

# **INFORMATION ITEMS**

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**Week Ending May 25, 2018**

## **REPORTS**

1. 2018 Tax Capping
2. 2017 Development Charge Reserve Fund Statement
3. 2017 Parkland Dedication Reserve Fund Statement
4. Building Services 2017 Status Report
5. Termite Control Program 2017 Status Report
6. In the Footsteps of John McCrae Tour

## **INTERGOVERNMENTAL CONSULTATIONS**

1. Guidance to support implementation of the Growth Plan for the Greater Golden Horseshoe, 2017: Application of the Intensification and Density Targets & The Municipal Comprehensive Review Process

## **CORRESPONDENCE**

1. None

## **BOARDS & COMMITTEES**

1. Guelph Police Services Board Meeting Minutes – April 19, 2018

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

1. None

# Information Report



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Service Area	Corporate Services
Date	Friday, May 25, 2018
Subject	<b>2018 Tax Capping</b>
Report Number	CS-2018-32

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## Executive Summary

### Purpose of Report

To provide details related to the results of the 2018 tax capping parameters approved at the April 23, 2018 Council meeting; and to provide context to the 2018 Tax Capping By-law to be executed at the May 28, 2018 Council meeting.

### Key Findings

Annually, Council must adopt the capping parameters to be used for the multi-residential, commercial and industrial property classes.

Current Value Assessment (CVA) tax is the CVA multiplied by the tax rate. This is the most equitable and transparent way to calculate property taxes. However, due to the provincial-wide mandatory capping program introduced in 1998, some property owners in the City have been benefiting from tax capping which limits year-over-year tax increases. The City's strategy is to utilize all available tools to their maximum benefit in order to exit tax capping as soon as possible. Exiting tax capping would allow for all properties to be taxed at CVA tax, ensuring properties in the same class with the same CVA will pay the same taxes. Fair tax policies form an integral part of the City's strategic goals.

The City has already exited from capping on multi-residential properties (2016) and industrial properties (2017). Utilizing all available tools will allow the City to exit tax capping on commercial properties in 2018 and fully exit the program for the 2019 taxation year.

The results of tax capping between the years 2015 and 2018 are presented in ATT-1 Comparison of Capping 2015-2018.

### Financial Implications

There are no financial implications to the City related to tax capping.

## Report

Province-wide there is a mandatory capping program which was introduced in 1998 to mitigate assessment related property tax changes on multi-residential, commercial and industrial properties. The program softens any change to property taxes from assessment-related increases on individual properties in these three broad tax classes by capping tax increases. This is in turn funded by clawing back tax decreases from properties whose assessments have decreased.

Since 1998, the legislation has changed numerous times providing municipalities with additional, optional capping parameters to assist them in moving towards the CVA tax at a more rapid pace. CVA tax is transparent, equitable and easier to explain to business owners. In 2016, new legislation allowed municipalities to opt out of the capping programs sooner, and permanently. If all properties in a tax class are at the CVA tax in the previous year the municipality can opt out of capping for that class immediately. If all properties are at least 50 per cent of the CVA then the municipality can phase out of capping for that class in four years.

As in previous years, the implementation of all of the approved capping options to their maximum continues to provide the City with the necessary tools to move these capped properties closer to CVA taxation, which is the objective of reform. It would provide for greater stability and predictability, and is more fair and equitable to taxpayers. The objective is that properties in the same class with the same CVA will pay the same tax. This allows municipalities the flexibility to eventually end the tax capping program and rely on the assessment phase-in as the sole means of providing tax protection.

On April 23, 2018 Council approved Report CS-2018-11 2018 Property Tax Policy Report. The report outlined the tax capping parameters to be used for 2018 as listed in Table 1 – 2018 Tax Capping Parameters, and directed staff to prepare the necessary Capping By-law. This By-law will be executed at the May 28, 2018 Council meeting.

Using the tax capping parameters above, the impacts on the affected classes for 2018 are outlined in ATT-1, with the capping options summarized below:

**Multi-residential:** The City exited capping for all properties in the multi-residential tax class in 2016.

**Commercial:** Using the option to exclude reassessment increases will place all properties in the commercial tax class at CVA in 2018. This ensures all properties in the commercial tax class will exit capping in 2019.

**Industrial:** All properties were at the CVA tax in 2016; new legislation allowed the City to exit capping for all properties in the industrial tax class in 2017. As noted, this will be the last year of tax capping in the City. This is a significant achievement in moving towards tax equity and ensuring all properties within the City pay taxes based on current value assessment.

**Table 1 - 2018 Tax Capping Parameters**

<b>2018 Capping Parameters</b>	<b>Multi-Residential</b>	<b>Commercial</b>	<b>Industrial</b>
Annualized Tax Limit	Not applicable	10.00%	Not applicable
Prior Year CVA Tax Limit	Not applicable	10.00%	Not applicable
CVA Tax Threshold – Increasers	Not applicable	\$500	Not applicable
CVA Tax Threshold – Decreasers	Not applicable	\$500	Not applicable
Exclude Reassessment Increase	Not applicable	Yes	Not applicable
Exclude Properties Previously at CVA Tax	Not applicable	Yes	Not applicable
Exclude properties that move from capped to clawed back	Not applicable	Yes	Not applicable
Exclude properties that move from clawed back to capped	Not applicable	Yes	Not applicable
Exit capping indefinitely	Already exited	Not eligible	Already exited
Capping phase-out	Not applicable	Year 3 of 4	Not applicable

## Financial Implications

There are no financial implications to the City related to tax capping.

## Consultations

None.

## Corporate Administrative Plan

### Overarching Goals

Financial Stability

### Service Area Operational Work Plans

Our Resources - A solid foundation for a growing city

## Attachments

ATT-1          Comparison of Capping 2015-2018

## Departmental Approval

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## Report Author

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Comparison of Capping 2015 -2018

	2015 Capping			2016 Capping			2017 Capping			2018 Capping		
<u>Capping and Threshold Parameters Used</u>	<u>Multi-Res</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Multi-Res</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Multi-Res</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Multi-Res</u>	<u>Commercial</u>	<u>Industrial</u>
	EXITED						EXITED			EXITED		EXITED
Annualized Tax Limit	10%	10%	10%		10%	10%		10%			10%	
Prior Year Current Value Assessment Tax Limit	5%	5%	5%		10%	10%		10%			10%	
Current Value Assessment Tax Threshold - Increases	\$250	\$250	\$250		\$500	\$500		\$500			\$500	
Current Value Assessment Tax Threshold - Decreasers	\$250	\$250	\$250		\$500	\$500		\$500			\$500	
Exclude Reassessment Increases (2018)											Yes	
Exclude Properties Previously at Current Value Assessment Taxes	Yes	Yes	Yes		Yes	Yes		Yes			Yes	
Exclude Properties that cross Current Value Assessment Taxes	Yes	Yes	Yes		Yes	Yes		Yes			Yes	
Exit Capping Immediately (2016 & 2017)				Yes	N/A	N/A		N/A	Yes		N/A	
Capping Phase-out over four years (2016)					Yes	Yes		Yes			Yes	
Total Properties	247	1248	328	251	1254	330	251	1284	322	235	1304	317
<u>Results from above Parameters</u>												
Number of Properties Capped	0	9	1	0	8	0	0	4	0	0	0	0
% of Properties Capped	0.00%	0.72%	0.30%	0.00%	0.64%	0.00%	0.00%	0.31%	0.00%	0.00%	0.00%	0.00%
\$ Value of Protection	\$0	\$81,770	\$748	\$0	\$40,953	\$0	\$0	\$7,818	\$0	\$0	\$0	\$0
Net Class Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Number of Properties Clawed Back	0	55	2	0	28	0	0	5	0	0	0	0
% of Properties Clawed Back	0.00%	4.41%	0.61%	0.00%	2.23%	0.00%	0.00%	0.39%	0.00%	0.00%	0.00%	0.00%
Claw back Percentage	0.0000%	36.7265%	1.7732%	0.0000%	24.1417%	0.0000%	0.0000%	7.3924%	0.0000%	0.0000%	0.0000%	0.0000%
Number of Properties at Current Value Assessment	247	1184	325	251	1218	330	251	1275	322	235	1304	317
% of Properties at Current Value Assessment	100.00%	94.87%	99.09%	100.00%	97.13%	100.00%	100.00%	99.30%	100.00%	100.00%	100.00%	100.00%

# Information Report



Service Area Corporate Services

Date Friday, May 25, 2018

Subject **2017 Development Charge Reserve Fund Statement**

Report Number CS-2018-45

## Executive Summary

### Purpose of Report

To report on the 2017 Development Charge Reserve Funds as required by Ontario Regulation 82/98 of the Development Charges Act, 1997.

### Key Findings

Development Charge (DC) revenues totalled \$19.9 million in 2017, up from \$16.0 million collected in 2016, but still below the targets identified in the background study.

A total of \$18.7 million of DCs were used to finance eligible capital projects in 2017, representing a 24 per cent decrease from 2016 spending levels. The most significant spending was attributable to the following projects:

- Water: Conservation and Efficiency (WW0106) \$2.9 million
- Wastewater: York Trunk – Phase 2A (PN0109) \$2.3 million
- Police: Headquarters (PS0033) \$4.3 million
- Outdoor Recreation: Eastview Community Park (PK0014) \$1.9 million

The total closing balance after capital commitments of \$52.3 million of all 15 DC Reserve Funds is negative \$5.6 million (2016: negative \$28.3 million), a noted betterment over 2016. The negative balance was expected and is being cash flowed with debt totalling \$29.1 million at year-end.

In 2017, \$5.0 million of DC exemptions were approved, as per the Development Charges Act (DCA), for industrial expansions, University-related purposes and accessory apartments. The City transferred funds from the tax supported and rate supported sources to fund the cost of these exemptions to ensure the DC Reserve Funds are sufficiently funded for future planned growth in accordance with the DC Background Study.

### Financial Implications

DC collections continue to lag behind the targets identified in the background study, having realized 56 per cent of the forecasted collections for 2017. It is critical for

staff to monitor and adjust the growth-related capital forecast to reflect the actual rate and type of growth being achieved.

The City is currently completing the next DC Background Study and will incorporate the changes in mix and type of growth into the study where possible.

## **Report**

### **BACKGROUND**

The Development Charges Act, 1997, (DCA) requires the Treasurer of a municipality to provide Council with a financial statement annually, of its DC activity including a reserve fund statement. The statement must include opening and closing balances of the reserve funds and related transactions. In addition, Ontario Regulation 82/98 requires the following be included:

- A description of the service for which the fund was established; if the fund was established for a service category, the services in the category;
- Amounts (if any) relating to credits for work performed in relation to the service or service category for which the fund was established;
- The amount of any money borrowed from the fund by the municipality during the previous year and the purpose for which it was borrowed;
- The amount of interest accrued during the previous year on money borrowed from the fund by the municipality;
- The amount and source of any money used by the municipality to repay, in the previous year, money borrowed from the fund or interest on such money; and
- A schedule that identifies credits recognized under the Development Charges Act, 1997; and
- For each project that is financed, in whole or in part, by development charges:
  - i The amount of money from each reserve fund that is spent on the project; and
  - ii The amount and source of any other money that is spent on the project.

The information outlined above is included in ATT-1 and ATT-2.

ATT-1 is the Reserve Fund Statement showing opening and closing balances of the reserve funds, as well as the transactions relating to the funds.

There are no amounts to report as credits for work performed that relates to a service for which development charges are chargeable.

ATT-2 shows financing from all sources for each project financed, in whole or in part, by development charges.

The Treasurer's DC Statement must be provided to Council and made available on the City's website.



## REPORT

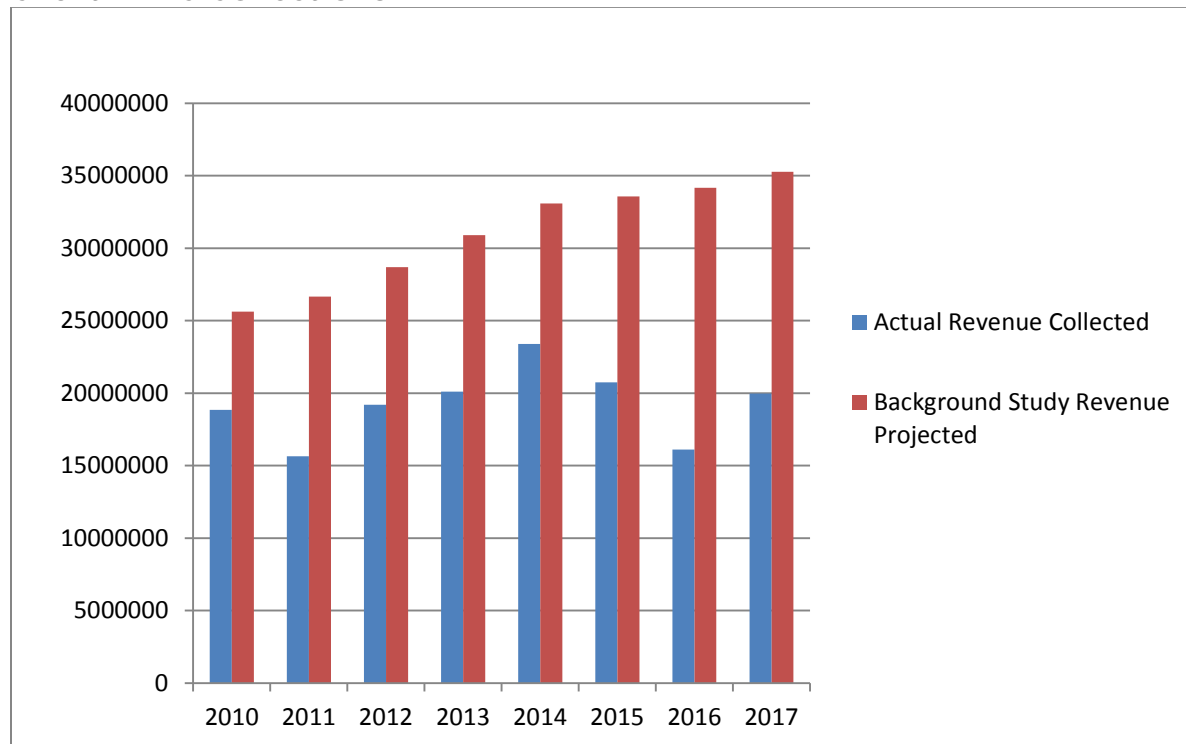
In addition to meeting the legislated requirements, this report also provides the opportunity to highlight information relating to the City's DC collections and expenditures that occurred throughout the preceding year. As DCs play an important role in the achievement of the capital strategy, it is critical that the activity in and out of the DC Reserve Funds is monitored and reported on a regular basis.

The following are highlights related to the 2017 DC activity:

### Revenue

DC revenue collected in 2017 totalled \$19.9 million, representing a 24 per cent increase over 2016 revenues and a \$15.2 million shortfall from the 2017 target identified in the DC Background Study. Chart 1: DC Collections, illustrates the divergence between the collections planned in the DC Background Study and actual DCs collected since 2010.

**Chart 1: DC Collections**



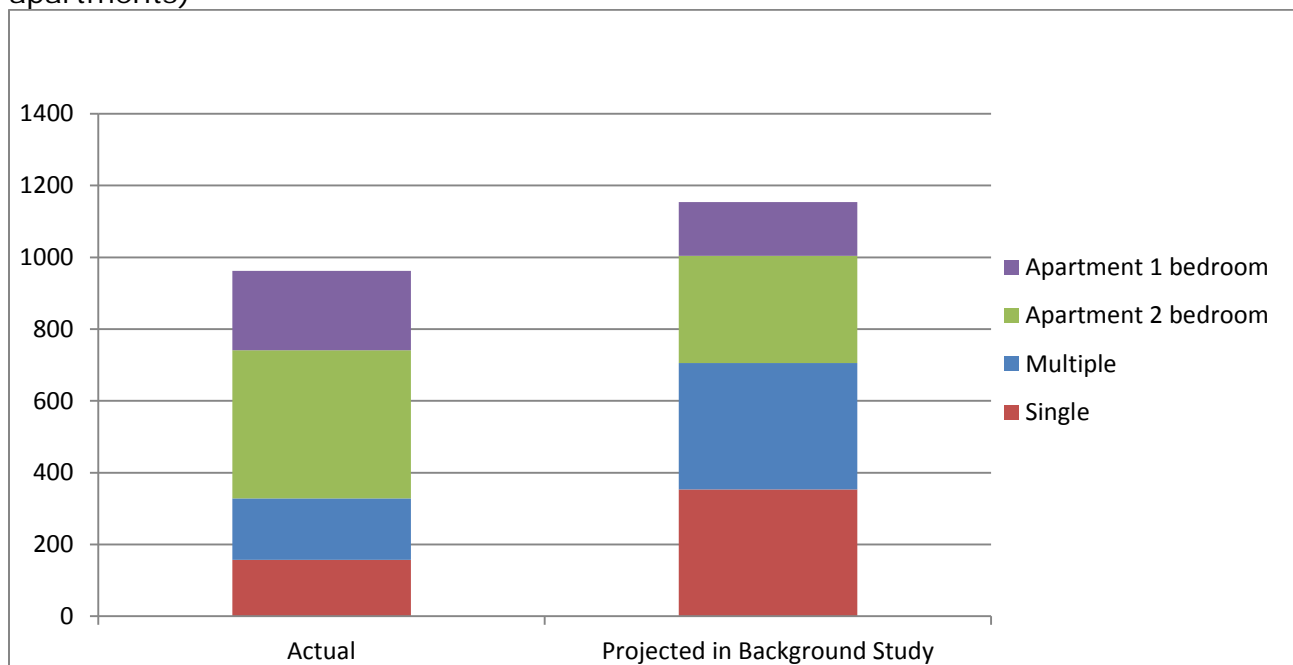
The unfavourable variance in revenue in 2017 can be attributed to two factors; a lack of non-residential development and a shift in the mix of residential development. The planned and actual housing mix is summarized in Table A: Residential Mix.

**Table A: 2017 Residential Mix** (does not include accessory apartments)

2013 DC Background Study	2017 Residential Housing Mix Based on DC Payment Information
30% Low Density	16% Low Density
30% Medium Density	19% Medium Density
40% High Density	65% High Density

The shift in the mix of residential development is illustrated in Chart 2: Residential Development Charge Revenue by Type.

**Chart 2: Development Charge Revenue by Type** (does not include accessory apartments)



## Expenditures

The City spent \$18.7 million on growth-related capital projects. That represents 26 per cent of the \$71.3 million prior year approved budget committed against the DC Reserve Funds. There are a number of reasons for the magnitude of the committed balance, including projects still in the planning stages, that have a timeline of over one year, or projects that are delayed. Capital expenditures in Police, Wastewater, Water and Outdoor Recreation accounted for the most significant portion of the year's spending. ATT-2 identifies all the growth-related projects that received funding in 2017.

Major 2017 project spending includes:

- Water: Conservation and Efficiency (WW0106) \$2.9 million
- Wastewater: York Trunk – Phase 2A (PN0109) \$2.3 million
- Police: Headquarters (PS0033) \$4.3 million

- Outdoor Recreation: Eastview Community Park (PK0014) \$1.9 million

There is \$52.3 million of approved and unspent capital budget against the DC Reserve Funds. The most significant projects contributing to this balance are:

- New Water Supply (WT0002) \$7.1 million
- Paisley Feedermain (PN0268) \$6.2 million
- Decommission Gordon Sewage Pumping Station (SC0023) \$1.3 million
- Police Headquarters (PS0033) \$6.0 million
- Wilson Parkade (PG0078) \$9.9 million
- Niska Bridge (PN0046) \$1.9 million

## Exemptions

The Development Charge Exemption Policy By-law Number (2013)-19537 requires the City to recover lost DC revenues relating to DC exemptions from tax and rate supported sources. In 2017, the City incurred \$5.0 million in exemptions relating to:

- Industrial building expansion (legislated): \$479,410 (4,600 meters squared)
- University-related purpose (Council directed): \$273,943 (2,628 meters squared)
- Accessory apartments (legislated): \$4,286,859 (197 units)

The exemptions were funded 57 per cent from rate supported sources and 43 per cent from tax supported sources. Through the detailed work being completed on the DC Background Study, it was noted that exemptions relating to accessory apartments had not been included in the annual exemption entry which was rectified in 2017.

## Debt

The Development Charges Act permits the use of external debt to manage the cash flow of the DC Reserve Funds. Often, growth related infrastructure is required prior to the construction of a development, thereby resulting in a gap between when DCs are needed and when DCs are collected. The total DC debt outstanding as at December 31, 2017 is \$29.1 million and the annual interest cost in 2017 totalled \$735,904. Table B: DC Debt Outstanding details the projects for which debt was issued.

**Table B: DC Debt Outstanding**

Project	Year-end Outstanding Balance	Maturity
Water Supply	\$1,432,694	2019
Biosolids Upgrade	\$1,316,759	2019
Police - Clair Road Emergency Services Centre	\$686,771	2019
Fire - Clair Road Emergency Services Centre	\$213,912	2019
Transit Terminal	\$420,303	2019

Hanlon Interchange	\$17,429,617	2026
Police Headquarters, first of two issues	\$7,562,464	2026
<b>Total</b>	<b>\$29,062,520</b>	

There are three DC debt issuances planned in the next two years relating to Police Headquarters (PS0003) \$7.0 million, Wilson Parkade (PG0078) \$5.2 million and South End Recreation Centre (RP0290) \$32.0 million.

## Year-end Balances

The DC Reserve Fund closing balances (excluding commitments) at December 31, 2017, are as follows:

Non-Discounted Services		Discounted Services	
Water Services	\$29,033,406	Library Services	\$3,192,520
Wastewater Services	19,613,065	Indoor Recreation	14,329,549
Stormwater Drainage	(1,450,597)	Outdoor Recreation	2,891,030
Roads & Related	(14,087,275)	Transit	925,159
Fire Protection Serv.	(1,405,577)	Administration	746,781
Police Services	<u>(10,769,785)</u>	Ambulance Services	(1,379,359)
	<b>\$20,933,237</b>	Municipal Court	(73,232)
		Parking Spaces	5,979,264
		Health	<u>(883,916)</u>
			<b>\$25,727,796</b>

The total closing balance of all 15 Reserve Funds is \$46.7 million, representing a \$7.0 million increase over 2016. Total interest earned on the cumulative balance of the DC Reserve Funds was \$1.4 million in 2017.

## Financial Implications

DC collections continue to lag behind the targets identified in the DC Background Study, having realized 56 per cent of the forecasted collections for 2017. It is critical for staff to monitor and adjust the growth-related capital construction forecast to reflect the actual rate and type of growth being achieved.

The City is currently completing the next DC Background Study and will incorporate the changes in mix and type of growth into the Study where possible.

## Consultations

None

# Corporate Administrative Plan

## Overarching Goals

Financial Stability

## Service Area Operational Work Plans

Our Resources - A solid foundation for a growing city

## Attachments

ATT-1            Development Charge Reserve Fund Statement for 2017  
ATT-2            Development Charge Project Financing Statement for 2017

## Departmental Approval

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City of Guelph  
Development Charge Reserve Fund Statement for 2017

Description																Total
	Non-Discounted Services						Discounted Services									
	Water	Wastewater	Stormwater	Services Related to a Highway	Fire	Police	Library	Transit	Administration	Indoor Recreation	Outdoor Recreation	Parking	Ambulance	Courts	Health	
Opening Balance, January 1, 2017	25,178,771	16,350,804	(1,510,229)	(16,097,851)	(1,262,849)	(6,655,464)	2,686,527	597,988	1,136,078	12,629,858	3,438,747	5,594,998	(1,380,009)	(77,979)	(924,120)	39,705,271
Plus:																
Development Charge Collections	6,443,174	4,679,732	88,733	2,635,183	214,450	307,886	363,570	392,471	251,955	1,727,725	2,257,252	544,824	21,351	4,755	46,402	19,979,461
Exemption Allocation	1,658,922	1,220,197	23,196	656,434	54,663	76,915	86,666	99,409	62,505	411,492	537,555	134,540	5,395	1,417	10,905	5,040,211
Interest Allocated re Late Payments	2,935	2,608	89	1,637	111	128	142	309	70	636	724	262	8	5		9,662
Accrued Interest	546,348	371,016	28,008	64,707	20,238	3,097	55,614	14,408	17,811	255,027	59,878	109,489	26,103	1,430	17,103	1,398,319
Subtotal	8,651,379	6,273,553	84,010	3,357,961	248,986	381,832	505,992	506,596	332,341	2,394,880	2,855,409	789,115	651	4,747	40,204	26,427,653
Less:																
Amount Transferred to Capital (or other) Funds	4,706,909	2,928,727	24,379	984,005	378,300	4,309,443	-	179,425	721,637	695,190	3,403,124	404,848	-	-	-	18,735,988
Debt Charges - Interest	89,835	82,565	-	363,381	13,414	186,710										735,904
Subtotal	4,796,744	3,011,292	24,379	1,347,386	391,714	4,496,153	-	179,425	721,637	695,190	3,403,124	404,848	-	-	-	19,471,892
Closing Balance, December 31, 2017	29,033,406	19,613,065	(1,450,598)	(14,087,276)	(1,405,577)	(10,769,785)	3,192,519	925,159	746,782	14,329,548	2,891,031	5,979,265	(1,379,358)	(73,233)	(883,916)	46,661,031
Less: Commitment not yet spent	16,829,393	5,463,277	513,529	4,065,189	42,699	6,039,115	-	245,704	2,890,603	3,179,340	3,145,693	9,891,217	-	-	-	52,305,759
Closing balance not yet committed	12,204,013	14,149,788	(1,964,127)	(18,152,465)	(1,448,276)	(16,808,900)	3,192,519	679,455	(2,143,821)	11,150,208	(254,662)	(3,911,952)	(1,379,358)	(73,233)	(883,916)	(5,644,728)

City of Guelph Development Charge Project Financing Statement for 2017											
Capital Fund Transactions	Gross Capital Cost	DC Recoverable Cost Share					Non-DC Recoverable Cost Share				
		DC By-Law Period			Post DC By-Law Period		Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		DC Reserve Fund Draw	DC Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions					
Services Related to Highway											
NISKA RD: CITY BNDARY/DOWNEY RD	PN0046	209,461	140,645					5,577			63239.55
SPDVL TRANS/TRK-PH1-SPDVL:WLCH	PN0097	388,663	45,847								342815.85
YRK TRK&PSLY FDRMN-PH3-YRK:VIC	PN0110	9,970	6,979					2,991			
STONE:PHASE 2	PN0146	364,707	209,084					155,623			
TRANSPORTATION STRATEGY & TDM	PN0174	14,141	7,070					7,070			
STONE:PHASE 1	PN0266	79,038	45,215					33,823			
VICTORIA - STONE-ARKELL	RD0078	35,240	24,635					10,605			
EASTVIEW - STARWOOD TO WATSON	RD0122	40,546	28,395					12,151			
YORK-VICTORIA TO EAST CITY LIM	RD0270	172,665	129,998					42,668			
NISKA BRIDGE REPLACEMENT	RD0286	43,477	33,851					9,626			
GORDON: EDINBURGH TO LOWES	RD0310	34,308	34,308					-			
ACTIVE TRANSPORTATION	RD0321	307,466	83,493					86,865			137,109
ACTIVE TRANSPORTATION STUDY	RD0322	12,140	12,140					-			
PTIF TRANS MASTER PL GUE-00	RD0337	17,876	8,938					8,938			
TRAFFIC MGMT INITIATIVES	TF0008	22,540	11,270					11,270			
NEW SIGNAL INSTALLATION	TF0014	180,304	162,137					18,167			
Subtotal - Services Related to Highways		1,932,543	984,005	-	-	-	-	405,375	-	-	543,164
Water											
SPDVL TRANS/TRK-PH1-SPDVL:WLCH	PN0097	514,089	257,045					257,045			
YORK TRUNK-PH 2A - WATERWORKS	PN0109	1,998,917	999,458					999,458			
YRK TRK&PSLY FDRMN-PH3-YRK:VIC	PN0110	2,520	1,260					1,260			
YORK TRUNK-PH 2B - TO VICTORIA	PN0257	768	768					-			
PAISLEY FEEDERMAIN-SILVER-RES	PN0268	324,598.67	239,936					53,866			30,796
ERAMOSA-METCALFE > GLENHILL	PN0748	4,839.92	583					4,257			
W13 HANLON- WELLINGTON-CLAIR	WD0002	16,000.00	12,000					4,000			
WI-A CLAIR - CRAWLEY TO GORDON	WD0012	1,822.98	1,769					54			
WI 16 HANLON CROSSING - PAISLEY	WD0016	0	1,000					(1,000)			
PERFORMANCE/BENCHMARKING/CRITI	WD0029	132,208	132,208								
ARKELL SPRING GROUNDS	WT0001	324	324								
NEW SUPPLY	WT0002	159,040	159,040								
CONSERVATION & EFFICIENCY	WW0106	2,886,946	2,886,946								
W-I-25 DEVELOPMENT OVERSIZING	WW0139	14,572	14,572								
Subtotal - Water		6,056,645	4,706,909	-	-	-	-	1,318,940	-	-	30,796
Wastewater											
ARTH TRK-PH2-HWTT:WYND/NEEVE	PN0066	383,504.89	256,520					126,985			
SPDVL TRANS/TRK-PH1-SPDVL:WLCH	PN0097	32,923.87	3,631					29,293			
STEVENSON:GRAN-BENN	PN0099	245,096.46	25,578					219,519			
YORK TRUNK-PH 2A - WATERWORKS	PN0109	4,558,841.64	2,279,421					2,279,421			
CCTV Admin & Site Inspection	PN0750	52,620.55	8,770					43,850			
WW115 NEW GRAVITY SEWERS	SC0020	2,380.32	2,142					238			
WW116 NEW FORCEMAINS	SC0021	4,120.34	3,708					412			
WWF1 DECOMMISSION GORDON SPS	SC0023	105,560.34	18,615					86,945			
WWW113 INFRASTRUCTURE IMPROVE	SC0026	18,000.00	3,600					14,400			
SERVICING STUDIES - WASTEWATER	SC0029	29,261.19	69,303					(40,041)			
WW10/WW54 FLOW MONITORING	SC0035	95,891.50	47,946					47,946			
WWTP - UPGRADES & STUDIES	ST0002	96,349.72	25,729					70,620			
WWTP BIOSOLIDS FACILITY UPGRD	ST0003	1,794.68	1,256					538			
WWTP PHASE 2 EXPANSION	ST0004	40,312.59	40,313					-			
WWTP PROCESS UPGRADES	ST0005	12,374.28	4,427					7,947			
SCADA UPGRADES	ST0006	67,207.05	16,491					50,717			
WWTP ADMIN BLDG UPGRADE	ST0007	250,787.29	121,147					129,640			
WW11 YORK - HANLON-VICTORIA	WS0085	-	130					(130)			
Subtotal - Wastewater		5,997,027	2,928,727	-	-	-	-	3,068,300	-	-	-
Stormwater											
STORMWATER FUNDING STUDY	SW0060	153,829	24,379					102,134			27,316
Subtotal - Stormwater		153,829	24,379	-	-	-	-	102,134	-	-	27,316

Capital Fund Transactions	Gross Capital Cost	DC Recoverable Cost Share					Non-DC Recoverable Cost Share				
		DC By-Law Period			Post DC By-Law Period		Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		DC Reserve Fund Draw	DC Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions					
<b>Fire Services</b>											
FIRE VEHICLE NEW PUMPER 2016 FS0056	845,837	378,300					467,537				
<b>Subtotal - Fire</b>	<b>845,837</b>	<b>378,300</b>	-	-	-	-	<b>467,537</b>	-	-	-	-
<b>Police Services</b>											
POLICE HQ RENOVATIONS PS0033	7,295,943	4,309,443					2,986,500				
<b>Subtotal - Police</b>	<b>7,295,943</b>	<b>4,309,443</b>	-	-	-	-	<b>2,986,500</b>	-	-	-	-
<b>Transit</b>											
CAD/AVL REPLACEMENT TC0026	787,383	177,161					610,222				
MOBILITY VAN - EXPANSION TM0005	3,354	2,264					-				1,090
<b>Subtotal - Transit</b>	<b>790,737</b>	<b>179,425</b>	-	-	-	-	<b>610,222</b>	-	-	-	<b>1,090</b>
<b>Administration</b>											
2019 DC Study GG0238	53,392.00	48,053					5,339				
PARKLAND DEDICATION BYLAW PK0089	82,377.74	59,312					23,066				
ZONING BY-LAW REVIEW PL0021	42,260.73	26,355					15,906				
CLAIR/MALTBY SECONDARY PLAN PL0022	423,259.83	381,706					41,554				
MIXED USE NODES & CORRIDORS PL0036	139,549.50	61,055					78,494				
HOUSING INIT MKTING & COMM PL0049	1,279.86	574					706				
OFFICIAL PLAN REVIEW PL0054	141,192.33	95,305					45,888				
BROWNFIELD INITIATIVES PL0055	10,000.00	6,750					3,250				
URBAN DESIGN GUIDELINES PL0056	20,000.00	9,000					11,000				
TRANSPORTATION STRATEGY TDM INIT RD0118	22,803.99	22,804									
PTIF TRANS MASTER PL GUE-00 RD0337	6,961	6,961					-				
SINGALIZED CONTROL SYSTEM/STUD TF0006	7,526.17	3,763					3,763				
<b>Subtotal - Administration</b>	<b>950,603</b>	<b>721,637</b>	-	-	-	-	<b>228,966</b>	-	-	-	-
<b>Indoor Recreation</b>											
VRRC EXPANSION/RENOVATION RF0051	830,462.51	639,815					190,648				
SOUTH END COMMUNITY CENTRE RP0290	69,615.38	55,376					14,240				
<b>Subtotal - Indoor Rec</b>	<b>900,078</b>	<b>695,190</b>	-	-	-	-	<b>204,888</b>	-	-	-	-
<b>Outdoor Recreation</b>											
SOUTH END COMMUNITY PARK PK0001	105,267	94,740					10,527				
GUELPH TRAILS GROWTH PK0002	964,094	612,863					351,231				
JUBILEE PARK PK0004	26,538	23,885					2,654				
VICTORIA RD NORTHVIEW PK0007	378,948	341,053					37,895				
EASTVIEW COMMUNITY PARK PK0014	2,052,545	1,847,291					205,255				
CEDERVALE PARK PK0030	7,788	7,009					779				
ELLIS CREEK PARK PK0047	401,109	360,998					40,111				
CITYWIDE SKATEPARK PK0048	1,151	495					656				
RIVERWALK PK0060	71,189	64,070					7,119				
PEDESTRIAN RAILWAY BRIDGE PK0075	62,707	28,215					34,492				
BICYCLE SKILLS FACILITY PK0091	8,110	6,488					1,622				
STARWOOD PARK PK0104	5,583	5,025					558				
PARKS EQUIPMENT GROWTH PO0014	11,698	10,534					1,164				
SOUTH END SPLASH PAD RP0459	509	458					51				
<b>Subtotal - Outdoor Recreation</b>	<b>4,097,237</b>	<b>3,403,124</b>	-	-	-	-	<b>694,113</b>	-	-	-	-
<b>Municipal Parking Spaces</b>											
WILSON ST PARKADE PG0078	404,848	404,848					-				
<b>Subtotal - Parking</b>	<b>404,848</b>	<b>404,848</b>	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>29,425,327</b>	<b>18,735,987</b>	-	-	-	-	<b>10,086,973</b>	-	-	-	<b>602,367</b>



# Information Report

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Service Area      Corporate Services

Date      Friday, May 25, 2018

Subject      **2017 Parkland Dedication Reserve Fund Statement**

Report Number      CS-2018-46

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## **Executive Summary**

### **Purpose of Report**

The purpose of this report is to provide a Treasurer's statement for the 2017 Parkland Dedication Reserve Funds. This is a new requirement effective July 1, 2016 under Section 42 of the Planning Act, resulting from the proclamation of the Smart Growth for Our Communities Act (Bill 73).

### **Key Findings**

Total parkland cash-in-lieu collections were \$761,312 in 2017 down from \$977,016 in 2016.

The Parkland Dedication Reserve Funds contributed \$190,648 towards the Victoria Road Recreation Centre Expansion/Renovation (RF0051).

The closing balance of the Parkland Dedication Reserve Funds increased in total by \$630,546 in 2017, for a total of \$4.26 million as at December 31, 2017.

### **Financial Implications**

There are no financial implications associated with this report. The information provided relates specifically to adhering to the new legislated reporting requirements outlined throughout this report.

## **Background**

The Smart Growth for Our Municipalities Act, 2015 was passed and received Royal Assent on December 3, 2015, following considerable consultation. This Act did not come into effect immediately and the implementation has occurred in stages. The changes to the Development Charges Act, 1997 occurred first and were effective as of January 1, 2016. The changes to the Planning Act were proclaimed separately and were effective as of July 1, 2016. These changes were outlined to Council on August 4, 2016, as noted in Report No. 16-60, Bill 73 – Smart Growth for Our Communities Act, 2015; Municipal Implications of Changes to the Planning Act.

This report is now a requirement as a result of these changes. Municipal Treasurers are to provide Council with annual statements relating to special accounts (reserve funds) that have been created under Section 37 (increased density) and Section 42 (cash-in-lieu of parkland). The City of Guelph has not yet had any applications for density bonuses and therefore there is no reporting for this item under Section 37.

Council should also note that a full review and update to the City's Parkland Dedication By-law and process is underway. The City has hired a consultant, The Planning Partnership, to prepare a new Parkland Dedication By-law in order to implement the revised parkland dedication policies adopted by Council under Section 7.3 of OPA 48. The Parks Planning department is leading this project and released the draft changes publicly on April 20, 2018. The final by-law will be before Council later this year.

## **Report**

Under section 42 of the Planning Act a municipality may require, as a condition of development, that land be conveyed to the municipality for park or other public recreational purposes. Alternatively, Council may require a payment-in-lieu of the value of the land otherwise required to be conveyed.

Those funds must be held in a special account (reserve fund) and may be invested, allocated interest and spent only for the acquisition of land to be used for park or other recreational purposes including the erection, improvement or repair of buildings and the acquisition of machinery.

The reporting requirements for cash-in-lieu of parkland funds under Section 42 of the Planning Act are as follows:

### **Treasurer's statement**

(17) The treasurer of the municipality shall each year, on or before the date specified by the council, give the council a financial statement relating to the special account. 2015, c. 26, s.28 (11).

### **Requirements**

(18) The statement shall include, for the preceding year:

(a) Statements of the opening and closing balances of the special account and of the transactions relating to the account;

(b) Statements identifying:

(i) Any land or machinery acquired during the year with funds from the special account,

(ii) Any building erected, improved or repaired during the year with funds from the special account,

(iii) Details of the amounts spent, and

(iv) For each asset mentioned in sub clauses (i) and (ii), the manner in which any capital cost not funded from the special account was or will be funded; and

(c) Any other information that is prescribed. 2015, c. 26, s. 28 (11).

**Copy to Minister**

(19) The treasurer shall give a copy of the statement to the Minister on request. 2015, c.26, s. 28 (11).

**Statement available to public**

(20) The council shall ensure that the statement is made available to the public. 2015, c.26, s. 28 (11).

The City of Guelph has been collecting cash-in-lieu of parkland funds since 2001 and has been maintaining two dedicated reserve funds to record and track the use of those funds.

**2017 Treasurer's Statement - Parkland Dedication Reserve Funds:**

Chart 1 below outlines the Parkland Dedication activity for the year ended December 31, 2017. Total cash-in-lieu collections were \$761,612 in 2017, a decrease of \$215,404 compared to 2016.

The only project utilizing Parkland Dedication funds in 2017 was the Victoria Road Recreation Centre Renovation Project (RF0051) totaling \$190,648.

In 2013 the Downtown Parkland Dedication Reserve Fund was established to segregate the payments-in-lieu of parkland conveyance collected from development occurring in the downtown from the payments-in-lieu being made in other areas of the City. This was to ensure that these payments would be allocated to the future Wellington Park acquisition. As at December 31, 2017, the balance in the Downtown Parkland Dedication Reserve Fund is \$612,957.

**Chart 1 – 2017 Treasurer's Statement - Parkland Dedication Reserve Funds**

<b>City of Guelph Treasurer's Statement Under Section 42 of the Planning Act For the Year Ended December 31, 2017</b>			
<b>Reserve fund #300 - Parkland Dedication</b>			
Opening Balance			\$ 3,068,889
Cash-in-Lieu Collected	\$ 699,812		
Lease Agreement Revenue	\$ 1,200		
Reserve Fund Interest	\$ 63,490	\$ 764,502	
Total funds available			\$ 3,833,391
Less: Funds spent on Capital			\$ (190,648)
<b>Closing balance</b>			<b>\$ 3,642,743</b>
<b>Reserve fund #301- Downtown Parkland Dedication</b>			

Opening Balance		\$	540,545
Cash-in-Lieu Collected	\$	61,500	
Reserve Fund Interest	\$	10,912	\$ 72,412
<hr/>			
Total funds available		\$	612,957
Less: Funds spent on Capital		\$	-
<b>Closing balance</b>		<b>\$</b>	<b>612,957</b>
<hr/>			

## Financial Implications

There are no financial implications associated with this report. The information provided relates specifically to adhering to the new legislated reporting requirements outlined throughout this report.

## Consultations

Parks Planning

## Corporate Administrative Plan

### Overarching Goals

Financial Stability

### Service Area Operational Work Plans

Our Resources - A solid foundation for a growing city

## Attachments

None

## Report Author

Christel Gregson, Senior Corporate Analyst - Development Charges and Long-term Planning



### Approved By

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### Recommended By

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# Information Report



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Service Area	Infrastructure, Development and Enterprise Services
Date	Friday, May 25, 2018
Subject	<b>Building Services 2017 Status Report</b>
Report Number	IDE-2018-86

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## Executive Summary

### Purpose of Report

To present a summary of Building Services responsibilities, activities and performance measurements for 2017.

### Key Findings

1. Report contains analytical information and key findings.
2. Certain performance measurements include dashboards and scorecards.
3. 2017 accomplishments and 2018 objectives are highlighted, which support the three goals of the Corporate Administrative Plan: Service Excellence, Financial Stability and Innovation.

### Financial Implications

Not applicable.

## Report

The Building Services 2017 Status 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 these reports since 1995.

The Building Services 2017 Status 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 2017 and objectives for 2018 organized around the three goals of the Corporate Administrative Plan.

## **Financial Implications**

Not applicable.

## **Consultations**

Building Services annual 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 2017 Status Report

## **Departmental Approval**

Not applicable.

## **Report Author**

Rob Reynen, CBCO  
Chief Building Official



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### **Approved By**

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---

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Building Services

# 2017 Status Report



Prepared by:

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*Technical Services Specialist*

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# ADMINISTRATION

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## 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 2017, a number of divisional programs were refined, and the Building Services team was an active participant in many departmental and corporate initiatives.

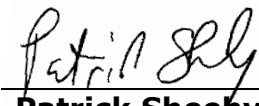
The establishment of a new divisional structure in 2016 has improved operational efficiencies and enhanced customer service delivery. In 2018, Building Services will continue to improve existing programs and has an ambitious goal of furthering our objectives on conducting our business electronically with our customers.



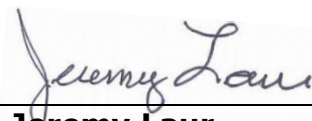
**Rob Reynen**  
*Chief Building Official*



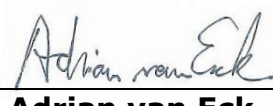
**Minna Bunnett**  
*Administrative Assistant*



**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*

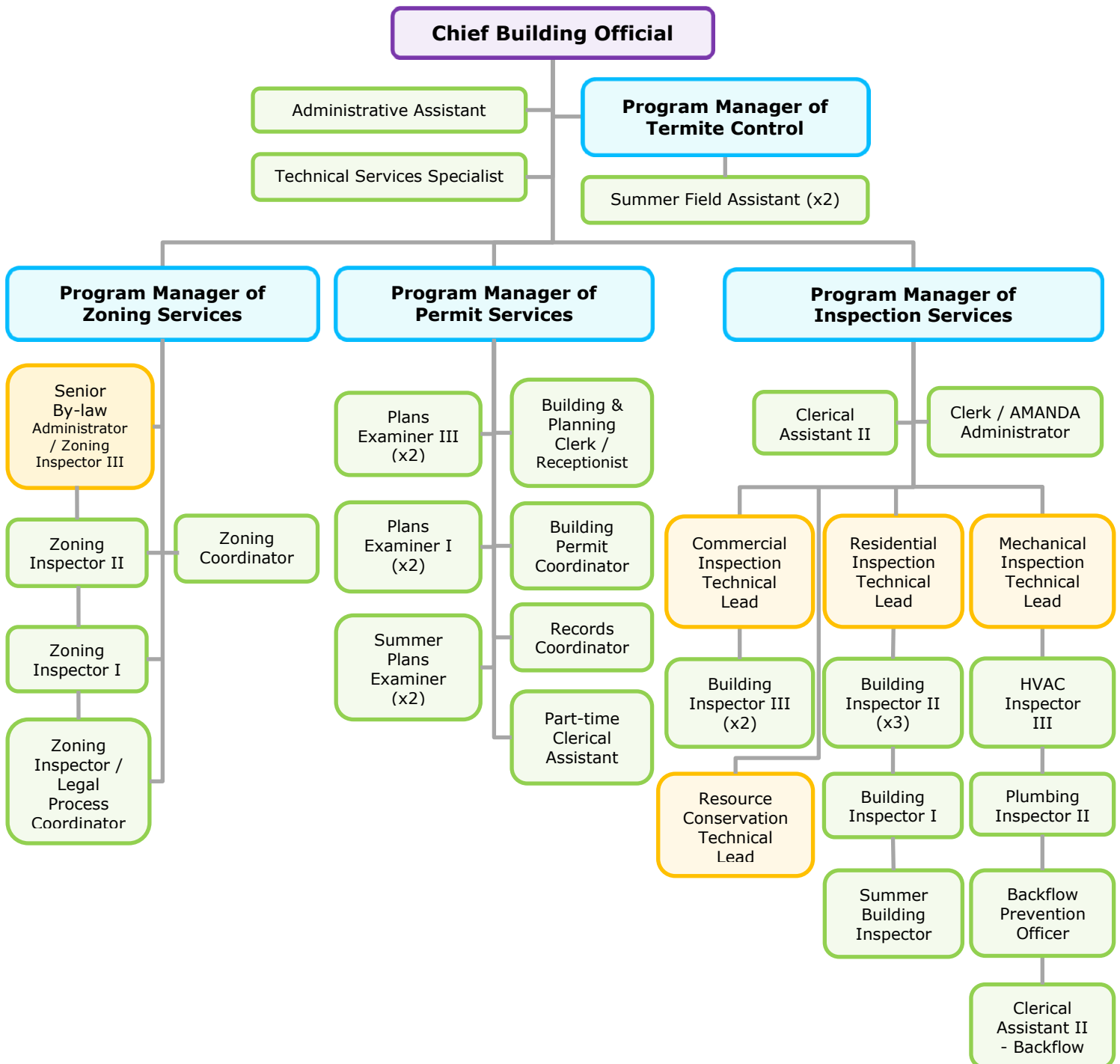


**Scott Stewart**  
*Deputy CAO*  
*Infrastructure, Development*  
*and Enterprise*

## 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 2017, the Building Services team consisted of 35 full-time staff, one part-time clerical assistant and five summer staff, which is reflected in the chart below.



## 2017 Accomplishments

The following accomplishments from 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*

- Reviewed 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 assisted in determining the effectiveness of the Radon Gas Mitigation Program.
- Implemented a new process to track and record activity related to prosecutions for building code and various by-law offences in collaboration with Court Services.
- Amendments to the Two Unit Registration By-law were approved by City Council.
- Amendments to the Building By-law to require protective fencing where a construction or demolition project presents a hazard to public safety were approved by City Council.
- Administrative amendments to the Zoning By-law to clarify the use and interpretation of the by-law were approved by City Council.

### FINANCIAL STABILITY

*Managing our resources to achieve maximum public value*

- Implemented a new program to manage inactive building permit applications, reducing employee time spent on these files and ensuring customers' projects continue to move forward or files are appropriately closed.
- Amendments to the Building By-law to automatically appoint new building officials as inspectors under the authority of the Building Code Act were approved by City Council.
- Began development and implementation of succession plans for some of the known and potential retirements in collaboration with Human Resources, including a three year succession plan for the mechanical team.

### INNOVATION

*Modernizing our services and how we work*

- Educated customers with the implementation of significant changes to the Ontario Building Code, related to energy efficiency and affordable housing.

## 2018 Objectives

The following objectives for 2018 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*

- Commence review of the Swimming Pool By-law with a goal of recommending amendments to Council in early 2019. The current by-law was passed in 1994 and some regulations require revisions with input from our industry partners.
- Commence review of the Sign By-law with a goal of recommending amendments to Council in early 2019. The current by-law was passed in 1996 and an update is necessary as directed by Council and as requested by our customers.
- Planning Services will commence a comprehensive review of the Zoning By-law and zoning staff will provide extensive support to this project. It is undetermined when a revised by-law will be presented to Council.
- Review potential impacts of the implementation of Bill 177 which affects areas of building code administration and enforcement.

### FINANCIAL STABILITY

*Managing our resources to achieve maximum public value*

- Continue a succession and career planning program for the Building Services team to mitigate the effects of a number of planned staff retirements in 2018 and beyond. Approximately 25% of our staff is planning to retire in the next 5 years.

### INNOVATION

*Modernizing our services and how we work*

- Enhance and standardize electronic building permit submissions and review utilizing existing and new software.
- Conduct a thorough review of all types of building permits to gain efficiencies and optimize existing software capabilities.
- Educate and assist customers with the implementation of a new building code which is tentatively scheduled to come into effect on January 1, 2019. Significant changes in support of current government's Climate Change Action Plan and a large number of technical changes are anticipated that will affect customers across all construction sectors.
- Introduce a new building permit and inspection program for certain permanent signs.

## 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 does 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](http://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](mailto:cbo@guelph.ca)

[guelph.ca/code-of-conduct](http://guelph.ca/code-of-conduct)

## PERMITS

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### 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 information to customers. In 2017, this group within Building Services had eight full-time staff, one part-time clerical assistant and two summer Plans Examiners.

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 development of an enhanced version of the online portal (Public Portal II) occurred in 2017 and the launch is scheduled for Q2 of 2018, once testing is complete.

## 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, six projects that had building permits issued in 2017 were valued at more than \$15 million. The top six projects accounted for one-quarter of the more than \$400 million in construction value, while three of the top four projects alone account for one-quarter of the 1,200 new residential units created in 2017. The University of Guelph had numerous permits issued in 2017 with four of those permits valued at more than \$8 million.

DESCRIPTION	VALUE
<b>University of Guelph, McLaughlin Library</b> – 480 Gordon Street Interior renovations & window replacement	\$24,800,000
<b>Metalworks Phase 2</b> – 63 Arthur Street S 11 storey condo building (132 units)	\$23,400,000
<b>Village by the Arboretum</b> – 69 Bayberry Drive Four storey apartment building (93 units)	\$18,669,300
<b>The Kortyards</b> – 171 Kortright Road W Five storey apartment building (81 units)	\$18,100,000
<b>Hanlon Creek Business Park</b> - 56 Quarterman Road One storey warehouse	\$16,550,000
<b>University of Guelph, MacNaughton Building</b> 482 Gordon Street - Interior renovations- Laboratories	\$15,200,000
<b>University of Guelph, Ontario Veterinary College</b> 50 College Avenue W – Addition- Production Animal Research	\$12,240,000
<b>Dallan Clarity II</b> - 25 Kay Crescent Four storey apartment building (63 units)	\$11,950,00
<b>Joylife Imperial Towers, Building 4</b> - 978 Paisley Road Four storey apartment building (52 units)	\$10,500,000
<b>Thomasfield Homes</b> – 333 Gosling Gardens Stacked townhouses (36 units)	\$8,200,000
<b>Parkwood Apartments</b> – 3 Candlewood Drive Four storey apartment building (54 units)	\$8,075,000
<b>University of Guelph, John T. Powell Building</b> 168 Reynolds Walk- Addition and renovations	\$8,000,000



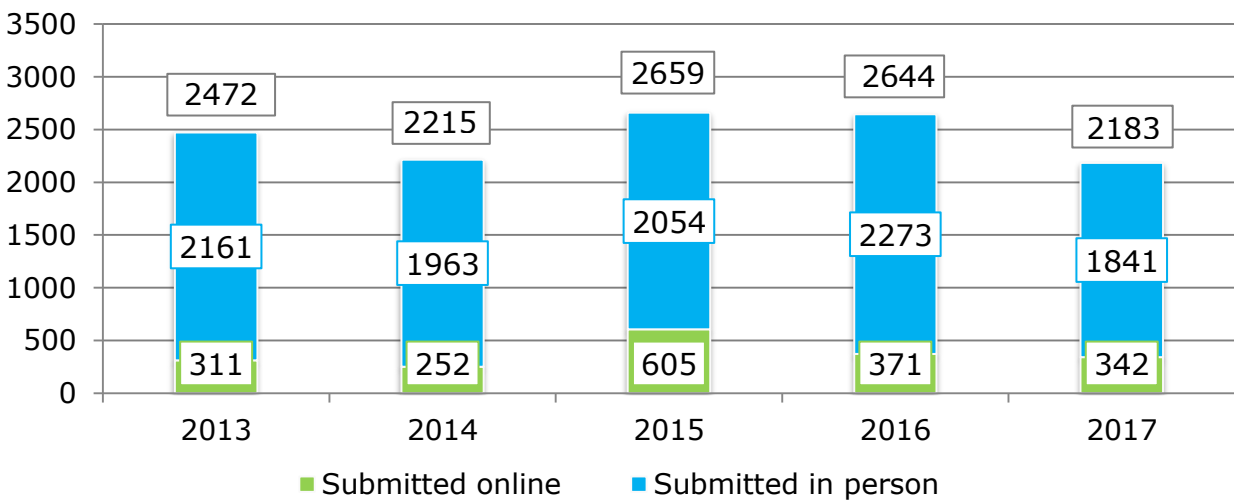
## Performance Measurements

### DASHBOARD

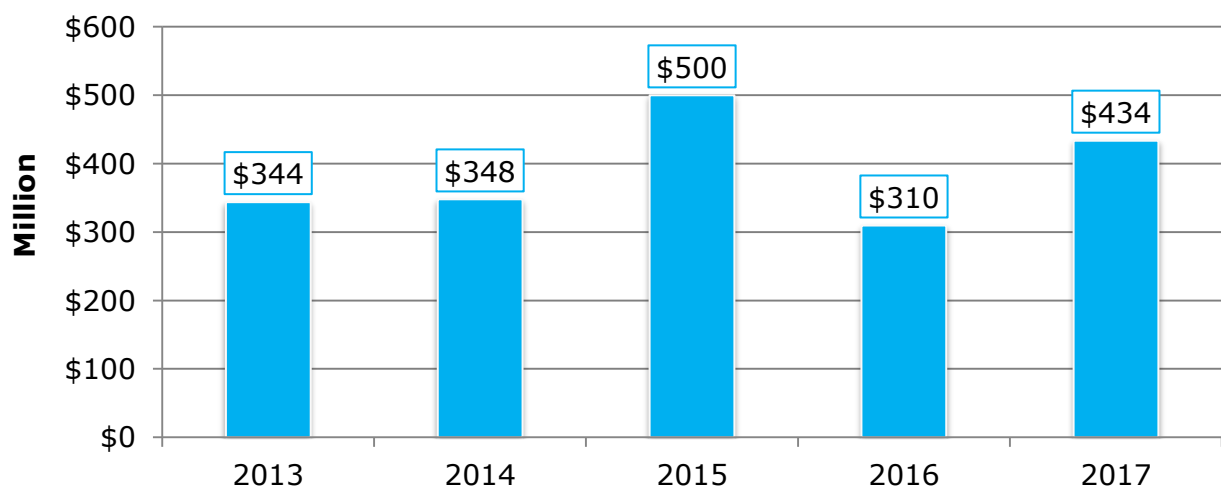
#### Building permits

While the number of building permits issued in 2017 dropped by 17% when compared to 2016, the overall construction value was the second highest for the last 5 years. This can be attributed to the number of large projects issued in 2017. Online permit applications remained steady in 2017 and we expect to see an increase of online applications with the launch of the enhanced version of our online portal (Public Portal II) scheduled for 2018 and our target to become fully electronic early in 2019.

**Permits issued (including revision permits)**

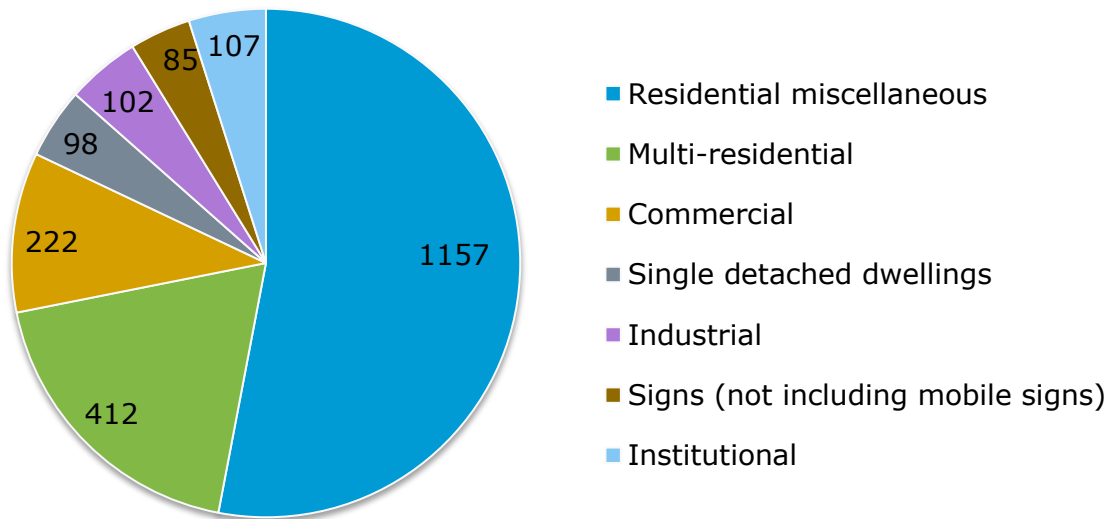


**Construction values**

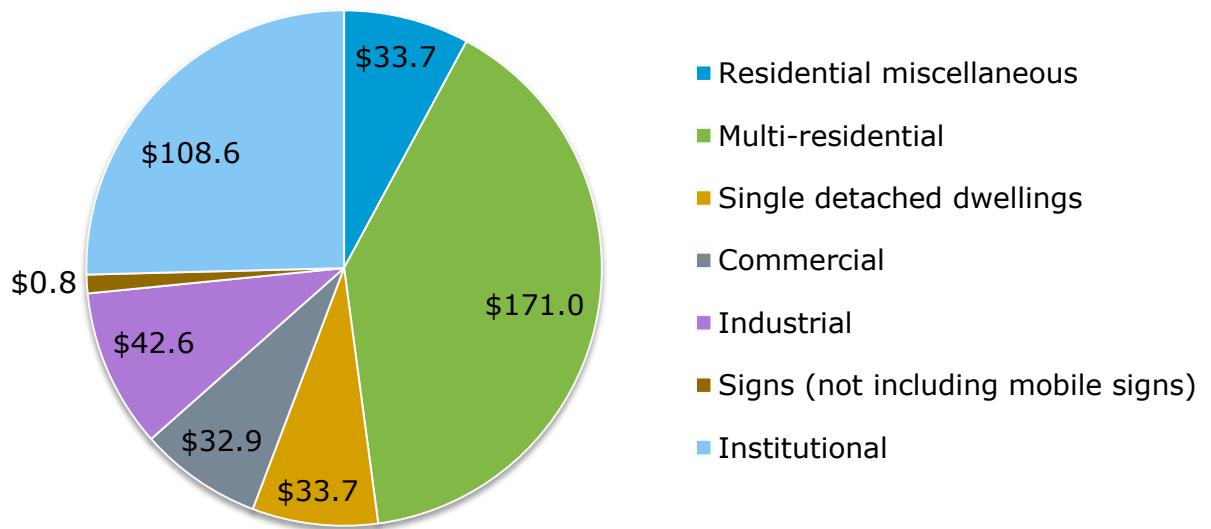


#### Building permits (continued)

### Type of permits issued (2183)



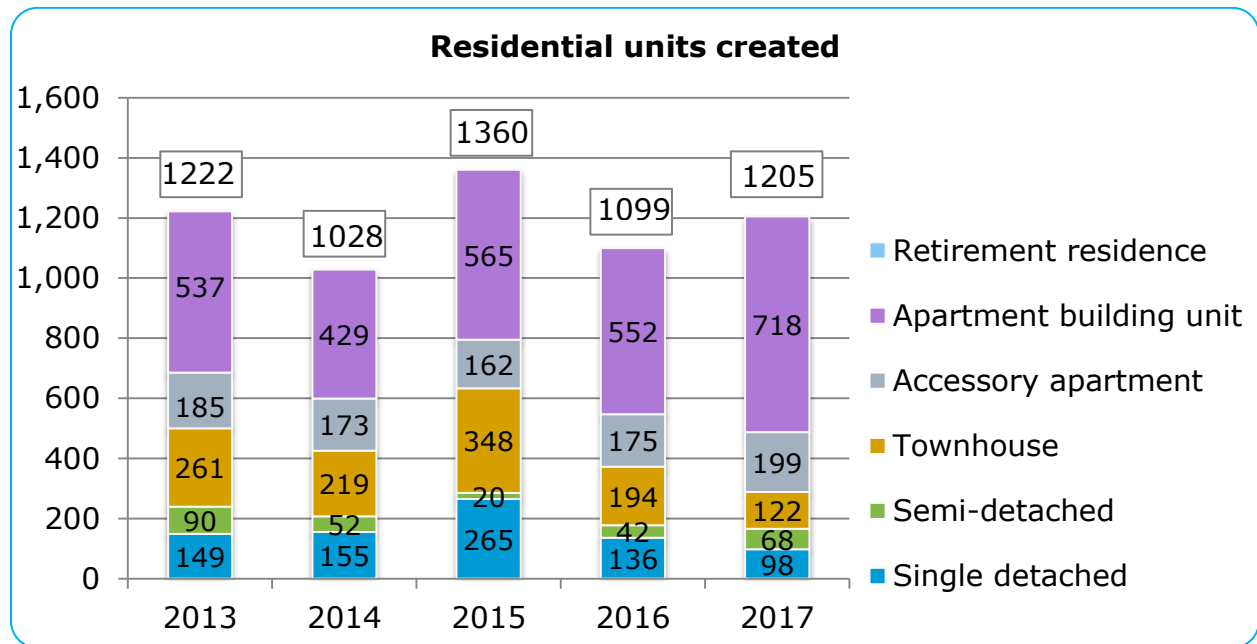
### Construction values - \$million (\$434)



### New residential units

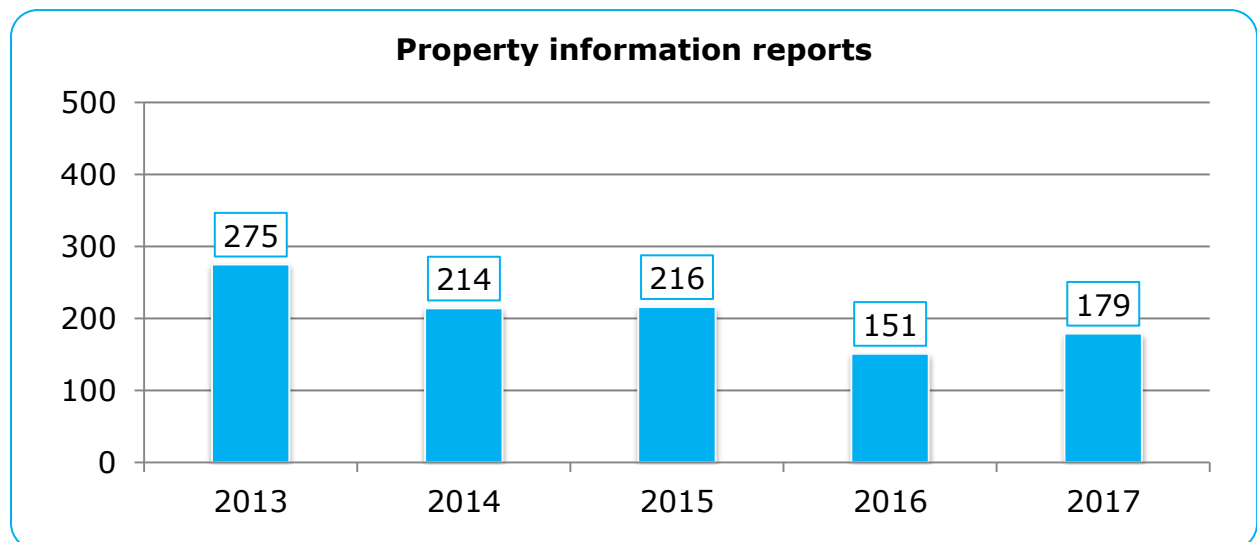
As residential intensification continues to increase, the creation of new dwellings remains focused on multi-residential units; primarily apartment style buildings.

There was an increase in the number of residential units created when compared to 2016 and the proportion of new apartment residential units increased significantly when compared to the number of low rise residential units created through single detached, semi-detached and townhouses over the past five years. This is due to the move towards residential intensification through the Places to Grow legislation. The number of accessory apartment units created also increased to the highest number seen in the past five years.



### Property information reports

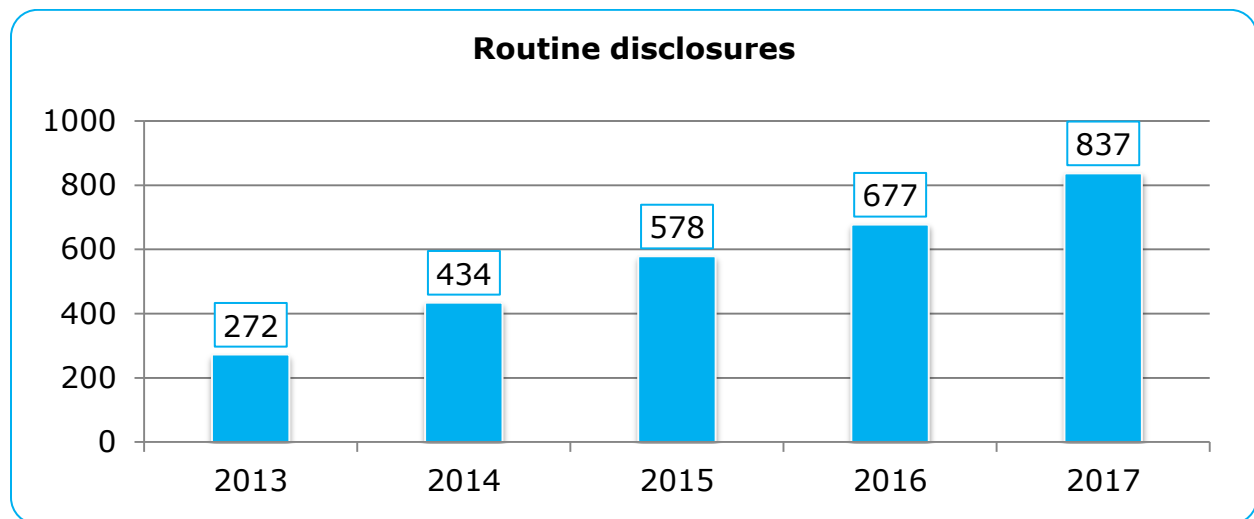
The volume of property information reports, otherwise known as pre-sales remains consistent.



### ***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.

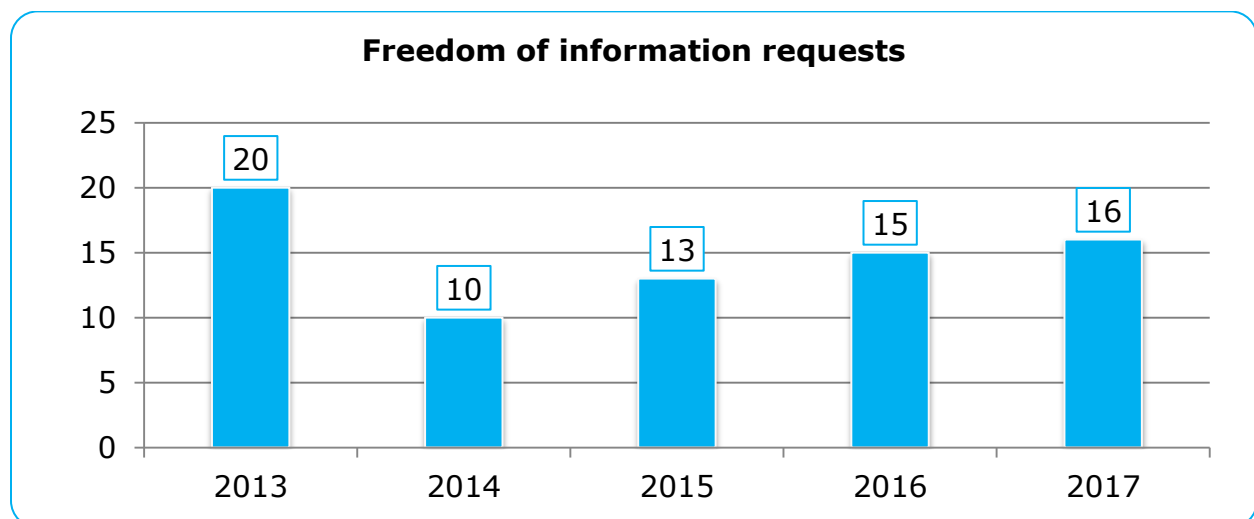
This type of request, which is processed at the departmental level, has continued to increase over the past 5 years.



### ***Freedom of information***

Freedom of information 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.

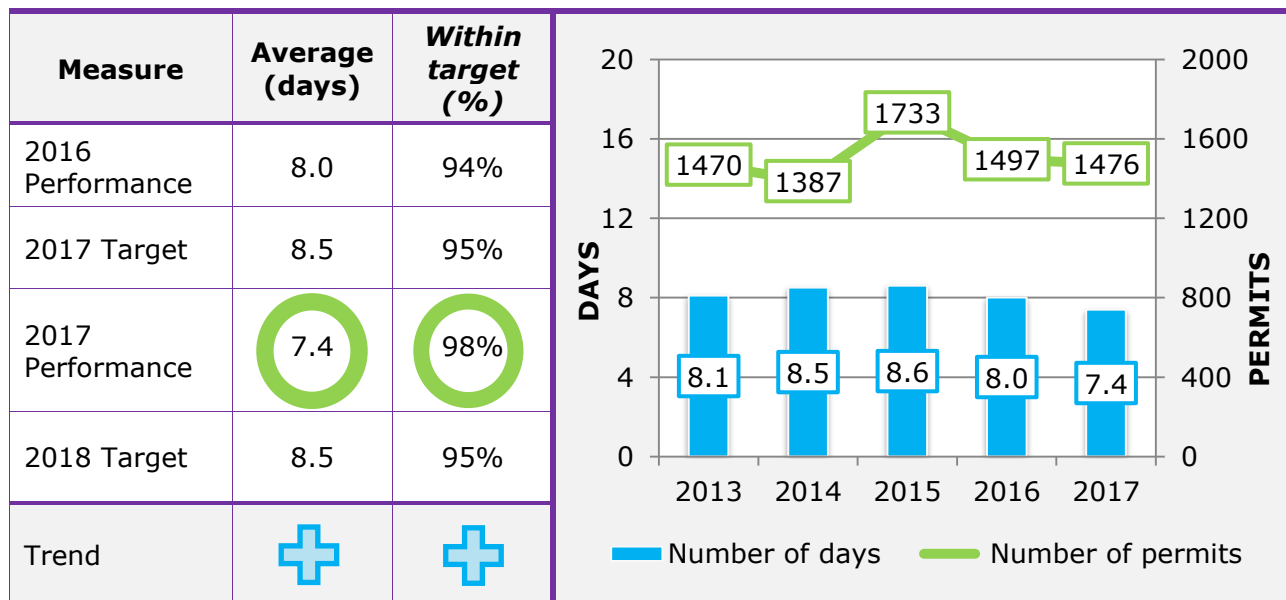
In 2017, all six performance targets were met. During the summer months, temporary staff are hired to assist with the higher volume of permit applications. The average turnaround time for deck permits from May to August was only 3.6 days as compared to the 8.5 day target.

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

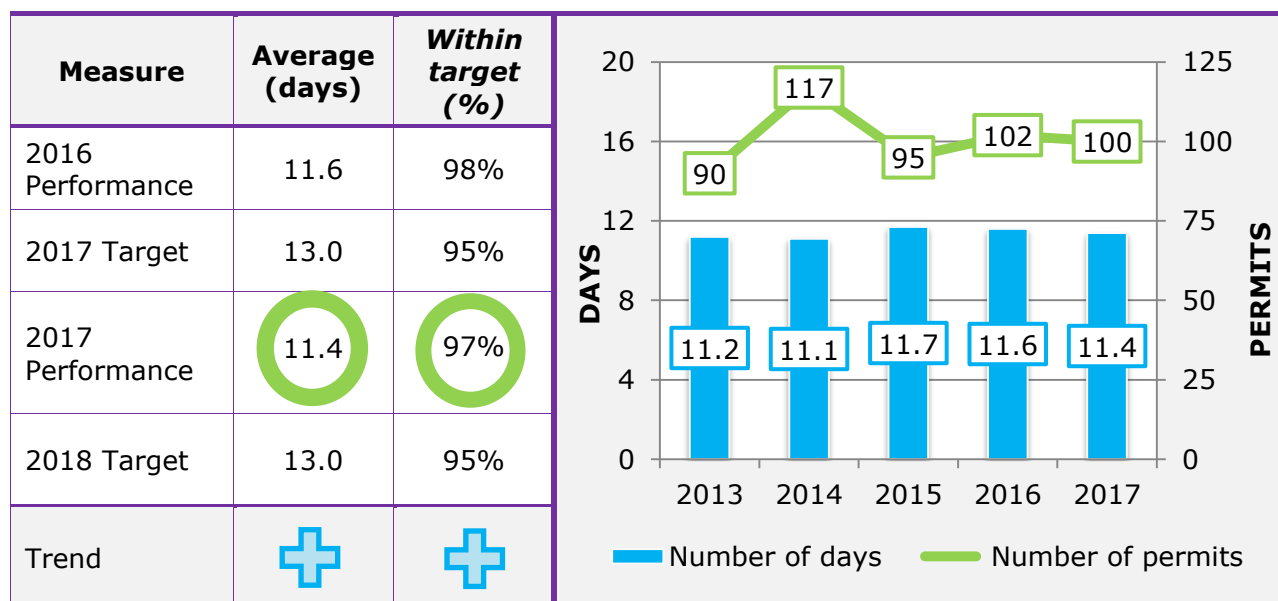
### 10-day permits

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.



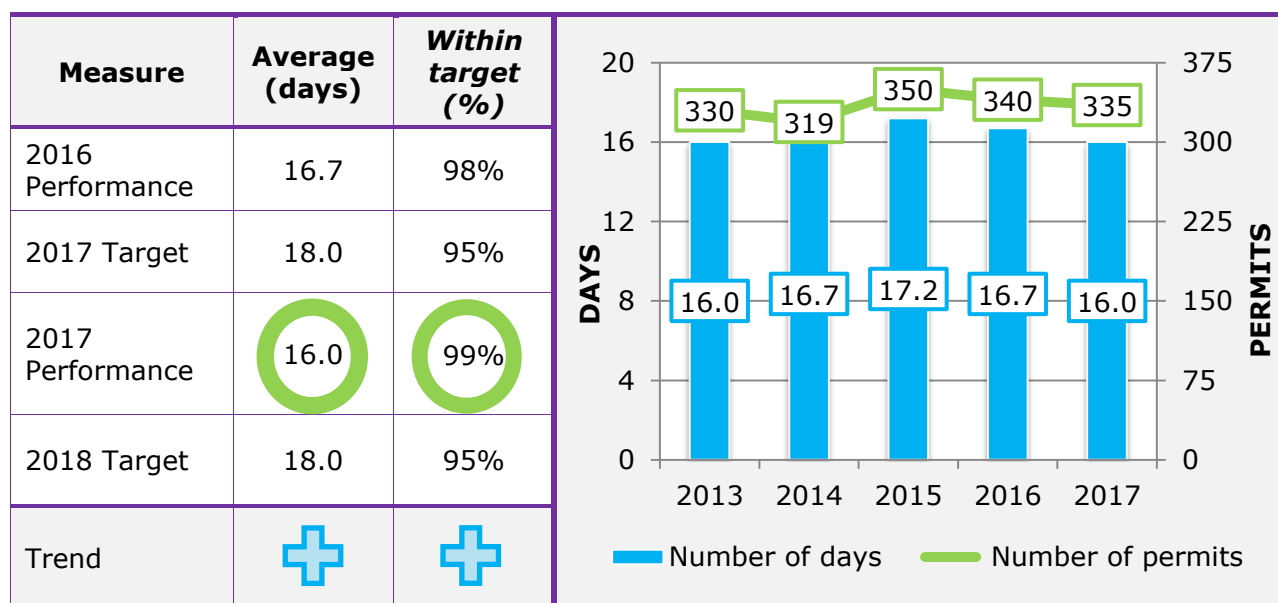
### 15-day permits

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 600m<sup>2</sup> 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 600m<sup>2</sup> 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 twelve of these building permits issued in 2017 and the average turnaround time was 23 days.



# INSPECTIONS

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## 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, HVAC and energy efficiency inspections. In 2017, 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.

There was a significant increase in the amount of more complex institutional and industrial buildings in the 2017. Construction activity on large complex institutional projects can often last up to two years or more after the permit has been issued. In addition, we are seeing a continuance of the trend to more multi-residential and less single detached and semi-detached inspections.

The Energy Efficiency Design Review and Inspection Program was successfully launched on January 1, 2017. The main objective of this program is to enforce energy efficiency requirements for all multi-residential, institutional, commercial and industrial buildings. Three industry focused workshops were facilitated by our Resource Conservation specialist, in partnership with RDH Building Science Inc., in an effort to support our industry partners to understand these enhanced regulatory changes.

2017 also marked the successful completion of the 1<sup>st</sup> year of a 3 year plan to provide training in order to facilitate a realignment of duties within the mechanical group. There will be ongoing work in 2018 and beyond to succession plan in light of pending retirements.



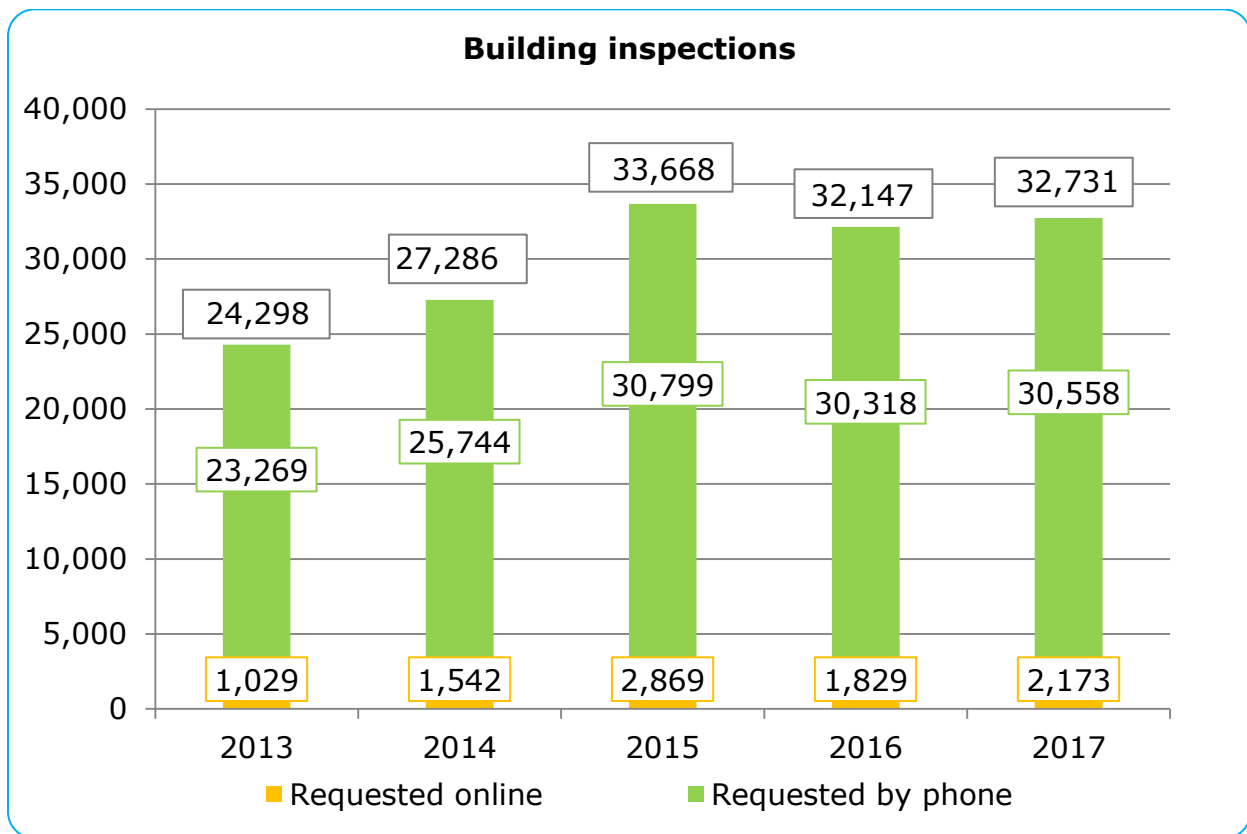
## Performance Measurements

### Dashboard

The number of building inspections carried out in 2017 was similar to the previous year.

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 our customers.

The following chart identifies the number of building inspections carried out per year.



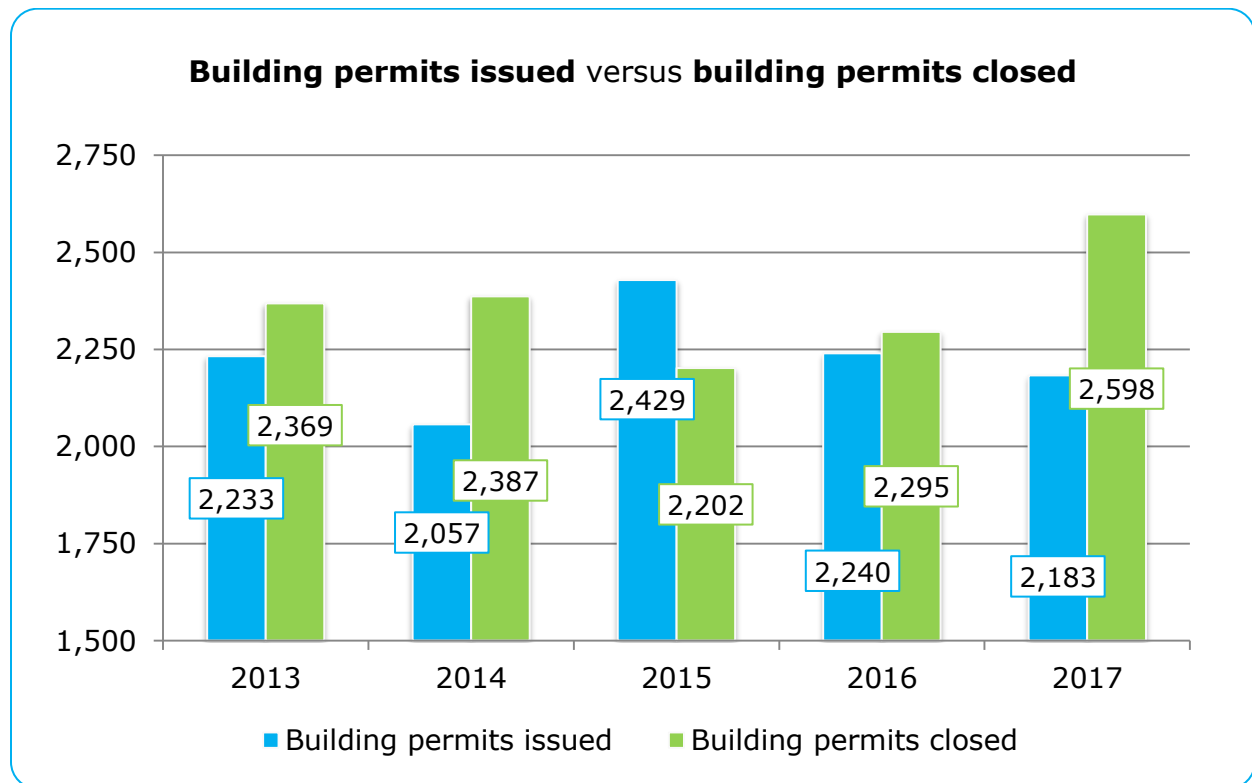
## Scorecard

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 2017 were very successful. A record 415 more permits were closed than were issued in 2017. This can be attributed to the additional effort put in by the inspection team members to address inactive building permits during off peak months.

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 responsibility to request inspections rests with the permit applicant. In 2012, we estimated that there were approximately 6,000 inactive/dormant building permits. Efforts since that time have helped to reduce this by approximately 700 permits or just under 12%. This 5 year total aligns closely with our target of closing 150 permits more per year than are issued. In general, we focus on permits which pose the most risk to life safety first. This assists to reduce risks to citizens and the City as well.

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





# ZONING

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## 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 2017, 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,
- encroachment applications, and
- preliminary zoning review process

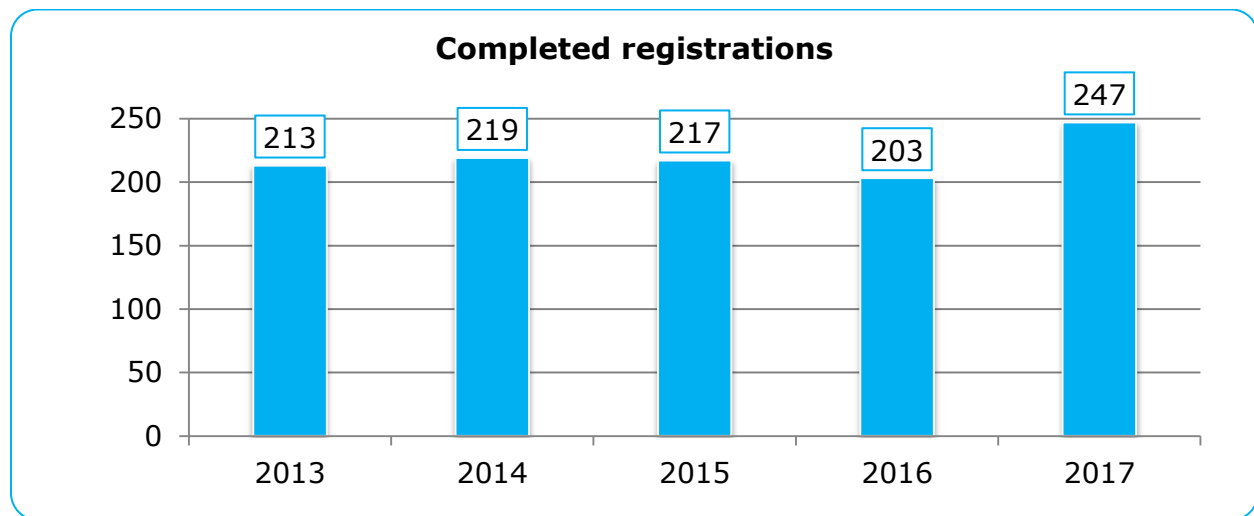
Zoning Services is also responsible for the enforcement of Zoning By-law regulations, two-unit houses (accessory apartments), signs on private property (building, freestanding and mobile), in addition to certain provisions of the Ontario Building Code (OBC).

## 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 2017 there were in excess of 2,750 registered accessory apartments within the City.



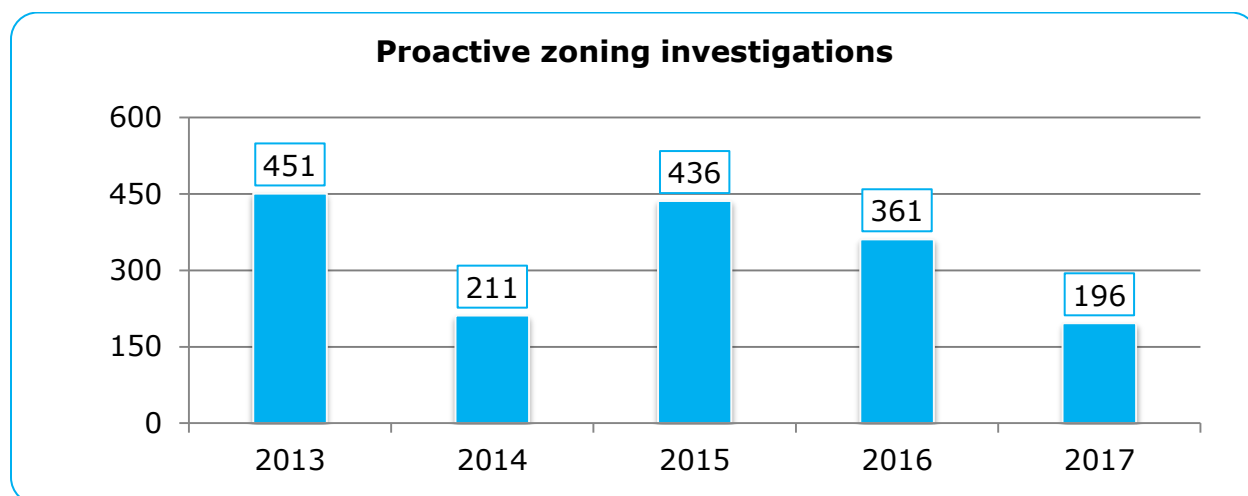
### Proactive Enforcement

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 typically suspended during summer months, as they prove to be less effective due to rental unit vacancies. In the summer of 2017, staff concentrated on proactively enforcing sight line infractions that are potentially a hazard and safety concern. This will continue in 2018. The number of proactive inspections declined in 2017 due to an unexpected staff absence and a focus on the quality of inspections (search warrants), instead of quantity.

A court decision in Guelph in the fall of 2016 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 accordance with the court decision, it will be treated as a dwelling unit under the Building Code and Zoning by-law. This has resulted in previous 5 and 6 bedroom lodging houses now being considered a dwelling unit.

## Proactive Enforcement (continued)



## Alternative Approach

Staff has continued 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 2017:

- 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
- Continued success in the execution of search warrants
- Continued communication and education initiatives to improve tenant safety
- The highest historical prosecution activity for Building Services

## 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 year round. This tenant safety initiative is designed to increase tenant safety awareness and to promote the availability of free rental unit safety inspections. Staff conducted 25 tenant initiated rental unit safety inspections in 2017.

## Search Warrants

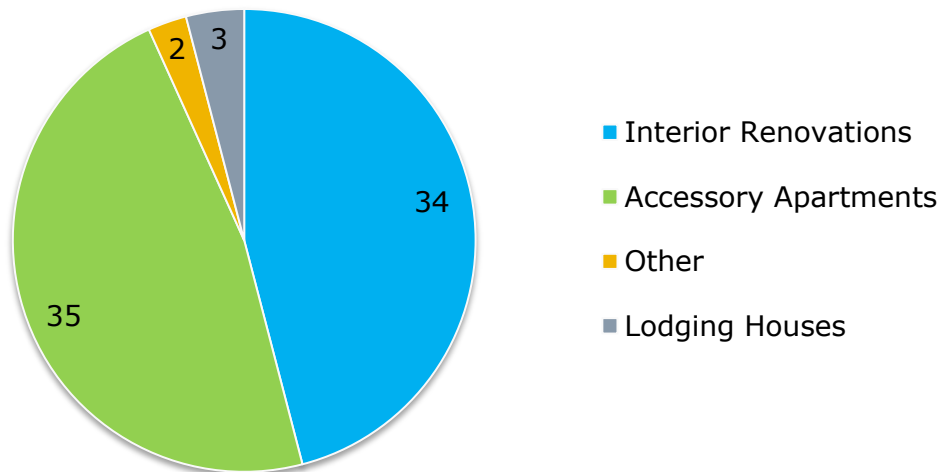
Building Services created a search warrant team in 2016, along with operating guidelines for the implementation of search warrants. Zoning Services successfully executed 10 search warrants at 5 properties in 2017. Two per property is typical as one is for Zoning and the other for the Ontario Building Code. Staff will continue to use this option for compliance when all other options have been 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.

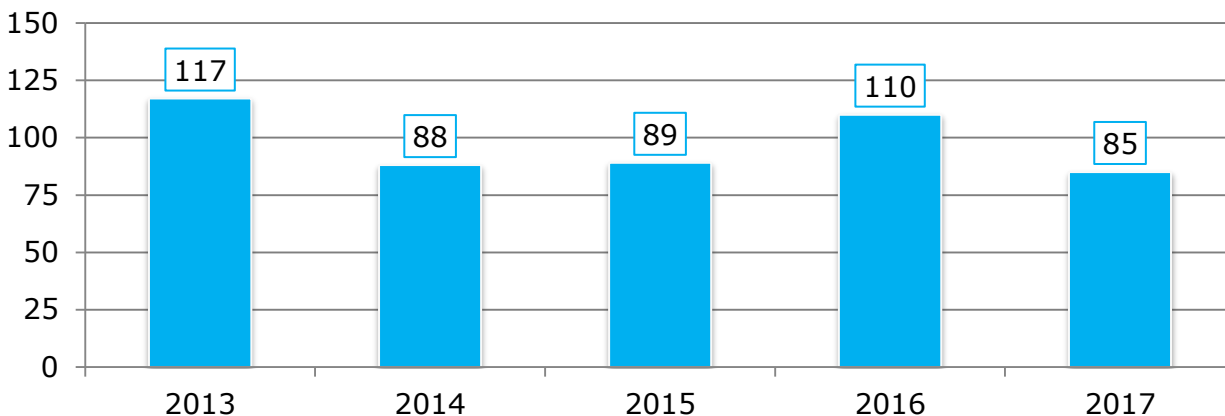
The ability to have one inspector perform both zoning and building functions eliminates the need for multiple inspectors to attend the same site. This assists our customers by reducing the number of inspections and allowing them to work with a single inspector to resolve any issues. In 2017, 74 proactive OBC infractions were identified by zoning inspectors.

**Cross-training efficiencies (74)**

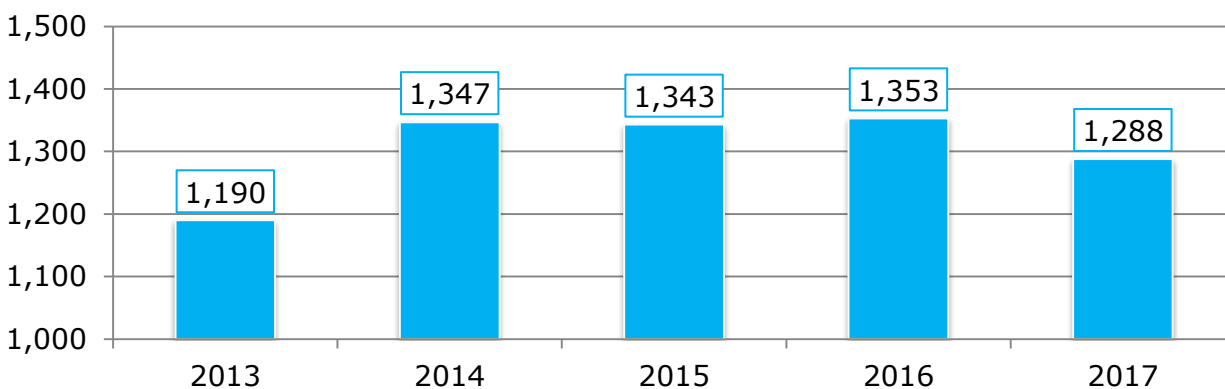


## Permits

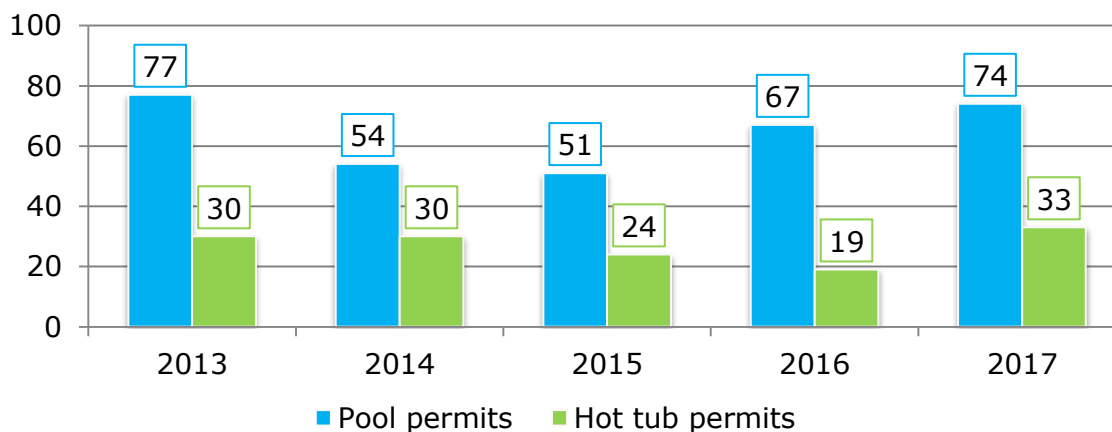
**Permanent signs  
(building and freestanding)**



**Temporary signs  
(mobile and portable)**



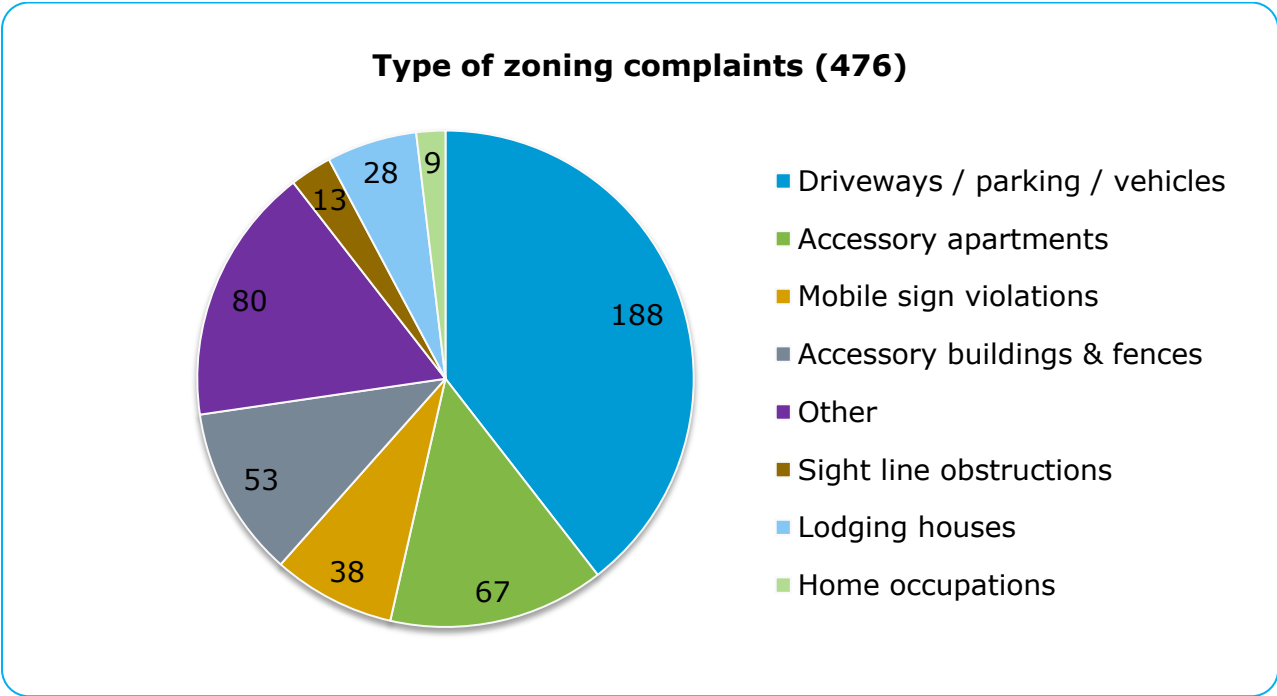
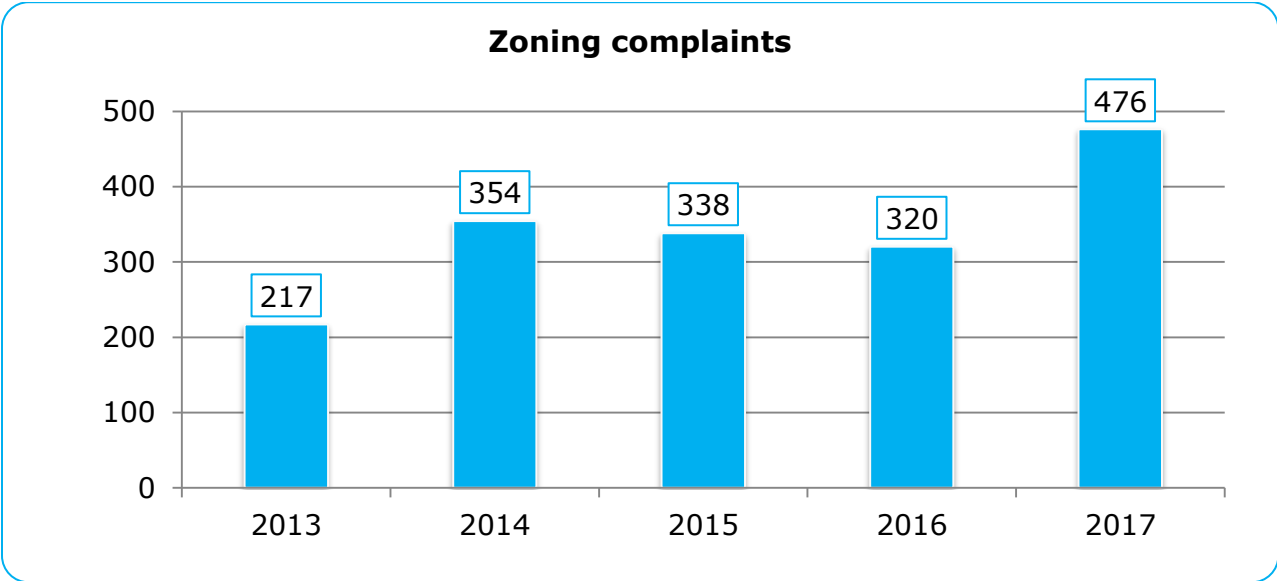
**Pool and hot tub permits**



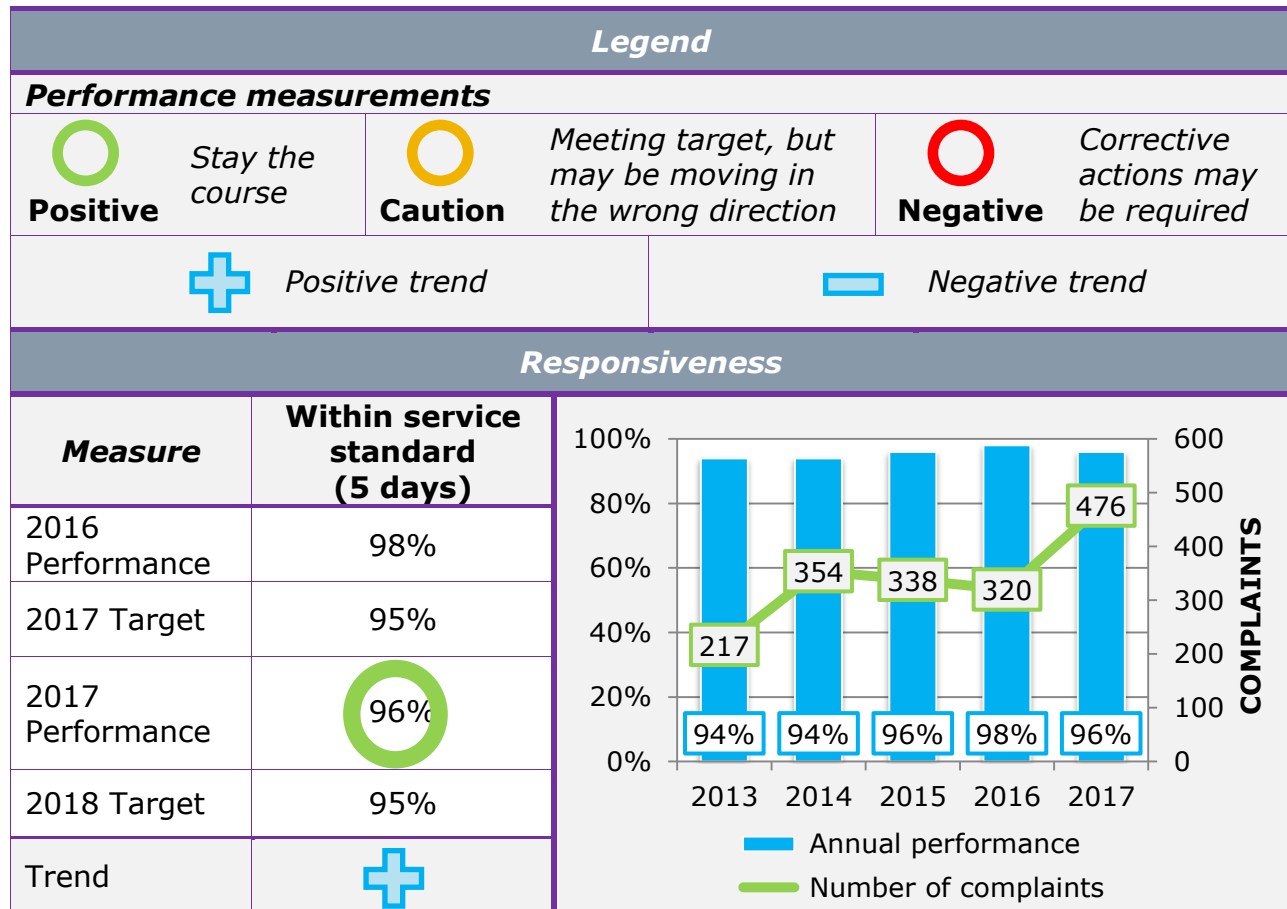


# Performance Measurements

## 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.

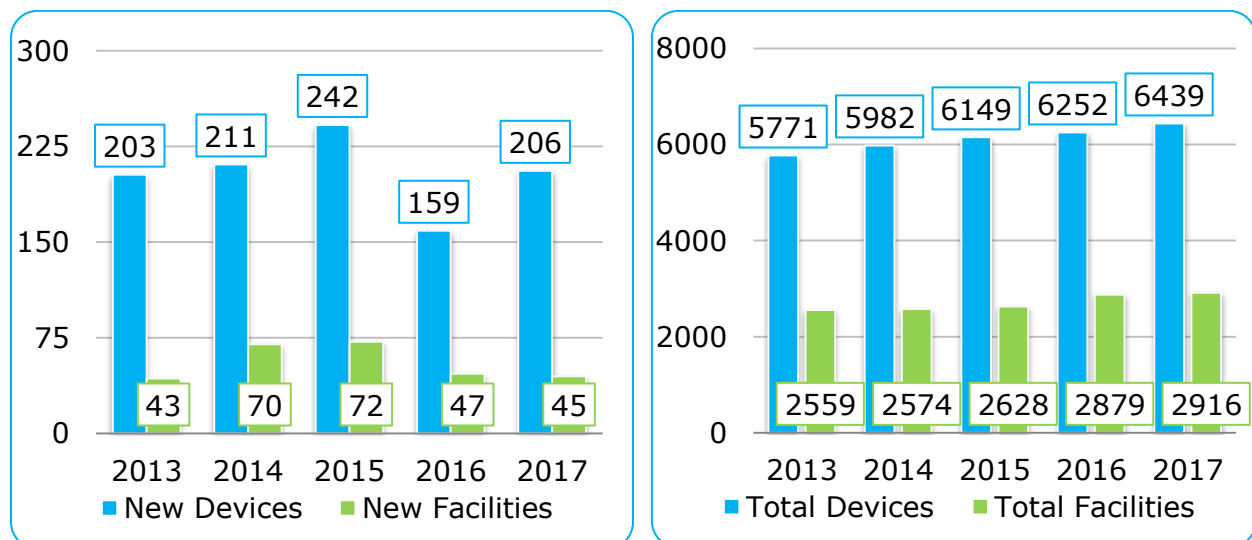
All industrial, commercial, institutional and larger multi-residential buildings are required to install backflow prevention devices on water services entering the building, as well as protecting all interior cross-connections. Other residential buildings are required to install backflow prevention devices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

Annual testing is required on all testable devices in moderate to severe buildings and every 5 years in minor buildings 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.

Cross Connection Control surveys are also required to be submitted every five years for all residential homes with access to an auxiliary water supply and are also supplied by City water. 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

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## 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 approximately 300 properties within the City that require compliance with the Sewage System Maintenance Inspection Program. As of 2017, 97% (32 of 33 properties) of the higher risk properties were compliant.

No deadline is established in the Building Code for the inspection of sewage systems in the lower risk areas but it is our intent to have all systems inspected within the first 5 years of the program. By the end of 2017, 40 of the lower risk properties were compliant. The remainder of the low risk properties will be addressed over the next three years.

This program has also identified a number of properties that had been connected to the City's water and wastewater systems without our knowledge which is a beneficial outcome of the program.

All properties in the Sewage System Maintenance Inspection Program are required to have follow-up inspections every 5 years.

# TERMITES

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## 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](http://guelph.ca/termites) for additional information and to view the complete 2017 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.*



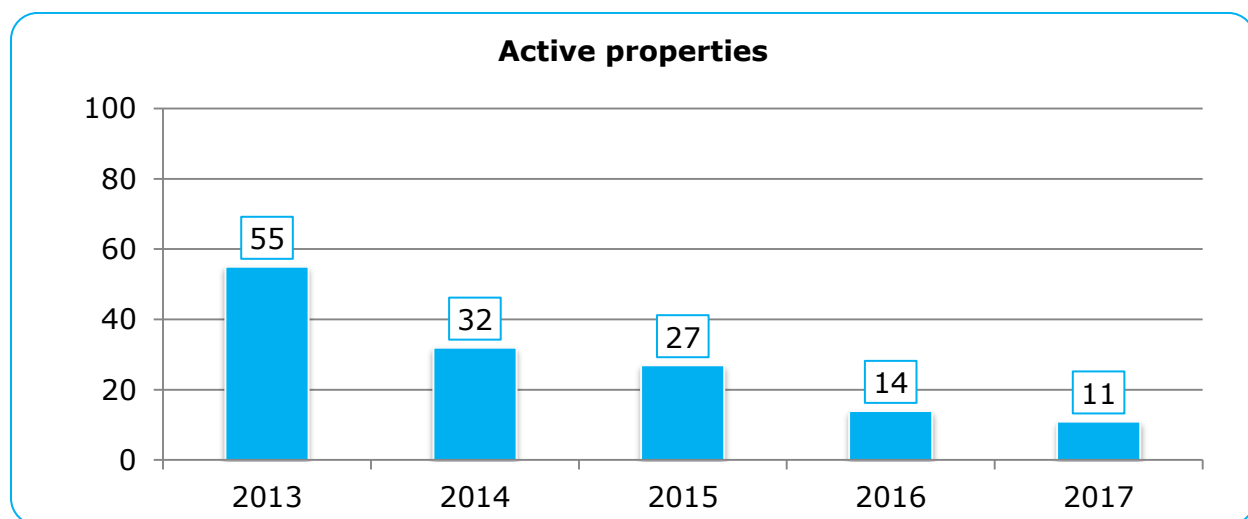
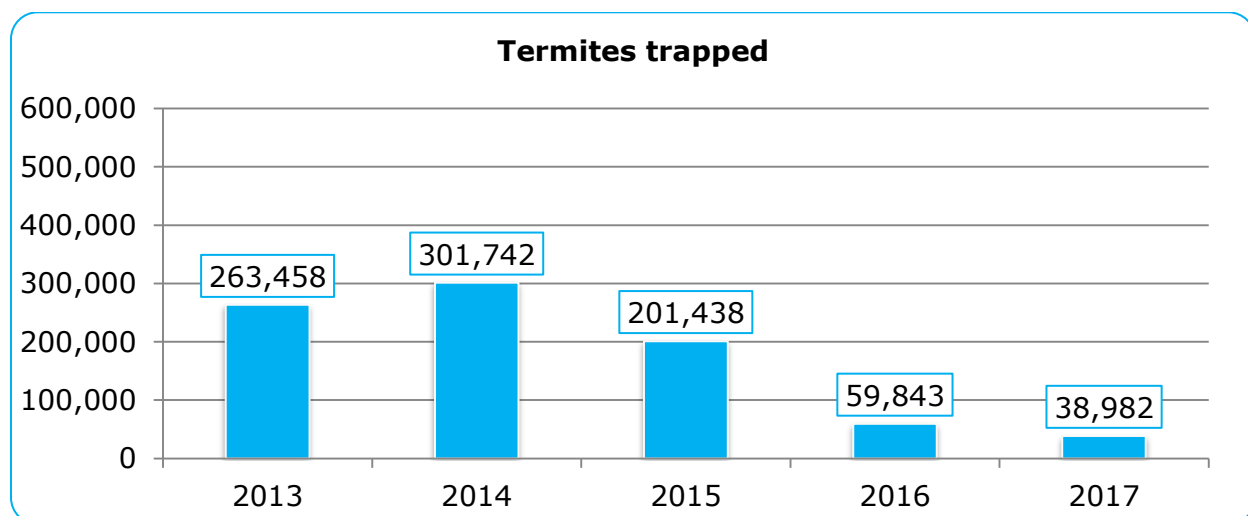
## Performance Measurements

### Dashboard

The total number of termites trapped is the best tool to measure the size of Guelph's termite population. 2017 saw a 35% decline in the number of termites trapped compared to 2016. 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 seven years. This trend continued in 2017 and is down to only 11 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.



## 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 2017, the Building Services team was responsible for the administration of an OBC expenditures budget of approximately \$3.4 million and a non-OBC net budget of approximately \$1.0 million.

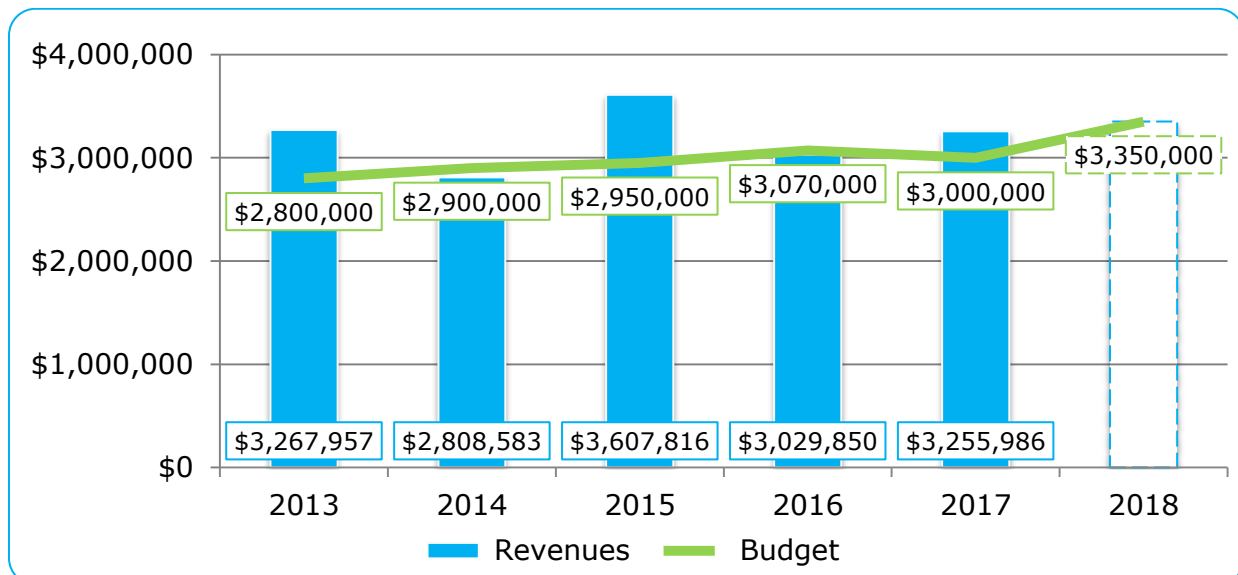
### Revenues

The total revenues generated in 2017 exceeded \$3.5 million, up approximately 9% from the \$3.3 million generated in 2016. The slight increase in revenue over the previous year is from the OBC budget, which is attributed to an increase in larger building projects. 2017 had the second highest construction value ever recorded in Guelph, second only to 2015 which was the busiest year over the past decade.

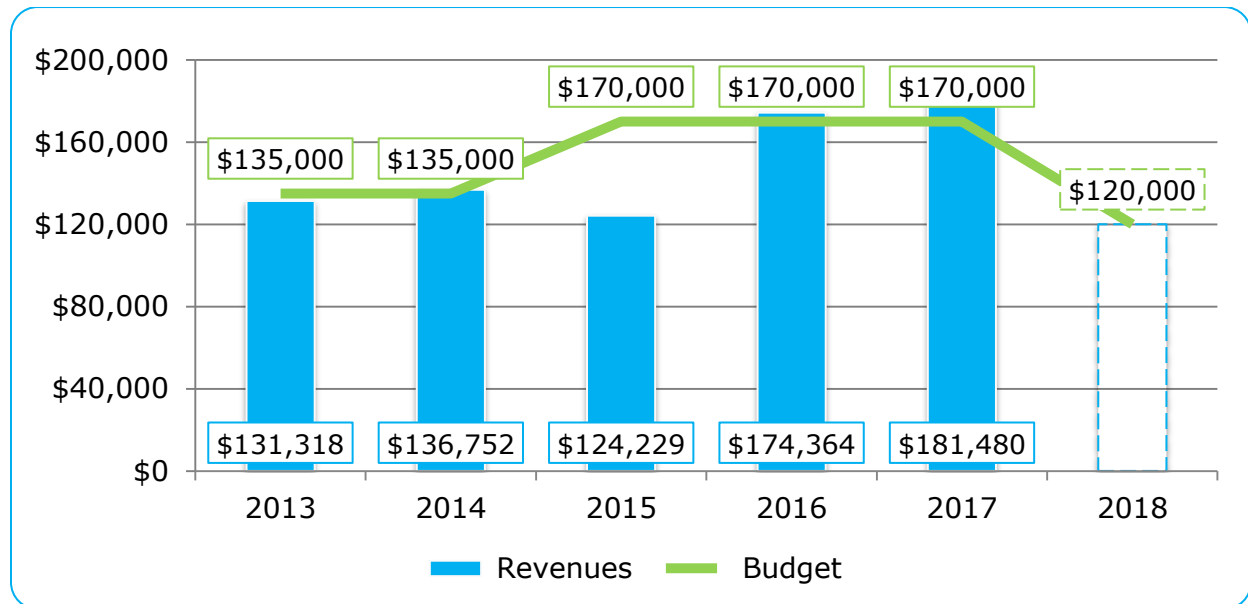
The following five revenue charts indicate 2018 projections only.

### OBC Permits and Inspections

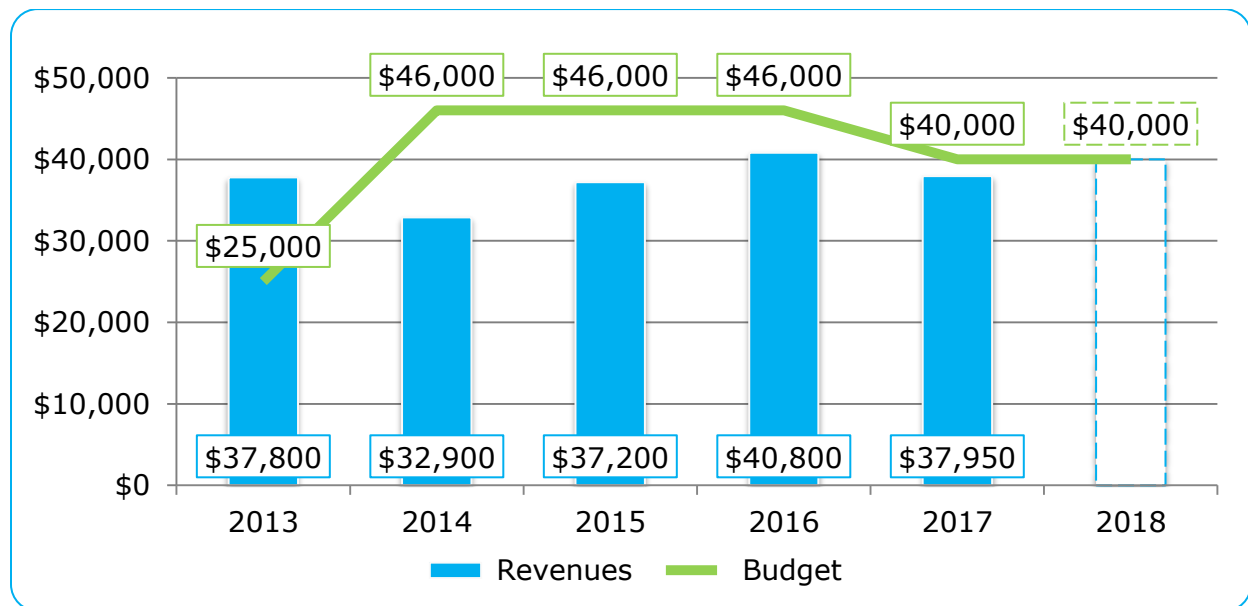
Building and demolition permit fees are set annually at the start of June each year. The automatic calculation is typically the annual tax rate, plus 20 per cent. In 2017, the fee schedule saw an increase of 2.56% and adjustments to various types of permit fees.



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

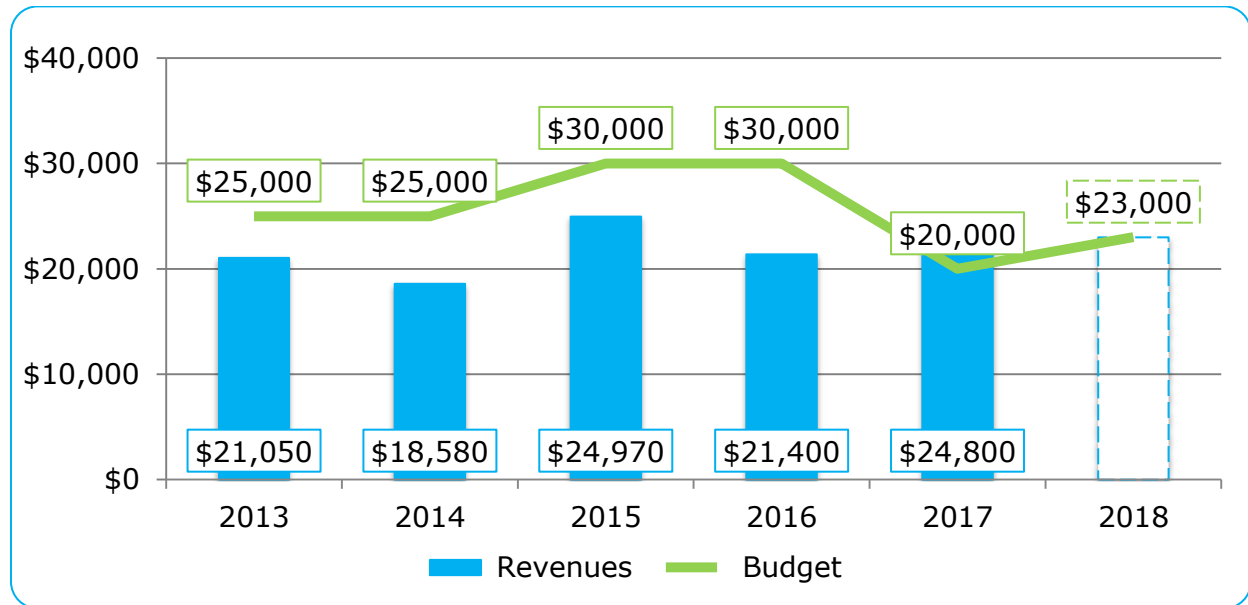


## Accessory Apartment Registrations



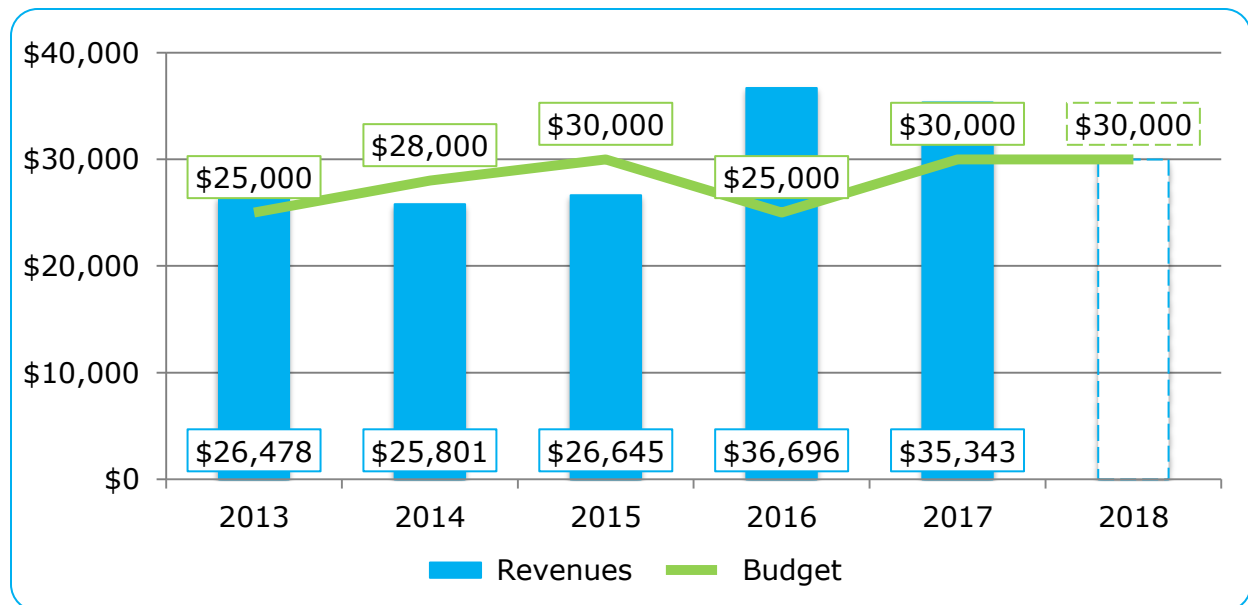


## Property Information Reports



## 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.



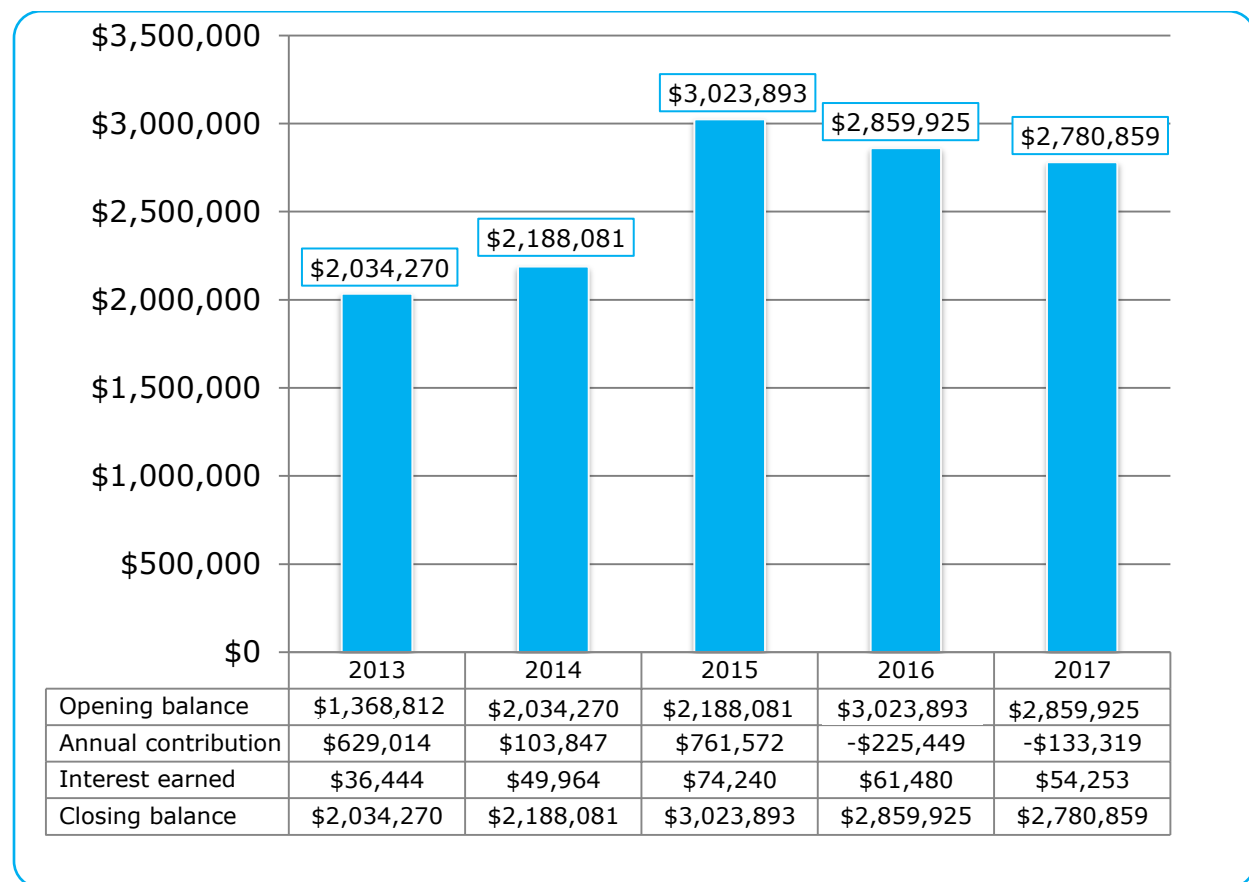
## Ontario Building Code Reserve Fund

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.

The General Reserve and Reserve Fund Policy specifies the Building Stabilization Reserve Fund target balance is equal to one year of operating expenditures based on the prior year budget for the administration and enforcement of the Building Code Act only. The funding strategy for this reserve fund involves annual rate reviews with adjustments, as required, to maintain cost recovery levels.

The balance of the reserve fund at the end of 2017 is at 89% of the target which is an acceptable level.

The annual contribution in 2017 includes a transfer to the operating and capital budgets. It also includes the future capital commitment that was not included in previous years.





## **Building Services 2017 Status Report**

### **Building Services**

*Infrastructure, Development and Enterprise*

**City of Guelph**

T 519-837-5615

E [building@guelph.ca](mailto:building@guelph.ca)  
[guelph.ca/building](http://guelph.ca/building)

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](mailto:building@guelph.ca).

# Information Report



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Service Area      Infrastructure, Development and Enterprise Services

Date                Friday, May 25, 2018

Subject            **Termite Control Program 2017 Status Report**

Report Number    IDE-2018-87

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## **Executive Summary**

### **Purpose of Report**

To present a summary of the Termite Control Program in 2017.

### **Key Findings**

1. In 2017 the termite population reached a new low, with only 38,982 termites trapped, a 34.9% decline from 2016.
2. The Emma-Pine management area has been inactive for five consecutive years and thus converts from blue to white status, and is removed from further active management.
3. Sectors 7 and 12 in the Woolwich management area have been inactive for three consecutive years and convert from red to blue status.
4. All or portions of Sectors 3, 5, 8, 11, 20, 23, 30, and 37 in the Woolwich management area have been inactive for five consecutive years and convert from blue to white status.
5. The Windermere management area remained inactive during 2017.
6. In total, 116 properties were reclassified from red to blue or blue to white.
7. Only 11 properties in total were active in 2017.

### **Financial Implications**

Not applicable.

## **Report**

Dr. Tim Myles was hired as the Termite Control Officer in 2007. Dr. Myles was previously the Director of the Urban Entomology Program at the University of Toronto and had conducted termite control projects under contract for the City of Guelph from 1998-2001 and a baiting project in 2005. In 2007, he oversaw the installation of an array of nearly 3,000 termite monitoring traps and delimited the termite infestations in the City's three termite management areas. In 2008 and 2009, habitat removal and parasitic nematodes were used as the primary methods of area-wide control achieving modest population suppression. After two years of laboratory testing and applying for research permits from the federal Pest Management Regulatory Agency (PMRA), Dr. Myles was granted an Experimental Research Authorization in 2010 to test zinc borate using a treatment method which he invented called Trap-Treat-Release (TTR). This authorization was modified and renewed in 2012. In 2013, termites were discovered in the King Street area and in 2014 termites were discovered in John Galt Park, establishing two new management areas. Dr. Myles has now completed the seventh field season utilizing zinc borate as the active ingredient for TTR.

The five year experimental permit period to utilize zinc borate expired at the end of 2016. Insect specific nematodes and chemical spot treatments were used for control in 2017. Nematodes do not require an experimental permit and work well when the area to be treated is small and focused.

For Council's information, see the attached Executive Summary of the Termite Control Program 2017 Annual Report with accompanying Figures 1 to 7.

## **Financial Implications**

Not applicable.

## **Consultations**

The Executive Summary was mailed to all residents in the termite management areas on May 7, 2018. Similar to previous annual reports, the complete 2017 report has been posted on the City's website at [guelph.ca/termites](http://guelph.ca/termites).

## **Corporate Administrative Plan**

### **Overarching Goals**

Service Excellence

### **Service Area Operational Work Plans**

Our Services - Municipal services that make lives better

## Attachments

ATT-1          2017 Executive Summary – Termite Control Program

### Departmental Approval

Not applicable.

### Report Author

Dr. Tim Myles  
Program Manager  
Termite Control Program

### Approved By

Rob Reynen, CBCO  
Chief Building Official



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### Approved By

Todd Salter  
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### Recommended By

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## **2017 Executive Summary – Termite Control Program**

### Guelph's Termite Control Program

The City of Guelph has an introduced infestation of the eastern subterranean termite, *Reticulitermes flavipes*, which the City has been tracking and combating since the 1970s. This insect pest can be difficult and expensive to control and can cause serious structural damage to wood frame structures and housing. In order to protect the housing stock of the City, and to prevent the continuous spread of this invasive species, the City has implemented a comprehensive termite control program. Traditional termite control uses soil insecticides and wood preservatives to chemically treat affected structures, but does not address the termite population which continues to spread. The City's program integrates all traditional methods of pre-treatment and remedial treatment as well as preventative measures in new construction, termite habitat elimination, and termite population suppressive treatments.

### Termite Management Areas Reduced from Five to Four

The City has had five termite management areas as shown in (Figure 1). However the Emma-Pine management area has now been completely inactive for five consecutive years and therefore has been removed from further active management. 2017 was also the second consecutive year with no activity in the Windermere management area. After eleven years of management, the remaining known activity in the City has been reduced to just 13 isolated small pockets on 11 properties on nine blocks in three management areas.

### Focused Management Efforts with Nematodes and Chemicals

The small extent of the remaining activity allowed us to use very focused management efforts in 2017. This included intensive wood removal efforts, especially in a few areas along the Speed River, in combination with spring and fall treatments with insect specific nematodes and finally chemical spot treatments at the end of the season.

### Continued Decline in Active Properties and Termites Trapped

The number of trapped termites has steadily declined, reflecting widespread termite population suppression. In 2017 no sector had more than two active properties (Figures 2, 6). Most of the termite activity was located in two parks, Goldie Mill and John Galt, rather than on residential properties (Figures 3, 6). The total number of active properties in 2017 was down to just 11 properties (Figure 4) and just 38,982 termites trapped (Figure 5). This was a 34.9% decline from the previous season.

### Woolwich Management Area

Although the number of termites trapped remained low, the total number of termites trapped in the Woolwich management area actually increased from the previous season. This was mainly due to the discovery of two small areas of resurgent activity along the Speed River near Goldie Mill and just north of Herb Markel Park (Figure 6). No major activity remains on any residential property, and no two adjacent residential properties are known to have activity.

### Sectors 7 and 12 convert from Red to Blue

2017 was the third year of inactivity in Sectors 7 and 12 which therefore convert from red to blue status. Sector 7 was previously the most active sectors in the Woolwich Area.

### King Street and John Galt Park Areas

There was only one active trap in the King Street area in 2017, with just 1,052 termites trapped. This was a dramatic decline from the 41,500 termites trapped the previous season, a 97.5% inter-season decline. In contrast, ongoing activity was found associated

with a few stumps in the John Galt Park area where the number of termites trapped in 2017 was 13,907, down only slightly from the 14,590 trapped in 2016.

#### Chemical Treatments and Inspections in 2017

Four remedial treatments of old damage were performed with soil termiticides or borate sprays. In addition, 25 inspections were performed for real estate transactions, 42 for building permits, and 201 inspections for disposal permits.

#### Further Contraction of Management Area

The entire Emma-Pine management area has now been inactive for five consecutive years and thus converts from blue to white, and will be removed from further active management. As well, sector 7, previously the most active sector in the City, has been inactive for three consecutive years and now converts from red to blue. In addition, sector 12 has been inactive for three years and converts from red to blue. Numerous properties in sectors 3, 5, 8, 11, 20, 23, 30 and 37 have also been inactive for five years and convert from blue to white. In total, 79 properties converted from blue to white and another 37 converted from red to blue. Five properties returned from blue to red status due to proximity to new activity (compare Figures 1 and 7). The decline in the extent of the red and blue zones from 2007 to the present is shown in Figure 8.

#### 2017 Report

As with previous annual reports, the full 2017 report will be posted on the City's termite website at [www.guelph.ca](http://www.guelph.ca) > termites > reference materials.

#### Goals for the 2018 Season

The goals for the upcoming season will be similar to 2017:

- This executive summary with graphs and maps will be sent to affected residents in early May as an annual progress report.
- Maps of the new boundaries of the termite management areas will be posted on the city's website in early May, and reclassified properties will be flagged in building department records.
- Two part-time summer technicians will be hired and will start work the first week of May.
- Monitoring traps will be refurbished with new cardboard rolls and lids, and any missing traps will be replaced during May and June.
- Monitoring traps will be reduced or removed in re-designated areas.
- Insect-pathogenic nematodes will be applied in the spring from May to June and again in the fall from September to October.
- Traps will be checked on a three week cycle throughout the summer.
- Chemical spot treatments will be applied in the vicinity of any ongoing structural activity with signed consent of owners.
- Remaining stumps will be surveyed and prioritized for removal during the season.

#### Plans for Project Beyond 2018

Given the lower level of current activity and the shrinking area in need of further monitoring, the project will be scaled back to a summer-only part time monitoring project in 2019 and 2020. Current plans call for ongoing monitoring and management until all areas are deemed to be controlled.



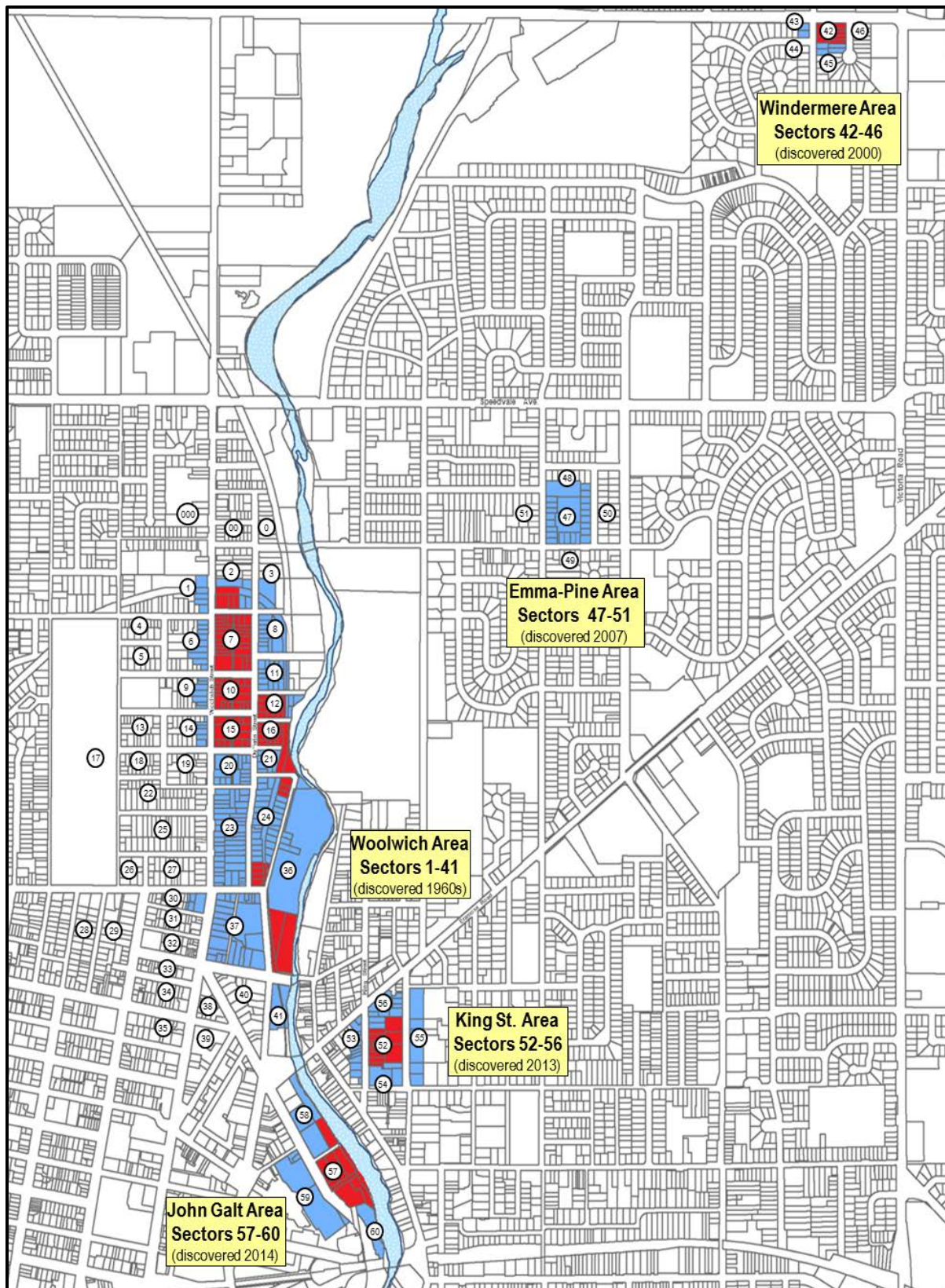


Figure 1. Guelph Termite Management Areas, sector numbers, and red and blue zones in 2017.

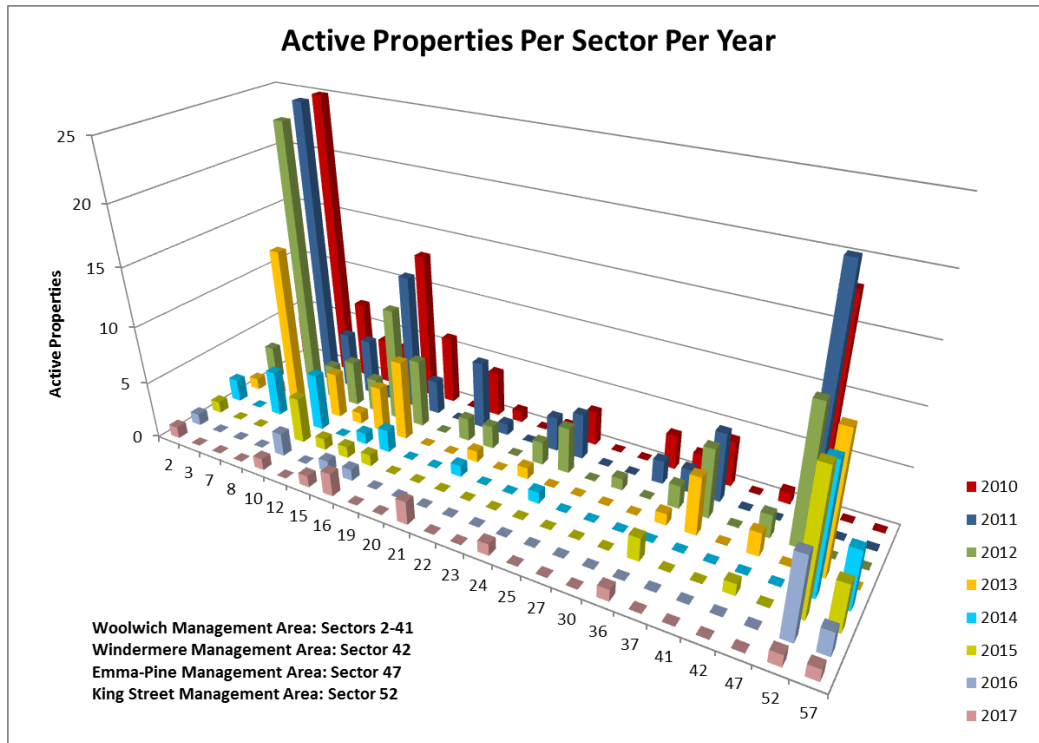


Figure 2. Active Properties Per Sector Per Year 2010-2017.

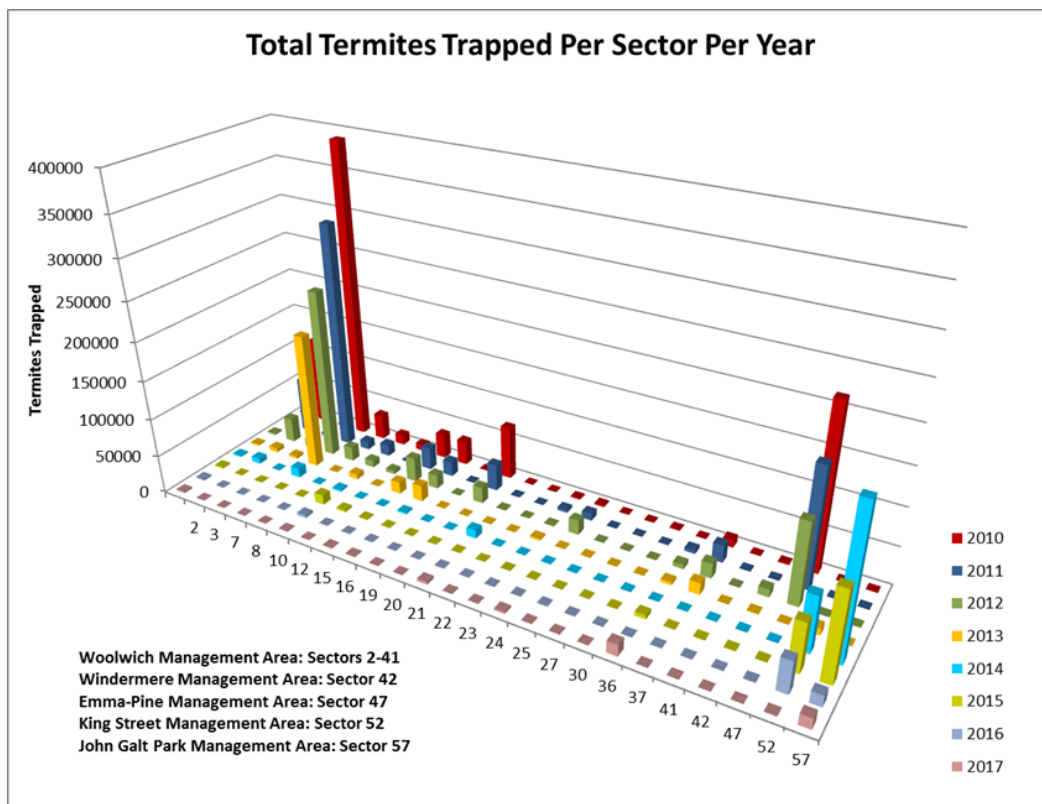


Figure 3. Total Termites Per Sector Per Year 2010-2017.

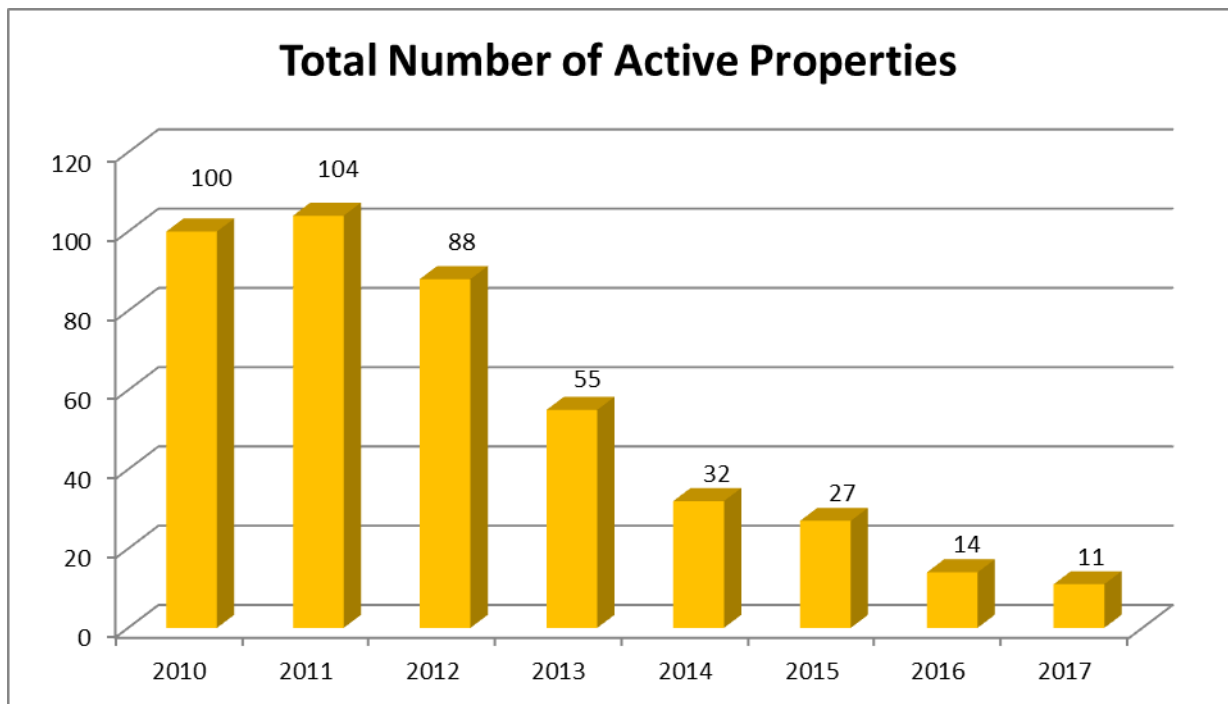


Figure 4. Total Number of Active Properties Per Year 2010-2017.

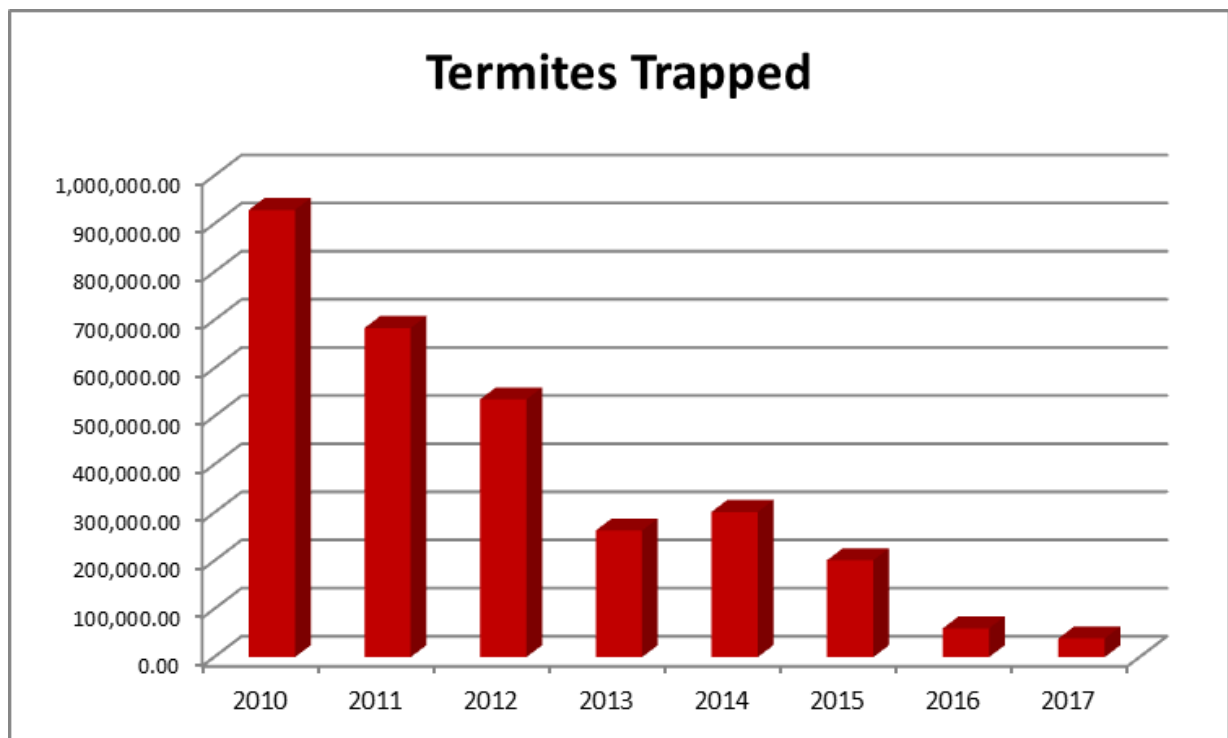


Figure 5. Total Termites Trapped Per Year 2010-2017.



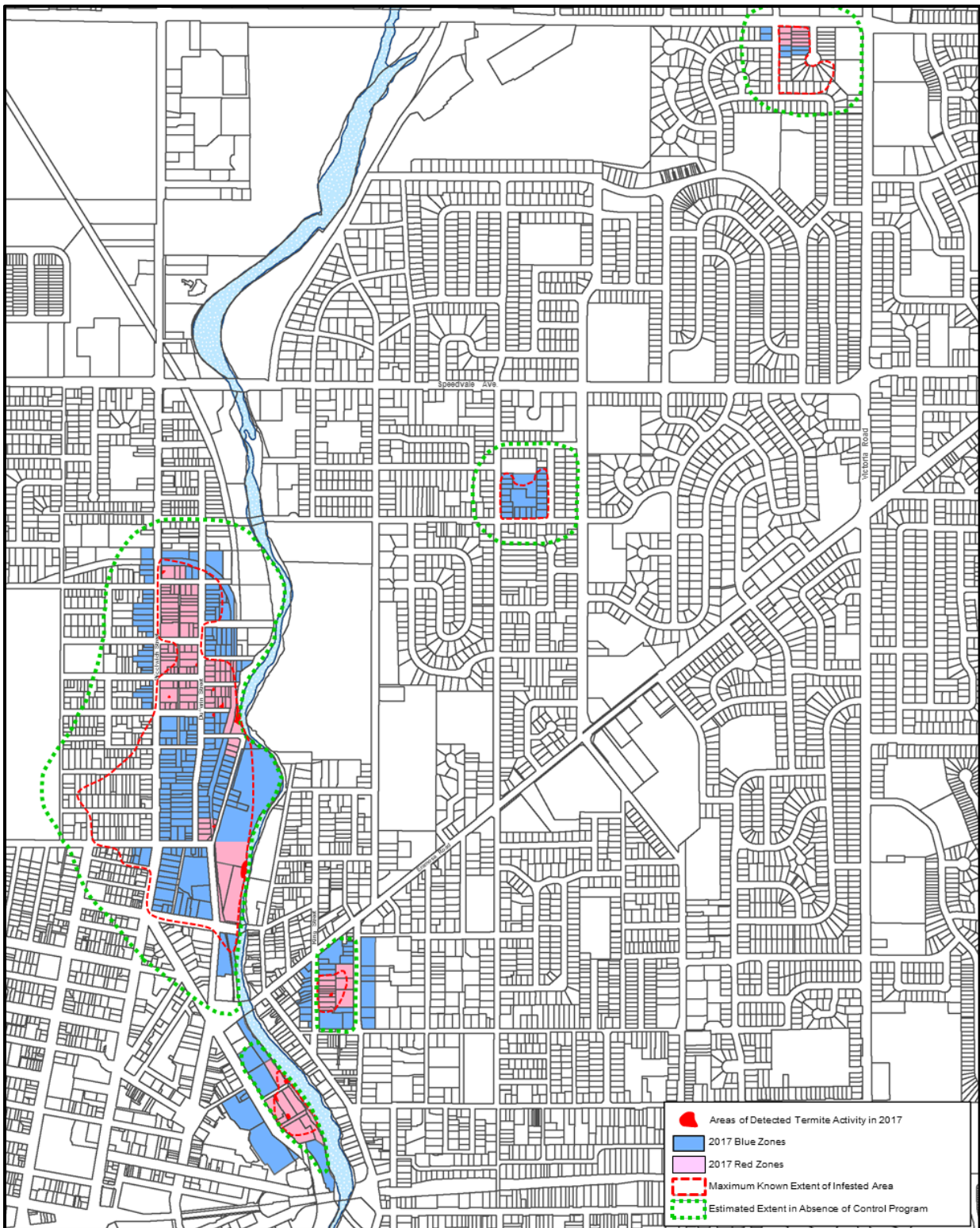


Figure 6. Areas of Detected Activity, Maximum Extent of Past Activity, and Estimated Extent of Activity in the Absence of the Control Program.

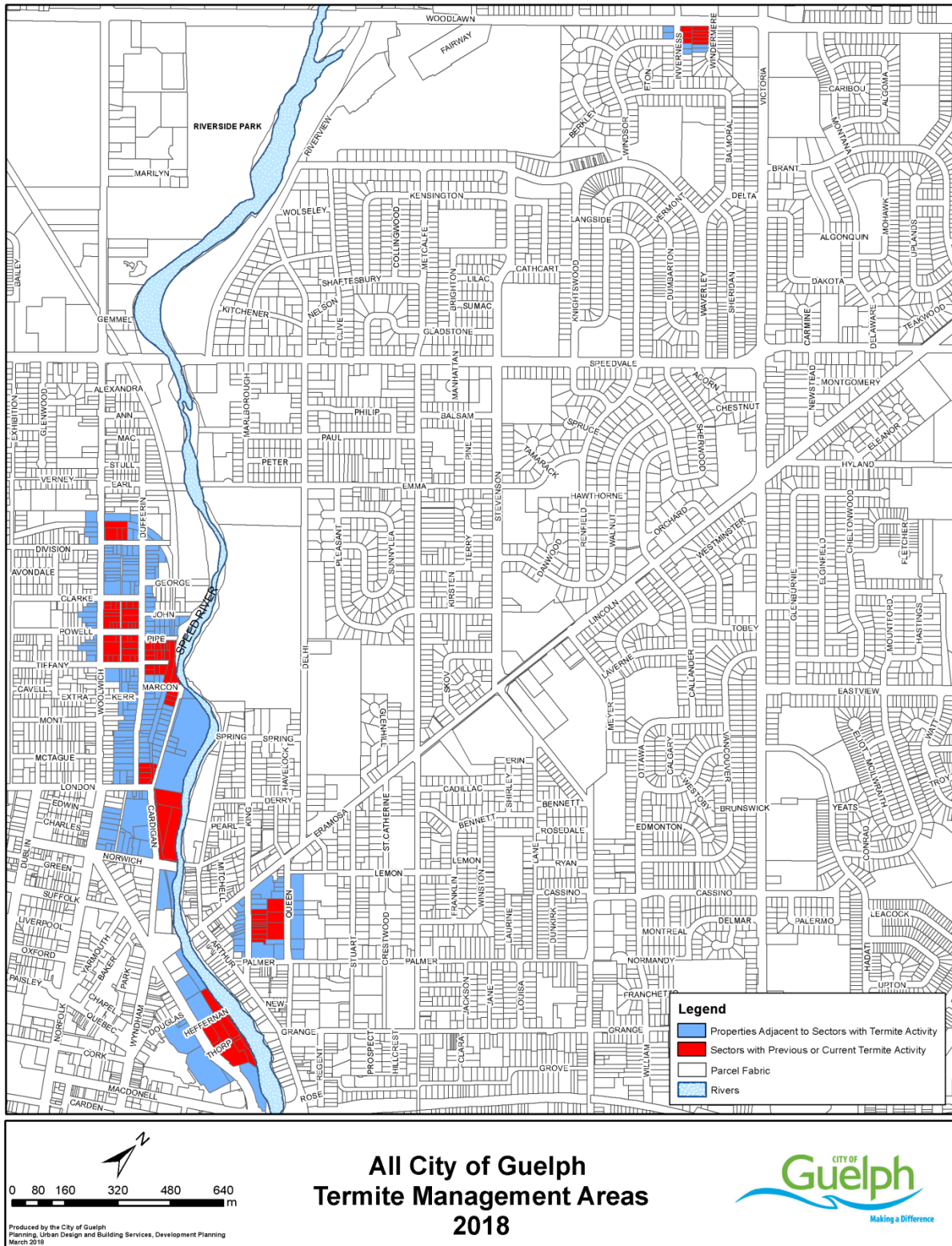


Figure 7. Revised Boundaries of the Red and Blue Zones for 2018.

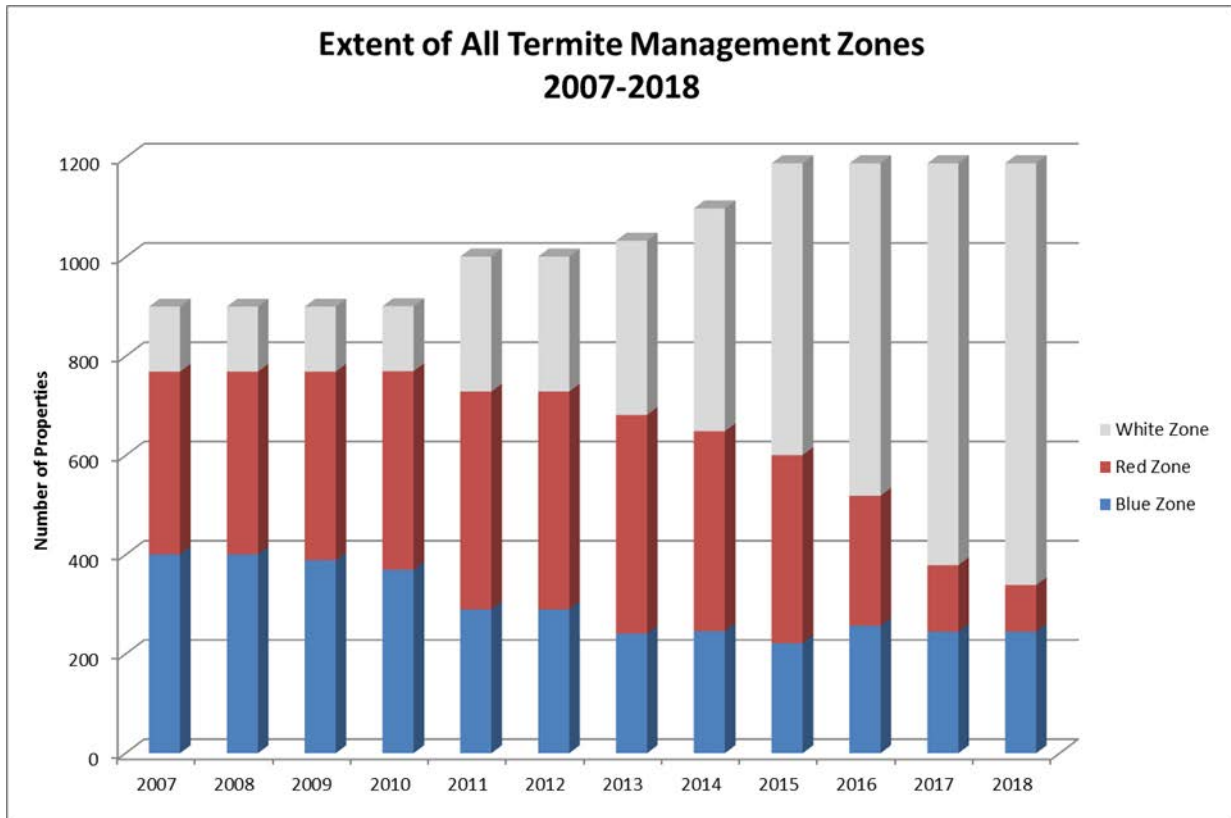


Figure 8. Extent of Termite Management Zones 2007-2018.

# Information Report

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To	<b>City Council</b>
Service Area	Public Services
Date	Friday, May 25, 2018
Subject	<b>In the Footsteps of John McCrae Tour</b>
Report Number	PS-2018-28

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## Executive Summary

### Purpose of Report

To provide information about the In the Footsteps of John McCrae Tour of Belgium and France organized by Guelph Museums.

### Key Findings

The In the Footsteps of John McCrae Tour, held April 27 to May 5, 2018, was a successful and meaningful commemoration experience. The tour strengthened the Museum's relationship with the In Flanders Fields Museum, Visit Flanders, the Canadian National Vimy Memorial Centre, and the Vimy Foundation, setting the stage for future collaboration.

The Museum has been encouraged by tour participants and community partners to explore the potential for similar history tour opportunities in the future.

### Financial Implications

N/A

## Report

Guelph Museums is in a unique position as a civic museum to have a story of national and international significance to tell. Lt.-Col. John McCrae was born in a modest cottage at 108 Water Street in 1872, and lived a life of service as a doctor and soldier. He left a legacy of remembrance with his poem In Flanders Fields, which continues to resonate in Canada and around the world today. Lt.-Col. McCrae died in January 1918 and is buried at Wimereux, France.

To commemorate the 100<sup>th</sup> anniversary of his passing, Guelph Museums led a group tour of Belgium and France from April 27 to May 5, 2018, tracing McCrae's service during the First World War and culminating in a memorial service at his gravesite. The tour was attended by 24 participants, three City of Guelph staff

members, and three special guests who provided interpretive programming throughout the tour.

Upon arrival in Ypres, Belgium, staff visited key First World War sites and monuments including Sanctuary Wood, Hill 62, Langemark German Cemetery, and the Brooding Soldier. At Essex Field Dressing Station and Cemetery, where McCrae tended to the wounded and was inspired to write *In Flanders Fields*, the museum's retired curator, Bev Dietrich, led the group in a collective recital of the poem. This was one of many poignant moments during the trip.

That evening, Guelph Museums partnered with the In Flanders Fields Museum to present *Sons of '17*, a musical remembrance by Canadian musicians Mike Ford and Murray Foster. The performance reflected upon the impact of the war on the Canadian home front and provided context for tour participants and Belgian guests.

The tour group was warmly welcomed by In Flanders Fields Museum director Piet Chielens, who provided an exclusive orientation to their research centre before visiting the museum exhibitions. This was followed by a visit to Talbot House, where Bev Dietrich delivered her *Dear John* lecture, about the women in John McCrae's life. At the end of the day, the group participated in the daily Last Post ceremony at Menin Gate, laying a wreath on behalf of the City of Guelph.

On Wednesday, May 2, coinciding with the 103<sup>rd</sup> anniversary of the writing of *In Flanders Fields*, a memorial service was held at the gravesite of Lt.-Col. McCrae. Under cloudy skies, on a cool and blustery day, Lt.-Col. McCrae was honoured with words of reflection, music, prayer and wreaths. The service was an international effort, officiated by Rev. Jan Steyn, a Presbyterian minister from South Africa, currently serving in Paris; and supported by Canadian musicians and Belgian bagpipers.

Ten-year old Charly, a student from France who earlier in the year had sent In Flanders Fields-inspired artwork to McCrae House, attended the service and recited the poem in French. The ceremony was also attended by Wimereux Deputy Mayor Michel Crombet, Veterans' Affairs Senior Manager of Commemorative Sites Arlene King, Colonel Jeremy Towler and Anne-Campbell Towler of the Royal British Legion, Nord/Pas de Calais, and guests from Canada, France, Belgium and Australia.

Staff laid wreaths on behalf of the City of Guelph, Guelph Museums, MP Lloyd Longfield, St. Andrew's Presbyterian Church, Col. John McCrae Memorial Branch 234 The Royal Canadian Legion Guelph, Remembrance Lodge, and Edith Bovey & Family. Staff also laid a "Messages to McCrae" wreath that was created with over 100 messages written by Guelph students and visitors to McCrae House and Guelph Civic Museum. It was noted by representatives of Wimereux that it had been over 40 years since representatives of the City of Guelph visited McCrae's gravesite. The memorial service was a fitting tribute to a hometown hero.

The following day, the group visited the Canadian National Vimy Memorial where they presented a second performance of *Sons of '17* at the Visitor Centre, toured



the trenches, and paid tribute at the Vimy monument. This was followed by a visit to the Somme battlefield at Beaumont-Hamel.

Five tour participants had family connections to soldiers buried in Flanders, and they were able to visit each of their gravesites. In a week filled with extraordinary moments, these were perhaps the most moving – as people honoured the grandfathers and great-uncles they never had the opportunity to meet.

Feedback from tour participants was very positive:

- "Thank you for bringing history to life through this tour."
- "This experience has changed us all."
- "Thank you for a memorable week."
- "This was the opportunity of a lifetime."
- "A fitting and memorable tribute to our Lt. Col. McCrae."

Several participants encouraged the Museum to consider organizing future history tours.

The tour also gave staff an opportunity to work closely with museums and community partners in Canada and abroad, including the Vimy Foundation, In Flanders Fields Museum, Canadian National Vimy Memorial, Talbot House, and the Royal British Legion. In preparation for the trip, Stacey Dunningan, Manager of Culture and Tourism, made connections with RTO4, Ontario Tourism, Destination Canada, and Visit Flanders. Staff expect these strengthened connections will lead to future collaborative initiatives as we continue to tell our shared story of the service, sacrifice and legacy of Lt. Col. John McCrae.

## **Financial Implications**

Travel costs for City of Guelph staff were covered by participant tour fees. The cost for programming during the tour was offset by grants and donations.

## **Consultations**

N/A

## **Corporate Administrative Plan**

### **Overarching Goals**

Service Excellence  
Innovation

### **Service Area Operational Work Plans**

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

## Attachments

N/A

## Departmental Approval

Danna Evans, General Manager, Culture, Tourism, & Community Investment

## Report Author

Tammy Adkin, Manager, Guelph Museums



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**Approved By**

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Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
Guidance to support implementation of the Growth Plan for the Greater Golden Horseshoe, 2017: Application of the Intensification and Density Targets & The Municipal Comprehensive Review Process	Ministry of Municipal Affairs	June 19, 2018	<p>The Ministry of Municipal Affairs is seeking feedback on two draft technical guidance documents that help municipalities (1) plan for Growth Plan targets; and (2) bring their official plans into conformity with the Growth Plan.</p> <p><b>1) Draft Technical Guidance on the Application of the Intensification and Density Targets</b></p> <p>The Growth Plan for the Greater Golden Horseshoe, 2017 (the “Growth Plan”) sets minimum standards for density and intensification in municipalities. Density is a measure of people and jobs per hectare, or simply jobs per hectare, depending on the type of target. Intensification is a measure of the percentage of residential development added each year to specified parts of existing urbanized areas.</p> <p>Municipalities are required to plan for five types of targets, where applicable. The targets are key to making more efficient use of land and infrastructure, and help inform infrastructure planning. The five types of targets are:</p> <ol style="list-style-type: none"><li>1. Intensification</li><li>2. Designated Greenfield Area density</li><li>3. Employment Area density</li><li>4. Urban Growth Centre density</li><li>5. Major Transit Station Area density</li></ol> <p>Growth Plan targets are meant to slow the outward expansion of settlement areas (areas designated for development). The targets also protect important resources such as farmland, water systems, wetlands and woodlands. Planning for intensification and density targets will have significant impacts on</p>	Staff comments will be submitted on the online Environmental Registry (EBR) and provided to Council via the Information Package following the consultation deadline.	The province is seeking input for two technical land use planning processes that will assist in the implementation of the Growth Plan for the Greater Golden Horseshoe, 2017. A staff level response will provide the appropriate technical feedback to the Ministry of Municipal Affairs.	Policy Planning and Urban Design staff, Planning, Urban Design and Building Services	<a href="#">ER # 013-2359</a>

Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
			<p>addressing climate change and achieving provincial emission reduction goals.</p> <p><b>2) Draft Technical Guidance on the Municipal Comprehensive Review Process</b></p> <p>The City of Guelph must bring its official plan into conformity with the Growth Plan by 2022. This guidance material will help guide municipalities on how to bring their official plans into conformity with the Growth Plan, 2017.</p> <p>This process is known as the municipal comprehensive review (“MCR”) process. An MCR results in a new official plan or official plan amendment that comprehensively applies all the policies of the plan, and which is then submitted to the province for approval.</p> <p>During the MCR process, municipalities will carry out background research, public consultation, and policy formulation with supplementary input from the province at critical milestones.</p>				



## Guelph Police Services Board

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

### OPEN MEETING

### MINUTES – APRIL 19, 2018

An Open meeting of the Guelph Police Services Board was held on April 19, 2018.

- Present:** J. Sorbara, Vice-Chair (Acting Chair) J. DeRuyter, Chief of Police  
L. Griffiths, Member J. Sidlofsky Stoffman, Legal Services  
C. Guthrie, Member S. Purton, Financial Services  
C. Billings, Member  
C. Polonenko, Executive Assistant
- Regrets:** D. Drone, Chair; P. Martin, Deputy Chief of Police
- Guests:** Joseph St. Denis, Kavya Yoganathan,

1. **WELCOME AND INTRODUCTIONS**

2. **MEETING CALLED TO ORDER**

Acting Chair J. Sorbara called the meeting to order at 1:35 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. Guthrie

**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 SESSION**

**Moved by** L. Griffiths

**Seconded by** C. Guthrie

**THAT** the Guelph Police Services Board reconvene at 2:35 p.m. in Open Session.

**-CARRIED-**

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

There were no declarations of conflict or pecuniary interest.

**6. CLOSED SESSION RESOLUTIONS**

The following Closed session resolutions were reported in open session:

**THAT** the Guelph Police Services Board support the Big Brothers Big Sisters Bowl for Kids' Sake in the amount of \$500.00 with funds to be paid from the Community Account.

**THAT** the Guelph Police Services Board support the Julien Project Living Food Box in the amount of \$500.00 with funds to be paid from the Community Account.

**THAT** the Guelph Police Services Board support the Royal City Youth Boxing in the amount of \$500.00 with funds to be paid from the Community Account.

**7. PRESENTATIONS/DELEGATIONS**

**7.1 Delegation – Joseph St. Denis – Human Trafficking in Guelph**

J. Sorbara introduced Joseph St. Denis who believes that a proactive approach by police, city staff, elected officials and individual citizens is required to address the issue of human trafficking. He presented two main ideas:

- 1) As there is already a bylaw for soliciting establishments, a procedure for random checks of online posts could be developed, and if they do not meet a standard of decency, revoke their license.
- 2) As these facilities operate on the periphery of the city where they are not under the watchful eye of the public or the police, the City could establish a “holistic district” downtown where there is more police and citizen presence and create incentives for these establishments to move downtown.

He concluded that if we are willing to explore these options, other cities will be inspired to do the same.

J. Sorbara thanked him for coming and noted that the Board will take his suggestions and comments under consideration.

Joseph St. Denis and Kavya Yoganathan left the meeting at 2:48 p.m.

Discussion followed. It was noted that these matters are better discussed at the City level and they have been in the past, as holistic spas are regulated by the City and random chats are checked by bylaw enforcement. Chief DeRuyter will report back to the Board at the May meeting what the Guelph Police Service has done regarding holistic spas.

**8. APPROVAL OF MINUTES**

**Moved by** L. Griffiths

**Seconded by** C. Guthrie

**THAT** the Minutes of the Open Meeting held Thursday, March 15, 2018 be approved as presented.

**- CARRIED -**

9. **APPROVAL OF AGENDA**

**Moved by C. Billings**

**Seconded by C. Guthrie**

**THAT** the Guelph Police Services Board approve the Open Meeting agenda.

**- CARRIED –**

**Moved by C. Guthrie**

**Seconded by L. Griffiths**

**THAT** the Guelph Police Services Board adopt **Part 1 – Consent Agenda** as identified below.

**- CARRIED –**

**9.1 Headquarter Renovation and Expansion**

That the Report titled “Police Headquarters Renovation and Expansion Project” and dated April 19, 2018, be received for information.

**9.2 Community Account Quarterly Report**

That the report titled “Community Account Quarterly Report (January 1 – March 31, 2018)” and dated April 19, 2018 be received for information.

**9.3 Human Resources Report**

**THAT** Cindy Heaney be appointed as a temporary civilian member of this Service effective March 26, 2018; and

**THAT** Stefanie Bertoli be appointed as a temporary civilian member of this Service effective April 9, 2018.

**9.4 Professional Standards Fourth Quarterly Report**

That the report titled “Professional Standards First Quarter Report 2018” and dated April 19, 2018 be received for information.

**9.5 Use of Force Quarterly Report**

That the report titled “Quarterly Use of Force Report – Jan 1 – Mar. 31, 2018” and dated April 19, 2018 be received for information.

**9.6 Board Correspondence Report**

That the report titled “Open Meeting – April 19, 2018 Board Correspondence Report” be received for information.

**9.7 Payment of Tonin & Co. invoice for Review Engagement of the Community Account**

**THAT** the Guelph Police Services Board approves payment of Tonin & Co. invoice number 31645 dated April 2, 2018 in the amount of \$847.50, with funds to be paid from the Community Account.

**Part 2 – Discussion Agenda**

**9.8 Financial Variance Report – Preliminary Year-End Results (2017)**

Sarah Purton, Financial Services Manager, reported that the preliminary year-end surplus for 2017 was \$296,000. All measures were in the green dashboard, with the exception of overtime, which was overspent by \$911K due to short-staffing and challenges at court. \$12.4M was spent on capital expenditures, mainly attributable to the Headquarter renovation and expansion project (80%), followed by the Radio System project (8%) and Vehicle Replacement (6%). The recommendation before the Board that \$150K of the surplus be transferred to a Police Operating Reserve, had been developed in conjunction with the City's Finance staff. This reserve would provide for budget deficits arising from unforeseen events or extraordinary expenditures, such as fuel hikes, hydro, etc. and one time operating expenditures that would otherwise cause a tax rate fluctuation. If approved by the Board and supported by City Council, a reserve policy would be created and forwarded to the Board for approval.

There was concern that overtime had risen to the level that it has. Chief DeRuyter shares the Board's concern that it is not sustainable to operate through overtime. He stated that the Service is not up to complement and recruitment is being worked on. This situation has been discussed with the Senior Leadership Team and new officers are being trained and other measures are being taken. The new 12-hour shift system is intended to be another avenue for savings, but it will be evaluated after one year in operation.

**Moved by L. Griffiths**

**Seconded by C. Guthrie**

**THAT** the Guelph Police Services Board forward a request to City Council that \$150,000 of the 2017 year-end surplus be transferred to a Police Operating Reserve.

Discussion of the motion followed. The following points were discussed:

- It was stated that the City has operating reserves to fund its operations, including police, when over budget, so a police operating reserve is redundant. However, to set up a capital reserve for the Headquarters after the project is completed, would be understandable. It was noted that the Board tried for several years to have the surplus from previous budgets placed in a capital reserve fund but the City never approved it.
- It was stated that all surpluses provided back to the City have been due to vacancies and issues of staffing. The Board's goal is to get the Service adequately staffed so as to not give rise to surpluses year after year. However, due to the nature of policing where there are major investigations, homicides, and such, that cannot be foreseen despite the best planning, there should be some flexibility.



- The Board is asking that only half the surplus be returned to the reserve, noting that the Service has given back a significant amount of money to the City over the past several years. Other municipalities have an operating reserve.
- S. Purton noted that the Service does have a capital reserve which is funded by an annual transfer from the City's operating to the capital reserve. The contribution is not sufficient to represent lifecycle replacement in the budget. In the short-term plans, a building condition assessment should be done to determine the amount of money that would need to be transferred to a reserve annually in order to replace assets within the building when they reach the end of their useful life. It was recommended that the building condition assessment be done once the building is complete.
- At year end, the city budget has to balance. The purpose of this Police reserve would be to reduce or eliminate the time spent going back and forth with the City and to be able to manage those one-time costs impacting the police budget. There is no good avenue to access city reserves. The unknowns of the effects of multi-year budgeting that is being considered and the fact that the City is in a good financial position supports this reserve request.
- The fact that a policy governing this reserve was not yet created was discussed as problematic as it would be best to have a policy developed either before or in conjunction with the financial request. S. Purton noted that it would be a challenge to draft a policy and go through the approval channels before the City receives the variance report in May, as it is the City that creates the reserves. The Board's motion would be attached to a city staff report with a recommendation to create a reserve, and approved by Council.
- A reserve could positively affect the Board and the City in regards to multi-year budgeting. S. Purton noted that Police Financial Services has not been consulted on the multi-year budgeting process to date. C. Guthrie stated that he would be asking regarding this at Committee.

**Discussion ended. C. Billings introduced an amendment to the main motion.**

**Moved by C. Billings**

**Seconded by C. Guthrie**

**THAT** the motion be amended to add the words "and/or Capital" after the word "Operating".

- **CARRIED** -

**Amended motion:**

**Moved by L. Griffiths**

**Seconded by C. Guthrie**

**THAT** the Guelph Police Services Board forward a request to City Council that \$150,000 of the 2017 year-end surplus be transferred to a Police Operating and/or Capital Reserve.

- **CARRIED** --

## 9.9 Chief's Monthly Report

Chief DeRuyter provided his schedule of upcoming internal and external community events and meetings. He invited the Board to join him at any events.

- The Chief updated the Board on St. Patrick's Day operations. The day was quieter than a usual St. Patrick's Day. The final cost of the operation was \$49,272, with banked and paid overtime for enhanced staffing accounting for \$48,900. There were 320 calls in a 24-hour period, including 10 liquor offences, 10 *Highway Traffic Act* offences, 5 public intoxication and 3 public urination offences. Noise complaints were greatly reduced; there were fewer violations and good compliance and there was positive feedback from the community. The commitment was to get it right. He thanked the Mayor for his interest. There will be enhanced staffing for Homecoming this year as well. He thanked Constable Chris Probst, Public Information Officer, and Brianne Clarkson for getting the message out to the public in advance.

Three issues regarding Homecoming were discussed.

- 1) ***The cost.*** It was suggested that a staffing solution for these special events that occur every year could be discussed with the Police Association so that there will not be the high overtime costs. Chief DeRuyter reported that there was a very positive response from Service members this year. Even though it was not an overly-taxing day for regular calls, officers had to attend those calls. A dedicated staff must be available for Homecoming and there will be a cost to providing this.
  - 2) ***Private security companies.*** Chief DeRuyter stated that working with private security companies hired by private property owners was positive as rules were discussed ahead of time.
  - 3) ***Communication to the Public.*** It was noted that it is very important that the Board and the public through the Board meeting know in advance what behaviours will be taken seriously by the Police during Homecoming. As the Board does not meet in August, and the September meeting follows Homecoming, perhaps a special meeting will need to be called a week before the event. Chief DeRuyter stated that a report can be prepared for the meeting on July 19, 2018, and a debriefing meeting subsequent to Homecoming in September.
- Chief DeRuyter updated the Board on Human Trafficking in Guelph. Kathryn Cummings, the Anti-Human Trafficking Support Worker, completed her contract in March 2018, provided statistics for 2017. A big part of the campaign was public awareness and community education. Several seminars were conducted, with 347 attendees. 52 presentations were made to various stakeholders, radio interviews were conducted, a Human Traffic Service Guide was distributed. There were 47 victims identified: 42 were referred for assistance, 10 were suspected trafficked, and 32 were being trafficked. 11 were youth and 31 were adults. 22 have ongoing care being provided to them. He thanked Elizabeth Kent of Victim Services and Kathryn Cummings for the excellent work in our community.
  - The Guelph Police Service joined with the Ontario Provincial Police on the Gun Amnesty Program. 13 shotguns and rifles, 3 prohibited handguns,

3 safety flares, and 125 rounds of ammunition were turned in.

- He thanked the patrol officer who made a significant arrest of a suspected alleged drug trafficker when he stopped a suspicious vehicle with an alleged stolen license plate. Over \$100K of various drugs and over \$14K in cash were seized.
- Chief DeRuyter will be joining Lloyd Longfield, MP on a town hall panel to discuss community mental health issues and the community response in the downtown approach.

#### 9.10 New Business

Christine Billings requested that discussion on the process for the recruitment for new board members, more specifically, municipal members, be put on the May 17, 2018 agenda.

### 10. INFORMATION ITEMS

- Next Open Meeting: Thursday, **May 17, 2018**, 2:30 p.m., Guelph City Hall, Meeting Room C
- Policy Review Committee Meeting – Tuesday, **April 24, 2018** at 1:00 p.m., 2<sup>nd</sup> floor Boardroom at HQ (L. Griffiths, J. Sorbara, D. Drone, C. Billings)
- Law of Policing Conference: **May 1-2, 2018**, One King West Hotel, Toronto, ON (D. Drone attending)
- Ontario Police Memorial Ceremony of Remembrance – Sunday, **May 6, 2018**, Queen's Park, ON
- Guelph Police Service Open House, **Saturday, May 12, 2018**, City Hall
- Ontario Association of Police Boards Spring Conference and Annual General Meeting: **May 23-26, 2018**, Blue Mountain
- Special Olympics Torch Run, **June 6, 2018**, 11:00 am Police Headquarters
- Progress Review Committee Meeting – Tuesday, **June 26, 2018** at 1:00 p.m., 2<sup>nd</sup> floor Boardroom at HQ (J. Sorbara, D. Drone, L. Griffiths, C. Guthrie)
- Canadian Association of Police Governance Annual Conference: **August 7-11, 2018**, Winnipeg, MB

### 11. ADJOURNMENT

Moved by C. Guthrie

Seconded by L. Griffiths

**THAT** the Open meeting of the Guelph Police Services Board adjourn as at 3:57 p.m.

**- CARRIED -**

**The minutes of this meeting were adopted this 17<sup>th</sup> day of May, 2018.**

***"J. Sorbara"***

J. Sorbara, Vice-Chair (Acting Chair)

***"C. Polonenko"***

C. Polonenko, Executive Assistant