cambridge
- William G. Davis Public School, Cambridge
- St. Theresa of Avila Elementary School, Elmira
- Driftwood Park Public School, Kitchener

This issue of GRCA Minutes was published in November 2012.

It is a summary of the October 2012 business conducted by the Grand River Conservation Authority board and committees as well as other noteworthy happenings and topics of interest.

The Grand River Conservation Authority welcomes the photocopying, forwarding and distribution of GRCA Minutes.

Reports mentioned in the GRCA Minutes are available online at [www.grandriver.ca/MeetingReports](http://www.grandriver.ca/MeetingReports).

For information about coming events, please see [www.grandriver.ca/Calendar](http://www.grandriver.ca/Calendar).

# **INFORMATION ITEMS**

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**Week Ending August 16, 2012**

## **REPORTS**

- 1.

## **CORRESPONDENCE**

1. Guelph Police Services Board – 2013 Operating Budget Estimates
2. University of Guelph/Southern Ontario Water Consortium – Thanks for support of SOWC research facility

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

1. Committee of Adjustment – Resignation from Jim Andrews





## Guelph Police Services Board

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

Telephone: (519) 824-1212 # 213 Fax: (519) 824-8360

TTY (519) 824-1466 Email: board@police.guelph.on.ca

INFORMATION SHEETS  
**RECEIVED**  
AUG 14 2012  
CITY CLERK'S OFFICE

July 23, 2012

Mayor Farbridge and Members of Council  
Ann Pappert, Chief Administrative Officer  
Guelph City Hall  
59 Carden Street South  
Guelph, ON N1H 3A1

Dear Mayor Farbridge and Members of Council:

The Guelph Police Service's 2013 Operating Budget Estimates were approved by the Guelph Police Services Board at a public meeting held on Thursday, July 19, 2012. The following motion was made and unanimously carried by the Guelph Police Services Board:

**WHEREAS** the Guelph Police Services Board is committed to the corporate goals from the 2010-2012 Business Plan and to its responsibility for the provision of adequate and effective policing for the City of Guelph; and

**WHEREAS** the Guelph Police Services Board has conducted a comprehensive review of the 2013 Operating Budget prepared by the Chief and Guelph Police Service staff; and

**WHEREAS** the Guelph Police Services Board has reviewed the proposed 2013 Operating Budget in consideration of the City of Guelph's 2013 Budget Process to date; and,

**WHEREAS** the Guelph Police Services Board presented its budget to the public on July 19, 2012 and provided an opportunity for feedback; therefore,

**BE IT RESOLVED** that the Guelph Police Services Board supports the Guelph Police Service Operating Budget in the amount of **\$34,599,900** which includes no staff growth; and

**THAT** the Board forward this information to the City of Guelph Council.

Sincerely,

A handwritten signature in cursive script that reads "J. Sorbara".

Judy Sorbara  
Chair

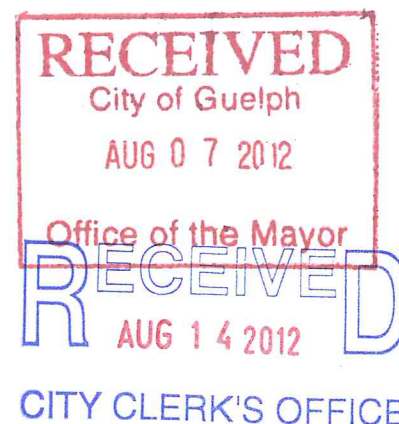
Copies: Ann Pappert, Chief Administrative Officer  
Bryan Larkin, Chief of Police  
Shelagh Morris, Corporate Services Director  
Kirsten Hand, Finance Manager

Edward A. McBean, Ph.D., P.Eng., P.E.  
Professor and Canada Research Chair in Water Supply Security  
University of Guelph  
Guelph, Ontario N1G 2W1

Margaret C. Kirnbauer, B.Eng., M.A.Sc.  
Wastewater Node Facility Manager  
University of Guelph  
Guelph, Ontario N1G 2W1

August 3, 2012

Mayor Karen Farbridge, M.Sc., Ph.D.  
City Hall, 1 Carden Street  
Guelph, Ontario N1H 3A1



**To: Her Worship Mayor Karen Farbridge, City of Guelph**

cc: City of Guelph Councillors: Bob Bell, Jim Furfaro, Andy Van Hellemond, Ian Findlay, June Hofland, Maggie Laidlaw, Cam Guthrie, Gloria Kovach, Lise Burcher, Leanne Piper, Todd Dennis, Karl Wettstein; Janet Laird, Executive Director, Planning, Building, Engineering, and Environment; Kiran Suresh, General Manager, Wastewater Services; Brenda Lucas, Operations Manager at Southern Ontario Water Consortium

On behalf of the University of Guelph and Southern Ontario Water Consortium (SOWC) - Guelph Wastewater Node, we would like to express our sincere thanks and gratitude to the City of Guelph for your recent, unanimous support for the SOWC research facility, to be constructed at the City of Guelph Wastewater Treatment Plant. The forthcoming lease agreement between the City and the University of Guelph, coupled with the generous cash and in-kind contributions from the City will provide integral resources that will help to ensure the success of the SOWC platform.

We would also like to acknowledge the support and utmost professionalism of City staff, who met with us on numerous occasions to discuss both opportunities and constraints related to the SOWC platform at the Guelph Wastewater Treatment Plant. Special thanks to Janet Laird, Jim Stokes and Kiran Suresh, who were responsive to our questions and challenges, and assisted us in navigating the required municipal processes leading up to the recent Council Meeting on July 23, 2012.

We are excited about the opportunity to build a unique capacity for research, development, and demonstration in Guelph. The initiative will foster collaboration between the private and public sectors on the one hand and leading academic researchers on the other, and will promote the integration of numerous research areas based on a "living lab" within the context of the Grand River watershed.

Sincerest regards,

Ed McBean  
Wastewater Node Leader

Margaret Kirnbauer  
Wastewater Node Facility Manager

# **INFORMATION ITEMS**

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**Week Ending August 30, 2012**

## **REPORTS**

- 1.

## **CORRESPONDENCE**

1. FCM – City of Guelph Residential Grey Water Reuse Field Test Payment

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

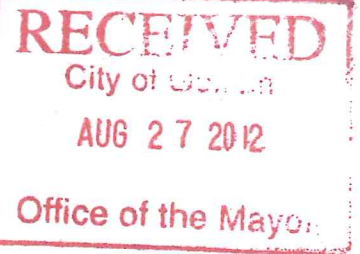
1. Grand River Conservation Authority – General Membership Meeting Minutes - July 27, 2012
2. Municipal Information Application for a Liquor Licence – Hanlon Convention Centre, 340 Woodlawn Road West, Unit 33
3. Upper Grand District School Board – Director's 2011 Annual Report



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

INFORMATION SHEETS



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Présidente

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City of Edmonton, AB

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arrondissement de Lachine  
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Councillor,  
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Berry Vrbanovic  
Councillor,  
City of Kitchener, ON

Chief Executive Officer  
Chef de la direction

Brock Carlton  
Ottawa, ON

10, rue Rideau Street,  
Ottawa, Ontario

Mailing address/  
Adresse postale

24, rue Clarence Street,  
Ottawa, Ontario K1N 5P3

T. 613-241-5221  
F. 613-244-1515

www.fcm.ca

August 14, 2012

Her Worship Mayor Karen Farbridge and Members of Council  
City of Guelph – City Hall  
1 Carden Street  
Guelph, ON  
N1H 3A1

**Project Title:** City of Guelph Residential Grey Water Reuse Field  
Test  
**Application Number:** GMF 10186

Dear Mayor Farbridge and Members of Council:

We would like to inform you that a payment was made from FCM to the City of Guelph in the amount of \$44,242.80. This amount constitutes payment for the third and final contribution in regard to the Green Municipal Fund Study Grant Agreement for the project mentioned above.

The FCM is grateful to the City of Guelph for its initiative and its partnership with the Green Municipal Fund.

Yours sincerely,

Brock Carlton  
Chief Executive Officer

BC:vl





# INFORMATION ITEMS

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**Week Ending September 20, 2012**

## **REPORTS**

1. None

## **CORRESPONDENCE**

1. Ministry of Citizenship and Immigration – Confirmation of award of grant for Municipal Immigration Information Online Program 2012-13

## **ITEMS FROM BOARDS & COMMITTEES**

1. Environmental Advisory Committee – Resignation from Great Najcler

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

1. Grand River Conservation Authority (GRCA) – General Membership Meeting Minutes, August 24, 2012
2. Municipal Property Assessment Corporation (MPAC) – Information kit regarding the 2012 assessment update (also available at [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca))
3. Wellington Dufferin Guelph Public Health (WDGPH) – 2011 Community Report for Wellington-Dufferin Guelph Public Health



**Ministry of Citizenship and  
Immigration**

Minister

6<sup>th</sup> Floor  
400 University Avenue  
Toronto ON M7A 2R9  
Tel.: (416) 325-6200  
Fax: (416) 325-6195

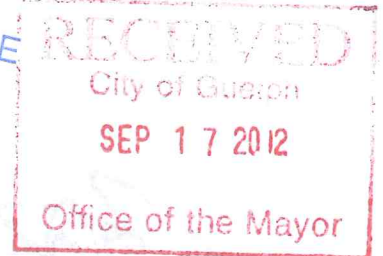
**Ministère des Affaires civiques  
et de l'Immigration**

Ministre

6<sup>e</sup> étage  
400, avenue University  
Toronto ON M7A 2R9  
Tél. : (416) 325-6200  
Télec. : (416) 325-6195



RECEIVED  
SEP 19 2012  
CITY CLERK'S OFFICE



September 4, 2012

Her Worship Karen Farbridge  
Mayor  
City of Guelph  
City Hall  
1 Carden Street  
Guelph, ON N1H 3A1

Dear Mayor Farbridge:

**Re: File Number: 2012-07-1-5580049**  
**Municipal Immigration Information Online Program 2012-13**

I am delighted to confirm the award of a grant, in the total amount of \$119,350, to the City of Guelph under the Municipal Immigration Information Online program. The City of Guelph is recognized for its commitment to attracting and welcoming newcomers to its community through its participation in the Municipal Immigration Information Online program.

Providing good information to prospective immigrants and newcomers is a key part of Ontario's initiative to welcome newcomers and help them succeed in their new home. Through this initiative and your local immigration portal, you have the opportunity to promote the City of Guelph to newcomers and help immigrants integrate into our growing economy and contribute to our future prosperity.

Your first payment of this grant will be \$95,480. The second and final payments will be released after the interim and final reports are submitted and approved, provided you are meeting the terms and conditions of the program. The Ministry's staff will follow up with you on the project description, budget breakdown and additional terms and conditions. This funding does not constitute a commitment of future funding.

I am pleased to have the City of Guelph's participation in the Municipal Immigration Information Online program. The Ontario government believes that newcomers are critical to the province's economic growth, and is committed to sharing the benefits of immigration with municipalities.

Congratulations and best wishes for continued success.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Charles Sousa', with a stylized, cursive script.

Charles Sousa  
Minister

c: Liz Sandals, MPP  
Guelph

# **INFORMATION ITEMS**

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**Week Ending September 27, 2012**

## **REPORTS**

1. None

## **CORRESPONDENCE**

1. City of Hamilton – Resolution regarding distribution and sale of contraband tobacco

## **INFORMATION FROM BOARDS & COMMITTEES**

1. Accessibility Advisory Committee – Resignation from Carin Headrick

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

1. County of Wellington Social Services Committee – Minutes from the September 12, 2012 meeting



OFFICE OF THE MAYOR  
CITY OF HAMILTON

RECEIVED  
SEP 27 2012  
CITY CLERK'S OFFICE

September 13, 2012

The Honourable Dwight Duncan  
Minister of Finance  
7<sup>th</sup> Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto, ON M7A 1Y5

Dear Mr. Minister:

City Council, at its meeting held on September 12, 2012, approved Item 4 of General Issues Committee Report 12-022, as follows:

**4. Distribution and Sale of Contraband Tobacco (Item 6.1)**

Whereas Contraband tobacco has negative public consequences and impacts such as unrestricted youth access to tobacco products, and an increase in criminal activity;

And Whereas contraband tobacco products are easily accessible in our community;

And Whereas small businesses are sometimes forced to close because of the sale of contraband tobacco;

And Whereas small business in our community and government, in general, stand to benefit from the institution of tougher restrictions on contraband tobacco.

Therefore Be It Resolved:

- (a) That the Mayor be authorized to write a letter to the Ontario Minister of Finance in support of the Ontario Government's most recent Budget commitments to eradicate contraband tobacco through the implementation of additional regulatory, enforcement and other provisions in Bill 186 and amendments to the Tobacco Tax Act, particularly in support of measures such as:
  - (i) increased fines for those convicted of offences related to contraband tobacco;

- (ii) more authority for law enforcement officials with respect to forfeiture of items seized and impounding of vehicles;
  - (iii) drawing on the best practices of other jurisdictions and working collaboratively with the federal government and other jurisdictions to enhance contraband tobacco control through joint enforcement efforts;
- (b) That the Provincial Government be encouraged to continue to strengthen their strategies to address the manufacture and supply of contraband tobacco and maintain their commitment to introduce amendments this Fall to implement these measures;
- (c) That surrounding municipalities be made aware of the actions taken by this Council to address the concerns presented by contraband tobacco;
- (d) That a copy of this resolution be forwarded to the Association of Municipalities of Ontario and to the Local M.P.P.s.

Your consideration of Council's request is greatly appreciated.

Yours truly



R. Bratina  
Mayor

- c.c. Association of Municipalities of Ontario  
Ted McMeekin, M.P.P., Ancaster/Dundas/Flamborough/Westdale  
Andrea Horwath, M.P.P., Hamilton Centre  
Tim Hudak, M.P.P., Niagara West-Glanbrook  
Monique Taylor, M.P.P., Hamilton Mountain  
Paul Miller, M.P.P., Hamilton East-Stoney Creek  
Haldimand County  
City of Cambridge  
Halton Hills Town Hall  
✓ City of Guelph  
Corporation of the Town of Oakville  
City of Burlington  
Milton Town Hall

# **INFORMATION ITEMS**

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**Week Ending October 4, 2012**

## **REPORTS**

1. Guelph Farmer's Market Wednesday Pilot Project – Update
2. Emerald Ash Borer - Status

## **CORRESPONDENCE**

1. Ontario Good Roads Association – Regarding call for nominations
2. City of Mississauga – Resolution regarding banning the sale of cats and dogs in pet stores

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

1. Grand River Conservation Authority – September 13, 2012 General Membership Minutes

# INFORMATION REPORT



TO **Guelph City Council**

SERVICE AREA Operations, Transit & Emergency Services  
DEPARTMENT Public Works  
DATE October 4th, 2012

**SUBJECT Guelph Farmers' Market Wednesday Pilot Project - Update**

REPORT NUMBER OT101243

## SUMMARY

Based on the demand from both customers and vendors, staff, in close collaboration with Guelph Farmers' Market Executive Committee, created a pilot project to open the Market on Wednesday afternoons this past summer. Based on performance metrics and feedback from the customers, vendors and the Executive Committee, the Wednesday pilot project was deemed a success. Further consultation with Guelph Farmers' Market Executive and other community stakeholders will occur over the winter to determine if a Wednesday Farmers' Market should continue during the same time frame in 2013.

### Purpose of Report:

To inform Council of the results of the pilot project to extend the Guelph Farmers' Market to Wednesday afternoon openings this past summer.

## BACKGROUND

Public Works staff, in collaboration with the Farmers' Market Executive Committee, undertook an eight week "pilot project" to host a Wednesday Market, in the Farmers Market building, in response to demand from customers and vendors. The pilot project began on Wednesday, June 20th, 2012 and was to run once weekly from 3:00 pm to 7:00 pm, ending Wednesday August 8th, 2012. Working closely with the Farmers' Market Executive Committee, staff extended the pilot project to the end of October 2012 due to the successful initial results of the performance metrics and positive responses from both customers and vendors.

## REPORT

As part of an assessment on whether or not the Wednesday Market pilot project would be successful staff and the Farmers' Market Executive Committee established performance metrics as outlined below:

- Number of vendors;
- Percent of Wednesday vendors compared to Saturday vendors (average of 89 vendors);
- Total number of customers; and,

- Public Works Department operating loss vs. revenue.

There were no minimum threshold values established for the performance metrics for the initial pilot project period. However, staff closely monitored the net operating loss/revenue weekly with a view that excessive negative variance in this value would cause the pilot project to be put into jeopardy and a joint decision would be required from staff and the Farmers' Market Executive on whether to continue. Throughout the entire pilot project, there was never a week that there was a net operating loss to the Public Works Department budget line.

Table 1.0 below summarizes the performance metrics collected up to September 19th, 2012.

**Table 1.0 – Summary of Performance Metrics**

<b>Market Date</b>	<b>Number of Vendors</b>	<b>% Wednesday Vendors Compared to Typical Average Saturday Market of 89 Vendors</b>	<b>Total Number of Customers</b>	<b>Public Works (Net Operating Loss)/Net Revenue</b>
June 20	38	43%	683	\$289
June 27	38	43%	775	\$325
July 4	35	39%	747	\$249
July 11	40	45%	833	\$288
July 18	37	42%	805	\$194
July 25	43	48%	944	\$340
August 1	37	42%	843	\$178
August 8	37	42%	693	\$189
August 15	35	39%	764	\$175
August 22	34	38%	957	\$165
August 29	34	38%	621	\$177
September 5	29	32%	605	\$87
September 12	25	28%	540	\$51
September 19	32	36%	482	\$203
<b>TOTAL</b>	<b>414</b>	<b>N/A</b>	<b>10,292</b>	<b>\$2,910</b>
<b>AVERAGE</b>	<b>29</b>	<b>39%</b>	<b>*735</b>	<b>\$207</b>

**\*Note: A typical Saturday market attracts between 3,000 to 4,000 customers daily**

The results of the performance metrics to date and the positive response from the customers, vendors and the Executive Committee indicate that the creation of a Wednesday Guelph Farmers' Market has been successful.

It is staff's intention to consult with Guelph Farmers' Market Executive and other community stakeholders over the winter to determine if a Wednesday Farmers' Market should continue during the same time frame in 2013. Another outcome of this successful pilot project was positive reinforcement of the Guelph Farmers'



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Market governance structure which was confirmed earlier this year highlighting the strengthening partnership between the Executive Committee and City staff.

### **CORPORATE STRATEGIC PLAN**

This report supports the following goals in the strategic plan:

- 2.2 Deliver public services better.
- 3.2 Be economically viable, resilient, diverse and attractive to businesses.
- 3.3 Strengthen citizen and stakeholder engagement and communications.

### **FINANCIAL IMPLICATIONS**

The pilot project was funded through revenues obtained from selling space to vendors. Based upon information to date, there has been a positive financial variance to the Public Works budget to host this event.

### **DEPARTMENTAL CONSULTATION**

Corporate Building Maintenance.

### **COMMUNICATIONS**

The Farmers' Market Executive Committee and the Downtown Guelph Business Association have been made aware of this report.

### **ATTACHMENTS**

Nil

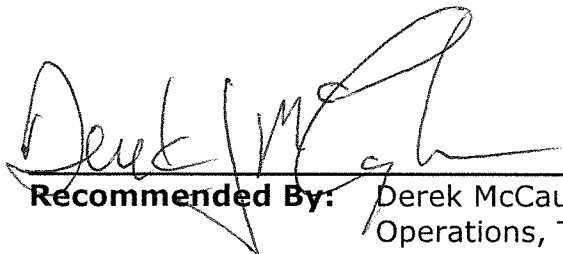
**Prepared By:** Anna-Marie O'Connell, Supervisor Parking, loc 2254.



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### **Reviewed By:**

Rod Keller  
General Manager  
Public Works  
(519) 822-2914 x2949  
rodney.keller@guelph.ca



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**Recommended By:** Derek McCaughan, Executive Director  
Operations, Transit & Emergency Services

# INFORMATION REPORT

TO **Guelph City Council**

SERVICE AREA Operations, Transit & Emergency Services  
DEPARTMENT Public Works  
DATE October 4<sup>th</sup>, 2012

**SUBJECT Emerald Ash Borer – Status**  
REPORT NUMBER OT101244

## SUMMARY

Emerald Ash Borer (EAB) is a destructive wood boring beetle that nests in, feeds on, and ultimately destroys ash trees. EAB will likely destroy all ash trees within Guelph in the next 10 years unless significant measures are taken to mitigate its spread. An EAB Strategy is proposed as part of the Urban Forestry Management Plan which will be brought forward to Council in October.

### Purpose of Report:

The purpose of the report is to inform Council of the current status of the Emerald Ash Borer insect on the urban forestry assets within the City.

## BACKGROUND

### What is Emerald Ash Borer?

The Emerald Ash Borer (EAB) *Agrilus planipennis* *Fairemaire*, is an invasive and destructive wood boring beetle native to Asia and is deemed to be one of the most devastating forest pests introduced to North America. The EAB affects all ash trees (less mountain ash); a native tree species that was increasingly planted on urban landscapes in many municipalities after the effects Dutch Elm disease in the late 1960s and 1970s.

In Canada, the EAB was first discovered in Essex County, Ontario (near Windsor) in 2002. The adult insect is an iridescent metallic green colour and measures 8-14 mm (1/2 inch) long. It has a one year life cycle, which starts with eggs being laid in bark crevices from late May to the end of July. After the eggs hatch, the larvae bore in and under the bark layer. The larvae grow up to 30mm (1+ inch), and develop beneath the inner bark of the host tree creating serpentine galleries in the trunk and upper branches.

The larvae overwinter under the bark of the tree and the following spring grow into adults from late April to June. Adults then emerge, mate, lay eggs and the cycle repeats. The larvae interrupt the flow of water and nutrients of the tree causing

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great stress and eventual failure. Further, the insect may go undetected within a tree for several years.

At the time of detection, research and the experience of other municipalities indicate the trees will die within one to three years. The adult beetle flies well; however, the human movement of infested firewood, logs, branches, nursery stock is the most common way EAB has been spread.

### **Canadian Food Inspection Agency**

The federal Canadian Food Inspection Agency (CFIA), regulates the EAB under the authority of the *Plant Protection Act*, and is responsible for preventing pests of quarantine significance from entering or spreading in Canada. The CFIA conducts regular surveys to monitor the leading edge of the spread of the insect within Canada and has reported the EAB has been detected in virtually all municipalities along the Windsor-London-Kitchener corridor and in the municipalities of Hamilton, Burlington, Oakville and Toronto. Although the EAB is federally regulated, to date neither the federal or provincial government has offered direct financial support to affected municipalities to help mitigate this pest.

To date the tools available to control this insect are very limited. TreeAzin™, is an injectable, natural insecticide and is the only CFIA approved chemical measure against EAB in Canada at this time. TreeAzin™ has shown to be effective in controlling EAB for a period of up to two years, however, injections must be repeated to provide continued protection against EAB. There is no long term evidence that TreeAzin™ alone can defeat the spread of EAB, therefore any cost benefit analysis must include all options, including tree removal.

To assist in the spread of EAB the CFIA has imposed a firewood movement ban on many parts of Southern Ontario. Guelph is located within the quarantine area and as a result, no firewood is permitted to be moved outside of the quarantine area. Penalties for not obeying this CFIA order are severe and can range up to \$50,000.

## **REPORT**

### **EAB in Guelph**

Staff have been tracking the spread of the insect since it was discovered in Essex County in 2002. In the fall of 2011, a resident spotted what looked like the presence of EAB in City trees located on the boulevard near Gordon Street south and Clair Road. Four juvenile ash trees, measuring approximately 100mm (4 inches) diameter at breast height, were confirmed as having EAB larvae and were removed by City forestry staff. These trees were later determined to be planted as part of the Gordon Street widening project and it is suspected the trees were infested at the time of planting. A map is attached (Attachment A) to show where the affected trees were located.

More deliberate monitoring of adult EAB movement was started in June 2012 using "prism traps." Forty traps in total were placed in ash trees across the City. These traps, which are in the shape of triangular prism, were checked regularly

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throughout the summer. Results from forestry staff have all proven to be negative for adult EAB. The negative result was also backed up by using a method known as “two-branch” sampling. These results would indicate that there is no known infestation in Guelph at this time; however, research shows that this is not a completely accurate measure to emphatically state that EAB is not present. The map at Attachment A shows where the EAB prism traps were approximately positioned in the City over the June-August 2012 period.

### **EAB Strategy part of the Urban Forestry Management Plan**

Within the proposed Urban Forestry Management Plan, which is forthcoming to Council through the PBEE Committee later in October, a significant EAB Strategy is recommended. Part of the EAB Strategy will be the requirement for a complete tree inventory of City trees. While there has been no substantial tree inventory completed, staff have roughly estimated a tree count of approximately 10,000 ash trees. This estimate does not factor in those ash trees which may be off-street within parks, woodlot/conservation areas or private properties. Attachment A shows approximately where ash trees concentrations are known to exist.

### **Privately Owned Ash Trees**

Finally, the impacts of EAB on private trees and how that relates to potential hazards will have to be fully examined as part of the EAB Strategy. It is anticipated there will be an increase in inquiries from residents regarding their private trees and the permitting process to remove regulated trees. To be determined is what level of support will be provided to private land owners, if any. At the moment, land owners are wholly responsible for the trees on their property if they were to be infected by EAB.

## **CORPORATE STRATEGIC PLAN**

- 3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City.
- 3.3 Strengthen citizen and stakeholder engagement and communications.

## **FINANCIAL IMPLICATIONS**

The financial impacts of the EAB will be significant. Staff have initially identified \$4.3 million in the current 10 year capital forecast; however, a detailed financial assessment will not be possible until the EAB Strategy is funded and started.

## **DEPARTMENTAL CONSULTATION**

Planning  
Corporate Communications

## **COMMUNICATIONS**

The communication of the initial EAB threat to residents has already been done via an information bulletin on May 17<sup>th</sup>, 2012; however, a more thorough communication plan must be developed in conjunction with the Urban Forestry Management Plan and EAB strategy.

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## **ATTACHMENTS**

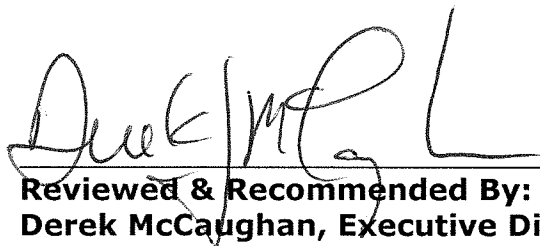
Attachment A – City Map of Ash Tree concentrations, Prism Trap monitoring, and initial infected trees - 2012



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**Prepared By:**

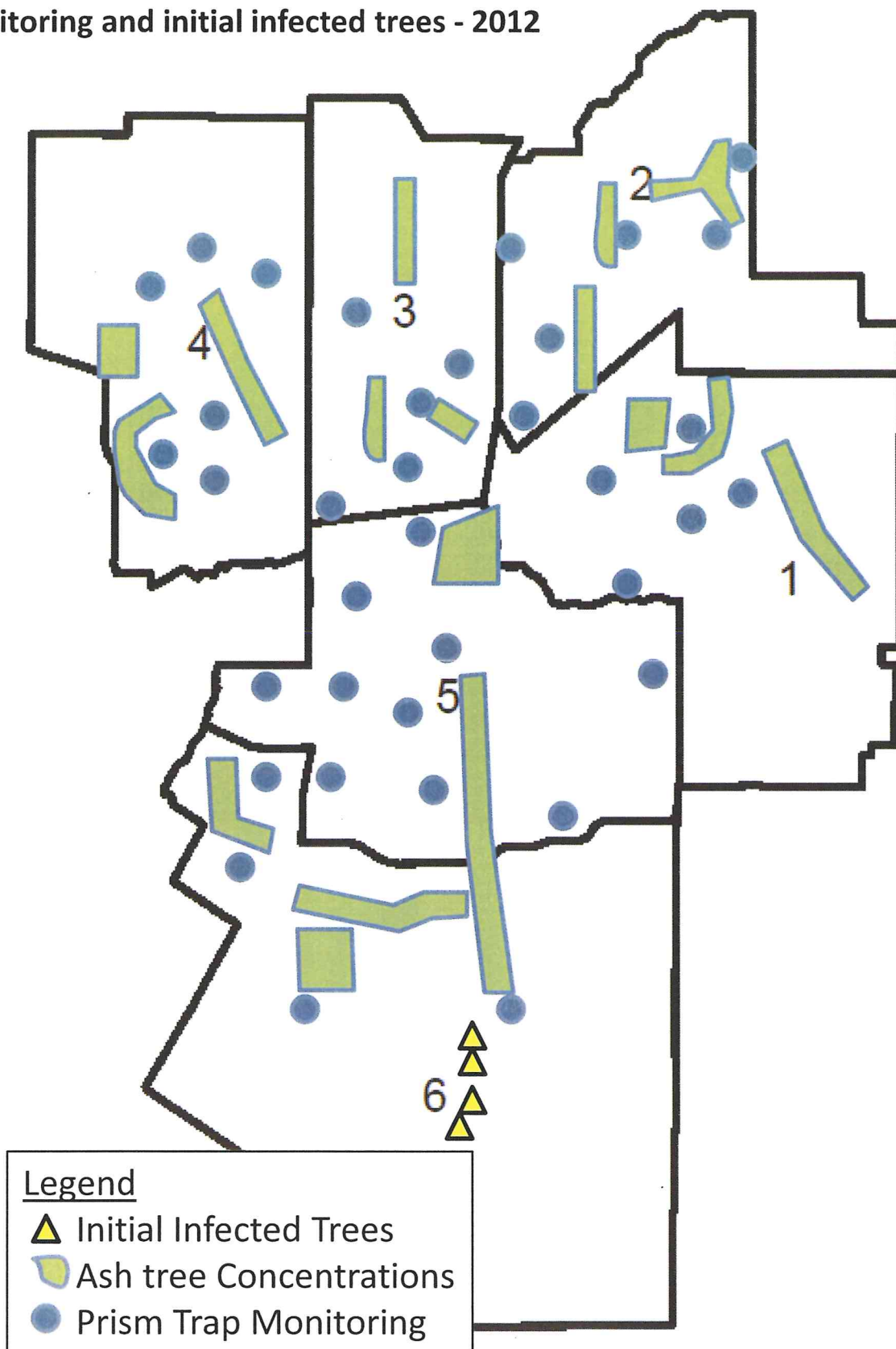
Rod Keller  
General Manager  
Public Works  
519-822-1260 x2949  
rodney.keller@guelph.ca



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**Reviewed & Recommended By:**  
**Derek McCaughan, Executive Director**

Attachment A – City Map of Ash tree concentrations, Prism trap monitoring and initial infected trees - 2012



October 3, 2012



*Working for Municipalities*

To the Head & Members of Council:

Pursuant to Section 25 of the Constitution of the Ontario Good Roads Association, the Nominating Committee shall report to the Annual Conference its nominations for 12 directors. The following members of the Board will automatically serve on the 2013-2014 Board of Directors in the following capacity:

President	Joanne Vanderheyden, Mayor, Municipality of Strathroy-Caradoc
1 <sup>st</sup> Vice-President	Tom Bateman, P. Eng., County Engineer, County of Essex
Immediate Past President	Alan Korell, P. Eng., Managing Director/City Engineer, City of North Bay

Those nominated by the Nominating Committee shall be selected from OGRA's municipal membership pursuant to the requirements for geographic representation contained in Section 11 of the Constitution, and so far as possible maintaining an equal balance between elected and appointed representatives. A full copy of the Constitution can be viewed on the OGRA web-site:  
<http://www.ogra.org/About/constitution.asp>

The following incumbent Directors have put their name forward wishing to continue to represent their respective Zones:

**North (3 to be elected)**

Rick Champagne  
Councillor  
Municipality of East Ferris

John MacEachern  
Mayor  
Township of Manitouwadge

**Southwest (1 to be elected)**

John Parsons  
Division Manager, Transportation &  
Roadside Operations  
City of London

**South Central (3 to be elected)**

Ken Laupé,  
Manager, Road Operations – East,  
City of Brampton

Duncan McKinlay  
Warden  
County of Grey

Terry McKay,  
Deputy Mayor,  
Township of Chatsworth

**Southeast (3 to be elected)**

Craig Davidson  
CAO/Treasurer  
Municipality of Hasting Highlands

Steve Desroches  
Deputy Mayor  
City of Ottawa

Michelle Hendry,  
Director of Public Works,  
City of Kawartha Lakes

**Toronto (2 to be elected)**

Robert Burlie  
Manager, Road Operations  
City of Toronto

Mark Grimes  
Councillor  
City of Toronto

One vacancy exists in the **Northern Zone**.

The Northern Zone consists of the municipalities in the Districts of Algoma, Cochrane, Kenora, Manitoulin Island, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming; municipalities in and including the District of Muskoka and the City of Greater Sudbury.

The Southwest Zone consists of the municipalities in and including the Counties of Brant, Bruce, Elgin, Essex, Haldimand, Huron, Lambton, Middlesex, Norfolk, Oxford, and Perth, the municipality of Chatham-Kent, and municipalities in and including the Regional Municipality of Waterloo.

The South Central Zone consists of the municipalities in and including the Counties of Dufferin, Grey, Simcoe, and Wellington, and municipalities in and including the Regional Municipalities of Durham, Halton, Niagara, Peel and York, and the City of Hamilton.

The South East Zone consists of municipalities in and including the Counties of Frontenac, Haliburton, Hastings, Lanark, Leeds and Grenville, Lennox and Addington, Northumberland, Peterborough, Prescott and Russell, Prince Edward, Renfrew, and Stormont, Dundas and Glengarry, and the Cities of Kawartha Lakes and Ottawa.



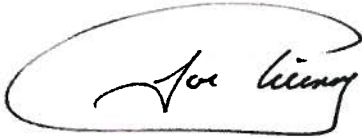
Any member of Council or a permanent full time staff from an OGRA member municipality interested in being considered as a candidate for a position on the Board of Directors must complete the attached Nomination Consent form and submit it along with their résumé to the attention of the Chair of the Nominating Committee by no later than November 2, 2012. Fax your information to 289-291-6477, e-mail to [info@ogra.org](mailto:info@ogra.org) or mail to OGRA, 1525 Cornwall Road, Unit 22, Oakville, Ontario L6J 0B2

The Nominating Committee will meet in November to recommend a slate of Directors to the membership. The members of the Committee are:

Chair: John Curley, Immediate Past President  
Members: Mark Grimes, OGRA Director  
J. Paul Johnson, Past President  
Duncan McKinlay, OGRA Director  
John Parsons, OGRA Director

Any questions regarding the Nomination process or serving on the Board of Directors can be directed to the undersigned at [joe@ogra.org](mailto:joe@ogra.org).

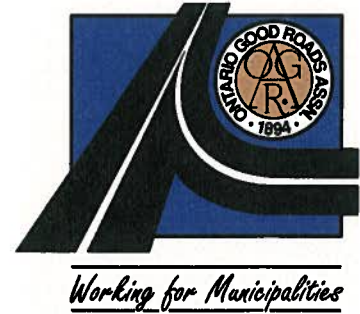
Yours truly,

A handwritten signature in dark ink, appearing to read "Joe Tiernay", enclosed within a hand-drawn oval border.

J. W. Tiernay,  
Executive Director

c: John Curley, Chair, Nominating Committee

Ontario Good Roads Association  
Board of Directors  
Nomination and Consent Form



We hereby nominate the following to the Board of Directors of the Ontario Good Roads Association for the 2013/14 term of office:

Name of Candidate

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Municipality: \_\_\_\_\_

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

(Candidates must be nominated by two eligible members of OGRA. A resolution of Council is acceptable but not mandatory)

**Candidate Consent**

The candidate nominated above must sign below indicating they consent to the Nomination and agree to let their name stand for office.

I, \_\_\_\_\_ hereby consent to the Nomination  
(Name of Candidate)  
to the Board of Directors of the Ontario Good Roads Association.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit completed form and candidates résumé by fax or e-mail to the attention of John Curley, Chair, OGRA Nominating Committee  
Fax: 289-291-6477  
E-mail: [info@ogra.org](mailto:info@ogra.org)

# Memorandum



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**TO:** All Municipalities in Ontario

**FROM:** Crystal Greer, Director of Legislative Services and City Clerk

**DATE:** September 28, 2012

**SUBJECT:** Banning the Sale of Cats and Dogs in Pet Stores

---

The Council of the Corporation of the City of Mississauga at its meeting on September 26, 2012, adopted the enclosed Resolution 0218-2012 with respect to forwarding Recommendation GC-0477-2012 banning the sale of cats and dogs from licensed pet shops that was adopted at Council on July 4, 2012.

## GC-0477-2012

1. That a by-law be enacted to amend Schedule 20 of the Business Licensing By-law 1-06, as amended, to require pet shops to provide every purchaser of a cat or dog with a health assessment from a licensed veterinarian for all cats and dogs kept in the shop that receive veterinary care; and, that all pet shops that sell more than 10 cats or dogs per year, obtain these animals from one of the following sources only: municipal animal shelters; registered humane societies; registered shelters or rescue groups.
2. That staff conduct quarterly proactive inspections of licensed pet shops that sell cats and/or dogs.
3. That staff work with the Ontario Society for the Prevention of Cruelty to Animals Investigation Unit on a continual basis to determine if any information exists related to the existence of kitten and puppy mills in Mississauga; and, that staff take appropriate enforcement action with local pet shops in Mississauga if these issues are uncovered.
4. That pet shops be permitted to sell their existing inventory of cats and/or dogs up to and including December 31, 2012 and that all future cat and/or dog acquisitions by pet shops who sell more than 10 cats or dogs per year be from one of the following sources only: municipal animal shelters; registered humane societies; registered shelters or rescue groups and that staff work with pet shop owners on a program for animal licensing, in accordance with the amendments to Schedule 20 of the Animal Licensing By-law 1-06, as amended.
5. That the Minister of Community Safety and Correctional Services be requested to provide additional support to the Ontario Society for the Prevention of Cruelty to Animals (OSPCA) so that they can take further action against puppy mills in the Province of Ontario.

Sincerely,

Crystal Greer  
City of Mississauga  
Corporate Services Department  
Director of Legislative Services and City Clerk  
905-615-3200, Ext. 5419

Enc.



RESOLUTION 0218-2012  
adopted by the Council of  
The Corporation of the City of Mississauga  
at its meeting on September 26, 2012

---

0218-2012 Moved by: Pat Saito

Seconded by: Sue McFadden

That the Clerk forward Recommendation GC-0477-2012 adopted by Council on July 4, 2012 approving the passing of the By-law to ban the sale of cats and dogs in pet stores to major municipalities in Ontario.



THE CORPORATION OF THE CITY OF MISSISSAUGA

BY-LAW NUMBER 0152-2012

A by-law to amend By-law 1-06,  
as amended, being a Business Licensing By-Law to regulate  
the sale of dogs and cats in pet shops

**WHEREAS** subsection 150(1) of the *Municipal Act, 2001* S.O. 2001, c25, as amended, provides that a local municipality may license, regulate and govern any business wholly or partly carried on within the municipality, even if the business is being carried on from a location outside the municipality;

**AND WHEREAS** The Council of The Corporation of the City of Mississauga has enacted Bylaw 1-06, as amended, being the Business Licensing Bylaw;

**AND WHEREAS** Schedule 20 of By-law 1-06, as amended outlines certain terms and conditions of licensing owners of pet shops, including the entry onto a register details of where and from whom their animals were acquired;

**AND WHEREAS** in order to halt the proliferation of kitten and puppy mills, it is necessary to ensure that all animals offered for sale or otherwise in licensed pet shops are acquired only from certain reputable sources;


**NOW THEREFORE** The Council of The Corporation of the City of Mississauga hereby **ENACTS** as follows:

1. That Schedule 20 of By-law 1-06, as amended, is hereby amended by adding the following subsections to Section 3:
  - (14) provide to every purchaser of a cat or dog a health assessment from a licensed veterinarian for all cats and dogs kept in the shop that receive veterinary care.
  - (15) if such person sells more than 10 cats or dogs per year, obtain these animals from one of the following sources only: municipal animal shelters; registered humane societies; registered shelters; or rescue groups.
  - (16) notwithstanding section 3(15) of this Schedule 20, if such person sells more than 10 cats or dogs per year, be permitted to sell their existing inventory of cats and/or dogs that are obtained from sources other than those as provided in section 3(15) of this Schedule 20, up to and including December 31, 2012.

ENACTED and PASSED this 4 day of July, 2012.

APPROVED AS TO FORM City Solicitor MISSISSAUGA			
mdecc			
Date	2012	07	03

  
MAYOR

  
CLERK

# **INFORMATION ITEMS**

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**Week Ending October 25, 2012**

## **REPORTS**

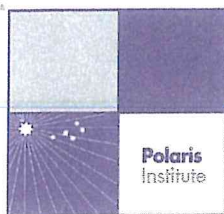
## **CORRESPONDENCE**

1. Polaris Institute – Municipal P3 Projects and PPP Canada Inc.
2. GRCA
  - Aquatic Species at Risk, Critical Habitat and Stewardship Information Session
  - Minutes – October, 2012
3. Regional Municipality of Waterloo – Resolution Regarding Contraband Tobacco

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

1. County of Wellington Social Services Committee Minutes
  - October 10, 2012





October 16, 2012

**FROM:** Polaris Institute

**SUBJECT:** Municipal P3 projects and PPP Canada Inc.

Dear Mayor and Councillors,

Enclosed you will find a short two page background paper about Public Private Partnerships (P3's) and the key role that PPP Canada Inc. is now playing in promoting the P3 model across Canada. PPP Canada Inc. manages the only remaining federal infrastructure fund, the P3 Canada Fund, which will only be available for projects delivered as public-private partnerships (P3s). The background paper will help counselors who might have questions or concerns about P3s in general and PPP Canada Inc. in particular.

We encourage you to consider and discuss the three enclosed sample municipal resolutions that insist that federal infrastructure funding for local governments not be limited to or conditional on P3s.

For additional questions, follow-up, or to request an electronic version of this letter and background paper please feel free to contact us at the coordinates below.

Sincerely,

A handwritten signature in dark ink, appearing to read "Richard Girard", written in a cursive style.

Richard Girard

Polaris Institute  
500- 180 Metcalfe, Ottawa, ON  
K2P 1P5  
613-237-1717x105  
richard@polarisinstitute.org

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Institut **POLARIS** Institute

180 rue Metcalfe Street, Suite 500, Ottawa, Ontario K2P 1P5  
e-mail/courriel: [polaris@polarisinstitute.org](mailto:polaris@polarisinstitute.org) [www.polarisinstitute.org](http://www.polarisinstitute.org)

**POLARIS** Institute U.S.A. 231 Elm Avenue, Mill Valley, California, USA 94941



## PPP CANADA: BACKGROUNDER FOR MUNICIPALITIES

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Municipalities across the country are struggling to find adequate sources of federal funding for essential infrastructure projects. Prior to and during the 2008 recession, the federal government funded infrastructure projects with local governments under the Building Canada Plan (BCP) and the Economic Action Plan. However, the majority of this funding for municipal infrastructure has already run out, and consultations have just begun for a new federal infrastructure plan that will be launched in 2014 – leaving a major municipal funding gap.

The only federal program funding remaining for municipal infrastructure is the P3 Canada Fund administered by PPP Canada Inc. The \$1.2 billion fund has \$250 million left in its budget for each of 2012/13 and 2013/14. The key difference between the P3 Canada Fund and the BCP or Economic Action Plan is that funding provided through P3 Canada will only go to projects delivered as public-private partnerships (P3s).

This means Canadian municipalities seeking federal financial support to build or upgrade essential infrastructure have no choice but to enter into risky P3s, which are a first step on the road to privatization.

This backgrounder provides critical information about P3s and PPP Canada Inc. for mayors and municipal councillors who are either considering applying to PPP Canada Inc. for funding, or have been approached by the crown corporation to apply for funding.

### ***What is PPP Canada Inc.?***

PPP Canada Inc. is a federal crown corporation established in 2008 to promote and fund P3s in municipalities, provinces and First Nations communities.

PPP Canada Inc.:

- Manages the \$1.2 billion P3 Canada Fund, providing up to 25 per cent of municipal and provincial P3 project costs;
- Actively promotes P3s in municipalities across the country through presentations and general outreach, and in turn assesses projects for P3 suitability;
- Has completed three rounds of proposals and launched its four round in the spring of 2012;
- Has approved eleven projects as of September 2012. One has since been cancelled and another was rejected in a community referendum;
- Has identified municipalities as the “next frontier for Canadian P3s” and is actively encouraging municipalities to apply for P3 funding for large infrastructure projects, including water and wastewater facilities.

### ***What is a P3?***

P3s are multi-decade contracts for private delivery and management of public services or infrastructure. The private sector has always played an important role in conventional public sector procurement,

## **Sample municipal resolution on infrastructure funding**

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WHEREAS municipalities are facing an infrastructure funding shortage now that the federal infrastructure stimulus program is over, and the Building Canada Fund is fully allocated; and

WHEREAS currently there is no federal infrastructure money available to local governments other than through public-private partnerships (P3s); and

WHEREAS the federal government has begun consultations on a new national long-term infrastructure program; and

WHEREAS local governments should have choices as to the structure of the development of infrastructure projects and not be limited to P3s;

THEREFORE BE IT RESOLVED that council write to the federal government requesting that federal infrastructure funding for local governments not be limited to or conditional on P3s, and asking that local governments be given a choice of funding arrangements that does not involve privatizing through a P3; and

BE IT FURTHER RESOLVED that this resolution be sent to [INSERT NAME OF PROVINCIAL MUNICIPAL ORGANIZATION(S)] and the Federation of Canadian Municipalities for consideration at their next convention as policy for those bodies; and

BE IT FURTHER RESOLVED that a copy of this resolution be made public and distributed to the federal opposition finance critic; the federal opposition critic for transport, infrastructure and communities; local members of parliament; and local members of the legislative assembly.

**YOU ARE INVITED TO ATTEND AN  
INFORMATION SESSION ON  
AQUATIC SPECIES AT RISK, CRITICAL HABITAT  
AND STEWARDSHIP**

PRESENTED BY FISHERIES AND OCEANS CANADA

**DATE: Tuesday, October 30<sup>th</sup>, 2012**

**TIME: 1:00 pm to 4:00 pm**

**LOCATION: Best Western Plus Brant Park Inn and  
Conference Centre  
Alexander Graham Bell Conference Room  
19 Holiday Drive, Brantford, ON**

**Topics will include:**

- What are aquatic Species at Risk (SAR)?
- Where do they occur in Ontario?
- Why should we care about SAR?
- The federal *Species at Risk Act* (SARA)
- What is Critical Habitat?
- Where has Critical Habitat been identified?
- What does this mean for you?
- SARA Permits
- SAR Recovery and Stewardship

Critical Habitat has been identified for a number of aquatic species at risk (fishes and mussels) in Ontario. Learn about aquatic SAR, where Critical Habitat has been identified, and how it is protected; as well as stewardship and recovery components of the *Species at Risk Act*.

Staff of Fisheries and Oceans Canada and the Grand River Conservation Authority will be there to provide you with important information and answer your questions. This session is geared primarily towards local municipal staff, consultants, contractors and other local stakeholder groups conducting work in and around water.

Registration is FREE.

**Please RSVP by October 25<sup>th</sup> to Lisa Wren, at**

**[lwren@everus.ca](mailto:lwren@everus.ca)**

(or call 519-986-2970 if you have questions)

# AGENDA

## Aquatic Species at Risk Information Session

Tuesday, October 30<sup>th</sup>, 2012 1pm – 4pm  
Best Western Plus Brant Park Inn and Conference Centre,  
Brantford, Ontario

### **AGENDA**

- |                |   |
|----------------|---|
| <b>1:00 pm</b> | Welcome and Introductions (E. Thomas)                   |
| <b>1:15</b>    | Aquatic Species at Risk Part I (A. Doherty, DFO)        |
| <b>2:00</b>    | Aquatic Species at Risk Part II: (D. Balint, DFO)       |
| <b>2:45</b>    | <b>Break</b>  |
| <b>3:00</b>    | Local Activities Related to Aquatic SAR (T. Ryan, GRCA) |
| <b>3:30</b>    | Open discussion and Q&A session                         |
| <b>4:00</b>    | Adjourn   |

### ***Speakers and Resource Staff:***

#### ***Dave Balint***

Species at Risk Coordinator  
Fisheries and Oceans Canada  
Ontario Great Lakes Area  
P.O. Box 5050, 867 Lakeshore Rd  
Burlington, ON L7R 4A6  
Phone: (905) 336-6237  
Email: [dave.balint@dfo-mpo.gc.ca](mailto:dave.balint@dfo-mpo.gc.ca)

#### ***Tracey Ryan***

Manager of Environmental Education and  
Restoration  
Grand River Conservation Authority  
400 Clyde Road, PO Box 729  
Cambridge, ON N1R 5W6  
Phone: (519) 621-2761  
Email: [tryan@grandriver.ca](mailto:tryan@grandriver.ca)

#### ***Andrea Doherty***

A/Species at Risk Biologist  
Species at Risk Program  
Fisheries and Oceans Canada  
P.O. Box 5050, 867 Lakeshore Rd  
Burlington, ON L7R 4A6  
Phone: (905) 336-4888  
Email: [andrea.doherty@dfo-mpo.gc.ca](mailto:andrea.doherty@dfo-mpo.gc.ca)

#### ***Evan Thomas, Facilitator***

Evan Thomas Consulting Services  
Suite 333 - 266 Charlotte St.  
Peterborough, ON K9J 2V4  
Phone: (705) 749-1380  
Email: [evan.thomas1@cogeco.ca](mailto:evan.thomas1@cogeco.ca)

# GRCA Minutes



October 2012 • Volume 17, Number 10

## GRCA General Membership

<b>Chair</b>	Jane Mitchell
<b>1st Vice-Chair</b>	Vic Prendergast
<b>2nd Vice-Chair</b>	Jan d'Ailly
<b>Townships of Amaranth, East Garafraxa, East Luther Grand Valley, Melancthon and Southgate</b>	Tom Nevills
<b>Townships of Mapleton and Wellington North</b>	Pat Salter
<b>Township of Centre Wellington</b>	Joanne Ross-Zuj
<b>Town of Erin, Townships of Guelph/Eramosa and Puslinch</b>	John Brennan
<b>City of Guelph</b>	Bob Bell, Maggie Laidlaw
<b>Region of Waterloo</b>	Les Armstrong, Todd Cowan, Jan d'Ailly, Rob Deutschmann, Jean Haalboom, Ross Kelterborn, Geoff Lorentz, Claudette Miller, Jane Mitchell, Warren Stauch
<b>Municipality of North Perth and Township of Perth East</b>	George Wicke
<b>Region of Halton</b>	J. Barry Lee
<b>City of Hamilton</b>	Jeanette Jamieson
<b>County of Oxford</b>	Bruce Banbury
<b>County of Brant</b>	Brian Coleman, Steve Schmitt
<b>City of Brantford</b>	Robert Hillier, Vic Prendergast
<b>Haldimand and Norfolk Counties</b>	Lorne Boyko, Fred Morison

## Water conservation still a top priority

Rain in September helped lawns and gardens, but it didn't do much for river flows and reservoir levels in the Grand River watershed.

This has been the driest year in more than 50 years and most of the watershed has recorded only about 60 per cent of normal precipitation in the last six months. That works out to a rainfall deficit of about 150 mm to 200 mm (six to eight inches).

Flows were still below normal for this time of year, meaning it remains important to practice water conservation.

The entire Grand River watershed remains in a Level 2 Low Water Condition. At that level, water users are asked to voluntarily cut their consumption by 20 per cent.

As a result, water levels in GRCA reservoirs remain far below normal for the time of year. The GRCA reduced the amount of water released from the reservoirs on a daily basis to ensure there will be enough to get through the rest of the year should the dry weather continues.

The water released from the seven reservoirs — particularly Conestogo, Belwood and Guelph — is critical to the operation of municipal sewage treatment plants. The river needs enough water to be able to assimilate the treated effluent from sewage treatment plants. It's also important to maintain flows to support the communities that take some or all of their drinking water from the river: Region of Waterloo, Brantford and Six Nations.

habitat. Bobolink, a small grassland bird that is black with yellow and white markings, is threatened in Ontario. Under the Ministry of Natural Resources' Endangered Species Act, a permit obliges Glenaviland to maintain grassland habitat nearby.

An arrangement has been reached between the developer and the Township of Mapleton that resolves three hectares (seven acres) of grassland habitat. Glenaviland proposed that GRCA accommodate a grassland maintenance project to meet its obligations for the remaining eight hectares (20 acres). This will be on a two-to-one ratio.

Undertaking this project does not lock the GRCA into the land use beyond the 20-year period.

## Rural landowners can get property advice

Rural landowners in Waterloo Region who want to learn how to better manage the natural features on their property can get some advice at a series of workshops.

The four workshops are for non-farm landowners. They are being organized by the GRCA in partnership with the Region of Waterloo's Community Environmental Fund. At the evening sessions, landowners will go through a workbook that will help them manage and enhance their property. Each workshop includes information on the grants and other support available for tree planting through the Trees for the Grand Program. Two workshops were Oct. 16 in Ayr and Oct. 23 in Baden. Upcoming workshops are: Workshop dates are:

- **Nov. 6** – Linwood Community Centre, 5279 Ament Line, Linwood
- **Nov. 13** – Woolwich Memorial Centre, 24 Snyder Ave. S., Elmira

The workshops are free but space is limited so please register in advance. Call 519-621-2763 Ext. 2277 or send an e-mail to [treessales@grandriver.ca](mailto:treessales@grandriver.ca).

## New grassland habitat at Conestogo Lake

The GRCA received a proposal to host 16 hectares (40 acres) of grassland habitat for 20 years at Conestogo Lake Conservation Area.

The project will be paid for by Glenaviland Development Corporation which plans to build a new residential and golf course development in Drayton. This development will remove 11 hectares (27 acres) of grassland that the Ministry of Natural Resources considers to be bobolink





## Dufferin farmers eligible for GRCA grants

Farmers in Dufferin County can take advantage of a grant program to help them undertake projects to protect water on their land.

The Grand River Conservation Authority is offering the grants in partnership with Dufferin County. The county has provided the GRCA with \$50,000 to support the GRCA's Rural Water Quality Program.

Eligible landowners can receive grants for a variety of projects including livestock fencing along water courses, erosion control projects, clean water diversion around barnyards, tree planting and properly decommissioning unused wells.

The amount of the grant depends on the type of project. Farmers are also expected to contribute money, labour or materials to the project.

For more information on the program contact Louise Heyming, Conservation Specialist at the GRCA at 1-866-900-4722, Ext. 2278 or by e-mail at [lheyming@grandriver.ca](mailto:lheyming@grandriver.ca).

## Fundraising campaign for nature centre

Over the past year, nearly \$360,000 has been raised for a new Guelph Lake Nature Centre.

The new nature centre will replace the current 33-year-old converted house which is no longer big or durable enough to meet the needs of 22,000 visitors and students each year.

As maintenance costs have continued to rise, the time has come for a purpose-built nature centre. It will cost about \$3 million to construct.

Guelph Lake Nature Centre held a reunion and open house on Sunday, Oct. 14 with lots of free activities and a chance to learn about the new nature centre that is planned for Guelph Lake.

Everyone in the community, including past and present students and their families, was invited to visit the nature centre. Activities led by experienced nature interpreters included visiting with the creature teachers, geo-dashing, guided nature hikes and the



The GRCA's tent at the International Plowing Match in Roseville Sept. 18-22 had a river running through it, a display of native plants and trees, a functioning rain gauge and many other educational features. It received thousands of visitors and lots of positive comments.

much-loved predator-prey game.

## OSSGA supports Parkhill hydro facility

An innovative partnership with the Grand River Conservation Foundation and the Ontario Stone, Sand and Gravel Association (OSSGA) will help a new hydro facility planned at the Parkhill Dam in Galt.

The project is in the planning phase and is expected to cost between \$7 and \$8 million to build. It will double the GRCA's hydro production capacity.

The Grand River Conservation Authority already operates three hydro generating facilities — at Shand Dam, Conestogo Dam and Guelph Dam. During the summer when water flows are low, the new Parkhill hydro facility will produce about 600 kwh of power, about the same as the existing Shand Dam site. But in the spring when there is far more water passing by the dam, it will produce about 1.2 megawatts of power. This is enough electricity for about 575 homes.

The GRCA began investigating this project a few years ago. Although it is costly, the hydro project is being propelled forward thanks to support from the Grand River Conservation Foundation, which has solicited the support of the aggregate industry. The

GRCA is also applying for a 40 year power purchase agreement from the Ontario Power Authorities Feed-in-Tariff (FIT) program. Funding of \$200,000 may also be available through the Community Energy Partnership Program for a portion of the Environmental Assessment study costs.

A fundraising dinner Oct. 18 was the first in a series of fundraising events to be held by OSSGA.

This issue of GRCA Minutes was published in October 2012.

It is a summary of the September 2012 business conducted by the Grand River Conservation Authority board and committees as well as other noteworthy happenings and topics of interest.

The Grand River Conservation Authority welcomes the photocopying, forwarding and distribution of GRCA Minutes.

Reports mentioned in the GRCA Minutes are available online at [www.grandriver.ca/MeetingReports](http://www.grandriver.ca/MeetingReports).

For information about coming events, please see [www.grandriver.ca/Calendar](http://www.grandriver.ca/Calendar).



REGIONAL MUNICIPALITY OF WATERLOO

OFFICE OF THE REGIONAL CLERK

150 Frederick Street, 2nd Floor  
Kitchener ON N2G 4J3 Canada  
Telephone: 519-575-4420  
Fax: 519-575-4481  
www.regionofwaterloo.ca

October 25, 2012  
P13-80

Central West Municipal Clerks

(VIA E-MAIL)

To the Office of the Clerk:

Re: Contraband Tobacco

Please be advised that the Council of the Regional Municipality of Waterloo at their regular meeting held on October 24, 2012, approved the following motion:

**THAT the Regional Municipality of Waterloo write to the Premier in support of the Ontario Government's most recent budget commitments to eradicate contraband tobacco through the implementation of additional regulatory, enforcement, and other provisions in Bill 186;**

**AND THAT the provincial government is encouraged to continue to strengthen their strategies to address the manufacture and supply of contraband tobacco;**

**AND FURTHER THAT this resolution be shared with surrounding Central West municipalities (based on Ministry of Health and Long Term Care boundaries); local area municipalities; local Members of Parliament (MPs); and, local Members of Provincial Parliament (MPPs), as noted in report PH-12-041, dated October 16, 2012.**

Please accept this letter for information purposes only. If you have any questions about the attached report, please contact Jonathan Mall, Manager, Tobacco & Cancer Prevention at 519-740-5793 Ext. 3424

Please forward any written responses to this letter to Kris Fletcher, Director, Council & Administrative Services/Regional Clerk.

Yours truly,

Stevie Natolochny (Mrs.)  
Council/Committee Support Specialist

SN/tp

cc: Dr. L. Nolan, Commissioner / Medical Officer of Health

1300023





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**TO:** Chair Sean Strickland and Members of the Community Services Committee

**DATE:** October 16, 2012

**FILE CODE:** P13-80

**SUBJECT: CONTRABAND TOBACCO**

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**RECOMMENDATION:**

THAT the Regional Municipality of Waterloo write to the Premier in support of the Ontario Government's most recent budget commitments to eradicate contraband tobacco through the implementation of additional regulatory, enforcement, and other provisions in Bill 186;

AND THAT the provincial government is encouraged to continue to strengthen their strategies to address the manufacture and supply of contraband tobacco;

AND FURTHER THAT this resolution be shared with surrounding Central West municipalities (based on Ministry of Health and Long Term Care boundaries); local area municipalities; local Members of Parliament (MPs); and, local Members of Provincial Parliament (MPPs), as noted in report PH-12-041, dated October 16, 2012.

**SUMMARY:**

Contraband tobacco has negative health impacts and is easily accessible in our community. The responsibility for addressing issues related to contraband rests within provincial and federal jurisdictions. The recently introduced provincial legislation provides new measures to further protect young people from the dangers of cheap, illegal tobacco.

**REPORT:**

**What Is Contraband Tobacco?**

Contraband is defined as any type of tobacco product that does not include the packaging or labeling required by law or where applicable taxes and duties have not been paid. Contraband tobacco is considered illegal.

In Canada, contraband products include:

- illicitly manufactured cigarettes produced domestically;
- tax-exempt cigarettes designated for Aboriginal communities that are sold without taxes to non-Aboriginal people;
- smuggled tobacco products (legally manufactured in the United States (U.S.) and illegally brought into Canada);
- manufactured cigarettes produced in the U.S without a license and smuggled into Canada;
- and counterfeit cigarettes (imitations of Canadian brands).

The current trend of manufacturing, distributing and selling contraband tobacco products, which has developed exponentially over the last six years, involves organized crime networks

exploiting Aboriginal communities.<sup>1</sup>

### Recent Legislation on Contraband

In order to address the issue of contraband, the provincial government introduced a bill as an amendment to the Tobacco Tax Act (1990), in order to support the Smoke-Free Ontario Act. The bill, entitled *Bill 186, Supporting Smoke-Free Ontario by Reducing Contraband Tobacco Act, 2011*, provides new measures to further protect young people from the dangers of cheap, illegal tobacco.

On June 1, 2011, the Reducing Contraband Tobacco Act, 2011 (S.O. 2011, c. 15), received Royal Assent. Implementation of the Act will happen over a two-year period from June 1, 2011 to April 1, 2013. As a brief summary, the new legislation addresses the contraband tobacco problem by providing:

New Measure	Effective Date
<b>Fine levels:</b> New fine levels for offences related to possessing illegal cigarettes better reflect the extent and type of offence committed.	June 1, 2011
<b>Police seizures:</b> Police officers now have authority to seize illegal cigarettes discovered in plain view. Once the marking of fine-cut tobacco is implemented, police officers will also have the authority to seize illegal, fine-cut tobacco discovered in plain view.	June 1, 2011 (there will be a planning and transition period)
<b>Raw leaf tobacco:</b> The regulation of raw leaf tobacco will come under the Tobacco Tax Act and be expanded to include all types of raw leaf tobacco (i.e., flue-cured, burley, black/dark - partially and fully processed) grown in and imported into Ontario.	October 1, 2012 (for the 2013 growing season)
<b>Marking scheme:</b> A marking scheme for fine-cut tobacco will make it easier for law enforcement officials to identify illegal, fine-cut tobacco. Once the marking of fine-cut tobacco is implemented, police officers will also have the authority to seize illegal fine-cut tobacco discovered in plain view.	April 1, 2013

### Public Health Role

Being a federally and provincially regulated issue, Public Health's role in curbing contraband is minimal and prescribed compared to other agencies that address the contraband issue (i.e. RCMP, Ministry of Finance, Health Canada and Police). Smoke-Free Ontario enforcement staff (e.g. Tobacco Enforcement Officers) follow established referral protocols for the Ministry of Finance, Health Canada, RCMP and Police when contraband tobacco has been identified during the course of a Smoke-Free Ontario Act inspection or enforcement check.

Public Health continues to focus on reducing access and use of tobacco products regardless of how they are obtained. Our rates of daily use of tobacco remain at a concerning level and we support provincial efforts aimed at reducing access including retail display bands and age-of-sale restrictions as well as those specific to contraband.

### CORPORATE STRATEGIC PLAN:

Strategic Focus Area 3: Healthy and Safe Communities – Support safe and caring communities that enhance all aspects of health.

Strategic Focus Area 4: Human Services – Promote quality of life and create opportunities for

<sup>1</sup> Royal Canadian Mounted Police. Contraband Tobacco Enforcement Strategy. Ottawa, 2008. Available at: <http://www.rcmp-grc.gc.ca/ce-da/tobacco-tabac-strat-2008-eng.htm>

residents to develop to their full potential.

Strategic Focus Area 6: Service Excellence – Foster a culture of citizen/customer service that is responsive to community needs.

**FINANCIAL IMPLICATIONS:**

NIL

**OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:**

This report was reviewed by staff from Health Protection and Investigation and Licensing and Enforcement Services, Corporate Resources.

**ATTACHMENTS:**

NIL

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*Brenda Miller*, Manager, Infection Control, Rabies, Vector-Borne Diseases,  
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**APPROVED BY:** *Dr. Liana Nolan*, Commissioner/Medical Officer of Health

**References:**

1 Royal Canadian Mounted Police. Contraband Tobacco Enforcement Strategy. Ottawa, 2008.  
Available at: <http://www.rcmp-grc.gc.ca/ce-da/tobacco-tabac-strat-2008-eng.htm>

# **INFORMATION ITEMS**

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**Week Ending November 29, 2012**

## **REPORTS**

1. Vehicle Right Sizing, Utilization and Fuel Efficiency
2. Solid Waste Management Master Plan Update
3. Implementation of Three-Stream Waste Diversion at the Sleeman Centre
4. Accreditation Annual Compliance Report Acceptance

## **CORRESPONDENCE**

- 1.

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

1. Ontario Good Roads Association – Constitutional Amendment

# INFORMATION REPORT



TO **Guelph City Council**

SERVICE AREA Operations, Transit & Emergency Services  
DEPARTMENT Public Works  
DATE November 29th, 2012

**SUBJECT Vehicle Right Sizing, Utilization and Fuel Efficiency**  
REPORT NUMBER OT111250

## **Summary:**

Questions regarding staff actions to assure effective and efficient use of the City's fleet were raised at the 2013 Capital Budget presentation. In 2009, staff created three key policies under the Fleet Greening initiative as follows: Vehicle Right Sizing Policy, Vehicle Utilization Policy, and the Fuel Efficiency Policy. Since then, Fleet Services has applied these policies to all vehicle and equipment acquisitions within the City and continues to investigate and apply new fuel efficiency technologies when practicable. Actual savings have been realized by the Corporation since the implementation of these policies. In 2013, an overarching Corporate Fleet Policy will be issued providing a framework to support the aforementioned policies in a more holistic manner. It will provide clear direction to all operators on their responsibilities and obligations in the use of the City's Fleet.

## **Purpose of Report:**

To inform Council of staff actions to assure effective and efficient use of the City's fleet.

## **BACKGROUND**

Questions regarding staff actions to assure effective and efficient use of the City's fleet were raised at the 2013 Capital Budget presentation. The following provides information on staff activity in this regard. In 2009, Fleet Services embarked upon a process to become a nationally credited E3 (Energy, Environment, Excellence) rated Fleet. The first step of this process was to develop and put in place appropriate Green Fleet policies. Three key policies were created and approved by Senior Management and are listed as follows: Vehicle Right Sizing Policy, Vehicle Utilization Policy, and the Fuel Efficiency Policy. After much staff effort, the City of Guelph became an **E3 Silver** rated Fleet in 2010. At that time, we were only the second municipality in Ontario to achieve this prestigious rating. Since then, Fleet Services has applied these policies to all vehicle and equipment acquisitions within the City and continues to investigate and apply new fuel efficiency technologies when practicable.

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The report that follows elaborates on these policies and highlights aspects pertaining to the effective and efficient use of the City's fleet.

## **REPORT**

### Vehicle Right Sizing

In order for any vehicle or equipment asset to be purchased, end users must complete a right sizing form and submit it to Fleet Services for review. This applies to both expansion assets and replacement assets. Fleet Services makes a recommendation for the asset to be purchased using the Right Sizing Policy as the guide.

The mandate of the policy states that the ***most fuel efficient, lowest Green House Gas (GHG) emission vehicle capable of doing the work*** will be used. All vehicles shall be purchased according to the average or typical utility of the vehicle. If stated work applications, drive train requirements, and vehicle capacities are required less than 40% of the time, ***the vehicles will be leased, rented, or shared from another work group*** to meet this need. If the end user disagrees with Fleet Service's decision on the asset to be purchased, the Manager of the end user work group may take the issue to an Appeals Committee for review. The Appeal Committee is comprised of the Fleet Manager and at least three Department Heads who, in all cases, will make the final decision.

### Vehicle & Equipment Utilization

Our fleet management program tracks the hours that assets are used. Before any existing asset is replaced, the historic utilization of the asset is reviewed to determine whether it meets utilization thresholds established in the policy. Making allowance for vehicles and equipment not being utilized at the beginning and end of day and during break periods, the following annual hours shall be considered: full utilization- Outside Workers asset – 1450 hours, Inside Workers asset – 1365 hours. (Note: Outside Workers and Inside Workers have differing hours of work as specified in their collective agreements, hence the difference.) Further, the utilization of seasonal vehicles and equipment shall be proportional to full utilization.

The table below (Figure 1) outlines expected Fleet staff actions based upon asset utilization.

**Figure 1. AQUISITON OR REPLACEMENT THRESHOLDS**

<b>Staff Action</b>	<b>Threshold</b>
ACQUIRE OR REPLACE WITHOUT REVIEW Asset has sufficient utilization for it to be acquired/replaced without review	75 % or more annual target hours
REVIEW REQUIRED Discussion is triggered on how to increase the utilization of asset	51 % - 74 % annual target hours

NO AQUISITON OR REPLACEMENT Utilization is too low - asset will not be considered for acquisition or replacement without a re-utilization review	50% or less annual target hours
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As an example, in the 2011 vehicle replacement cycle, three assets were eliminated for under-utilization with a total replacement value of \$110,300. In the 2012 replacement cycle one asset was eliminated with a value of \$72,000. These are significant cost savings to the Corporation.

### Fuel Efficiency

Fleet Services continues to investigate, test and apply new technologies to improve the overall fuel efficiency and reduce the carbon footprint of our fleet. Some of our recent initiatives are:

- Use of hybrid cars, our fleet now has 8 Toyota Prius' compact cars, these are providing approximately 40% better fuel economy than the car that they replaced;
- Purchase of a hybrid aerial forestry truck to be delivered at the end of November 2012. We are anticipating approximately 30% better fuel economy and a 50% percent reduction in particulate matter emission;
- Use of Autotherm anti-idling device in primarily Building Services Department vehicles. This technology keeps the engine coolant hot so that heat is provided to the cabin for up to 15 minutes after vehicle is shut off. Fuel savings have been realized by up to \$570 per vehicle;
- Programming of idle shut down feature on all equipped heavy duty truck and buses. Testing an aftermarket idle shutdown device for light duty pickup trucks with a manufacturer's estimated fuel cost savings of \$300 per year per vehicle;
- Purchase of anti-idle idle package for ambulances, this system automatically starts and shuts off the engine which provides 5% fuel savings;
- Use of Webasto heaters, this technology is an auxiliary heater that runs off diesel fuel. It is programmed to start up automatically so that the engine coolant is up to temperature and the windshield is defrosted before the crew arrives to work. Fleet Services are currently using this technology in medium duty trucks, wheel loaders, graders and garbage packers with an initial estimate of 20% fuel savings. Fleet Services will continue to monitor the impact on fuel consumption savings of this technology;
- Adaptation of electric cooling system for transit buses. This technology is providing a confirmed 10% improvement in fuel economy as compared to the previous hydraulic cooling system; and,
- Right sizing of work vehicles. Through the Right Sizing Policy, Fleet Services has been advocating the use of Ford Transit work vans for our various work groups. These vans are providing approximately 45% better fuel economy as compared to a traditional cargo van.

In 2013 Fleet Services plans to submit fuel data to the E3 rating system for analysis and comparison to our previous submission in 2009. A possible objective that staff is considering is to become Ontario's first E3 Gold rated municipal fleet.

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### Corporate Fleet Policy

Staff are preparing to issue an overarching Corporate Fleet Policy in 2013 which will provide a framework to support the aforementioned policies in a more holistic manner. It will provide clear direction to all operators on their responsibilities and obligations in the use of the City's Fleet.

### **CORPORATE STRATEGIC PLAN**

This report supports the following goals in the strategic plan:

- 1.3 Build robust systems, structures and frameworks aligned to strategy
- 2.2 Deliver public services better.

### **FINANCIAL IMPLICATIONS**

Financial savings have been noted in this report through the implementation of the City's Green Fleet policies.

### **DEPARTMENTAL CONSULTATION**

All Departments that have fleet assets were consulted in the preparation of the Green Fleet policies.

### **COMMUNICATIONS**

None.

### **ATTACHMENTS**

None

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# INFORMATION REPORT



TO **Guelph City Council**

SERVICE AREA Planning, Building, Engineering and Environment  
DATE November 29, 2012

**SUBJECT Solid Waste Management Master Plan Update**  
REPORT NUMBER

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## SUMMARY

This report provides an update on the status of the recommendations for waste minimization, diversion and disposal established in the Solid Waste Management Master Plan (SWMMP).

## BACKGROUND

In September 2008, Guelph City Council voted to adopt the recommendations of the Solid Waste Management Master Plan– a guiding document that will help Guelph regain its status as a leader in waste management. The recommendations included numerous short and long term waste minimization programs and diversion initiatives to help Guelph achieve its waste diversion targets as well as its Strategic Objective to produce less waste per capita than any comparable Canadian city.

## REPORT

The Master Plan identified waste diversion targets in three phases: 55% by 2011, 65% by 2016, and 70% by 2021. Guelph's 2011 diversion rate is 49% (as audited and verified by the 2011 Municipal Datacall), up from the baseline rate of 39% established in 2008. A minimum additional 10% diversion due to the processing of source separated organic waste at Guelph's Organic Waste Processing Facility will count towards Guelph's overall diversion rate in 2012 and beyond. (The facility re-opened in February 2012).

The status of the recommendations since the adoption of the SWMMP is shown in the attached project dashboard. Highlights include:

1. Construction and commissioning of the new Organics Waste Processing Facility including the design and development of an interactive and Educational Room that showcases Guelph's waste minimization and diversion strategies.
2. Diversion programs and markets established for commingled and source separated Construction and Demolition (C&D) materials including scrap metal, wood, drywall, shingles, concrete/brick/toilets (19,200 tonnes of C&D material has been diverted since 2009).

- 
3. Permanent electronic waste recycling program for free public drop off (680 tonnes of e-waste has been recycled for a revenue of \$125,000 since 2010).
  4. Material Recovery Facility polyethylene terephthalate optical sorter was implemented which allowed for the recovery and market of aseptic containers and gable tops (192 tonnes has been diverted).
  5. As part of the Zero Waste Philosophy incorporating waste prevention, waste reduction and diversion, three stream sorting was established in the following Guelph facilities: City Hall, Water Works, Waste Water, Operations, Transit, Police, Fire, River Run, Emergency Services Centre, Libraries and Sleeman Centre.
  6. Amended the Waste Management By-law to strengthen enforcement capabilities and added new provisions for increased waste diversion and minimization initiatives for special events and multi-residential properties.
  7. Assisted special event organizers with implementing three-stream sorting at public events (e.g. Multicultural Festival, Faeryfest, Canada Day, Ribfest, Jessica's Walk, Sunlight Music Festival, etc.). Developed Waste Management Plan Template and Special Event Planning -Waste Management Best Practices for Special Event planners.
  8. Implementation of a Bike Re-Use Centre that ensures usable bikes do not go to landfill. Bikes are available to residents year round free of charge.
  9. Designed and developed a creative promotion and education campaign, "Give Waste a New Life", including visual identity and theme to re-invigorate residents on proper sorting.

Program implementation and target achievement will be reviewed in 2013 and 2018 as per the recommendations outlined in the SWMMP.

## **CORPORATE STRATEGIC PLAN**

- 1.2 Develop collaborative work teams and apply whole systems thinking to deliver creative solutions.
- 1.3 Build robust systems, structures and frameworks aligned to strategy.
- 2.2 Deliver public services better.
- 3.3 Strengthen citizen and stakeholder engagement and communications.

## **FINANCIAL IMPLICATIONS**

Funding for the SWMMP recommendations have been approved through the Solid Waste Resource Department Operating and Capital Budget.

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## DEPARTMENTAL CONSULTATION/CONCURRENCE

N/A

## COMMUNICATIONS

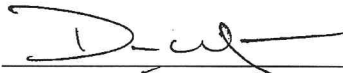
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## ATTACHMENTS

Solid Waste Management Master Plan Dashboard

### Prepared By:

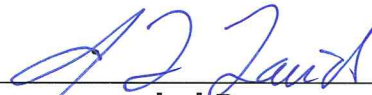
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## Attachment Solid Waste Management Master Plan Dashboard

### RECOMMENDATIONS

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#### Waste Minimization

- ☐ Adopt a Zero Waste Philosophy
- ☒ Implement a per Capita Waste Reduction Program
- ☒ Enhance & rejuvenated promotion and education programs with efforts to target local businesses, community groups and schools
- ☒ Promote and encourage waste minimization legislation programs (federally and provincially)
- ☐ Develop and adopt a municipal green procurement policy
- ☐ Pilot a plastic film minimization program

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#### Multi-Residential Recycling

- ☒ Contact / survey existing local waste hauling companies to gauge current participation in recycling by the multi-residential sector
- ☒ Gather information available from the province regarding multi-residential audit/tonnage data as a benchmark against future pilot project data
- ☐ Implement a Multi-Residential Pilot Study
- ☐ Identify target locations/ property managers/ owners for P&E sweep to promote increased recycling
- ☒ Create/Amend by-law(s) to enforce recycling in conjunction with a dedicated multi-residential coordinator
- ☐ Modify the building permit process to enforce recycling in new multi-residential developments
- ☒ Assess incentives for recycling including rebates, lower permit fees and other available options

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#### Re-Use Centre Programming

- ☒ Promote use of all existing facilities and programs
- ☐ Investigate partnership opportunities with an existing re-use organization to develop a drop-off re-use facility at the WRIC
- ☐ Conduct research to determine weight diverted through re-use programs and facilities and the potential for claiming this diversions with Waste Diversion Ontario

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#### Open Space Recycling & Special Events

- ☐ Meet interdepartmentally to assess centralized waste/ recycling collection in parks and public open spaces
  - ☒ Conduct a public open space (park, trail, arena and streetside) pilot study with an emphasis on collecting high value recyclables (aluminium cans and plastic bottles)
  - ☐ Assess requirements for city-wide distribution of waste recycling containers
  - ☐ Target park, sportsfield, trail and other users to promote the use of open space recycling containers
  - ☒ Identify partnership opportunities with Guelph businesses or organizations to encourage sponsorship and stewardship
  - ☐ Meet with representatives from the Downtown Board of Management to develop sustainable streetside recycling program
  - ☒ Mandate recycling and composting with Special Event permits
  - ☒ Develop promotional and educational materials for event planners and facility users
  - ☒ Assess capacity to provide city collection of sorted materials from events
- 

#### Legend

- ☒ complete
- ☐ in progress
- ☒ project at initial stages

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### Promotion and Advertising

- Refocus and redevelop the waste management P&E campaign, build in new messages and re-invigorate municipal residents. Community based social marketing approaches should be considered.
- Develop a recognition program to highlight and share best management practices as demonstrated by organizations and individuals in the City

---

### Residential Construction and Demolition (C&D) Waste

- Mandate recycling through building/ demolition permits
- Develop partnerships and/or pilot studies with local builders
- Continue to assess opportunities to recycle commingled construction and demolition materials
- Evaluate variable tipping fees to encourage recycling of shingles, drywall, wood
- Obtain a Certificate of Approval amendment to store C&D waste at the WRIC

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### Industrial, Institutional and Commercial Waste

- Assess opportunities to liaise with various associations for recycling opportunities
- Update the recycling/ disposal manual for the IC&I sector
- Provide recognition to high performers in the IC&I sector and facilitate shared ideas within that sector for waste minimization and diversion programming

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### High Performance Recycling

- The list of items for the blue bag should be revised and refined to include newspaper, cardboard, fine paper, glass, plastics, aluminium and steel beverage and food containers only
- The city should regularly review the list of materials in the blue bag
- The City's current enforcement program should be maintained

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### Waste Disposal

- Waste disposal option including contractual arrangements (municipal or private sector) should be considered further
  - Municipal partnerships for disposal should be explored and municipalities contacted
- Criteria in future disposal contracting arrangements should include an evaluation of the environmental impact of
- available disposal sites/ facilities with consideration given to leachate management, gas management and utilization , energy consumption, energy production at minimum as basis to compare disposal options

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### Legend

- complete
- in progress/ ongoing
- project at initial stages

# INFORMATION REPORT



TO **Guelph City Council**

SERVICE AREA Planning, Building, Engineering and Environment  
DATE November 29, 2012

**SUBJECT Implementation of Three-Stream Waste Diversion at the Sleeman Centre**

REPORT NUMBER

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## SUMMARY

To provide Council with information on the implementation of the three-stream waste diversion program at the Sleeman Centre.

## BACKGROUND

With the recommendations in the Solid Waste Management Master Plan, Solid Waste Resources, in partnership with the Sleeman Centre staff, implemented a three-stream waste sorting program at the Sleeman Centre facility.

The Sleeman Centre has seating capacity of 4,500-5,000, depending on the event. With the serving of food and beverages, organic and recycling material is generated by patrons. By implementing a three-stream waste sorting program, organic and recyclable materials can be captured and diverted from disposal.

## REPORT

Before the implementation of the three-stream waste sorting program, the diversion rate of the facility was estimated to be 10% as only cardboard was recycled. Pre-program waste audits were conducted to determine what types of waste were generated, and what could have been diverted. Waste audits show that the unsorted waste stream contained 19% organics and 26% recyclables that could have been diverted, with the addition of cardboard, for a total possible diversion rate of 55%.

The program launched on the home opener of the Guelph Storm hockey season, Friday, September 21st, 2012. Equipment used in the facility includes the automated carts, similar to what Guelph residents will be using at their homes by the end of 2014.

Various promotional and educational outlets were used to encourage patrons of the Sleeman Centre to participate in sorting their waste. Signage and three 30 second commercials were created to engage Sleeman Centre patrons to "Give Waste a New

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Life" and to sort their waste. Solid Waste Resources staff members and volunteers were present on the launch of the program to observe patrons' waste sorting behaviors, and to support proper sorting.

Initial waste audits conducted following the implementation of the three stream waste sorting show that on average 54% of the waste collected has been diverted, although there is a cross contamination rate of 28%, which is the biggest challenge at this point. At Storm games, tournaments and special events many of the patrons are from out of the City, and so don't arrive with the knowledge of how to properly sort their waste to our standards. As a go forward plan, a continued emphasis on education will be a primary focus. In addition, the stock piling of waste on weekends where there are two or three events is a concern. The limited availability for pickup on weekends means the containerized waste encompasses a large amount of limited space inside the facility.

The program will continue to be monitored by both Solid Waste Resources and Sleeman Centre staff to address any issues, and identify opportunities for further success. Best practices and lessons learned will be applied to implementation of three stream recycling programs at other public recreation facilities in Guelph.

## **CORPORATE STRATEGIC PLAN**

- 1.2 Develop collaborative work teams and apply whole systems thinking to deliver creative solutions.
- 2.2 Deliver public services better.
- 3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City.

## **FINANCIAL IMPLICATIONS**

Funding for the program implementation was contained in the approved Solid Waste Resource Department and Sleeman Centre operating budgets. Minor increased operational costs to the Sleeman Centre are a result of care and maintenance of the containers as well as the cost of liners including the compostable bags in the green containers.

## **DEPARTMENTAL CONSULTATION/CONCURRENCE**

Culture & Tourism - Sleeman Centre

## **COMMUNICATIONS**

N/A

## **ATTACHMENTS**

N/A

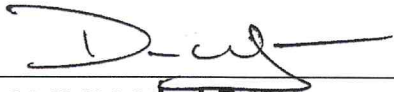
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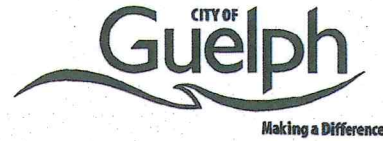
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# INFORMATION REPORT



**TO** Guelph City Council

**SERVICE AREA** Operations, Transit & Emergency Services  
**DEPARTMENT** Emergency Services  
**DATE** November 29, 2012

**SUBJECT** Accreditation Annual Compliance Report Acceptance  
**REPORT NUMBER** OT111254

## SUMMARY

### Purpose of Report

To provide information on the Guelph Fire Department receiving unanimous acceptance from the Commission on Fire Accreditation International for its 1<sup>st</sup> Accreditation Annual Compliance Report (ACR) on October 11, 2012.

## BACKGROUND

On March 8, 2011 Guelph Fire Department (GFD) officially became an accredited agency from the U.S. based internationally recognized Commission on Fire Accreditation International (CFAI). Accredited Agency status is a highly sought after designation by fire departments worldwide, and as of the award date, GFD became one of only 141 accredited fire departments (4th in Canada, 2nd in Ontario).

## REPORT

For the Department to maintain Accredited Agency status, 4 successive annual compliance reports must be submitted to the Commission, and prior to each 5th year anniversary date the Department must be reaccredited.

The Commission's decision to accept the department's 1st Annual Compliance Report was based on the Guelph Fire Department performance with the 77 core competencies, and by continuing to work toward meeting all requirements in the latest edition of the Fire and Emergency Services Self-Assessment Manual. Furthermore, verification on whether or not any of the 23 recommendations included in the original peer assessors report were accepted, and/or completed (see attached Annual Compliance Report for details on core competencies and recommendations).

At the time the ACR was submitted, GFD had accepted all of the recommendations and completed 16 out of the 23, with the remaining 7 still in progress. By following this process as its day-to-day business model, Guelph Fire Department will continue

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to be an accredited agency committed to providing enhanced emergency and non-emergency services to the community.

### **CORPORATE STRATEGIC PLAN**

- 1.3 Build robust systems, structures and frameworks aligned to strategy.
- 2.2 Deliver public services better.
- 3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City.

### **FINANCIAL IMPLICATIONS**

GFD must pay an annual participation fee that is currently set at \$1,450. The initial fee at the time for becoming an accredited agency was \$6,000 plus all expenses incurred during peer assessment team site visit.

### **DEPARTMENTAL CONSULTATION**

There were no other department consultations required

### **COMMUNICATIONS**

No other means of communications used

### **ATTACHMENTS**

- Attachment 1 - GFD Annual Compliance Report
- Attachment 2 - CFAI Annual Compliance Report Letter of Acceptance

**Prepared By:** Randy Gillis, Accreditation Coordinator, x2128  
Emergency Services



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# **Annual Compliance Report**

## **7<sup>th</sup> Edition**

**Guelph Fire Department  
50 Wyndham Street South  
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Canada N1L 1A5**



**This Report Prepared on 01, 26, 2012  
By  
Randy Gillis, Accreditation Coordinator  
For The  
Commission on Fire Accreditation International, Inc.**

**This Report Represents The Agency's Status  
As It Relates To Its Accreditation Report  
Dated December 13, 2010**

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## Preface

The accreditation report submitted to the Commission on Fire Accreditation International, Inc. enabled the commission to award accreditation status to your agency. Part of the requirements to retain accredited agency status is your commitment to keep the commission staff informed of any significant changes or developments in activities, direction, or programming. This is accomplished by the preparation and submission of an annual compliance report.

The accreditation report is the internal control document of the commission that establishes your agency's benchmarks. The annual compliance report is the document used by the Commission to monitor your status as it relates to your standards, procedures and practices as well as the progress made toward completing all strategic and specific recommendations.

Each section must be completed if there is any activity to report. An activity is any rate of change, direction of change, nature of change or amount of change. Appropriate documentation must accompany this report to demonstrate that official action occurred that resulted in a change to the agency's benchmarks or progress/completion of the strategic and specific recommendations. Examples of appropriate documentation are: certified copy of the governing body minutes, CEO written directives, copies of Federal or State Statutes, copies of local ordinances or resolutions, copies of purchase orders, copies of signed contracts, copies of Federal or State administrative rules, copies of Federal or State regulatory agency ordered action or settlement agreement, copies of court ordered action or settlement agreement, copies of local government charters, or copies of voter approved referendum. Copies of any supporting documentation that was used by the agency to effectuate a change should also accompany the compliance report. Examples of supporting documentation are: feasibility studies, ISO grading reports, position papers, legal opinions, recommendation memos, or consultants reports.

The annual compliance report is due 45 days before the anniversary date of your agency's most recent award of accreditation.

Any questions regarding the report, its content or length should be directed to the [CFAI Program Manager](#).

## Agency Information

Agency Name:	Guelph Fire Department
Agency Address:	50 Wyndham Street South Guelph, Ontario Canada N1H 4E1
Agency Website:	<a href="http://www.guelph.ca">www.guelph.ca</a>
Agency Head:	Mr. Shawn Armstrong
Agency Head E-Mail:	<a href="mailto:shawn.armstrong@guelph.ca">shawn.armstrong@guelph.ca</a>
Agency Head Phone:	519-824-6590 x 2125
Accreditation Mgr:	Mr. Harry Dunning
Title:	Manager of Administration and Emergency Preparedness
Accred. Mgr. E-Mail:	<a href="mailto:harry.dunning@guelph.ca">harry.dunning@guelph.ca</a>
Accred. Mgr. Phone:	519-824-6590 x 2127
Date of most recent Award of Accreditation:	March 8, 2011
Annual Compliance Report due date:	February 15, 2012
Annual Compliance Report Number (1-4):	1
Number of Times Accredited	1
Current ISO Rating	Not Applicable (see last specific recommendation) The last grading/rating from Fire Underwriters Survey was 3 on a scale of 1 to 10; with 1 being the best



## **Agency/Jurisdiction Description**

The City of Guelph is located in Wellington County and is a diverse and growing single tier municipality with a blend of single and multi-residential residents, commercial, industrial, and institutional occupancies. Fire protection and other emergency and non-emergency services to the community are provided by the Guelph Fire Department. The department is legally established by an Establishing and Regulating Municipal By-law as authorized under the provincial regulation "Fire Protection & Prevention Act". The City is governed by a council consisting of a mayor and 12 councilors. The annual operating budget for 2011 was \$18 million and capital budget of just over \$2.1 million.

Staffing is strictly paid fulltime which serves the City of Guelph having a population of approximately 123,000. The city is comprised of 33 square miles (86.72 square kilometres ) and is primarily a metropolitan area. There is also approximately 44 square miles (115 square kilometres) of rural area covered in Guelph/Eramosa Township under a Fire Protection Agreement. However there are no response requirements stipulated within the agreement as all responses are based totally at the chief and/or platoon chiefs discretion and availability at the time of incident.

As of 2011, the total number of staffing stands at 171 which include suppression, training, fire prevention, dispatchers, & administration staff. Both distribution & concentration of resources is divided between 6 stations; each within their own respective districts to minimize the travel time for both the first due and initial effective response force. The department responds to an average of 6300 emergency and non-emergency calls per year.

All but the headquarters station are single front-line apparatus stations; housing pumper/rescue apparatus with 2 out of the five also being equipped with hydraulic ladders (50 ft. (15 m) and 75 ft. (23 m). Headquarters houses a platoon chief van, 1 pumper/rescue, 1 105 ft. (32 m) aerial ladder truck with bucket, and 1 2500 gallon (11365 litre) tanker truck and 1 service pickup; 2 pickup trucks, 3 vans & 1 jeep in prevention, and 1 car & 1 pickup for training, 1 command unit, 2 boats and 2 special operations trailers. The department has 2 reserve pumper/rescues for backup and training operations. Guelph Fire Department is also an active participant in the Wellington County reciprocating Mutual Aid Agreement; sharing resources with 7 other municipalities on an as needed basis.

## **Agency Environmental Changes**

Many new and positive environmental changes have occurred since Guelph Fire Department's initial site visit and being awarded accreditation status.

A change in accreditation manager (AM) occurred as a result of the deputy chief who was assigned the responsibility accepting the position of fire chief in another municipality. The deputy chief's position and AM responsibility has since been fulfilled by a Manager of Administration and Emergency Preparedness position.

At the time of being granted accreditation status, the department was operating with a total of 5 stations. A new 6<sup>th</sup> station was nearing completion in the City's south end; with a proposed opening in the spring of 2011. The joint facility named the Clair Road Emergency Services Centre is the first of its kind in Ontario and possibly Canada, as it is shared, albeit each has its own separate quarters, between Fire, Police and EMS.

The 6<sup>th</sup> fire station was officially opened on June 20<sup>th</sup> 2011 and operates a single pumper/rescue truck with a minimum crew of 4 firefighters 24 hours a day. In order to provide the necessary minimum staffing for the new station as well as to assist with a contingency of up-staffing, an additional 20 firefighters were hired and trained by opening day.

The department's headquarters (station1) also underwent extensive renovations which lasted for approximately 1 year. During this time fire prevention, training and administration had to relocate to City Hall, and fire suppression needed to relocate their living quarters to an on-site mobile unit stationed in one of apparatus bays. The renovations were completed and all staff moved back on site in April 2011.

A new enhanced CAD system was installed in the department's dispatch centre and put into operation June 2011. The system provides seamless compatibility with the existing records management system along with enhanced functions (i.e. next generation 911 providing latitude and longitude coordinates, mobile data & AVL capabilities, and plotting with automatically generated incident response capability). As part of the purchase plan, an excellent technical support agreement of which is a tremendous benefit to the department was included. A new enhanced telephone system was also installed to provide more functionality than the old system. The purchase of 14 mobile data terminals for all front-line apparatus is also underway and is expected to be fully operational by mid-year 2012.

In September 2011 the decommissioned training tower located at headquarters was demolished as it was no longer safe or practical for live fire training. During the same month, the department took delivery of a new mobile live training unit from Fireblast, and has ordered an SCBA/confined space training maze. This will enhance tactical fire evolutions as well as several other rescue and confined space training opportunities. This is an interim measure leading to having a fixed training centre site and facility approved. This unit has been located at a temporary site while a permanent training



site is being prepared at station 5. The new site will be prepared to house both the fire unit and maze, and is expected to be completed by the first quarter of 2012.

## **Changes in Compliance With Legal Requirements in Federal, State and Local Government(s)**

1. Is your agency in compliance with all standards applicable to the agency at its most recent accreditation, or last annual compliance report, whichever is the most recent? Examples of standards are ADA, OSHA, Fair Labor Standards Act., etc.

**Yes**

2. If no, list the standard(s) not in compliance. Briefly describe the reason for non-compliance, what actions need to be taken to regain compliance with each listed standard, and what impact will it have on your agency.

## **Changes in Compliance With Adopted Community/Agency Standards**

1. Is your agency in compliance with all community/agency standards at its most recent accreditation, or last annual compliance report, whichever is the most recent? Examples of community/agency standards are: established response time, minimum staffing, any NFPA standard adopted or used that is not mandated by the Federal or State governments, labor contracts, etc.

**Yes**

2. If no, list the community/agency standard(s) not in compliance. Briefly describe the reason for non-compliance, what actions need to be taken to regain compliance with each listed standard, and what impact will it have on your agency.

## **Changes in Compliance With Self-Assessment Core Competencies**

1. Is your agency in compliance with all self-assessment core competencies since its most recent accreditation, or last annual compliance report, whichever is the most recent?

**Yes**

2. If no, list core competencies not in compliance. Briefly describe the reason for non-compliance, what actions need to be taken to regain compliance with each listed standard, and what impact will it have on your agency.

## Changes in Compliance with Core Competencies Within the Self-Assessment Process

In Compliance	No Longer In Compliance	Core Competency		
		No.	Partial Description	Change in Performance Measure/Benchmark
y		1A.1	agency has been legally established	No Significant Change (NSC)
y		1B.3	compliance with legal requirements	(NSC)
y		2A.3	data recorded for a minimum of three years	Installed new CAD system mid 2011 which captures more response data and created additional user fields in RMS for EMS incidents as well as continued training on completing incident modules
y		2B.1	each planning zone is analyzed and evaluated	Crews cont. to conduct risk assessments & preplans. Each planning zone will be re-analyzed once Statistics Canada releases 2011 stats mid 2012
y		2B.4	"standard of response coverage" strategy has been established	Reviewed & updated SOC in Jan 2012
y		2C.1	each planning zone is analyzed and evaluated	Each planning zone will be re-analyzed once Statistics Canada releases 2011 stats mid 2012
y		2C.4	"standard of response cover" strategy has been established	Reviewed & updated SOC in Jan 2012
y		2D.1	agency has a "master or strategic plan"	Jan 1, 2012 beginning 3 <sup>rd</sup> yr of approved 5 yr plan
y		3A.1	goals have been adopted	Current adopted goals remain applicable and receive bi-annual reviews/revision
y		3A.2	specific objectives have been adopted	Current adopted objectives remain applicable and receive bi-annual reviews/revision
y		3B.1	management process identified	Continue to introduce new initiatives to implement and report on goals & objectives
y		3C.1	objectives are reviewed annually	Reviewed & reported semi-annually
y		4A.2	process for developing the annual budget	Continue to follow annual budget call requirements
y		4B.5	financial audits are conducted	City's last annual independent audit was June 2011
y		4C.1	programs based on anticipated revenues	2011/2012 proved very successful for maintaining/improving service
y		5A.1	agency meets their staffing and deployment objectives	Opened new station June 2011 & hired 20 additional staff to operate and assist with up-staffing
y		5A.4	current standard operating policy manual	Reviewed/revised Dec. 2011
y		5A.5	incident command/management system	Continuing with existing command system while all officers are also participating in Blue Card training to be completed mid 2012
y		5A.7	periodic appraisal of the emergency response program	Established new oversight process with Mgmt
y		5B.1	adopted fire prevention code	Continuing with current 2007 Ontario Fire Code
y		5B.2	compliance with applicable fire protection law	Continuing with amended 1997 Fire Protection & Prevention Act
y		5B.3	adequate staffing	1 Additional Fire Prevention Officer hired in 2011 to perform code inspection, pub ed & investigation
y		5B.4	plan check system in place	NSC
y		5B.6	standard operating procedures/general operating	Reviewed & Revised Nov. 2011
y		5B.8	periodic appraisal to determine balancing of fire hazard risk	NSC
y		5C.2	staffing to accomplish the program's mission	See 5B.3
y		5C.4	public education programs are targeted	Implemented new program targeting operators and staff of nursing & retirement occupancies by conducting and oversight of mock evacuation drills.
y		5C.6	periodic appraisal to determine effectiveness	Joined on-line survey program and will implement pub ed survey to further evaluate effectiveness
y		5D.1	methods and procedures in place	Cross training with police for suspicious fires
y		5D.2	adequate staffing	See 5B.3
y		5D.6	standard operating procedures/general operating guidelines	Reviewed & Revised Nov. 2011
y		5D.7	periodic appraisal on effectiveness	Introduced Post Incident Analysis for investigations
y		5E.1	agency meets emergency deployment objectives	1 additional 4 man pumper/rescue in service
y		5E.4	standard operating procedures/general operating	Reviewed & Revised Dec. 2011
y		5E.6	periodic appraisal made technical rescue	Now being conducted by training division
y		5F.1	agency meets emergency deployment objective	1 additional station with 4 man pumper/rescue in service

In Compliance	No Longer In Compliance	Core Competency		
		No.	Partial Description	Change in Performance Measure/Benchmark
Y		5F.4	standard operating procedures/methods in place	Reviewed/Revised Dec. 2011
Y		5F.6	periodic appraisal made hazardous materials	Training Division overseeing
Y		5G.1	agency meets deployment objectives	1 additional station with 4 man pumper/rescue in service
Y		5G.4	standard operating procedures, standing orders	Reviewed/Revised Dec. 2011
Y		5G.6	patient care record maintained for each patient	Developed additional user fields in RMS to capture more complete patient care records
Y		5H.1	there is a published all hazards plan	Updated in Jan 2011
Y		5H.6	current standard operating procedure in place	" "
Y		5H.7	system of ensuring interoperability with public safety agencies	Conduct & record weekly radio tests with select agencies and periodic back-up facilities
Y		5I.1	the agency meets their deployment objectives	1 additional station with 4 man pumper/rescue in service
Y		5I.4	current standard operating procedure is in place	Reviewed/Revised Dec. 2011
Y		5I.6	periodic appraisal made of the program	(NSC)
Y		5J.1	the agency meets their staffing, and deployment	Not Applicable
Y		5J.4	current standard operating procedure in place	Not Applicable
Y		5J.6	periodic appraisal made	Not Applicable
Y		6A.3	physical facilities adequate	6 <sup>th</sup> station opened mid 2011, and now all stations are geographically located within 4 minute travel distance in their respective district
Y		6A.4	facilities are in compliance with regulations	Existing, new construction & renos compliant
Y		6B.1	apparatus is located to accomplish the stated standards of response coverage	Additional pumper/rescue now stationed at new 6 <sup>th</sup> Station. All geographically within 4 min. travel in respective district
Y		6C.1	maintenance program has been established	(NSC)
Y		6C.5	methods to implement apparatus maintenance program	(NSC)
Y		6D.3	maintenance on equipment conducted by qualified	New FF/mechanic appointed to assist EVT
Y		6E.1	safety equipment has been identified and distributed	New helmets and firefighting gloves being evaluated for purchase
Y		6F.2	there is involvement with the governing body, administration, and staff in the planning for physical facilities	All involved in recent planning and completion (mid 2011) of 6 <sup>th</sup> station & Headquarters renovations
Y		7A.1	designated human resource manager	
Y		7B.3	recruiting, selection and promoting process complies	GFD elected to opt out of participating in hiring pool with neighbouring communities to better meet GFD needs
Y		7C.1	Personnel policies and rules are communicated	Communicated to over 25 new staff in 2011
Y		7C.2	agency policy defining and prohibiting harassment	Updated policies have been released in 2011 by HR and made available to all
Y		7D.1	process by which jobs are audited and modified	(NSC)
Y		7E.1	rates of pay and compensation are published	Published in new contract settled and released in 2011
Y		7F.4	there is an occupational health and safety training program	(NSC)
Y		8A.1	process in place to identify training needs	Annually monitored by training division
Y		8B.4	evaluation through the use of performance based	Revised Post Incident Analysis Review process Dec. 2011
Y		8C.1	training facilities and apparatus are provided	Purchased new live fire mobile training unit and acquired donated vacant houses for training; utilize in service & reserve apparatus
Y		8D.2	training materials are evaluated on a continuing basis	Newly appointed training officer conducted comprehensive evaluation of all training materials
Y		9A.1	establish minimum fire flow requirements	Continue to establish when conducting building risk assessments
Y		9A.2	adequate and reliable water supply	Annual hydrant tests conducted by City Waterworks
Y		9B.1	system of ensuring communication in the field	New portable radios to replace existing ones in 2011/2012
Y		9B.5	standard operating procedures and methods	Reviewed/Revised 4 <sup>th</sup> quarter 2011
Y		9C.2	the management process including organizational and procedure analysis is adequate and effective	New Manager of Administration hired late 2010 has introduced many improvements
Y		9D.2	information system supports the needs of the agency	(NSC)

In Compliance	No Longer In Compliance	Core Competency		
		No.	Partial Description	Change in Performance Measure/Benchmark
y		10A.3	functional activity descriptions that define role of system	(NSC)
y		10B.1	agreements are identified, current and support	Implemented standard wording for conflict resolution to be used in revised or new agreements

### Strategic Recommendations

Recommendation	ACCEPTED	IMPLEMENTED	Rejected
Expand the current methods for analyzing the emergency response program to validate compliance with the performance objectives stated in the Guelph Fire Department Standards of Cover document. (see exhibit #1)		Purchased new NFIRS 5 Alive analytical software which will accelerate and enhance analytical response capabilities at the 90 <sup>th</sup> percentile as demonstrated in recent revision of SOC	
Establish a structured oversight method for the technical rescue program and put one person in charge of the program so that a more detailed annual appraisal can be conducted.  (exhibit # 2 - none available at this time)	Training division is now responsible for overseeing technical rescue appraisal program, but has not fully established process		
Immediately resolve the discontinuity in communications between the 911 call taking centre, the ambulance agency dispatch centre, and fire dispatch to improve patient outcomes.  (see exhibit # 3)	This is a provincial matter between Central Ambulance Communications Centre, Guelph/Wellington EMS & GFD under a new system "Early Adopter Program" that Guelph is one of a select few municipalities soon to		



	participate in as a trial program		
Establish a comprehensive, patient centered based, quality assurance program for EMS events and formalize that program through agency policies, guidelines and activities.  (see exhibit # 4)	Committee partnership formed between GFD & EMS and have established quality assurance procedures		
Take advantage of the leadership in the EMS department to assist the fire department in making improvements within the EMS function of the agency. Use whatever opportunities are presented to bring the functional areas of each agency in concert where possible. (see exhibit # 5 & 5a)		Participate in continuing joint sessions between EMS & GFD (both front-line & mgt) to better understand /improve each other's roles and services during tiered response efforts	
Pursue the selection of a dedicated vehicle for the hazardous materials trailer. Current vehicle assignments can delay the initial response of the hazardous materials equipment cache due to the existing vehicle being used by other personnel. (exhibit # 6 - not available at this time)	Considered important, however due to budget constraints it has now been deferred and will be reintroduced into a future budget year		
Explore the possibility of increasing the amount of personnel trained to the hazardous materials technician level. Existing numbers of trained technicians	Accepted responses from 19 applicants to participate in the tech. training course being		

may lead to the failure to have enough personnel on-duty to handle an extended operation. (Exhibit # 7 – not available at this time)	offered in March 2012; doubling in number to a total of 32		
While it appeared that the agency has the ability to conduct interoperable communications during an emergency event with its existing equipment, it was not clear that the agency uses, or considers it a priority to exercise, regular interoperable radio communications with EMS responders. Expanding regular interoperable activity will not only serve the agency well in the event of a large-scale event with EMS but will serve to improve responder safety and coordination on every tiered response. (exhibit # 8 - refer to exhibit # 5)		At this time radio communications between GFD & EMS are only permitted through the Central Ambulance Communications Centre and GFD Dispatch Centre, or radio to radio at the supervisory level. There is a possibility in the future that this will be expanded to all responders	
The agency should perform more rigorous safety inspections of each facility to include commercial level fire inspections to ensure firefighter safety and demonstrate the fire department as an example to the community. (see exhibit # 9)		Annual scheduled station inspections are now being conducted by fire prevention staff and entered into RMS	
Funding sources should be secured to accelerate the construction of a suitable firefighter training facility that will accommodate multi-company training		Due to recent budget constraints and the cost of opening of the 6 <sup>th</sup> station, plans to build a	

operations. The existing situation does not allow for the re-location of companies while maintaining adequate emergency coverage throughout the city. (see exhibit # 10 & 10a)		new training facility have been temporarily put on hold. In the interim GFD has purchased a new mobile live fire training unit & SCBA/confined space training maze; with plans in place to permanently locate on specifically designed fire ground site a station 5 in 2012	
While a risk assessment was found to have been completed, the agency is encouraged to expand the process within each zone to help further define the response requirements for each risk type. (see exhibit # 11)		Suppression crews continue to conduct occupancy risk assessments and preplanning within the various demand zones	
The agency should review the process currently used to appraise the effectiveness of the fire investigation program. Specific objectives and target performance measures for this program would assist the agency in developing annual strategic goals. (see exhibit # 12)		Fire prevention staff have developed and implemented an investigation post incident analysis process which is completed after each investigation, and are now entering investigation information in the RMS where it can be queried	

### Specific Recommendations

Recommendation	ACCEPTED	IMPLEMENTED	REJECTED
The fire agency should establish methods to ensure that responding fire personnel have access to preplanning and risk hazard analysis information so that the fire personnel can more effectively manage high-risk incidents. (see exhibit # 13)	New CAD system is mobile computer compatible, and a total of 14 tough service computers and applicable software to enable full access to preplanning info in RMS will be installed in all front-line apparatus by 2 <sup>nd</sup> quarter 2012.		
The fire agency should take steps to distribute the strategic plan, including the goals and objectives, throughout the organization. The personnel throughout the organization should know and understand the plan as well as the wisdom and purpose behind the strategic plan. (see exhibit # 14, 14a, & 14b)		Intro to Strategic Plan & survey given to all staff and is available at each station in hard copy, and electronically. Discussed with all recruits and referenced in all meeting minutes and bi-annual reports.	
The agency should establish an inventory system for the essential supplies necessary to meet its operational needs. Various supplies and materials are currently dispersed throughout the agency in various locations and are not inventoried on a regular basis. (exhibit # 15 – (Not Available at this time)	Looking into a viable solution to put into practice by 1 <sup>st</sup> quarter 2012		
The agency should incorporate training for all company officers to ensure comprehensive reporting is completed for every emergency response. A quality assurance process should also be in put in place at the		Captains in Training and Platoon Chiefs in Training receive appropriate reporting and quality checking	

company officer and platoon chief levels to validate the accuracy and measures of consistency. (see exhibit # 16)		instruction while participating in program, and as issues arise, illustrated guides are distributed to all users through e-mail, and a dedicated "Guide" Tab on the RMS	
While the information system is in place, improvements are needed to ensure that the organization can effectively monitor and improve its quality. Specific quality indicators should be included on the electronic record so that personnel can identify quality issues without reviewing entire narrative sections of the record. (see exhibit # 17)		Additional existing and new RMS user fields are being completed during incident reporting to ensure more searchable information is available	
<ul style="list-style-type: none"> <li>• Make use of the EMS department to assist in the review of quality issues in the provision of emergency medical services. The review of the care provided to the patient should be based on all the care provided to the patient—including ambulance and first response. Only by coordinating with the ambulance department to review medical issues can a patient centered approach to quality be achieved.</li> <li>• Establish a process to record quality issues and distribute improvements throughout the organization. Currently the medical care is based on a one-on-one improvement effort with no process to ensure that the improvements are adopted organization wide. (exhibit # 18- refer to exhibit 4, 5, &amp; 5a)</li> </ul>		Committee partnership has been formed between GFD & EMS, and have established quality assurance procedures which will provide for joint review of the most serious level of incidents as established under a memorandum of understanding. Any issues that arise will be addressed to all staff through internal memo or additional training	

<p>The agency should review its apparatus replacement plan periodically and evaluate the need for additional reserve units which could be used for training. The current fleet of reserve units does not appear to allow for out of service training for multi-company evolutions. (see exhibit # 19 – Not available at this time)</p>		<p>GFD recently purchased 2 new pumper/rescue trucks and as result now has 2 fully maintained reserve pumper trucks, with one being fully equipped for front-line service/training, and the other partially equipped for training</p>	
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The agency should establish procedures to ensure all private fire hydrant installation, testing and maintenance is performed in accordance with recognized standards and is properly recorded in the agency's records management software. (see exhibit # 20)		All private fire hydrants are being installed in accordance with established municipal standards and Fire Prevention staff are making note of them during inspections and entering info into applicable RMS modules	
The agency should establish a policy that will ensure continuing education and training is mandatory for all dispatchers. Training for back-up dispatchers is identified as a potential problem and should be addressed immediately. Although there must be at least one full-time dispatcher on duty at all times, the second, or back up dispatcher may be dependent upon staffing of full-time firefighters who may have only limited practical experience as a dispatcher. (see exhibit # 21, 21a – 21d)		Outside training firm "Proven Ways" has reviewed dispatch operation and made recommendations that have been implemented, along with new CAD system training. New and continuing training through Proven Ways commenced in October 2011 as well as new internal training to be implemented beginning 2012	
It was determined that not all of the written agreements in place with outside agencies contain conflict resolution provisions. All agreements should be reviewed and conflict resolution provisions should be added where appropriate. (see exhibit # 22)		Conflict resolution wording established and is being added to all new or revised agreements	
The agency should develop an expected performance understanding with the Guelph Waterworks Department to provide for the maintenance, inspection, and periodic sample flow testing. Updated	Have been in discussions with Waterworks regarding GFD's needs, and both departments attended		

grading of its water supply system should be conducted. The last grading by Fire Underwriters Survey was performed in 1996. (see exhibit # 23)	presentation given by Fire Underwriters Survey. Tentative grading scheduled for spring of 2012		
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## **Other Information**

This agency has no other information to report at this time.

## **Exhibit List**

- Exhibit #1: NFIRS 5 Alive Invoice
- Exhibit #2: Not Available at this time
- Exhibit #3: Early Adopter Program Present
- Exhibit #4: Medical Committee Minutes
- Exhibit #5: Tiered Response Memorandum of Understanding
- Exhibit #5a: Email Re Medical Committee
- Exhibit #6: Not Available at this Time
- Exhibit #7: Not Available at this Time
- Exhibit #8: Refer to Exhibit # 5
- Exhibit #9: RMS Screen Shots of Station Inspections
- Exhibit #10: Live Fire Training Unit (FireBlast)
- Exhibit #10a: SCBA Training Maze Quote
- Exhibit #11: Sample of Risk Assessment
- Exhibit #12: Sample of Investigation PIAR
- Exhibit #13: Funding for Mobile Computers
- Exhibit #14: Strategic Plan Survey
- Exhibit #14a: Accreditation Year End Presentation
- Exhibit #14b: Strategic Plan Year End Report
- Exhibit #15: Not Available at this Time
- Exhibit #16: Email for New Firehouse Toolbar Button
- Exhibit #17: RMS User Fields
- Exhibit #18: Refer to Exhibit # 4, 5, & 5a
- Exhibit #19: Not Available at this Time
- Exhibit #20: Private Hydrant Installation
- Exhibit #21: Proven Ways Dispatch Training
- Exhibit #21a: CAD Training Checklist
- Exhibit #21b: Communications Trainee Checklist
- Exhibit #21c: GFD Daily Observation Report
- Exhibit #21d: Standardized Guidelines for Observation Report
- Exhibit #22: See Exhibit # 5 – Notes (e)

Exhibit #23: FUS Presentation Confirmation

Exhibit #23a:FUS Schedule

Exhibit #24: FUS Commercial & Dwelling Details

## **Verification**

I verify that the information contained in this report is complete and true to the best of my knowledge.

---

Signature of Agency Head

---

Title

---

Date



Center for  
Public Safety  
Excellence

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[www.publicsafetyexcellence.org](http://www.publicsafetyexcellence.org)

October 31, 2012

Chief Shawn Armstrong  
Guelph Fire Department  
50 Wyndham Street South  
Guelph, Ontario Canada N1L 1A5

Dear Chief Shawn Armstrong:

The Statement of Findings on your Annual Compliance Report was reviewed during the semiannual commission teleconference on October 11, 2012.

It is my pleasure to inform you that the full commission voted unanimously to accept your report. You are congratulated on your efforts and those of the personnel in your department. Your continued dedication to the self-assessment process will certainly result in the continued professional development of your organization.

Once again, congratulations.

Sincerely,

R. Allen Cain  
Chairman, Commission on Fire Accreditation International  
RLR/DH

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Commission on  
Fire Accreditation  
International



Commission on  
Professional  
Credentialing



Technical  
Advisor  
Program

# **INFORMATION ITEMS**

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**Week Ending December 6, 2012**

## **REPORTS**

- 1.

## **CORRESPONDENCE**

1. City of London: Resolution Regarding Heads and Beds Levy

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

1. County of Wellington, Social Services Committee Minutes  
– November 14, 2012



London  
CANADA

300 Dufferin Avenue  
P.O. Box 5035  
London, ON  
N6A 4L9

RECEIVED  
DEC - 5 2012  
CITY CLERK'S OFFICE

November 21, 2012

G. T. Hopcroft  
Director, Intergovernmental and Community Liaison

I hereby certify that the Municipal Council, at its session held on November 20, 2012 resolved:

That, on the recommendation of the Director of Intergovernmental and Community Liaison, the following motion **BE ADOPTED** authorizing the Civic Administration to continue to pursue an increase to the heads and beds levy and to collaborate with other interested municipalities on a legal perspective, around the "heads and beds" payment amount:

WHEREAS post-secondary institutions, hospitals and provincial institutions are exempt from paying property taxes to municipalities under provincial law and instead pay a fixed amount set by the Ontario Government; and

WHEREAS the amount of the "heads and beds" payment is \$75 per head or bed and this amount has not been changed by the Ontario Government since 1987; and

WHEREAS the City of London passed a motion on November 3, 2008 with respect to lobbying the Ontario Government to increase the "heads and beds" payments; and

WHEREAS communities across Ontario have come together to advocate for this important provincial policy change and efforts to have the Ontario Government review the "heads and beds" amount have not been met with a positive response to date;

THEREFORE BE IT RESOLVED THAT:

Civic Administration be authorized to pursue an increase to the heads and beds levy in coordination with Mayors of affected municipalities; and

Civic Administration be authorized to collaborate with other interested municipalities on a legal perspective, around the "heads and beds" payment amount; and

This resolution be circulated to the Association of Municipalities of Ontario and to all municipalities in Ontario that have universities, colleges, hospitals and provincial correctional facilities requesting their councils to show their support for this important policy change. (6/29/FASC)

C. Saunders  
City Clerk  
/hw

cc: A. Zuidema, City Manager  
J. Tansley, Municipal Policy Specialist  
S. Hanley, Special Advisor, External Relations  
Association of Municipalities of Ontario, 200 University Avenue, Suite 801, Toronto, ON  
M5H 3C6  
City of Toronto  
City of Ottawa  
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City of Kingston  
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City of Oakville  
City of Mississauga  
City of Brantford  
City of Belleville  
City of Kitchener  
City of Brampton  
City of Sarnia  
City of Sault Ste. Marie  
City of Kawartha Lakes  
City of Orillia  
City of Welland  
Municipality of Chatham-Kent  
City of Cornwall  
Township of King  
Town of Smiths Falls  
City of Timmins  
Town of Penetanguishene  
Town of Milton  
City of Owen Sound  
City of Brockville  
City of Pembroke  
Town of Niagara-on-the-Lake  
City of St. Thomas  
City of Markham  
City of Temiskaming Shores  
City of Kenora  
City of Burlington  
City of Woodstock  
Town of Whitby  
City of Stratford  
City of Cambridge  
Town of Kirkland Lake  
Town of Greater Napanee  
City of Niagara Falls  
Town of Fort Frances  
Town of Iroquois Falls  
Town of Bracebridge  
Norfolk County  
Town of Perth  
Town of Richmond Hill  
Town of Newmarket  
Town of Parry Sound  
Town of Hearst  
Town of Midland  
Municipality of North Grenville  
Township of Elizabethtown-Kitley  
City of Quinte West  
Haldimand County  
Municipality of Central Elgin



Municipality of Brockton  
City of Elliot Lake  
Municipality of West Nipissing  
Town of Kapuskasing  
Prince Edward County  
Township of Alfred and Plantagenet  
Town of Huntsville  
Town of Innisfil  
City of Thorold  
Municipality of Leamington  
Town of Tillsonburg  
Town of Hawkesbury  
Township of Centre Wellington  
Municipality of Trent Hills  
Town of North Perth  
Municipality of Kincardine  
Town of Ajax  
Town of Hanover  
Municipality of Central Huron  
Municipality of Meaford  
Municipality of Sioux Lookout  
Town of Espanola  
Township of North Huron  
Town of Collingwood  
Township of Dysart et al  
Town of Goderich  
Town of St. Marys  
Town of Renfrew  
Town of Halton Hills  
Township of North Dundas  
Town of Northeastern Manitoulin & The Islands  
Town of New Tecumseth  
Municipality of Grey Highlands  
Town of Ingersoll  
Town of Saugeen Shores  
Town of Petrolia  
Municipality of South Huron  
Town of Marathon  
Town of Blind River  
City of Dryden  
Town of Fort Erie  
Town of Minto  
Township of Madawaska Valley  
Town of Smooth Rock Falls  
Township of Nipigon  
Township of Champlain  
Municipality of Clarington  
Town of South Bruce Peninsula  
Town of Grimsby  
Township of Chapleau  
Township of Wellington North  
Municipality of Wawa  
Town of Carleton Place  
Town of Mississippi Mills  
Township of North Glengarry  
Township of Emo  
Township of Terrace Bay  
Township of West Grey  
Town of Bancroft  
Municipality of Arran-Elderslie

Town of Mattawa  
Township of Manitouwadge  
Town of Deep River  
Town of Rainy River  
Township of Uxbridge  
Township of Scugog  
Municipality of Northern Bruce Peninsula  
Town of St. Joseph  
Town of Thessalon



## The Corporation of the County of Wellington

### Social Services Committee Minutes

Guthrie Room  
County Administration Centre  
Wednesday, November 14, 2012

Present: Councillors Gord Tosh (Chair), Lou Maieron, Bruce Whale and Jean Innes;  
Warden White

Also Present: Councillor Don McKay; June Hofland, Councillor, City of Guelph

Staff: Eddie Alton, Social Services Administrator; Susan Aram, Manager of Financial Services; Luisa Artuso, Director of Child Care Services; Heather Burke, Director of Housing; Stuart Beumer, Director of Ontario Works; Ryan Pettipiere, Special Services Manager; Shauna Calder, Senior Financial Analyst; Ken DeHart, County Treasurer; Scott Wilson, CAO; Donna Bryce, County Clerk

At 1:30 pm, the Chair called the meeting to order.

#### **1. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

#### **2. Delegation: Guelph and Wellington Task Force for Poverty Elimination – David Thornley and Andrew Seagram, Co-Chairs**

Mr. Thornley and Mr. Seagram presented the Guelph and Wellington Task Force for Poverty Elimination 2012 Annual Report and requested funding in the amount of \$24,342.00 for 2013.

#### **3. Delegation: Shawn Armstrong, General Manager of Emergency Services, Stephan Dewar, Chief, EMS Division and Derek McCaughan, Executive Director, Operations and Transit, City of Guelph**

Mr. Armstrong and Mr. Dewar presented a City of Guelph report regarding Critical Triage Acuity Scale – Ambulance Response Standards.

Follow-up information on response times for service provided in Wellington County by surrounding EMS was requested.

**4. Social Services Financial Statements as of October 31, 2012**

**1/9/12 Moved by Warden White  
Seconded by Councillor Whale**

**That the Social Services Financial Statements as of October 31, 2012 be approved.**

**Carried**

**5. User Fees and Charges**

**2/9/12 Moved by Councillor Innes  
Seconded by Councillor Whale**

**That the 2013 User Fees and Charges for Social Services be approved.**

**Carried**

**6. Preliminary 2013-2017 Five-Year Plan: Social Services**

**3/9/12 Moved by Councillor Innes  
Seconded by Councillor Whale**

**That the preliminary 2013-2017 Social Services Five-Year Plan as set out in the report of the County Treasurer be endorsed and forwarded to the Administration, Finance and Personnel Committee for inclusion in the County of Wellington's Preliminary Five Year Plan.**

**Carried**

**7. Rent Support (Ontario Community Housing Assistance Programme)**

**4/9/12** Moved by Warden White  
Seconded by Councillor Innes

That Report SH-12-20 dated November 14, 2012 on the reallocation of 6 units under the Rent Supplement Programme (Ontario Community Housing Assistance Programme) from Conestoga Crest to Southleigh Foundation, be approved, and that staff be authorized to enter into new agreements subject to review by County Solicitor.

Carried

**8. Policy on Housing Provider Retention of Operating Surplus**

**5/9/12** Moved by Councillor Whale  
Seconded by Councillor Innes

That Report SH-12-21 dated November 14, 2012 on the policy for the Housing Provider Retention of Operating Surplus, be approved effective their fiscal year ending 2012.

Carried

**9. Affordable Housing Programme and Investment in Affordable Housing Risk Mitigation Strategies Guide**

**6/9/12** Moved by Councillor Maieron  
Seconded by Warden White

That Report SH-12-22 on the Affordable Housing Programme and Investment in Affordable Housing Risk Mitigation Strategies Guide dated November 14, 2012, be received for information.

Carried

**10. IAH New Rental Housing Proposals**

**7/9/12** Moved by Councillor Maieron  
Seconded by Councillor Innes

**That the CMSM recommends that the Request for Proposal Project CW2012-054 for \$600,000 of the Investment in Affordable Housing for Ontario Programme (IAH) new rental housing component be awarded to Michael House Pregnancy Care Centre, located at 185-187 Bristol Street, Guelph for 8 units subject to the following conditions:**

- 1. A City of Guelph resolution to approve the proposal in principle and any non-mandatory municipal incentives and/or deferrals if available to the proponent, and to be received by the CMSM no later than February 28, 2013;**
- 2. A City of Guelph resolution and signed back agreement to enter into an indemnity agreement for future liabilities with the Wellington CMSM for the proposal and to be received by the CMSM no later than February 28, 2013;**
- 3. Confirmation of required owner equity/ and approved mortgage financing in the form of a mortgage commitment satisfactory to the CMSM;**
- 4. Confirmation of fulfillment of all other conditions precedent to the implementation of the project as set out in the proponent's RFP submission, the Service Manager Contribution Agreement and the IAH programme guidelines prior to entering into a Service Manager Contribution Agreement with the proponent.**
- 5. Receipt of a Provincial Conditional Letter of Commitment for this project;**
- 6. Authorization for the Warden and the County Clerk to enter into an indemnity agreement with the City of Guelph for Michael House Pregnancy Care Centre's 8 unit affordable rental housing project under the Investment in Affordable Housing for Ontario Programme;**
- 7. Authorization for the Warden and the County Clerk to enter into a Service Manager Contribution Agreement with Michael House Pregnancy Care Centre for an 8 unit affordable rental housing project under the Investment in Affordable Housing for Ontario Programme.**

**Carried**

**11. Social Housing End Dates in Wellington CMSM and Ontario**

**8/9/12** Moved by Councillor Innes  
Seconded by Councillor Whale

**That Report SH-12-24 on Social Housing End Dates in Wellington CMSM and Ontario dated November 14, 2012, be received for information.**

**Carried**

**12. Ontario's State of Repair: An Update on End of Operating Agreements**

**9/9/12** Moved by Councillor Innes  
Seconded by Councillor Whale

**That the information regarding Ontario's State of Repair: An Update of Operating Agreements be received for information.**

**Carried**

**13. Ontario Works Discretionary Benefits: 2013 Service Delivery**

**10/9/12** Moved by Councillor Maieron  
Seconded by Councillor Innes

**That staff implement the necessary programme adjustments to Ontario Works discretionary benefits to bring the estimated overall spending in this area in line with the estimated maximum cost shareable amount for 2013 and that this be reflected appropriately in the 2013 County budget and 2013-2017 Five Year Plan.**

**Carried**

**14. Ontario Works (OW) and Ontario Disability Support Programme (ODSP) Assistance Rates**

**11/9/12 Moved by Warden White  
Seconded by Councillor Innes**

**That report OW-12-14 Ontario Works (OW) and Ontario Disability Support Programme (ODSP) Assistance Rates be received for information.**

**Carried**

**15. Commission for the Review of Social Assistance in Ontario**

**12/9/12 Moved by Councillor Maieron  
Seconded by Warden White**

**That the Social Services Committee Report AD-12-05 Commission for the Review of Social Assistance in Ontario be received for information.**

**Carried**

**16. Ontario Works Statistics**

**13/9/12 Moved by Councillor Maieron  
Seconded by Councillor Whale**

**That the Ontario Works Statistics be received for information.**

**Carried**

**17. Closed Session**

**14/9/12 Moved by Councillor Innes  
Seconded by Warden White**

**That the Committee move into a closed meeting for the purpose of considering litigation or potential litigation.**

**Carried**



**18. Rise and Report**

**15/9/12**      **Moved by Councillor Maieron**  
**Seconded by Councillor Whale**

**That the Committee rise and report from the closed meeting.**

**Carried**

**19. Adjournment**

At 3:35 pm, the Chair adjourned the meeting until January 9, 2013 or at the call of the Chair.

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**GORD TOSH**  
Chair  
Social Services Committee

# **INFORMATION ITEMS**

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**Week Ending December 13, 2012**

## **REPORTS**

1. Bi-Annual and Summary Water Services Report Jan. 1 – Nov. 30, 2012  
(compliance)
2. Outside Water Use By-law Review

## **CORRESPONDENCE**

1. Municipal Property Assessment Corporation (MPAC) Update

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

- 1.

# INFORMATION REPORT



TO **Guelph City Council**

SERVICE AREA Planning, Building, Engineering and Environment  
DATE December 13, 2012

**SUBJECT** **Bi-Annual and Summary Water Services Report  
Jan. 1 – Nov. 30 2012 (compliance)**

REPORT NUMBER

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## SUMMARY

This report is a compilation of information that demonstrates to the Owner and all stakeholders the ongoing delivery of an adequate and safe supply of drinking water to customers located within the City of Guelph Drinking Water System (Guelph DWS) and the Gazer Mooney Subdivision Distribution System (Gazer Mooney SDS, located in the Township of Guelph/Eramosa). Through this report, system owners, senior leaders, and customers are informed of the performance of the Water Services Department for the period January 1 to November 30, 2012. In compliance with the regulatory requirements of the Safe Drinking Water Act, the final Annual and Summary report will be provided to Council prior to the provincial March 31, 2013 deadline.

## BACKGROUND

In conformance with our **Quality Management System 12-01 Reporting to Owner** policy, Water Services is presenting information to support the Owner's compliance with section 19 of the **Safe Drinking Water Act, 2002: Standard of care, municipal drinking water system**. The "Owner" is defined as City Council plus the CAO.

## REPORT

Water Services is requesting that the Owner's review the attached **Summary Water Services Report – Report Card**. The full report is available on the City's website at: [www.guelph.ca/water](http://www.guelph.ca/water). Click on "Publications" and the link for "Annual & Summary Water Services Report – Jan-Nov 2012".

Significant highlights of the report for Council's consideration are as follows:

- Water Services had no health-related exceedances of provincial water quality parameters;
- Water Services took every reasonable precaution and effort to comply with all provincial regulations and obtained a score of 96.4% (Guelph DWS) and

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100% (Gazer Mooney SDS) in the 2012 Annual Inspection by the Ontario Ministry of the Environment (MOE);

- Water Services maintained the requirements for Drinking Water System Accreditation, as required under the provincial Municipal Drinking Water Licensing Program, with no significant issues;
- All regulatory microbiological and chemical quality samples were taken by certified operators;
- All tests were performed by accredited, licensed laboratories on water samples collected throughout the drinking water system;
- The MOE approved Water Services' Lead Reduction Plan on Mar. 21, 2012;
- The system provided approximately 15.22 million cubic meters (15.22 billion litres) year-to-date in 2012 (Jan. 01 to Nov. 30); and
- Implementation of SDWA s.19 "Standard of Care" - Please note that on December 31, 2012, Standard of Care provisions under Section 19 of the Safe Drinking Water Act (SDWA), 2002, will come into force. City staff, the Mayor and Council received training on this subject in 2011. A more detailed reminder will be forthcoming.

## **CORPORATE STRATEGIC PLAN FRAMEWORK**

- 1.2 Develop collaborative work teams and apply whole systems thinking to deliver creative solutions;
- 1.3 Build robust systems, structures and frameworks aligned to strategy.
- 2.3 Ensure accountability, transparency and engagement;

## **FINANCIAL IMPLICATIONS**

All financial implications related to this report are already accounted for in the Water Services' Operating and Capital Enterprise Budgets.

## **DEPARTMENTAL CONSULTATION/CONCURRENCE**

Feedback from Water Services' staff (e.g. management, supervisory, compliance, and technical) was requested on the contents of this report. Comments and feedback submitted have been incorporated into this report.

## **COMMUNICATIONS**

Water Services will continue to make regular reports to Council (i.e. the drinking water system Owners) on the continuing suitability, adequacy and effectiveness of Water Services' quality management system to ensure the ongoing delivery of an adequate and safe supply of drinking water.

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## ATTACHMENTS

Annual & Summary Water Services Report – Report Card

[The full report is available on the City's website at: [www.guelph.ca/water](http://www.guelph.ca/water). Click on "Publications" and the link for "Annual & Summary Water Services Report – Jan-Nov 2012"]

### Prepared By:

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### Recommended By:

Peter Busatto  
General Manager  
Water Services  
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









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### Recommended By:

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# 2012 (Jan. 1 to Nov. 30) ANNUAL & SUMMARY WATER SERVICES REPORT CARD






Report Section	Summary	2011	2012
Introduction	<ul style="list-style-type: none"> <li>- All regulatory microbiological and chemical quality samples were taken by certified operators; all tests were performed by accredited, licensed laboratories on water samples collected throughout the drinking water system.</li> <li>- In all cases, the drinking water supplied to all customers (in the Guelph Drinking Water System (Guelph DWS) and in the Gazer/Mooney Subdivision Distribution System (Gazer Mooney SDS)) was confirmed safe and the water quality was better than all Ontario and Canadian health-related guidelines.</li> </ul>	NA	
a) Incidents of Regulatory Non-Compliance (not including items in b))	<ul style="list-style-type: none"> <li>- There were no incidents of non-compliance associated with both the Guelph DWS and the Gazer Mooney SDS from Jan. 1 to Nov. 30, 2012.</li> <li>- The most recent assessment of compliance for both the Guelph DWS and the Gazer Mooney SDS as determined by the MOE during the 2012 Annual Inspection (for the period of Jun. 2011 to Jun. 2012) resulted in an assessment score of 96.4 and 100 per cent (compliance) respectively.</li> <li>- Compliance as a whole can be considered excellent.</li> </ul>	2011: A+	2012: A+
			
b) Incidents of Adverse Drinking-Water Tests	<ul style="list-style-type: none"> <li>- From Jan. 1 to Nov. 30 2012, there were three adverse water quality incidents (AWQI's) in the Guelph DWS numbered #104912, #106308, and #106332. In each of the AWQI's, there was no confirmed deviation from critical control points (therefore, there were no deviations from primary and secondary disinfection requirements). All adverse incidents were resolved and no issues as noted in the incidents were confirmed.</li> <li>- From Jan. 1 to Nov. 30 2012, there were no adverse water quality incidents in the Gazer/Mooney SDS.</li> </ul>	2011: A-	2012: A-
			
c) Deviations from Critical Control Point (CCP) Limits and Response Actions	<ul style="list-style-type: none"> <li>- Any deviations from Critical Control Point (CCP) limits (with respect to primary and secondary disinfection) may be summarized in section b) Incidents of Adverse Drinking-Water Tests.</li> <li>- There were no other deviations from CCP limits.</li> </ul>	2011: A+	2012: A+
			
d) The Efficacy of the Risk Assessment Process	<ul style="list-style-type: none"> <li>- The "QMS 08 Risk Assessment Outcomes" document is updated once annually by Water Services staff. The last update occurred on Feb. 15, 2012; the outcomes reflect the perceived risks by the experienced staff working within the system.</li> </ul>	NA	

 Significant improvement	 Some improvement	 No change	 Some improvement required	 Significant improvement required
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# 2012 (Jan. 1 to Nov. 30) ANNUAL & SUMMARY WATER SERVICES REPORT CARD

Report Section	Summary	2011	2012
e) Internal and Third-Party Audit Results	<ul style="list-style-type: none"> <li>The 2012 internal process audits were completed Jun. 18 – 29 and Sep. 5 – 11.</li> <li>Third-party external on-site audits have not yet been completed, but are anticipated in 2013.</li> </ul>	NA	
f) Results of Relevant Emergency Response Testing	<ul style="list-style-type: none"> <li>Emergency response testing is regularly completed as a component covered by the Water Services' Quality Management System (QMS) to ensure that Water Services maintains a reasonable readiness to deal with emergencies. Feedback from this testing is incorporated into the Water Services Emergency Plan and /or daily operations.</li> <li>Emergency response as observed through exercises or adverse situation responses can be considered good to excellent.</li> </ul>	2011: A	2012: A
			
g) Operational Performance and Statistics	<ul style="list-style-type: none"> <li>Water Services processed 15,288,982 cubic metres (m<sup>3</sup>) of water to the distribution system in 2012 (Jan. 01 to Nov. 30). The maximum day production of water in 2012 (Jan. 01 to Nov. 30) was 58,764 cubic metres (m<sup>3</sup>) and occurred on July 12, 2012. The minimum day production of water in the same time period was 33,627 cubic metres (m<sup>3</sup>) and occurred on Jan. 01, 2012.</li> <li>The Arkell Spring Grounds Collectors produced 1.3 million cubic metres (1,252,646 m<sup>3</sup>) of water from Jan. 1 to Nov. 30, 2012.</li> <li>The occurrence of distribution system maintenance by job type (related to hydrants, watermains, service connections, valves, meters, etc.) is consistent with previous years. As of Dec. 31, 2011 there is a total of 2,601 City hydrants, 3,892 City main valves; 547 km of watermains; and 108 km of watermains cleaned.</li> </ul>	NA	
h) Raw and Treated Water Quality	<ul style="list-style-type: none"> <li>Raw water quality, as monitored over all raw water quality samples, was considered "good" to "excellent".</li> <li>Treated water quality, as monitored over all treated water quality samples, was considered "excellent".</li> </ul>	2011: A+	2012: A+
			
i) Treated Water Quality – Gazer / Mooney ...	<ul style="list-style-type: none"> <li>Treated water quality, as monitored over all treated water quality samples, was considered "excellent".</li> </ul>	2011: A+	2012: A+
			

	Significant improvement		Some improvement		No change		Some improvement required		Significant improvement required
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# 2012 (Jan. 1 to Nov. 30) ANNUAL & SUMMARY WATER SERVICES REPORT CARD






Report Section	Summary	2011	2012
j) Status of Ongoing and Emerging Water Quality / Supply Initiatives	<p>Water Services continues to implement recommendations of the Water Conservation and Efficiency Strategy that includes:</p> <ul style="list-style-type: none"> <li>- Efficient Home Visit Pilot Program - 177 households received a customized home water and energy audit, and select water and energy retrofits, from a trained audit advisor. Collectively, these visits resulted in water savings of 2,900 m<sup>3</sup>/yr, electricity savings of 35,507 kWh/yr and natural gas savings of 9,657 m<sup>3</sup>/yr.</li> <li>- Water Services receives first ever Canada Water Week Award of Recognition for outstanding efforts in support of Canada Water Week on Mar. 27, 2012.</li> <li>- City of Guelph Residential Greywater Field Test completed in Apr. 2012. Field Test final report available for reference at <a href="http://www.guelph.ca/greywater">www.guelph.ca/greywater</a>.</li> <li>- Level 1 Yellow of City Outside Water Use Program (OWUP) implemented on Apr. 25, 2012; and OWUP level increased to Level 2 Red on Jul. 18, 2012. Program level was later reduced back to Level O Blue on Nov. 1, 2012 due to recovery of watershed surface water conditions.</li> <li>- Detailed engineering design ongoing through Q1 &amp; Q2 2012 for implementation of water reuse and rainwater harvesting within Guelph Transit's bus wash process. This project is anticipated to reduce water and wash chemical needs per bus washed by 40% with system installation planned for early 2013.</li> <li>- Continued operation / optimization of Conservation programs (e.g. Residential Rebate Programs, Blue Built Home, ICI Capacity Buyback Program, etc.)</li> <li>- 2012 Leak Detection Program initiated on Oct. 4, 2012. The program included establishment of City's first District Metered Area (DMA) where 8 potential watermain breaks and hydrant leaks were identified as a result of the program, possessing an anticipated preliminary total daily volume 630 m<sup>3</sup>/day</li> </ul> <p>Latest developments in source water protection include:</p> <ul style="list-style-type: none"> <li>- On Jun. 18, 2012, staff submitted a report on Source Water Protection Policies for consideration by the LESP Committee.</li> <li>- Ontario Drinking Water Stewardship Program Grant - \$155,000 for the Fuel Station Upgrade – completed Jan. 2012.</li> </ul> <p>Lead Reduction Plan (LRP)</p> <ul style="list-style-type: none"> <li>- Water Services' Lead Reduction Plan (LRP) approved by the MOE Mar. 21, 2012.</li> <li>- For the period of Jan 1 to Nov. 30, 2012, sampling and lead reduction programs were conducted in compliance with Schedule D of Guelph's Municipal Drinking Water Licence; or in compliance with the LRP, as appropriate.</li> </ul>	2011: A+	2012: A+
			
k) Expected Future Changes That Could Affect	<ul style="list-style-type: none"> <li>- New Water Supply – Arkell wells #14 and #15 are online and part of the Operational Testing and Adaptive Management Plan (OTP). The second phase has begun and will be modified according to the results observed in phase 1 of the program. Monitoring and data collection is ongoing.</li> <li>- Drinking Water Works Permit Amendments – includes UofG well upgrades.</li> </ul>	NA	

 Significant improvement	 Some improvement	 No change	 Some improvement required	 Significant improvement required
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# 2012 (Jan. 1 to Nov. 30) ANNUAL & SUMMARY WATER SERVICES REPORT CARD

Report Section	Summary	2011	2012
the Drinking Water System (DWS) or QMS	<ul style="list-style-type: none"> <li>Forty operators and staff are certified to operate and maintain the water system</li> <li>Legal and Other Requirements Updates: new requirements in Water Opportunities and Water Conservation Act; and in "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit".</li> </ul>		
l) Consumer Feedback	<ul style="list-style-type: none"> <li>Customer calls received by type include the number (for Jan. 1 to Nov. 30, 2012) of calls related to: locates, mainbreaks, hydrants, water quality, service line issues, pressure, flushing/swabbing, well interference, and other calls.</li> <li>Customer service based on interactions and operational feedback can be considered "good" to "excellent".</li> </ul>	2011: A	2012: A
			
m) Resources Needed to Maintain the QMS	<ul style="list-style-type: none"> <li>No additional resources are required other than current resources available to maintain the QMS.</li> </ul>	NA	
n) The Results of Infrastructure Review	<ul style="list-style-type: none"> <li>The review of infrastructure requirements is achieved by reviewing the needs of existing infrastructure and of new infrastructure for the drinking water system's distribution, supply and facilities. Priority projects determined with Engineering.</li> <li>Annual summaries of Road, Sewer and Watermain Projects are identified annually on an infrastructure map by Engineering.</li> <li>The Water Supply Master Plan (due to be updated this year) and the Master Servicing Study are the two infrastructure plans that are updated every five years and are used to identify new and replacement infrastructure priorities and included in the budgeting processes.</li> </ul>	NA	
o) Operational Plan Currency, Content and Updates	<ul style="list-style-type: none"> <li>Operational Plan Updates: implementation of The Ontario Municipal Records Management System (TOMRMS), an adjusted risk assessment rating (in consultation with Building Services re: Backflow Prevention), and an organizational review.</li> </ul>	2011: A+	2012: A+
			
p) Staff Suggestions	<ul style="list-style-type: none"> <li>Staff suggestions are discussed during staff and operational meetings and taken into account during annual budget processes. The "Improvement Actions Summary" table includes a listing of various improvement items that were implemented by staff.</li> </ul>	2011: A+	2012: A+
			

	Significant improvement		Some improvement		No change		Some improvement required		Significant improvement required
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# INFORMATION REPORT



TO **Guelph City Council**

SERVICE AREA Planning, Building, Engineering and Environment  
DATE December 13, 2012

**SUBJECT Outside Water Use By-law Review**  
REPORT NUMBER

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## SUMMARY

In 2003 City Council approved the City's Outside Water Use By-law (2003)-17106 to define local response requirements to drought conditions and mitigate impacts to local water resources and threats to water utility compliance stemming from drastic increases in peak seasonal water takings. Prolonged periods of drought during 2012 precipitated the need to implement enhanced water use restrictions under the by-law. Many community stakeholders expressed concern over the current by-law restrictions as well as the relevance of some permitted activities in reference to current social norms and practices. Local stakeholders also shared concern with staff regarding the equity and fairness of restrictions amongst separate customer sectors, including the response by City operational divisions.

In response to concerns received from the public through implementation of Level 2-Red during 2012, Water Services will be initiating a review of the Outside Water By-law in January 2013.

## BACKGROUND

Since implementation of the Outside Water By-law and Program, daily annual peak day demands have decreased by over 11,800 m<sup>3</sup>/day which has helped to:

- Extend sustainability of local groundwater resources;
- Ensure compliance with regulatory requirements of the City's various Permits To Take Water (PTTW); and
- Defer construction and operating investments of new water infrastructure to satisfy peak seasonal water use demand, only experienced a few days per year.

Since 2003, a number of amendments to the by-law have been completed to reflect changes in related Provincial legislation and address perceived gaps in policy. In addition, a review of enforcement and administration of this and other City by-laws was completed by By-law Compliance and Security Services within 2011. Through past amendments, permitted activities (e.g. permitted watering times and/or outdoor activities by program level) have not largely been subject to change, with such requirements based on operational needs and social norms/practices present at the time of original by-law approval.

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With the severe drought experienced in Guelph and much of southern Ontario during 2012, our Outside Water Program (OWUP) entered the spring 2012 season in Level 1-Yellow, in alignment with recommendations of the Grand River Conservation Authority Low Water Response Team. With the continued impacts of drought upon local water courses and natural storage reservoirs, program levels were later increased to Level 2-Red on July 18, 2012 which required the implementation of full restrictions on many outside water use activities (such as lawn watering) in accordance with response required under the Province's Low Water Response Plan and City's various Permits to Take Water. With the early and prolonged implementation of restrictions, many residents and community stakeholders expressed concern over the current by-law restrictions as well as permitted activities in light of current social norms and practices. Furthermore, concerns were expressed regarding restrictions and response by City operations to reduce water use during periods of low water conditions.

## **REPORT**

In recognition of concerns received from the public during 2012, Water Services will be initiating a review of the Outside Water By-law starting in January 2013. This review will employ a robust community engagement approach aimed to solicit feedback from the general public and community stakeholders on desired amendments to the by-law and Outside Water Use Program, while maintaining the City's regulatory requirements through the provision of drinking water. Focus of the review engagement process shall include:

- a) By-law restrictions and associated requirements by program level;
- b) OWUP communications and engagement channels enhancements, and;
- c) Program support services enhancement including customer service and enforcement processes.

Staff are currently working in the design and coordination of various public engagement activities to support the review and will provide Council with information on upcoming public events and opportunities for public participation.

Staff will also be forming a multi-departmental working group to evaluate corporate peak season water use operational needs and to define protocols for response during low water conditions.

These reviews are anticipated to be complete by spring/summer of 2013 at which time staff will report the findings to Council and will seek approval of amendments to the City's Outside Water Use By-Law.

## **CORPORATE STRATEGIC PLAN**

- 1.2 Develop collaborative work teams and apply whole systems thinking to deliver creative solutions;
- 2.2 Deliver public service better;
- 2.3 Ensure accountability, transparency and engagement;
- 3.3 Strengthen citizen and stakeholder engagement and communications.

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## FINANCIAL IMPLICATIONS

Funding for the Outside Water Use By-law review is within the Council approved 2012 and 2013 Water and Wastewater Enterprise Budgets.

## DEPARTMENTAL CONSULTATION

Community and Social Services - Community Engagement and Social Services, Parks and Recreation, Corporate Building Maintenance;  
Corporate & Human Resources - Corporate Communications, Legal Services; Operations, Transit & Emergency Services – By-law Compliance and Security, Public Works;  
Planning, Building, Engineering and Environment – Engineering Services

## COMMUNICATIONS

A communications and community engagement plan for this Outside Water Use By-law review has developed through coordination with Community Engagement and Social Services and Corporate Communications.

## ATTACHMENTS

N/A

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MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 4, 2012

To: Heads of Council  
All Ontario Municipalities

From: Dan Mathieson  
Chair, MPAC Board of Directors

**Subject: Update from MPAC**

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I am writing to provide you with an update on the work we are doing at the Municipal Property Assessment Corporation (MPAC).

In September, we began our delivery of the 2012 province-wide Assessment Update with the first mailing of Notices. Our primary focus in 2012 has been the delivery of updated assessed values for Ontario's nearly five (5) million properties to both municipalities and property owners. In support of this work, we have undertaken a number of new initiatives including the relaunch of AboutMyProperty™ as well as the first MPAC *MarketSnapshot* reports.

We also continued our work to deliver assessment growth to municipal rolls, process Requests for Reconsiderations and manage the disposition of Assessment Review Board Appeals.

We are also continuing planning for 2013, and beyond, with a new four-year strategic plan focused on finding cost savings and creating operational efficiencies; a new approach to municipal payment for assessment services; and, laying the groundwork for improvements to our next enumeration event.

### **2012 Province-wide Assessment Update**

Overall, average residential values have increased 18 per cent in Ontario since the 2008 Assessment Update.

Some of the most significant assessment change was seen in the value of farmland, which rose by an average of 34 per cent. When residential values applied to farm homes are taken out, the value of Ontario farmland rose by an average of 46 per cent. Increases in farmland values were seen across Ontario, driven primarily by the continued demand for land for dairy producers and intensive livestock operations, and the loss of farmland to development.

In 2012, MPAC released several editions of its new *MarketSnapshot* report. These reports, with commentary from MPAC's Chief Assessor, Larry Hummel, provided context for property owners about the change in Ontario's property market as reflected in the Assessment Update.

*MarketSnapshot* and our launch of AboutMyProperty™ played key roles in our efforts to increase public understanding of assessment and MPAC's role.

From the start of our mailing of Property Assessment Notices this fall, our Customer Contact Centre has handled approximately 103,000 enquiries received by phone, email, fax and in writing. Drivers for enquiries include assessed value, information available through [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca) and data-related matters. The number of enquiries received during this year's update represents a 29 per cent decrease when compared to the same point in the Notice mail schedule in 2008. In terms of Requests for Reconsideration (RfR) submitted for the 2013 property tax year, approximately 8,300 RfRs have been filed to date.

Since the previous Assessment Update in 2008, MPAC has held more than 6,300 meetings with Municipal Councils, property taxpayer groups and other stakeholder groups.

In support of the 2012 Update, we also continued to meet with Municipal Councils and staff to provide details of assessment changes and the impact in their communities.

In addition, we have been providing every municipality with information through the Notice-based Market Change Profile (MCP). The MCP provides a set of reports to which Municipal staff can refer, as they prepare to understand the impacts of the Assessment Update in their community. A final Roll-based MCP will be made available to coincide with the Assessment Roll Return, on or before December 11, 2012.

Overall, we are seeing an increased public and media understanding of current value assessment, the four-year phase-in program, and the role both assessment and MPAC play in Ontario's property tax system.

In keeping with our responsibilities to ensure all property in Ontario is accurately assessed and classified, we regularly review our processes and consult with stakeholders. As we prepare to

deliver the 2012 Assessment Roll to municipalities, I would like to take this opportunity to provide an update on some key assessment matters.

- *Landfills* – During 2012, MPAC undertook a review of its valuation methodology for landfill sites across Ontario.

Over the coming months, we will be undertaking a further in-depth consultation process with all stakeholders, including landfill operators, municipalities and the Ministry of Finance on valuation changes as well as the implications before proceeding with changes. We look forward to this review process and its findings and will continue to keep affected municipalities updated on our progress.

- *Common Lots* – On November 5, 2012, an amendment to Ontario Regulation 282/98 was filed providing direction on the assessment of a certain type of common land parcel within residential communities.

For 2013, and subsequent tax years, this new provision provides direction that there will be no separate assessed value of the common land parcel, but the value is to be included in the value of the residential property that the owners of the common land parcel also own in the community.

We were not able to reflect this change for the 2012 Property Assessment Notices/Assessment Rolls due to the timing of the amendment. As a result, and where applicable, MPAC will implement this change through a post-roll Amended Notice in early 2013.

- *Billboards* – MPAC and the Ministry of Finance continue to review the assessment of billboards in Ontario. We will continue to share updates as details on the results of this review are available.
- *Provincial Parks* – The Ministries of Natural Resources (MNR) and Infrastructure Ontario filed Requests for Reconsideration/appeals, respectively, for 19 Provincial Parks (2009-2012 tax years). As a result of our review, MPAC determined a more equitable approach was required to value Ontario's 337 parks for the 2012 Assessment Update. Using up-to-date data provided by MNR, MPAC established 2012 assessments for the parks using six



(6) key criteria: geographic location; regulated park acreage; waterfront access; development zones; campsites; and building costs.

Over the last month, MPAC hosted meetings with affected municipalities to provide an update of the changes. Province-wide, the 2012 assessments for Provincial Parks has increased by approximately \$110 million since the last update in 2008. Although the total value has increased province-wide, 78 municipalities will see an increase in the assessments; however, 57 municipalities will experience a decrease in their park assessments.

As an update, MNR has withdrawn their Requests for Reconsideration based on the result of our review and MPAC continues to work with the Ministry of Infrastructure to settle outstanding appeals.

- *Wind Turbines* – To date, MPAC's analysis of sales has not indicated that the presence of wind turbines that are either abutting or in proximity to a property has either a positive or negative impact on its value.

MPAC is currently undertaking a study using its January 1, 2012 current value assessments for 2013 taxation to determine if the distance from a wind turbine affects the assessed value.

To complete this review, MPAC will compare the 2012 assessed values to recent sale prices to determine if the ratio between the assessments and sales prices differs between homes near wind turbines and those further away. This is referred to as a level of assessment study. This study will be completed in early 2013.

#### **AboutMyProperty™ ([www.aboutmyproperty.ca](http://www.aboutmyproperty.ca))**

AboutMyProperty™ was relaunched in support of the 2012 Assessment Update earlier this year with a completely new look and navigation. Openness, transparency and convenience were all key in developing this secure, self-serve web application. Starting this fall, owners of all property types – residential, farm and business properties – have had access to detailed information through AboutMyProperty™.

AboutMyProperty™ allows property taxpayers to quickly and easily find out more about how their property was assessed and to confirm its accuracy. It demonstrates how we are leveraging technology to improve openness, transparency and service to property taxpayers while keeping costs as low as possible.



By using the Roll number and Access key found on their 2012 Property Assessment Notice, property taxpayers can register and log on to [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca) and compare their property to other properties in their neighbourhood. Using an interactive map of their community, they can create a Properties of Interest list with access to as many as 100 property snapshots – selected by them – and up to 24 detailed property reports – all free of charge.

This web application features detailed reports and interactive map imagery for almost every property in the province, under secured accessibility. Property owners also have the option of submitting updates to the information MPAC has on file directly through the application.

When designing AboutMyProperty™, MPAC took a Privacy by Design (PbD) approach. The PbD framework, created by [Ontario's Information and Privacy Commissioner \(IPC\)](#), seeks to embed privacy into the design specifications of information technologies, organizational practices and networked system architectures, to achieve the strongest protection possible, as the default condition. MPAC also applied the IPC's Privacy in the Cloud principles in its development of AboutMyProperty™.

As of November 23, nearly 140,000 property owners have registered on AboutMyProperty™ to access information.

### **MPAC's *MarketSnapshot***

This summer, MPAC launched the first edition of *MarketSnapshot*, an online report to underscore the link between a property's sale price and assessed value. The report was released and provided a snapshot of residential sale price trends in Ontario – an important factor in the determination of assessed values. Commentary from local real estate boards across the province was included in this report to help explain trends in local sale prices over the past four (4) years.

A second Assessment Update edition of *MarketSnapshot* was released in September to coincide with the mailing of Property Assessment Notices. In mid-November, a Farm Property Values edition was released and a Business Property Edition is now underway.

*MarketSnapshot* has been well received, particularly by real estate professionals, and we plan to publish additional reports in 2013.

### **Review of Requests for Reconsideration (RfR) and Assessment Review Board (ARB) Appeals**

MPAC received over 17,000 RfRs for the 2012 tax year, representing approximately 0.3 per cent of Ontario's nearly five (5) million properties. All 2012 RfRs received by March 31 were completed by the legislated deadline of November 30.

We also continue to work collaboratively with property taxpayers to resolve their RfR and ARB appeal matters, and to answer their questions or provide the information they need to better understand their property's assessment. As a point of interest, over 13,500 appeals for all property types were disposed of from July 1 to September 30, 2012.

The ARB's objective is to dispose of all outstanding appeals (i.e., the 2009-2012 assessment cycle and prior) by March 31, 2013. MPAC is supportive of the ARB's undertaking and continues to work collaboratively with the Board to identify opportunities to streamline the Board's processes while balancing our other operational pressures such as the 2012 Assessment Update.

### **Supplementary and Omitted Assessments for 2012**

MPAC continued its focus on fieldwork in communities across the province completing inspections and property data reviews. I am pleased to advise you that we surpassed our assessment growth forecast of \$23.5 billion and delivered \$24.4 billion in assessment growth to our municipal stakeholders.

As a result of our partnership with Ontario municipalities, we now receive information electronically in a standardized format for approximately 85 per cent of the 165,000 building permits we receive and a majority of the occupancy permits issued annually across Ontario. Previously, we only received 15 per cent of permits in the standard electronic format. Increasing the electronic transfer of this information was one of the recommendations in the 2011 Auditor General's Report and we are very pleased with the results of our partnerships with municipalities and municipal building permit suppliers.

We also continue to work with third parties, such as building permit system vendors and the Electrical Safety Authority (ESA) to assist us in capturing and delivering assessment growth in a more efficient manner.

### **Agreement reached with Ontario Digital Cadastre Corporation**

Earlier this fall, MPAC reached an agreement with the Ontario Digital Cadastre Corporation (ODCC) to acquire Property Dimension Reports for plans of subdivisions, also known as M-Plans, directly from land surveyors.

The ODCC is a wholly owned, for profit subsidiary of the Association of Ontario Land Surveyors (AOLS). Receiving this information directly from the source is integral to MPAC's ability to provide timely and consistent assessment of new construction in Ontario.

By receiving this data directly from surveyors, MPAC will be able to improve the accuracy and consistency of the information used to assess properties. Receiving this critical information in a format that requires no transcribing or calculation by our staff means we can add growth to municipal assessment rolls in a more timely manner.

The agreement with the ODCC is significant for the organization as almost half of all residential assessment growth in Ontario can be attributed to subdivisions.

In addition to the efficiencies that this agreement helps bring to our internal work processes, it is also an important first step for MPAC as part of one of the Victory Statements included in our new four-year strategic plan. Specifically, it reflects our commitment to capturing 100 per cent of available assessment growth within 12 months of commencement of use by 2016.

### **Stakeholder Outreach Activities**

MPAC has continued its successful community outreach initiatives to help raise awareness of assessment-related matters. In 2012, MPAC has held approximately 1,085 outreach activities across the province with various property taxpayer and stakeholder groups and attended over 20 municipal association conferences and trade shows.

Some of the most recent events or activities include:

- MPAC staff attended the **Association of Municipalities of Ontario (AMO) Annual Conference** from August 19-22, 2012 in Ottawa. MPAC hosted a joint session with the Ministry of Finance on August 21, 2012. The Board of Directors, senior management and Municipal Relations staff were in attendance to meet with AMO delegates.
- **Ontario Municipal Taxation and Revenue Association (OMTRA) Annual Fall Conference** was held from September 9-12, 2012 at Cleveland's House in Muskoka. MPAC hosted a plenary session as part of the agenda and the MPAC booth was on display with MPAC staff in attendance to answer questions.
- **Municipal Finance Officers' Association of Ontario (MFOA)** was held from September 19-21, 2012 at the London Convention Centre. MPAC hosted a presentation and interactive panel session and the MPAC booth was on display with staff in attendance.
- MPAC staff attended the **2012 Toronto Fall Home Show** from September 20-23, 2012 at the Better Living Centre, Exhibition Place. Over 300 property taxpayers visited the MPAC booth with assessment-related enquiries.
- The **46<sup>th</sup> Annual Canadian Property Tax Association (CPTA) National Workshop** was held from September 30 to October 3, 2012 in Banff, Alberta. MPAC staff attended the

conference with President and Chief Administrative Officer Antoni Wisniowski delivering a presentation on 'innovation' that included MPAC's web application AboutMyProperty™.

## **A Look Ahead to 2013**

### *New Four-Year Strategic Plan*

As you are aware, public sector agencies are being challenged to provide greater value to all stakeholders. In September, we launched our new four-year strategy focused on creating cost savings and operational efficiencies. The strategy has the potential to save as much as \$20 million over the next four (4) years. These savings are expected to be passed on to municipalities, which fund the cost of MPAC.

This strategy will have an impact on how every MPAC employee does his or her job. Some examples of the improvements planned as part of the strategy include the reduction of office space, reduction of the operating and capital expenses of our fleet, as well as making more services available online to property taxpayers.

In support of this new strategy and as part of MPAC's commitment to support Ontario's communities, MPAC has partnered with Habitat for Humanity Canada and will corporately support the organization through payroll donations, local fundraising and team builds. The new strategy will formally roll out in January 2013 and we will share updates on our progress as we implement initiatives.

### *2013 Payment for Services*

The Board of Directors has approved MPAC's funding requirements for 2013 and, for the first time, also approved a targeted four-year expenditure plan for 2013 – 2016. I am pleased to inform you that the funding requirements approved for 2013 represent an increase of less than one per cent over the 2012 funding level.

In addition to setting an increase of 0.95 per cent for 2013, MPAC is also forecasting a proposed increase of 0.95 per cent for each of 2014, 2015 and 2016.

In determining our funding requirements, we consider a number of factors including the work activities that MPAC must complete, the continued growth of the number of properties that MPAC assesses and classifies and the various fiscal pressures on the organization including wages, benefits, pension costs and utilities. The organization's ability to continue to deliver its operations with incremental funding requirements set at less than one (1) per cent for each of the next four (4) years is only possible due to our commitment to expenditure constraint as well as our ability to

achieve the \$20 million of projected savings outlined in our new four-year strategic plan.

This forecast is based on the status quo in terms of MPAC's mandate and services and may need to be revisited if there are unplanned changes to the organization's workload or responsibilities as the result of legislative or regulatory change.

Municipalities will experience varying increases in their individual 2013 payment for services due to the changes in their assessments and property counts on the 2012 Assessment Roll.

We will confirm the actual impact to your municipality in January 2013, following the return of Assessment Rolls. As in 2012, municipalities will be billed in equal quarterly installments on the first day of each quarter.

*MPAC to host 2012 Voters' List Forum*

On December 5, 2012, MPAC will co-host a Voters' List Forum. The purpose of the Forum is to engage in a broader discussion on the fundamental questions raised in the Discussion Paper by the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), in late 2011. This initiative is being held in cooperation with AMCTO and our election partners.

Representatives from a wide range of organizations are expected to attend the Forum including municipalities, school boards, Elections Canada, Elections Ontario, Ontario Ministries of Education, Finance and Municipal Affairs and Housing, and private sector firms that provide election and data management services.

It is anticipated that formal results will be issued on behalf of the Forum participants that would provide a road map for moving forward and will address the valid and important questions, and issues raised in the AMCTO's Discussion Paper.

As an elected municipal colleague and as the Chair of the MPAC Board of Directors, you have my assurance that we will continue to deliver on our commitment to property assessment excellence and outstanding service to our municipal partners, government stakeholders and the property taxpayers of Ontario.

If you have any questions or require additional information, please contact your local Municipal Relations Representative or Arthur Anderson, Director of Municipal Relations at 905 837-6993 or 1 877 635-6722, extension 6993. If you would like to speak with me directly, I can be reached at 519 271-0250, extension 234.

Yours truly,



Dan Mathieson  
Chair, MPAC Board of Directors

**Copy** Municipal Chief Administrative Officers, Clerks and Treasurers  
Municipal Liaison Group – Assessment  
MPAC Board of Directors  
Antoni Wisniowski, President and Chief Administrative Officer, MPAC  
MPAC Executive Management Group  
Arthur Anderson, Director, Municipal Relations, MPAC  
Account Managers and Municipal Relations Representatives, Municipal Relations, MPAC

# **INFORMATION ITEMS**

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**Week Ending December 20, 2012**

## **REPORTS**

1. Indexing of Development Charges
2. Sustainable Neighbourhood Engagement Framework Transition Update
3. Water Conservation and Efficiency Public Advisory Committee – 2012 Annual Report

## **CORRESPONDENCE**

1. Guelph and District Multicultural Festival Inc. – Regarding Fee Increases

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

1. Grand River Conservation Authority – General Meeting Minutes  
– November 23, 2012

# INFORMATION REPORT

TO City Council

SERVICE AREA Finance and Enterprise

DATE December 19, 2012

**SUBJECT Indexing of Development Charges**

REPORT NUMBER FIN-12-55

## EXECUTIVE SUMMARY

### SUMMARY OF REPORT

To advise of the development charge rate increase

### KEY FINDINGS

Development charge rates will increase by 1.8% effective March 2, 2013.

### FINANCIAL IMPLICATIONS

The development charges are adjusted annually to keep the current year rate in-line with the rate of inflation in accordance with the Statistics Canada Quarterly, *Construction Price Statistics*, catalogue number 62-007.

## BACKGROUND

The City's Development Charge By-law Number (2009) – 18729, which came into effect on March 2, 2009, provides for the annual indexing of development charges, including phased-in charges. The charges shall be adjusted annually, without amendment to the By-law, commencing on the first anniversary date of the By-law coming into effect and each anniversary date thereafter, in accordance with the prescribed index. The Regulation to the *Development Charges Act* prescribes the Statistics Canada Quarterly, *Construction Price Statistics*, catalogue number 62-007 as the index for this purpose. The use of this index and process is identical to what has been previously used.

## REPORT

The non-residential building construction price index for our part of Ontario has increased by 1.8% from the third quarter of 2011 to the third quarter of 2012. The development charge rates will, therefore, be adjusted upward by this percentage effective March 2, 2013. The new development charge rates effective from March 2, 2013, to March 1, 2014, are outlined in the attachment to this report. Education development charges are not indexed.



# INFORMATION REPORT



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## CORPORATE STRATEGIC PLAN

2.3 Ensure accountability, transparency and engagement.

## DEPARTMENTAL CONSULTATION

Departments (such as Planning & Building Services and Economic Development & Tourism) affected by the change in development charge rates are being advised of the increase.

## COMMUNICATIONS

The new development charge rates effective March 2, 2013, are being faxed to Guelph homebuilders and developers.

## ATTACHMENTS

Development Charge Rates Effective March 2, 2013, to March 1, 2014

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Making a Difference

**Development Charge Rates Effective March 2, 2013, to March 1, 2014** (Rates are adjusted annually for inflation.)

**Residential Charges**

Residential DCs are imposed according to the number and type of dwelling units proposed. A portion (for water, wastewater, stormwater, roads and related hard services) of the residential DCs is payable upon entering into a subdivision agreement (if any), while the balance is payable at the applicable rate at the time of building permit issuance.

Service	Single Detached or Semi-detached Dwelling Unit	Apartment Unit (2 or More Bedrooms)	Garden Suite or Apartment Unit (Bachelor or 1 Bedroom)	Multiple Unit
Water Services	8,223	4,948	3,452	6,192
Wastewater Services	6,852	4,124	2,877	5,162
Stormwater Drainage and Control Services	181	109	76	135
Roads and Related Services	3,032	1,824	1,273	2,283
Hard Services Sub-total	18,288	11,005	7,678	13,772
Fire Protection Services	253	152	107	191
Library Services	407	245	170	307
Recreation	1,696	1,021	712	1,278
Parks (Excluding Land Acquisition)	2,137	1,287	897	1,610
Transit	613	370	258	462
Administration (Studies)	195	118	82	148
Ambulance Services	17	9	7	12
Municipal Court Facility Space	14	8	6	10
Municipal Parking Spaces	566	341	238	426
Police Services	253	151	106	191
Soft Services Sub-total	6,151	3,702	2,583	4,635
<b>Total City of Guelph Charges</b>	<b>24,439</b>	<b>14,707</b>	<b>10,261</b>	<b>18,407</b>
Upper Grand District School Board	857	842	842	842
Wellington Catholic District School Board	455	455	455	455
Education Development Charges	1,312	1,297	1,297	1,297
<b>GRAND TOTAL</b>	<b>25,751</b>	<b>16,004</b>	<b>11,558</b>	<b>19,704</b>

**Non-residential Charges**

Non-residential DCs are imposed according to the amount of gross floor area being developed. The full amount of the non-residential DCs is payable at the applicable rate at the time of building permit issuance.

Service	Commercial / Institutional	Industrial / Computer or Research Establishment - @ 100%
	per square metre	
Water Services	50.27	45.92
Wastewater Services	41.92	38.28
Stormwater Drainage and Control Services	1.41	0.75
Roads and Related Services	23.65	12.61
Fire Protection Services	1.45	1.44
Library Services	0.28	0.15
Recreation	1.25	0.66
Parks (Excluding Land Acquisition)	1.56	0.83
Transit	4.80	2.55
Administration (Studies)	1.09	1.10
Ambulance Services	0.13	0.07
Municipal Court Facility Space	0.12	0.06
Municipal Parking Spaces	4.42	2.36
Police Services	1.58	1.57
<b>TOTAL</b>	<b>133.93</b>	<b>108.35</b>

# INFORMATION REPORT



TO **Guelph City Council**

SERVICE AREA Community and Social Services Department:  
Community Engagement and Social Services

DATE December 20, 2012

**SUBJECT Sustainable Neighbourhood Engagement Framework  
Transition Update**

REPORT NUMBER CSS-CESS-1240

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## SUMMARY

The Sustainable Neighbourhood Engagement Framework (SNEF) implementation phase is complete. In September 2012, the Guelph Neighbourhood Support Coalition (GNSC) became an incorporated non-profit organization. The first official Board of Directors meeting occurred in November 2012. A new Executive Director will be in place by January 2013. City staff are developing a Community Benefit Agreement with the GNSC. In 2013, the GNSC Board would like to present to the Community and Social Services Committee to report on their progress.

## BACKGROUND

In July 2010, Council approved the Sustainable Neighbourhood Engagement Framework (SNEF), which laid out a new structure for Neighbourhood Groups involving an expanded role for the GNSC as an independent organization that acts as a bridge between Neighbourhood Groups and other partners, including the City of Guelph.

At the May 10, 2011 meeting of Community and Social Services Committee, staff were directed to "work with the GNSC Steering Committee to reach a decision to become either an independent non-profit organization, or to enter into a long-term relationship with a 'host' organization, and to carry out the decision as described in the (revised) SNEF Implementation Plan" included in the Report.

The October 12, 2011 Information Report CSS-CESS-1141, "Sustainable Neighbourhood Engagement Framework Update," reported that Steering Committee members recommended that the GNSC apply for both non-profit incorporation and charitable status. The information report also listed the following key activities for the GNSC Steering Committee for September 2011 – June 2012:

- 
- Conduct corporate name search, file application for incorporation
  - Develop Organizational Plan for GNSC, including staffing plan and operational budget
  - Hire GNSC Executive Director
  - Transfer primary support of Neighbourhood Groups to GNSC staff

## REPORT

Over the past year, implementation of the SNEF has moved forward steadily. Members of the GNSC Steering Committee, now Board of Directors (see Attachment 1), have played a critical role in the development of the GNSC. Without this exceptional level of commitment to the development of the GNSC and its supports to Neighbourhood Groups, significant SNEF milestones could not have been achieved over the past year.

- Key organizational documents developed in the past year by the Steering Committee have been shared, and input has been sought from Neighbourhood Group leaders and staff.
- April 2012, Neighbourhood Panel meeting: Community Impact Plan and draft staffing model shared.
- July 2012, Neighbourhood Group staff: provided input to draft staffing model.
- November 2012, Neighbourhood Group Treasurers, Chairs, staff: provided input to draft 2013 budget.

This ensures not only transparency and accountability, but also brings broader neighbourhood wisdom into the Board's decision-making, and reduces some of the anxiety that exists at the neighbourhood level about the upcoming transition of Neighbourhood Group operations from the City to the GNSC.

Partner Panel contributions to the GNSC and Neighbourhood Groups have increased over the past year. These have include: funding for leased office space, two laptop computers and software, office supplies, cell phone and service fees, meeting refreshments, human resource procedure advice, and sharing of operational policies and procedures. Immigrant Services of Guelph-Wellington joined the Partner Panel in October 2012. Discussions at the Partner Panel about new strategic partnerships with the business community and other community organizations are on-going.

Finally, over the fall of 2011 and winter of 2012, Family and Children's Services (F&CS) conducted a service review of their Community Development Work positions in Neighbourhood Groups, the positions F&CS lost funding for in 2011. In October 2012, in partnership with Guelph Community Health Centre (GCHC), and Wellington Dufferin Guelph Public Health, F&CS received funding for a two year pilot project to place a new Parent Support Worker in Two Rivers and Brant Avenue Neighbourhood Groups. These two positions will work with priority families in these neighbourhoods to increase their access to community services and programs that improve their health and well-being.

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## **Main Achievements**

- Three-year Community Impact Plan developed for GNSC – ensures key directions, activities and performance indicators, based on values, vision, mission.
- Long term and short term staffing models developed for GNSC / Neighbourhood Groups – ensures necessary supports to Neighbourhood Groups.
- Incorporation application approved by Industry Canada – ensures GNSC is a legal entity and can apply for charitable status.
- Standing GNSC Board committees developed – provides structure in which all Board Directors, interested neighbourhood leaders, and community partners can contribute to developing the GNSC
- Detailed work plans based on Community Impact Plan developed – ensures clear tasks, responsibilities and timelines.
- Executive Director and bookkeeper hired

## **Next Steps**

### **November – December 2012**

- GNSC Board works with lawyer to finalise and approve GNSC by-laws, activities for charitable status application; holds first “official” Board of Directors meeting per legislative requirements.
- GNSC Board finalizes and approves 2013 budget, and staff model.
- GNSC Board opens bank account.
- GNSC purchases Board of Directors and Corporate insurance.

### **January - June 2013**

- City and GNSC Board sign Community Benefit Agreement.
- GNSC hires supervisory position to support Neighbourhood Group staff; City staff continues to provide supports.
- Neighbourhood Group staff contracts end with City, and staff sign contracts with GNSC.
- Communications plan developed.
- Website completed.
- GNSC - Resource Allocation to Neighbourhoods Work Group:
  - Reviews research on alternative funding models.
  - Develops options
  - Gathers feedback and input on options from Neighbourhood and Partner Panels.
  - Decides on final option.

## **CORPORATE STRATEGIC PLAN**

### Organizational Excellence

1.3 Build robust systems, structures and frameworks aligned to strategy

### Innovation in Local Government

2.3 Ensure accountability, transparency and engagement

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### City Building

- 3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City
- 3.3 Strengthen citizen and stakeholder engagement and communications

## **FINANCIAL IMPLICATIONS**

The funds to support the on-going work of the GNSC and Neighbourhood Groups are part of the Community and Social Services base operating budget in the Community Engagement and Social Services division.

- Neighbourhood Groups (currently 11): through allocations process \$225,000.
- Space leases for Neighbourhood Groups (currently 6): \$30,000
- GNSC operations: \$105,000.

Additionally, Community Engagement and Social Services will allocate 25% of the Supervisor of Community Engagement and two Community Engagement Coordinators' time to work with the Partner Panel, the Neighbourhood Panel, the Board of Directors and Neighbourhood Groups to build the capacity of the GNSC, Partners and community leaders.

## **COMMUNICATIONS**

Regular meeting minutes of the GNSC Neighbourhood Panel, Partner Panel and Board of Directors are shared between the three groups. The Supervisor of Community Engagement chairs the Partner Panel, sits on the Board of Directors, and attends all Neighbourhood Panel meetings. At all meetings, she has provided updates and answered questions on the SNEF Implementation.

## **ATTACHMENTS**

Attachment 1: GNSC Board of Directors and Positions November 2012

### **Prepared By:**

Kate Bishop  
Supervisor of Community Engagement



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### **Prepared By:**

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### **Recommended By:**

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Community & Social Services  
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## Attachment 1: GNSC Board of Directors and Positions November 2012

Neighbourhood Panel Representatives	Partner Panel Representatives
<ol style="list-style-type: none"> <li>1. Michele Altermann, Co-Chair – Parkwood Gardens Neighbourhood Group</li> <li>2. Debbie Gorman – Brant Avenue Neighbourhood Group (Neighbourhood Panel Chair)</li> <li>3. Tammy Hurdle – Onward Willow Neighbourhood Group</li> <li>4. Michelle Lebon – Grange Hill East Neighbourhood Group</li> <li>5. Chris Robb, Treasurer – Kortright Hills Neighbourhood Group</li> </ol>	<ol style="list-style-type: none"> <li>1. Kate Bishop – City of Guelph (Partner Panel Chair)</li> <li>2. Helen Fishburn, Secretary – Trellis Mental Health and Development Services</li> <li>3. Erin Harvey, Co-Chair – Family and Children’s Services</li> <li>4. Bryan Larkin – Guelph Police Service</li> <li>5. Rita Sethi – Wellington Dufferin Guelph Public Health</li> </ol>

# INFORMATION REPORT



TO **Guelph City Council**

SERVICE AREA Planning, Building, Engineering and Environment  
DATE December 20, 2012

**SUBJECT Water Conservation and Efficiency Public Advisory  
Committee - 2012 Annual Report**

REPORT NUMBER

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## **SUMMARY**

In July of 2009, the Guelph Water Conservation and Efficiency Public Advisory Committee (WCEPAC) was formed by Council resolution to provide an ongoing mechanism for feedback and advice to staff on key aspects of implementation of the 2009 Water Conservation and Efficiency Strategy. The WCEPAC continues to be a very active Committee meeting 8 times throughout 2012 offering valuable insights on opportunities for continued optimization of current water conservation programming as well as the enhancement of educational and outreach resources offered by the City. In alignment with requirements of the WCEPAC Terms of Reference, staff are please to provide the following annual report sharing the Committee's contributions within 2012.

## **BACKGROUND**

The purpose of the WCEPAC is to provide an ongoing mechanism for feedback and advice to staff on key aspects of implementation of the 2009 Water Conservation and Efficiency Strategy, including input on:

- Issues and opportunities to be addressed during the implementation of the 2009 Water Conservation and Efficiency Strategy;
- Alternative solutions;
- Design considerations;
- Community consultation and communications plans; and
- Other relevant matters that City staff refer to the PAC for feedback.

Staff are pleased to provide the following report detailing 2012 activities of the WCEPAC.



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## **REPORT**

### **2012 WCEPAC Meetings**

In accordance with the Council-approved WCEPAC Terms of Reference, the Committee is required to “meet quarterly at minimum with additional meetings to be called as required by the Committee Chair.” The WCEPAC continues to be a very active advisory committee with a total of eight (8) committee meetings held in 2012. The 2012 WCEPAC schedule of meeting was as follows:

- January 11, 2012
- February 8, 2012
- March 28, 2012
- May 2, 2012
- May 23, 2012
- September 19, 2012
- November 7, 2012
- December 5, 2012

### **Water Conservation and Efficiency Strategy Implementation**

In May 2009, City Council endorsed the Water Conservation and Efficiency Strategy Update. This strategy recommended various water conservation programs, policies and resources aimed to reduce average daily water use by 8.7 million litres of water per day by 2019. In alignment with recommendations of the WCESU, staff completed delivery and evaluation of the Efficient Home Visit Pilot Program within 2012. Key performance metrics of the program were shared with the Committee as well as feedback sought for opportunities for optimization of future programming based on lessons learned during the pilot.

In addition, a consultation was completed with the Committee over two meetings in May 2012 to assess opportunities for optimization of the City’s Outside Water Use Program (OWUP). Through this initiative considerable time was spent soliciting the committee’s feedback on the educational and policy refinements to this program, with this valuable input anticipated to greatly inform public engagement programming resources of the City’s 2013 Outside Water Use By-law Review.

### **Public Education, Engagement and Outreach**

In accordance with the 2010 Water Conservation Public Education Communications Strategy (WCPECS), additional educational and outreach programming measures were brought to the WCEPAC for review, comment and approval throughout 2012. This included consultation surrounding development of the City’s award winning 2012 Canada Water Week programming as well as the City’s first Water Conservation Progress Report, launched to coincide with World Water Day – March 22, 2012.

Further to the recommendations of the WCPESC, the completion of the annual Water Conservation Social Research Telephone Survey was completed within 2012 to evaluate social performance benchmarks as well as to assess future opportunities for water conservation programming and outreach. Development of this survey was completed through consultation with the Committee with survey results shared as part of the September 2012 WCEPAC meeting.

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In evaluating new ways to communicate with public stakeholders, staff also conducted consultation with the WCEPAC on the key deliverables of the Showcasing Water Innovation Program funded Integrated Water Mapping Project – a GIS-based tool to identify, integrate and visualize water utility information, land use, built form and demographic datasets. Preliminary findings of this study were shared with the Committee during a workshop led by the Canadian Urban Institute in November 2012, with continued dialogue planned with the Committee throughout 2012 and 2013 on public educational based applications for this unique tool.

Lastly, discussion was also held by the Committee in 2012 regarding the formation of a “Guelph Water Ethic” as a statement to the City’s commitment to water resource conservation, efficiency and protection. Further evaluation of this proposed “Ethic” is anticipated for 2013 with members of the community to be invited to contribute their insights on the formation of the Ethic as part of the City’s 2013 Canada Water Week programming.

### **Next steps**

In alignment with the WCEPAC Terms of Reference, the term of 2 new Committee members, appointed in 2011, has ended effective of November 30, 2012. Staff had worked with the City Clerk’s office to complete a call for applications for these 2 current Committee vacancies as part of the greater call for all City Agencies/Boards/Advisory Committees in the late fall of 2012. Citizen appointments to these vacancies were completed by Guelph City Council in November 2012 with new WCEPAC members to start their term within January of 2013.

In addition to items noted above, the 2013 Work Plan for the WCEPAC is anticipated to include the following:

- Outside Water Use By-law Review Consultation;
- 2013 Canada Water Week and World Water Day Programming Development;
- Consultation on revised community water demand reduction targets through update of the City’s 2006 Water Supply Master Plan, and;
- Blue Built Home Water Efficiency Standard and Rebate Program Revision Consultation.

## **CORPORATE STRATEGIC PLAN**

- 2.1 Build an adaptive environment for government innovation to ensure fiscal and service sustainability.
- 3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City.
- 3.3 Strengthen citizen and stakeholder engagement and communications.

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## **FINANCIAL IMPLICATIONS**

N/A

## **DEPARTMENTAL CONSULTATION**

City Clerk's Office

## **COMMUNICATIONS**

N/A

## **ATTACHMENTS**

N/A

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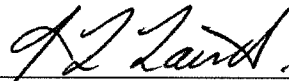
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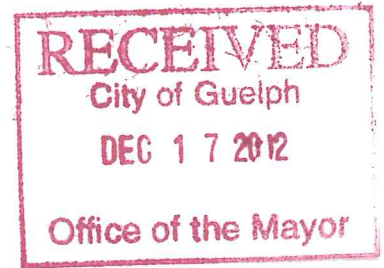


**GUELPH AND DISTRICT MULTICULTURAL FESTIVAL INC.**  
ONE WORLD - LIVING TOGETHER



Guelph City Council  
City Hall  
1 Carden Street  
Guelph, ON

INFORMATION SHEETS



December 14, 2012

Dear City Councillors,

This letter is to follow-up on discussions had at the Special Events Meeting between local event planners and City staff, on November 20, 2012. At this meeting, issues were raised about the implementation of new fees associated with park usage and the increase across the board of existing fees. Many in attendance were upset by the apparent lack of support from the City.

Foremost, the Board of Directors of the Guelph & District Multicultural Festival would like to express their appreciation for all of the support that the City has given our agency over the past 25+ years. We look forward to working together with the City for many more years to come.

As you probably know, the Guelph & District Multicultural Festival Inc is a non-profit organization and is truly volunteer-run (we have only one staff person). Financially, we rely greatly on the generosity of local businesses and groups in the community as sponsors. The number of supporters that we have, both financial and donors of in-kind services, is a testament to how much the community supports our event. We have also been fortunate enough to receive a handful of grants over the past few years that have been able to sustain us. However, we cannot continue to rely on these sources indefinitely. We strongly feel that it is in the best interest of Guelph for the municipality to be investing in events like ours.

Our annual community event has been held in Guelph for 26 years, and has been held at Riverside Park for 16 years. The Multicultural Festival offers a unique opportunity for different cultures to come together in Guelph. For the last few years, attendance at our festival has been on average 24,000. The Festival provides opportunities for: volunteerism (we have approx 150 volunteers working over the festival weekend), for youth involvement (we work with the Guelph Youth Council, Immigrant Services and other agencies), for entrepreneurial advancement (patrons' spending on food and crafts, in the amount of approximately \$50,000, goes back to the local business vendors who are often cultural community groups and clubs), as well as for tourism in Guelph. Walking through the Multicultural Festival over the weekend in June, you will see an amazing mingling of cultures – residents who may not have other occasions to interact with different communities. Our promotion of understanding and of tolerance should be seen as valuable in our community.

If user fees from the City continue to rise, the Multicultural Festival and other non-profit events in Guelph may not be able to continue. This is even more of a concern now that waivers have been eliminated from the new Community Investment Strategy. It is of substantial benefit to the





City and to our community that these events continue. In order to keep these NPOs viable, we have to work together as a team with continued support from the City.

We understand that the Community Service staff are working towards new processes and procedures for special event management and towards a new Community Investment Strategy. Unfortunately, these changes are manifesting as more bureaucracy, paperwork and costs to the agencies who plan these events. We are specifically concerned by the \$50 fee to place a mobile sign on City property, by the hydro fees we incur for weekend use of the park, and the fees to have staff move picnic tables. In past years our volunteers have always worked well with Parks staff regarding scheduling, property maintenance and rentals. The new processes under development seem to be discouraging these existing working relationships.

We would also like to point out that the GDMF Inc has been very willing to invest back into the City. Approximately 10 years ago the Festival paid for two electrical panels to be installed in Riverside Park; which other community events continue to utilize to this day.

The City of Guelph prides itself on being rich in culture and in volunteerism. On your website, the City invites tourists and new residents by saying “Guelph is known for its rich heritage, its vibrant cultural life and wonderful assortment of music festivals”. Events like the Multicultural Festival are exactly what makes this true. We urge the Council to recognize the Guelph & District Multicultural Festival is part of what makes Guelph the “City That Makes a Difference” and we ask that you consider our request to remove all operational/user fees for community events like ours.

Sincerely,

Delfino Callegari  
Board President

On Behalf of the Board of Directors 2012-2013

CC: **Mayor Karen Farbridge, City of Guelph**  
Patty Pizziola, Special Events & Tournaments Coordinator, City of Guelph  
Kelley McAlpine, Facility Booking & Program Registration, City of Guelph  
Colleen Bell, Executive Director, Community & Social Services, City of Guelph