

INFORMATION ITEMS

Week Ending April 28, 2017

REPORTS

1. Tier-1 Projects Q1 2017 Status Update
2. Building Services 2016 Annual Report
3. 2016 Year-end Investment Performance Report

INTERGOVERNMENTAL CONSULTATIONS

1. Identifying a Province-wide Cycling Network

CORRESPONDENCE

1. Lanark County Resolution re: Request for Provincial Support: Opioid Strategy
2. Municipality of Kincardine Resolution re: Proposed Change to the 2012 Building Code O. Reg 332/12 as amended – Septic System
3. Municipality of South Huron Resolution re: Proposed Building Code Change B-08-09-03
4. Township of West Lincoln Resolution re: Request to Re-write the Pupil Accommodation Review Guideline (PARG) & Place an Immediate & Retroactive Moratorium on School Closures until the PARG is Rewritten
5. Town of Amherstburg Resolution re: Support Postal Banking
6. Association of Municipalities of Ontario (AMO) Policy Statement re: Province Announces Fair Housing Plan for Ontario

BOARDS & COMMITTEES

1. Guelph Police Services Board Meeting Minutes – March 16, 2017

ITEMS AVAILABLE IN THE CLERK'S OFFICE

1. None

Information Report



Service Area Infrastructure, Development & Enterprise Services

Date Friday, April 28, 2017

Subject Tier-1 Projects Q1 2017 Status Update

Report Number IDE 17-66

Executive Summary

Purpose of Report

To provide quarterly status update of Tier-1 Projects to Council. These reports are posted on their respective project pages on guelph.ca.

Key Findings

The City currently has three active Tier-1 projects:

- 1) Victoria Road Recreation Centre Renovation;
- 2) Wilson Street Reconstruction and Parkade;
- 3) Guelph Police Service Headquarters Renovation.

The overall dashboard of the three Tier-1 projects and high-level status, as of the end of Q1 2017, are attached. A brief status explanation for each project is provided within this report.

Financial Implications

This report has no financial implications.

Report

This report is to provide quarterly status updates of Tier-1 projects to Council. The three currently active Tier-1 projects are:

- 1) Victoria Road Recreation Centre (VRRC) Renovation Project;
- 2) Wilson Street Reconstruction and Parkade Project;
- 3) Guelph Police Service (GPS) Headquarters (HQ) Renovation Project.

The highlights are summarized by project below.

VRRC Renovation Project

The behind schedule status has not changed since it was reported in the last quarterly (Q4-2016) report on January 27, 2017. This delay has no impact to the grand re-opening community celebration on Saturday, June 24, 2017, or to the start dates of public recreation programs this summer. Actual cost spent to date,

as of the end of March is within budget. Staff is projecting a one per cent (of the total budget) cost overrun based on Q2 estimates and is actively working on measures to deliver the project within budget by the end of June, 2017.

Wilson Street Reconstruction and Parkade Project

The street reconstruction portion of the project is on schedule. Environmental Assessment (EA) is currently under review by Ministry of Environment and Climate Change (MOECC).

The request for proposal (RFP) for the parkade portion has closed and is currently being evaluated. Further information will be provided once the evaluation is complete.

GPS HQ Renovation Project

The behind schedule status has not changed since it was reported in the last quarterly (Q4-2016) report on January 27, 2017. For more information, visit guelph.ca/gpsreno > Latest Updates > [Behind schedule and getting back on track: Police HQ reno.](#)

Financial Implications

This report has no financial implications.

Corporate Strategic Plan

2.3 Ensure accountability, transparency and engagement.

Communications

These quarterly reports are available on guelph.ca and will be promoted through the City's social media channels.

Attachments

- ATT-1 Tier-1 Project Portfolio Dashboards – Q1-2017
- ATT-2 Victoria Road Recreation Centre Renovation Project – Q1-2017
- ATT-3 Wilson Street Reconstruction and Parkade Project – Q1-2017
- ATT-4 Guelph Police Service Headquarters Renovation Project – Q1-2017

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Q1 end of March 2017

Basic Project Information

PROJECT	EXECUTIVE SPONSOR	PROJECT MANAGER	APPROVED BUDGET	FUNDING SOURCES	TARGET COMPLETION
Victoria Road Recreation Centre Renovation	Scott Stewart, Deputy CAO, IDE	Jeet Joginder, Manager, Complex Capital Projects, Facilities Management	\$15,100,000	3% Parkland Dedication Reserve, 11% Recreation Facility Development Charges, 86% Tax funded debt	Spring 2017
Wilson Street Reconstruction and Parkade		Andrew Janes, Project Engineer Supervisor Jeet Joginder, Manager, Complex Capital Projects, Facilities Management	\$16,050,000	Street and bridge 18% Tax, 57% Non-Tax, 25% Federal Gas Tax Parkade 72% Parking DC, 28% Tax Funded debt	Original— end of 2017 New—tbd
Guelph Police Service Headquarters Renovation		Jeet Joginder, Manager, Complex Capital Projects, Facilities Management	\$34,111,000	45% Development Charges, 55% Tax	Spring 2019

Dashboard

Project	Current			
	scope	schedule	budget	
<u>Victoria Road Recreation Centre Renovation</u>	Within scope	Behind schedule	Within budget	
<u>Wilson Street Reconstruction</u>	Within scope	On schedule	Within budget	
<u>Parkade</u>	Within scope	Behind schedule	Within budget	
<u>Guelph Police Service Headquarters Renovation</u>	Within scope	Behind schedule	Within budget	

Q1 end of March 2017

Victoria Road Recreation Centre Renovation



Executive Sponsor Scott Stewart, Deputy Chief Administrative Officer, Infrastructure, Development and Enterprise Services

Project Manager Jeet Joginder, Manager, Complex Capital Projects, Facilities Management

Approved Budget \$15,100,000

Funding Sources 3% Parkland Dedication Reserve, 11% Recreation Facility Development Charges, 86% Tax funded debt

Project Deliverables and Scope A renovation and expansion that will move the facility from an aging and outdated recreation centre to an updated, more inclusive and accessible community centre. The modernized facility will meet all building code and legislated requirements and improve the experience of City patrons and employees through improved accessibility, security, customer service, and new programming. For additional details, visit guelph.ca/vrrcrenovations.

Target Completion Spring 2017

Project Status



Within scope



Behind schedule*
90% of construction work complete



Within budget*
79% of total (approved) budget spent to date

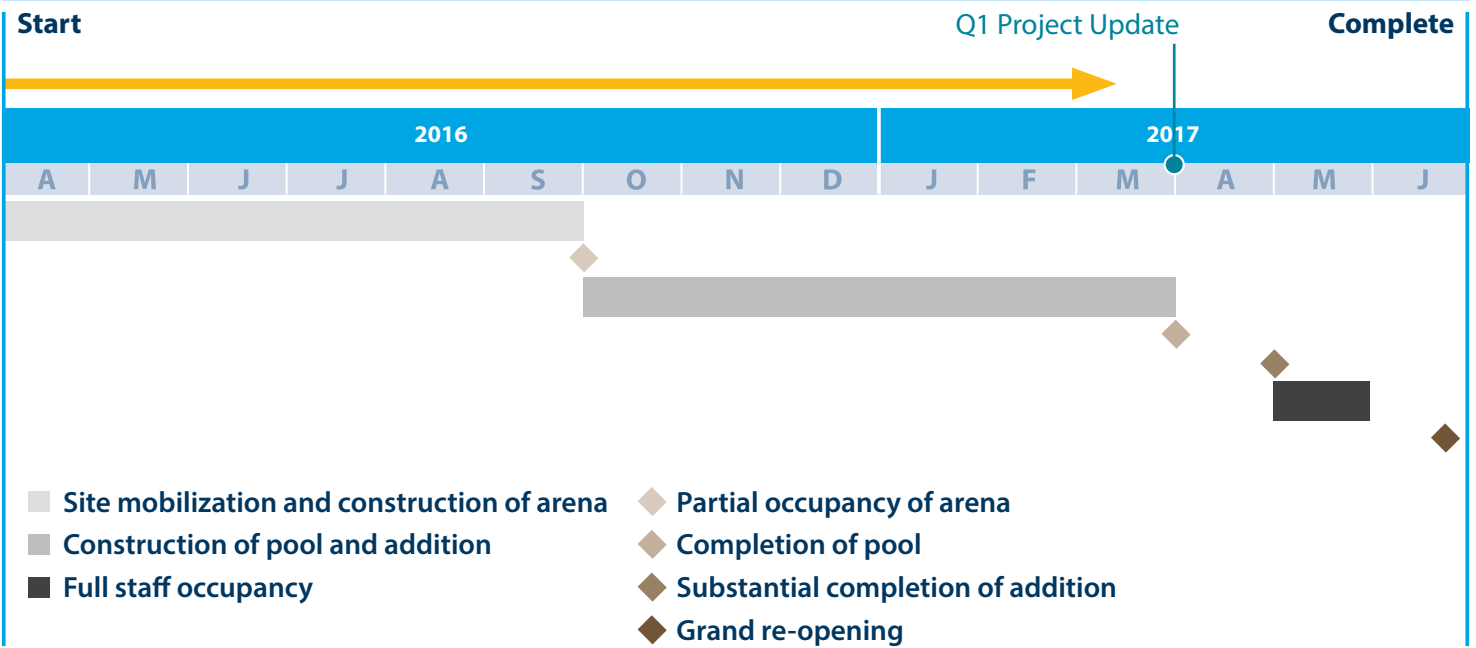
*The behind schedule status has not changed since it was reported in the last quarterly (Q4-2016) report on January 27, 2017. This delay has no impact to the grand re-opening community celebration on Saturday, June 24, 2017 or to the start dates of public recreation programs this summer. Actual cost spent to date, as of the end of March, is within budget. Staff is projecting a one per cent (of the total budget) cost overrun based on Q2 estimates and is actively working on measures to deliver the project within budget by end of June, 2017.

Q1 end of March 2017

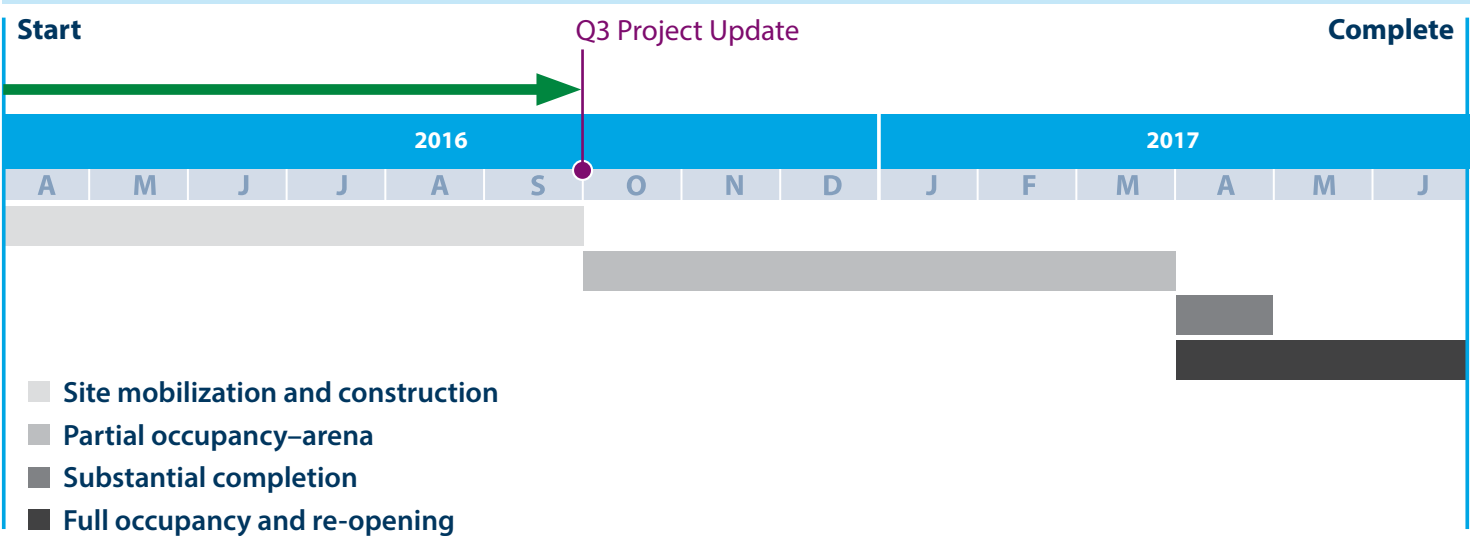
Victoria Road Recreation Centre Renovation



Progress to date



Original schedule (as reported on October 28, 2016)



Q1 end of March 2017

Wilson Street Reconstruction and Parkade



Executive Sponsor Scott Stewart, Deputy Chief Administrative Officer, Infrastructure, Development and Enterprise Services

Project Manager **Street:** Andrew Janes, Project Engineer Supervisor, Engineering and Capital Infrastructure Services

Parkade: Jeet Joginder, Manager, Complex Capital Projects, Facilities Management

Approved Budget \$16,050,000

Funding Sources **Street and bridge:** 18% Tax, 57% Non-Tax, 25% Federal Gas Tax
Parkade: 72% Parking DC, 28% Tax Funded debt

Project Deliverables and Scope A new parking structure with a minimum of 350 parking spaces, replacement of the Norfolk Pedestrian Bridge and reconstruction of Northumberland Street between Wilson and Norfolk streets, and reconstruction of Wilson Street between Gordon and MacDonell streets. For additional details, visit guelph.ca and search [Wilson street reconstruction and parkade](#).

Target Completion End of 2017 (original)

Street Project Status



Within scope



On schedule*

Parkade Project Status



Within scope



Behind schedule*



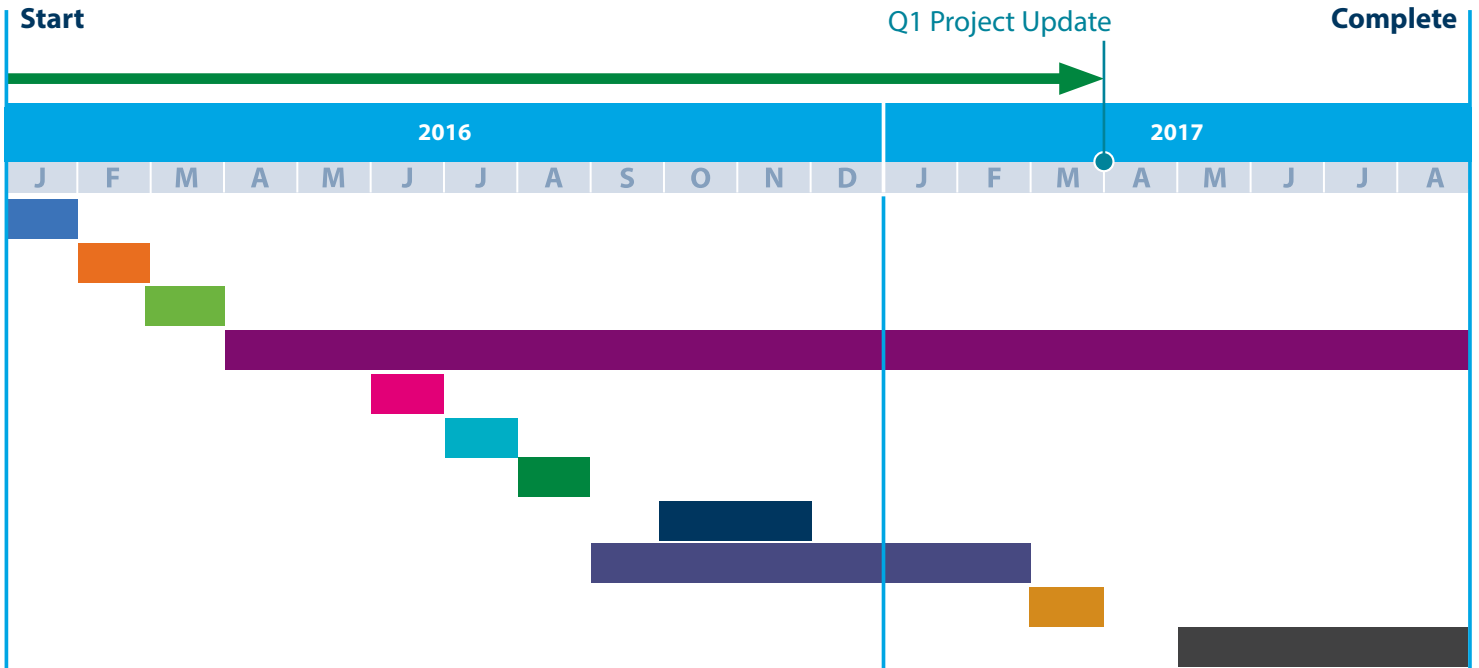
Within budget
 5% of total (approved) budget spent to date

* The street reconstruction portion of the project is on schedule. EA is currently under review by MOECC. The RFP for the parkade portion has closed and is currently being evaluated.

Q1 end of March 2017

Wilson Street Reconstruction

Progress to date

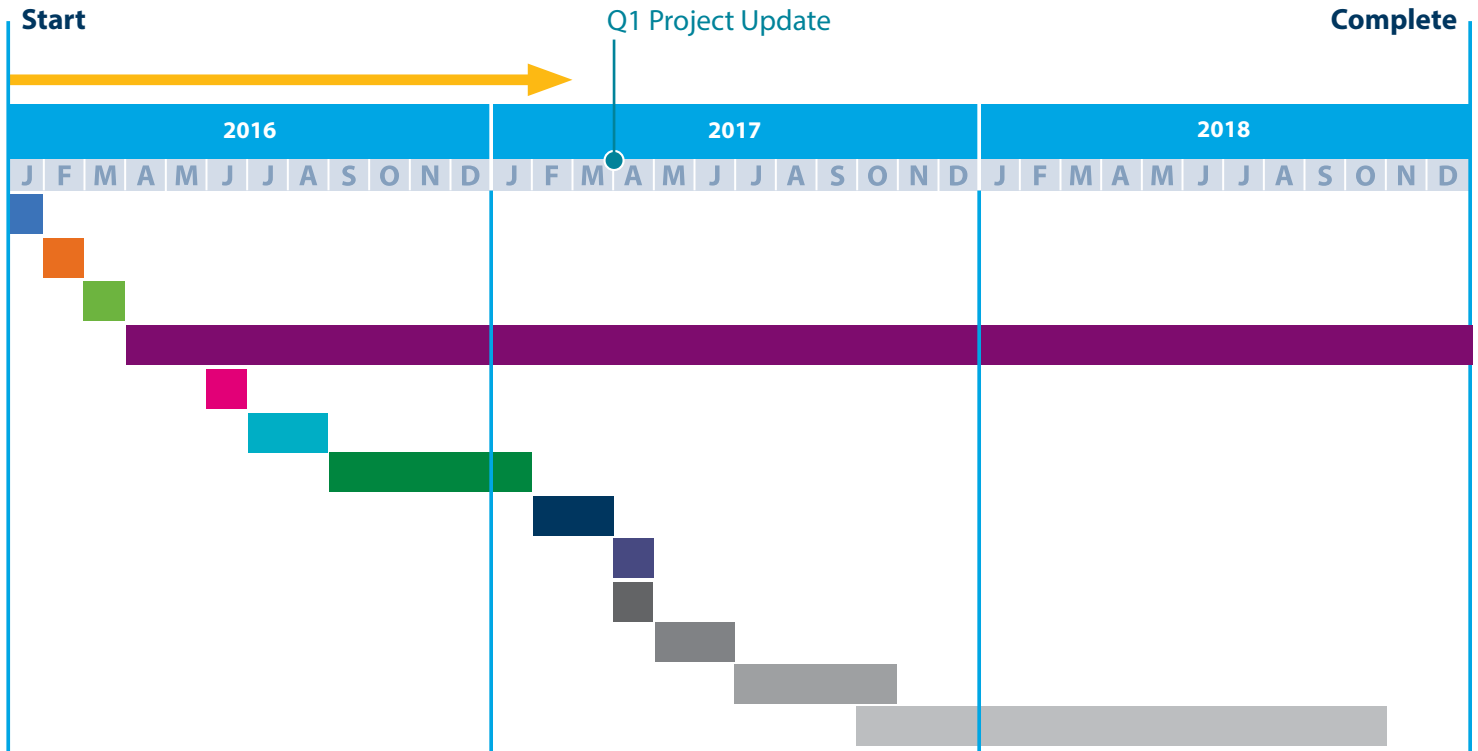


- Project start-up (staff)
- Hire Wilson Street design consultant
- Project scoping and engagement development
- Public engagement
- Council receipt of project scope and RFP approach
- Tender Wilson Street construction (Stage 1)
- Award Wilson Street construction (Stage 1)
- Wilson Street construction (Stage 1)
- Final EA Decisions for Wilson Street surface design
- Tender Wilson Street construction (Stage 2)
- Wilson Street construction (Stage 2)

Q1 end of March 2017

Wilson Parkade Construction

Progress to date



- Project start-up (staff)
 - Hire design-build (d-b) contract consultant
 - Project scoping and engagement development
 - Public engagement
 - Council receipt of project scope and RFP approach
 - Tender Wilson Parkade d-b RFP
 - Analysis of RFP results and preparation to reissue new RFP
 - Re-issue and close Wilson Parkade d-b RFP
 - Evaluation and recommendation
-
- Contract award
 - Design of Wilson Parkade and Norfolk Bridge
 - Site plan approval and building permits
 - Construction of Wilson Parkade and Norfolk Bridge

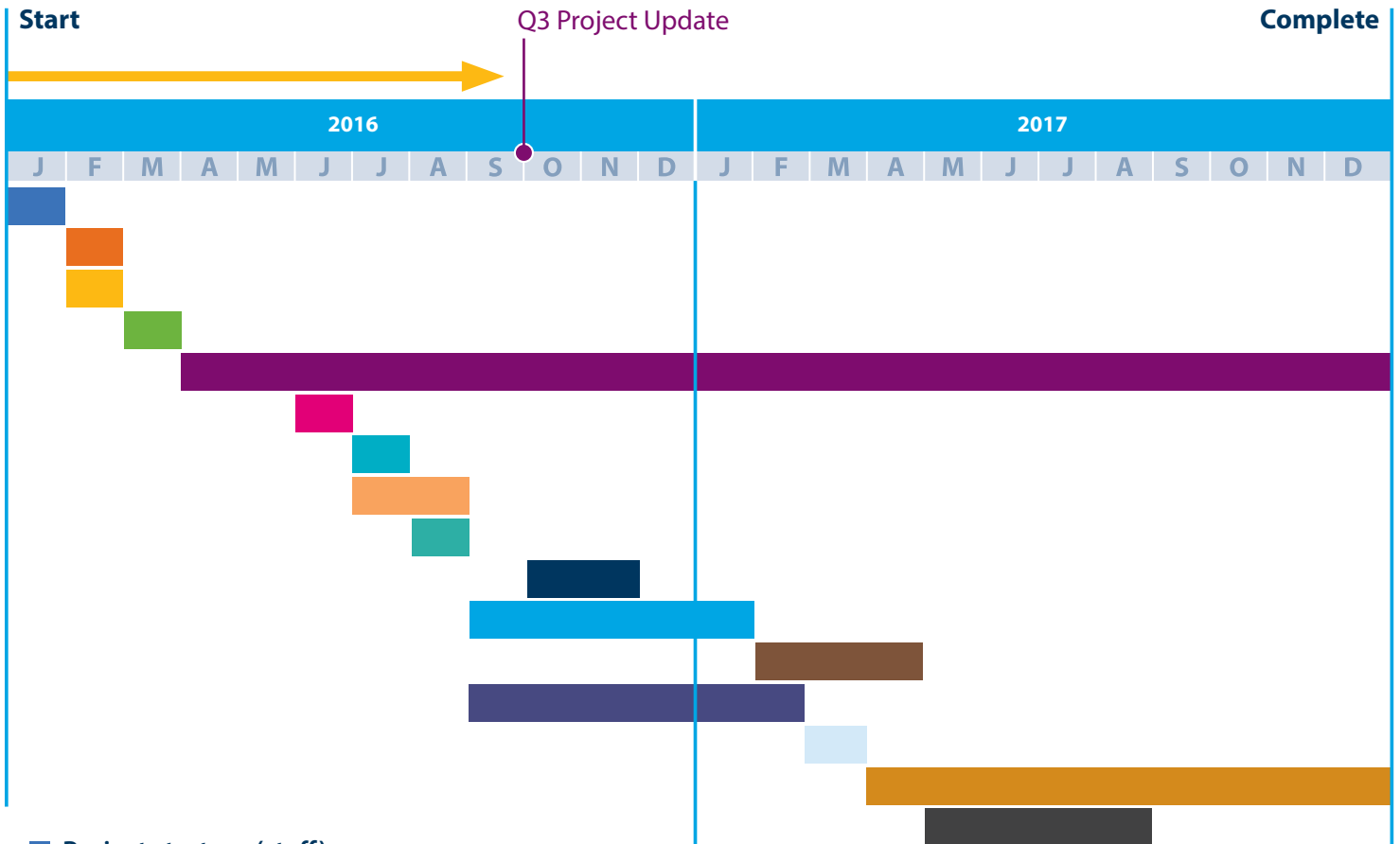
TBD based on RFP evaluation outcome

Q1 end of March 2017

Wilson Street Reconstruction and Parkade



Original schedule (as reported on October 28, 2016)



- Project start-up (staff)
- Hire design-build (d-b) contract consultant (Parkade)
- Hire Wilson Street design consultant (Street)
- Project scoping and engagement development (staff)
- Public engagement
- Council receipt of project scope and RFP approach
- Tender Wilson Street construction (Stage 1)
- Tender Wilson Parkade d-b RFP
- Award Wilson Street construction (Stage 1)
- Wilson Street construction (Stage 1)
- Award Wilson Parkade d-b team
- Design development and approvals (Parkade)
- Final EA decisions for Wilson Street surface design
- Tender Wilson Street construction (Stage 2)
- Construction Wilson Parkade and Norfolk Bridge
- Wilson Street construction (Stage 2)

Tier 1 Project Update | April 28, 2017




Q1 end of March 2017

Guelph Police Service Headquarters Renovation



Executive Sponsor	Scott Stewart, Deputy Chief Administrative Officer, Infrastructure, Development and Enterprise Services
Project Manager	Jeet Joginder, Manager, Complex Capital Projects, Facilities Management
Approved Budget	\$34,111,000
Funding Sources	45% Development Charges, 55% Tax
Project Deliverables and Scope	<p>GPS headquarters is undergoing an expansion and renovation to meet the needs of our community’s police services today and 25 years from now. This work will bring the facility up to today’s health and safety standards, provide the appropriate space—long-term—for police operations and personnel, and replace the building’s aging equipment.</p> <p>The renovation includes gutting and rebuilding the inside of the existing building and the expansion includes the construction of two new wings—on the east and west sides of the existing building. Additional details available at guelph.ca/gpsreno.</p>
Target Completion	Spring 2019

Project Status

 <p>Within scope</p>	 <p>Behind schedule* 35% of construction work complete</p>	 <p>Within budget 36% of total (approved) budget spent to date</p>
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*The behind schedule status has not changed since it was reported in the last quarterly (Q4–2016) report on January 27, 2017. For more information, visit guelph.ca/gpsreno > [Latest Updates](#) > [Behind schedule and getting back on track: Police hq reno](#).

Progress to date



- Construction preparation
- Phase 1 (east and west wing renovations)
- Phase 2 renovation
- Post construction work

Information Report



Service Area Infrastructure, Development and Enterprise Services

Date Friday, April 28, 2017

Subject **Building Services 2016 Annual Report**

Report Number 17-62

Executive Summary

Purpose of Report

To present a summary of Building Services responsibilities, activities and performance measurements for 2016.

Key Findings

1. Report contains analytical information and key findings.
2. Certain performance measurements include dashboards and scorecards.
3. 2016 accomplishments are highlighted, which support the three Corporate Strategic Focus Areas: Organizational Excellence, Innovation in Local Government and City Building.
4. 2017 objectives are highlighted, which support the three goals of the Corporate Administrative Plan: Service Excellence, Financial Stability and Innovation.

Financial Implications

Not applicable.

Report

Background

The Building Services 2016 Annual Report provides a panoramic snapshot of the various functions performed. The report offers analytical information and key findings associated with performance measurements.

Building Services has been producing annual reports since 1995.

The Building Services 2016 Annual Report is divided into eight sections highlighting Building Services' core functions. Performance measurements have been included in six of the core services which most affect our customers. Certain performance measurements include dashboards and scorecards, which illustrate targets, trends and activities.

The report also identifies various accomplishments from 2016 and objectives for 2017. The 2016 accomplishments are summarized according to the three Strategic Focus Areas of the Corporate Strategic Plan that was in effect for the first three quarters of 2016. The 2017 objectives are organized around the three goals of the Corporate Administrative Plan that was approved by Council on September 26, 2016.

New for 2016 is a sewage systems section which highlights the new Sewage System Maintenance Inspection Program.

Financial Implications

Not applicable.

Consultations

Not applicable.

Communications

Annual Building Services reports are available on the City's website.

Corporate Administrative Plan

Overarching Goals

Service Excellence
Financial Stability
Innovation

Service Area Operational Work Plans

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

Attachments

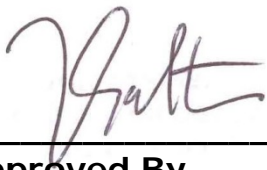
ATT-1 Building Services 2016 Annual Report

Departmental Approval

Not applicable.

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Building Services 2016 Annual Report



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ADMINISTRATION

Introduction

It's an ongoing goal of the Building Services team to continuously improve on the many services provided to customers, which include the following:

- Issuance of building permits and conducting building inspections as required under the Building Code Act and Ontario Building Code (OBC)
- Administer and enforce various City by-laws including the Zoning By-law, Sign By-law and Swimming Pool By-law
- Administration of a Termite Control Program
- Administration of a Backflow Prevention Program
- Administration of a Sewage System Maintenance Inspection Program

Building Services is constantly striving to accomplish numerous divisional and service area objectives with an end goal of assisting both customers and staff alike. In 2016, several new divisional programs were implemented, and the Building Services team was an active participant in many departmental and corporate initiatives.

The establishment of a new divisional structure in 2016 has not only worked towards improving operational efficiencies, but also enhancing customer service delivery. In 2017, Building Services looks forward to seeing positive outcomes the new organizational structure has brought to the team and its customers.

Rob Reyne
Chief Building Official

Minna Bunnett
Administrative Assistant

Patrick Sheehy
*Program Manager
– Zoning Services*

Jeremy Laur
*Program Manager
– Permit Services*

Adrian van Eck
*Program Manager
– Inspection Services*

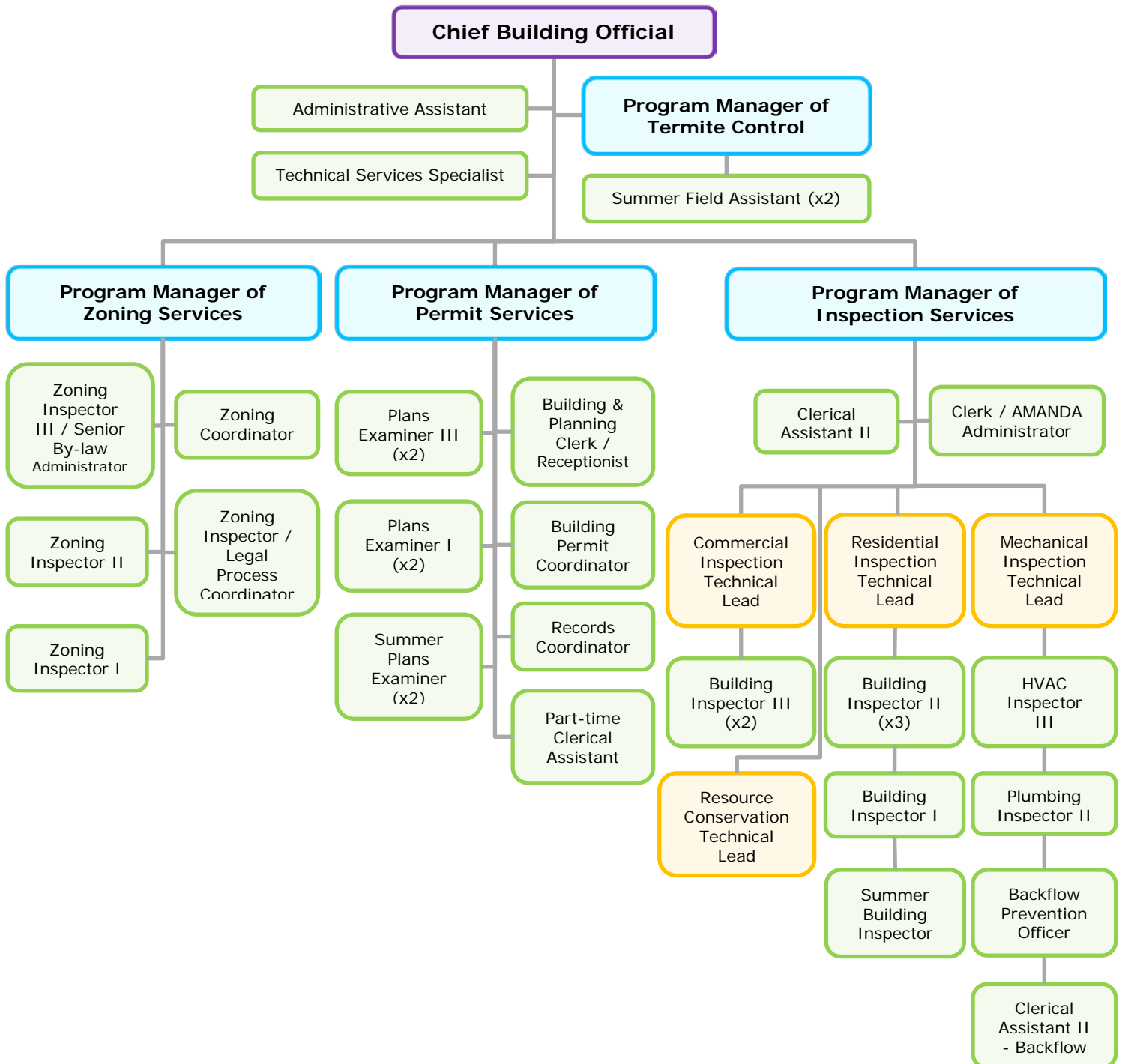
Todd Salter
*General Manager
Planning, Urban Design
and Building Services*

Scott Stewart
*Deputy CAO
Infrastructure, Development
and Enterprise*

Divisional Structure

Building Services is a division within the Planning, Urban Design and Building Services department of the Infrastructure, Development and Enterprise service area.

In 2016, the Building Services team consisted of 35 full-time staff, five summer staff and one part-time clerical assistant, which is reflected in the chart below.



2016 Accomplishments

The following accomplishments from 2016 have been categorized under the three Strategic Focus Areas of the Corporate Strategic Plan – Organizational Excellence, Innovation in Local Government and City Building.

Organizational Excellence

- Implemented a number of recommendations from the Building Services 2015 Customer Service Survey.
- Initiated an inactive building permit application program to manage inactive applications, reduce staff time spent on these files, and to ensure customers' projects continue to move forward.
- Implemented a Legal Proceedings Program to assist with the enforcement of the OBC and various by-laws. This includes areas such as training, reporting, document retention, evidence gathering and issuing penalties.
- Established a new Building Services organizational structure to improve long-term operational efficiencies and enhance customer service.

Innovation in Local Government

- Launched an electronic permit drawing pilot project to enable customers to submit, receive and review drawings electronically. This pilot could inform future corporate efficiency initiatives such as Integrated Operational Review and Open Government, enabling the City to enhance the delivery of public services.
- Completed a review to delegate authority to staff to approve sign by-law variances and demolition permits in order to provide more timely service to customers.

City Building

- Amendments to the Backflow Prevention By-law were approved by City Council.
- Increases to fees for permits issued under the sign by-law, and for sign by-law variances, were approved by City Council.
- Provided free radon gas testing for nearly 200 new houses to protect the health of residents and to gather data regarding radon levels within the City.
- Implemented a Sewage System Maintenance Inspection Program to meet legislative requirements and to protect the City's water supply.

2017 Objectives

The following objectives for 2017 have been categorized under the three goals of the Corporate Administrative Plan – Service Excellence, Financial Stability and Innovation.

SERVICE EXCELLENCE

Achieving quality and showing results

- Complete remaining recommendations from the Building Services 2015 Customer Service Survey.
- Gather and review radon gas test results for new single detached, semi-detached and row townhouse dwellings, including data from Wellington-Dufferin-Guelph Public Health and Health Canada. This will help the City determine the effectiveness of the Radon Gas Mitigation Program.
- In collaboration with Court Services, implement a new process to track and record activity related to prosecutions for building code violations and various by-law offences.
- Recommend amendments to the Two Unit Registration By-law to Council.
- Commence a review of the Sign By-law with a goal of recommending amendments to Council in 2018.
- Conduct research to determine if dust and fumes on construction and demolition projects can be regulated by the Building By-law in order to help protect the health of the public.
- Seek approval from Council to amend the Building By-law to require protective fencing where a construction or demolition project presents a hazard to public safety. This could apply to infill projects in established neighbourhoods or in the downtown core.
- Obtain Council approval of administrative amendments to the Zoning By-law in order to clarify the use and interpretation of the By-law.

FINANCIAL STABILITY

Managing our resources to achieve maximum public value

- Implement an inactive building permit application program to manage inactive applications, reducing employee time spent on these files and ensuring customers' projects continue to move forward or files are appropriately closed.
- Seek approval from Council to amend the Building By-law to automatically appoint new building officials as inspectors under the authority of the Building Code Act. This will eliminate the need for amending the by-law each time a new building official is hired.
- Develop and begin implementation of succession plans for known and potential staff retirements that will be occurring in 2017 and 2018.

2017 Objectives (continued)

INNOVATION

Modernizing our services and how we work

- Implement an electronic building permit drawing project, with assistance from industry partners, to allow drawings to be submitted and reviewed electronically. The outcomes of this initiative will inform future corporate efficiency initiatives such as improved online processes for development applications.
- Assist Information Technology Services with implementing recommendations from the assessment of the AMANDA Operating System, and propose resource options to implement recommendations as required.
- Educate and assist customers with the implementation of changes to the Ontario Building Code. Significant changes are related to energy efficiency (effective January 1, 2017) and affordable housing (tentatively scheduled for July 1, 2017).
- Assist Information Technology Services with the testing and launch of an enhanced version of the online permit and inspection portal. (Public Portal II)

Code of Conduct

The Building Code Act requires every principal authority to establish and enforce a code of conduct for the Chief Building Official and inspectors.

A code of conduct is a set of rules outlining the responsibilities and procedures for an individual or an organization. It's intended to promote appropriate standards of behaviour by staff in the performance of their duties.

The Building Services Code of Conduct is meant to:

- Promote good behaviour and actions by all Building Services staff.
- Prevent an abuse of power, including unethical or illegal practices, by all Building Services staff.
- Promote honesty in the services provided by all Building Services staff.
- Provide a formal process for submitting complaints to the Building Services division.

As part of the Code of Conduct, Building Services staff must:

- Always act in support of public well-being.
- Apply all relevant laws, codes and standards in a fair and impartial manner.
- Keep their qualifications up to date, and perform work within the limits of their qualifications.
- Be professional and polite.
- Act in accordance with the City's corporate values related to integrity and excellence.

What happens if Building Services staff do not follow the Code of Conduct?

Persons can submit a written complaint by using the Building Services Code of Conduct Complaint Form. The form is found on guelph.ca. Once a complaint is submitted, an investigation will take place. The Chief Building Official or senior management of the City will provide a written response within 30 calendar days of receipt of the complaint.

For more information

Chief Building Official
519-837-5615
cbo@guelph.ca
guelph.ca/code-of-conduct

PERMITS

Introduction

The Permit Services team is responsible for issuing building permits for all construction and demolition projects within the City of Guelph, and for providing various information to customers. In 2016, this group within Building Services had eight full-time staff, two summer Plans Examiners and one part-time clerical assistant.

The OBC is a regulation made under the Building Code Act. The focus of this provincially legislated service is to ensure the technical requirements of the OBC are met. The OBC contains minimum provisions respecting the functionality of buildings with reference to safety, health, fire protection, accessibility, energy efficiency and structural sufficiency. Building permit applications are reviewed by the Permit Services team to confirm compliance with the OBC and to ensure that these minimum requirements are met.

Building permits are issued for all sizes and types of projects from a deck or shed, to a high-rise residential or large industrial building. The Province mandates that permit applications be reviewed within set time frames which vary from 10 to 30 working days.

The Permit Services team works closely with various customer groups to ensure they are aware of changes to OBC requirements, applicable legislation, and associated fees.

Permit Services also collects applications, fees and deposits on behalf of other service areas of the City, including curb cut applications, development charges and damage deposits. Managing filing systems for both Planning Services and Engineering Services is another service provided. Property Information Reports, routine disclosure requests and freedom of information requests are also handled by Permit Services.

Building Services offers an online permit and inspection portal that allows all types of residential building permit applications to be submitted online at any time. This also allows customers to review the status of their permits at their convenience. With the assistance of Information Technology Services, the testing and launch of an enhanced version of the online portal (Public Portal II) is scheduled for 2017.

Major Building Projects

The number of larger construction projects has a significant impact on the overall figures associated with construction values, new residential units and permit revenues.

As indicated in the chart below, five projects which had building permits issued in 2016 were valued at more than \$10 million. The top six projects accounted for almost one-quarter of the more than \$300 million in construction value, while the top three projects alone account for almost one-third of the nearly 1,100 new residential units created in 2016.

DESCRIPTION	VALUE
Joylife Imperial Towers - 996 Paisley Road Eight storey apartment building (126 units)	\$17,720,000
Clarity Condominiums, Building 1 - 7 Kay Crescent Six storey apartment building (94 units)	\$12,750,000
Liberty Square Condominiums, Building B - 1284 Gordon Street Four storey apartment building (124 units)	\$12,500,000
Victoria Road Recreation Centre - 151 Victoria Road North Addition and renovations	\$11,500,000
Wellington Crossroads Business Park, Building K 35 Cooper Drive - One storey industrial building	\$11,000,000
University of Guelph, Ontario Veterinary College 28 College Avenue West - Interior renovations	\$8,750,000
Liberty Square Condominiums, Building A - 1280 Gordon Street Four storey apartment building (75 units)	\$8,500,000
Clarity Condominiums, Building 2 - 17 Kay Crescent Four storey apartment building (47 units)	\$7,290,000
Walmart - 175 Stone Road West Addition and renovations	\$6,024,000
University of Guelph, Alumni Stadium - 26 Powerhouse Lane Two storey addition and renovations	\$5,950,000
Halwell Mutual Insurance - 535 Hanlon Creek Boulevard One Storey Office Building	\$5,600,000
Guelph Hydro Electric Systems - 395 Southgate Drive Microgrid testing center (five modular buildings)	\$5,000,000

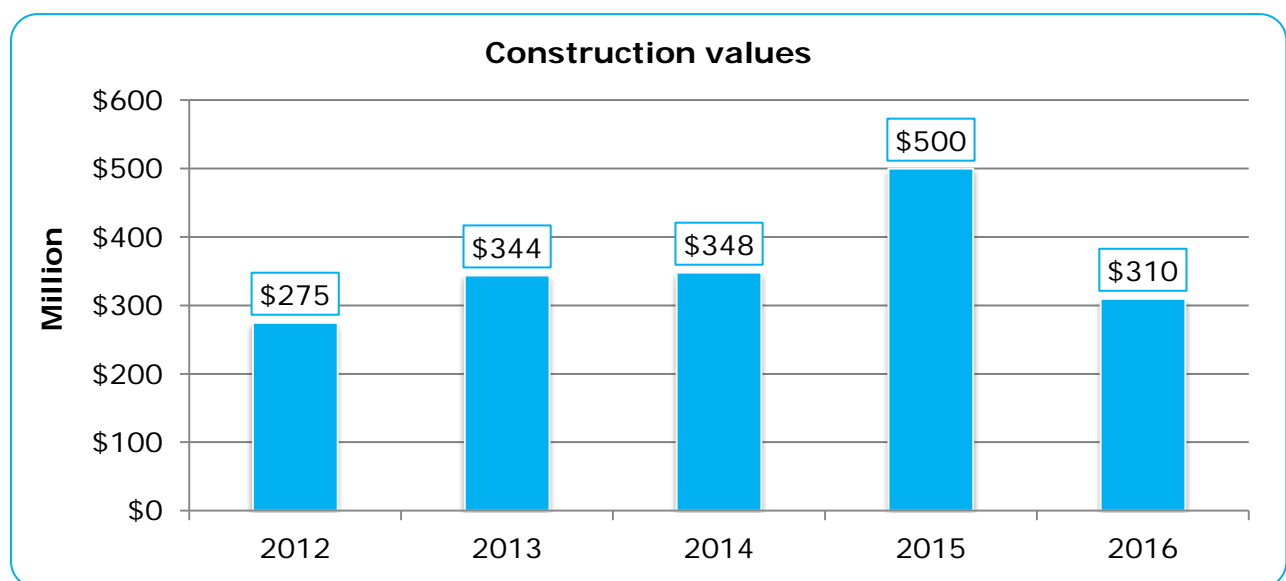
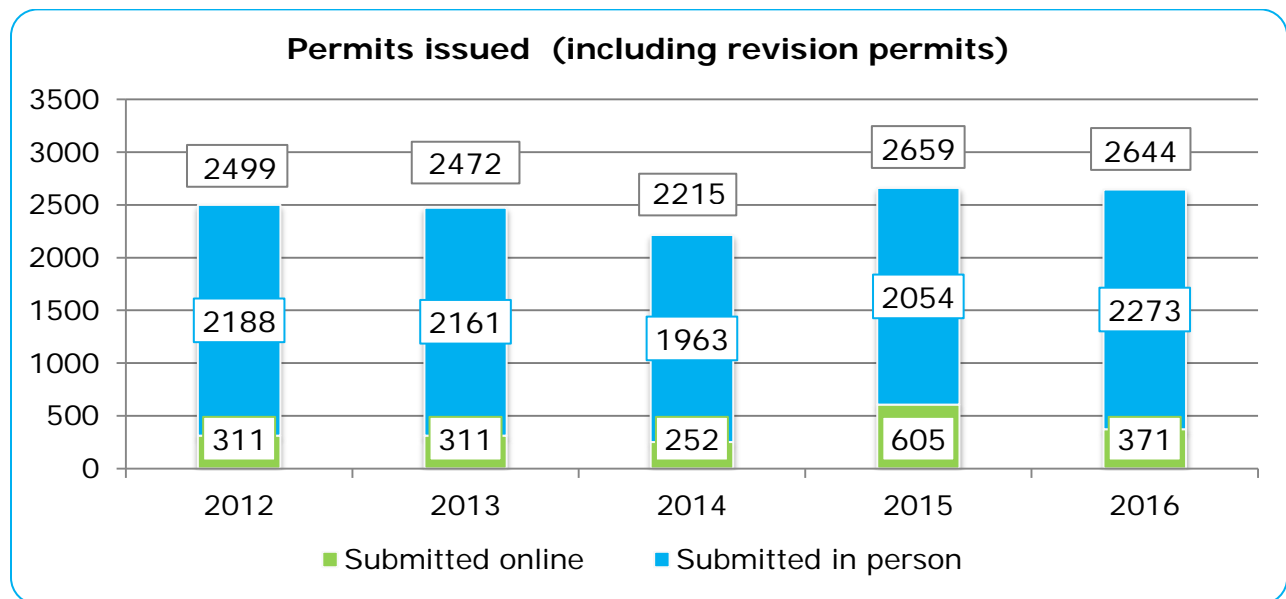
Performance Measurements

DASHBOARD

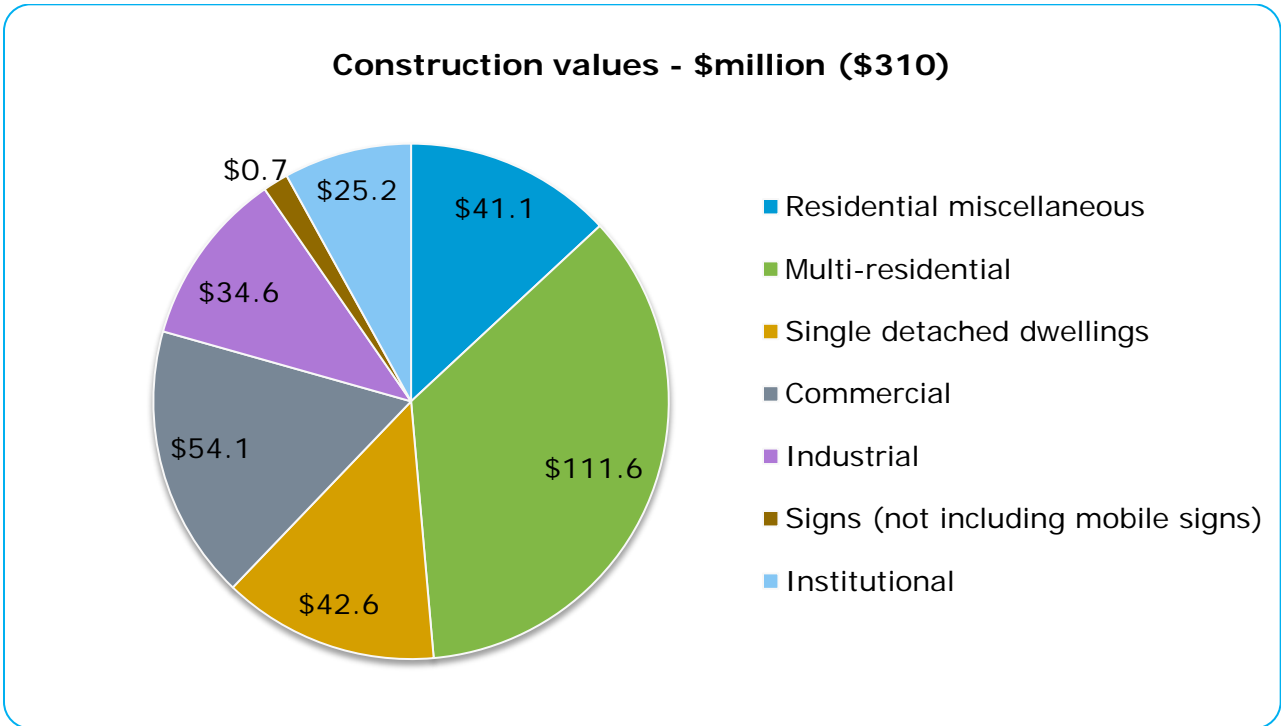
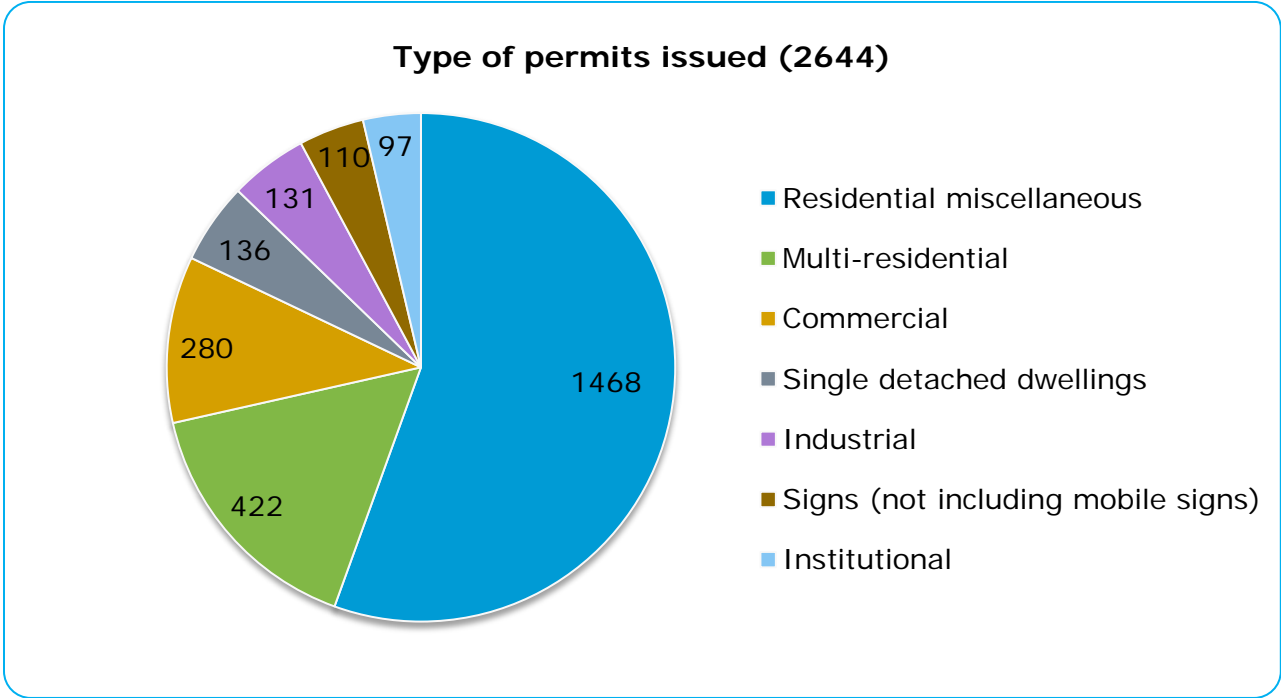
Building permits

The number of building permits issued in 2016 remained strong, just slightly less than 2015, which was the highest number of building permits issued in the past 11 years. Since Building Services annual reporting commenced in 1995, only 2004 had higher numbers than the past two years.

2016 continued to see many permit applications submitted online. The peak in 2015 online applications can be attributed to a large number of detached homes and townhouses. Notwithstanding 2015, 2016 saw an upswing of online applications to its highest in the past six years.



Building permits (continued)

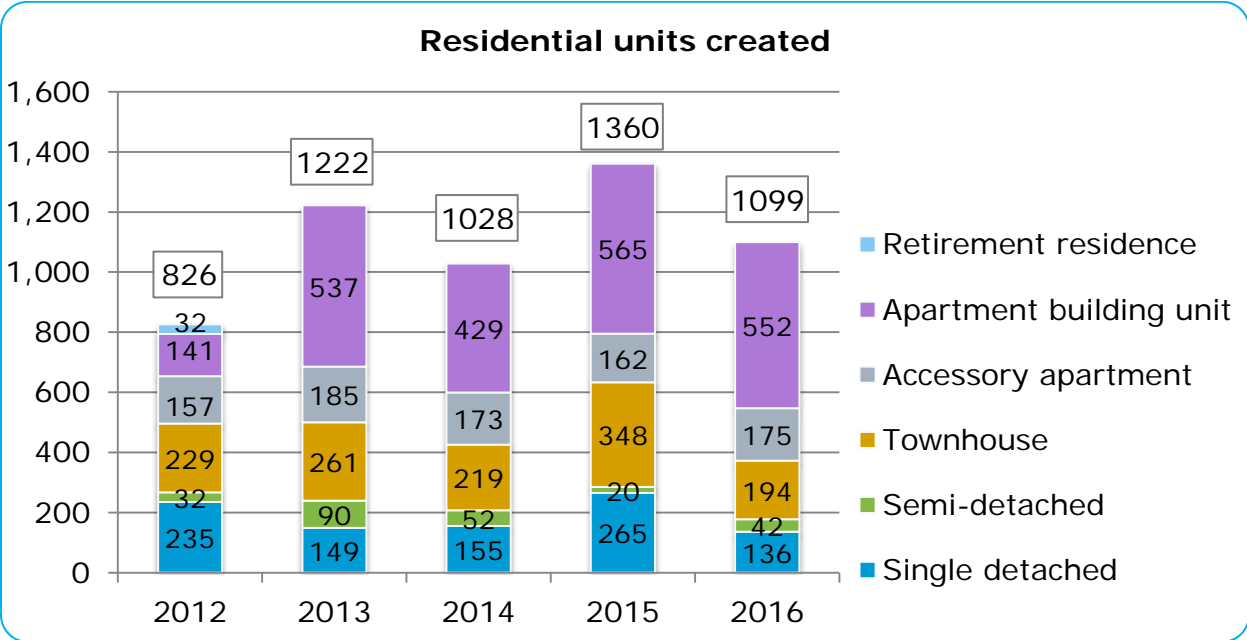


New residential units

As residential intensification continues to increase, the emphasis on new dwellings remains focused on multi-residential units; primarily apartment buildings.

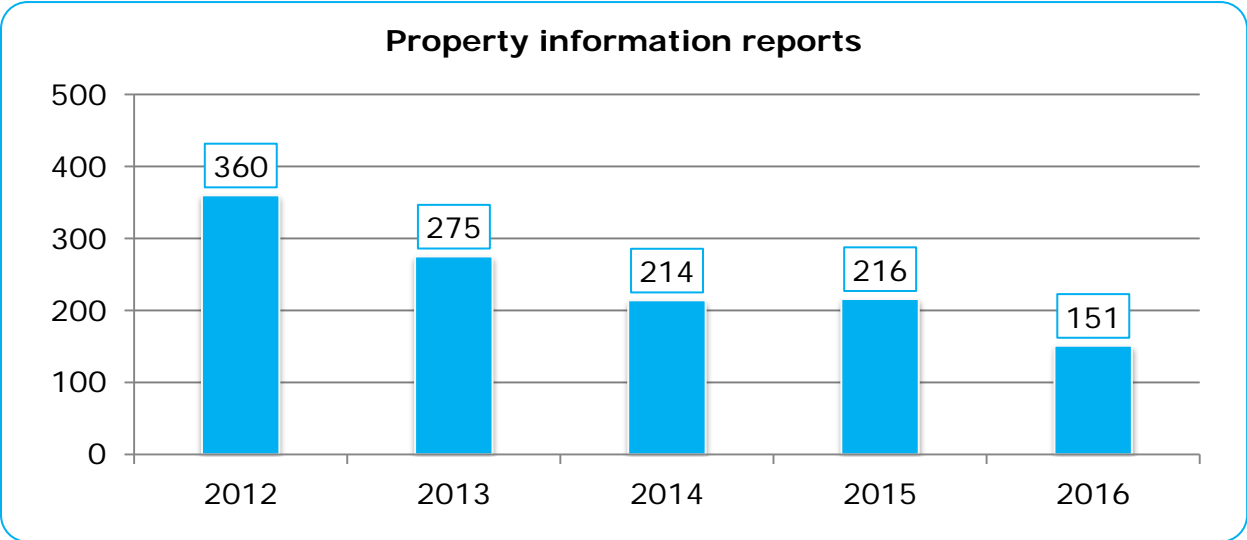
The number of new residential units created in 2015 was the highest over the past 11 years. Since Building Services annual reporting commenced in 1995, only 2004 saw higher numbers.

The decrease in the number of units created in 2016 was primarily single detached and townhouse units. However, both apartment building units and accessory apartments remain strong, as they have since 2013.



Property information reports

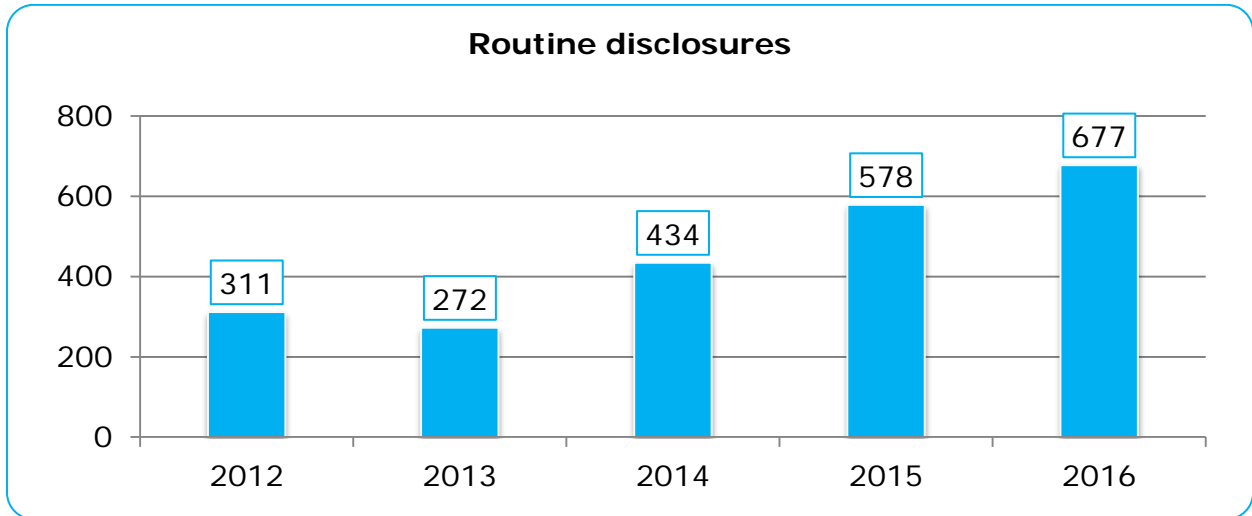
The volume of property information reports, otherwise known as pre-sales, has continued to decline since the late 1990's when title insurance was first introduced.



Routine disclosure

Routine disclosure is the automatic release of certain types of administrative and operational records in response to informal, rather than formal, requests regulated under the Freedom of Information and Protection of Privacy Act or the Municipal Freedom of Information and Protection of Privacy Act.

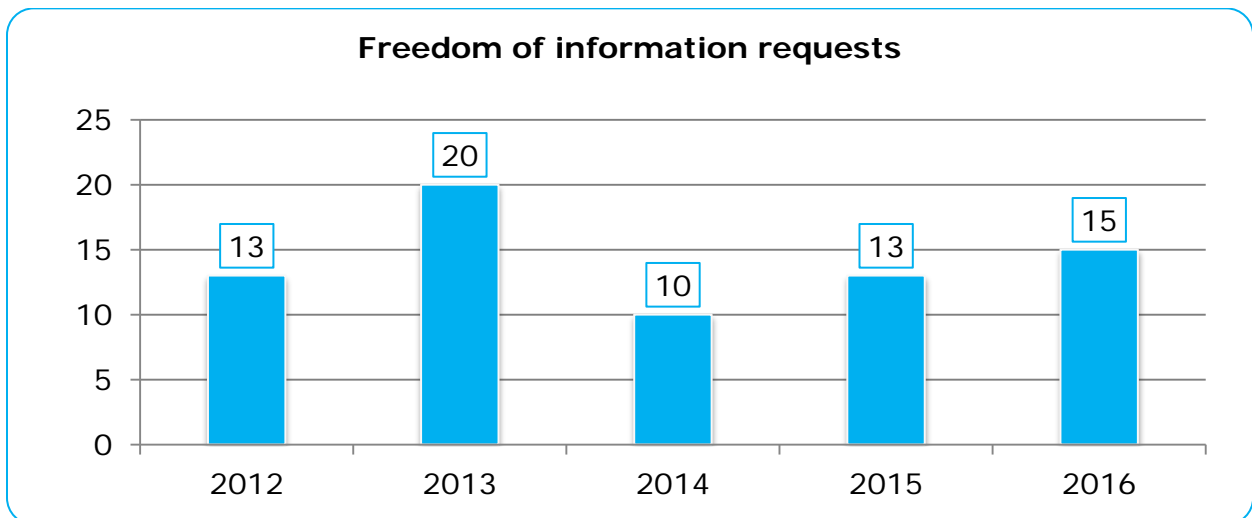
This type of request, which is processed at the departmental level, has continued to increase over the past few years.



Freedom of information

Freedom of information (FOI) requests are made under the Freedom of Information and Protection of Privacy Act or the Municipal Freedom of Information and Protection of Privacy Act. They provide access to City records when Routine Disclosure guidelines are not met.

Freedom of Information requests are generated from the City Clerk’s department.








Scorecard

Permit Services sets performance targets to measure how well customers' needs are being met. These targets include measuring the average number days to process permit applications and the percentage of applications that are reviewed within provincially established turnaround times.

In 2016, five of the six performance targets were met, and are trending in the right direction. The lone target not met – as depicted in the "10-day permits" chart below – came in at only 0.3% below the mark. This slight downturn can be attributed to a transition and training period due to departmental vacancies.

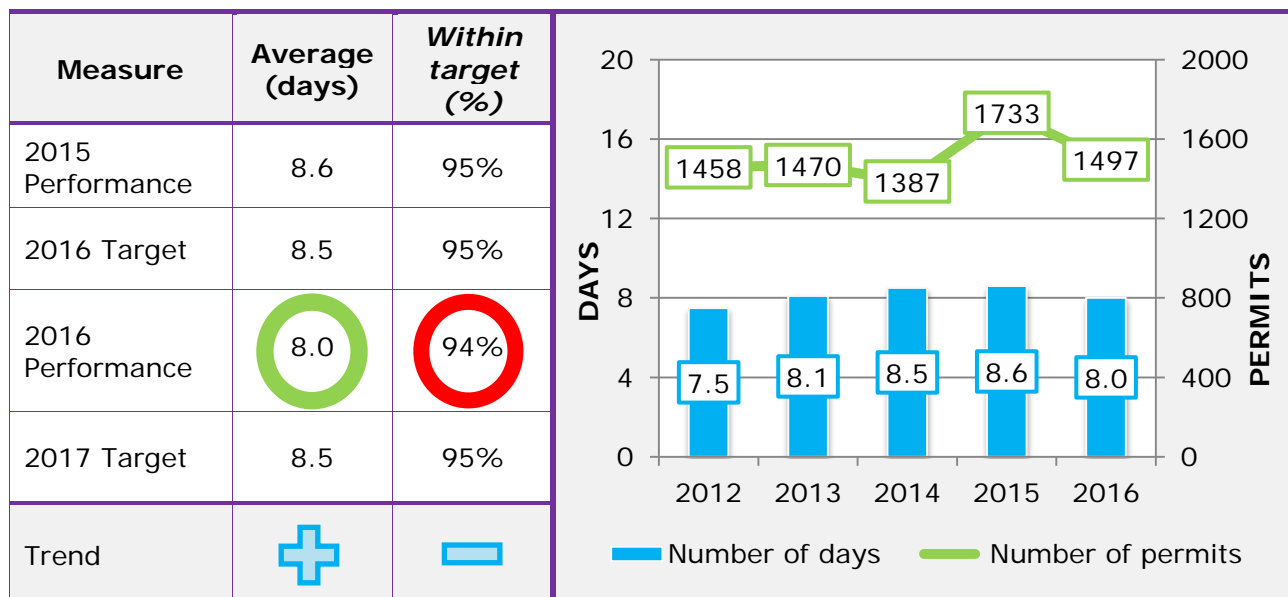
During the summer months, temporary staff are hired to assist with the higher volume of permit applications. From May to August of 2016, every deck permit application was reviewed within the required 10-day review period. The average turnaround time for deck permits within this four month span was only 3.5 days.

The following scorecards provide a graphical representation of the Permit Services team's overall performance associated with the review of building permit applications. The targets for each permit type reflect provincially legislated timelines based on the type of building, which varies from 10 to 30 working days.

Legend			
Performance measurements			
	<i>Stay the course</i>		<i>Meeting target, but may be moving in the wrong direction</i>
Positive		Caution	
			<i>Corrective actions may be required</i>
		Negative	
			
<i>Positive trend</i>		<i>Negative trend</i>	

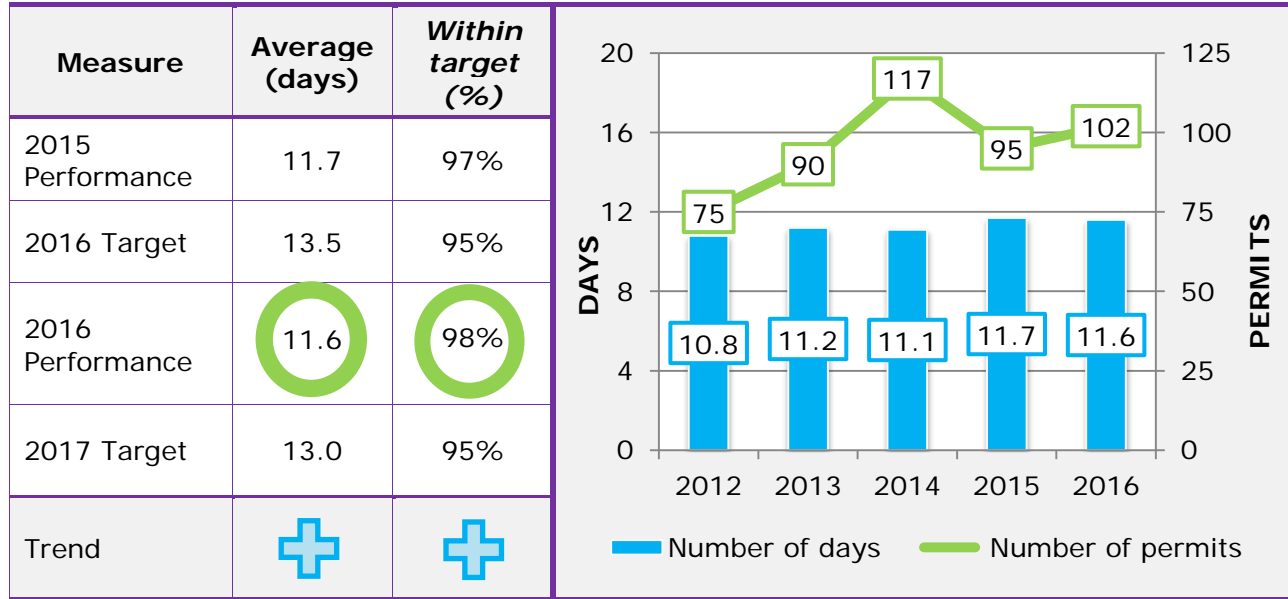
10-day permits

The following scorecard reflects 10-day permit turnaround time targets, which applies to typical residential housing including single detached houses, semi-detached houses and townhouses, as well as most associated accessory buildings. Tents regulated under the OBC also fall within the 10-day review period.



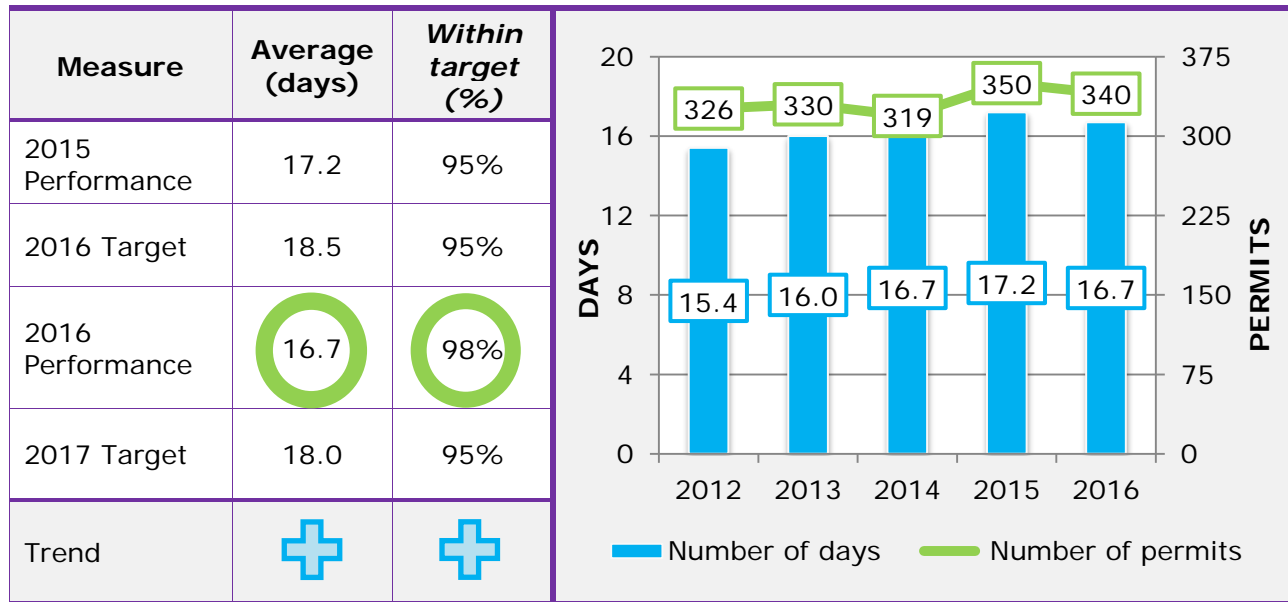
15-day permits

The following scorecard reflects 15-day permit turnaround time targets. This applies to multi-residential, commercial and industrial buildings that are not more than three storeys in building height and not more than 600m² in building area.



20-day permits

The following scorecard reflects 20-day permit turnaround time targets. This applies to multi-residential, commercial and industrial buildings that are more than three storeys in building height or more than 600m² in building area. It also applies to most assembly, care, detention and high-hazard industrial buildings.



30-day permits

Post-disaster buildings, such as hospitals and police stations, as well as buildings that exceed six storeys in height, are required to be reviewed within 30 business days. There were five 30-day building permits issued in 2016. The average turnaround time of these permits was 14 days.



INSPECTIONS

Introduction

The Inspection Services team is responsible for all construction and demolition inspection related activity regulated by the OBC. In addition to inspecting the construction of buildings, Inspection Services is also responsible for plumbing and heating, ventilation & air conditioning (HVAC) inspections. In 2016, this function within Building Services had 18 full-time staff – two of which are funded by Water Services through the Backflow Prevention Program – and one summer building inspector.

The OBC is a regulation made under the Building Code Act. The focus of this provincially legislated service is to ensure the technical requirements of the OBC are met. The OBC contains minimum provisions respecting the functionality of buildings with reference to safety, health, fire protection, accessibility, energy efficiency and structural sufficiency. Building inspections are performed by the Inspection Services team to ensure these minimum OBC requirements are met.

In addition to inspecting construction and demolition projects, Inspections Services also carries out swimming pool, hot tub, liquor license and business license inspections, as well as other miscellaneous property inspections such as grow operations and buildings damaged by fire.

Although the Province legislates that building inspections are to be carried out within two business days, almost all building inspections are carried out within one business day. This level of service has always been provided by Inspection Services, and generally meets the needs of customers.

The development of an Energy Efficiency Design Review and Inspection Program was completed in the last four months of 2016. Information was provided to industry partners in early December of 2016 to prepare them for the January 1, 2017 implementation date. The main objective of this program is to enforce energy efficiency requirements for all multi-residential, institutional, commercial and industrial buildings.

A 30 to 40 per cent staff transition is anticipated over the next five years within the Inspections Services area due to the retirement of many senior staff. A concentrated effort has been made in 2016 to prepare for these changes. Work will continue in 2017 and beyond to mentor and train current and new staff in order to prepare for succession opportunities and replacements.

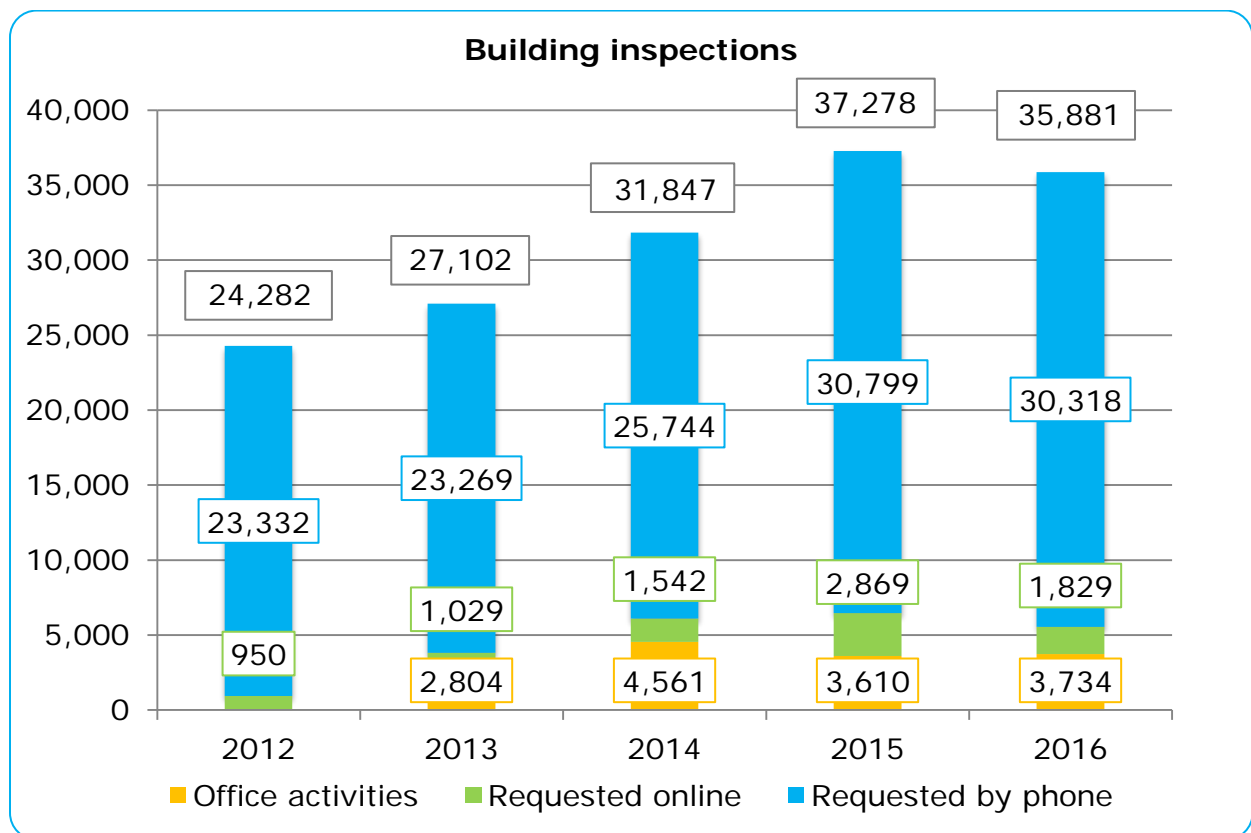
Performance Measurements

Dashboard

The number of building inspections carried out in 2016 was down slightly from 2015 due in large part to an 18 per cent reduction in commercial inspections. This was the result of a six month commercial inspector vacancy. However, this was partially offset by an increase in the number of radon related inspections, which contributed to a nominal increase in the overall number of residential inspections conducted.

Average monthly productivity targets for residential, commercial and mechanical inspection groups are generally being met. However, as expected, individual productivity reductions have been observed due to the mentoring and training of staff to support succession and replacement planning efforts. A similar impact on individual productivity levels can be anticipated in the coming years as the Inspection Services team works through a large number of retirements. The goal is to ensure maximum knowledge transfer within staff and a seamless transition for customers.

The following chart identifies the number of building inspections carried out per year. The separate tracking of office activities, which commenced in 2013, is intended to illustrate all associated office work directly related to building permits. (e.g.: reviewing reports, responding to inquiries, etc.) The number of inspections reported in 2012 includes both field inspections and office activities.



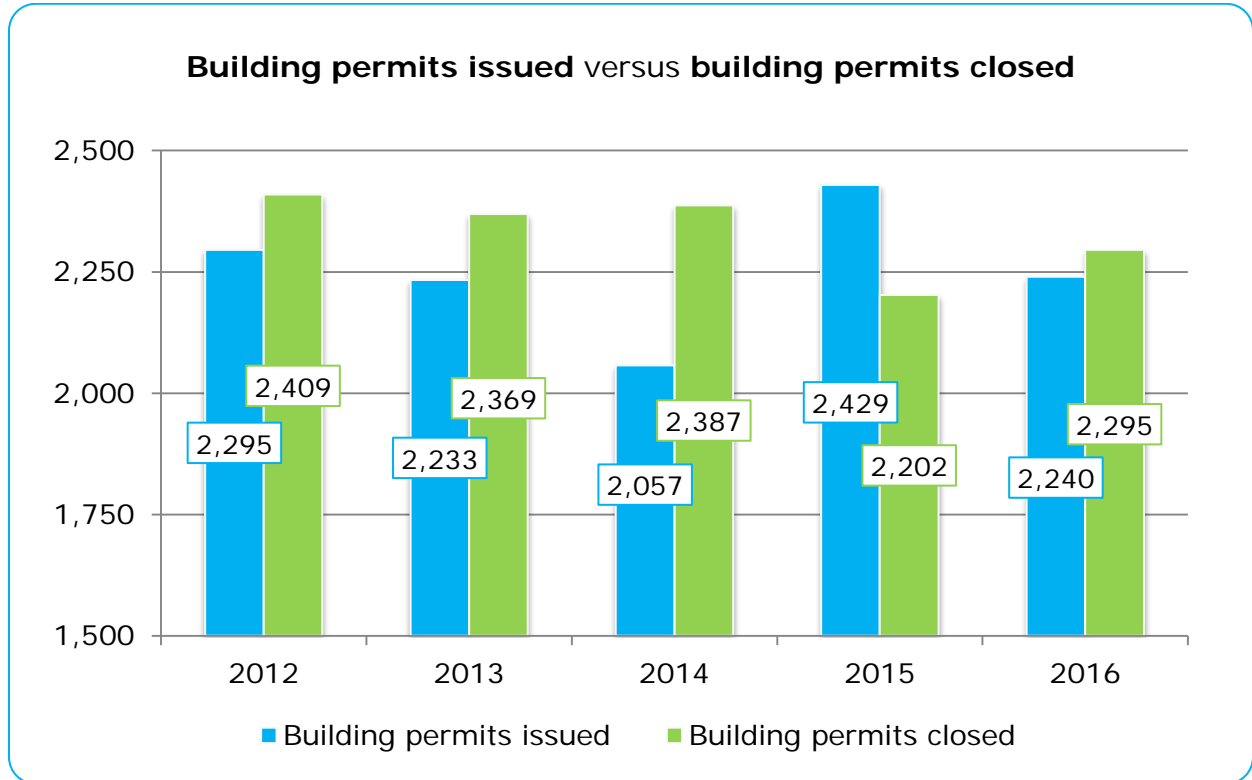
Scorecard

As part of the Inactive Permits Program, the Inspection Services team has a goal of closing at least as many building permits per year as are issued. The winter months are typically non-peak times for building inspections, which provides an opportunity to follow-up on inactive permits.

Efforts to close more permits than were issued in 2016 were successful. This can be partially attributed to the changes made to the Building Services divisional structure in 2016, which resulted in a new building inspector being added to the Inspection Services team.

More permits have been closed than issued in four of the past five years. This positive trend is anticipated to continue in future years.

The number of permits issued each year does not include revision permits.





ZONING

Introduction

Zoning Services is responsible for the administration and enforcement of numerous by-laws and programs; the primary focus being the Guelph Zoning By-law. The Zoning By-law provides regulations concerning land use zoning within the City to control and regulate the location and use of buildings and structures for residential, business, industrial and other specified uses.

In 2016, this function within Building Services had six full-time staff.

Administration and Enforcement

The primary administrative functions of Zoning Services include zoning review of building permit applications, review and issuance of sign, pool and hot tub permits, administration of the two-unit house (accessory apartment) registration program and lodging house certifications.

Zoning Services also has various levels of involvement in:

- Committee of Adjustment applications,
- the regulating of telecommunication towers,
- property information reports for real estate transactions,
- site plan approval,
- agreement releases, and
- encroachment applications.

The implementation of a preliminary zoning review process commenced in 2015. This free complimentary service continues to provide residential owners, or their agents, the opportunity to obtain a zoning review of their property in order to determine compliance with the Zoning By-law. The purpose of this service is to identify potential variances for joint pre-consultation with Planning Services, and to prevent unnecessary delays in the Committee of Adjustment process. This has resulted in better customer service by expediting the application process.

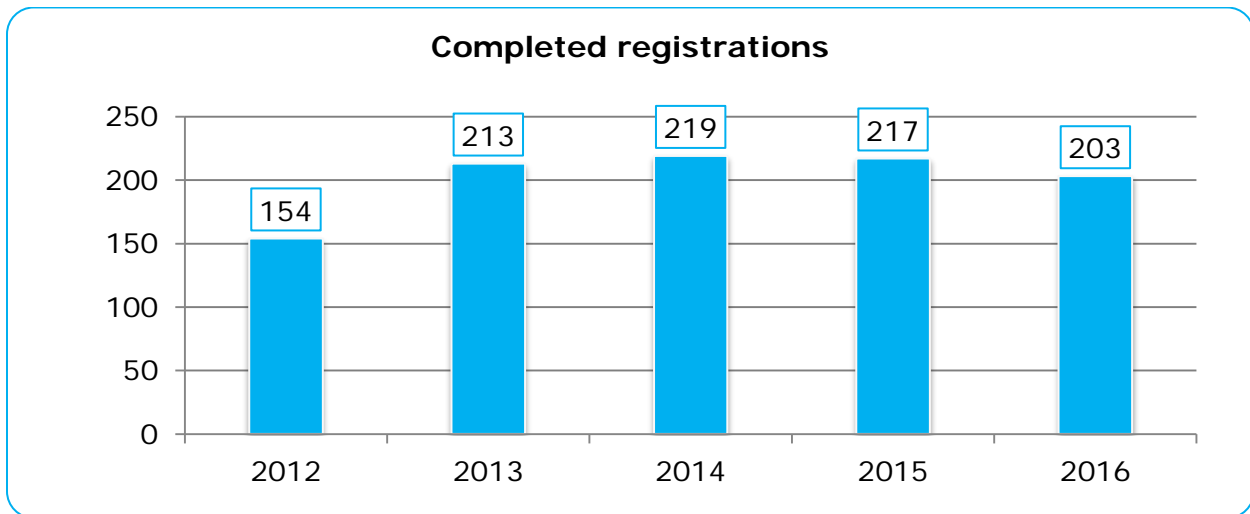
Zoning Services is responsible for the enforcement of Zoning By-law regulations, two-unit houses (accessory apartments), signs on private property (building, freestanding and mobile), in addition to certain provisions of the OBC.

Shared Rental Housing

Zoning Services leads the shared rental housing initiative relating to improving the safety and wellbeing of tenants and residents.

Accessory Apartments

At the end of 2016 there were in excess of 2,500 registered accessory apartments within the City.



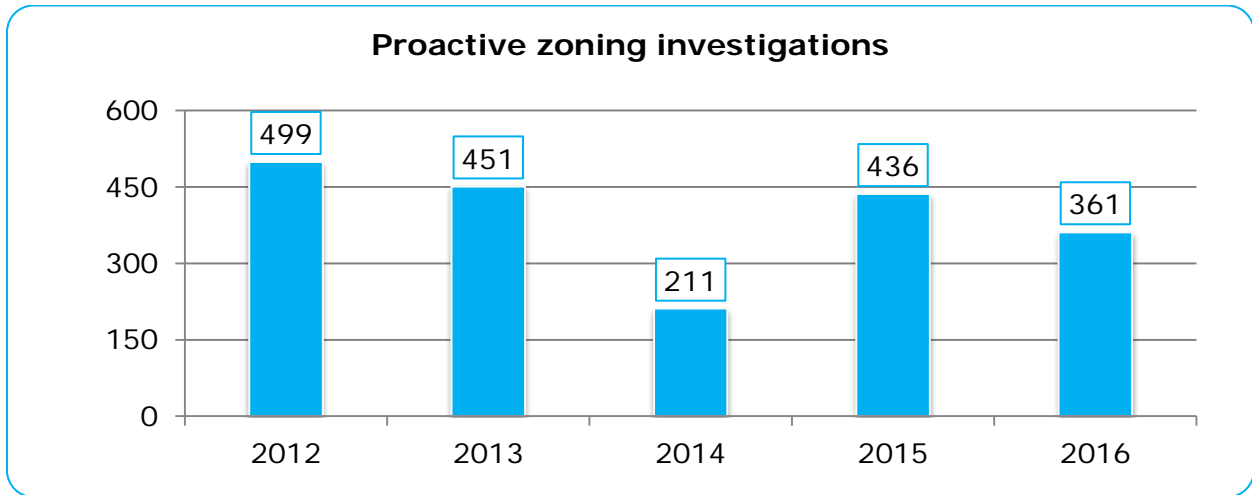
Proactive Enforcement

Proactive enforcement concentrates on inspection and enforcement relating to shared rental housing. This includes two-unit houses (accessory apartments), the OBC, and zoning provisions (including lodging houses).

Proactive investigations within dwelling units are suspended during summer months, as they prove to be less effective due to rental unit vacancies. In 2016, staff concentrated on proactively enforcing sight line infractions that are potentially a hazard and safety concern. This will continue in 2017. The percentage of proactive inspections experienced a decline in 2016 due to staff focusing on the quality of the inspection (search warrants) instead of quantity.

A court decision in Guelph in the fall of 2016 has required Building Services to re-evaluate the difference between a lodging house and a dwelling unit. Previously, if deemed a dwelling unit under the Building Code, it was still considered a lodging house under the Zoning By-law, which defines a lodging house as being 5 or more lodging units. Now, if 5 or more occupants of the dwelling are acting in conjunction with the court decision, it will be treated as a dwelling unit under the Building Code and Zoning by-law. This results in previous 5 and 6 bedroom lodging houses now being considered a dwelling unit.

Proactive Enforcement (continued)



Alternative Approach

Staff continue with the alternative approach for shared rental housing that was approved by Council in 2014. In order to keep Council apprised of the effectiveness of the alternative approach, staff will continue to provide updates through this annual report.

Shared rental housing alternative approach highlights for 2016:

- Streamlining and creation of efficiencies in enforcement methods by cross-training inspectors, examining methods and making continuous improvements to enforcement processes
- Building Services inspectors completed training in all aspects of the legal proceedings program
- An increase to set fines, with the Courts now imposing higher fines upon conviction of an offence
- Successful execution of search warrants
- Continued communication and education initiatives to improve tenant safety

Tenant Safety

Building Services continues to collaborate with key stakeholders to promote safe and legal rental accommodations.

In partnership with the University of Guelph Off-Campus Living Office and the Guelph Fire Department, the City continues to promote and offer free rental unit safety inspections. This tenant safety initiative is designed to increase tenant safety awareness and to promote the availability of free rental unit safety inspections. While this initiative is endorsed year round, additional promotion occurred in September. As a result, staff conducted 97 tenant initiated rental unit safety inspections in 2016, 37 of which occurred in September.

Free tenant safety inspections continue to be available to tenants year round.

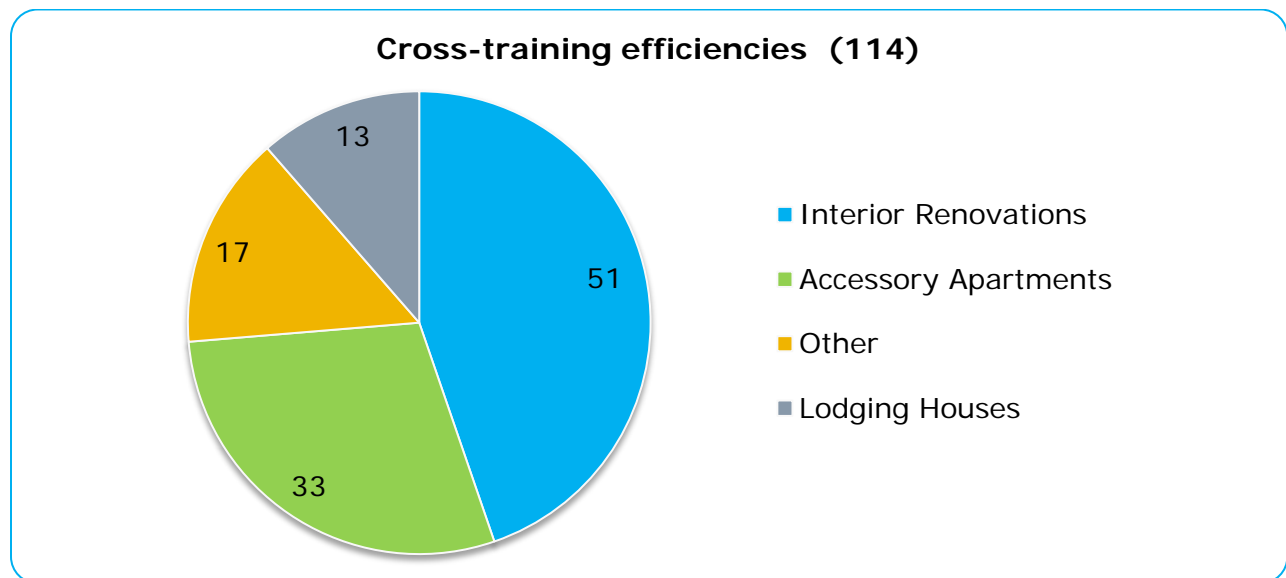
Search Warrants

As outlined in the alternative approach, Building Services staff created a search warrant team in 2016, along with operating guidelines for the implementation of search warrants. Zoning Services successfully executed 3 search warrants in 2016. Staff will continue to use this option for compliance when all other options have been unsuccessfully exhausted.

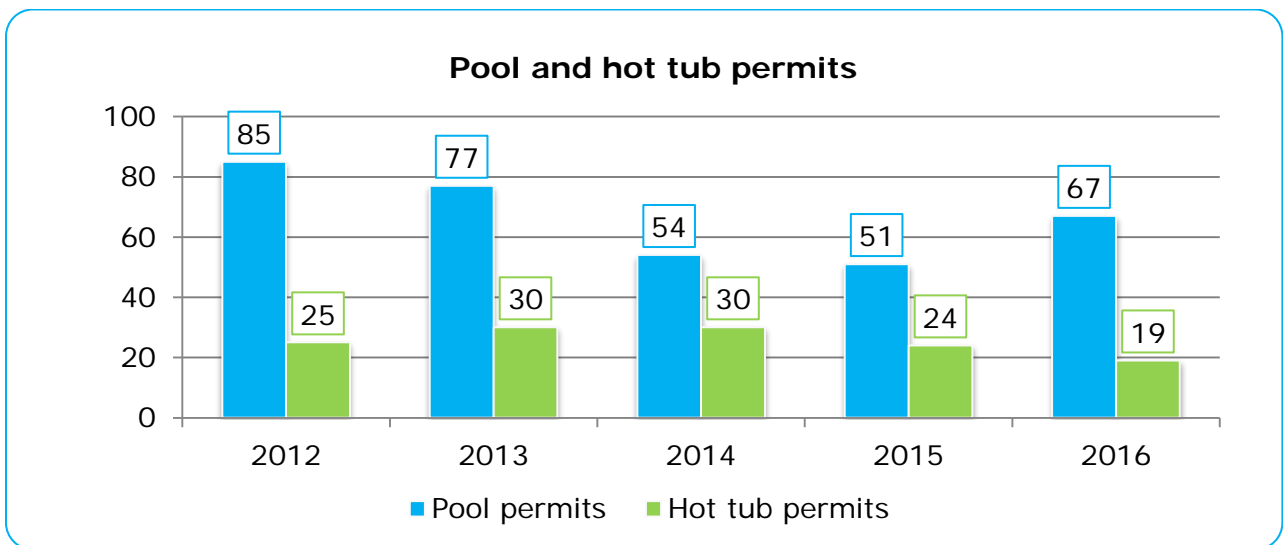
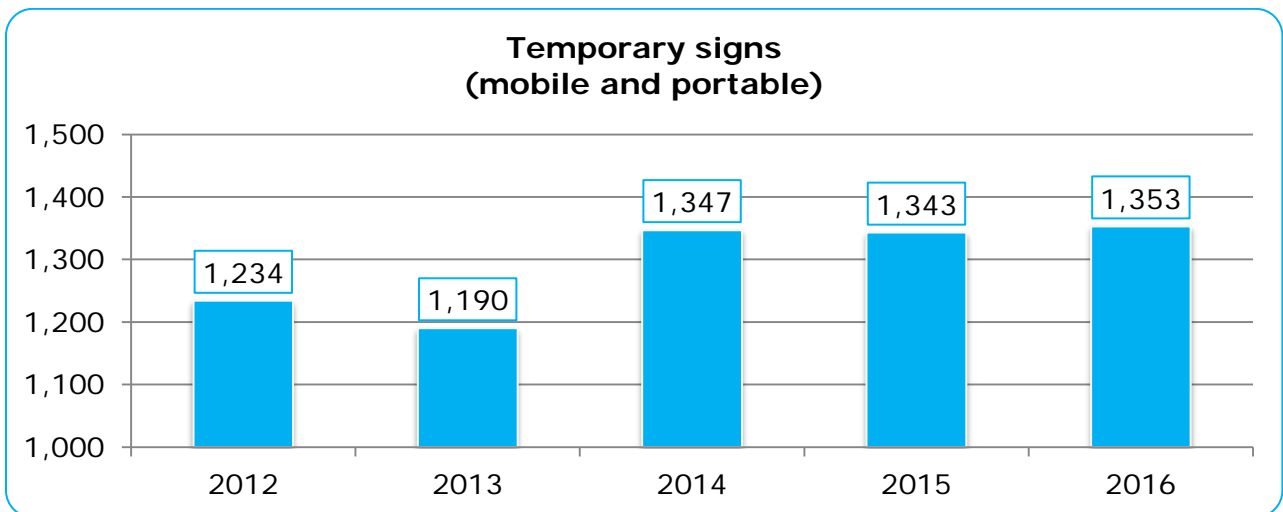
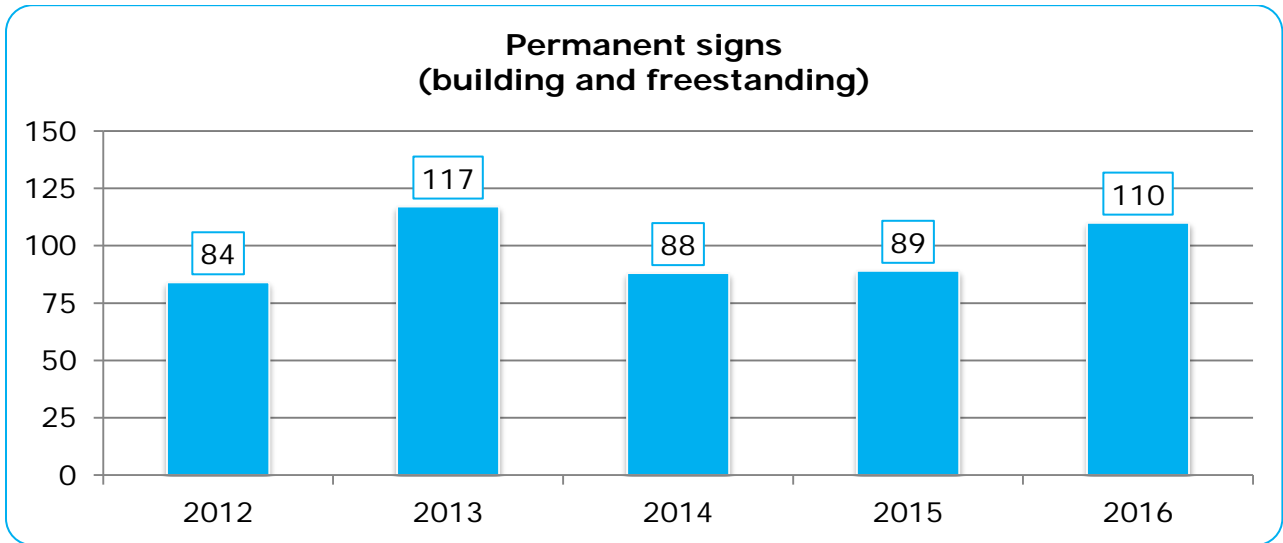
Cross-training

Significant efficiencies and improvements to customer service were gained as a result of cross-training zoning inspectors to also be appointed as building inspectors.

The ability to have one inspector perform both zoning and building functions eliminates the need for multiple inspectors to attend the same site. This assists our customers by reducing the number of inspections and allowing them to work with a single inspector to resolve any issues. In 2016, 114 proactive OBC infractions were identified by zoning inspectors.

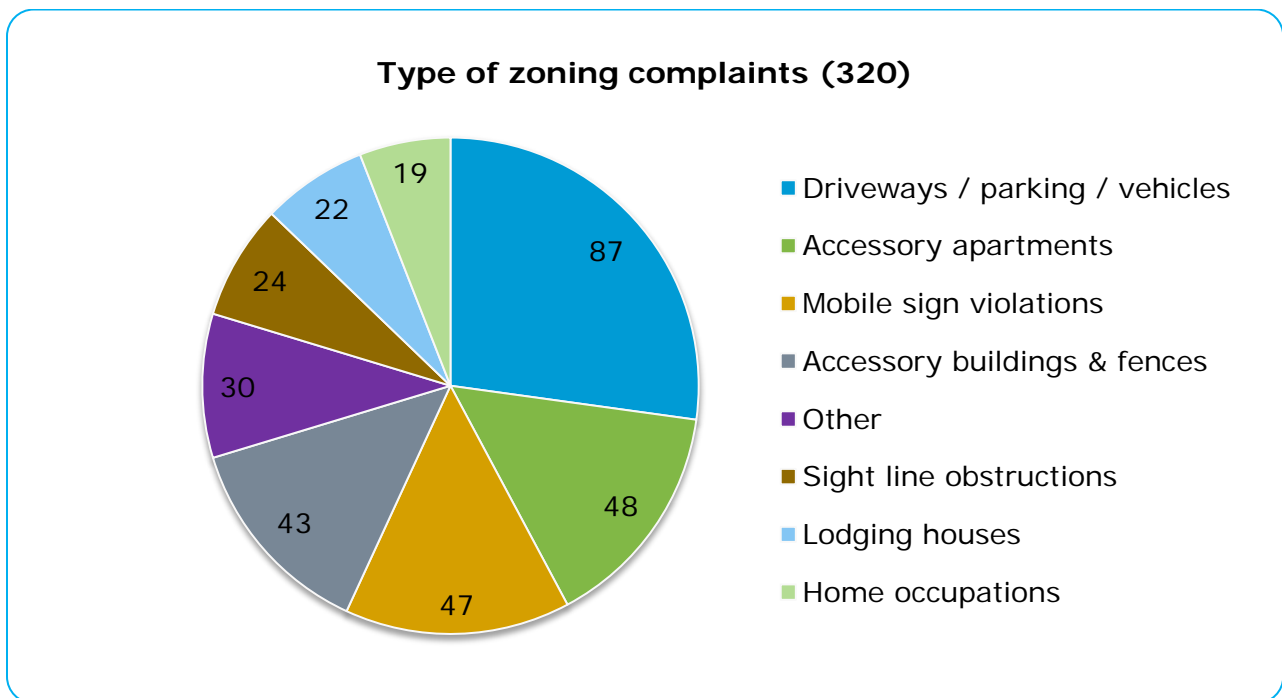
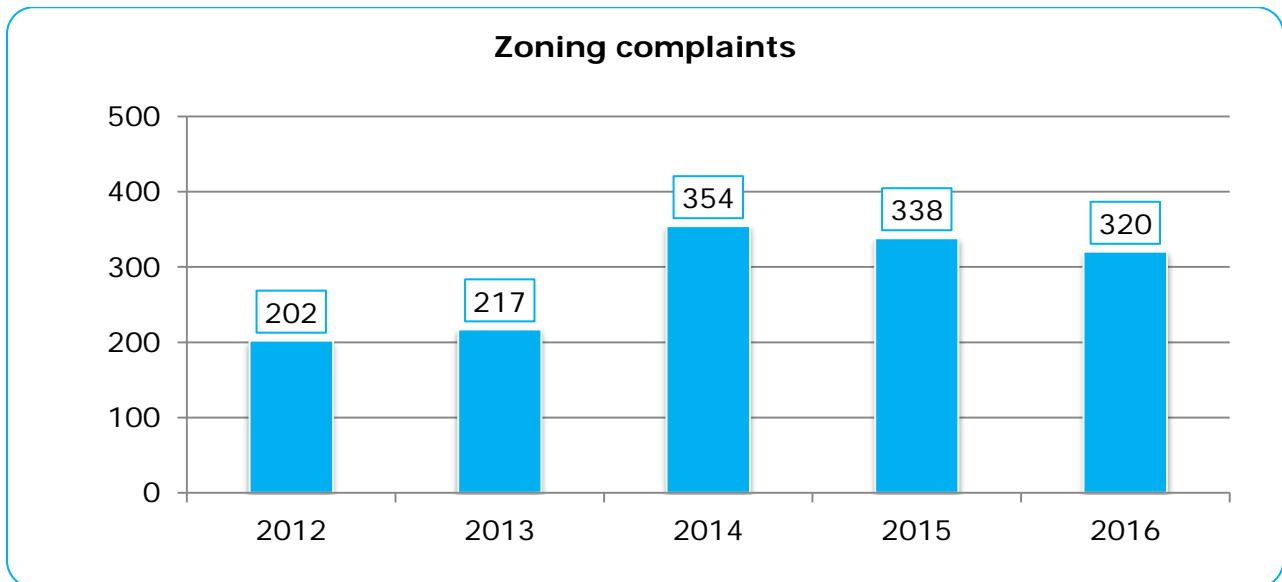


Permits

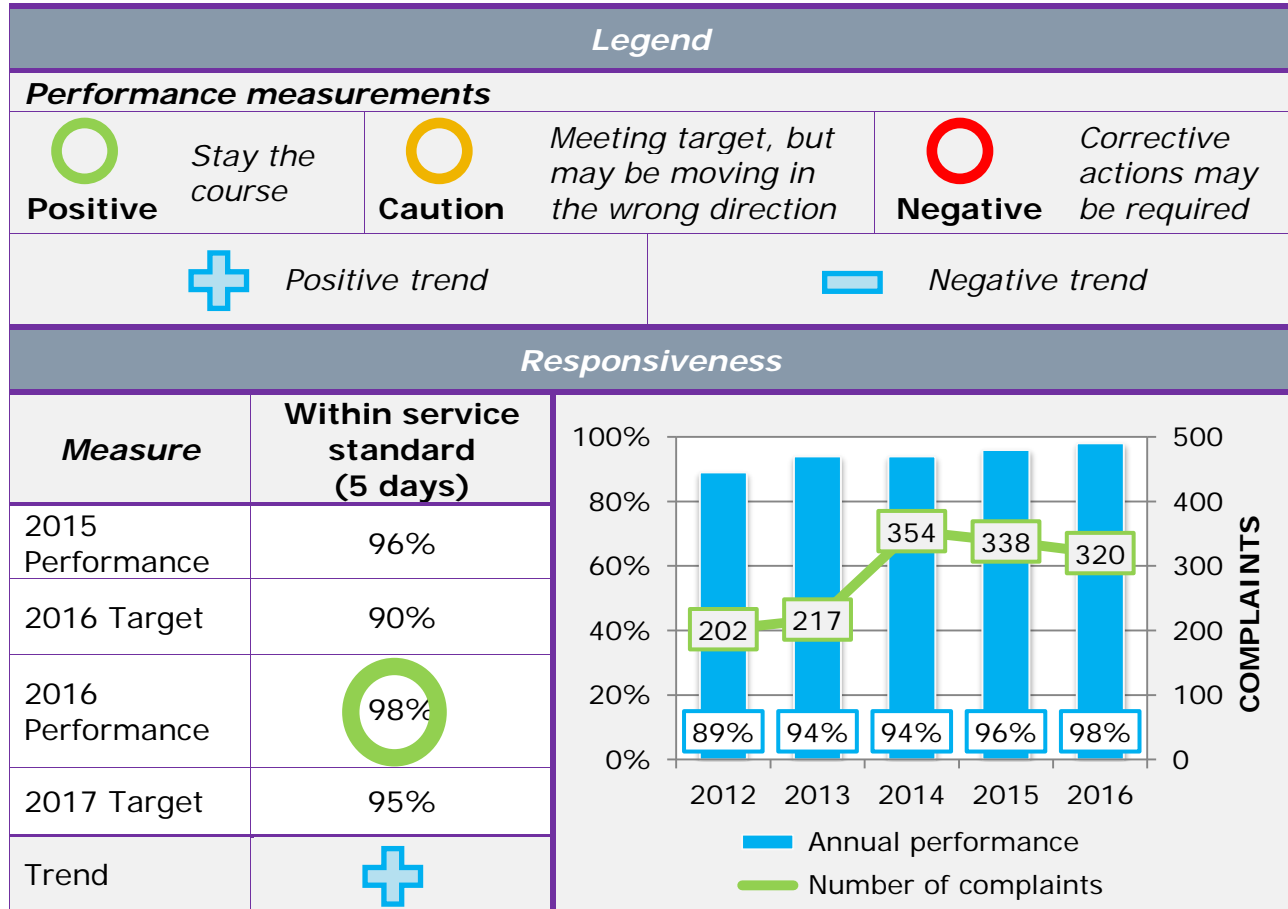


Performance Measurements

Dashboard



Scorecard



BACKFLOW

Introduction

The City of Guelph Backflow Prevention Program was implemented in 2000. The intent of the program is to assist in providing a supply of safe drinking water to all City residents. This program, which is funded by Water Services, has two full-time staff within Building Services.

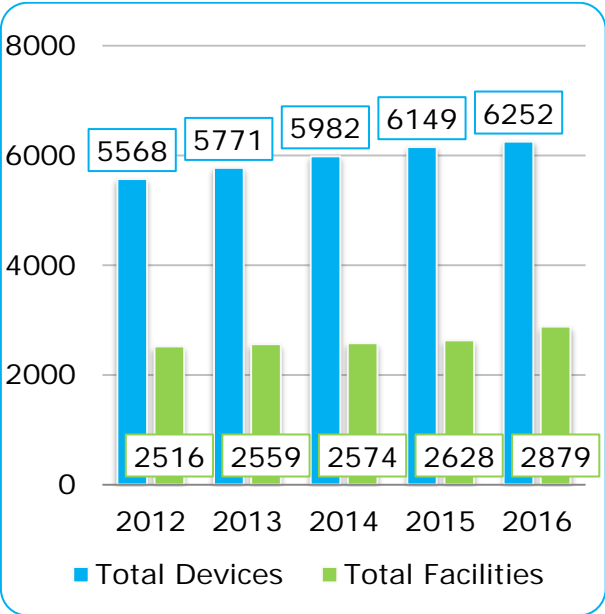
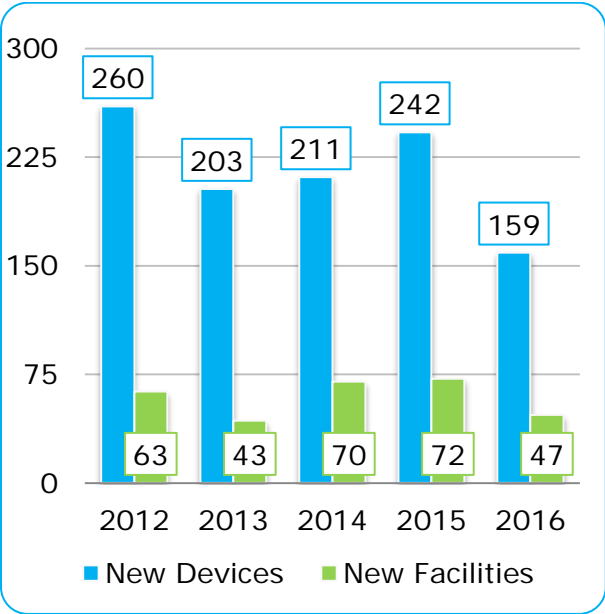
All industrial, commercial, institutional and larger multi-residential buildings are required to install backflow prevention devices on water services entering the building, as well as protecting all interior cross-connections. Other residential buildings are required to install backflow prevention devices on irrigation systems and other cross connections.

All testable backflow prevention devices are required to be tested annually and the reports shall be submitted to Building Services. Cross connection control surveys are also required to be submitted every five years, or as requested by the City, for all multi-residential, institutional, commercial and industrial buildings.

A cross connection control survey is a thorough inspection of the plumbing system which identifies any actual or potential cross-connections within the building. These surveys list all backflow prevention devices currently in the facility and any upgrades required in order to remain compliant with the Backflow Prevention By-law.

Performance Measurements

Dashboard



SEWAGE SYSTEMS

Introduction

Building Services implemented a Sewage System Maintenance Inspection Program in 2016 as a result of changes to the Building Code. This program requires all properties containing a private sewage system to undergo a maintenance inspection, which shall be carried out by a qualified third party individual.

The intent of the program is to ensure all properties within the City have properly functioning sewage systems that do not pose a risk to drinking water. This will ensure systems are functioning properly and not contaminating private wells, surface water, ground water or adjacent properties. Malfunctioning sewage systems are deemed to be an unsafe condition in the Building Code Act. This program will enable the City to ensure any unsafe conditions are rectified.

The Building Code allows the municipality to decide if all sewage systems should fall within the maintenance inspection program, or only systems within more vulnerable areas of the City. Building Services encouraged Council to endorse the position of requiring all systems to undergo a maintenance inspection for compliance with the program. This request was approved by Council in November of 2015.

Performance Measurements

There are more than 300 properties within the City that require compliance with the Sewage System Maintenance Inspection Program. Of these properties, 34 have been identified in the City's [Source Water Protection Plan](#) as being within more vulnerable areas of the City. Sewage systems within these areas are deemed a higher risk, and are the initial focus of the program.

The Building Code requires all sewage systems within designated vulnerable areas to have an initial maintenance inspection completed by September of 2017. Follow-up inspections are then required every 5 years thereafter. Of the 34 properties deemed a higher risk, 32 were in compliance with the program by early 2017.

For the remaining lower risk properties, no deadline is established in the Building Code for the inspection of their sewage systems. These properties will be divided over a five year period. Similar to properties in vulnerable areas, follow-up inspections are then also required every 5 years thereafter.

TERMITES

Introduction

The City of Guelph has been tracking and combating an infestation of the eastern subterranean termites since the 1970s. This insect pest can be difficult and expensive to control and can cause serious structural damage to any wood frame structures, including housing. In order to protect the City's housing stock, and to prevent the continuous spread of this invasive species, the City implemented a termite control program. The program has one full-time staff member and two summer field assistants within Building Services.

The City hired Dr. Tim Myles as a full-time Termite Control Officer in 2007 to develop a comprehensive termite control program. Dr. Myles was previously the Director of the Urban Entomology Program at the University of Toronto, and is a pioneering researcher in area-wide management of termites.

Traditional termite control uses soil insecticides and wood preservatives to chemically treat affected structures, but does not address overall termite population control and suppression. The City's program integrates all traditional methods of pre-treatment, remedial treatment and preventative treatment, as well as preventative measures in new construction, termite habitat elimination, and termite population suppressive treatments.

The termite infestation currently includes five management areas; Woolwich (*discovered in 1960's*), Windermere (2000), Emma-Pine (2007), King Street (2012) and John Galt Park (2014). Within each termite management area, properties are classified as either a red zone or a blue zone. Red zone areas have historically been within blocks encompassed by the infestation. Properties designated as blue zone are essentially buffer properties surrounding active areas.

Refer to guelph.ca/termites for additional information, and to view the complete 2016 Termite Report.

Subterranean termites are non-native invasive insects that can cause serious structural damage to buildings and structures, and can be difficult and expensive to control.

Termites are wood destroying insects that live in large colonies numbering several million. They forage through the soil and expand the colony's territory as they encounter new wood items to feed on.



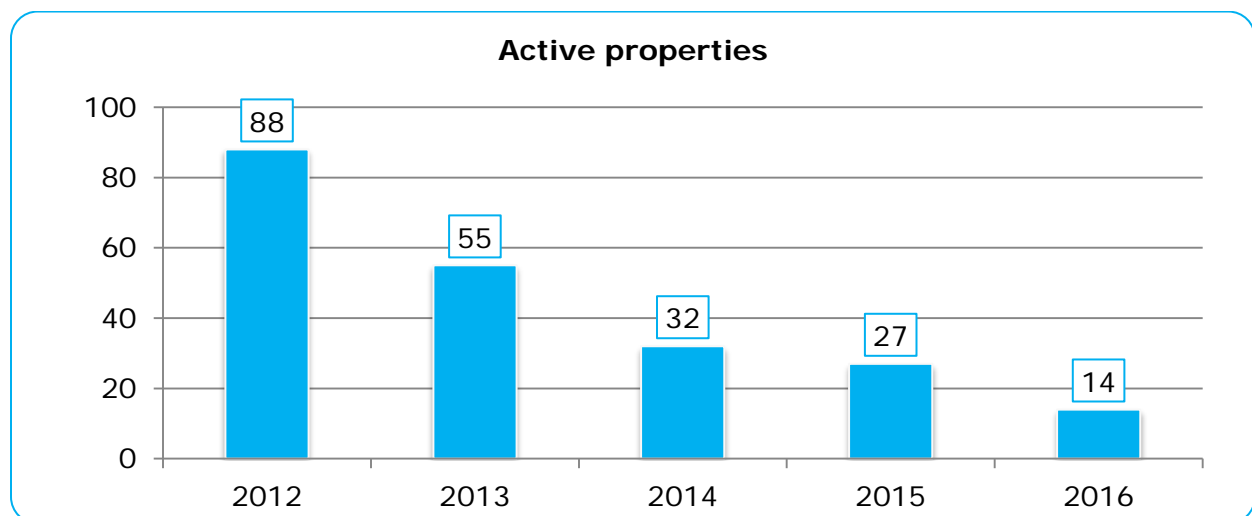
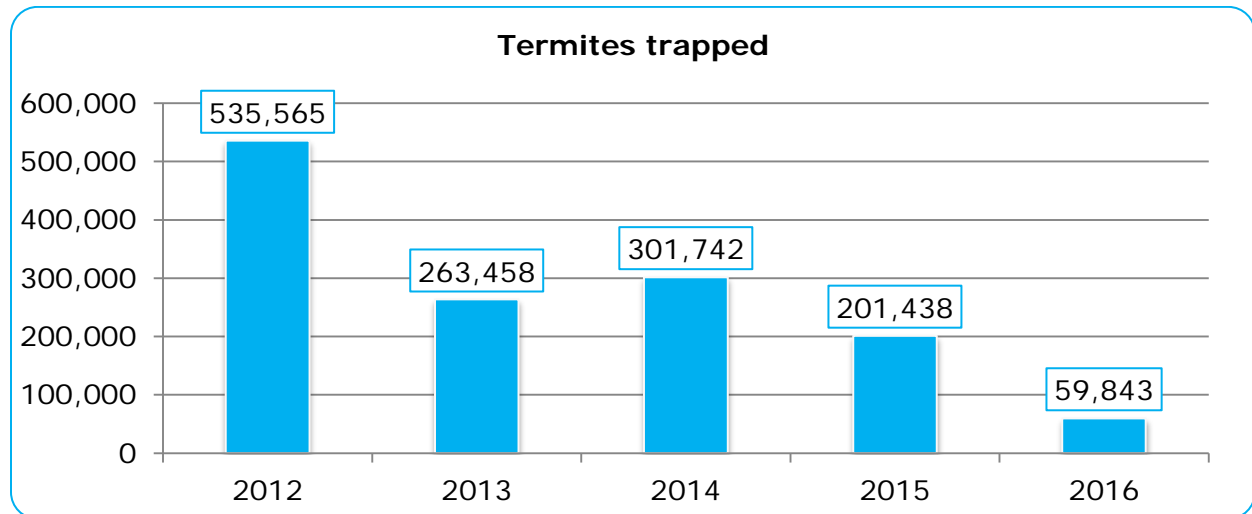
Performance Measurements

Dashboard

The total number of termites trapped is the best tool to measure the size of Guelph’s termite population. 2016 saw more than a 70% decline in the number of termites trapped compared to 2015. The slight increase in the number of termites trapped in 2014 was due to the discovery of the City’s fifth termite management area, John Galt Park.

The number of active properties has consistently declined over the past six years. This trend continued in 2016 and is down to only 14 properties, which is the lowest number on record.

The steady decline in the number of termites trapped and number of active properties attests to the overall effectiveness of the program. The success of the program is due in large part to specialized treatment methods authorized by the Federal Pest Management Regulatory Authority. This experimental research authorization, which is comprised of a modified zinc borate formulation, has been used since 2012.



FINANCIALS

Budget

Building Services is responsible to two budgets; one for OBC related activity and one for non-OBC related activity. The OBC budget is funded solely by building permit fees, whereas the non-OBC budget is tax-supported.

In 2016, the Building Services team was responsible for the administration of an OBC expenditures budget of approximately \$3.1 million and a non-OBC net budget of approximately \$1.0 million.

Revenues

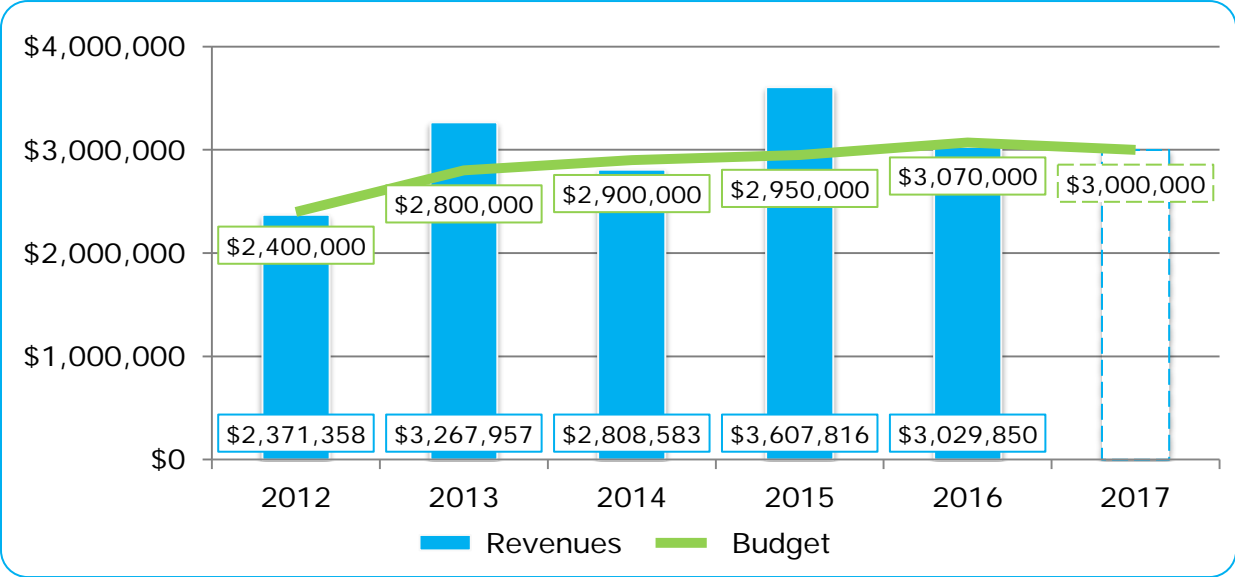
The total revenues generated in 2016 exceeded \$3.3 million, down roughly 14% from the \$3.8 million generated in 2015. The reduction in revenue over the previous year is from the OBC budget, which can be attributed to a substantial decrease in the number and size of buildings constructed.

It should be noted that 2015 was the busiest year over the past decade, and saw the highest construction values ever recorded in Guelph.

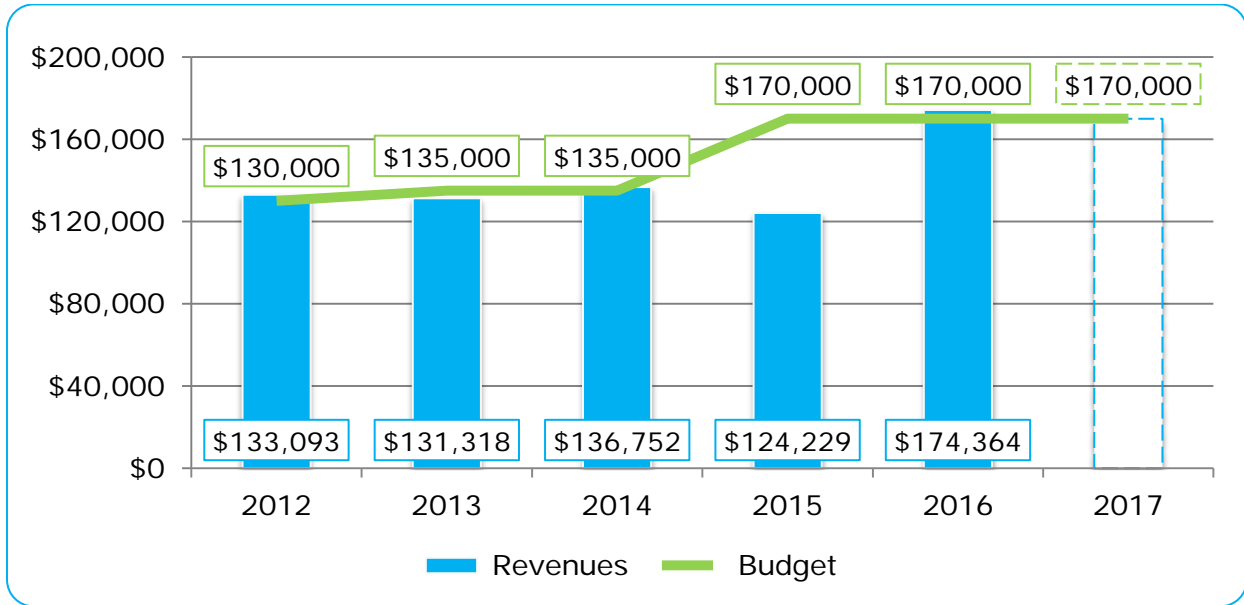
The following five revenue charts indicate 2017 projections only.

OBC Permits and Inspections

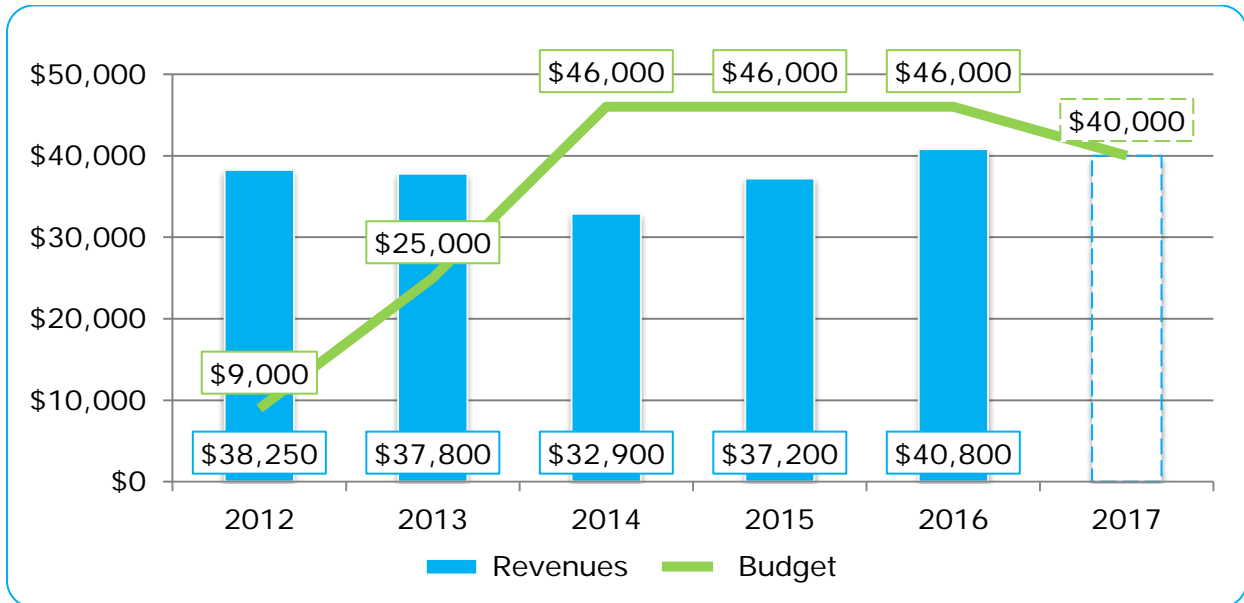
Building and demolition permit fees are set annually at the start of June each year. The automatic calculation is typically the annual tax rate, plus 20 per cent. However, permit fees were frozen in 2016 due to the reserve fund balance reaching its established cap at the end of 2015.



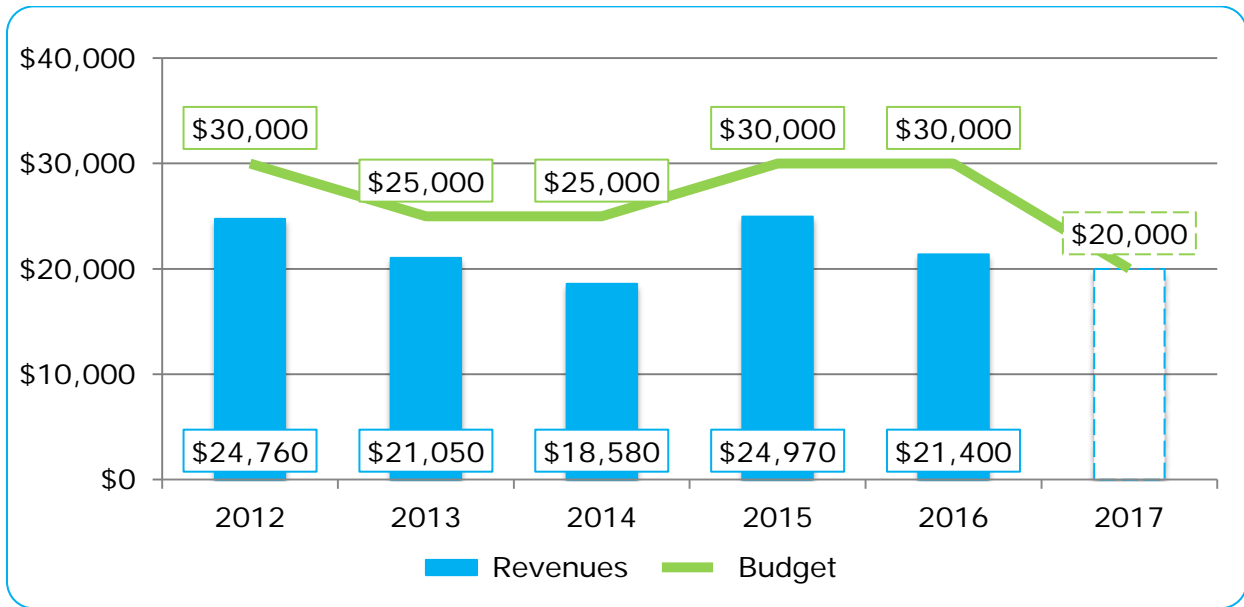
Non-OBC Permits and Inspections (Sign, pools and hot tubs)



Accessory Apartment Registrations

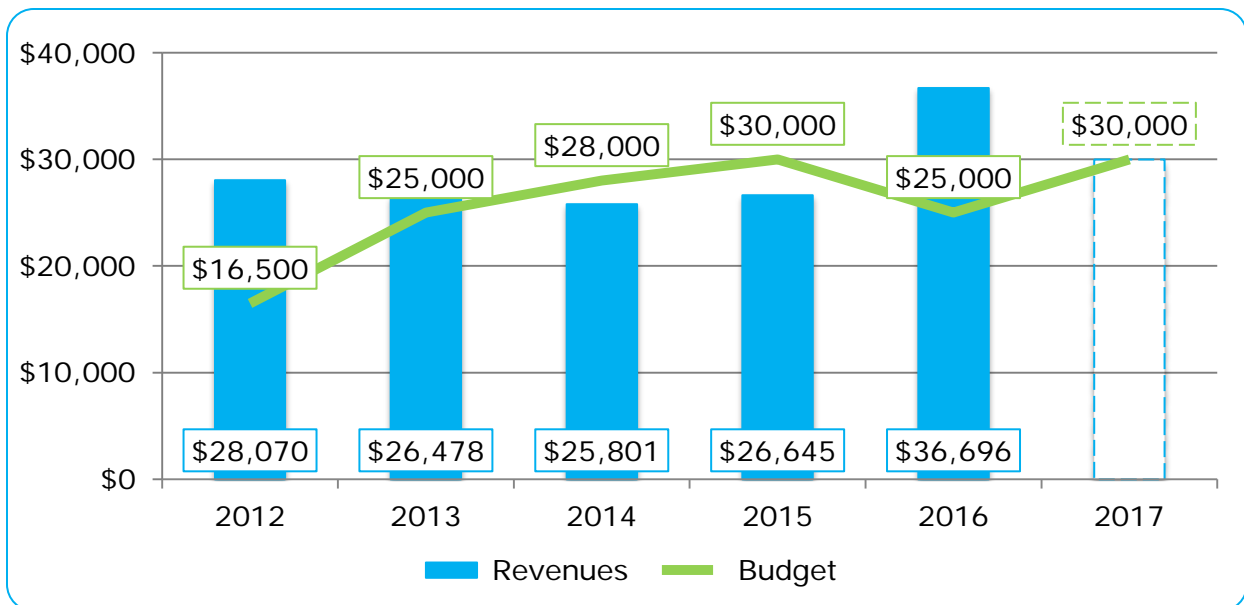


Property Information Reports



Other Administration and User Fees

Additional administration fees and user fees are collected for various services such as zoning opinion letters, sign by-law variance applications, damage deposits and curb cuts.



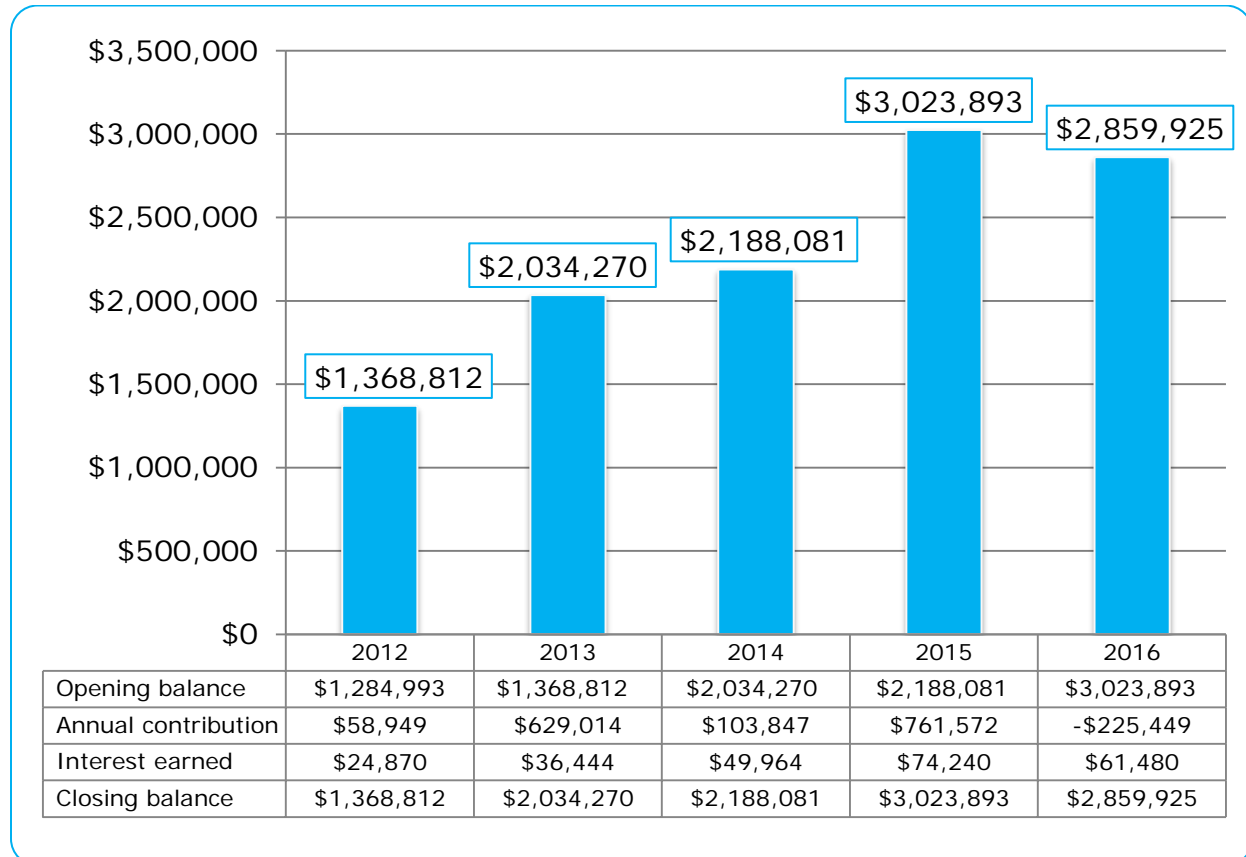
Ontario Building Code Reserve Fund

The Building Code Act allows permit fees to be set to recover the costs associated with the administration and enforcement of the Act, as well as reasonable contributions to a reserve fund. The OBC reserve fund can be used to offset lean years, implement service enhancements and cover unexpected expenses related to the administration and enforcement of the Act.

As per a Council approved policy, the balance of the reserve fund shall not exceed the anticipated funding for approximately one year of Building Services operations for the administration and enforcement of the Building Code Act only. This balance will provide staff with an upper limit to freeze automatic increases and the ability to maintain a healthy reserve fund.

The reserve fund reached its Council approved upper limit at the end of 2015. Therefore, in accordance with the Council approved policy, building permit fees were not increased in 2016.

The draw on the reserve fund in 2016 was attributable to two main factors. One was an unexpected one-time legal cost, and the additional costs possibly forthcoming as a result of a 2016 court decision. The other was more accurately allocating staff costs assigned to building code work versus non-building code work.





Building Services 2016 Annual Report

Building Services

Infrastructure, Development and Enterprise
City of Guelph

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Alternate formats are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615 or building@guelph.ca.

Information Report



Service Area	Corporate Services
Date	Friday, April 28, 2017
Subject	2016 Year-end Investment Performance Report
Report Number	CS-2017-08

Executive Summary

Purpose of Report

To report on the 2016 investment portfolio performance and holdings as required by Ontario Regulation 438/97 of the Municipal Act, 2001, and the City of Guelph's Council approved Investment Policy.

Key Findings

The City earned \$7.1 million in investment income for the year-ended December 31, 2016 (includes capital gains of \$1.0 million). This is \$3.1 million favourable compared to the 2016 budget and \$0.8 million less than 2015 at \$7.9 million. Calculated according to the City's Reserve and Reserve Fund Policy, an allocation of \$4.3 million of the earned investment income was transferred to the obligatory and capital reserve funds at year-end.

The City's perpetual cash flow model continues to enable staff to identify and act on timely opportunities for investing (within the City's investment policies), with the intent to optimize the returns on available cash throughout the year.

As reported in the Q2 Interim report, the City earned \$1.0 million in capital gains on the sale of investments made prior to their maturity dates, in order to capitalize on the volatile bond market. No additional capital gains were realized during the remainder of the year.

The average rate of interest return in 2016 declined to 1.74% from 1.97% in 2015, affected by the reduction in interest rates announced by the Bank of Canada on January 21, 2015 and July 17, 2015. These decreases affected the daily interest rates on the City's operating account as well as all short/long term investments that are connected to market rates. Adjusting for the capital gains of \$1.0 million, the average rate of return improved to 2.05% vs. 2.89% in 2015 when \$2.5 million was realized.

The City has managed its investment portfolio in accordance with Ontario Regulation 438/97 of the Municipal Act, 2001 and in accordance with the current

City of Guelph's Council-approved Investment Policy with the exception of the item listed in ATT-1 item 4 related to Master Asset Vehicle notes.

Financial Implications

Investment income reduces the amount otherwise required from property taxation to finance City services, as well as increasing the value of reserve funds used to finance capital projects.

Report

BACKGROUND

Ontario Regulation 438/97 of the Municipal Act, 2001, requires a municipality to adopt a statement of investment policies and goals and requires an investment report to be provided to Council at least annually. This report has been prepared in compliance with this regulation.

The primary objectives of the investment policy are as follows:

- Adherence to statutory requirements;
- Preservation of capital;
- Maintaining liquidity; and
- Earning a competitive rate of return.

Provincial legislation requires that the Treasurer submit an investment report to Council annually at a minimum. The City's current Investment Policy requires a report on the financial position, investment performance, market value, and compliance status of the portfolio at least twice per year. Additionally, the Investment Policy was revised, updated, and approved by Council in September 2015 as is required at every change in Council and/or as needed.

Definitions

Carrying Value – Also known as book value. The portion of an asset's value that is not depreciated. Carrying value is not market value, which is determined by market forces, such as stock prices.

Face Value - Also called par value. The value of a bond or another type of debt instrument at maturity.

Market Value - The price at which a security currently can be sold.

A. Statement of Performance

The cash and investment positions (carrying value) of the City are as follows:

	Dec 31, 2016 (Carrying Value)	Dec 31, 2015 (Carrying Value)
Long-term*	\$ 216,673,892	\$ 187,419,480
Short-term	56,115,834	40,051,308
Total Investments	\$ 272,789,726	\$ 227,470,788
Cash	43,909,175	16,530,864
Total	\$316,698,901	\$244,001,652

*Does not include the year-end re-class of long-term to short-term for investments maturing within one year or the Master Asset Vehicle II impairment provision of \$157,664 in both 2015 & 2016.

The total investment and cash market value as at December 31, 2016 was \$318.5 million (2015-\$247.0 million). The details of the City's specific investment portfolio as at December 31, 2016 are attached in the Investment Portfolio by Issuer (ATT-3(a)) and the Investment Portfolio by Security (ATT-4).

Interest earned on investments and cash as of December 31, 2016 was \$6.1 million generating a favourable variance vs. budget of \$2.1 million and \$700 thousand more than 2015 earnings of \$5.4 million (+14%). Additionally, the City realized unbudgeted capital gains in the first half of the year of \$1.0 million which helped to offset other unplanned losses such as low interest rates and foreign exchange. In accordance with the City's General Reserve and Reserve Fund Policy, the net income earned on investments and cash balances was allocated to the reserve and reserve funds at year-end in proportion to their average balances.

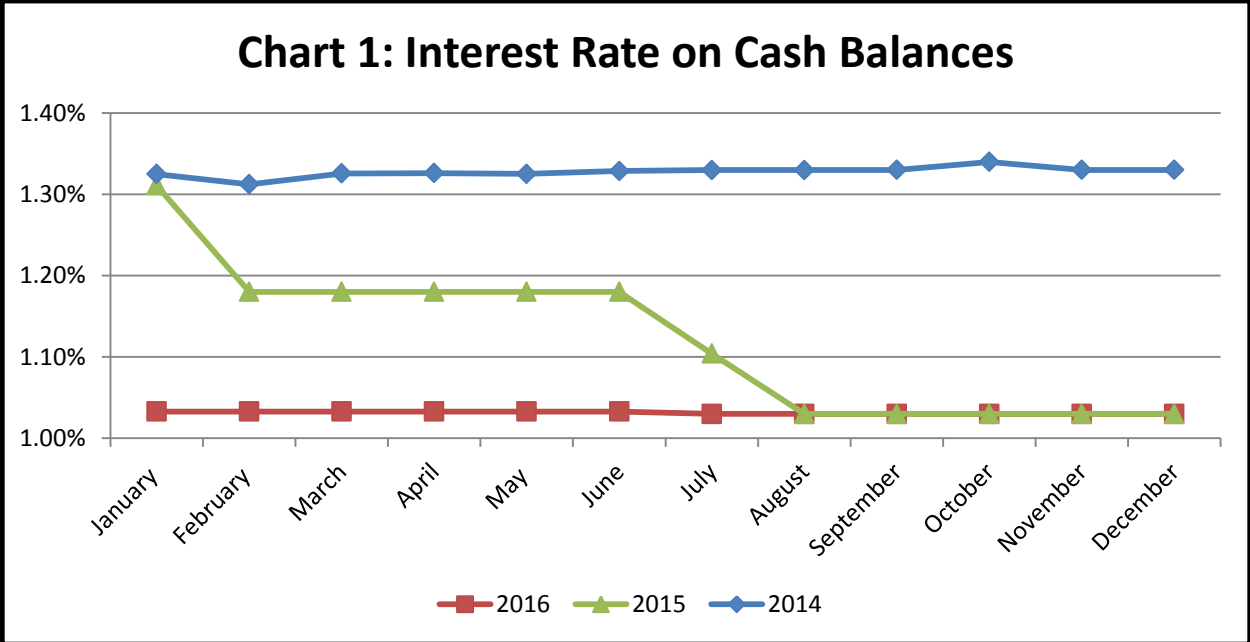
The carrying value of the total investment portfolio on December 31, 2016 was \$272.8 million, plus cash holdings of \$43.9 million totalling \$316.7 million. This computes to an average rate of return for the year of 1.74% (2015 - 1.98%). With the inclusion of the capital gains, the average rate of return for 2016 increased to 2.05% (2015 - 2.89%). However, Finance management cautions against benchmarking performance against capital gain returns as these are unique in nature due to the market conditions at the time and not reliable indicators of expected future returns.

As in previous years, City staff made the decision to sell certain investments in 2016 prior to their maturity in order to capitalize on the volatile bond market. Given this volatile environment, and the lack of predictability going forward, staff assessed and engaged in an opportunity to invest a conservative amount of available surplus cash (\$5.0 million) in the secondary market during the fourth quarter. This portfolio, managed by one of the City's wealth management firms,

consists of both Cash/Cash Equivalents (5%) and Fixed Income GICs (95%), and offers diversity in both short and long-term holdings across multiple issuers. The average interest rate for the Fixed Income investments held at year-end was 2.2% with an overall yield of 1.7%. The secondary portfolio option, on a comparative basis, exceeds the next best primary market offers by 0.2%–0.4% on average. Finance management is pleased with the decision to proceed with this investment choice as an alternative and will continue to consider going forward.

2016 Interim Investment Activity – Cash

As previously reported, the Bank of Canada announced a cut in the prime business rate twice in 2015 (January 21st from 3.0% to 2.85% and July 17th from 2.85% to 2.70%). This drop in prime rate affected the City’s cash earnings in its operating account as compared to 2015 and 2014 as see below in Chart 1.



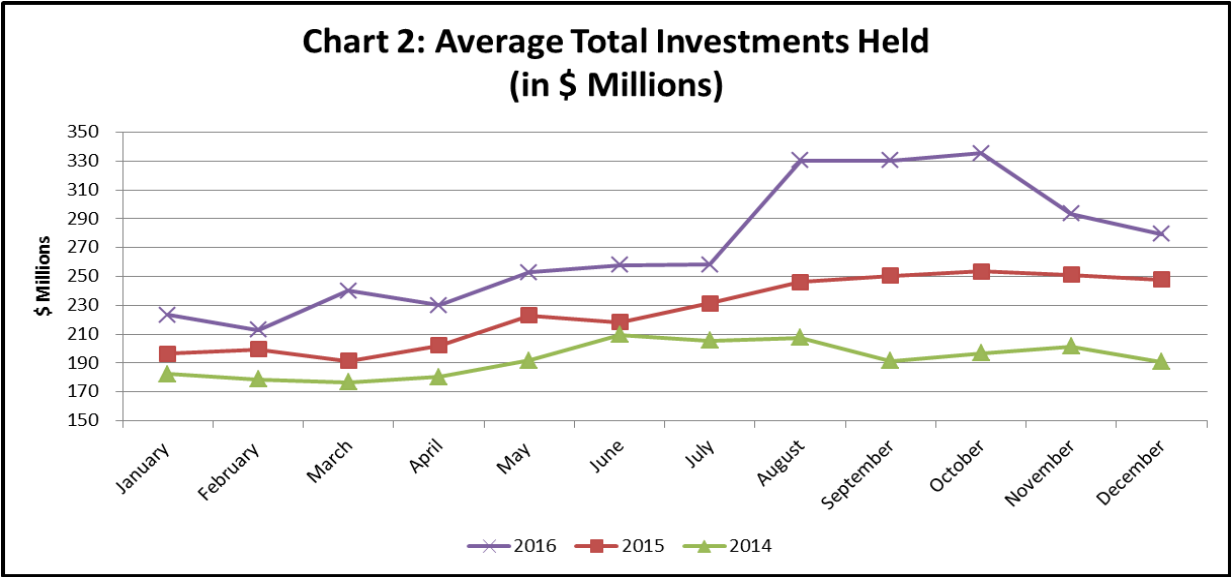
This low interest rate environment has been negatively affecting the City’s investment returns and has City staff continuing to analyze and manage the City’s investment portfolio in order to optimize earnings and risk in the present climate.

2016 Yearend Investment Activity – Investment Portfolio

The City earned a total of \$6.1 million (excluding capital gains of \$1.0 million) from its cash and investments portfolio. This represents a return of 1.74% on average for the year vs. 1.98% in 2015. As indicated, interest earned during the first seven months of 2016 continued to be negatively affected by the reductions in the Bank of Canada interest rate during 2015. See This low interest rate environment has been negatively affecting the City’s investment returns and has city staff continuing to analyze and manage the City’s investment portfolio in order to optimize earnings and risk in the present climate.

2016 Yearend Investment Activity – Investment Portfolio

The City earned a total of \$6.1 million (excluding capital gains of \$1.0 million) from its cash and investments portfolio. This represents a return of 1.74% on average for the year vs. 1.98% in 2015. As indicated, interest earned during the first seven months of 2016 continued to be negatively affected by the reductions in the Bank of Canada interest rate during 2015. See **Chart 2** below for a comparison of average total investments held in 2016, 2015 and 2014.



RISK / OPPORTUNITY IDENTIFICATION

Following are the risks and opportunities for the City in the current low interest environment;

- i) The City of Guelph currently holds two investments valued at \$30 million purchased in 2013 and 2014 which were to provide higher than normal interest returns. These notes are investment vehicles that were specially designed for the municipal sector and feature the following attributes:
 1. They are 100% principal guaranteed at maturity;
 2. They have a 10-year maturity but can be sold at market value at any time;
 3. They pay interest quarterly on a fixed step-up schedule;
 4. They are subject to early recall by the bank at any time;
 5. They are subject to banker’s acceptance interest rates with both lower and upper limits. If the market rate is outside the limits, interest is not paid.

With the drop in the Bank of Canada prime rate, these investments are no longer within the lower limit of the note terms and are therefore not earning any additional return. In 2013 and 2014 these investments earned the City approximately 3.5% annually with the prospect of this increasing in 2015 forward due to the step-up factor in the rates. The unexpected lowering of prime in January and July of 2015, have put these investments in a holding position, earning no additional interest.

Given that the principal is guaranteed and interest was earned early on, the City's strategy for these investments has been to retain them until the market rates improve and earnings resume, consistent with other municipalities having similar investments. As such, the 2016 budget was reduced to reflect this impact. Both notes improved to a 99 cent trading value by the end of the year up from 95 cents on the dollar at the end of June.

ii) In this lower interest rate environment, the Canadian Bond Market is trading at a premium. The City's Investment Policy has ensured a diverse portfolio and, as such, the City of Guelph holds a number of Municipal and Provincial bonds that pay a coupon/strip rate above current market. This means that the market value of these bonds is significantly higher than when purchased and can be sold to realize a one-time capital gain.

The City proceeded with this strategy again in 2016 as it did in 2015, selling Strip Bonds/Corporate Bonds that were purchased earlier and generated the \$1.0 million capital gain, contributing to the higher investment return overall for the year.

Asset-Backed Commercial Paper (ABCP) Restructuring

The last quarter of 2016 provided a favourable outcome regarding the City's holdings of the Master Asset Vehicle II notes versus what had been anticipated over the past few years (see ATT-2 Background on Asset-Backed Commercial Papers for the associated historical perspective). Communication was issued by the investment firm now managing these Master Asset Vehicles that the required agreements were secured between the related parties and that the Master Asset Vehicle II Class A-1, Class A-2, and Class B Notes would be paid down in full in January, 2017. For the City, this meant a full recovery of the carrying value of its Class A & B holdings and most of its Class Cs. For 2016, these assets were adjusted only for a partial payout received in October (\$192 thousand) with no change to the impairment provision of \$157,664.

The year-end carrying values and redemptions received in January 2017 for these investments as follows:

Class	Maturity	Rating	Carrying \$ at Dec 31, 2016	Redemption \$ Jan 24, 2017	Remaining \$ in 2017
MAV II A-1	07/15/2056	A+	310,941	310,941	--
MAV II A-2	07/15/2056	BBB+	1,270,940	1,270,940	--
MAV II B	07/15/2056	Not Rated	230,711	230,711	--
MAV II C	07/15/2056	Not Rated	62,043	45,966	16,077
Total			1,874,635	1,858,558	16,077

B. Own Securities

The City has not invested in its own long-term or short-term securities.

C. Investment Policy and Regulation Investment Standard Compliance

To aid in the achievement of the primary objectives of the Investment Policy, the policy places restrictions and limitations on investment quality, diversification, and term. The current portfolio is in compliance with the Municipal Act and Ontario Regulation 438/97 and within the targets set out in the current City Investment Policy in all but the following respects (the Master Asset Vehicle II notes 99% redeemed as of Jan/17):

- Under Ontario Regulation 438/97, a municipality **shall not invest in a bond, debenture, promissory note or evidence of indebtedness with a Dominion Bond Rating Service Limited (DBRS), or equivalent, rating lower than AA (low)**. As outlined above, most of the Master Asset Vehicle II notes acquired in January of 2009 under Asset-Backed Commercial Paper restructuring do not meet this requirement. At the time of purchase these notes were rated above AA (low).
- Under the current policy, the **City shall not invest in a security with a DBRS or equivalent bond rating lower than A**. As outlined above, most of the Master Asset Vehicle II notes acquired in January of 2009 under Asset-Backed Commercial Paper restructuring do not meet this requirement. At the time of purchase these notes were rated above A.
- Under the current policy, the **maximum term** for asset-backed securities is five years. As outlined above, the Master Asset Vehicle II notes acquired in January of 2009 and maturing in 2056 do not meet this requirement.

In all other respects, investments are fully consistent with the investment policies and goals adopted by the City.

Financial Implications

Investment income reduces the amount otherwise required from property taxation to finance City services, as well as increasing the value of reserve funds used to finance capital projects

Consultations

n/a

Corporate Administrative Plan

Overarching Goals

Financial Stability

Service Area Operational Work Plans

Our Services - Municipal services that make lives better

Our Resources - A solid foundation for a growing city

Attachments

- ATT-1 Investment Reporting Requirements
- ATT-2 Background on Asset-Backed Commercial Papers
- ATT-3(a) City of Guelph Investment Portfolio by Issuer - Short-term at December 31, 2016
- ATT-3(b) City of Guelph Investment Portfolio by Issuer - Long-term at December 31, 2016
- ATT-4 City of Guelph Investment Portfolio by Security at December 31, 2016

Departmental Approval

Tara Baker, CPA, CA
GM Finance & City Treasurer

Report Author

Jade Surgeoner, CPA, CA, CIA
Manager, Financial Reporting & Accounting

Tara Baker

Colleen Clack

Approved By

Tara Baker, CPA, CA
GM Finance & City Treasurer
Corporate Services
519-822-1260 Ext. 2084
tara.baker@guelph.ca

Recommended By

Colleen Clack
Interim Deputy CAO, Corporate Services
519-822-1260 Ext. 2588
colleen.clack@guelph.ca

Investment Reporting Requirements

These investment reporting requirements are in accordance with Ontario Regulation 438/97 of the Municipal Act, 2001.

1. Statement of Performance

The City of Guelph earned an average return of 2.05% on its investment and cash for the year ended December 31, 2016.

2. Investments in Own Securities

None of the 2016 investments of the City have been invested in its own long-term or short-term securities.

3. Record of Own Security Transactions

None of the 2016 investments of the City have been invested in its own long-term or short-term securities.

Statement of Treasurer re: City of Guelph Investment Policy Compliance

I, Tara Baker, CPA, CA, GM Finance and City Treasurer for the City of Guelph, hereby state that:

\$1,874,635 in Master Asset Vehicle II notes acquired in January of 2009 and maturing in 2056 exceed the maximum term of five years for asset backed securities.

The remaining investments have been made in accordance with the investment policies adopted by the City of Guelph.

Statement of Treasurer re: O.R. 438/97 Investment Standard Compliance

I, Tara Baker, CPA, CA, GM Finance and City Treasurer for the City of Guelph, hereby state that:

All investments have been made in accordance with the O.R. 38/97.

Tara Baker

April 28, 2017

Tara Baker, CPA, CA
GM Finance and City Treasurer

Date

Background on Asset-Backed Commercial Papers

Background:

Asset-Backed Commercial Papers are a form of commercial paper that is backed by collateral such as real estate, autos and other commercial assets. Asset-Backed Commercial Papers carry a higher risk, but they are desirable because they typically have a higher return. The financial crisis of 2007 and 2008 led to a collapse of the Asset-Backed Commercial Papers market since the mortgages within the Asset-Backed Commercial Papers had a higher worth than the physical real estate. With an estimated value of thirty-three billion in Asset-Backed Commercial Papers across Canada, the Bank of Canada stepped in and negotiated a solution that converted the Asset-Backed Commercial Papers into long-term bonds called Master Asset Vehicle notes. In the fall of 2008, this restructuring plan, the largest restructuring plan in Canadian history, was completed to match the maturity of the investments to their underlying assets.

Asset-Backed Commercial Papers at the City of Guelph:

At the time of the City's original investment in 2006 the Asset-Backed Commercial Paper security was rated AAA and was widely accepted and purchased by numerous other investors including municipalities. The initial investment was \$2.25 million of the City's total portfolio. The restructuring plan was implemented to convert short term asset-backed commercial paper to long term notes of various classes (II A-1, II A-2, II B, II C, and II 3) with terms matching the maturity of the underlying assets. As a result of the conversion, the City recorded the new carrying value (increase of \$64,197) but recognized the highly speculative nature of any ultimate payment of principal at maturity by booking a 25% provision for impairment of \$578,155.

During 2011, notice was received that the principal amount of Master Asset Vehicle II 3 notes, with a book value of \$245,818, had been reduced to zero, and the value of these assets were written off against the provision in 2011.

The remaining Master Asset Vehicle II notes as of December 31, 2011, had a face value of \$2.06 million and a market value of \$1.32 million, leaving a difference of \$742,529. Therefore, the provision for impairment was further adjusted at the end of 2011 in order to make the net carrying value equal to the market value.

The investments market value from 2012 through 2014 improved and as a result the asset impairment provision had decreased but due to the poor market conditions in 2015, the impairment once again had to be raised.

The following table illustrates the effect that the improved market value has had on the impairment provision:

<u>Year</u>	<u>Impairment Provision Amount</u>
2011	\$742,529
2012	\$373,490
2013	\$213,352
2014	\$ 94,925
2015	\$157,664
2016	\$157,664 (no change)

As of December 31, 2016, the asset-backed securities represented 0.6% (2015: 1.0%) of the total investment holdings.

Current Status:

During 2016, the City continued to retain these investments with the intention to minimize the impairment loss while working with an investment advisor on a strategy to divest of them. In late 2016, as indicated above, confirmation was received from the asset management firm responsible for the Master Asset Vehicle II that liquidation was to occur and, as of January 24, 2017, 99% of the City's \$1.9 million carrying value has been received. As such, the \$158 thousand impairment provision still on the books will not be required other than potentially for the remaining Class Cs for a maximum of only \$16 thousand. In order to reduce the risk of a similar situation occurring in the future, the experience of the Asset-Backed Commercial Papers and associated learning from it resulted in adjustments being made to the City's investment policy.

**City of Guelph
Investment Portfolio by Issuer
As at December 31, 2016**

Short-Term Investment Portfolio

Issuer	Yield	Maturity Date	Carrying Value \$	Term to Maturity (Days)		
				At 31/12/16	Max	Exceeded
Meridian Credit Union	1.25%	Liquid	105,855	N/A	365	-
Meridian Credit Union	1.85%	04-May-17	8,000,000	124	365	-
Meridian Credit Union	1.75%	03-Mar-17	17,000,000	62	365	-
Meridian Credit Union	1.50%	08-Aug-17	7,000,000	220	365	-
RBC Dominion Securities	0.05%	Liquid	263,613	Current	365	-
Bank of Nova Scotia	2.01%	23-Jan-17	44,930	23	365	-
Bank of Nova Scotia	2.25%	21-Feb-17	25,607	52	365	-
Bank of Nova Scotia	1.75%	23-Sep-17	38,157	266	365	-
TD Mortgage Corp	2.15%	15-May-17	5,636	135	365	-
Bank of Nova Scotia	1.55%	26-Mar-17	2,047,040	85	365	-
BMO Nesbitt Burns	2.40%	06-Jul-17	28,514	187	365	-
Montreal Trust Cda	2.25%	24-Jun-17	85,473	175	365	-
National Bank of Cda	1.65%	17-Jul-17	702,028	198	365	-
National Bank of Cda	2.75%	17-Apr-17	65,949	107	365	-
Royal Trust Corp	1.60%	17-Jul-17	703,032	198	365	-
BMO Nesbitt Burns	1.70%	05-May-17	10,000,000	125	365	-
Bank of Nova Scotia	1.70%	28-Jul-17	10,000,000	209	365	-
Short-term Investment Total			\$ 56,115,834			

**City of Guelph
Investment Portfolio by Issuer
As at December 31, 2016**

Long-term Investment Portfolio

Issuer	Yield	Maturity Date	Carrying Value \$	Term to Maturity (Years)		
				At 31/12/16	Max	Exceeded
CIBC	2.25%	21-Jan-21	14,500,000	4.1	10	-
Bank of Nova Scotia	1.60%	17-Apr-17	20,000,000	0.3	10	-
Bank of Nova Scotia	1.81%	15-Apr-19	10,000,000	0.9	10	-
Bank of Nova Scotia	2.50%	06-Jan-20	15,000,000	3.0	10	-
Bank of Nova Scotia	1.75%	29-Nov-17	20,000,000	0.9	10	-
Bank of Montreal	3.07%	02-Dec-22	5,000,010	5.9	10	-
Bank of Montreal	1.90%	07-May-18	10,000,000	1.3	10	-
RBC	1.50%	06-Aug-18	5,000,000	1.6	10	-
RBC	2.01%	06-Dec-19	18,861,639	2.9	10	-
RBC Discretionary Funds- Secondary Market (various)	1.6%- 2.5%	22-Dec-17- 31-Dec-19	998,808	< 4.3	10	-
TD Bank	4.00%	15-Jul-21	12,000,000	4.5	10	-
TD Bank	2.05%	13-Aug-25	10,000,000	8.6	10	-
TD Bank	3.65%	09-May-23	18,000,000	6.4	10	-
Provincial	3.30%	02-Dec-24	7,809,564	7.9	20	-
Provincial	4.08%	02-Dec-26	6,914,591	9.9	20	-
Joint Municipal Investments - One Fund	2.20%	Liquid	40,714,645	Current	N/A	-
Master Asset Vehicle II CL A/B/C Notes	--	15-Jul-56	1,874,635	39.6	5	34.6
Long-term Investment Total			\$216,673,892			
Total Short-term and Long-term Investments			\$272,789,726			

**City of Guelph
Investment Portfolio by Security
as at December 31, 2016**

Securities	Investment \$ Value	Investment % of Holdings	Policy Maximum Portfolio Percentage Limit
Federal			
Government of Canada			100%
Federal Guarantees			50%
Provincial Governments & Provincial Guarantees	\$19,724,165	6%	75%
Country Other than Canada			5%
Municipal			
City of Guelph			50%
Other Municipalities & OSIFA - AAA & AA			50%
Other Municipalities & OSIFA - A			10%
School Board, Ont. University, Local Board, Conservation Authority, Public Hospital, Housing Corp.			20%
Financial Institutions			
Schedule I Banks	\$222,279,602	70%	75%
Schedule II and III Banks			25%
Loan or Trust Corporations, Credit Union	\$32,105,855	10 %	10%
Supranational Financial Institution or Government Organization			25%
Asset-Backed Securities	\$1,874,635	1%	25%
Corporate Debt			25%
Commercial Paper			15%
Joint Municipal Investment Pools -One Fund	\$40,714,644	13%	15%
TOTAL	\$316,698,901	100.00%	

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



April 27th, 2017

The Honourable Kathleen Wynne, M.P.P., Premier of Ontario
Legislative Building
Queen's Park
Toronto, Ontario M7A 1A1

Dear Ms. Wynne:

Re: Request for Provincial Support: Opioid Strategy

At the regular session of Lanark County Council held on April 26th, 2017, the Council of the Corporation of the County of Lanark adopted the following resolution seeking provincial support in relation to the opioid crisis:

MOTION #CC-2017-67

WHEREAS, communities across the province and country are responding to the escalating risk of opioid overdoses and deaths;

AND WHEREAS, Ontario alone has witnessed 13 years of increasing deaths due to opioid overdoses, to the point that deaths related to such overdoses are now double those from motor vehicle collisions (*excerpt from Prescription for Life www.drugstrategy.com*);

AND WHEREAS, according to the Regional Supervising Coroner East Region, Leeds, Grenville and Lanark (LGL), our region is not immune to the opioid problem, as there were 24 opioid related deaths between 2010 and 2014, as well as 7 suspected opioid-related deaths in the region in the past 12 months, and individuals participating in the Public Health Unit Harm Reduction Program have reported 23 non-fatal opioid related overdoses in the past 6 months;

AND WHEREAS, opioids, such as morphine and fentanyl patches, are prescribed by physicians to treat pain;



/2

AND WHEREAS, fentanyl patches and other opioid pills are being diverted from their initial purpose, and are being sold illicitly to be smoked, chewed, ingested or injected for a high, which over time, requires more and more opioid to get the same high, which leads to overdose and potentially death;

AND WHEREAS, a particular concern with fentanyl patches, including illicit fentanyl and its related analogues, is that these drugs are available and easily imported illegally from other countries, and the amount of fentanyl varies on each portion of the patch leading to a higher risk of overdose;

AND WHEREAS, illicit fentanyl has been confirmed in many other street drugs such as heroin, fake oxycontin pills, cocaine, and crystal meth;

AND WHEREAS, police in our area have reported seizing diverted fentanyl (an opioid) patches, illicit fentanyl, and drugs laced with fentanyl;

AND WHEREAS, the Leeds, Grenville and Lanark District Health Unit is working with the community to develop a community response plan to the opioid situation in collaboration with many stakeholders including police, fire, EMS, community organizations, municipalities, health service providers, and the education sector;

AND WHEREAS, the Health Unit has the lead in expanding surveillance of the problem, ensuring individuals who are using opioids and their family/friends have access to naloxone which can reverse respiratory failure from an overdose, and providing information and education to the public, in addition to working with municipalities and the community on the social determinants of health such as poverty, unemployment, lack of social supports, and inadequate housing, that can have a negative impact on the health of individuals and communities, as well as address the underlying root causes of substance misuse;

AND WHEREAS, in October of 2016, the Honourable Minister of Health and Long-Term Care, Dr. Eric Hoskins announced the Ontario Provincial Opioid Strategy to tackle the public health crisis related to problematic use of opioids by looking at multiple sectors including physician prescribing, overdose monitoring, opioid prescription monitoring, and enhancing harm reduction and addiction services.



/3

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the County of Lanark respectfully requests the provincial government to enhance our local response to the opioid problem in our community, by enacting the following:

- Ensure all first responders, including police and fire, have access to provincially funded naloxone that can reverse an opioid overdose, and training in its use, due to the fact that in our rural region volunteer firefighters are often the first ones on the scene of an opioid overdose, and it is critical that the individual(s) who has overdosed receive naloxone as soon as possible to prevent death; and
- Ensure all places that support vulnerable people in the community, have access to publicly funded naloxone, and training in its use; and
- Provide a provincially funded public opioid education campaign, including social media to complement the efforts of individual communities; and
- Provide additional provincial funding for addiction and mental health services that would assist in treating people with mental illness to reduce and/or eliminate self-medication with opioids, and would provide addiction services to help people overcome their opioid addiction.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to Dr. Eric Hoskins, Ministry of Health and Long-Term Care, Lanark-Frontenac-Lennox and Addington MP Scott Reid and MPP Randy Hillier, Carleton-Mississippi Mills MPP Jack MacLaren, FCM (Federation of Canadian Municipalities), AMO (Association of Municipalities of Ontario) and all municipalities in the Province of Ontario.

Honourable Premier, this is a crisis situation and we need strong leadership from the provincial and federal governments to coordinate with communities and urgently invest in the solutions to stop the epidemic, including addictions treatment, supportive housing, prevention and drug policy reform. We desperately need a nationwide emergency response as opioid addiction devastates families and communities and overdose deaths reach an even more horrific toll. We very much look forward to a favourable response.

Page 3 of 4



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If you require any further information, please do not hesitate to contact Leslie Drynan, County Clerk/Deputy CAO at 613-267-4200 ext. 1502 or via email at ldrynan@lanarkcounty.ca or Dr. Paula Stewart MD, FRCPC Medical Officer of Health and Chief Executive Officer for Leeds, Grenville and Lanark District Health Unit (LGLDHU) at 613-345-5685.

Sincere regards,

A handwritten signature in black ink that reads "Bill Dobson". The signature is written in a cursive, flowing style.

Bill Dobson
Warden

BD/ld

cc:

Honourable Minister Dr. Eric Hoskins, Ministry of Health and Long-Term Care
Lanark-Frontenac-Lennox and Addington MP Scott Reid and MPP Randy Hillier
Carleton-Mississippi Mills MPP Jack MacLaren
FCM (Federation of Canadian Municipalities)
AMO (Association of Municipalities of Ontario)
EOWC (Eastern Ontario Wardens Caucus)
All municipalities in the Province of Ontario
Dr. Paula Stewart, Medical Officer of Health for LGLDHU



COUNCIL MEETING
April 19, 2017

11.3 Proposed Change to the 2012 Building Code O. Reg. 332/12 as amended – Septic System

Resolution #04/19/17-08

Moved by: Randy Roppel

Seconded by: Linda McKee

WHEREAS the Ministry of Municipal Affairs and Housing has proposed a change to the Building Code, B-08-09-03, requiring mandatory five year septic tank pump out and records retention by the owner;

AND WHEREAS that same change requires municipalities to administer and enforce this change;

AND WHEREAS the change document fails to identify the administrative costs to Municipalities;

AND WHEREAS the change document fails to identify any transfer of Provincial funding to offset these downloaded costs;

AND WHEREAS many municipalities already have by-laws to regulate septic systems especially near waterways;

AND WHEREAS the majority of homeowners pump out their septic tanks on a regular basis whether regulated to or not;

AND WHEREAS adequate legislation already exists to correct malfunctioning systems;

AND WHEREAS Premier Wynne stated on Monday, January 30th, 2017 at the ROMA conference that the Province recognizes that “one size fits all” solutions do not always work in rural Ontario;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Kincardine hereby request the Honourable Bill Mauro,

Minister of Municipal Affairs, to rescind proposed Building code change B-08-09-03;

AND FURTHER THAT a copy of the resolution is sent to the Honourable Kathleen Wynne, Premier of Ontario; the Honourable Bill Mauro, Minister of Municipal Affairs; Patrick Brown, Leader of the Progressive Conservative Party; Andrea Horwath, Leader of the New Democratic Party; and Lisa Thompson MPP for Huron – Bruce;

AND FURTHER THAT a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Federation of Northern Ontario Municipalities (FONOM), and to all Ontario municipalities for consideration.

Carried.

The Corporation of the Municipality of South Huron

NO. 125 -2017

MOVED BY: Councillor Oke

SESSION: April 3, 2017

SECONDED BY: Vouglow

That South Huron Council support the resolution from the Township of Killaloe, Hagarty and Richards dated February 21, 2017;

Whereas the MMAH has proposed a change to the building code, B-08-09-03, requiring mandatory five year septic tank pump out and records retention by the owner; and

Whereas that same change requires Municipalities to administer and enforce this change; and

Whereas the change document fails to identify the administrative costs to Municipalities; and

Whereas the change document fails to identify any transfer of Provincial funding to offset these downloaded costs; and

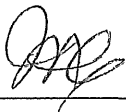
Whereas many Municipalities already have bylaws to regulate septic systems especially near waterways; and

Whereas the majority of homeowners pump out their septic tanks on a regular basis whether regulated to or not; and

Whereas there are many more important issues on which to spend taxpayer's money than "enhancing" maintenance on existing functioning systems; and

Whereas adequate legislation already exists to correct malfunctioning systems; and

CARRIED



DEFEATED

The Corporation of the Municipality of South Huron

NO. _____-2017

MOVED BY: _____

SESSION: April 3, 2017

SECONDED BY: _____

Whereas Premier Wynne stated on Monday, January 30th, 2017 at the ROMA conference that the Province recognizes that "one size fits all" solutions do not always work in rural Ontario;

Therefore be it resolved that the Municipality of South Huron request the Honorable Bill Mauro, Minister of Municipal Affairs, to rescind proposed building code change B- 08-09-03; and

That a copy of this resolution is sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Bill Mauro, Minister of Municipal Affairs, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrea Horwath, Leader of the New Democratic Party, and all Members of Provincial Parliament in the Province of Ontario; and

That a copy of this resolution is sent to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Federation of Northern Ontario Municipalities (FONOM), and to all Ontario Municipal Mayors for consideration.

CARRIED _____

DEFEATED _____

CLERK'S DEPARTMENT

April 25, 2017

The Honourable Mitzie Hunter
Minister of Education
Queens Park
14th Floor, Mowat Block
900 Bay Street
Toronto, ON
M7A 1L2

minister.edu@ontario.ca
mhunter.mpp.co@liberal.ola.org

Dear Honourable Minister Hunter:

Re: Request to Re-write the Pupil Accommodation Review Guideline (PARG) & Place an Immediate & Retroactive Moratorium on School Closures until the PARG is Rewritten

This is to confirm that on Monday, April 24, 2017 West Lincoln Township Council adopted the following resolution and we respectfully request your attention to this matter:

WHEREAS the current Accommodation Review process is not reflective of the reality of rural school and community life;

AND WHEREAS rural schools are integral to the future of rural communities;

AND WHEREAS the Province of Ontario recognizes that it is critical that continued student achievement and well-being form part of the review process for school closures;

AND WHEREAS school closures impact single-school small rural communities in educational, social and economic aspects to a far greater degree than those who would be impacted in multi-school urban communities;

AND WHEREAS the Township of West Lincoln is a small rural community who is deeply concerned that the current process to consider rural school closures is not inclusive and the timelines do not provide for adequate community input;

AND WHEREAS the Township of West Lincoln and its schools should be considered to be part of a rural community;

AND WHEREAS the District School Board of Niagara (DSBN) is not defined as a rural school board because of having larger urban communities within its jurisdiction (i.e. City of St. Catharines, Niagara Falls, Port Colborne and Welland) and that the Province should have different guidelines with respect to the closure of schools in rural areas versus urban centres;

AND WHEREAS the length of time that rural student(s) could be on a bus to travel from their home to school and vice versa would, in a lot of cases be very lengthy and an unacceptable duration of time;

AND WHEREAS the Province of Ontario is not adhering to their own policies/guidelines with respect to developing complete communities (i.e. Ministry of Municipal Affairs and Housing's Provincial Policy Statement and Places to Grow Act) and that all ministries, including the Ministry of Education, should follow the same Provincial policies/guidelines that municipalities are required to adhere to with respect to future intensification, development and growth;

AND WHEREAS prior to any scheduled or proposed closures of schools, the Province of Ontario needs to ensure that School Boards have thoroughly investigated and taken into account those municipalities that have received approvals for intensification/growth so that schools are not closed prematurely without having proper discussions with both Municipal and Regional Planning & Development staff as it relates to future growth projections;

AND WHEREAS the Township of West Lincoln supports the actions that have been taken by many municipalities within the Province of Ontario as well as the Association of Municipalities of Ontario (AMO) through their correspondence to the Minister of Education dated January 5, 2017 and the Rural Ontario Municipal Association (ROMA) in their correspondence dated March 15, 2017 with respect to, but not limited to, school closures, Pupil Accommodation Review Guideline and the Accommodation Review Process;

AND WHEREAS the Province of Ontario should be concerned for the health of all our children, for the quality of education of all children in Ontario as well as the viability of our towns, villages and neighbourhoods which are negatively impacted by reducing access to schools within each community; and

NOW THEREFORE BE IT RESOLVED, that the Municipality of the Township of West Lincoln hereby requests that the Minister of Education establish an immediate moratorium on the Accommodation Review Process in all school boards until such time as a review of the above mentioned impacts on small rural communities is studied, completed and the results and recommendations are implemented; and

THAT, the Minister of Education rewrite the Pupil Accommodation Review Guideline (PARG), in order to take into consideration community and economic value consideration of rural communities and provide for a more democratic process; and,

THAT, the Minister of Education place a retroactive moratorium on those school closures that are to occur during the current year and over the next couple of years until such time as the Pupil Accommodation Review Guideline is rewritten and the recommendations applied to all current and proposed school closures; and,

THAT, this resolution be circulated to the Minister of Education, Premier Kathleen Wynne, Minister of Infrastructure, Minister of Municipal Affairs, the District School Board of Niagara, the Niagara Catholic District School Board, the Association of Municipalities of Ontario (AMO), Rural Ontario Municipal Association (ROMA), MPP Sam Oosterhoff (Niagara West-Glanbrook) and all municipalities in Ontario.

Your attention to this matter is greatly appreciated and we trust that our Council's request will be taken into consideration.

If you have any questions regarding the above, please do not hesitate to contact the undersigned at 905-957-3346 ext. 6720.

Sincerely



Carolyn Langley
Clerk

cc. The Honourable Kathleen Wynne, Premier of Ontario, Email: premier@ontario.ca
The Honourable Bob Chiarelli, Minister of Infrastructure - bchiarelli.mpp.co@liberal.ola.org
The Honourable Bill Mauro, Minister of Municipal Affairs - bmauro.mpp.co@liberal.ola.org
Warren Hoshizaki, Director of Education & Secretary, DSBN - Warren.Hoshizaki@dsbn.org
Karen Bellamy, DSBN - karen.bellamy@dsbn.org
Diane Chase., DSBN Trustee (West Lincoln/Wainfleet) - diane.chase@dsbn.org
John Crocco, Director of Education – Niagara Catholic District School Board
john.crocco@ncdsb.com
Father Paul MacNeil, NCDSB Trustee & Chair – macneil65@gmail.com
Sam Oosterhoff, MPP – Niagara West – Glanbrook - sam.oosterhoff@pc.ola.org
Association of Municipalities of Ontario (AMO) Board – lruder@amo.on.ca
Rural Ontario Municipal Association (ROMA) – roma@roma.on.ca
All Ontario Municipalities



The Corporation of The Town of Amherstburg

April 28, 2017

VIA EMAIL

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

Dear Premier Wynne,

Please be advised that at its meeting held on January 23rd, 2017, Amherstburg Town Council passed the following motion:

Resolution # 20170123-554 - That Council **SUPPORT** the Town of Richmond Hill's resolution regarding Postal Banking.

Regards,

Tammy Fowkes
Deputy Clerk

cc: Taras Natyshak – MPP, Essex
Tracey Ramsey - MP, Essex
Association of Municipalities of Ontario (AMO)
Ontario Municipalities

Attached: Town of Richmond Hill resolution re: Support Postal Banking



December 9, 2016

Sent via email

To: Ontario Municipalities

Re: Richmond Hill Resolution - A Bank for Everyone – Support Postal Banking

Richmond Hill Town Council, at its meeting held on November 28, 2016, adopted the following resolution:

- a) That the Town of Richmond Hill encourages the Federal Government to review the Banking Act to allow postal banking at Canada Post;
- b) That the Town of Richmond Hill encourages the Federal Government to amend the Canada Post Act of 1981 to allow postal banking at Canada Post;
- c) That the Town of Richmond Hill encourages the Federal Government to instruct Canada Post to add postal banking as a service, with a mandate for financial inclusion either as a stand-alone bank or in cooperation with other financial organizations which may include the Business Development Bank of Canada (BDC);
- d) That the Town of Richmond Hill call on the federal government to instruct Canada Post to add postal banking, with a mandate for financial inclusion;
- e) That Council direct staff to forward this resolution to other local governments in Canada for whom contact information is readily available, requesting favourable consideration of this resolution to the Federation of Canadian Municipalities;
- f) And further, that Council direct staff to forward this resolution to:
 1. Leona Alleslev, Member of Parliament, Richmond Hill, Ontario 12820 Yonge Street, Suite 202, Richmond Hill, Ontario L4E 4H1, Canada;
 2. Majid Jowhari, Member of Parliament (Richmond Hill) 9140 Leslie Street, Unit 407 Richmond Hill, Ontario L4B 0A9, Canada;
 3. Clark Somerville, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3;
 4. Other local governments in Canada for whom contact information is readily available;

.../2

December 9, 2016
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5. The Federation of Canadian Municipalities;
6. Judy Foote, Minister of Public Services and Procurement, Rm 18A1,
11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5;
7. Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank
Street, Ottawa, Ontario, K2P 1Y3.

In accordance with Council's directive, please find attached a copy of the Council endorsed member motion.

If you have any questions, please contact the Office of the Clerk, at 905-771-8800.

Yours sincerely,



Stephen M.A. Huycke
Director of Council Support Services/Town Clerk

Attachment

cc: Leona Alleslev, Member of Parliament - Richmond Hill
Majid Jowhari, Member of Parliament- Richmond Hill
Clark Somerville, President, Federation of Canadian Municipalities
Judy Foote, Minister of Public Services and Procurement
Mike Palecek, President, Canadian Union of Postal Workers



MEMBER MOTION

Section 5.4.4(b) of Procedure By-law

Meeting: Committee of the Whole Council
Meeting Date: November 28, 2016
Subject/Title: A bank for everyone – Support postal banking
Submitted by: Councillor Muench

Whereas the Federal Government's Canada Post Review will conclude, in the spring of 2017, with the government announcing decisions on the future of Canada Post, including whether or not to create a new service and revenue stream through postal banking;

Whereas there is an urgent need for this service because thousands of rural towns and villages do not have a bank;

Whereas nearly two million Canadians desperately need alternatives to high interest charging payday lenders including our residents in Richmond Hill;

Whereas postal banking helps keep post offices viable and financial services accessible in many parts of the world;

Whereas postal banking has the support of over 600 municipalities and close to two-thirds of Canadians (Stratcom poll, 2013);

Whereas residents and businesses of Richmond Hill rely on mail service and see postal banking as an opportunity to improve the financial position of Canada Post while allowing the organization to continue its important service to Canadians including Richmond Hill without subsidy;

Whereas small business in Richmond Hill and throughout Canada require more and different forms of banking services to assist in venture capital growth as well as other financial needs currently not being serviced;

Whereas the Federal Government has prioritized, communicated, promoted, encouraged and challenged Canadians to be innovative, postal banking will allow customers of Canada Post to have access to banking services that will enhance productivity and quality of life for all stakeholders;

Therefore Be It Resolved:

- a) That the Town of Richmond Hill encourages the Federal Government to review the Banking Act to allow postal banking at Canada Post;

.../2

- b) That the Town of Richmond Hill encourages the Federal Government to amend the Canada Post Act of 1981 to allow postal banking at Canada Post;
- c) That the Town of Richmond Hill encourages the Federal Government to instruct Canada Post to add postal banking as a service, with a mandate for financial inclusion either as a stand-alone bank or in cooperation with other financial organizations which may include the Business Development Bank of Canada (BDC);
- d) That the Town of Richmond Hill call on the federal government to instruct Canada Post to add postal banking, with a mandate for financial inclusion;
- e) That Council direct staff to forward this resolution to other local governments in Canada for whom contact information is readily available, requesting favourable consideration of this resolution to the Federation of Canadian Municipalities;
- f) And further, that Council direct staff to forward this resolution to:
 - i) Leona Alleslev, Member of Parliament, Richmond Hill, Ontario
12820 Yonge Street, Suite 202, Richmond Hill, Ontario L4E 4H1, Canada;
 - ii) Majid Jowhari, Member of Parliament (Richmond Hill) 9140 Leslie Street, Unit 407 Richmond Hill, Ontario L4B 0A9, Canada;
 - iii) Clark Somerville, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3;
 - iv) Other local governments in Canada for whom contact information is readily available;
 - v) The Federation of Canadian Municipalities;
 - vi) Judy Foote, Minister of Public Services and Procurement, Rm 18A1, 11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5;
 - vii) Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3.

Moved by: Councillor Muench

Seconded by:

April 20, 2017

Provinces Announces Fair Housing Plan for Ontario

Today, the government announced a Fair Housing Plan outlining a series of 16 measures to make housing more affordable for renters and homeowners. The intent of the multi-faceted plan is to introduce comprehensive measures that will help people secure affordable housing, stabilize the real estate market, and protect homeowners' investments.

The Plan includes actions to address the demand for housing, increase housing supply, protect renters and homebuyers, and increase information sharing. It includes both flexible, discretionary tools for municipal governments, and some imposed measures that will have fiscal impacts. With some measures, the Province is proposing to play a facilitative role and make a financial contribution. Highlights of the more significant measures include:

- Introducing a 15 percent Non-Residential Speculation Tax (NRST) on foreign home buyers (i.e. non-Canadian, non-permanent resident, non-Canadian corporation) of residential properties of one to six units in the Greater Golden Horseshoe (GGH);
- Expanding rent control to all private rental units, including those built after 1991, while also providing incentives for purpose-built rentals;
- Empowering Toronto and other potentially interested municipalities to introduce a tax on vacant homes;
- Ensuring that property tax on multi-residential apartment buildings is a similar rate as other residential properties;
- Working with municipalities and others to facilitate affordable housing development on provincially owned surplus lands;
- Establishing a Housing Supply Team to work with municipalities and developers to identify barriers and come up with solutions;
- Providing municipalities with the flexibility to use property tax tools to facilitate development opportunities;
- Working with municipalities and developers to streamline the development approval process;
- Creating a five-year, \$125 million provincial rebate program for development charges in communities most in need of purpose-built rental housing; and,
- Working with municipal governments on an updated Growth Plan for the Greater Golden Horseshoe.

AMO is meeting with the Province to learn more details about the range of measures and the government's implementation plan and timelines. For example, how will the 'benefits' of a property tax treatment for multi-residential be put in the hands of tenants rather than owners of rental accommodations?

Legislative change will be required for some of the measures. Are they part of separate legislation or part of the Budget Bill? There are several measures, which apply only in the Greater Golden Horseshoe, which indicate that the Province recognizes that, a 'one-size-fits-all" approach is inappropriate. It is critically important that the Province, along with municipal governments and other housing partners, carefully monitor and evaluate on an ongoing basis the impact that the interventions are having and be very nimble to address emerging unintended consequences.

The announcement also includes a list of previous actions taking by the government, including changes to a rebate for land transfer tax and the ability for municipal governments to enact inclusionary zoning by-laws. Regarding inclusionary zoning, AMO is awaiting a provincial regulation that will enable municipal governments to move forward with this initiative. It is important that a significant degree of local discretion be afforded to municipal governments to pass by-laws that meet local circumstances and need. Further, the regulation should not create any unnecessary barriers to municipal adoption of inclusionary zoning by-laws in order for the initiative to be a success and further contribute to the development of more affordable housing supply in Ontario.

More information on the [Fair Housing Plan](#) and the [news release](#) is on the Ontario website.

AMO Contact: Michael Jacek, Senior Advisor, E-Mail: mjacek@amo.on.ca, 416.971.9856 ext. 329.



Guelph Police Services Board

PO Box 31038, Willow West Postal Outlet, Guelph, Ontario N1H 8K1
Telephone: (519) 824-1212 #7213 Fax: (519) 824-8360
TTY (519)824-1466 Email: board@guelphpolice.ca

OPEN MEETING

MINUTES – MARCH 16, 2017

An Open meeting of the Guelph Police Services Board was held on March 16, 2017.

Present: D. Drone, Chair
J. Sorbara, Vice-Chair
L. Griffiths, Member
C. Guthrie, Member
C. Billings, Member
C. Polonenko, Executive Assistant

J. DeRuyter, Chief of Police
P. Martin, Deputy Chief of Police
S. Purton, Financial Services Manager
T. Harris, Human Resources Manager

Guests: Michael Kerr, Weiler & Company; Kathryn Cummings, Victim Services

Guelph Police Service: Inspector H. McGarr; Inspector S. Green; Inspector P. Milligan; Staff Sergeant P. Crowe, Staff Sergeant M. Gazzola, Sergeant D. Begin; Constable D. Warren, Constable D. Mosey, Constable A. Crowe; S. Odorico, J. Pringle-Mosey; J. Abra, family and friends of retirees.

1. WELCOME AND INTRODUCTIONS

Chair D. Drone welcomed everyone to the meeting.

2. MEETING CALLED TO ORDER

Chair D. Drone called the meeting to order at 1:02 p.m. in Meeting Room C, Guelph City Hall, 1 Carden Street, Guelph.

3. MOTION TO GO INTO CLOSED SESSION

Moved by L. Griffiths

Seconded by C. Billings

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

-CARRIED-

4. MOTION TO RECONVENE IN OPEN SESSISON

Moved by C. Guthrie

Seconded by L. Griffiths

THAT the Guelph Police Services Board reconvene at 2:31 p.m. in Open Session.
-CARRIED-

5. APPROVAL OF AGENDA

Moved by C. Billings
Seconded by C. Guthrie
THAT the Agenda be approved as presented.
- CARRIED –

6. DECLARATION OF CONFLICT OR PECUNIARY INTEREST

There were no declarations of conflict or pecuniary interest.

7. CLOSED SESSION RECOMMENDATIONS

The following recommendation from the Closed Session of February 16, 2017 was reported out:

THAT the Guelph Police Services Board through the Chair, submit a letter to Guelph City Council requesting that Council allow board member, Len Griffiths to remain a Member of the Guelph Police Services Board until the end of his term, that being November 30, 2018, although not meeting the current criteria for his appointment set out in the City of Guelph Public Appointment Policy.
-CARRIED-

Motions from the Closed Session of March 16, 2017 were reported out: Motions regarding allocations from the Community Account; more specifically, \$5,000 to the Community Volunteer Patrol, \$500 to Michael House, \$400 to Big Brothers Big Sisters Bowl for Kids Sake, and \$500 to the Julien Project, and a motion approving the adoption of the pilot project of the 12-hour shift system by the Guelph Police Service.

8. APPROVAL OF MINUTES

8.1 Minutes of the Open Meeting, Thursday, February 16, 2017

Moved by C. Billings
Seconded by L. Griffiths
THAT the Minutes of the Open Meeting held Thursday, February 16, 2017 be approved as presented.
- CARRIED –

9. DELEGATIONS/PRESENTATIONS

9.1 Community Account Auditor's Report

Michael Kerr, CA, of Weiler & Company, Auditors presented the draft audited Financial Statements for the Community Account for 2016.

Moved by C. Guthrie

Seconded by J. Sorbara

THAT the Guelph Police Services Board adopt the Audit Report conducted on the 2016 Community Account presented by Weiler & Company.

- CARRIED -

9.2 Guelph Police Service

Retirements:

Staff Sergeant Paul Crowe: Chief DeRuyter introduced Staff Sergeant Crowe, who had completed 41 years with the Service working in Uniform, Traffic, CIB, Frauds, Tactical and the Property Crimes Unit. He was the recipient of the Queen Elizabeth II Diamond Jubilee Medal and was awarded the Major-General Lewis Mackenzie Leadership Award for excellence in Tactics and Rescue.

Staff Sergeant Marino Gazzola: Chief DeRuyter introduced Staff Sergeant Marino Gazzola, who had completed 40 years with the Service working in Uniform, Youth, Court Services, V.I.P., Traffic and School Safety, and was a recipient of the Queen Elizabeth II Diamond Jubilee Medal. He was one of the first High School Resource Officers and the first Downtown Liaison Officer for the Service.

Constable David Warren: Chief DeRuyter introduced Constable David Warren, who had completed 30 years of service, 14 with the Guelph Police Service, working in Uniform, Youth and Crime Prevention, and Traffic. He earned the Police Exemplary Medal and was recognized in our community as a great High school resource leader.

Jody Pringle-Mosey: Chief DeRuyter introduced Jody Pringle-Mosey, IS Clerk, completing 31 years of service. Her career spanned from Dispatcher and Court Desk Clerk before completing her time as the Criminal Investigations Branch Clerk.

Chair Drone said a few words on behalf of the Board, expressing pride in the honoured members and thanking them for making Guelph a safe environment. Retirees were presented with their badges and gifts and congratulated by Board members.

Michael Kerr, Inspector Milligan, retirees and their guests left the meeting at 2:52 p.m.

Promotion:

Staff Sergeant Jeimy Karavelus: Chief DeRuyter introduced Staff Sergeant Jeimy Karavelus, with the Service since 1998, working in Patrol, Fraud, the Community Mobilization Unit, and now promoted to the rank of Staff Sergeant in charge of Communications.

D. Drone thanked Staff Sergeant Karavelus on behalf of the Board and Board members offered their congratulations.

Staff Sergeant J. Karavelus left the meeting at 2:59 p.m.

9.3 Human Trafficking Presentation

Chief DeRuyter reported that in 2016, the Police Service and Victim Services, both in partnership with the Guelph General Hospital, received two grants from the Ministry of Community Safety and Correctional Services to respond to the human trafficking problem in Guelph. Inspector Howard McGarr noted that these grants allowed the hiring of an anti-human trafficking support worker and he introduced Kathryn Cummings of Victim Services.

Kathryn Cummings thanked the Board for their support on behalf of Executive Director Elizabeth Kent. She noted that this is the first human trafficking support worker position in the area and it has been a very collaborative process, with Victim Services and the Guelph Police Service taking a leading role.

Human trafficking includes both labour and sex trafficking, but the focus here is on sex trafficking as the numbers are higher. In 2012, Guelph had one identified incident of human trafficking; by 2015, there were 73 identified incidents. She provides trafficking-specific support to victims and their families. Practical needs of the victims are met through the Victim Quick Response Program. In the last five months, to educate community service providers and vulnerable youth, she has met with 40 agencies and 600 people, building capacity to identify situations of sexual exploitation at all levels, from front line to management.

The Community Mobilization Workshop recently conducted was very successful with over 200 attendees from the community. At the end, over 60 organizations were willing to support victims of exploitation and stay engaged through an ongoing mobilization process. The goal is to create a service map and detailed service guide specific to the area that would carry a victim through the entire continuum of care.

D. Drone thanked Kathryn for her presentation and asked her to let the Board know if there was anything that the Board could do to assist.

Inspector McGarr, Inspector Green and Kathryn Cummings left the meeting at 3:15 p.m.

10. STRATEGIC ITEMS

10.1 Headquarter Renovation and Expansion Report

Deputy Martin reported that significant progress has been made on the west end with concrete pours for the second and third floors and on the east end with the completion of the foundation and near completion of the forming for the main concrete slab. The project continues to be within budget.

11. OPERATIONAL ITEMS

11.1 Crime, Calls and Public Order Semi-Annual Report

Chief DeRuyter presented the report which assesses call for service trends for the previous five years and trends in the Guelph Police Service median response time to Priority 1 calls for service. He highlighted the following:

- In 2016, calls rose by 2.6% from 2015.
- Community safety, which include compassionate to locate, missing person, suspicious person calls, were the highest volume of call category.
- Mentally Ill person calls for service breached the 1,000 mark in 2016, up by over 300 calls from 2012. Many times other calls for service are also linked to mental health.
- Domestic Violence and Stolen Vehicles and Attempts calls increased.
- Intoxicated Person, Drug and Impaired Driver calls for service decreased.
- Only certain call types can be lodged using the CopLogic online reporting system. Theft Under \$5,000 from a Motor Vehicle is the most reported call.
- The Service's response time to Priority 1 calls for service has increased since 2013 by over 2 minutes.

The Board discussed some of the trending and potential causes. Chief DeRuyter thanked Jessica Abra for producing an excellent report.

J. Abra left the meeting at 3:47 p.m.

11.2 2016 Freedom of Information Annual Report (2016)

Chief DeRuyter reported that in 2016, the Guelph Police Service received 417 formal FOI requests, approximately the same number as 2015. The average response time was 22 days, the best ever achieved by the Guelph Police Service. In 2016, the Guelph Police Service had a 100 percent compliance rate, which meant that all requests were responded to within 30 days.

11.3 ViClas/Major Case Management Annual Report (2016)

Legislation requires the Chief of Police to submit an annual report to the Ministry of Community Safety and Correctional Services setting out the number of ViCLAS submissions and major cases investigated the previous year. Deputy Martin reported that Inspector H. McGarr provided leadership and oversight to all Major Case Management cases investigated by the Guelph Police Service in 2016 and reported the results. A comparison chart was provided for the last four years. These reporting and information-sharing systems were set up as a result of the Campbell inquiry.

11.4 Professional Standards Annual Report (2016)

Deputy Martin reported that in 2016, there were 31 public complaints received by the Office of the Independent Review Director (OIPRD) relating to complaints

initiated by members of the public against officers. The Director retained 4 of the complaints for his agency to investigate, one was sent to an outside police agency to investigate, and 26 were sent to the Professional Standards Branch to be investigated by the Sergeant and Inspector.

- 8 were withdrawn after a resolution meeting;
- 1 was resolved through the Customer Service Resolution process;
- 1 remains on hold pending a Special Investigations Unit investigation;
- 10 were unsubstantiated and no misconduct was identified;
- 2 were identified as minor misconduct;
- 4 are actively being investigated and have carried over to 2017.

The Guelph Police Service through the Chief's office initiated 10 internal investigations in 2016, an increase of 3 from 2015. 4 were unsubstantiated and 2 remain outstanding in 2017. There were 3 Special Investigations Unit investigations in 2016 compared to 10 in 2015. Two of these remain ongoing.

11.5 Public Sector Salary Disclosure Annual Report (2016)

T. Harris reported that organizations that receive public funding from the Province of Ontario are required to disclose the names, positions, salaries and taxable benefits of employees who were paid a salary of \$100,000 or more. Due to several factors, there was an increase in the number of Service employees in the report. The threshold has not been adjusted for inflation since the introduction of the Disclosure in 1996, which would increase the threshold to \$144,000. On that basis, only 9 members would be on the disclosed list. A copy of the list will be available at police headquarters and posted on the Ministry website on March 31, 2017.

11.6 Secondary Activities Annual Report (2016)

Chief DeRuyter reported that the *Police Services Act* identifies restrictions on secondary activities to ensure there is no interference or conflict with the role of the police member. No new requests were received in 2016 pertaining to secondary activities.

11.7 Use of Force Annual Report (2016)

Deputy Martin reported that in 2016, the Guelph Police Service attended to 89 incidents where one or more levels of force were required to bring the situation to a successful resolution. Members used 234 levels of force. Two of the incidents and 12 levels of force can be attributed to Tactics and Rescue assisting other Services outside our jurisdiction and one level of force was used when a K-9 officer assisted another jurisdiction. Officers continue to demonstrate that common sense, good judgment and effective training procedures are the key to success in policing.

12. **ADMINISTRATIVE ITEMS**

12.1 **Chief's Monthly Report**

Chief DeRuyter provided his schedule of upcoming internal and external community events and meetings. The operational plan for St. Patrick's Day is in place.

12.2 **Board Correspondence Report**

Correspondence Received

- March 3, 2017: Weiler & Co. draft Financial Statements for 2016 Community Account
- March 7, 2017: Guelph Neighbourhood Support Coalition thank you for supporting summer camps.

Correspondence Issued

- February 22, 2017: Guelph Police Service retirees: Staff Sergeant Dan Pavlicik, Sergeant Peter Mitro, Constable David Hill and new hire: Lisa Rintoul

12.3 **New Business**

There was no new business.

12.4 **Information Items**

- Next Meeting – Thursday, April 20, 2017 at City Hall **Meeting Room C**
- Ontario Association of Police Boards Spring Conference – **June 21-24, 2017**, Blue Mountain Resort, Blue Mountain
- Canadian Association of Police Governance Conference – **July 13-16, 2017**, Montreal, PQ
- Ontario Association of Police Boards Fall Labour Conference – **November 16-17, 2017**, Toronto, ON

13. **ADJOURNMENT**

Moved by C. Guthrie

Seconded by L. Griffiths

THAT the Open meeting adjourn as at 4:17 p.m.

- CARRIED -

The minutes of this meeting were adopted this 20th day of April, 2017.

"D. Drone"

D. Drone, Chair

"C. Polonenko"

C. Polonenko, Executive Assistant