

INFORMATION ITEMS

Week Ending November 11, 2016

REPORTS

1. Community Energy Initiative – Update

INTERGOVERNMENTAL CONSULTATIONS

1. Climate Change Action Plan: Transportation Sector Discussion Paper on Cycling
2. Aggregate Resources and Mining Modernization Act
3. Help Develop Ontario's Long-Term Energy Plan
4. Ontario Municipal Board Reform
5. Potential Changes to the Ontario Building Code
6. Basic Income Pilot for Ontario

CORRESPONDENCE

1. Wellington-Dufferin-Guelph Board of Health Highlights, November 2016

BOARDS & COMMITTEES

1. None

ITEMS AVAILABLE IN THE CLERK'S OFFICE

1. None

Information Report



Service Area Infrastructure, Development & Enterprise Services

Date Thursday, November 10, 2016

Subject **Community Energy Initiative - Update**

Report Number IDE-BDE-1618

Executive Summary

Purpose of Report

This information report provides a summary of activities related to the Community Energy Initiative (CEI). Specifically the report provides the status of the CEI update, funding applications, the Guelph Energy Efficiency Retrofit Strategy (GEERS) and next steps for District Energy as directed by Council at its meeting of July 18, 2016. All information provided in this report is a response to previous Council direction as described in detail further in this report.

Key Findings

1. To date the CEI Update process has focussed on the establishment of community-based advisory group (CEI Task Force) and the required analytical work to create a community based energy-use/greenhouse gas emissions baseline. Both activities are tracking to be complete by the end of Q4 2016.
2. Funding applications for a minimum total of \$75,000 have been submitted to both the Ontario Ministry of Energy and the Federation of Canadian Municipalities' Green Municipal Fund. As of October 26, 2106, the Ontario Ministry of Energy has approved \$25,000 in funding. The application to FCM for a minimum of \$50,000 has been submitted. Staff's on-going communications with the program administrators suggest possible approval of the FCM application by early Q1 2017.
3. Based on survey work and best practice review conducted by staff, the development of the GEERS program will focus on the following themes, which will be fully detailed by the end of the full CEI Update timeline.
 - a) Scenarios exist for funding from both private and the Province that align capital resources with the Local Improvement Charge mechanism to support the GEERS program delivery; and
 - b) Continuing to engage with community-based interests in developing a community-based organization to administer and deliver the GEERS program.

4. Forward looking activities for district energy have focused on researching previously developed analysis and planning reviews as well as identifying the conditions for success and related best practices throughout the over 130 district energy systems that exist in Canada today. This information will be considered in conjunction with the CEI Update and the results presented at the completion of the Update process.

Financial Implications

At this time, staff are scoping out the financial implications, within the proposed \$150,000 budget, associated with the items noted above. This information will be provided with the Final CEI Update Report, which is currently targeted for presentation to Council by the end of Q1 2017.

Report

This report is provided in response to the following Council directions:

A. On April 25, 2016, Council approved an **Update of the Community Energy Initiative**, including the motion "*That staff report back to Council with the results of the CEI update process described at key milestones as described in this report with a final report on the overall CEI process to be delivered no later than Q1 2017.*"

Staff Report IDE-BDE-1604 can be viewed in its entirety at: http://guelph.ca/wpcontent/uploads/council_agenda_042516.pdf#page=110

B. In regards to the status of developing the GEERS program, Council at its meeting of May 24, 2016 directed "*That staff report back to the Infrastructure, Development & Enterprise Committee no later than October 2016.*" Staff Report IDE-BDE-1606 can be viewed in its entirety at: http://guelph.ca/wp-content/uploads/council_agenda_052416.pdf#page=125

C. At its meeting of July 18, 2016, Council approved the following motion: "*That Guelph City Council directs staff to include in the Community Energy Initiative Update, which is to be presented for Council's consideration by no later than the end of Q1 2017, a City wide district energy business development strategy.*"

This report (IDE-BDE-1618) is submitted to provide an update on staff's activities to address Council directions as noted above.

A. Community Energy Initiative Activity Update

As described in Staff Report IDE-BDE-1604, The CEI Update is comprised of three main components:

1. Metrics and Analysis – Qualitative and Quantitative
2. Community Engagement and Ownership
3. Governance [Guidance], Oversight and Reporting

Three main activities have been, or are being attended to:

1. **Development of an energy and greenhouse gas (GHG) emissions baseline and modeling tool.** The key analytical activity that supports much of the Update process is the development of what is typically referred to as a baseline. This activity defines not only how much energy the Community uses but where it is used – along with the related GHG emissions. Raw data has been assembled and is currently being analyzed for the purposes of quantifying the baseline data and illustrating detailed energy end-use and GHG emission maps.

The list below summarizes the scope of work that has been developed and is being used to develop the baseline:

- Baseline will be segmented by Total City and Energy Planning Districts (EPDs).
- Baseline year will be 2014 (or 2015 if data available)
- Baseline will focus on four end-use sectors - Residential, Tertiary (Commercial & Institutional also C&I), Industrial, Transportation.
- Future energy use projections will be modeled at the planning parcel level, and for the Update be consolidated at Energy Planning District level.
- Base Case (Business-As-Usual outlook) horizon will be 2041 based on current City planning, population and employment forecasts.
- The Update will provide visualization including a range of pie-charts, base case bar charts and spatial maps.

This scope of work was developed internally and reviewed by various parties including the major data providers at Guelph Hydro Electrical Systems Inc. and Union Gas. Natural Resources Canada has also reviewed the scope in the context of research that they are currently launching. Both the Ontario Ministry of Energy and the Federation of Canadian Municipalities have verified that this scope is consistent with their respective funding programs, as described elsewhere in this report.

Status: Using this scope of work, a competitive consultant selection process is currently underway for the purpose of retaining external expertise for the purpose of providing the appropriate data analysis to support community engagement. A

contract to deliver this work is targeted for late October, 2016, with the final delivery of work expected by no later than late Q1 2017.

2. **Establishing a community-based advisory committee** which will provide guidance, oversight and reporting to the community and to Council. Staff has worked with the Corporate Community Engagement, Corporate Communications and the CAO's Office in developing a Terms of Reference for what is now referred to as the Community Energy Initiative Task Force.

Attachment #1 describes the Terms of Reference for the Community Energy Initiative Task Force.

The mandate of the Task Force is to provide an ongoing forum for consultation and feedback to the Community and Council at key points throughout the development of the Guelph Community Energy Initiative Update, including:

- Community engagement with a strong interaction with local stakeholders;
- Roles of Local Government, Local Government Agencies and local stakeholders;
- Reconfirmation of policy, program and regulation framework;
- Partnering opportunities with external third party advocacy and support groups. Analysis, reporting and oversight to set baselines and targets and communicate results

The term of the Task Force will be restricted to the period of developing the update to the CEI. The Task Force will also make recommendations for future oversight and performance reporting. The criteria for selection of membership in the Task Force, as detailed in Attachment #1, is based on representation across all community stakeholders and expertise/knowledge in areas related to community energy.

On September 7, 2016 a public call was made for notices of interest from the community in participation in the Task Force. The call was complete on October 14, 2016. 45 applications were received. The various sectors described in the Task Force Terms of Reference have been fully represented.

Another key mandate of the Task Force as described in the Terms of Reference is to provide clarity regarding the "role of Local Government, Local Government Agencies and local stakeholders". Parallel to the creation of the Task Force, the City has created the Energy, Water and Climate Change Working Group (EWCC WG). The EWCC WG consists of participants from across the entire corporation.

In addition to focussing on corporate energy management and climate change issues, the EWCC WG will act as a reference group to the CEI Task Force with the

goal of clarifying the role of the City in enabling the community, and community stakeholders, in collectively delivering on the goals of the updated CEI.

The EWCC WG also act as a broad-based oversight group to further coordinate and manage corporate energy efficiency projects, and propose innovative financing mechanisms that are intended to save tax-payer dollars and improve corporate service/guidance delivery to the community. By way of example, the Working Group will provide oversight into the development and implementation of energy efficiency projects within the corporation.

In order to support the efforts of the Task Force and the EWCC WG, Business Development and Enterprise has issued a request for proposals from contractors that are experienced with community facilitation and engagement. This consultant will be retained by no later than the end of November 2016.

Status: Kick off meeting of the Task Force currently scheduled for early December and will focus on three key activities:

- a) Completion of the Baseline as described above
- b) A workplan framework that will define schedules, target dates etc.
- c) Full achievement of funding from other agencies as described below

3. **Funding activity update.** After developing a more detailed scope of work and consulting extensively with provincial and FCM program administrators to satisfy application requirements, staff have submitted funding applications to the following in support of the CEI Update as described in Staff Report IDE-BDE-1604.

The Ontario Ministry of Energy - Municipal Energy Program. This program was established by the Ontario government to support the development of what they refer to as Municipal Energy Plans. Guelph is considered by the Ministry as a model community for the program. A second phase of the program was announced in 2014 to support municipalities that are updating existing energy plans. Under this program extension, the City is eligible for a maximum of \$25,000 under this program. **On October 25, 2016, the Ministry of Energy has confirmed that the City of Guelph will receive the full requested funding amount of \$25,000.**

The Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF). The GMF provides support for projects that address energy issues and are regionally unprecedented and replicable across other Canadian cities. The City's status as one of the first Canadian communities to develop an energy plan in 2007 and the fact that there are approximately 180 energy plans in various stages of development across the country, uniquely position Guelph to qualify for an update to the CEI. FCM supported the original Community Energy Plan development in

2007. The application to FCM has requested a minimum of \$50,000 in support of the CEI Update. Confirmation of FCM funding is anticipated by no later than early Q1 2017. Staff are continuing to monitor this application.

Notwithstanding a potential delay in acquiring the funding from FCM as described above, Council can expect completion and reporting on a number of key elements of the CEI Update process, including:

- Report from the Community Energy Initiative Task Force including:
 - Established membership in the Community Energy Initiative Task Force
 - Task Force endorsed Terms of Reference and Workplan – including general definitions of roles for stakeholders, including the City
 - Provisional targets and goals for an update CEI
 - Principles and Goals for community engagement in updating the CEI
 - A community engagement plan and the results of community engagement activities initiated to date
- Analysis in Support of the CEI Update including:
 - Completed baseline line study and mapping-based breakdown of community energy use and greenhouse gas emissions – currently and out to 2041
 - Indicators for measuring progress toward the goals of the CEI
 - Preliminary findings on the market activity related to local, regional and global transforming energy market;
 - Summary of policy, program and regulatory frameworks at the Provincial and Federal government level

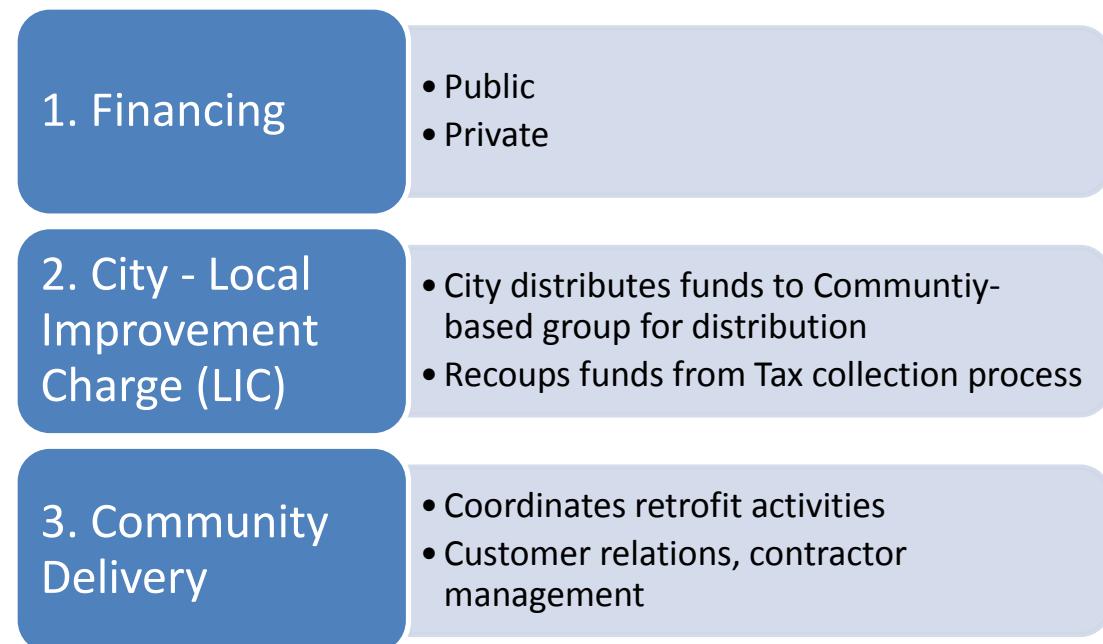
B. Guelph Energy Efficiency Retrofit Strategy (GEERS)

Council has provided direction to staff to continue to pursue the development of a GEERS program with the following key objectives in mind:

1. Pursue third-party solutions to financing including the private sector and other levels of government; and
2. Pursue community-based solutions to the administration, marketing and delivery of a GEERS program.

The specific motions from the May 24, 2016 Council meeting on GEERS can be found at: http://guelph.ca/wp-content/uploads/council_minutes_052416.pdf#page=9

Graphically, the concept of GEERS currently being pursued breaks down into three major components.



1. Financing – Staff has continued to research activities within both the private sector and the other levels of government, and can provide the following. Both categories of potential financing are at their very early stages of development and being overseen by Business Development and Enterprise. Once more detailed scenarios are developed, they will be fully considered by the internal GEERS Advisory Group consisting of Building Services, Legal, Finance, Communications and Community Engagement.

Private – Since the last report to Council BDE staff have participated, in cooperation with London, ON, in a survey of GEERS-like programs in the US and Canada. In summary, staff has learned that there are a number of financial institutions exploring investment opportunities in programs such as GEERS. Staff have commenced communications with these institutions to assess the extent of their potential participation in relationship to a local program.

Public – In June of this year, the Government of Ontario has announced the “Green Bank” as an element of its Climate Change Action Plan. What is understood about the Green Bank so far suggests that it is a potential financial mechanism to support programs such as GEERS. The City, along with other Ontario cities pursuing similar programs, has been monitoring the development of this Bank and has determined that, to date, there has been little progress in the development of investment strategies that will be pursued by the Bank. At this time the level and

timing of potential public funding for LIC-based programs such as GEERS is uncertain, however staff will continue to monitor progress of the Green Bank with caution.

2. Local Improvement Charges (LIC) – The LIC mechanism is at the heart of the GEERS concept. As described in previous reports to Council, applying LIC's to community energy efficiency is a result of an amendment to legislation which came into force October 25, 2012. LICs had hitherto provided a user-pay model for municipal infrastructure such as sewers, water mains, and roads. LICs permitted the municipality to mandate that property owners would pay for the cost of infrastructure installation and/or upgrades servicing their property.

Also, as described in previous reports Finance has provided input to the GEERS development process. The City is at its maximum debt capacity limit for 2016 and 2017 based on the Council approved Debt Policy. Finance staff would support a request to Council to waive the debt capacity limits for this pilot program of this magnitude as there is full cost and debt principle recovery assured.

3. Community-based Solutions - Activity is emerging at the community level that is bringing together interested parties aiming to collaborate in creating a "social enterprise" approach to delivering GEERS, which may be aligned with the City through its oversight of the Local Improvement Charge (LIC) mechanism. At this time it is envisioned that the community-based entity would be responsible for the administration, marketing and coordination of the program.

This community activity is currently approaching FCM, with the City as sponsoring applicant, for funding to develop a business strategy. If successful, this strategy could be substantially complete in coordination with the CEI Update.

In effect, the community will take the lead in delivering GEERS which is consistent with the overall CEI goals of enabling and supporting community stakeholders.

In conclusion, a 3rd party approach to both financing and community-based program delivery will clarify the City's role and the use of the LIC mechanism to mitigate corporate risks in the delivery of the program. Further, it is consistent with the principles that clarify the role of the municipality in enabling the community and community stakeholders who are pursuing activities that support the goals of the CEI. Similar programs in other local jurisdictions have found success with this model.

Staff will continue to monitor and support the activities described above in the context of the CEI Update process.

C. District Energy – Current and Anticipated Activity

Current activities related to District Energy, as directed by Council at its meeting of July 18, 2016, include the following.

Develop a City wide district energy business development strategy in coordination with the CEI Update

Staff has advanced a number of activities in support of the next steps in creating district energy business development strategy.

A review of existing studies, analysis and assessments of district energy activities to date in order to fully capture lessons learned and expert recommendations, including but not limited to:

- District Energy Strategic Plan (DESP) – 2013
- Deloitte Guelph District Energy Strategic Plan Review Report – 2015
- Downtown and Hanlon Creek Business Park District Energy Business Case - 2016

In addition, staff continue to conduct best practice reviews of district energy implementation in other Canadian Municipalities either directly or through organizations such as:

- Quality Urban Energy Systems of Tomorrow (QUEST)
- Federation of Canadian Municipalities
- International District Energy Association

Lastly, Guelph has been named as a study area in two recently launched major research projects that will address the conditions for success for district energy implementation:

- Natural Resources Canada, through its branch CanmetENERGY, has launched the first stages of a major research project that researches the analysis and development of Smart Energy Networks within Smart Communities.
- A research project entitled “Governing Community Energy Across Scales: From Planning to Implementation” that was facilitated through the University’s Community Engaged Scholarship Institute (CESI) and led by the University of Guelph’s Department of Geography. The research project is funded by a federal government grant under the Social Sciences and Humanities Research Council (SSHRC).

Financial Implications

None have been identified at this time; however as the CEI Update and the GEERS program proceed, future financial implications will be better identified and assessed and presented to Council for approval.

Corporate Administration Plan

Service Excellence: delivering quality service and showing results

Financial Stability: managing our resources to achieve maximum public value

Innovation: modernizing how the City works

Communications

A Communications Plan was developed to support the Community Energy Initiative update and related community engagement activities. The plan was used most recently to solicit members for the Community Energy Initiative Task Force, with the use of web posts on guelph.ca, social media (Twitter and Facebook), media releases and ads in the Guelph Mercury Tribune and Guelph Today.

In addition, a draft Community Engagement Plan has been developed using the City of Guelph's engagement policy and guiding principles. The draft plan includes an internal team and The Community Energy Initiative Task Force who will be assigned the work of advising on the activities for the completed plan.

Attachments

ATT-1 CEI Task Force Terms of Reference

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ATTACHMENT #1

Community Energy Initiative Update – CEI Task Force

Terms of Reference (includes Selection Criteria)

Background

The Community Energy Plan (CEP) was approved by Guelph City Council in April, 2007. In 2010, the CEP was relabelled the Community Energy Initiative (CEI) to reflect that the CEP had moved into the implementation phase.

The CEI, ***with its 2031 implementation horizon***, has entered its 10th year of existence and is due to be updated. In the area of Community Energy Planning a great deal has changed since 2007. Major relevant changes are:

Purpose:

The CEI Task Force provides a forum for community-based stakeholder guidance, oversight and reporting to the community and to Council during the update of the Community Energy Initiative.

The Task Force will be established at the outset of the Update Process and will support the Update Process through to its conclusion (anticipated to be the end of Q1, 2017).

Mandate:

The mandate of the Task Force is to provide an ongoing forum for consultation and feedback to the Community and Council at key points throughout the development of the Guelph Community Energy Initiative Update, including:

- Community engagement with a strong interaction with local stakeholders;
- Roles of Local Government, Local Government Agencies and local stakeholders;
- Reconfirmation of policy, program and regulation framework;
- Partnering opportunities with external third party advocacy and support groups. Analysis, reporting and oversight to set baselines and targets and communicate results

The CEI Task Force will also help the City staff Project Team ensure that Community Engagement efforts provide the public with a clear understanding of the project and encourage participation, in keeping with the City of Guelph's Community Engagement Framework.

Membership:

The CEI Task Force consists of up to 16 key stakeholders, and includes members of the Project Team and the City's internal CEI Update Working Group. Participating members will be drawn from a variety of stakeholder groups, and represent a balance of interests that reflect the range of perspectives in the community in order

to provide continuity and preserve previous learning. Table 1 lists the recommended make-up of the Committee.

Table 1

| Stakeholder Group | # Members (Up to) |
|---|-------------------|
| Business/Industry | 3 |
| Home Builder/Developer | 2 |
| Energy/Environmental Interest Group | 3 |
| Academia | 2 |
| Public At Large/Residential Rate Payers | 3 |
| Guelph Chamber of Commerce | 1 |
| Provincial or Federal Representatives | 2 |

Task Force members are expected to serve for the full extent of the study, with the mandate of committee completed upon Council's approval of the 2017 Community Energy Initiative Update.

Membership is voluntary and open to participation from interested and eligible community members. It is required that Task Force members must understand, and agree to the terms and conditions outlined in these Terms of Reference.

Project and consultant team members would also be resources to the committee, as required.

Recruiting:

The Project Team – working with appropriate organizations and City staff – will identify potential stakeholder group representatives for all categories listed above, except community at large. The Project Team will contact the stakeholder groups to determine interest and availability of individuals.

Public at Large representation on the Task Force will be fulfilled by the through call for submissions of interest. Criteria that will inform sector-based recruitment (as per the table above) and the selection of at-large participants will be:

- Private-sector market participants in one or more of:
 - Energy efficiency;
 - Energy generation;
 - Energy distribution.
- Representatives from large industrial and/or commercial energy consumers within the city;
- Representatives from organizations with large constituencies with a demonstrated interest in activities related to community energy.
 - Faith-based groups;
 - Community Groups;
 - Educational institutions;

- Business groups;
 - Clubs and other organized interest groups.
- Individuals with demonstrated experience in energy-related policy and programs at the Provincial and Federal government level;
- Individuals or organizations involved in academic research related to community energy;
- Individuals or organizations related to expertise and experience in the area of energy and transportation;
- Individuals or organizations with a demonstrated understanding of the relationship between energy and local economy.

Role of the Chair:

Supported by the Project Team, the Chair will plan meeting agendas, preside over meetings and coordinate activities of the CEI Task Force.

The Chair will also assist the committee to develop and approve meeting process rules and other procedures related to committee effectiveness. The Chair will be supported by the Project Team in developing the details of the meeting protocols.

A Chair with extensive facilitation experience will be initially appointed from the Project Team to act as an administrator to the Task Force and to enable all members to participate fully in the discussion. The CEI Task Force is expected to appoint a replacement Chair – by way of vote – from its membership, at the earliest possible time after it is struck.

TASK FORCE Meetings:

It is anticipated that there will be a minimum of four (4) Task Force meetings (i.e. – monthly over the course of the CEI Update). To facilitate a Task Force meeting, a minimum of 10 members and/or alternate members is required. Meetings will be held at accessible locations in the evenings, such as City Hall – or as convenient to the majority of members – so as to encourage attendance at each meeting. All Committee meetings will be open to the public, with date, time and place of each meeting published on the City's website. Members of the public who wish to attend a Committee meeting should notify the Chair three days in advance of the meeting so that space and seating arrangements can be adjusted. The Chair will make every effort to accommodate members of the public, but cannot guarantee adequate space or seating if advance notification of attendance is not provided. Those seeking an opportunity to address the Committee should also make a request to the Chair three days prior to the meeting. Notification of attendance or requests to address the Committee can be made by telephone to 519-822-1260, ext. 2079 or by e-mail to rob.kerr@guelph.ca.

Decision-Making:

As an advisory body, the Task Force should operate by consensus to the extent possible. Consensus is where participants openly discuss views and opinions, seeking to develop common ground and narrow areas of disagreement to the best of their ability. Where differing viewpoints and opinions exist, these will be noted in the Task Force meeting reports.

In the event that there is an unresolvable lack of consensus, the Committee will use a voting system to make decisions.

The Advisory Committee may establish working groups or sub-committees to address specific issues if necessary. Membership on working groups may be open to other interested stakeholders, with the consent of the committee.

Minutes, Documentation and Administration:

Community Advisory meeting notes will be taken by a representative of the Consultant Team, and will be circulated to the Committee members following each meeting for review and comment. Minutes of the meeting will be approved by the Task Force at the following meeting.

All minutes and documentation produced or received by the Advisory Committee will be made accessible to the public through the City's website (i.e., <http://guelph.ca/energy>). All administrative services associated with the Committee will be the responsibility of the Project or Consultant Team.

Roles and Responsibilities:

In addition to the Participant Responsibilities identified in the City's Community Engagement Framework CEI Task Force members will:

- Consider matters, issues or information provided by the Project Team relating to the Strategy Update process, and provide advice and recommendations as requested.
- Liaise with the organization they represent (if applicable) to bring forward advice, issues or comments from their organization and to return information and results to the organization from the Task Force.
- Strive to operate in a consensus mode where participants openly discuss views and opinions and seek common ground.
- Ensure that the results of Task Force discussions are accurately recorded in the meeting records, or in any additional documents that the Task Force or the Project Team may determine are needed.
- Embrace the City of Guelph's Guiding Principles for Community Engagement and Community Engagement Framework when providing advice or recommendations and when interacting with the Project Team.

In addition to the Employee Responsibilities identified in the City's Community Engagement Framework Project Team members will:

- Strive to provide accurate, understandable information to Task Force members, so they can contribute informed advice and recommendations.
- Ensure that appropriate City staff, or other resource people, are present at discussions on specific issues or components of the planning process.
- Ensure that advice, recommendations, and consensus positions from the Task Force are fully considered in developing the CEI Update.
- Be open, receptive, and give careful consideration to advice and ideas received from Task Force members, and strive to reflect consensus positions in the Master Plan.

- Embrace the City of Guelph's Guiding Principles for Community Engagement and Community Engagement Framework when interacting or planning to interact with the Task Force.

Reporting Relationship

The Task Force is an advisory body to the Project Team, and to City Council through the Project Team. All meeting minutes and recommendations from the Committee to the Project Team will be posted on the City's web site for review by Council and the public and will be included in the final Strategy Update documents.

By participating on this Committee, Task Force members are not expected to waive their rights to the democratic process, and may continue to avail themselves of participation opportunities through delegation to committees of Council, and/or providing written briefs. Any positions taken by individual members are without prejudice.

Community Engagement Framework – Select Excerpts

Guiding Principles for Community Engagement

The following principles build on those approved by Guelph City Council in 1998. They have been updated to reflect emerging community engagement practices. Community engagement in the City of Guelph embraces these principles.

1. **Inclusive** – The City encourages participation by those who will be affected by a decision. The City builds relationships with stakeholders by using a range of tools to engage varied audiences.
2. **Early Involvement** – The City involves the public as early as possible in the community engagement process so stakeholders have time to learn about the issue and actively participate.
3. **Access to Decision Making** – The City designs processes that will give participants the opportunity to influence decisions.
4. **Coordinated Approach** – The City co-ordinates community engagement activities to use community and City resources effectively.
5. **Transparent and Accountable** – The City designs processes that are open and clear. Stakeholders will understand their role, the level of engagement and the outcome of the process.
6. **Open and Timely Communication** – The City provides information that is timely, accurate, objective, easily understood, accessible and balanced.
7. **Mutual Trust and Respect** – The City engages the community in a fair and respectful way that fosters understanding between diverse views, values and interests.
8. **Evaluation and Continuous Improvement** – The City commits resources to evaluating engagement processes to ensure engagement activities are effective.
9. **Equitable Engagement Process** – The City designs engagement processes that allow all community members a reasonable opportunity to contribute and to develop a balanced perspective.

Council Responsibilities

As key leaders within the City, the support of City Council is important for successful community engagement. Council is asked to:

- Review information gathered through community engagement processes to inform Council decisions.
- Consider appropriate project timelines and resources needed for community engagement.

| Provincial/Federal Consultation Alert | | | | | | | |
|---|----------------|-----------------------|---|--|---|----------------------|---|
| Title | Ministry | Consultation Deadline | Summary | Proposed Form of Input | Rationale | Lead | Link to Ministry Website |
| Climate Change Action Plan: Transportation Sector Discussion Paper: Cycling | Transportation | November 30 | MTO is proposing a plan to implement actions identified in the Climate Change Action Plan to promote cycling across the province. The Action Plan commits to improving commuter cycling networks by accelerating and enhancing the implementation of #CycleON: Ontario's Cycling Strategy and its related Action Plan. The actions are intended to be funded by proceeds from the province's cap and trade program. | Staff will respond to the Environmental Registry posting (EBR Registry Number: 012-8772) | Identified matter is not considered contentious. Accordingly, staff response is considered appropriate. Comments provided to the ministry will not conflict with previously approved Council positioning. | Engineering Services | http://www.ragsa.mto.gov.on.ca/techpubs/eps.nsf/0/eecf5a5f4756a5888525805d004e2677/\$FILE/CCAP%20Discussion%20Paper%20Cycling.pdf |

| Provincial/Federal Consultation Alert | | | | | | | |
|--|--|-----------------------|---|--|---|------|---|
| Title | Ministry | Consultation Deadline | Summary | Proposed Form of Input | Rationale | Lead | Link to Ministry Website |
| Schedule 1 of Bill 39 - Aggregate Resources and Mining Modernization Act, 2016 | Ministry of Natural Resources and Forestry | December 05, 2016 | <p>Relevant key highlights of the proposed changes to Legislation include:</p> <ul style="list-style-type: none"> • Allowing the Minister to add conditions to existing sites, without tribunal hearings, to implement a source protection plan under the Clean Water Act; • Clarifying and enhancing the provisions that allow regulations to be made requiring record keeping and reporting on aggregate operations; and • Allowing self-compliance reporting to be required more or less frequently than once per year as prescribed by regulation. • Clarifying that impacts to municipal | <p>Staff will submit comments to MNRF via the ER, and will provide Council with a copy of the submission</p> | <p>The City of Guelph has an interest in adding conditions to existing licences where there may be impacts to the City's municipal drinking water system.</p> | IDE | https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTI5NTI5&statusId=MTk2MzA4&language=en |

| Provincial/Federal Consultation Alert | | | | | | | |
|---------------------------------------|----------|-----------------------|--|------------------------|-----------|------|--------------------------|
| Title | Ministry | Consultation Deadline | Summary | Proposed Form of Input | Rationale | Lead | Link to Ministry Website |
| | | | <p>drinking water sources be considered when making decisions for new licences and wayside permits;</p> <ul style="list-style-type: none"> • Creating flexibility for the Minister to waive application requirements in order to address unique situations; • Authorizing the creation of regulations to exempt specific activities from licencing or permitting requirements if specific conditions are met • Establishing the application documentation requirements for grandfathering applications that are currently described in policy within the legislation. | | | | |

| Provincial/Federal Consultation Alert | | | | | | | |
|--|--------------------|-----------------------|--|--|--|-------------------------------------|---|
| Title | Ministry | Consultation Deadline | Summary | Proposed Form of Input | Rationale | Lead | Link to Ministry Website |
| Help Develop Ontario's Long-Term Energy Plan | Ministry of Energy | December 17, 2016 | Ontario is seeking public input to help develop the province's next Long-Term Energy Plan (LTEP) to maintain a reliable supply of clean, affordable electricity. | The province has scheduled a series of town halls and invitation only meetings, including one in Guelph on November 21, 2016. Communications will promote the consultation session through social media channels, under the auspices of the CEI Update process. Staff will attend the Guelph area consultation events. Staff will consult with, and contribute to submissions from other Ontario communities engaged in Community Energy Planning, through representative organizations such as AMO, QUEST Ontario Caucus, and Ontario Sustainable Energy Association | Given the interest in this matter, Council input/participation is anticipated. Upon the review/analysis of the Consultation Document, attendance at the Guelph area consultation session and input to the submissions of identified partners, staff will prepare a recommended response for Council consideration via a staff report. | Business Development and Enterprise | https://news.ontario.ca/mei/en/2016/10/help-develop-ontarios-long-term-energy-plan.html?utm_source=ondemand&utm_medium=email&utm_campaign=p |

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| | | | (OSEA). Furthermore, staff will develop key messages for the City of Guelph submission and communicate the identified messages for Council consideration in advance of the December 17 deadline. | | | |
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| Provincial/Federal Consultation Alert | | | | | | | |
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| Title | Ministry | Consultation Deadline | Summary | Proposed Form of Input | Rationale | Lead | Link to Ministry Website |
| OMB Reform | Municipal Affairs | December 19, 2016 | <p>The Ministry of Municipal Affairs is reviewing the scope and effectiveness of the Ontario Municipal Board (OMB), an important part of the province's land use planning system.</p> <p>Through the OMB Review, the government will consider the OMB's scope (what it deals with) and effectiveness (how it operates) to determine improvements with respect to how the Board works within Ontario's broader land use planning system,</p> | <p>The province has scheduled a series of town halls, including one in Guelph on November 1, 2016. An RSVP is requested by October 28, 2016. Communications will promote the consultation session through social media channels.</p> <p>Staff will also be preparing a report to Council for the December 12 planning meeting.</p> | <p>Given the interest in this matter, Council input/participation is recommended.</p> <p>Upon the review/analysis of the Consultation Document, staff will prepare a recommended response for Council review at the December 12 Council meeting.</p> | Planning | http://www.mah.gov.on.ca/Page15027.aspx |

| Provincial/Federal Consultation Alert | | | | | | | |
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| Title | Ministry | Consultation Deadline | Summary | Proposed Form of Input | Rationale | Lead | Link to Ministry Website |
| Potential Changes to the Ontario Building Code | Ministry of Municipal Affairs (MMA) | December 20, 2016 | <p>The Ministry of Municipal Affairs is seeking input from the public and industry stakeholders on changes being considered to the Building Code. This consultation will occur in two phases.</p> <p>The first phase, October 21 to December 20, will include proposed interim amendments that support the Long-Term Affordable Housing Strategy update as well as changes that would form the next edition of the Building Code. In addition, the province is seeking advice on preliminary changes the government should consider to improve energy efficiency and water conservation that could be implemented quickly and over time.</p> <p>The second phase of the consultation will seek input on proposed requirements to support the implementation of the government's Climate Change Action Plan.</p> | <p>Phase 1 - Staff level</p> <p>Phase 2 - To be decided once the Province has decided on the consultation process</p> | <p>Over 500 technical changes proposed to be enacted over the next 2 years. Staff are reviewing items in their areas of expertise and a submission will be made on behalf of Building Services. We are also reviewing the major changes with peers in neighbouring municipalities.</p> <p>Province has not initiated this phase yet</p> | <p>Building Services</p> <p>Building Services</p> | http://www.mah.gov.on.ca/Page14996.aspx |

| Provincial/Federal Consultation Alert | | | | | | | |
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| Title | Ministry | Consultation Deadline | Summary | Proposed Form of Input | Rationale | Lead | Link to Ministry Website |
| Basic Income Pilot for Ontario | Community and Social Services | Jan 31, 2017 | Public consultation, via online survey, to provide input for proposed pilot program. The pilot program hopes to reduce poverty in a new and sustainable way by replacing social assistance. | Staff to complete the online survey, monitor results (due back April 2017) and report back as required. | Staff response sufficient at this time based on the preliminary nature of the consultation request. | Culture, Tourism and Community Investment | <p>Discussion Paper at https://www.ontario.ca/page/finding-better-way-basic-income-pilot-project-ontario</p> <p>Survey at https://www.ontario.ca/form/basic-income-pilot-public-survey? ga=1.172050851.1443231836.1458336547</p> |

Highlights

Board of Health Members

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Chair

County of Wellington

Nancy Sullivan

Vice-Chair

City of Guelph

Dennis Lever

Secretary – Treasurer

County of Wellington

Dr. Nicola Mercer

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WDG Public Health*

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Warden, County of Wellington

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Councillor, County of Dufferin

Mayor, Township of East Garafraxa

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Ken McGhee

Councillor, County of Dufferin

Deputy Mayor, Town of Mono

Keith Perron

City of Guelph

Allen Taylor

County of Dufferin

Chris White

Councillor, County of Wellington

Mayor, Township of Guelph-Eramosa

Wellington-Dufferin-Guelph Public Health is governed by a Board of Health consisting of provincially appointed elected representatives and community members.

On November 2, Board of Health discussions included:

Medical Officer of Health Update: Dr. Mercer updated the BOH on proposed changes to Health Canada's regulation of cosmetics, natural health products and non-prescription drugs. Low-risk products (cosmetics, vitamins, toothpaste etc.) cannot make any health claims and would not be licensed by Health Canada. Moderate risk products (topical pain relievers, cough and cold products etc.) would be licensed based on scientific claims proving the safety, efficacy and quality of the product in question. Higher-risk products (prescription and non-prescription drugs) would receive a full scientific review by Health Canada. These changes will allow consumers to make better informed choices.

Fluoride Varnish Program expansion proposal: Fluoride varnish is recognized as safe and effective for reducing the risk of tooth decay. Public Health currently provides fluoride varnish applications to students in seven elementary schools selected because a high proportion of children were identified with urgent dental needs. In Ontario, from 2010-2012, there were 9,610 day surgeries performed due to early childhood tooth decay with an estimated hospital cost of \$13 million. Dental decay can lead to pain, infection, abscesses and in serious cases can damage a child's self-esteem and affect school performance. The Board accepted this report and is considering the recommendation to expand the fluoride varnish program to five new schools.

Rabies has re-emerged in Ontario: The rabies virus has re-emerged in the Ontario wildlife population. As of October 18, 2016, a total of 217 raccoons and skunks have tested positive for the raccoon rabies strain -- the majority from the Hamilton area. Public Health is responsible for the management and investigation of suspected human rabies exposures by quarantining expected animals and providing the rabies vaccine to individuals needing it. In humans once clinical signs of rabies appear the disease is almost always fatal. Public is contributing its role to a plan involving community partners and government agencies to: reduce the potential for entry of more raccoon rabies into Ontario (prevention and detection); slow its spread beyond any initial outbreak (control); inform the public and the various agencies to take appropriate action (education and communication).

Wellington County hosts successful International Plowing Match (IPM): The IPM received approximately 97,000 visitors. Public Health's role was to respond to potential public health issues. Public Health staff provided 136 inspections/re-inspections of food vendors; daily testing of 18 water-sampling sites including the monitoring of lab reports and sampling procedures; active surveillance for enteric illness and animal bite incidents through daily onsite updates with emergency medical services. No incidents were reported over entire event.