

INFORMATION ITEMS

Week Ending October 4, 2013

REPORTS

1. Net Zero City Initiative

CORRESPONDENCE

1. None

BOARDS & COMMITTEES

1. Guelph Police Services Board – 2014 Operating Budget Estimates
2. Committee Of Adjustment – Resignation From Antoin Diamond

ITEMS AVAILABLE IN THE CLERK'S OFFICE

1. None

INFORMATION REPORT



TO City Council

SERVICE AREA Planning, Building, Engineering and Environment and Finance and Enterprise

DATE October 3, 2013

SUBJECT Net Zero City Initiative

REPORT NUMBER FIN-CE-13-02

EXECUTIVE SUMMARY

PURPOSE OF REPORT

This report outlines the organization, purpose and activities of the Net Zero City Initiative and how the Initiative can support and deliver on two key City Initiatives:

1. The conservation objectives of the Water Supply Master Plan and Water Conservation and Efficiency Strategy; and
2. The energy conservation and efficiency activities identified under the Community Energy Initiative.

The report will define the financial assistance requested by Net Zero City and the outcomes expected.

KEY FINDINGS

Net Zero City is a collaboration of partners including Guelph Hydro Inc., Union Gas, Transition Guelph, Elora Environment Centre, Guelph Environmental Leadership, Guelph Sustainable Solutions Group and Project Neutral. Net Zero City has an aspirational goal of achieving residential energy and greenhouse gas neutrality. This goal is very much in support of the focused targets of the Community Energy Initiative.

The partners to the Net Zero City Initiative have a track record of delivering community conservation objectives, such as:

- The Efficient Home Visit Pilot Program in support of program recommendation of the City's 2009 Water Conservation and Efficiency Strategy.
- Resident engagement and conservation kit distribution to over 16,000 Guelph residences.

INFORMATION REPORT

- Program deliver support to the conservation and demand management initiatives funded by local energy utilities – Guelph Hydro and Union Gas.

Net Zero Cities enjoys support from a variety of institutional, government and provide sector donors and has a long term strategic objective of becoming fully self sufficient.

A program delivery relationship will also offer synergies and support other key city initiatives:

- Wellness
- Community Engagement
- Waste Management
- Transportation and Demand Management

FINANCIAL IMPLICATIONS

Funding for the Net Zero City initiative is within already approved 2013 base Enterprise and Tax Supported Budgets – specifically the existing Water Services and Community Energy budgets. Funding for 2014 and 2015 contributions will be part of future Water Services and Community Energy base budgets with no further budgetary impacts anticipated. An annual request of \$50,000 has been made of the City by the Net Zero City Initiative and is broken down as follows:

Water Services - \$25,000
Community Energy - \$25,000

REPORT

This report will focus on a background summary description of Net Zero City and its collaborative partners followed by a summary of City Initiatives to which it brings value – particularly the Community Energy Initiative and conservation objectives of the Water Services Master Plan.

About Net Zero

Net Zero City is a collaboration of partners including Guelph Hydro Inc., Union Gas, Transition Guelph, Elora Environment Centre, Guelph Environmental Leadership, Guelph Sustainable Solutions Group and Project Neutral.

Net Zero's Mission and Mandate is:

INFORMATION REPORT

1. Net Zero City is a unique collaborative initiative with a focus on empowering citizens, connecting neighbourhoods and transforming community toward a **net zero environmental impact in energy, carbon, water and waste**.
2. Net Zero City will equip local neighbourhoods and citizens with leadership and support to take on innovative strategies to reduce the use of energy, water and waste and to enhance mobility, access to local food and healthy landscapes.

Partner members to the Net Zero Initiative, specifically Guelph Hydro Inc., Union Gas and Guelph Environmental Leadership and the City of Guelph have been partners to previous community-based activities in support of water and energy conservation.

Net Zero City has developed a three-year business strategy that is based on the previous success of programs that have been rolled out on a smaller scale by cooperation among the collaborating partners to the Net Zero City.

In the area of energy:

- Green Impact Guelph's pilot project in the Hanlon neighbourhood demonstrated that citizens are interested in improving energy efficiency. Net Zero City Guelph is positioned to scale up home level visits and augment these visits with support to achieve deep retrofits in this sector.
- Net Zero City is working with Sustainable Solutions and the Chamber of Commerce to connect local businesses with citizen energy efficiency needs. This connection will be one facet of Net Zero City's strategy to become self sufficient.

In the area of water:

- This complementary program to the City's current water conservation programming is seen to expedite financial savings to the homeowner while helping the City to achieve its program participation and long-term water reduction targets.
- Increase scale of previously delivered Home Efficient Audits throughout the city, allowing for greater public accessibility to programming.
- Provide improved value for money and affordability of this service, consistent with the cost thresholds for other City education and rebate initiatives by leveraging funding from other partners to the Net Zero City Initiative.
- Market the effectiveness of the program through the benefits identified by past participants and ongoing measurement of participant savings and satisfaction.
- Highlight the important role of defining site specific home based efficiencies and benefits for homeowners lacking such expertise or technical knowhow. The

INFORMATION REPORT



program also increases homeowner awareness of City support resources to financially assist the implementation of such efficiencies.

Net Zero City has established three year funding commitments, subject to annual ratification, from the following partners:

Guelph Hydro:	\$13,000 (Year 1)	\$20,000 (Year 2)	\$20,000 (Year 3)
Union Gas:	\$3,000 (Year 1)	\$3,000 (Year 2)	\$3,000 (year 3)
Trillium Foundation:	\$75,000 (Year 1)	\$58,700 (Year 2)	\$47,700 (year 3)

The recommendations in this report support a total of \$50,000 in City support in Year 1 with a proposed \$50,000 in Years 2 and 3, from existing budgets, subject to staff review of Year 1 performance, reporting to committee and council approved budgets.

Net Zero City has developed a strategy to pursue additional funding from donor agencies, corporate sponsors and the development of market-based fee-for-service offerings. To develop these strategies they have created a staff position; Director of Partnerships and Innovation.

Further detail on Net Zero City's planned activities and funding commitments can be found in Attachments 1, 2 and 3.

Community Energy Initiative and Net Zero City

The original Community Energy Plan calls for aggressive conservation targets across all sectors in the local economy – 50 per cent less energy use per capita than the 2005 baseline.

Section 11.2 of the Community Energy Plan, approved by Council in April 2007 cites:

"By 2031, the average efficiency of renovated [residential] properties would be about half the average of today's city wide average."

With approximately 40,000 homes in Guelph this is a challenging, highly disaggregated and aggressive target. In order to focus on this sector, channel partners in the form of aligned community groups is a key factor in driving energy performance targets a cited in the Plan.

Progress in this area has been challenging. In the June 10, 2013 report to CAFÉ entitled "**Annual Community and Corporate Energy Activity Report**" (FIN-CE-13-01), conservation activity in the residential and small commercial was flagged "red" as "not progressing well, action required" stating that"

INFORMATION REPORT



"Utility driven conservation and efficiency incentives drive significant community activity but not at the level required by the goals of the CEI"

The same report provides response to this challenge:

"The CEI is aiming, in cooperation with local community groups to develop a community-based "hub" that provides grass-roots support for individuals, households and small business activities that support various goals of the CEI - particularly increased efficiency in the residential sector and increased uptake of small solar PV"

Net Zero City provides an opportunity to directly address this action objective.

Although the name Net Zero City is a relatively new one, the partners to the collaborative effort are well established and have interacted with the CEI extensively.

1. Guelph Hydro and Union Gas have a long tradition in working with partners to the Net Zero City initiative in delivering their conservation and demand management incentive programs.
2. All partners to the Net Zero Initiative are formal members or have actively participated on the Mayors Task Force on Community Energy or one of its sub-committees
3. City staff have a history of endorsing and actively supporting fundraising efforts for Net Zero City and its partners as well as attending partner's regular member and/or board meetings.
4. City staff are actively engaged currently in Net Zero City's Change Lab – a ongoing workshop based initiative to engage the community and to continually refine Net Zero City's business strategy.

Water Efficiency and Net Zero City

Building upon the success of the prior GEL Efficient Home Visit Program pilot service, the Net Zero City Home Audit Service will consist of in-home water and energy audits as well as installation of energy and water efficient devices. This program, recommended through the Council approved 2009 Water Conservation and Efficiency Strategy, will be available to all residential households in the City of Guelph possessing utility servicing by Guelph Hydro Electric System Inc., Union Gas and the City, with a base goal of 300 home audits to be completed annually through the program.

Through the service residents will be able to schedule a visit by phone or online, with the visits will be conducted by a team of two trained Home Efficiency Advisors

INFORMATION REPORT



at no charge to the homeowner. Completion of a Home Audit visit appointment will take approximately 45 minutes, and will include:

- Inspection and flow testing of faucet aerators and showerheads, and installation of water-efficient models if required;
- Brief inspection for obvious water leakage (i.e., toilets);
- Personalized information on City water conservation rebate programs that may be applicable (i.e., toilet, washing machine, etc.);
- Provision and installation of energy-efficient CFL bulbs as desired by the homeowner, and;
- Other energy and water saving components that may be identified through consultation with project partners.

Based on the collective savings of fixture retrofits completed through the past pilot of this service average participant household utility savings equalled approximately \$77 per year. Furthermore, with the City's annual financial investment in this service decreased, as a result of the Trillium Grant received by community partners and other utility funding contributions, the cost of water and wastewater capacity reclaimed through this initiative is anticipated to be well below the program affordability threshold as defined by the City's Council approved 2009 Water Conservation and Efficiency Strategy, of \$4.00/m³ of average day servicing capacity.

Net Zero City and Other City Programs/Initiatives

As a channel to a specific audience in the community, Net Zero City is well positioned to provide support to, and benefit from, other city initiatives such as Community Wellbeing, Community Engagement, Solid Waste Diversion and Transportation and Demand Management.

- Ability to further messaging, awareness and utilization of City's program resources by community through best utilization of community peer-peer social networks and organizational community relationships
- Supplement and build upon impact of City programming through engagement and empowerment of local not-for-profit environmental agencies and volunteer networks in pursuit of community environmental targets (water efficiency, waste diversion, energy, transportation)
- Provide necessary resources/capacity for the development of individual home and neighbourhood based action plans which define benefit/cost savings to individual homeowners, create awareness of City/partner programs supporting implementation of such efficiencies and expedite action implementation (benefiting both homeowners (utility bills) and City (infrastructure investment deferral, operating cost reduction, GHG reductions, etc)).

INFORMATION REPORT

- Partnership approach serves to leverage existing community assets in order to further shared sustainability goals. This is also in alignment with Council's desire to empower local non-profit groups and to limit duplication of efforts, as provided through initial approval of the WCESU.

Reporting

Progress on the performance of Net Zero City and their support for City initiatives will be provided through the annual reports of Water Services and Community Energy.

CORPORATE STRATEGIC PLAN

- 1.2 Develop collaborative work teams and apply whole systems thinking to deliver creative solutions;
- 1.3 Build robust systems, structures and frameworks aligned to strategy;
- 2.2 Deliver public service better;
- 2.3 Ensure accountability, transparency and engagement;
- 3.1 Ensure a well design, safe, inclusive, appealing and sustainable City
- 3.3 Strengthen citizen and stakeholder engagement and communications.

DEPARTMENTAL CONSULTATION

Community and Social Services

- Community Engagement and Social Services,

Planning, Building, Engineering and Environment

- Engineering Services
- Solid Waste Services
- Water Services

Finance and Enterprise

- Community Energy

FINANCIAL IMPLICATIONS

City support for the Net Zero City Initiative will come from existing budgets. No additional budget is required for any year of the 3-year program. The \$50,000 required in each of the three years is available in the Water Services and Community Energy budgets.

INFORMATION REPORT

COMMUNICATIONS

Corporate Communications will be approached to provide support in communicating with the Community at large, the City's support for Net Zero City and encouraging citizen's engagement with their activities.

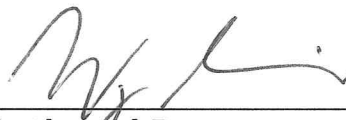
ATTACHMENTS

- ATT-1 Support commitment letter from Guelph Hydro Inc.
- ATT-2 Support commitment letter from Union Gas
- ATT-3 Trillium – Net Zero City agreement, funding and deliverables




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October 30, 2012

Ontario Trillium Foundation
Grants Review Committee

Re: Guelph Environmental Leadership (GEL) Net Zero City Initiative

I am writing on behalf of Guelph Hydro Electric Systems Inc. to provide support of Guelph Environmental Leadership's (GEL) application for a Trillium grant.

Guelph Hydro believes that Guelph Environmental Leadership is proposing a unique project that provides neighbourhood households with practical information about energy usage, transportation and food sources. Behaviour-changing tools that will also be provided will result in measurable environmental benefits, and help drive neighbourhoods towards achieving a zero carbon footprint ("net zero"). An important goal of the pilot program is to make it replicable so that resulting benefits can be spread to other neighbourhoods across the City and the Province.

In the last 10 years, Guelph Hydro has worked with GEL to provide energy conservation education and related activities and events for citizens in the City of Guelph. Activities have included Earth Hour events, Conservation Challenges, and Efficient Home visits. Although this outreach and education has been well received, a recently conducted stakeholder analysis identified an urgent need for GEL to modify its approach, focus on neighbourhoods and, thereby, drive a collective impact.

Net Zero City Initiative Highlights

Guelph Hydro understands that highlights and deliverables of the proposed Net Zero City Initiative will include:

- 300 Household Carbon Footprint Surveys per year (three years)*;
- 300 Household Carbon Footprint Reports per year (three years)*;
- "Getting to Zero Manual" 300 households per year (three years)*;
- 300 house visits per year (three years);
- 50 deep retrofit audits per year (year 2 and 3); and
- Engagement campaign exposure: door-to-door neighbourhood canvass during survey period, workshops, Neighbourhood Summit, coffee parties, etc

*Note: 300 household surveys, report and manual is the minimum expected in year 2 and 3.

Anticipated Benefits – Community and Guelph Hydro

Guelph Hydro believes the GEL Net Zero City Initiative will assist the City of Guelph in achieving aggressive targets as set out in the Guelph Community Energy Initiative:

- Use 50% less energy per capita (electricity, gas, water and transportation), and
- Produce 60% less greenhouse gas emissions per capita.

We also believe this project will assist Guelph Hydro in achieving electricity consumption and demand reductions in support of its conservation targets. A unique feature of this project is the multi-sector collaboration – electricity, gas, water, transportation and food.

Additional anticipated benefits include:

- Enhanced brand recognition;
- Enhanced stakeholder engagement;
- Valuable and measurable consumer behavioural research;
- Data tracking;
- Education of consumers; and
- Effective marketing channel for Ontario Power Authority energy conservation programs.

Committed Support

Guelph Hydro is committed to support the Net Zero City Initiative in the following ways:

- Cash: Year 1: \$13,000
Year 2: \$20,000
Year 3: \$20,000 (Commitment probable but contingent on status of Ontario Power Authority electricity conservation programs)
- In-kind: \$10,000 for the development of IT infrastructure to facilitate customer data exchange
- In-kind: \$9,000 per year (\$30 worth of product per house x 300 houses per year) provided by Guelph Hydro affiliate, dependent on a linkage being made between the Net Zero City program results and the Guelph Community Energy Initiative targets.

GEL will convene partners to articulate a common agenda, identify shared measures, support mutually reinforcing activities, develop new partnerships, share data and learning and take strategic collective action within the community. Guelph Hydro is considering playing a key advisory role either as a member of GEL's board or Steering Committee.

This project is about fostering leadership at the household and neighbourhood levels. We thank GEL for taking the lead in bringing all parties together at the table. We look forward to working together on this innovative initiative.

Sincerely,



Matt Weninger
Director, Metering and Conservation
Guelph Hydro Electric Systems Inc.

cc: B. Chuddy
K. Marouf
R. Collins
S. Manners



uniongas

A Spectra Energy Company

October 31, 2012

Ontario Trillium Foundation
Grants Review Committee

Re: Guelph Environmental Leadership (GEL) Net Zero City Initiative

I am writing in support of GEL's application for a Trillium grant.

Union Gas believes that Guelph Environmental Leadership is proposing a unique, transformative approach for neighborhoods striving to reduce their environmental impact toward "net zero". By working together, our goal is to make the pilot program a model of success that can be replicated across the City.

For the last 5 years, Union Gas has worked with GEL to provide citizen education and project action in the City of Guelph. Activities have included Earth Hour events, Conservation Challenges, and Efficient Home Visits. Although this outreach and education has been well received, recent consultations with partners identified an urgent need for GEL to evolve its activities to drive a collective impact approach. With GEL acting as the backbone organization, The Net Zero City initiative is the agreed upon next step in our multi-sector collaboration.

As such, Union Gas has committed to contributing up to \$20,000 cash and up to \$18,000 value in kind (Value per kit is \$60) for the first year (based on the performance measures noted below) with an extension into years 2 and 3 contingent on the availability of programming from the Ontario Energy Board. We believe that this program will help us achieve at least 300 simple (@\$40/household) and up to 50 deep energy retrofits (@\$100/completed household) within Guelph households per year. We will also support this program with a direct mail campaign (\$2,000), provide market incentives (\$1,000) and provide in-kind energy, marketing and social marketing campaign advice (\$ 1000).

GEL will convene partners to articulate a common agenda, identify shared measures, support mutually reinforcing activities, develop new partnerships, share data and learning and take strategic collective action within the community. Union Gas lay a key advisory role in the Steering Committee for this Project.

This project is about fostering leadership at the household, neighborhood and city-level. We look forward to working together on this exciting initiative.

Sincerely,

Ihab William
Union Gas Limited



March 15, 2013

Mrs. Glynis Logue
Guelph Environmental Leadership
15A Cork Street East (side door)
Guelph ON N1H 2W7

Dear Mrs. Logue:

Re: Application ID 118784

I am delighted to inform you that the Ontario Trillium Foundation (OTF) has approved a grant for your organization. Attached are two copies of the Letter of Agreement (LOA) and one copy of the Schedules. Please read the LOA and the accompanying Schedules carefully. **The LOA and Schedules A and B represent your contract with the Foundation.**

Please **sign both copies, return the shorter version without Schedule B to OTF as soon as possible addressed to: c/o Waterloo, Wellington & Dufferin** at OTF address above. Retain the version that includes the LOA and all the Schedules for your records. Once you return the signed copy (and fulfill any conditions related to the first payment) OTF will release your first payment.

Reporting Forms can be found online at the OTF website, www.otf.ca. Please call us at 1 800 263-2887 if you have any questions or need any assistance.

As you embark on this exciting project, we are ready to support your efforts to increase public awareness of your grant. This will likely involve members of provincial parliament. During the MPP planning period, until **April 9, 2013**, your MPP will receive a list of approved grants, and may be in touch with your organization to congratulate you and ask you to be involved in a recognition event. OTF staff is pleased to assist in co-ordinating arrangements with MPP offices and we refer you to the Grant Recognition Policy and our website on "**How to recognize your OTF grant**". If you are planning to publicize your grant before the above mentioned date, please call our Manager of Communications and Public Affairs at (416) 963-7972 or 1-800-263-2887, ext 272. In any case, when planning a recognition event we require at least two weeks' notice so that we can better support your event and ensure adequate representation.

Should you have other questions, please contact *Omar Omar*, your Program Manager. On behalf of OTF, please accept our congratulations. I know your group will make an important contribution to building healthy and vibrant communities throughout Ontario.

Yours sincerely,

Dev Sainani
Chair of the Board

DS/FF

Ontario
Trillium
Foundation



Fondation
Trillium
de l'Ontario

NOTE: THIS IS YOUR LETTER OF
PLEASE SIGN AND SEND IT BACK
ONTARIO TRILLIUM FOUNDATION

LETTER OF AGREEMENT

BETWEEN

Ontario Trillium Foundation
("The Foundation")

AND

Guelph Environmental Leadership
("The Grantee")

15A Cork Street East (side door)
Guelph ON N1H 2W7

\$181,400 over 36 months

to increase the energy efficiency of homes and communities in Guelph by providing citizens with access to energy reduction strategies. Funding will support program costs and a staff person salary to build and strengthen partnerships and engage the community.

Application ID No.: 118784

Approval Date:
March 07, 2013

**SCHEDULE A:
BUDGET, CONDITIONS AND EXPECTED RESULTS, PAYMENT AND REPORT SCHEDULES**

Grantee: Guelph Environmental Leadership
 Application ID#: 118784 Approved Amount: \$181,400
 Approval Date: March 07, 2013 Grant Term: 36 months
 Assigned Staff: Omar Omar

The grant to your organization is based on information provided in your application.

BUDGET:

Grant funds may only be spent for the items and activities described here.

Item	Year 1 \$		Year 2 \$		Year 3 \$		Total \$	
	Req	Appr	Req	Appr	Req	Appr	Requested	Approved
Salary								
Director of Partnerships and Innovation	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$1,000	\$1,000
Director of Citizen Engagement	\$41,900	\$41,900	\$34,900	\$34,900	\$37,900	\$37,900	\$114,700	\$114,700
Program Expenses								
Household Footprint Survey	\$10,300	\$10,300	\$2,000	\$2,000	\$0	\$0	\$12,300	\$12,300
Household Footprint Report	\$9,000	\$9,000	\$2,000	\$2,000	\$0	\$0	\$11,000	\$11,000
Sponsorship and Neighbourhood Fundraising Packages	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$1,000	\$1,000
Website Design/Maintenance	\$4,000	\$4,000	\$2,000	\$2,000	\$0	\$0	\$6,000	\$6,000
Transportation	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$0	\$4,000	\$4,000
Deep Retrofit Audits	\$0	\$0	\$10,000	\$10,000	\$5,000	\$5,000	\$15,000	\$15,000
Volunteer Network Database	\$1,000	\$1,000	\$1,000	\$1,000	\$0	\$0	\$2,000	\$2,000
Administration								
Telecommunications	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$7,200	\$7,200
Materials and Supplies	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$7,200	\$7,200
Total	\$75,000	\$75,000	\$58,700	\$58,700	\$47,700	\$47,700	\$181,400	\$181,400

EXPECTED RESULTS AND PERFORMANCE INDICATORS:

Year	Expected Results	Performance Indicators
Year 1	More streamlined and effective processes for partners to work together	<ul style="list-style-type: none"> • Convene Partners and Establish a Common Agenda & Shared Measures • Develop and sign a Memorandum of Understanding of the Stakeholder Steering Committee • Launch information package and communications plan is completed.

Year 1	Engage communities into Net Zero strategy	<ul style="list-style-type: none"> Request for Expressions of Interest (EOI) is released through various networks and media and at the launch event. City-wide launch of Net Zero City. The following activities will lead up to the launch Pilot 1-2 Neighbourhood Change Campaigns by end of first year.
Year 1	Establish volunteer expertise and increase involvement	<ul style="list-style-type: none"> 300 Action Review Visits completed in 1st year Increasing # of volunteers.
Year 2	Expand retrofit activity and campaign outreach	<ul style="list-style-type: none"> 300 action review visits completed in 2nd year Pilot 3-4 additional Neighbourhood Change Campaigns by end of 2nd year.
Year 2	Increase volunteer involvement	<ul style="list-style-type: none"> # of community groups helping with campaigns.
Year 3	Expand neighbourhood fundraising and demonstrate business sustainability	<ul style="list-style-type: none"> \$100,000 gross revenue generated by end of 3rd year Complete organizational business plan.
Year 3	Expand retrofit activity to include deep-retrofits	<ul style="list-style-type: none"> 300 action review visits completed in second year 50 deep retrofit audits completed by the end of 3rd year \$100,000 gross revenue generated by end of 3rd year.

CONDITIONS:

Condition	Due
Organization to submit a sustainability plan with 2nd progress report	March 7, 2015

OTHER REQUIREMENTS:

Requirement	Due
Submission of final business plan	With Final Report

PAYMENT AND REPORTS SCHEDULE:

Due Dates yyyy-mm-dd	Reports	Payment Amounts
2013-03-28	Letter of Agreement	
2013-04-02		\$37,500
2013-10-07		\$37,500
2014-03-07	Progress Report	
2014-04-07		\$29,400
2014-10-07		\$29,300
2015-03-07	Progress Report	
2015-04-07		\$23,900
2015-10-07		\$23,800
2016-07-07	Final Report	

Please read this Letter of Agreement carefully. It outlines the Foundation's expectations of the Grantee and the Grantee obligations. It also ensures that the Grant benefits Ontarians and the Grantee is accountable for public Grant funds. By signing it, the Grantee legally agrees to the following terms and conditions.

1. Use of Grant Funds

- Grant funds may only be used for the exclusive purpose of the project as it is described in Schedule A ("The Grant"). Grant funds may only be spent for the items and activities described in Schedule A.
- Grant funds are not to be used for the purchase of alcohol.
- Grant funds are not to be used by or for any organization or individual other than those specified in Schedule A.
- The Grantee has received, read, and agrees to comply with the "Reallocation of Grant Funds Policy" stated in Schedule B ("Foundation Policies") as may be amended from time to time.
- Any unspent Grant funds must be returned to the Foundation, unless the Foundation has given prior written approval for such funds to be spent on other items or activities that are consistent with the Grant's purpose.

2. Maintaining Not-For-Profit Status and/or Charitable Registration Number

- By signing this Letter of Agreement, the Grantee represents, warrants, acknowledges and confirms the eligibility status set out in the Grantee's application is current and in good standing. The Grantee also represents and warrants that the Grantee:
 - is not in breach of any laws in Canada, the Province of Ontario, any municipality in the Province of Ontario, or any court order
 - has and will maintain its current status in the Grantee's application for the duration of the Grant, and
 - has and will comply with the provisions of the *Income Tax Act* and its Regulations that apply to the Grantee.
- The Grantee will immediately inform the Foundation of any change in or challenge to the Grantee's eligibility status as set out in the Grantee's application.

3. Payment of Grant Funds

- The Foundation will pay Grant funds according to the terms stated in Schedule A.
- The Grantee must have – or must establish – a bank account in its own name at a Canadian financial institution. Until used in accordance with this agreement, the Grant funds will be placed in this account.
- The Foundation must receive a signed original copy of this Letter of Agreement before sending the first Grant payment to the Grantee.
- The Foundation may temporarily withhold Grant payments or terminate this Letter of Agreement if, in the Foundation's opinion, the Foundation:
 - is not satisfied with the Grantee's progress
 - determines that the Grantee is unable to complete the Grant in a satisfactory manner
 - determines that the Grantee is not complying with one or more of the Foundation's policies or specific conditions that relate to the Grant, or
 - determines that continuing the Grant is not in the general public's interest.

4. Mandatory Orientation Session Regarding Reporting on Grant Progress

- It is mandatory that the Grantee participate in a timely orientation session regarding Grant reporting.

- The Foundation will notify the Grantee of the date, time, and place for the orientation.
- The Foundation may temporarily withhold Grant payments until the Grantee participates in the required orientation session.

5. Reports

- The Grantee will submit complete progress reports and a final report to the Foundation at the times specified in Schedule A. In these reports the Grantee will clearly explain the Grantee's use of the Grant funds and the progress the Grantee has made toward achieving the Grant's expected outcomes and how the Grantee has complied with the terms and conditions of this Letter of Agreement including Schedule A.
- All reports will be submitted using the Foundation's Reporting Forms.
- In addition to these regular reports, the Foundation may ask the Grantee to submit additional interim reports, verbally or in writing, which the Grantee will provide.
- The Foundation will review the progress the Grantee makes toward achieving the Grant's results. Monitoring progress may involve on-site visits by Foundation representatives.
- The Foundation may also ask to consult with the Grantee's personnel regarding the Grantee's expenditures, records, progress, and achievements relating to the Grant.
- If the Foundation does not receive progress reports in a timely manner, it will withhold payments until the late reports are received and considered by the Foundation to be satisfactory. The Foundation may terminate this Letter of Agreement if any such report is not received within sixty (60) days of the date on which it was due.
- If the Foundation does not receive final reports in a timely manner, this may be taken into consideration in assessing a future Grant application.
- The Grantee will immediately notify the Foundation of any changes to the Grantee that might delay or stop the successful completion of the Grant.

6. Records

- The Grantee will keep copies of all reports (including supporting documentation) submitted to the Foundation as outlined in the previous Section 5. Reports.
- The Grantee will maintain accounting records that clearly show the receipt of Grant funds and how the money has been spent. All related records and supporting documentation will be available for audit by the Foundation – including but not limited to a general ledger listing of detailed Grant expenses for all products, services, and salaries; corresponding invoices and proof of payment documents; bank statements; and payroll information such as employment contracts and payroll registers.
- The Grantee will keep records substantiating fulfillment of Grant outcomes, performance indicators, conditions, and requirements, and make them available to the Foundation on request.
- The Grantee will retain all records of Grant receipts and expenditures as outlined in detail in Sections 5. and 6. of this Letter of Agreement for at least six (6) years after the completion of the Grant.

7. Advocacy

- The Grantee represents and warrants that it has received and read the Foundation's "Advocacy Policy" in Schedule B as may be amended from time to time, and the Grantee agrees to comply with this policy.

- Any decision by the Foundation to terminate this Grant will be final and legally binding.

15. Distribution of Assets

- If within 5 years of receiving the Grant funds the Grantee dissolves or no longer needs assets purchased with the Grant funds, the Grantee will disburse any assets with a value of \$5000 or more at no cost to a not-for-profit organization that meets the Foundation's "Eligibility Requirements" as set out in the Foundation's Program Guidelines.

16. Modification

- This Letter of Agreement and the attached schedules establishes all the terms and conditions of the Grant. It replaces all previous understandings and agreements.
- Changes to this Agreement can only be made in writing. All changes require the signatures of an authorized officer from the Grantee and from the Foundation.

17. Applicable Law

- This Letter of Agreement will be interpreted in accordance with the laws of Canada, the Province of Ontario, any municipality in the Province of Ontario, or any court order.

18. Capital Grants (For Grants with a Capital Component Only)

- The Grantee has all appropriate insurance to cover the project site and any equipment used as part of the project.
- The Foundation is not responsible or liable for the quality of design, construction, and maintenance of the project. The Foundation is not responsible or liable for any loss or damages arising out of or connected with the project.
- The Grantee will ensure that all renovations, modifications, and additions meet or exceed all applicable building codes and project specifications.

19. No Partnership or Joint Venture

- It is expressly acknowledged and agreed that nothing in this Letter of Agreement and its Schedules or the advance of any Grant funds to the Grantee creates or causes to be created any form of partnership or joint venture between the Foundation and the Grantee.

20. Non-Assignability

- This Letter of Agreement shall not be assigned by the Grantee without the written consent of the Foundation.

21. Reliance by Foundation

- The Grantee represents, warrants, agrees, and acknowledges that the Foundation has relied on the representations and warranties contained herein in providing the Grant, and that the information contained in the application continues to be correct and contains no material misrepresentations.

8. Recognition of the Foundation

- The Grantee has received and read the Foundation's "Recognition Policy" stated in Schedule B as may be amended from time to time, and the Grantee agrees to comply with this policy.
- Under the "Recognition Policy" the Grantee will recognize the Foundation's support at public events, in all communications and publications and seek other opportunities to publicly recognize the Foundation.
- Photos taken at recognition events may be used by OTF from time to time, on its website and/or other publications.

9. Evaluation and Audit

- The Foundation or the Auditor-General of Ontario may conduct or commission an evaluation or audit of this Grant. (The Foundation currently audits a minimum of 5% of its grants annually.) The Grantee will participate in any such evaluations or audits and make the Grantee's records, books, supporting documentation, and reports available to Foundation personnel or consultants or those of the Auditor-General of Ontario.

10. Human Rights Code

- The Grantee will operate in accordance with the Ontario Human Rights Code.

11. Insurance

- The Grantee will purchase and maintain adequate insurance including property insurance, casualty insurance, and general liability insurance. Adequate insurance coverage must be maintained for the duration of the Grant.

12. Indemnity

- The Grantee agrees to indemnify and save the Foundation, its officers, directors, employees, and agents harmless from and against any and all costs, claims, demands, expenses, actions, causes of action, and for any and all liability for damages to property and injury to persons (including death) howsoever caused, arising out of or in any way related to the Grant or to the Grantee. The Foundation holds this indemnity in trust for parties who are not parties to this Letter of Agreement.

13. Violation of Agreement; Change of Status

- If the Grantee violates any of the provisions of this Letter of Agreement, including the attached Schedules, the Foundation has the right to terminate the Grant.
- The Grantee will immediately notify the Foundation if the Lead Applicant, as set out in the Foundation's Program Guidelines, in a collaborative Grant changes. If the Foundation is not satisfied that a suitable new Lead Applicant has been appointed, it may terminate this Grant.

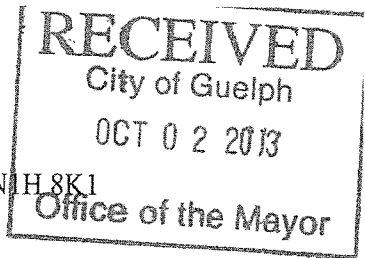
14. Termination

- If this Letter of Agreement is terminated, the Foundation will withhold any further payments of Grant funds.
- If this Letter of Agreement is terminated, the Grantee must repay any unspent portion of the Grant funds to the Foundation. The Grantee will repay the Grant funds that the Grantee has spent, if in the Foundation's sole opinion, such Grant funds have not been spent in accordance with this Letter of Agreement.



Guelph Police Services Board

PO Box 31038, Willow West Postal Outlet, Guelph, Ontario N1H 8K1
Telephone: (519) 824-1212 # 213 Fax: (519) 824-8360
TTY (519) 824-1466 Email: board@police.guelph.on.ca



September 24, 2013

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

Dear Mayor Farbridge and Members of Council:

The Guelph Police Service's 2014 Operating Budget Estimates were approved by the Guelph Police Services Board at a public meeting held on Thursday, September 19, 2013. The following motion was made and unanimously carried by the Guelph Police Services Board:

WHEREAS the Guelph Police Services Board is committed to the strategic goals from the 2013-2015 Business Plan and to its responsibility for the provision of adequate and effective policing for the City of Guelph; and

WHEREAS the Guelph Police Services Board has conducted a comprehensive review of the 2014 Operating Budget as prepared by the Guelph Police Service; and

WHEREAS the Guelph Police Services Board has reviewed the proposed 2014 Operating Budget in consideration of the City of Guelph's 2014 Budget Process Guideline; and

WHEREAS the Guelph Police Services Board has received the 2015-2017 Operating forecast as information; and

WHEREAS the Guelph Police Services Board presented its budget to the public on September 19, 2013 and provided an opportunity for feedback; therefore

BE IT RESOLVED that the Guelph Police Services Board approves the Guelph Police Service 2014 Operating Budget in the amount of \$35,488,000; and

THAT the Board forwards this information to the City of Guelph Council.

- CARRIED UNANIMOUSLY -

Sincerely,

Judy Sorbara
Chair

Copies: Ann Pappert, Chief Administrative Officer
Al Horsman, Executive Director/Chief Financial Officer
Bryan Larkin, Chief of Police
Kirsten Hand, Finance Manager