

INFORMATION ITEMS

Week Ending October 26, 2018

REPORTS

1. Business Service Review Q3 2018 Progress Update
2. Second 2018 Tri-Annual Capital Variance Report

INTERGOVERNMENTAL CONSULTATIONS

1. Amendments to the Renewable Energy Approvals Regulation (Ontario Regulation 359/09)

CORRESPONDENCE

1. None

BOARDS & COMMITTEES

1. Guelph Police Services Board Meeting Minutes – September 20, 2018

ITEMS AVAILABLE IN THE CLERK'S OFFICE

1. None

Information Report



Service Area	Office of the Chief Administrative Officer
Date	Friday, October 26, 2018
Subject	Business Service Review Q3 2018 Progress Update
Report Number	CAO-2018-30

Executive Summary

Purpose of Report

To provide quarterly progress update of the active business service reviews.

Key Findings

- The City is currently conducting a business service review of Transit services.
- The quarterly reports providing high-level status, as of the end of Q3 2018, are attached.
- A brief status explanation of the review is provided within this report.
- Multi-year work planning is under development for business service reviews.

Financial Implications

Third party support is being utilized to support the Transit review, funded from the Business Process Management approved operating budget, not to exceed \$100,000.

Community engagement and communications expenditures for the Transit review are estimated to be approximately \$10,000.

These costs are fully funded from the Business Process Management approved 2018 operating budget.

Report

This report is to provide a quarterly status update of the business service review program to Council.

Transit Services

Review scope:

The specific Transit services that are being reviewed are listed in the attachment. For more details of what is in and out of scope for this review, refer to April 3, 2018 Transit Business Service Review Overview Report (report PS-2018.10).

Current status:

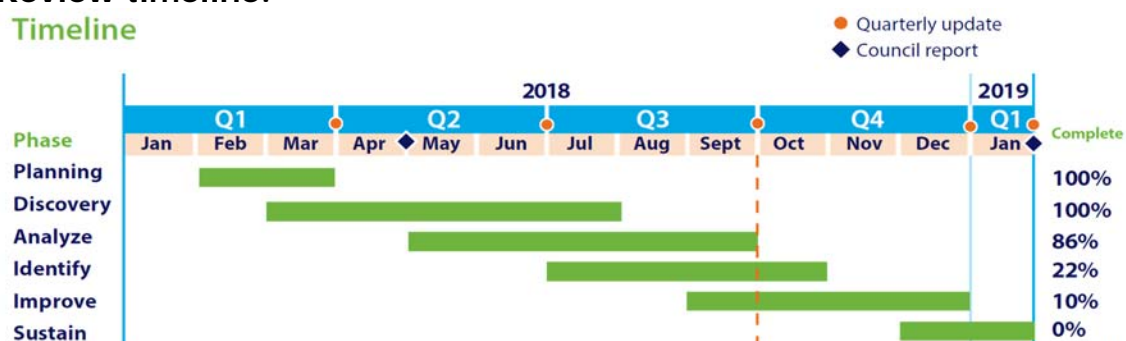
This review is currently in the discovery and analysis stages. Activities completed and underway include:

- Current state or “as-is” state of the processes/services complete;
- Communication plan being implemented including;
 - Monthly staff updates through newsletters and internal staff web pages
 - Working meetings
- Benchmarking analysis complete;
 - Five municipalities participating in the benchmarking activities;
 - Kingston, Barrie, Greater Sudbury, St. Catharines and Windsor
 - An additional six municipalities were selected to benchmark reported performance and costs.
 - Brantford, Burlington, Cornwall, Oakville, Sarnia and Thunder Bay
- Community engagement is complete and the results under analysis;
 - Engagement activity included;
 - a statistically significant third party survey to provide an accurate reflection of the community as a whole, and
 - a voluntary on-line survey offering people with a high interest in the subject to express their opinions. This type of survey is valuable but don’t tend to reflect the views of the entire community.
- Data analysis is underway; and
- Recommendation development is underway.

The City of Guelph is working in partnership with Dillon consulting — an impartial, technical expert — to conduct the benchmarking analysis and support alternative service delivery assessment portions of the Transit business service review. This will add objective third-party credibility to the review results.

Review timeline:

Timeline



Upcoming Reviews

Multi-year work planning is under development for business service reviews. This plan is being developed through the service inventory and prioritization activity currently underway and in conjunction with the corporate Levels of Service project, Enterprise Risk Management and Business continuity work.

Financial Implications

Third party support is being utilized to support the Transit review, funded from the Business Process Management approved operating budget, not to exceed \$100,000.

Community engagement and communications expenditures for the Transit review are estimated to be approximately \$10,000.

These costs are fully funded from the Business Process Management approved 2018 operating budget.

Consultations

Staff from the following divisions were consulted for this report: Corporate Communications, Transit Services, and Finance.

Corporate Administrative Plan

Overarching Goals

Service Excellence

Service Area Operational Work Plans

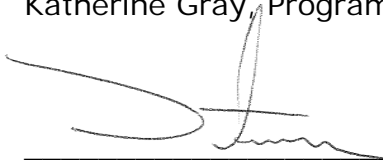
Our Services - Municipal services that make lives better

Attachments

ATT-1 Guelph Transit Business Service Review Quarterly Update – Q3 2018

Report Author

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Approved and Recommended By

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Chief Administrative Officer

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October 2018

Guelph Transit



Review sponsor	Colleen Clack, Deputy Chief Administrative Officer, Public Services
Review lead	Katherine Gray, Program Manager, Business Process Management
Review champion	Robin Gerus, Interim General Manager, Guelph Transit
Current phase	Identify and Improve

Purpose

To review Guelph Transit business services and processes to inform options for the most effective and efficient service provision.

Scope

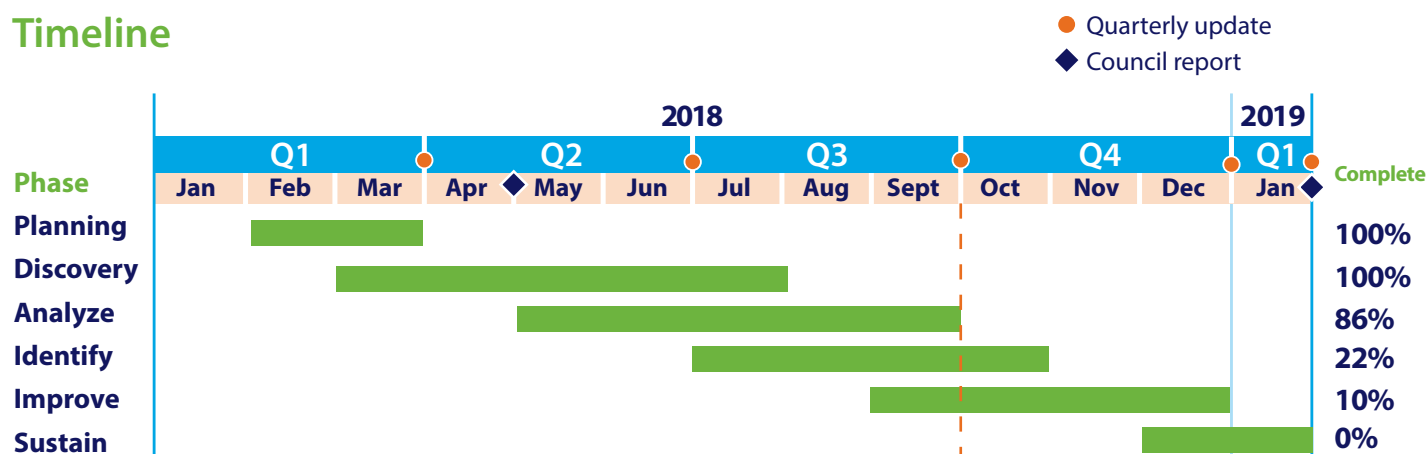
- **Transit service**—service operations for conventional, mobility and specialized
- **Administration**—administration processes as they relate to planning and scheduling, customer service, and the processes for conducting fare and route reviews

Deliverables

- Process maps for all processes in the service
- Cost and impact analysis around service delivery options
- Final report which provides recommendations for improvement
- Proposed implementation plan for recommendations



Timeline



Status

75%
of review
complete

Milestones



Discovery phase
complete



Analyze phase
underway



Engagement plan
underway



Communication Plan
underway



Identify Phase
underway

Information Report



Service Area	Corporate Services
Date	Friday, October 26, 2018
Subject	Second 2018 Tri-Annual Capital Variance Report
Report Number	CS-2018-28

Executive Summary

Purpose of Report

This report provides a summary of the 2018 capital spending to date as of August 31, 2018, and highlights significant capital project activity and milestones.

This report also serves to notify of any deviations from the approved capital plan.

Key Findings

On an annual basis, the City approves the Capital Budget. The 2018 Capital Budget is the City's plan to take care of what it owns and plan for future growth while also focusing on the community's health and safety and meeting legislative requirements all while balancing affordability for our citizens and businesses.

For 2018, City Council approved a Capital Budget of \$90.3 million and as of August 31, 2018, had approved an additional \$6.8 million through special motions and/or in receipt of additional funding. This is in addition to the carry-over budget amount from 2017 unspent capital of \$166.4 million.

This report reflects the 2018 spending as of August 31, 2018 totaling \$45.9 million; an increase in spending over the same period in 2017 by \$3.6 million.

Below is the capital activity for 2018, all numbers are in thousands.
Details are provided in ATT-2.

Capital variance

	Tri-annual 2	Tri-annual 1
2017 carry-over budget	166,394	166,394
2018 capital budget, approved	90,308	90,308
2018 additional approved funding	6,846	3,241
Total available capital funding for 2018	263,548	259,943
2018 capital spending	45,895	11,331
Open purchase orders	78,361	77,276
Total spending and commitments	124,256	88,607
Current uncommitted approved budget	139,292	171,336

Financial Implications

Ongoing monitoring of capital spending ensures that projects are delivered as intended and that any financial impacts are addressed proactively.

Report

Staff is reporting on a tri-annual basis to ensure timely, transparent and meaningful reporting. This report provides a summary of the 2018 capital spending to date as of August 31, 2018, and highlights significant capital project activity and milestones.

Budget carried over from 2017 was \$166.4 million; this differs from the year-end report due to a change in accounting policy relating to approved capital budget for certain land acquisition. The City no longer discloses this in stand-alone capital projects in order to maintain a competitive position in the market. Instead, commitments will be carried against the City's available debt capacity or within the reserve fund schedules.

Council approved a \$90.3 million 2018 Capital Budget in November 2017; as well, additions of \$6.8 million have been made since that time, details provided in ATT-1.

This provides a total available 2018 allocation of \$263.5 million.

The total year-to-date spending is \$45.9 million, which is \$3.6 million higher than the same period last year. This is due mainly to the Niska Road, Bristol Trunk Sewer, Parking Facility Renewal, and Traffic Intersection Signal projects.

Outstanding purchase order (PO) commitments total \$78.4 million as of August 31, which is \$2.6 million higher than the same point in 2017. Most significant drivers are the Purchase Orders for the York Trunk Phase 2, Burke Treatment Facility, Guelph Police Headquarter renovation and bus vehicle replacement.

Capital activity is typically higher in the second half of the year, with outdoor work commencing as the weather improves. In fact, the higher spending level during this period are the result of the steady weather conditions from May to August.

As noted in the 2017 Year-end Capital Variance Report, this report follows the program of work format that will be used during the 2019 budget and beyond. This format is based on further refinement of the programs to achieve a fully service-oriented structure with the reporting of the Corporate Asset Management Plan (CAMP).

Each program section provides a summary of available funding, spending year-to-date and outstanding commitments in the purchasing system. They also include summaries regarding key projects and issues. Any significant differences from the approved capital budget are included.

Program of Work Summaries
(all figures reported in thousands unless otherwise noted)

Contaminated Sites

The main focus is to manage the City's contaminated site liabilities from an engineering perspective. The benefits to managing these sites include: protecting the City's groundwater, managing public health/safety, investing in our assets for potential divestiture or redevelopment, working towards revitalizing neighborhoods, reducing the City's liability for contaminated sites, and compliance with the Ministry of the Environment, Conservation and Parks (MECP) guidelines.

Capital variance	Tri-annual 2	Tri-annual 1
2017 carry-over budget	3,062	3,062
2018 capital budget, approved	2,645	2,645
2018 additional approved funding	0	0
Total available capital funding for 2018	5,707	5,707
 2018 capital spending	 681	 179
Open purchase orders	2,767	1,826
Total spending and commitments	3,448	2,005
 Current uncommitted approved budget	 2,259	 3,702

Work continues at 45 Municipal Street on the removal of the existing fueling system, remediation of contaminated soil and installation of a new system meeting all current environmental regulations. The current year-to-date spending is \$156 with the expectation to complete the project by year-end.

Development of a Remedial Action Plan is underway for 200 Beverley Street (commonly known as the IMICO property) expected to be completed in third quarter 2018. The completion of this work will help ARQI R&D Inc. to scope and prepare its development plans for the site. The remedial action plan will assist in delineating land uses. Current year-to-date spending is \$127.

Request For Proposal for work to remediate existing conditions at Goldie Mill Park, closed in May, with the work expected to be completed the fall of 2018.

The first phase of work required to prepare the Baker Street parking lot site for future development is expected to begin in the fall of 2018 and will support the Downtown Secondary Plan implementation.

The Fountain Street environmental and historical landfill investigations continue, with additional work to be undertaken in fall.

There are no projects currently at risk of budget overage. At this time no delays are expected, but the unknown conditions of the projects make difficult to predict any deviation from this goal.

Corporate Projects

Focused on ensuring the overall administrative operations of the corporation are able to effectively deliver service and guidance to the City's service delivery areas. Providing corporate standards and consistency in these areas ensures that citizens experience a consistent look and feel in their interactions with the corporation.

Capital variance	Tri-annual 2	Tri-annual 1
2017 carry-over budget	13,254	13,254
2018 capital budget, approved	7,672	7,672
2018 additional approved funding	5,324	1,043
Total available capital funding for 2018	26,250	21,969
2018 capital spending	5,667	1,963
Open purchase orders	6,060	5,281
Total spending and commitments	11,727	7,244
Current uncommitted approved budget	14,523	14,725

Total spending level increased by \$3.7 million since the first tri-annual report.

Due diligence activities relating to the Guelph Innovation District initiative are currently underway and scheduled for completion before year-end. The funds that have been spent at the time of this reporting period have been measured and represent a combination of staff time and provided professional services. An increase in professional services to complete these tasks are projected to be incurred by December.

The City's Corporate Technology Plan continues through the implementation of the projects as expected. In fact, the expenditure level increased by \$1.1 million since April addressing key initiatives outlined in the plan. At year-end, this project will be mostly completed, except for the JDE Purchasing Module and the connection with this system and a work order management solution. They are scheduled to continue into 2019.

The Corporate Asset Management division continues to enhance the Level of Service measures through the development of data and tools. As a result of this, the City will be able to perform analysis and projections on asset conditions and funding needs for future years.

No projects are forecasted to be over budget within this program. Increased spending on facilities and vehicle lifecycle related projects are expected through the rest of the year.

Emergency Services

Ensuring that our Emergency Service providers have the vehicles, equipment and facilities required to effectively deliver critical community services. This means that

their assets are in working and reliable condition and are replaced at the right time. Projects in this program are directed by industry best practice and service-specific legislation.

Capital variance	Tri-annual 2	Tri-annual 1
2017 carry-over budget	16,268	16,268
2018 capital budget, approved	3,524	3,524
2018 additional approved funding	99	0
Total available capital funding for 2018	19,891	19,792
2018 capital spending	7,215	2,517
Open purchase orders	7,414	9,914
Total spending and commitments	14,629	12,431
Current uncommitted approved budget	5,262	7,361

Total spending increased by \$4.7 million since April. Mostly related to Fire Services and Guelph Police Services.

The most significant project within this program is the Guelph Police Services (GPS) Headquarter renovation. This project is being managed through the City's Tier-1 process, which requires rigorous public reporting that can be found on the City's webpage here:

<http://guelph.ca/living/construction-projects/guelph-police-headquarters-renovation/>

Spending year-to-date has been focused on lifecycle of existing equipment for Fire Services and GPS. Guelph-Wellington Paramedics have issued a Purchase Order for the replacement of three ambulances. Fire Services replaced a fire pumper on budget and on time through negotiations with the successful bidder.

GPS continues to work at replacing and upgrading their Information Technology infrastructure. Total year-to-date spending is \$405 including hardware and software, which allows officers to have critical information and tools available when needed.

No projects are forecasted to be over budget within this program. Continued spending on equipment and vehicle lifecycle related projects is expected through the rest of the year.

Open Spaces, Recreation, Culture & Library

Leisure and active living play a critical role in providing Guelph residents and visitors options to support their quality of life, health and well-being. Social, cultural and recreational infrastructure is a key indicator for quality of life and serves as visitor destinations which stimulates the local economy.

Capital variance	Tri-annual 2	Tri-annual 1
2017 carry-over budget	15,628	15,628
2018 capital budget, approved	7,905	7,905
2018 additional approved funding	1,146	1,920
Total available capital funding for 2018	24,679	25,453
2018 capital spending	5,882	1,684
Open purchase orders	5,933	4,726
Total spending and commitments	11,815	6,410
Current uncommitted approved budget	12,864	19,043

Total spending increased by \$4.2 million since April. This is due to Parks and Recreation projects including, \$2.0 million for playground equipment replacement, and \$800 for the design of the South End Community Centre.

The annual playground equipment replacement program continues and total year-to-date spending for the replacement is \$2.0 million. Parks spent an additional \$713 on the following three projects: Mico Valeriot Park \$116, Tennis Court lifecycle \$237, and new or replacement equipment \$360. This is in alignment with the annual maintenance program.

Work on City-wide trail construction and the Eastview Community Park continues. Total spending level for these two projects is \$610.

The City's management and response for the Emerald Ash Borer threat is working as expected. Trees are being removed and replaced in a proactive manner.

No projects are forecasted to be over budget within this program. Continued spending on equipment and amenity lifecycle related projects is expected through the rest of the year.

Solid Waste Services

The program provides for continued customer service, growth, site compliance and maintenance of critical infrastructure required to maintain diversion of waste from landfill. It minimizes landfill disposal costs while reducing the environmental footprint of waste management operations in the City.

Capital variance	Tri-annual 2	Tri-annual 1
2017 carry-over budget	1,540	1,540
2018 capital budget, approved	3,720	3,720
2018 additional approved funding	278	278
Total available capital funding for 2018	5,538	5,538

2018 capital spending	224	50
Open purchase orders	1,554	563
Total spending and commitments	1,778	613
Current uncommitted approved budget	3,760	4,925

Total spending of \$224 is mostly due to equipment replacement and asphalt resurfacing.

The order for upgrading the new waste packer to a front-load vehicle type, for residential use, is completed. Delivery is expected at the beginning of 2019. The order for asphalt replacement at Dunlop Drive has been completed. Corporate Asset Management is overseeing an exhaustive inventory and condition assessment of the equipment and facilities at the Dunlop Drive site. This work will inform capital planning for the next 25 plus years, starting with the 2020 capital budget process. This activity is still in process and the result of the inventory will be reported at year-end.

Upgrades to the software system at the scale are substantially complete. Work to improve the scales is expected to be tendered in early 2019.

No projects are forecasted to be over budget within this program. Continued spending on equipment and facility lifecycle related projects is expected through the rest of the year.

Stormwater Services

The program of work involves constructing, operating, maintaining and improving the City's existing Stormwater Management (SWM) infrastructure for the purpose of providing flood and erosion control, water quality treatment and environmental protection. The benefits of managing these assets include: improving Stormwater runoff quality, protecting the health of our streams and rivers, mitigating flooding in extreme weather, reducing property damage or risk to human life, and maintaining SWM facility assets to function as designed and in some cases comply with regulations set by the MECP.

Capital variance	Tri-annual 2	Tri-annual 1
2017 carry-over budget	8,755	8,755
2018 capital budget, approved	3,991	3,991
2018 additional approved funding	0	0
Total available capital funding for 2018	12,746	12,746
2018 capital spending	855	263
Open purchase orders	2,142	1,291
Total spending and commitments	2,997	1,554
Current uncommitted approved budget	9,749	11,192

Total spending is related to the pre-design study of the snow disposal facility, pond repairs and sediment removal.

The \$5 million construction work on the snow disposal facility located west of the wastewater treatment plant is expected to start before the end of the year. Planned completion of this project is mid-2019, allowing operation to begin for the 2019/2020 winter season. This project is now proceeding after successful negotiations with the impacted parties.

The City received funding for stormwater pond rehabilitation work through the Clean Water and Wastewater Fund program supported by both the federal (50%) and provincial (25%) governments. The planned work has been completed and there is a balance of funding available. Due to a long list of stormwater facilities in the city requiring similar work, the province and federal governments have approved the addition of these facilities to the scope of work. The City intends to continue the work until the funds are exhausted.

Extensive condition assessments for the stormwater system infrastructure were completed in 2017. This work has resulted in the development of plans to renew and upgrade asset groups within the system. City staff is still reviewing the impact of the study and planning to start activities before 2018 year-end.

No projects are currently forecasted to go over budget.

Transportation Services

This program of work captures the network of services and assets that enable the flow of people and goods throughout the city, including: Guelph Transit, Parking, Traffic Management and Infrastructure both above and below ground in the road and right of way. The program provides for the rehabilitation, renewal, replacement and construction of assets ranging from road surfaces and traffic signals to buses and bus shelters, as well as active transportation routes and parking facilities.

Capital variance	Tri-annual 2	Tri-annual 1
2017 carry-over budget	46,115	46,115
2018 capital budget, approved	21,209	21,209
2018 additional approved funding	0	0
Total available capital funding for 2018	67,324	67,324
2018 capital spending	10,904	2,499
Open purchase orders	28,574	30,328
Total spending and commitments	39,478	32,827
Current uncommitted approved budget	27,846	34,497

Total spending increased by \$8.4 million since April. It is mostly due to road resurfacing work, transmission trunk sewer projects (Speedvale and Arthur

Streets), and the traffic signal system implementation.

This program of work includes the Wilson Parkade and Norfolk Street Footbridge Tier-1 project. Additional information can be found here:

<http://guelph.ca/living/construction-projects/wilson-street-reconstruction-and-parkade/>

The renewal of mobility buses, completed early in 2018, has significantly improved the reliability and service level of these critical assets. Further, additional Transit operational vehicles and equipment are on order, which will allow for the improved ability to maintain the fleet and service.

The new signal installation and pedestrian crossovers, funded under the Public Transit Infrastructure Fund (PTIF) umbrella, are expected to be completed by the end of 2018.

The Niska Road project continues, with the construction of the road component completed and the two-lane bridge replacement currently underway. The total year-to-date spending is \$1.9 million. For additional information, please click on this link:

<https://guelph.ca/2018/09/construction-notice-niska-road-bridge-construction-starts-september-10/>

The replacement of the City's streetlights with energy efficient LED lights is ongoing. It is expected to take 12 to 18 months to complete.

No projects are expected to go over budget or face measurable delays.

Wastewater Services

City staff continues to focus on the maintenance of critical infrastructure to avoid the risk of non-compliance and the higher costs of unplanned maintenance. Further benefits of this program includes: optimizing and increasing capacities of existing systems, reducing infiltration, protecting the natural environment, enhancing asset management, and ensuring wastewater can be conveyed in a manner to satisfy capacity requirements for the City's wastewater treatment plant.

Capital variance	Tri-annual 2	Tri-annual 1
2017 carry-over budget	22,499	22,499
2018 capital budget, approved	13,115	13,115
2018 additional approved funding	0	0
Total available capital funding for 2018	35,614	35,614
2018 capital spending	2,774	603
Open purchase orders	4,211	4,859
Total spending and commitments	6,985	5,462
Current uncommitted approved budget	28,629	30,153

Total spending of \$2.7 million is mostly related to the decommissioning of Gordon Sewage treatment and the replacement or construction of the underground infrastructure.

Construction continued on the York Trunk Sewer across the city, including the award of tender earlier this year for the section from Waterworks Place to Victoria Street. This multi-year project will provide the east side of the city with capacity for the Guelph Innovation District.

Significant design work is being completed related to linear systems and plant equipment renewal; work will commence over the balance of the year with a major portion continuing into 2019. Included is siphon rehabilitation, plant generators, digester structural repairs, gas proofing and plant energy efficiencies. This latter is the aeration efficiency program.

The Corporate Asset Management division is completing a condition assessment of the wastewater plant; this will lead to a comprehensive picture of the current condition of the plant and the required renewal over the next 25 years.

Consultation with the MECP continues regarding the re-rating of the current plant capacity. A successful outcome will see the plant continue to meet growth demands without the requirement to significantly expand in the near future. This would provide long-term cost savings to residents and businesses.

No projects are currently forecasted to be over budget. Contracted project managers are being incorporated into the capital program to address resource challenges. As a result, the pace of project execution is expected to increase throughout the remainder of the year and into 2019.

Water Services

By proactively creating additional supply and renewing our existing systems, the City is focused on ensuring a safe and reliable source of water for existing customers and to meet the needs of growth.

Capital variance	Tri-annual 2	Tri-annual 1
2017 carry-over budget	39,271	39,271
2018 capital budget, approved	26,528	26,528
2018 additional approved funding	0	0
Total available capital funding for 2018	65,799	65,799
2018 capital spending	11,694	1,573
Open purchase orders	19,706	18,487
Total spending and commitments	31,400	20,060
 Current uncommitted approved budget	 34,399	 45,739

Total year-to-date spending is driven by the water facility upgrade and new water supply.

Construction continues on the Paisley feeder main to the west portion of the city; Phase 1 is currently under construction with Phase 2 awaiting developer and Ministry of Transportation approvals. Once completed, this multi-year project will provide the west side of the city with required redundant water supply and growth capacity.

Construction of the Burke Well Treatment facility is under way and expected to be completed on schedule this December 2018. Combined with ongoing distribution system, flushing and swabbing activities, this new treatment facility provides residents in the South end with clear, colour-free water.

The Verney Tower upgrade is on schedule and set for completion late this fall. This project included recoating the inside of the tower, painting the exterior and upgrading the pumping/mechanical systems to ensure the continued operation of this key piece of infrastructure.

Based on direction of the water services asset management plan, design in support of upgrades of the Woods Station is currently underway. This includes renewal of critical processes and electrical system as well as the permanent accommodation of staff currently located in rental trailers.

Replacement of water pipes in conjunction with road reconstruction for Bristol Street, Metcalfe Street and York Road projects is progressing on schedule.

No projects are currently forecasted to be over budget within this program. Strategies to address project initiation delays have been implemented to ensure projects continue to progress, including the employment of contract project managers to provide required resources to lead the large complement of capital projects.

Financial Implications

Key to the successful management of capital projects is ongoing monitoring and reporting to ensure projects are completed within budget, on time and deliver expected outcomes. No specific financial implications from this report.

Consultations

Corporate Management Team

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 Additional Approved Capital Funding

ATT-2 Capital Spending as at August 31, 2018

Departmental Approval

James Krauter, Deputy City Treasurer

Report Authors

Carlos Giraldo, Corporate Analyst Financial Strategy

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Additional Approved Capital Funding (ATT-1 to Report CS-2018-28)
(all figures reported in thousands)

Program of Work	Details	Addition
Corporate Projects		
Guelph Innovation District	Expression of Interest	902
Municipal Innovation Exchange	100% Grant Funded	
	Reported on the April's Tri-annual capital variance for \$141; it was only for 2018.	1,987
Smart Cities Challenge	Received approval on June 11, 2018 by Council	660
Go Metrolinx sale of VIA Station	Sale of asset completed on May 30, 2018	599
Baker Street Developer Negotiations	Approved July 13, 2018 by Council	500
Subtotal		4,648
Open Spaces, Recreation, Culture and Library		
Main Library	Plan and design development - approved by Council February 13, 2018	1,900
Kiwanis Club of Guelph	Donation for sport fields - received April 12, 2018	20
Subtotal		1,920
Solid Waste Services		
Front load garbage packer	Approved December 6, 2017 as part of Operating Budget by Council	278
Subtotal		278
Total additional funding		6,846

Capital Spending as at August 31, 2018 (ATT-2 to Report CS-2018-28)

Program of Work	2018 Available Funding (a)	2018 Actual Spending	August 31, 2018 Balance	Open Purchase Orders	Uncommitted Approved Budget
Contaminated Sites	5,707,013	680,951	5,026,062	2,767,267	2,258,795
Corporate Projects	26,249,208	5,667,068	20,582,140	6,059,658	14,522,482
Emergency Services	19,890,883	7,214,975	12,675,908	7,413,928	5,261,980
Open Spaces, Recreation, Culture & Library	24,679,845	5,881,894	18,797,951	5,932,986	12,864,965
Solid Waste Services	5,537,901	224,331	5,313,570	1,553,910	3,759,660
Stormwater Management	12,745,818	854,869	11,890,949	2,142,045	9,748,904
Transportation Systems	67,324,004	10,904,059	56,419,945	28,573,772	27,846,173
Wastewater Services	35,614,370	2,773,536	32,840,834	4,210,937	28,629,897
Water Services	65,799,278	11,693,809	54,105,469	19,706,307	34,399,163
Total	263,548,320	45,895,492	217,652,828	78,360,811	139,292,017

(a) 2018 Available = carry-over year-end uncommitted balance, additions and 2018 approved budget

Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
Amendments to the Renewable Energy Approvals Regulation (Ontario Regulation 359/09)	Ministry of the Environment, Conservation, and Parks	November 5, 2018	The Ministry is proposing to amend the Renewable Energy Approvals Regulation to change who is eligible to undertake a renewable energy project. The amendment would require a project developer to show there is demand for the electricity they will generate in order to receive the approval.	EBR submission	<p>As part of the City's longer term renewable energy targets, the cancellation of the programs under this regulation will greatly impact the City in reaching our 2050 renewable energy target.</p> <p>The amendment would affect future renewable energy approval applicants and whose applications are under review when the regulation comes into force. Guelph is very likely to be launching new renewable energy projects in the future, so this proposed change is highly relevant.</p> <p>As renewable energy is important to the City's broader climate change mandate, it is important to highlight its importance to the Province as they develop their new climate change strategy.</p>	Melissa Bauman/ Alex Chapman	http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTM2MTE4&statusId=MjA3NDY&language=en



Guelph Police Services Board

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OPEN MEETING

MINUTES – SEPTEMBER 20, 2018

An Open meeting of the Guelph Police Services Board was held on September 20, 2018.

Present: D. Drone, Chair
J. Sorbara, Vice-Chair, Vice- Chair
L. Griffiths, Member
C. Guthrie, Member
C. Billings, Member
C. Polonenko, Executive Assistant
J. DeRuyter, Chief of Police
P. Martin, Deputy Chief of Police
J. Sidlofsky Stoffman, Legal Services
S. Purton, Financial Services Manager
T. Harris, Human Resources Manager

Guests: Mr. David Lee, Director of Campus Community Police, University of Guelph
Guelph Police Service: Inspector Scott Green, Inspector Andrea Ninacs,
Detective Sergeant Brandy Henderson, Sergeant Andrew Goody, Jessica Abra,
Rev. John Borthwick

1. **WELCOME AND INTRODUCTIONS**

2. **MEETING CALLED TO ORDER**

Chair Drone called the meeting to order at 2:30 p.m. in Room 112, the Margaret McKinnon Community Room, Guelph City Hall, 1 Carden Street, Guelph.

3. **MOTION TO GO INTO CLOSED SESSION**

Moved by L. Griffiths

Seconded by J. Sorbara

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 J. Sorbara

THAT the Guelph Police Services Board reconvene at 2:41p.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**

This item was moved from the closed meeting to the open meeting. During the Major Case Management Ministry Inspection, three Board policies were identified that required minor amendments to comply with Ministry guidelines.

Moved by C. Guthrie

Seconded by C. Billings

THAT the recommended changes to the identified policies be approved and implemented, effective immediately; more specifically, BD-04-006 Criminal Investigations; BD-04-015 Homicide and Sudden Death Investigations; and BD-04-019 Sexual Assault and Child Pornography Investigations.

-CARRIED-

7. **PRESENTATIONS/DELEGATIONS**

7.1 **Guelph Police Service Promotions:**

Chief DeRuyter introduced the following officers to the Board:

Inspector Andrea Ninacs

Insp. Ninacs previously worked in Investigations and Sexual Assault, and brings a wealth of experience to her new role as Inspector of Neighbourhood Services – Field Support. She was Acting Inspector for a period of time prior to this promotion to temporarily fill the gap left by the retirement of Inspector Pringle.

Staff Sergeant Andrew Goody

S/Sgt. Goody previously worked in Professional Standards as an investigator and was on the Tactical Team and is promoted to the rank of Staff Sergeant of Neighbourhood Services – Patrol Platoon A. Chief DeRuyter noted his strong leadership abilities.

Detective Sergeant Brandy Henderson

Chief DeRuyter advised the Board that Det/Sgt. Henderson developed expertise in forensic identification by working in the Identification Unit as a Constable for some time and is promoted to the rank of Sergeant in the same unit.

D. Drone offered his sincere congratulations and thanked them for being role models to others at the Service. Board members offered their congratulations.

Insp. A. Ninacs, Staff Sgt. A. Goody, and D/Sgt. B. Henderson left the meeting at 2:48 p.m.

7.1 University of Guelph Campus Community Police Annual Report – Mr. David Lee, Director

Chief DeRuyter introduced David Lee, Director of the Campus Community Police, who stated that his relationship with the Guelph Police Service is unparalleled. He reported on highlights from the 2017 Annual Report.

Staffing: Four high-level personnel were hired this year: S/Sgt. Garry Male as Operations Manager, Dave Pringle in charge of emergency planning and other administrative duties, both retired Inspectors of the Guelph Police Service; Det/Sgt. Larry O’Connell, previously with Waterloo; and Rev. John Borthwick as chaplain.

Auxiliary Policing Unit: This will be an experiential learning opportunity for four students in the criminal justice program, who will shadow the Special Constables. They become a pool of candidates for the Service.

Legalization of Cannabis: The Campus policy on cannabis will be the same as the alcohol policy, which will not allow smoking anywhere on campus, but edibles will be allowed in their private rooms. Penalties have yet to be determined.

Training: An Officer’s developmental stream which will include personal, administrative and operational development, is being initiated. The Special Constable course usually held at Waterloo Regional Police Service was cancelled. He has asked two retired officers from the Ontario Police College who wrote curriculum for the Basic Constable Training course, to develop training. In mid-October, the curriculum will be reviewed. The reason for the hiring developments is the changes coming in the *Safer Ontario Act* that affect Special Constable training, conduct, oversight and recruitment.

Intelligence Group: An intelligence service to share information will be set up to deal with crime that is taking place at several universities. Nine universities and one college that have special constable services will be involved.

Statistics: The way that incidents are coded is being standardized to make the statistics reliable. Bicycle thefts have plummeted from 71 in 2015 to 17 in 2017 due to the Foot Patrol going to the bike racks and logging it, the lock exchange program, surveillance, and education to report suspicious behaviour.

Development: The Student Association is asking for an educational video that describes the role and authority of special constables.

Emergency Notification System: This has been purchased and implemented, and will be launched on September 27, 2018 to 31,000 people.

D. Drone thanked David Lee for a very informative presentation and reiterated the importance of the relationship the Guelph Police Service and the Community Campus Police.

David Lee left the meeting at 3:13 p.m.

8. APPROVAL OF MINUTES

Moved by L. Griffiths

Seconded by J. Sorbara

THAT the Minutes of the Open Meeting held Thursday, July 19, 2018 be approved as presented.

- CARRIED -

9. APPROVAL OF AGENDA

Moved by L. Griffiths

Seconded by J. Sorbara

THAT the Guelph Police Services Board approve the Open Meeting agenda as amended.

- CARRIED -

Moved by C. Billings

Seconded by C. Guthrie

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 September 20, 2018, be received for information.

9.2 Human Resources Report

THAT Sophie McCormick be appointed as a temporary civilian member of this Service effective July 23, 2018; and

THAT Kristine Thompson be appointed as a part-time member of this Service effective August 10, 2018; and

THAT Mark Medulun and Joshua van Breda be appointed as full-time members of this Service effective August 13, 2018; and

THAT Laura Bernhardt, Shayne Finoro, Adam Kernan and James Perdicaris be appointed as full-time members of this Service effective August 22, 2018; and

THAT Jesse Smith be appointed as a part-time member of this Service effective August 28, 2018; and

THAT Brianne Clarkson be appointed as a temporary civilian member of this Service effective September 4, 2018; and

THAT Jared Capaldi be appointed as temporary civilian member of this Service effective September 4, 2018.

9.3 Special Constable Appointments

THAT Lawrence O’Connell be appointed as a Special Constable with the University of Guelph effective July 24, 2018; and

THAT Nathan Harding be appointed as a Special Constable with the University of Guelph effective June 26, 2018.

9.4 Quarterly Financial Variance Report

That the Report titled “June 2018 Financial Variance Report” and dated September 20, 2018, be received for information.

9.5 Board Correspondence Report

That the report titled “Open Meeting – September 20, 2018 Board Correspondence Report” be received for information.

9.6 Security Camera Tender Contract Award

That the report titled “Security Camera Tender Contract Award” and dated September 20, 2018 be received for information.

Part 2 – Discussion Agenda

9.7 Guelph Police Service 2017 Annual Report

Chief DeRuyter recognized Jessica Abra for her diligence in making the Annual Report a meaningful document. He highlighted several areas:

- Total crime (excluding traffic crime) rose by 9.3%, increasing in every major crime category, marking the fifth year in a row the city has seen an increase in its crime rate. Violent crime rose by 11.2%. Property crime increased in 2017 by 5.6%, Officers are getting busier as the overall number of calls for service increases.
- Although there were 31 public complaints in each of the last two years, the police have hundreds of thousands of interactions in that timeframe.
- This is the first time that Street Checks have been reported in the annual report. There is not yet enough data to draw any conclusions.
- Overall crime clearance, or the number of crimes “solved” during the year, rose by 4.4% to 50.9% clearance.
- Criminal Code traffic occurrences also increased by 3.8%. While impaired occurrences decreased by 12.2%, dangerous operation and driving while prohibited occurrences both increased, by 97.7% and 25.6%, respectively.
- In 2017, there were 5 fatalities due to motor vehicle accidents; however there was a reduction in the number of personal injury collisions.

D. Drone thanked the Chief for an excellent report.

9.8 Crime, Calls and Public Order Report

Chief DeRuyter presented the report that compared calls for service within the first half of 2017 and 2018. The total number of calls for service from January to June were greater in 2018 than in 2017 by 7.6% - from 32,672 calls in 2017 to 35,147 in 2018. The top type of call in 2018 was Compassionate to Locate, followed by Suspicious Person, Bylaw Complaint, and Administrative/Routine Detail. There

was a substantial increase in Hit and Run Motor Vehicle Collisions and in Property Damage Collisions. There was a considerable increase in Break and Enters, the majority of that increase was in Residential Break and Enters. There was also an increase in Stolen Vehicles and Attempts, although there were fewer Thefts from Motor Vehicles during this period for 2018.

The rate of cyber crimes in Guelph decreased by 9.2% in 2017, including luring; uttering threats or intimidation; domestic violence; fraud/internet fraud; harassing contact; and child pornography. Hate crime increased by 53%, from 11 occurrences in 2016 to 17 in 2017. Most of these crimes involved graffiti.

In 2017, there were fewer police officers available for each member of Guelph's growing population than there were in 2016. The average number of overtime hours per member rose to the highest it has been over the past 10 years, increasing by 18 hours per member per year to 133 hours. The majority of the increase in this figure was due to the need to fill vacancies due to short staffing.

The number of calls for service, both criminal and non-criminal occurrences, handled by the Guelph Police Service increased by 7.4% between 2016 and 2017, and is congruent with the gain in Criminal Code offences. Despite there being slightly more Priority 1 calls for service in 2017 than 2016, the median response time to these calls was slightly faster in 2017.

There was discussion on the level of staffing to meet the increases in calls for service. Chief DeRuyter noted that staffing needs will be seen in the budget request for 2019. The Board also expressed concern over the rise in crime related to drug addiction and mental health. Chief DeRuyter noted that the number of charges has increased. Police are trying to deal with the problems and have been working with the IMPACT team and other organizations. It was also noted that messaging to Guelph citizens about locking cars and doors needs to continue.

J. Abra left the meeting at 3:52 p.m.

9.9 Establishment of a Board Nominating Committee

Moved by C. Guthrie

Seconded by C. Billings

THAT an ad hoc Nominating Committee be established consisting of the Chair, Vice-Chair and third board member.

- CARRIED -

9.10 Homecoming/Safe Semester Report

Chief DeRuyter acknowledged the great work of Inspector S. Green, in charge of Homecoming and Safe Semester operations. Over 50 officers will be working during Homecoming. The Command Unit will be on Chancellor's Way. During the first two weeks of Safe Semester, there have been some differing patterns, but statistically, it has been fairly insignificant, speaking to the solid plan in place.

9.11 Chief's Monthly Report

- The 12-week Youth Engagement Program has 40 students this year.
- Cannabis becomes legal on October 17th. There has been some training but they are still awaiting Provincial training. The saliva test has been approved, but the Service is taking the "wait and see" approach as the cost of the unit is \$5,000 and there are too many unknowns. Chief DeRuyter will provide an update at the October meeting.

9.12 New Business – There was no new business noted.

10. INFORMATION ITEMS

- 40th Police and Peace Officer's Memorial: Sunday, September 30, 2018, Parliament Hill, Ottawa
- Ontario Association of Police Services Boards 2019 Spring Conference and AGM: May 23-25, 2019, Caesars Hotel, Windsor, Ontario

11. ADJOURNMENT

Moved by C. Billings

Seconded by L. Griffiths

THAT the Open meeting of the Guelph Police Services Board adjourn as at 4:01p.m.

- CARRIED -

The minutes of this meeting were adopted this 25th day of October, 2018.

"D. Drone"

D. Drone, Chair

"C. Polonenko"

C. Polonenko, Executive Assistant