

# COMMITTEE AGENDA



TO **Infrastructure, Development & Enterprise Committee**

DATE Tuesday, December 8, 2015

LOCATION Council Chambers, Guelph City Hall, 1 Carden Street

TIME 5:00 p.m.

## DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

**CONFIRMATION OF MINUTES** – November 3, 2015 Open and Closed Meeting Minutes

**PRESENTATIONS** (Items with no accompanying report)

a) None

## CONSENT AGENDA

*The following resolutions have been prepared to facilitate the Committee's consideration of the various matters and are suggested for consideration. If the Committee wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with separately. The balance of the Infrastructure, Development & Enterprise Committee Consent Agenda will be approved in one resolution.*

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
IDE-2015.42 Affordable Housing Strategy: Draft Directions Report	<ul style="list-style-type: none"> <li>Joan Jylanne, Senior Policy Planner</li> </ul>		√
IDE-2105.43 Clair-Maltby Secondary Plan Study: Terms of Reference	<ul style="list-style-type: none"> <li>Stacey Laughlin, Senior Policy Planner</li> </ul>		√
IDE-2015.44 Rental Housing Alternative Approach Update			
IDE-2015.45 Sign By-law Variances – 400 Speedvale Avenue East			

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IDE-2015.46 Municipal Property & Building Commemorative Naming Committee Terms of Reference Update			
IDE-2015.47 Outstanding Motions of the Infrastructure, Development and Enterprise Committee			

Resolution to adopt the balance of the Infrastructure, Development & Enterprise Committee Consent Agenda.

**ITEMS EXTRACTED FROM CONSENT AGENDA**

Once extracted items are identified, they will be dealt with in the following order:

- 1) delegations (may include presentations)
- 2) staff presentations only
- 3) all others.

**STAFF UPDATES AND ANNOUNCEMENTS**

**ADJOURNMENT**

**NEXT MEETING** – February 2, 2016



2. Moved by Councillor Salisbury  
Seconded by Mayor Guthrie

That the balance of the November 3, 2015 Infrastructure, Development & Enterprise Committee Consent Agenda, as identified below, be adopted:

**IDE-2015.39 2015 Building By-law Update**

1. That report 15-90 regarding the 2015 Building By-law Update, dated November 3, 2015 be received.
2. That a new Building By-law, shown as Attachment 1, being a by-law to repeal and replace By-laws (2012)-19356, as amended, and (1987)-12602, as amended, be enacted.

**IDE-2015.41 Municipal Council Support Resolution (blanket): Notice to Proceed (NTP) for Projects Previously Supported by Council Under Feed-In-Tariff Program 3.1**

WHEREAS the Province's FIT Program encourages the construction and operation of rooftop solar photovoltaic and ground mount solar photovoltaic projects (the "Projects");

AND WHEREAS certain projects approved under the Province's FIT Program 3.1 will be constructed and operated in the City of Guelph;

AND WHEREAS, pursuant to the FIT Rules, Version 3.1, successful applicants whose Projects have been approved require Municipal Council resolutions, referred to as "Notice to Proceed" in order to complete their contract obligations with the Independent Electricity System Operator

NOW THEREFORE BE IT RESOLVED:

1. That Report IDE-BDE-1511 from Infrastructure, Development and Enterprise, dated November 3, 2015 be received.
2. That Council of the City of Guelph supports without reservation the construction and operation of the Projects anywhere in the City of Guelph.
3. That Council direct the City Clerk to sign the attached "Municipal Council Support Resolution (Blanket) - Notice to Proceed" (Attachment #1).
4. That Council direct the Manager, Community Energy to provide a completed and signed "Municipal Council Support Resolution (Blanket) - Notice to Proceed" (Attachment #1) to applicants requesting same for the purposes of completing their contract obligations to the Independent Electricity System Operator's Feed-In-Tariff 3.1 Program.
5. That the Municipal Council Blanket Support Resolution remain in effect for one year from the date of adoption.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell and Salisbury (3)*

*VOTING AGAINST: (0)*

CARRIED

## **Extracted Consent Items**

### **IDE-2015.38 Frozen Water Pipe Policy**

Wayne Galliher, Manager, Technical Services, Water Services, provided a synopsis of the issues regarding frozen water pipes and the need for a policy. He outlined the goals, described the programs available, enhancements being made, program cost recovery measures and next steps.

Discussion ensued regarding communication plans, assessment of the depth required to bury the infrastructure to mitigate issues, and available technology.

3. Moved by Councillor Salisbury  
Seconded by Mayor Guthrie
  1. That Guelph City Council endorses the program components and customer service levels detailed in the Frozen Water Pipe Policy.
  2. That Water Services develops a program to replace municipal water piping vulnerable to freezing as part of the Engineering Services Linear Asset Replacement program for consideration as part of the 2017 Non-Tax Supported Budget deliberations.
  3. That Water Services develop a pilot program to encourage the replacement of privately owned piping that is vulnerable to freezing for consideration as part of the 2017 Non-Tax Supported Budget deliberations.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell and Salisbury (3)*

*VOTING AGAINST: (0)*

CARRIED

### **IDE-2015.40 Intersections Warranted for Traffic Signal Installation**

Alister McIlveen, Manager of Transportation Services, advised that intersections are reviewed by request and prioritized by traffic levels (including pedestrian activity), and the number and types of collisions occurring.

4. Moved by Mayor Guthrie  
Seconded by Councillor Bell
  1. That the report from Infrastructure, Development and Enterprise dated November 3, 2015, titled "Intersections Warranted for Traffic Signal Installation" be received.
  2. That traffic signals be installed at the intersection of Victoria Road South at Clair Road East in 2016, funded through capital account TF0014 of the 2016 Capital Budget.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell and Salisbury (3)*

*VOTING AGAINST: (0)*

CARRIED

### **Authority to Resolve Into a Closed Meeting**

5. Moved by Mayor Guthrie  
Seconded by Councillor Salisbury

THAT the Infrastructure, Development & Enterprise Committee now hold a meeting that is closed to the public with respect to Sec. 239(2)(b) of the *Municipal Act* with respect to personal matters about identifiable individuals.

CARRIED

**Closed Meeting** (5:32 p.m.)

The Chair provided a summary of the closed meeting.

The following matter was considered:

**IDE-C-2015.2      Citizen Appointments to Various Committees (Accessibility Advisory Committee, Downtown Advisory Committee, Economic Development Advisory Committee, Environmental Advisory Committee, Heritage Guelph, River Systems Advisory Committee, Waste Innovation Centre Public Liaison Committee and the Water Conservation & Efficiency Public Liaison Committee)**  
(personal matters about identifiable individuals)

A recommendation regarding this matter will be forwarded to the November 23, 2015 City Council meeting for deliberation.

**Rise from Closed Meeting** (5:34 p.m.)

6.      Moved by Mayor Guthrie  
          Seconded by Councillor Salisbury

That the Infrastructure, Development & Enterprise Committee rise from its closed meeting and reconvene in open meeting.

**Staff Updates and Announcements**

Derrick Thomson, Deputy CAO – Public Services/Acting Deputy CAO – Infrastructure, Development & Enterprise thanked staff for their management of the frozen pipes issue and the development of the policy. He commended all involved for a job well done.

**Adjournment** (5:38 p.m.)

6.      Moved by Mayor Guthrie  
          Seconded by Councillor Salisbury

That the meeting be adjourned.

CARRIED

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Dolores Black  
Council Committee Coordinator

**INFRASTRUCTURE, DEVELOPMENT & ENTERPRISE COMMITTEE  
CONSENT AGENDA**

**December 8, 2015**

Members of the Infrastructure, Development & Enterprise Committee.

**SUMMARY OF REPORTS:**

The following resolutions have been prepared to facilitate the Committee's consideration of the various matters and are suggested for consideration. If the Committee wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with immediately. The balance of the Infrastructure, Development & Enterprise Committee Consent Agenda will be approved in one resolution.

**A Reports from Administrative Staff**

<b>REPORT</b>	<b>DIRECTION</b>
<p><b>IDE-2015.42      AFFORDABLE HOUSING STRATEGY: DRAFT DIRECTIONS REPORT</b></p> <p>1. That Report 15-101 from Infrastructure, Development and Enterprise (IDE) regarding the Affordable Housing Strategy: Draft Directions Report dated December 8, 2015 be received.</p> <p>2. That Council supports the use of the Draft Directions Report set-out in IDE Report No. 15-101 as the basis for community engagement to further develop actions for inclusion in the draft Affordable Housing Strategy.</p>	Approve
<p><b>IDE-2015.43      CLAIR-MALTBY SECONDARY PLAN STUDY: TERMS OF REFERENCE</b></p> <p>1. That Report 15-99 regarding the Terms of Reference for the Clair-Maltby Secondary Plan, dated December 8, 2015, be received.</p> <p>2. That Council approves the Terms of Reference for the Clair-Maltby Secondary Plan included as Attachment 11 to Report 15-99, dated December 8, 2015.</p>	Approve

<b>IDE-2015.44</b>	<b>RENTAL HOUSING ALTERNATIVE APPROACH UPDATE</b>	Receive
<ol style="list-style-type: none"> <li>1. That report 15-102 regarding the Rental Housing Alternative Approach Update, dated December 8, 2015, be received.</li> </ol>		
<b>IDE-2015.45</b>	<b>SIGN BY-LAW VARIANCES – 400 SPEEDVALE AVENUE EAST</b>	Approve
<ol style="list-style-type: none"> <li>1. That the report from Infrastructure, Development and Enterprise dated December 8, 2015 regarding sign by-law variances for 400 Speedvale Avenue East, be received.</li> <li>2. That the request for variances from the Sign By-law for 400 Speedvale Avenue East to permit a sign with an area of 2.77m<sup>2</sup> to be located on the second storey of the building face, be approved.</li> </ol>		
<b>IDE-2015.46</b>	<b>MUNICIPAL PROPERTY &amp; BUILDING COMMEMORATIVE NAMING COMMITTEE TERMS OF REFERENCE UPDATE</b>	Approve
<ol style="list-style-type: none"> <li>1. That the Municipal Property &amp; Building Commemorative Naming Committee Terms of Reference be amended to establish the following Committee composition: a member of Heritage Guelph, the Manager of Development Planning (or designate), General Manager of Culture, Tourism and Community Investments (or designate) and two citizens of the community.</li> </ol>		
<b>IDE-2015.47</b>	<b>OUTSTANDING MOTIONS OF THE INFRASTRUCTURE, DEVELOPMENT &amp; ENTERPRISE COMMITTEE</b>	Receive
<ol style="list-style-type: none"> <li>1. That the report dated December 8, 2015 regarding outstanding motions of the Infrastructure, Development and Enterprise Committee, be received.</li> </ol>		

attach.

# STAFF REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE December 8, 2015

**SUBJECT Affordable Housing Strategy: Draft Directions Report**

REPORT NUMBER 15-101

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To present the Draft Directions Report, identify affordable housing tools, describe current City of Guelph and other municipalities' practices, and present potential draft directions to address the issues identified in the State of Housing Report. The community will be engaged on the potential draft directions prior to recommending responses in the Draft Affordable Housing Strategy.

### KEY FINDINGS

This report and the Draft Directions Report (Attachment 1 and 2) present municipal affordable housing tools, current responses, and potential draft directions to address the City's affordable housing issues.

According to data presented in the State of Housing Report, the Guelph market has a sufficient supply of ownership housing but lacks a sufficient supply of smaller units (bachelor and one bedroom) to meet the needs of smaller households including one person households and couples without children. The overall supply of rental housing is insufficient and the security of the secondary rental market is of concern.

Municipalities have a variety of tools available to them to address affordable housing issues. The tools fall into the following five categories:

1. Regulatory
2. Policies and Procedures
3. Financial
4. Partnerships
5. Advocacy

The City is already using a number of these tools with good success that support affordable housing within the City. The City's accessory apartment regulations have created, on average, approximately 120 registered accessory apartments each year since 1995. These units provide both affordable home ownership and secondary rental options and tend to have lower rental rates than other types of

# STAFF REPORT

rental units. In addition accessory apartments provide housing for smaller households given the current two bedroom size limit.

Following a review of previous City affordable housing reports and the practices of other municipalities, 24 potential draft directions have been formulated using available municipal tools including:

1. Review regulations and by-laws to identify unnecessary barriers/disincentives to the creation of affordable housing, in particular small units (e.g. tiny houses, bachelor, one bedroom units) and primary rental housing units and make recommendations for changes to policy and regulations.
2. Establish a policy to increase the utilization of municipal lands for affordable housing where appropriate and make housing providers aware of lands being disposed of by the City.
3. Provide direct financial incentives (e.g. reserve, grants, Add a Unit Program, etc.) for smaller rental units (bachelor and one bedroom) and primary rental housing.
4. Initiate or support a demonstration project with partners showcasing affordable housing, especially smaller units (bachelor and one bedroom units).
5. Advocate for inclusionary zoning as a tool for municipalities to require development applications to include affordable housing units.

On June 17, 2015 a Council Workshop on affordable housing was held to present the roles and responsibilities for affordable housing, the housing continuum (non-market and market housing), affordable housing research findings and issues and gauge Council perspectives on affordable housing.

Overall, Council members strongly agreed that municipalities should encourage private investment in affordable housing through planning, financial, regulatory and other tools. They agreed that solving the challenges with affordable housing requires new and innovative solutions that may involve a degree of risk, that municipalities have a role in leveraging investments from other orders of government and that municipalities should advocate together with a shared agenda aimed at other levels of government to increase investment in affordable housing.

## **FINANCIAL IMPLICATIONS**

The development of the Affordable Housing Strategy is funded through approved capital funding.

## **ACTION REQUIRED**

To receive the Affordable Housing Strategy: Draft Directions Report and use it as the basis for community engagement to further develop the draft directions.

## RECOMMENDATION

1. That Report 15-101 from Infrastructure, Development and Enterprise (IDE) regarding the Affordable Housing Strategy: Draft Directions Report dated December 8, 2015 be received.
2. That Council supports the use of the Draft Directions Report set-out in IDE Report No. 15-101 as the basis for community engagement to further develop actions for inclusion in the draft Affordable Housing Strategy.

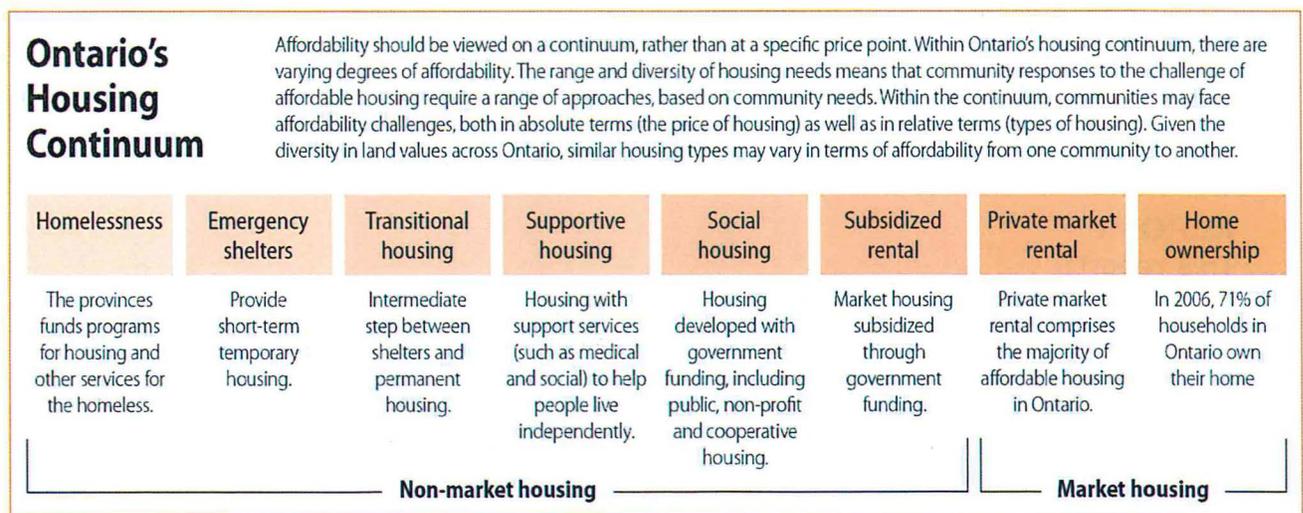
## BACKGROUND

The Affordable Housing Strategy is intended to address municipal requirements under the Provincial Growth Plan and Provincial Policy Statement regarding planning for a range of housing types and densities by establishing and implementing minimum targets for the provision of affordable rental and ownership housing. The Strategy is intended to provide further clarity around affordability issues and advance the Official Plan policies by providing an implementation plan that addresses identified issues and achievement of the city-wide affordable housing target (30% of new development annually to be affordable) along with a mechanism to implement and monitor achievement of the target.

Affordable housing is viewed across a full continuum of housing which includes non-market housing (e.g. emergency shelters, social housing) and market housing (i.e. private market rental and home ownership) as shown in Figure 1.

Within the City of Guelph approximately 96% of the housing supply is market housing (65% ownership, 31% rental) leaving 4% as non-market housing. Within the private market rental housing supply, approximately 55% of rental units are within the primary rental market with 45% within the secondary rental market.

**Figure 1:**



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On April 7, 2014 PBEE Committee received Staff Report 14-15 Housing Strategy Background Report and Proposed Project Charter with Council subsequently approving the project charter (See link <http://guelph.ca/city-hall/planning-building-zoning/community-design/housing/>). The approved project charter scoped the City of Guelph Housing Strategy to focus on affordable market housing. This approach recognizes the continued lead role of the County of Wellington as the Service Manager in administering social housing and income programs, and implementing the Housing and Homelessness Plan. The scope also recognizes the City's land use planning role, policy drivers, responsibilities and tools available to the City. The Background Report provides a general overview of the housing continuum; definition of affordable housing; summary of various government roles, responsibilities and relationships; background policy documents; past studies and reports; and City funding initiatives.

On October 6, 2015 IDE Committee was presented Staff Report 15-37 State of Housing Report (See link <http://guelph.ca/city-hall/planning-building-zoning/community-design/housing/>). The State of Housing Report, presented a demographic and statistical analysis of households in Guelph to identify and understand affordable housing issues affecting rental and ownership market housing in the City of Guelph.

The State of Housing Report identified the following problem statement for the City's affordable housing issues:

The range of housing options available in Guelph is not fully meeting the affordability needs of low and moderate income households.

The following three (3) issues emerged out of the data analysis and provide scope for the Draft Directions Report:

1. There are not enough small units to rent or buy to meet the affordability needs of all smaller households.
2. A lack of available primary rental supply makes it difficult for people to find affordable rental housing.
3. The secondary rental market provides choice of affordable dwelling types but the supply is not as secure as the primary rental market.

## REPORT

This report:

- 1) provides the Draft Directions Report including:
  - municipal tools for affordable housing;
  - current City of Guelph responses and results;
  - other municipal responses;
  - potential draft directions to address Guelph's affordable housing issues;and

- 2) outlines next steps in the work plan to complete the Strategy which includes a community engagement process.

## **Draft Directions Report**

The Draft Directions Report (Attachment 1 and 2) begins by presenting tools available to municipalities to help address affordable housing issues using the “Municipal Tools for Affordable Housing” handbook produced by the Ministry of Municipal Affairs and Housing in Summer 2011, as a guide (See Attachment 3). The report illustrates the tools with examples from the City of Guelph and other municipalities within the Province of Ontario. Establishing a good understanding of the tools available helps support an informed discussion, with community stakeholders, on how the tools could be used to address the affordable housing issues identified in Guelph.

The City’s current practices were reviewed next to identify existing successes and areas that could benefit from further investigation. In addition responses by other municipalities were reviewed with a focus on comparator municipalities. Within the Province of Ontario, the City of Barrie serves as the best comparator given its single tier status (not part of a regional municipality), population size, presence of a post-secondary institution, it is not the Service Manager for social housing and it is included on Guelph Council’s approved list of comparator municipalities. However, unlike the City of Guelph, Barrie has its own municipal non-profit housing corporation through which the municipality is involved in the development and operation of affordable and/or social housing. Other municipalities were reviewed in part due to their recent work on affordable housing including Hamilton, London, Kingston, Ottawa, Durham Region and York Region.

The potential draft directions outlined in this report and Table 1: Summary of Affordable Housing Tools were identified by looking at how the tools and practices of other municipalities could be used to address each of the three affordable housing issues identified in Guelph (i.e. need for smaller units, lack of primary rental supply, and security of the secondary rental market). In addition previous affordable housing report recommendations for the City of Guelph were reviewed to identify directions that remain relevant to the City’s current affordable housing issues. Feedback received from a Council Workshop on affordable housing held on June 17, 2015 was also reviewed.

Each potential draft direction was assessed in terms of criteria related to its potential to address the identified issues. The assessment resulted in a high, medium or low assessment of potential being assigned to each direction to identify directions with the most promise for results. The assessment criteria are based on the degree of city control, impact on the three affordable housing issues and ease of implementation. Table 1 from the Draft Directions Report, included as Attachment 2 provides a summary of affordable housing tools and directions. Many of the directions are intertwined and suggest an order of implementation while others are independent of other potential responses.

# STAFF REPORT



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## **Municipal Tools for Affordable Housing**

Municipalities have a variety of tools available to them to address affordable housing issues. The tools fall into the following five categories:

1. Regulatory
2. Policies and Procedures
3. Financial
4. Partnerships
5. Advocacy

Regulatory responses include Municipal Act, Planning Act and Development Charges Act responses. Policies and procedures include complete application requirements, height and density bonusing procedures, and the potential use of municipal lands. Financial responses include funding programs, financial incentives and funding reserves. Partnership responses include working with other stakeholders on producing resource documents, communications materials and potential demonstration projects. Advocacy work revolves around inclusionary zoning, which would allow a municipality to require development applications to include affordable housing units, and corporate strategies dealing with increasing senior government investments and strategies.

## **Current City of Guelph Responses and Results**

The City has a number of tools in place that assist with the provision of affordable housing. For example, in 1998 the City instigated a "New Multi-residential" property tax class for newly constructed multi-residential buildings (seven or more apartment units under single ownership, i.e. rental apartments) that was equal to the "Residential" property class to help stimulate the development of multi-residential housing that can be a form of affordable housing. The "New Multi-residential" property tax class applied for a period of eight years, from the date of occupancy, after which time the property would be subject to the higher multi-residential property tax rate. In 2002, the "New Multi-residential" property tax class was extended to apply for a period of 35 years for any developments that occurred since 1998. The "New Multi-residential" property tax rate (approximately 1.03% in 2015) is less than half of the rate set for "Multi-residential" properties (approximately 2.1% in 2015). As noted in Table 1 since the inception of the new multi-residential property tax class in 1998, 302 rental units have been created with the largest percentage of known unit sizes being one bedroom.

The City has been viewed as a best practice for its accessory apartment regulations which have created, on average, 117 registered accessory apartments each year since 1995. As of December 31, 2013 a total of 2,123 accessory apartments were registered. These units provide both affordable home ownership and secondary rental options. The accessory apartments tend to have lower rental rates than other types of rental units and tend to service smaller household sizes given the current two bedroom size limit. However, based on a survey of registered accessory apartments conducted during November-December 2014, 25% of accessory apartments are not currently being rented.

# STAFF REPORT



The Affordable Housing Reserve created in 2002 has provided approximately \$1.3 million in funding for a full range of housing including emergency housing (e.g. Wyndham House), non-profit social housing (e.g. Guelph Non-Profit Housing) and ownership housing (e.g. Habitat for Humanity). The funding has supported the creation of 16 emergency shelter units, nine transitional housing units, 84 rental units and 196 ownership housing units, each project having its own agreement and unique funding levels.

The City of Guelph chose not to incorporate affordable/social housing exemptions and/or charges into its 2014 Development Charges By-law. At the time the City did not have a contemporary policy to guide its potential involvement in financially incenting or otherwise supporting the construction of affordable housing. In addition the City is not the Service Manager for social housing and there is no plan in place to develop social housing. The Development Charges Act requires proven "intent" for all projects included in development charges.

The City has used Community Improvement Plans (CIP) to support Downtown and Brownfield redevelopment but not specifically to address affordable housing needs. A CIP would allow the municipality to develop financial incentives to address identified needs, broadening the use of City financial reserves, including tax increment financing.

## **Other Municipal Responses**

A number of municipalities across the Province of Ontario are also developing responses to their affordable housing needs. In particular, the need for additional primary rental housing supply is a common issue amongst municipalities along with developing regulations for accessory apartments, a common form of secondary rental housing.

The cities of Barrie, Hamilton and Ottawa and the Regions of Peel and York have development charges by-laws that provide residential exemptions based on specific criteria. For example in Barrie residential uses within the City Centre Planning Area are subject to a 25% discount of the development charges applicable to the development. In Hamilton exemptions are provided for residential intensification (e.g. addition of two units to a single detached unit), redevelopment (e.g. conversion of single detached unit into a rooming house), affordable housing (e.g. in receipt of senior government or CityHousingHamilton funding) and student residences (50% exemption if built by accredited post-secondary institution or accredited private secondary school). In addition Halton Region has added social housing as a General Service under their development charges by-law which allows them to collect funding for the future provision of social housing.

The City of Oshawa has adopted a Community Improvement Plan to encourage the development of apartments and block townhouses in the areas surrounding their post-secondary educational institutions while Hamilton is targeting downtown

reinvestment in a Community Improvement Plan by providing interest free loans for projects that are predominately residential.

Many municipalities have supported advocacy efforts around the establishment of a National Housing Strategy, new regulatory tools, such as inclusionary zoning, and secure, on-going funding for the development and operation of affordable housing from senior levels of government.

### **Potential Draft Directions to Address Guelph's Housing Issues**

The Draft Directions Report (Attachment 1 and 2) presents a number of potential draft directions to address the three affordable housing issues identified in the State of Housing Report. The directions build on the City's successes and the approaches used by other municipalities. The potential draft directions include recommendations from previous reports including the 2002 Affordable Housing Action Plan, 2005 Wellington and Guelph Housing Strategy, 2009 Affordable Housing Discussion Paper and Housing and Homelessness Plan for Guelph Wellington (2013) that remain relevant to Guelph's current affordable housing issues. In addition feedback received from the July 17, 2015 Council Workshop are included in the potential draft directions.

Each potential draft direction has been assessed based on the degree of city control, impact on the three affordable housing issues and ease of implementation. The assessment resulted in a high, medium or low assessment of potential being assigned to each direction to identify those with the most promise for results. Interdependencies between directions were identified since some directions are dependent on others suggesting an order of implementation while others are independent of other potential responses.

City staff conducted an initial review of the directions outlined in Attachment 1 and 2 which identified the following that showed promise for results:

#### Regulatory:

- Increase the City's affordable rental housing target by modifying the tenure split of the 30% affordable housing target included in the City's Official Plan.
- Review regulations and by-laws to identify unnecessary barriers/disincentives to the creation of affordable housing, in particular small units (e.g. tiny houses, bachelor, one bedroom units) and primary rental housing units and make recommendations for changes to policy and regulations.
- Provide financial incentives for affordable housing through the development of a Community Improvement Plan (CIP) and/or modification of the Downtown Community Improvement Plan.

#### Policy and Procedures:

- Establish a policy to increase the utilization of municipal lands for affordable housing where appropriate and make housing providers aware of lands being disposed of by the City.

## Financial:

- Provide direct financial incentives (e.g. reserve, grants, Add a Unit Program, etc.) for smaller rental units (bachelor and one bedroom) and primary rental housing.

## Partnerships:

- Research innovative housing with partners to create a resource document that could be used with other tools and support the development of affordable housing e.g. pocket housing.
- Initiate or support a demonstration project with partners showcasing affordable housing, especially smaller units (bachelor and one bedroom units).
- Work with the County as Service Manager and housing providers to identify the potential to intensify existing social housing properties and assist with implementation where appropriate.

## Advocacy:

- Advocate for inclusionary zoning as a tool for municipalities to require development applications to include affordable housing units.

## **Council Workshop**

A Council Workshop on affordable housing was held on June 17, 2015 to present the roles and responsibilities for affordable housing, the housing continuum (non-market and market housing), affordable housing research findings and issues. During the workshop Council perspectives on affordable housing were gauged and input on the Province's Long-Term Affordable Housing Strategy Update was received.

Overall, Council members strongly agreed that municipalities should encourage private investment in affordable housing through planning, financial, regulatory and other tools. They agreed that solving the challenges with affordable housing requires new and innovative solutions that may involve a degree of risk, which municipalities have a role in leveraging investments from other orders of government and that municipalities should advocate together with a shared agenda aimed at other levels of government to increase investment in affordable housing. There was also strong agreement that if municipalities had the legislative authority to require developers to build affordable housing (i.e. inclusionary zoning) they should use that authority to require a certain amount of affordable housing in new developments.

## **Next Steps**

Following the release of the Draft Directions Report, key stakeholders will be consulted on the potential draft directions and how the directions could address the City's identified affordable housing issues. The targeted discussions with key stakeholders will help refine the directions and options to be presented to the broader public.

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The broader community engagement will be undertaken to inform the public about the data, issues and tools available to address the issues. The public's level of support for the potential draft directions and priorities will also be solicited.

The Draft Affordable Housing Strategy will incorporate findings from the Background Report, State of Housing Report, Draft Directions Report and outcome of the key stakeholder and public engagement processes. The final Affordable Housing Strategy is scheduled for completion in Q2 2016.

## **CORPORATE STRATEGIC PLAN:**

**2.2 Innovation in Local Government** - Deliver public services better.

**3.1 City Building** - Ensure a well-designed, safe, inclusive, appealing and sustainable City.

## **FINANCIAL IMPLICATIONS:**

Council approved funding in the capital budget for completion of the Housing Strategy. The budget has been used for data acquisition and analysis, including a survey of registered accessory apartments. Funds remain for the implementation of a community engagement process.

## **DEPARTMENTAL CONSULTATION:**

The Draft Directions Report was developed with the assistance of a cross departmental team with representatives from Planning, Urban Design and Building Services; and Culture, Tourism and Community Investments. Intergovernmental Relations, Policy and Open Government; Communications and Customer Service; Business Development and Enterprise; Legal and Finance staff were consulted on specific directions as required.

## **COMMUNICATIONS:**

A Community Engagement Plan has been developed in coordination with Community Engagement and Communications staff. The public will be consulted throughout this process in accordance with the Community Engagement Plan.

## **ATTACHMENTS**

- \*Attachment 1      Draft Directions Report
- Attachment 2      Table 1: Summary of Affordable Housing Tools
- Attachment 3      Municipal Tools for Affordable Housing

\* Attachment 1, 2 and 3 are available on the City of Guelph website at <http://guelph.ca/city-hall/planning-building-zoning/community-design/housing/>). Click on the link for the December 8, 2015 Affordable Housing Strategy: Draft Directions Report (with attachments).

# STAFF REPORT



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**Report Author**

Joan Jylanne  
Senior Policy Planner

**Approved By**

Melissa Aldunate  
Manager of Policy Planning and Urban Design

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**Approved By**

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# STAFF REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE December 8, 2015

**SUBJECT Clair-Maltby Secondary Plan Study: Terms of Reference**

REPORT NUMBER 15-99

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

The purpose of this report is to present the Terms of Reference (TOR) for the Clair-Maltby Secondary Plan Study to IDE Committee and Council prior to issuing the Request for Proposal (RFP) and retaining a consultant team. This report provides a high level overview of the TOR, highlighting the structure of the TOR, as well as the phasing and estimated timelines proposed for the Secondary Plan Study.

### KEY FINDINGS

The Clair-Maltby Secondary Plan: Project Initiation Staff Report which outlined and recommended following the Master Environmental Servicing Plan (MESP) and Secondary Plan process was approved by Council on June 22, 2015. The MESP and Secondary Plan process is being used in order to appropriately address, in an efficient manner, the complexity and number of factors that need to be considered as the City moves forward with the Secondary Plan and the municipal servicing of the Clair-Maltby area.

The scope of the Terms of Reference (TOR) builds on existing background information and recently completed policy work and studies that have been completed and are available. The scope of work is not intended to duplicate work that has already been completed but rather build on and supplement, as appropriate, existing information to characterize natural heritage and water resource systems at a 'landscape' or 'system' level, which is necessary to complete prior to the detailed design stage for individual development applications.

The TOR for the Secondary Plan will be the guiding document for the issuance of an RFP in order to retain a consulting group to undertake the Clair-Maltby Secondary Plan Study.

The TOR includes an introduction that outlines the purpose/objectives of the secondary plan study, as well as the project phasing and estimated timelines.

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Following the introduction are a number of 'Task' sections that are specific to the technical studies required by the MESP and Secondary Plan. Each Task identifies the study purpose, as well as the key tasks and deliverables to be completed during each phase of the Secondary Plan Study.

## **FINANCIAL IMPLICATIONS**

Capital funding to undertake this project was approved through the 2013-2015 capital budgets. Based on the requirements of the MESP and Secondary Planning process and the work outlined in the TOR, it is anticipated that additional capital funding will likely be required to complete all necessary work.

Refined costing of the Secondary Plan Study will be determined through the RFP process. A request will be made as part of the 2017 budget process, if required.

## **ACTION REQUIRED**

Approve the TOR for the Clair-Maltby Secondary Plan Study as attached to this report.

## **RECOMMENDATION**

1. That Report 15-99 regarding the Terms of Reference for the Clair-Maltby Secondary Plan, dated December 8, 2015, be received.
2. That Council approves the Terms of Reference for the Clair-Maltby Secondary Plan included as Attachment 11 to Report 15-99, dated December 8, 2015.

## **BACKGROUND**

The Clair-Maltby Secondary Plan: Project Initiation Staff Report which outlined and recommended following the MESP and Secondary Plan process was approved by Council on June 22, 2015 (see [guelph.ca/clair-maltby](http://guelph.ca/clair-maltby)). The MESP and Secondary Plan process is being used in order to appropriately address, in an efficient manner, the complexity and number of factors that need to be considered as the City moves forward with the Secondary Plan and the municipal servicing of the Clair-Maltby area. The MESP proceeds in accordance with the Master Plan requirements of the Municipal Engineers Association Class Environmental Assessment (EA) process (Section A.2.7 of the Class EA document). The MESP and Secondary Plan process will provide an integrated approach to advance the development of the Clair-Maltby area. This approach integrates land use, environment, transportation and servicing studies/plans to guide the Secondary Plan.

In researching recently completed and currently in progress secondary plans in other municipalities, staff found many examples of the MESP process being used including, but not limited to: the North Leslie MESP in Richmond Hill; Cambridge West Community MESP; Seaton Community MESP in Pickering; East Side Lands MESP in the Region of Waterloo; and, the Future Urban Area in Markham. There are a number of different approaches being taken with respect to completion of MESP's,

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Secondary Plans, and subwatershed studies/comprehensive EIS's. In some instances, the processes are undertaken sequentially (one after the other), while others combine some or all of the processes and undertake them concurrently. The approach being proposed for the Clair-Maltby Secondary Plan is to undertake the processes concurrently in an integrated manner as they all need to be completed prior to any development of these lands occurring. By undertaking them concurrently, the intention is that the overall timeline will be reduced as compared to the sequential approach.

The examples identified above all require/required substantial municipal services to be designed and installed prior to the lands being developed. The North Leslie MESP is of note as the land being studied for development is located on the Oak Ridges Moraine and the Clair-Maltby Secondary Plan area is located entirely on the Paris-Galt Moraine. Therefore, the environmental characterization/monitoring requirements, particularly related to groundwater, are very similar.

A Technical Steering Committee, comprised of representatives from many City departments, the County of Wellington, the Township of Puslinch and Grand River Conservation Authority (GRCA) provided input into the terms of reference.

A public open house was held on August 11, 2015, at which attendees were informed about the process and were provided an opportunity to give feedback on what should be included in the project terms of reference. An online survey was available on the project webpage for those who were unable to attend the open house. See Attachment 7 – Community Feedback from the Open House and Online Survey. In addition, a focus group was held on September 17, 2015 with invited stakeholders including area residents, representatives of the development community, and representatives from City committees, organizations and community groups. See Attachment 9 – Stakeholder feedback from the focus group meeting. Participants provided input on what should be studied as part of the Clair-Maltby area and responses included, but were not limited to: environmental considerations; transportation and mobility; mix of housing and uses; and, community services.

The Environmental Advisory Committee, River Systems Advisory Committee and Heritage Guelph were also consulted with respect to the TOR.

A draft of the TOR was posted publicly on the City website on October 23, 2015. Those individuals that requested to remain informed about the project were notified that the TOR was available for review and comment. See Attachment 10 – Public feedback on the draft terms of reference.

The comments received from the above noted Advisory Committees, the Technical Steering Committee, focus group stakeholders and from the public have been considered and have informed the draft terms of reference.

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## REPORT

The Terms of Reference (TOR) is the guiding document for the issuance of a Request for Proposal (RFP) in order to retain a consulting team to undertake the Clair-Maltby Secondary Plan study. The TOR outlines the scope of work to be undertaken as part of this study. City staff will manage the project with input from the Staff Technical Steering Committee, a Technical Advisory Group and a Community Working Group.

The TOR is included in this report as Attachment 11 (see [guelph.ca/clair-maltby](http://guelph.ca/clair-maltby)).

The terms of reference is structured to include an introductory section followed by individual tasks.

The introductory section of the TOR includes background information, purpose/objectives of the secondary plan study, describes the components of the secondary plan process (i.e. MESP and Secondary Plan), outlines the proposed project phasing and expected timelines.

Following the introductory section are seven 'Task' sections which provide further detail with respect to the individual studies that will occur as part of this project. These include:

- Task A: Comprehensive Environmental Impact Study
- Task B: Water-Wastewater Servicing
- Task C: Stormwater Management
- Task D: Mobility
- Task E: Energy and Other Utilities
- Task F: Secondary Plan
- Task G: Fiscal Impact Assessment
- Task H: Community Engagement & Communications

Each task includes; the study purpose, phasing, key tasks and deliverables. Technical studies will be undertaken concurrently, with an emphasis on a coordinated and cohesive approach that includes continuous feedback loops. This integrated and iterative approach is to ensure that information collected from each study will inform the other technical studies and the development of a feasible Secondary Plan.

The scope of this project is larger than many of the secondary plans the City has completed to date. The reason for this is that the City has no physical infrastructure or services within the secondary plan area. The secondary planning area is also very complex in terms of natural heritage, water resource systems and its geophysical setting. Thus, the scope of the secondary plan study, particularly the environmental and servicing components, has to incorporate the level of detail necessary for the City to provide such services as: storm and sanitary sewer networks, water distribution network; road network; integrated and comprehensive trail system; storm water management facilities; etc. In considering where to locate

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all of these services and facilities, the Natural Heritage System that has been identified through Official Plan Amendment 42 must be protected.

It should be noted that the scope of the TOR builds on existing background information and recently completed policy work and studies that have been completed and are available, most notably through OPA 42. The scope of work is not intended to duplicate work that has already been completed but rather build on and supplement, as appropriate, existing information to characterize natural heritage and water resource systems at a 'landscape' or 'system' level, which is necessary to complete prior to the detailed design stage for individual development applications. With respect to infrastructure projects, it should be noted that the level of detail will be a conceptual level of design allowing for flexibility with respect to future servicing opportunities.

The scope of the environmental work is proposed to satisfy the requirements of the Municipal Class EA, the Provincial Policy Statement and the City's Official Plan. In addition, the scope will provide support in considering potential servicing alternatives, as well as, in considering potential land use designations (i.e. low, medium or high density residential, commercial, etc.) while ensuring the Natural Heritage System is not negatively impacted. The scope proposed for the Comprehensive Environmental Impact Study has been informed by input from the GRCA, (see Attachment 8 for the GRCA comments dated August 28, 2015), as well as input from the Ministry of Natural Resources and Forestry (MNR). Future development applications and detailed project designs will still be required to undertake environmental work specific to individual development applications which will be reliant on the baseline data and will be guided by the environmental management strategies and targets being established through the secondary plan study.

In considering the public comments on the draft TOR regarding the proposed scope of the study, staff considered what the potential risks may be if the scope of the study is reduced. Since individual development applications do not assess impacts or develop mitigation/management strategies and targets at a broader landscape/system level and cannot assess overall cumulative impact of urbanizing this area, if the scope of the comprehensive environmental impact study is reduced, then any or all of the following risks should be considered:

- Sufficient information would not be available to develop comprehensive recommendations to manage/mitigate potential negative impacts. This could result in decreases to base flow to Hanlon and Mill Creeks which may then impact the broader subwatershed including fish habitat and water quality;
- As this is an area of significant groundwater recharge, a less robust understanding of the characteristics of the groundwater regimes could result in future development negatively impacting the functionality of the moraine with respect to groundwater recharge and discharge, as well as shallow and deep flow patterns over the long term; and,

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- A reduction in recharge quality or quantity could influence or limit the City's ability to develop future groundwater supply sources and potentially impact water quality. The City's Water Supply Master Plan has identified the need for future water supply wells in this general area.

Other potential risks related to reducing the scope of the Terms of Reference may include:

- Potential Part II Order with respect to the MESP;
- Potential Ontario Municipal Board appeal(s) of the Secondary Plan Official Plan Amendment; and,
- Impacts to the efficient and timely processing of future development applications if the recommended comprehensive analysis is put off to a future stage.

With respect to the public comments regarding establishing population and employment targets in the TOR, we note that most of the secondary plan area is within the designated greenfield area and, therefore, subject to the Official Plan policies (Section 2.4.10) which set a minimum density target of a combined 50 persons and jobs per hectare for the City's entire designated greenfield area. Staff are recommending an approach in the draft TOR to establish the population and employment targets following the development of the vision and guiding principles for the secondary plan area. This approach allows for the targets to be set in line with the vision and principles. The population and employment targets for the secondary plan area will then inform the city-wide update of the land budget and intensification study related to the 2041 targets and the Growth Plan Amendment 2 conformity exercise.

## Project Timeline

The process developed for the Clair-Maltby Secondary Plan includes three phases with the anticipated timelines:

- Phase 1 – Background: data collection, environmental characterization, development of a technical work plan, development of principles/goals for the secondary plan (12 months)
- Phase 2 – Project: develop Conceptual Community Structure, substantial completion of technical studies, select Preferred Community Structure Alternative (24 months)
- Phase 3 – MESP and Secondary Plan (12 months)

A preliminary process outline in diagram form for the Clair-Maltby Secondary Plan study has been included as Attachment 3.

Subject to council approval of the TOR, it is anticipated that the RFP will be released and a consulting team retained in Q1 of 2016.

Time ranges for the project phases have been estimated based on the deliverables for each phase of the secondary plan process. The estimated timeline is

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approximately 4 years from when the consultant team begins work on the project to Council approval of the secondary plan based on the technical requirements for environmental and groundwater monitoring (minimum 3 years of continuous multi-level groundwater monitoring to characterize the groundwater level, quality, quantity, flow patterns and temperature). Through the request for proposal (RFP) process, consultants will be asked to identify opportunities for efficiencies while still meeting the requirements of the terms of reference and all applicable legislative, policy and regulatory requirements.

Timing has been estimated for each phase, however, the overall project timing is also subject to Council direction and decisions at key milestones and may also be impacted by potential legislative, policy and/or regulatory changes that occur during the course of the project. In addition, completion of other city-wide studies (i.e. updated commercial policy review, employment land needs study) and the resolution of ongoing OMB appeals (i.e. OPA 48, OPA 54) may impact the timing of the Secondary Plan as the studies and policies are required inputs to the secondary plan.

## **Community Engagement**

City staff undertook a different approach to developing the TOR for this project by engaging the public and key stakeholders early in the process. It was considered critical to undertake community engagement in the development of the detailed TOR to ensure that, as much as possible, there is stakeholder support regarding the scope of the secondary plan from the outset of the process.

City staff has engaged community stakeholders in the development of the TOR. Consultation included a public open house held on August 11, 2015 and a focus group session held on September 17, 2015. A feedback form was available at the open house and on the website for individuals to submit comments. The feedback received and notes taken during facilitated discussions informed the draft TOR. The draft TOR was then released on October 23, 2015 to the public for review and comment prior to the TOR being finalized. A summary of community feedback collected at the open house, focus group session and feedback received on the draft TOR have been included as Attachments 7, 9 and 10.

In addition to City staff, the County of Wellington, Township of Puslinch and the GRCA were represented on the Technical Steering Committee (TSC) to inform the development and review of the TOR.

The Environmental Advisory Committee (EAC) and the River Systems Advisory Committee (RSAC) have been included in the development and review of the draft TOR. Input was received in July 2015 prior to the draft TOR being prepared. The final draft TOR was presented to both committees in November 2015 for their review and comment. See Attachments 4 and 6 for the EAC and RSAC motions.

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In response to the November 12, 2015 EAC motion that EAC passed, staff have modified the TOR and provided additional information and clarification in response to the motion. See Attachment 5 for the staff response explaining how the EAC motion has been incorporated in the TOR or addressed.

The final draft TOR was also presented to Heritage Guelph in November 2015 for their comments.

The draft TOR includes parameters for a community engagement process to be developed and executed by the consultants through the Clair-Maltby Secondary Plan work plan. It is anticipated that there will be a number of other community engagement events for the public throughout the process. As well, a Technical Advisory Group (TAG) and a Community Working Group (CWG) will be established and Council Appointed Advisory Committees will be consulted throughout the secondary plan process. The terms of reference and membership of the TAG and CWG will be developed in Phase 1.

## **Timing/Next Steps**

Upon Council approval of the TOR, the RFP will be posted and a consulting team will be hired. Timing is set for early 2016.

## **CORPORATE STRATEGIC PLAN**

**Strategic Direction 3.1:** Ensure a well-designed, safe, inclusive, appealing and sustainable City.

**Strategic Direction 3.2:** Be economically viable, resilient, diverse and attractive for business.

**Strategic Direction 3.3:** Strengthen citizen and stakeholder engagement and communications.

## **FINANCIAL IMPLICATIONS**

Capital funding to undertake this project was approved through the 2013-2015 capital budgets. Based on the requirements of the MESP and Secondary Planning process and the work outlined in the TOR, it is anticipated that additional capital funding will likely be required to complete all necessary work.

Refined costing of the Secondary Plan Study will be determined through the RFP process. A request will be made as part of the 2017 budget process, if required.

## **DEPARTMENTAL CONSULTATION**

City staff from a number of service areas have formed the Technical Steering Committee (TSC) and have been consulted in order to draft the TOR for the Clair-Maltby Secondary Plan, including:

Infrastructure, Development and Enterprise Services

- Planning, Urban Design and Building Services (Policy Planning and Urban Design, Development Planning)

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- Engineering and Capital Infrastructure Services (Development and Environmental Engineering, Transportation and Infrastructure)
- Business Development and Enterprise (Economic Development, Community Energy)
- Environmental Services (Water, Wastewater, Solid Waste)

## Public Services

- Parks and Recreation (Parks/Park Design, Forestry)
- Operations
- Guelph Transit
- Emergency Services

## Corporate Services

- Communications and Customer Service (Communications)
- Finance

## Office of the Chief Administrative Officer

- Intergovernmental Relations, Policy and Open Government (Community Engagement)

## COMMUNICATIONS

The development of a Community Engagement Plan and Communications Plan has been included as part of the TOR and will form part of the RFP. The Community Engagement Plan and Communications Plan will be developed by the consultant team in coordination with City Community Engagement and Communications staff. Key stakeholders and the general public will be engaged throughout the process.

## ATTACHMENTS

Attachment 1	Clair-Maltby Secondary Plan Study Area
Attachment 2	Aerial photograph of Clair-Maltby Study Area
Attachment 3	Clair-Maltby Secondary Plan Process Outline
Attachment 4	Environmental Advisory Committee Motions (July 8, 2015 and November 12, 2015)
Attachment 5	Staff Response to the November 12, 2015 EAC Motion
Attachment 6	River System Advisory Committee Motions (July 29, 2015 and November 18, 2015)
Attachment 7	Community Feedback from the Open House and Online Survey
Attachment 8	Comments from GRCA (August 30, 2015)
Attachment 9	Stakeholder Feedback from the Focus Group meeting
Attachment 10	Public Feedback on the draft Terms of Reference
*Attachment 11	Clair-Maltby Secondary Plan Terms of Reference

\*Attachment 11 is available on the City of Guelph website at [guelph.ca/clair-maltby](http://guelph.ca/clair-maltby)

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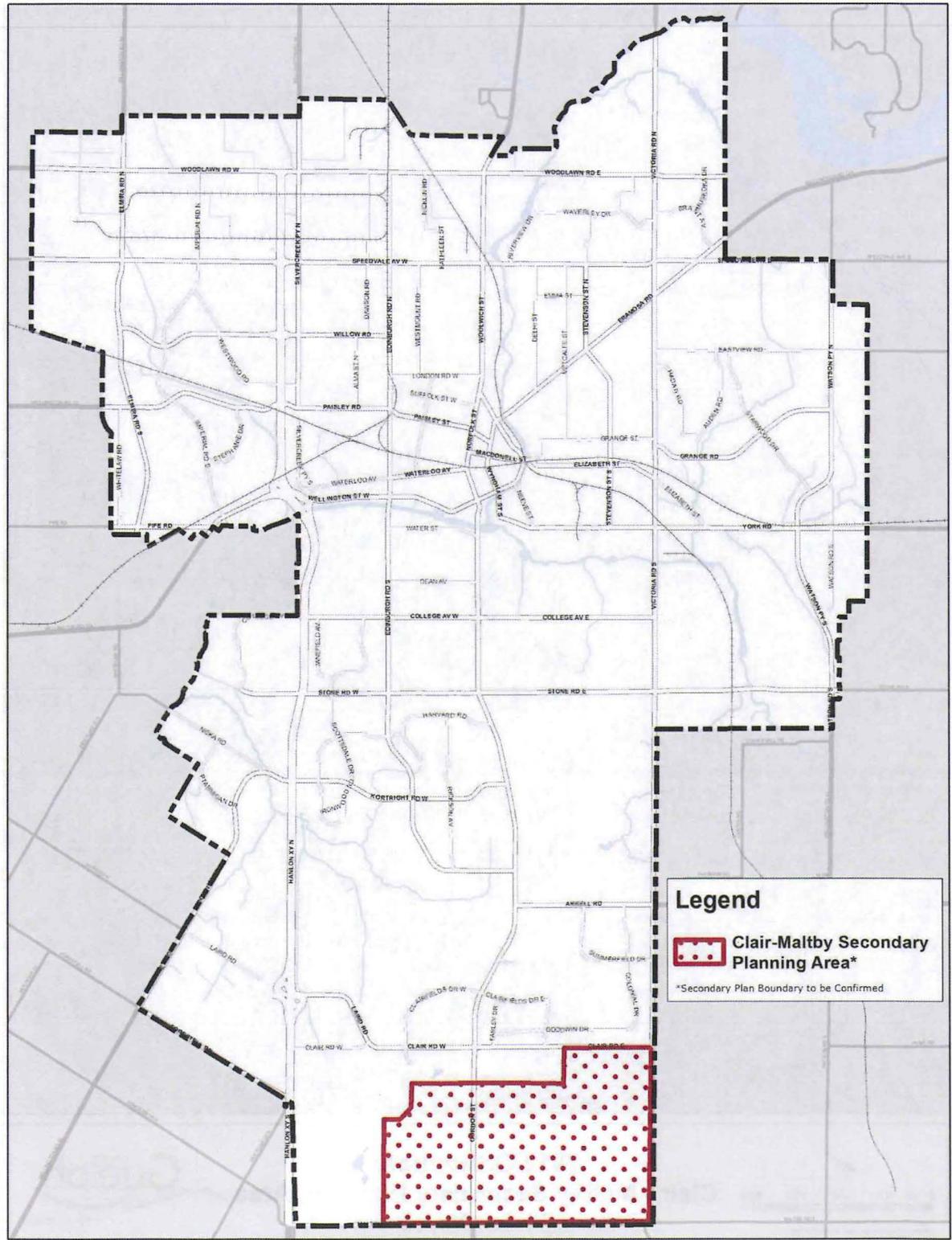
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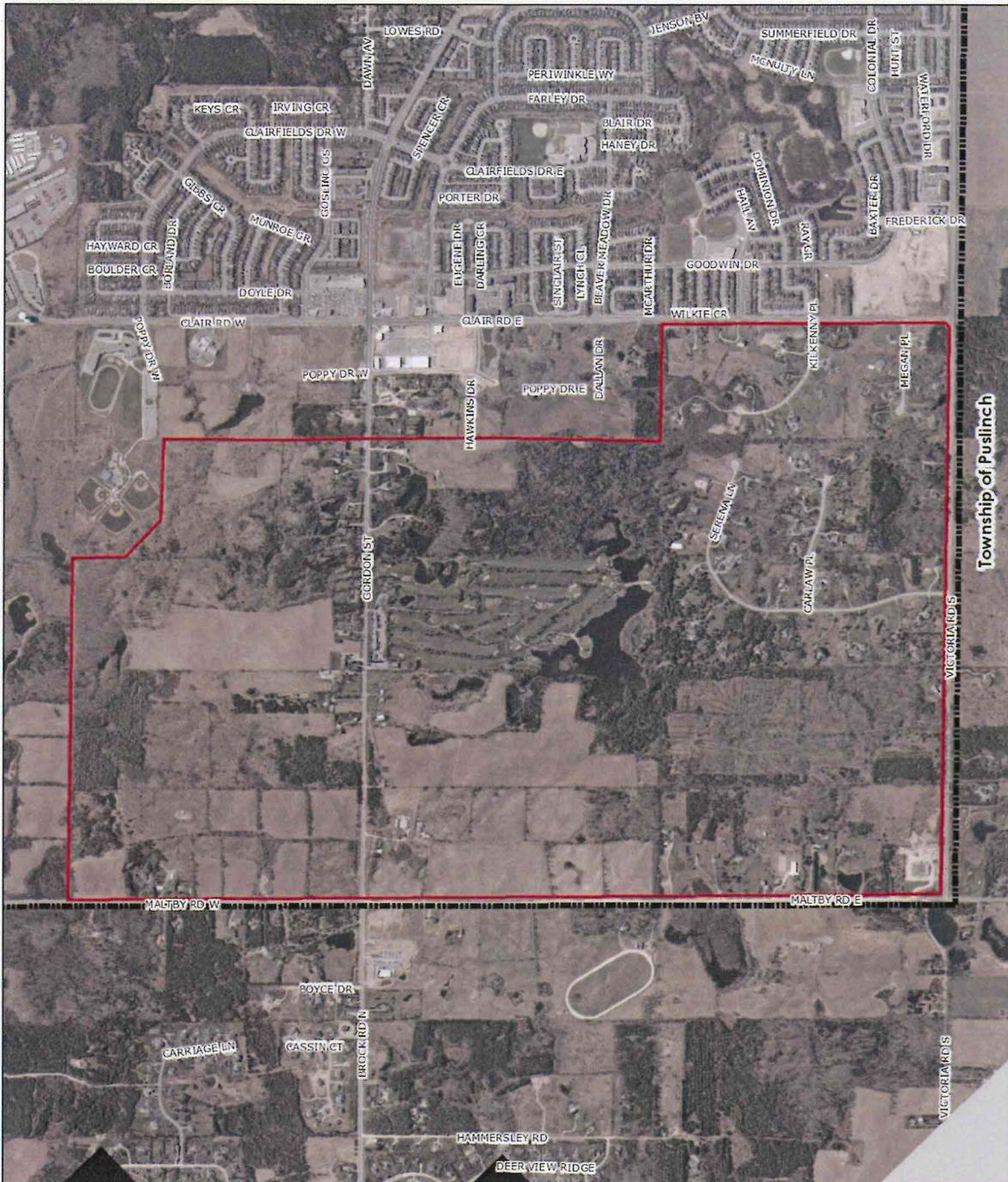
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## Attachment 1 – Clair-Maltby Secondary Planning Area



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## Attachment 2 – Aerial photograph of Clair-Maltby Study Area



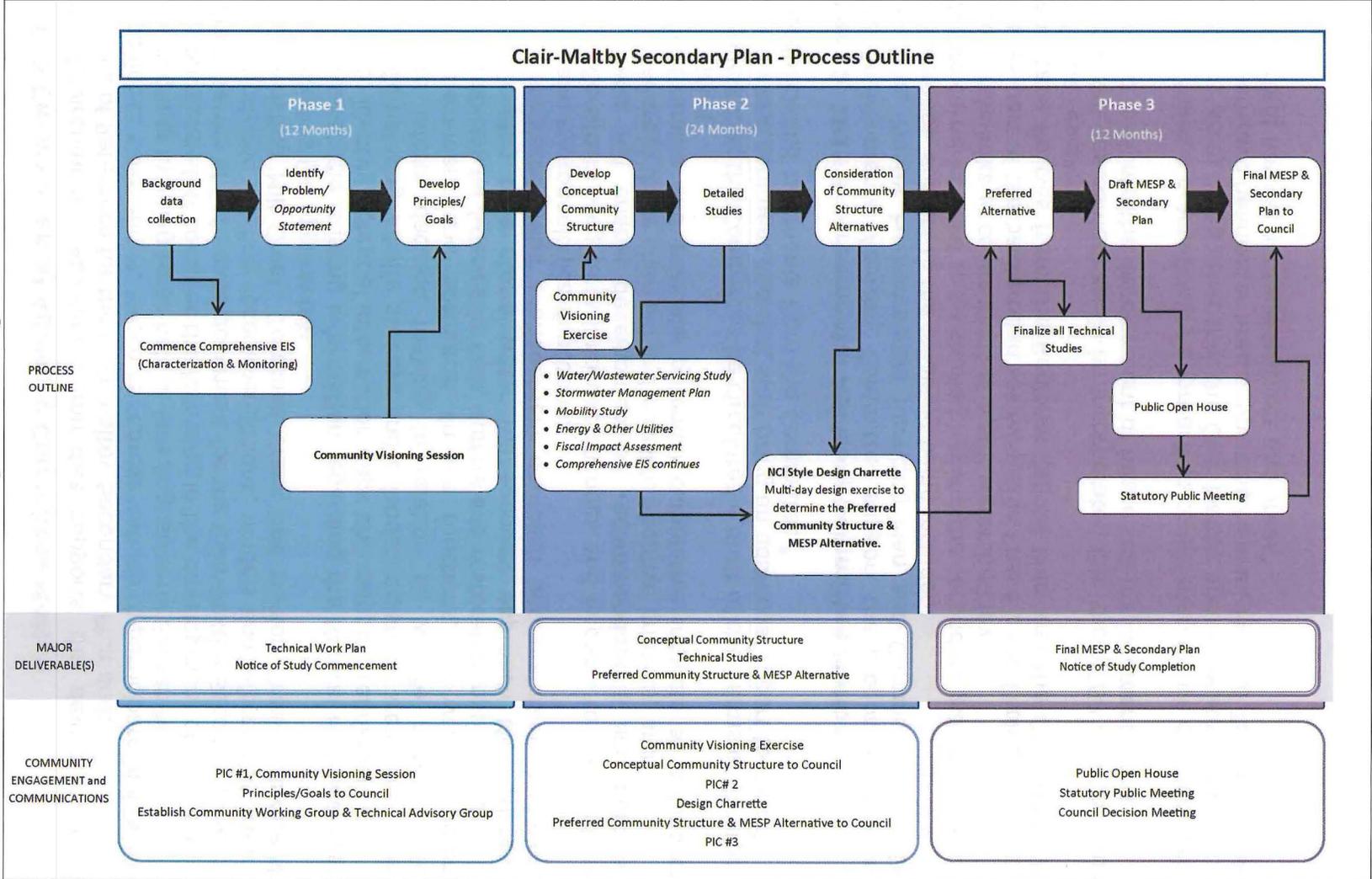

**2012 Orthophoto**  
**Clair - Maltby Secondary Planning Area**  
 \*Secondary Plan Boundary to be confirmed

0 85 170 340 510 680 m  
Produced by the City of Guelph  
 Planning, Urban Design and Building Services  
 Development Planning  
 November 2015


 Making a Difference

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Attachment 3 – Clair-Maltby Secondary Plan Process Outline



## Attachment 4 – EAC Motions

### July 8, 2015 Environmental Advisory Committee Motion

“THAT the Environmental Advisory Committee supports the development of a detailed Terms of Reference for the Clair Maltby Secondary Plan and:

- Appoint C. Oaks and M. Mosco as representatives to participate in a facilitated focus group meeting to be held in late August/early September.
- Recommend staff consider the following in the development of an initial draft Terms of Reference document for the Clair-Maltby Secondary Plan:
  - a. Updating existing recommendations, models and information from the existing Mill Creek, Torrance Creek and Hanlon Creek subwatershed studies (as applicable);
  - b. Assess the existing information regarding the Natural Heritage System to identify potential information gaps and mapping refinements;
  - c. Completing wildlife surveys and a landscape/study area level analysis to inform decision making in relation to wildlife habitat, wildlife movement and ecological linkage functions, as well as potential habitats for Species At Risk, buffers and restoration opportunities;
  - d. Scoping of a storm water management approach that utilizes an integrated water management approach and maintains hydrological and hydrogeological functions;
  - e. Considers long term land use changes and impacts to the study area and will enable development of recommendations and policies to address these changes and possible negative impacts; and,
  - f. Examine and evaluate potential cumulative impacts at a landscape level.
- Request that the Committee be circulated a draft of the Terms of Reference for review and comment and that staff bring an additional report to collect feedback and comments from the Committee.”

### November 12, 2015 Environmental Advisory Committee Motion

“THAT the Environmental Advisory Committee support the proposed Clair-Maltby Secondary Plan, Master Environmental Servicing Plan and Community Plan Draft Terms of Reference, subject to the following being included:

- Wildlife corridors need to be studied beyond the secondary plan boundary and incorporate linkage connections at a sub watershed level
- That as part of the background review within Phase 1 the Ecological Sensitive Landscape Policies from the Regional Official Plan and the Cambridge West MESP be reviewed.
- That a salt assessment study be incorporated into the MESP and Community Plan and feed into the development of future salt management plans

THAT the City takes a precautionary approach to considering future development within the Clair Maltby area, recognizing that the Clair Maltby area is located on the Paris Galt Moraine, is a sensitive headwater area supporting Hanlon, Mill and Torrance Creeks and includes important natural heritage features and areas”

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## Attachment 5 – Staff Response to November 12, 2015 EAC Motion

EAC Comment	Staff Response
<ul style="list-style-type: none"> <li>Wildlife corridors need to be studied beyond the secondary plan boundary and incorporate linkage connections at a sub watershed level</li> </ul>	<p>The proposed approach utilizing a two tiered study area is intended to support the consideration and analysis in order to incorporate linkage connections at a subwatershed level.</p> <p>The specific boundaries for the CEIS study area(s) will be determined as part of the Technical Work Plan.</p>
<ul style="list-style-type: none"> <li>That as part of the background review within Phase 1 the Ecological Sensitive Landscape Policies from the Regional Official Plan and the Cambridge West MESP be reviewed.</li> </ul>	<p>City staff reviewed the Cambridge West MESP along with a number of other similar examples as part of the development of the Terms of Reference document and have incorporated concepts from other studies into the Terms of Reference.</p> <p>Staff also reviewed the Region of Waterloo’s Environmentally Sensitive Landscapes (ESL) polices, which are not intended to apply within urban areas like the City of Guelph. The Region of Waterloo has identified ESLs within their Official Plan to provide direction regarding where future urban growth and development should not occur due to environmental sensitivities. The Clair Maltby area has already been identified as an area to accommodate future urban growth and development in the City and therefore the ESL approach is not applicable.</p> <p>However the CEIS will utilize a similar landscape level approach to ESLs building on the City’s Natural Heritage System as contained within the Official Plan.</p>
<ul style="list-style-type: none"> <li>That a salt assessment study be incorporated into the MESP and Community Plan and feed into the development of future salt management plans.</li> </ul>	<p>The CEIS scope within the Terms of Reference has been revised to provide greater clarity around the development of recommendations to address salt and salt management in relation to the protection of water quality.</p>

## Attachment 6 – RSAC Motions

### July 29, 2015 Rivers System Advisory Committee Motion

“That the River System Advisory Committee support the development of a detailed Terms of Reference for the Clair-Maltby Secondary Plan and:

- Appoint Javier Acosta and Jeremy Shute as representatives to participate in a facilitated focus group meeting to be held in late August/early September.
- Recommend staff consider the following in the development of an initial draft Terms of Reference document for the Clair-Maltby Secondary Plan:
  - a. Updating existing recommendations, models and information from the existing Mill Creek, Torrance Creek and Hanlon Creek subwatershed studies (as applicable);
  - b. Assess the existing information regarding the Natural Heritage System to identify potential information gaps and mapping refinements;
  - c. Completing wildlife surveys and a landscape/study area level analysis to inform decision making in relation to wildlife habitat, wildlife movement and ecological linkage functions, as well as potential habitats for Species At Risk;
  - d. Consideration of impacts to wildlife and wildlife habitat from development pressure and human interactions
  - e. Scoping of a storm water management approach that utilizes an integrated water management approach and maintains hydrological and hydrogeological functions; and,
  - f. Consideration of surface water and ground water functions and interactions in relation to drinking water supply and nearby ground water fed water ways and wetlands, including protection of headwater stream functions.
  - g. Considers long term land use changes and impacts to the study area and will enable development of recommendations and policies to address these changes and possible negative impacts.
  - h. A soil quality study to inform land use potential.
- Request that the Committee be circulated a draft of the Terms of Reference for review and comment and that staff bring an additional report to collect feedback and comments from the Committee.”

### November 18, 2015 River Systems Advisory Committee Motion

“THAT the River Systems Advisory Committee support the proposed Clair-Maltby Secondary Plan, Master Environmental Servicing Plan and Community Plan Draft Terms of Reference.

THAT the City takes a precautionary approach to considering future development within the Clair Maltby area, recognizing that the Clair Maltby area is located on the Paris Galt Moraine, is a sensitive headwater area supporting Hanlon, Mill and Torrance Creeks and includes important natural heritage features and areas.”

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## Attachment 7 – Community Feedback from the Open House and Online Survey

The Clair-Maltby Secondary Plan Open House provided feedback forms for attendees as well as an online survey which was available from August 11-15. There were 4 feedback forms and 20 online surveys completed for a total of 24 responses. There were approximately 85-100 people that attended the Open House.

1. What characteristics (e.g. environment, recreation, roads, housing) of the study area do you consider most important? How would you like to see these characteristics studied?

Fourteen of the twenty-two respondents that replied to this question considered environmental characteristics most important. Respondents expressed concern for the Natural Heritage System within this area, wildlife, trees, water resources, and conservation measures. Twelve of the respondents also mentioned that transportation and outdoor recreation were important (roads, trails and bike lanes). Six of the respondents mentioned housing and would like to see variety in the housing options available (affordable, low-high density, sustainable building, and walkable communities).

2. What services and infrastructure (e.g. public and private utilities such as water, hydro, telephone, etc., solid waste collection) do you expect to see studied?

Nineteen respondents replied to this question and twelve of them would like to see all of these services studied, with seven respondents stressing water. Four respondents also stressed environmental consideration in this question suggesting the exploration of green, sustainable development.

3. What types of community facilities (e.g. libraries, parks, schools, etc.) do you expect to see studied?

Twenty-one respondents replied to this question and thirteen of these respondents mentioned forms of recreation (community centres, rinks, swimming, sports fields, parks, walking trails). Seven respondents specified that they would like to see schools studied.

4. Studies related to land use, environment, servicing and utilities, transportation, and financial impact will be conducted. Is there any specific study that you think is missing?

Twenty respondents replied to this question and the responses were varied; however, environment, sustainable development and active transportation were

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common themes. Eight respondents expressed environmental considerations (sustainable development/green infrastructure, Natural Heritage, climate change, Community Energy Initiative), and three respondents mentioned active transportation (walkability, pedestrian/cyclist friendly).

5. What types of land uses (low/medium/high density residential, commercial, etc.) do you want to see considered?

Twenty-one respondents replied to this question. Seven respondents said they would like to see a mix of uses, six respondents would like to see low density residential, five respondents mentioned high density residential. Seven respondents also expressed that they would like to see natural areas (green spaces, undeveloped/forested areas, low impact development).

6. What types of transportation facilities would you like to see? (Pedestrian connections and routes, transit, roads, bike routes, trails, etc.)

Twenty-one respondents replied to this question. Seventeen of the respondents communicated that they would like to see active transportation facilities available – primarily bike lanes and walking trails/pedestrian connections. Eight respondents would like to see public transit available, and five respondents expressed that they would like to see all types.

7. Additional Comments:

- i. My father owns a couple of parcels with Maple, Beach, and Conifers growing, and has harvested wood periodically over the last almost 60 years. Would this activity become restricted?
- ii. We are interested in knowing whether or not the commencement of the secondary planning process will influence the negotiations and outcome of the 331 Clair Rd E OMB hearing.
- iii. Guelph is a charming and unique city with a rich agricultural history that I would like to see preserved in this last piece of land available for development. There is always a need for a city to grow and progress but that doesn't mean that Guelph needs to mirror or replicate sprawling urban centres such as the GTA. Please consider the future needs of Guelph and its residents. Re-developing land around the city (such as downtown) and protecting our unique environmental features should be a top priority. The mindful development of this last portion of land allows for great opportunities!
- iv. First off, I would sincerely like to thank the city for allowing its citizens to play a part in shaping how this city will develop! As mentioned in question 6, the city should really consult ecologically sound new urbanist urban design principles in the development of the Clair-Maltby city district. Landscape

urbanist strategies should also be investigated. This approach should prioritize environmental sustainability, as demonstrated in the book "Skinny Street and Green Neighbourhoods" mentioned in question 6. It is really important to place businesses right on the street in order to encourage a more personable neighbourhood environment. Furthermore, it is critical to develop a diversity of housing types that will foster a diverse population in order to make the neighbourhood more interesting and dynamic. Furthermore, community identity should be prioritized and this constitutes creating community centres and resources that will help bring people together (Like a park that screens movies on certain nights as seen in St. George's Square). Furthermore, the built heritage features of the area should be preserved and integrated thoughtfully (including the preservation of farmhouses and barns and integrating them into residential areas and preserving any existing linear bands of mature trees the fields) I would be so happy if the city took initiative in preserving and integrating the agricultural heritage of the area into this district! On a final note, I sincerely hope that this neighbourhood and the Yorklands will be developed relative to the approach that I outlined above, and I hope existing neighbourhoods in Guelph can further grow in this direction as well!

- v. It is unfortunate that the City has allowed some development to already take place such as the Dallan Lands along Clair Road, the Bird property on Gordon St. and the new emergency facility on Clair Road west of Gordon St. These areas were considered in a piecemeal fashion even though it was known that no Secondary Plan was in place for this area of the City. It will likely mean that these areas will be difficult to integrate into the planned Secondary Plan. In the case of the Dallan Land development, the City's Natural Heritage System was altered to permit more economic and standard residential development to take place while placing a Provincially Significant Wetland at Clair Road in jeopardy. It is sincerely hoped that the City's Natural Heritage System as per OPA 42 will be strictly maintained in this area of the City.
- vi. Will traffic lights be put at the intersection of Maltby Road and Gordon and when will this happen?
- vii. Have a balanced study for the area - wider City aspirations coupled with present speculative landowners within the area
- viii. There should be adequate consultation with the community as we develop these rural lands.
- ix. Please please please start looking at including a public high school for the south end (and for the children of Aberfoyle and Puslinch that are bused so far from home). The city can not ignore the fact that having a school in one's own

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area is beneficial too all--the students themselves, the parents, and the staff at the school. Not to mention the board will save money on transportation and be able to put it into making Guelph's education system even stronger by not having to provide buses for south end students if the school is in walking distance or a quick city bus ride away.

- x. Why does the last undeveloped corner \*HAVE\* to be developed at all???
- xi. This community should be planned to go above any beyond what we see currently in the city. It should require builders to be innovative and create, create as minimal of an impact as possible and get away from the "cookie cutter" buildings of the remainder of the south end.

## Attachment 8 – Comments from the GRCA

August 28, 2015

Clair-Maltby Secondary Plan  
GRCA Input for Terms of Reference

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### Delineation of MESP Study Area

We suggest that the final study area for the comprehensive environmental impact study uses a tiered approach. A high-level characterization can be provided at a subwatershed scale (with focus on the Hanlon Creek and Upper Mill Creek subcatchments) to provide context to the Secondary Plan area. The high-level characterization would utilize existing information collected in the background review. The more detailed study including necessary technical work/field work, the analysis of existing conditions, and the impact assessment would then use the identified Secondary Plan area as a final study area boundary. Using this approach, the Terms of Reference should include flexibility where lands immediately adjacent to the Secondary Plan area need to be considered in a particular detailed assessment (e.g. requirements for Endangered Species Act, baseflow monitoring). Where access is unattainable outside of the Secondary Plan Area, existing information or observations made from the Secondary Plan Area could be utilized (e.g., well records, etc.).

### Phase 1 – Background Review of Existing Information & Draft of Proposed Technical Work Plan(s)

This review needs to assemble subwatershed data/information from previous subwatershed studies, the Hanlon State of the Watershed Study (2003), collection of information/monitoring from adjacent developments (EIS/EIR), information from the Guelph Tier 3 study, Significant Wildlife Habitat study, etc. Data deficiencies would then be prioritized to inform the technical work plan.

Once the analysis of background data is completed, we expect that a technical work plan for various subcomponent studies will be drafted for review and approval by the steering committee. The work plans will outline the field program and analyses necessary to fill in the gaps in information identified in the background review.

### Phase 1 - Technical Work Plan & Field Work for Detailed Study Area

We expect that relevant existing information and data collected through the technical work program will provide the following background data in the detailed studies (EIS, SWM, etc.) in Phases 1/2:

#### *Natural Heritage*

1. Delineation of the MESP Study Area
  2. Water quality sampling for wetlands as a baseline to evaluate and monitor potential impacts – Sample Total Suspended Solids (TSS), Total Dissolved Solids (TDS), Orthophosphate (P), Total Phosphorus (TP), Dissolved Sulphate (SO<sub>4</sub>), Dissolved Chloride (Cl), Total Kjeldahl Nitrogen (TKN), Nitrite (NO<sub>2</sub>), Nitrate (NO<sub>3</sub>) and ammonia (NH<sub>3</sub>), water temperature, pH, conductivity, and dissolved oxygen
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3. Surveys of vernal ponds, if present, to determine the presence/absence of Jefferson salamander, in consultation with the MNR
4. Spring and summer amphibian calling surveys
5. Spring/summer breeding bird surveys in accordance with OBBA protocols
6. Three-season botanical surveys, especially woodland ephemerals in order to document the presence of provincially and regionally significant species
7. Summer botanical surveys and ELC habitat delineation/classification
8. Wetland boundary and forest dripline delineation (use OWES to determine wetland limits and ELC for forest communities)
9. Wetland evaluations in accordance with the most recent edition of OWES manual, including all wetlands not been mapped previously and/or have not been evaluated in the entire Study Area in consultation with MNR
10. Winter wildlife survey and habitat assessment (deer and raptors)
11. Reptile surveys – habitat assessment, road mortality surveys and “cover board” surveys between April and October
12. Assess presence of Significant Wildlife Habitat, if required, as defined by MNR. Identify wildlife crossings.
13. Assess presence of Endangered and Threatened Species
14. Establishment of terrestrial and wetland monitoring lots

## *Geology/Hydrogeology/Hydrology*

15. Develop a wetland water level monitoring network - Piezometer installation for continuous wetland water level readings
16. Develop a groundwater monitoring network involving a minimum 3 years of continuous multi-level groundwater monitoring for groundwater levels and temperature. The location, depth and number of groundwater monitoring wells, boreholes and piezometers can be developed in the Technical Work Plan. It is recommended that a combination of boreholes/monitoring wells and drive-point piezometers be used to establish baseline hydrogeologic conditions influencing wetlands and watercourses within the Secondary Plan area and that these be strategically located to correspond with wetland monitoring stations, hydrogeologic, hydrologic, aquatic and terrestrial areas of interest and on-going monitoring programs.
17. Stream baseflow measurements should be collected to confirm linkages between the groundwater system and the tributaries of Upper Mill and Hanlon Creeks (should utilize a spot flow program –spots in close proximity to development area where access is feasible - include min. 3 baseflow level and temperature readings at each point per year). Utilize existing flow information.
18. Mapping of any identified seeps and springs within the detailed study area.
19. Water quality sampling should be completed on groundwater monitoring wells (early spring and late summer/fall) to gather updated baseline water quality for the study area. Water quality sampling should include at a minimum field parameters (pH, conductivity, temperature, redox, alkalinity and dissolved oxygen) and

- laboratory sampling for major anions and cations along with sampling for any known groundwater conditions of concern (e.g. nitrate, chloride, and hydrocarbons).
20. Single well hydraulic conductivity testing should be conducted at each of the groundwater monitoring wells to collect baseline hydraulic conductivity values for wells included in the field program.
  21. Detailed 1m topographic mapping of the Secondary Plan area.

## Phase 1/2 – Detailed Study - Existing Conditions Analysis - Environmental Impact Study/Groundwater and SWM Analysis

GRCA would require the following to be provided in the detailed studies of existing conditions:

1. Mapping, identification, and evaluation of the Natural Heritage System within the defined Study Area, including topography, landscape level systems, core features, ecological buffers, prescribed minimum development setbacks, ecological processes and the linkages among these elements.
2. Mapping, identification, and evaluation of groundwater and geologic features and functions within and external to the Secondary Plan area, including significant recharge and discharge areas, aquifers and aquitards, source water protection areas (groundwater and surface water), areas required for protection, and the linkages among natural heritage features and groundwater features.
3. Identification of minimum corridor widths for maintaining ecological and significant geological linkages both within and external to the Secondary Plan area.
4. Identification of opportunities for enhancement and restoration of the natural heritage system, groundwater and geological features, and linkages among these systems.
5. Analysis of previous subwatershed studies to verify changes in the Hanlon, Mill, and Torrance Creek subwatersheds within the Secondary Plan Area.
6. Provide an existing conditions hydrology model. Update watershed and catchment mapping for each subwatershed within the detailed Study Area.
7. Produce a monthly, seasonal and annual water budget on a subwatershed basis (for the Study Area) and for specific natural heritage features (i.e., wetlands and woodlands). Provide a complete evaluation of hydrogeology, hydro periods and hydrology for specific natural heritage features.
8. As part of groundwater resources evaluation, establish local surface and groundwater recharge targets to sustain baseflow to Grand River tributaries and

wetlands. Produce groundwater model to quantify sensitivity of groundwater resources to land use change.

9. Recommend stormwater management criteria based on existing environmental conditions (legal outlet, water quality, water quantity, infiltration targets, water budget and feature based water budgets).
10. Identification of stormwater management practices and best management practices that maintain or enhance the quality, quantity and distribution of stormwater including infiltration measures, and minimize stormwater volumes and contaminant loads.
11. Provide ground-truth watercourse mapping for Mill Creek developed by the GRCA (e.g. SWOOP 2010).
12. Identification of any requirements for source water protection.

## Phases 2- Consideration of Development Options – Impact Assessment

GRCA would require the following to be provided when considering development options:

1. Analysis of potential, direct, and indirect impacts to natural resources based on future development scenarios (including EA options for transportation and City infrastructure) including cumulative impact and residual effects, and recommend any further environmental buffers or mitigation measures required to sustain the identified natural heritage system and natural resource identified for protection.
2. Utilize existing conditions hydrology and groundwater models to prepare a proposed conditions model for various development scenarios.
3. Provide proposed conditions water balance analysis for natural heritage features (i.e., wetlands, woodlands, kettle wetlands) based on preferred development concept.
4. Identification of an overland flow route for regulatory storm event.

## Phase 3 – Draft MESP - Preferred Development Option

The following would be needed in the Draft MESP:

1. Development of a preferred comprehensive stormwater management strategy including the general location, type and discharge/infiltration targets for all stormwater facilities – the adequacy of stormwater outlets needs to be explored at this level considering lack of overland outlet.

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2. MESP must demonstrate the protection of the quality, quantity, distribution and direction of flow of existing surface and groundwater resources. Must also demonstrate the sustainability of natural heritage and geologic linkages at a landscape level.

## Implementation and Monitoring Plans

1. Development of a monitoring and adaptive management strategy to ensure long-term sustainability of natural heritage system in MESP area – must identify items to be monitored, locations and when, and time frames. An integrated biological monitoring strategy must form part of this to assess whether MESP objectives and targets are being achieved. The management strategy also needs to look at best management practices for linkages and include a conceptual review of trail linkages in SP Area.
2. An implementation plan must be prepared with time frames to guide future development in the Study Area based on the adaptive management strategy. It should identify how to deal with changes to the plan as well.
3. Restoration needs and enhancement opportunities need to be prioritized as well as protection areas based on the preferred concept.

## Additional input

We request that through the MESP/Secondary Planning process any changes to GRCA's regulated area mapping are presented for display at public meetings. Displays should include the following language, "the public notices shall fulfill the requirements for public consultation for resulting amendments to the Grand River Conservation Authority's regulated area mapping of Ontario Regulation 150/06 made under the Conservation Authorities Act. "

## Attachment 9 – Stakeholder Feedback from the Focus Group Meeting (September 17, 2015)

### Focus Group Discussion Summary

Question	Responses
<p>The project team has drafted a Table of Contents outlining the structure of the TOR. Is there anything that should be added?</p>	<p>Common Themes:</p> <ul style="list-style-type: none"> <li>• Affordable Housing</li> <li>• Consumer Needs Study</li> <li>• Servicing</li> <li>• Alternative development standards</li> <li>• Sustainable development</li> <li>• Land efficiency</li> <li>• Walkable Community</li> </ul> <p>Comments:</p> <ul style="list-style-type: none"> <li>• The first component of the Terms of Reference must include the establishment of the residents, jobs and commercial floor area targets for the Secondary Plan Area. The updates to the Local Growth Management Study, Employment Land Need Study and Commercial Policy Review will determine these targets.</li> <li>• The need and detail of the Comprehensive EIS should be carefully considered by the City since the amount of field information collected will be extensive for this area and after 5 years the work will need to be updated. Given that the landowners will be required to prepare and EIS in support of planning applications submitted, it may be prudent for the City to only undertake a Comprehensive EIS for areas proposed to be removed from the Natural Heritage Strategy to implement servicing transportation and connectivity goals of the Secondary Plan.</li> <li>• With respect to transportation, the City should include a multi-use network in the Terms of Reference to combine cycling, pedestrian and trails. Parking should also be a component of the Terms of Reference.</li> <li>• Urban Design should be included in the Terms of Reference. In addition, the densities of the proposed land uses should be tested to ensure that they are achievable both in design and in the market.</li> <li>• The Fiscal Impact Assessment should include a consumer housing preference survey.</li> <li>• The Terms of Reference include target completion dates for each phase of the work program to be included in the retainer of the consulting team hired to complete the Secondary Plan.</li> <li>• Consider European models for multi-use transportation routes (Seattle and Vancouver are examples of where this</li> </ul>

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	<p>has been done in North America)</p> <ul style="list-style-type: none"> <li>• Make sure that investment into this area is not deferred because the Secondary Plan study is in process – existing roads should be maintained (i.e. paved, etc.) and services provided/upgraded even while the study is ongoing</li> <li>• Unique Area             <ul style="list-style-type: none"> <li>• this is a unique area, therefore fundamentally, we need to take a unique approach to the study and development of this area</li> <li>• Victoria Road and Maltby Road provide a definite 'edge of the city', we don't want to grow to the 401</li> <li>• The Paris-Galt Moraine should be considered</li> <li>• There may be opportunity for the subdivision of large lots (i.e. Rolling Hills)</li> </ul> </li> <li>• The geomorphology (land form) should be maintained</li> <li>• Innovative approaches to the planning and design of this area should be taken</li> <li>• Street lights and pedestrian level lights             <ul style="list-style-type: none"> <li>• Should be planning and designing model communities</li> <li>• Interesting communities are being developed – we should use leading communities both nationally and internationally as a benchmark for the planning and development of this community – bring what's best in the world</li> <li>• Build a 'community' – people who live here should feel like they are part of a community</li> </ul> </li> <li>• Initial visioning study – so that the consultants understand from the outset the vision, to reduce the amount of options</li> <li>• Corporate business park designation- not appropriate for this location</li> <li>• Roads management study to deal with salt in this area. Look at cumulative impacts</li> <li>• Wild life crossing at Gordon- what we need to change to the existing infrastructure</li> </ul>
<p>The Rolling Hills subdivision was added to the (annexed) City of Guelph in 1993 and at that time was already zoned and developed as estate residential properties. Should the Clair-Maltby Secondary Plan study consider further development in the</p>	<ul style="list-style-type: none"> <li>• The feedback from this question was divided</li> <li>• Many of the responses indicated that that Rolling Hills should be isolated as a separate study</li> <li>• By contrast, some responses expressed that Rolling Hills, or at least the portion along the Clair Road corridor, should be considered for additional development</li> </ul>

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<p>Rolling Hills subdivision?</p>	
<p>We will be studying cultural heritage resources which could include buildings or landscapes in the Secondary Plan area. Are there any specific areas of heritage significance that should be studied?</p>	<ul style="list-style-type: none"> <li>• Surveying landowners to identify areas on their properties that may be significant</li> <li>• The Paris Galt Moraine</li> <li>• Wildlife corridors</li> <li>• Trails and forested area south of the Springfield Golf Club</li> <li>• Agricultural areas- emphasis on adaptive reuse of things like barns</li> <li>• Develop a feature piece for the entrance to the City</li> <li>• Heritage features such as stone fences and foundation of old stone house</li> </ul>
<p>We will be forming a community working group. What community groups/key stakeholder groups should be represented in the community working group?</p>	<ul style="list-style-type: none"> <li>• balance of community groups and stakeholders be included</li> <li>• Groups that should be represented are: Landowners, residents, technical stakeholders (ecologists, engineers), business/community developers, architects, planners from model communities, Chamber, Innovation Guelph, and Puslinch neighbours</li> <li>• Groups could be organized based on clusters to incorporate a collaborative approach</li> </ul>
<p>Do you have any other suggestions about the study or the process?</p>	<ul style="list-style-type: none"> <li>• Significant work has already been done by various parties – try to be efficient and minimize scope and timelines by collecting and reviewing what has already been done</li> <li>• Identify gaps after gathering available material and make it available to public</li> <li>• Review environmental studies that have been done in other areas of the City as they could possibly shed some light on this area</li> <li>• This is a very large area – identify how deeply the area should be assessed</li> <li>• Identify who will be doing the monitoring (there were expectations that the City was going to monitor Hanlon Creek, but didn't)</li> <li>• Consider a parking element included in transportation</li> <li>• Study delineation early in the process</li> </ul>

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## Attachment 10 – Public Feedback on the draft Terms of Reference

	Comment	Response
1	A detailed boundary of the Secondary Plan Area should be included and be shown extending to the extension of Poppy Drive.	Confirmation of the Secondary Plan boundary has been incorporated into Phase 1 of the Project. Staff are generally in support of refining the project boundary as requested.
2	The Reserve Lands are for future urban development not future urban "expansion."	The TOR has been updated to indicate urban development. The reference to 'expansion' comes from Section 7.16 Reserve Lands, Objective b) of the 2001 Official Plan. This does not refer to an urban boundary expansion.
3	Any excerpts from the Official Plan should include section numbers and confirm that they are taken from the "in effect" Official Plan.	Official Plan section numbers have been included in the Terms of Reference and are generally from the 2014 consolidation of the 2001 OP.
4	Is this photo of land located in Puslinch Township? If so it should be removed.	The photo was included to show adjacent lands, as per Township comments. The photo has been replaced.
5	The MESP process under the Environmental Assessment Act should not be included in the Secondary Plan. The EAs will be over 5 years old by the time development occurs and will need to be redone. The majority of the proposed works will be included within subdivision applications and will not require an EA. Any works requiring an EA should be completed closer to the time of construction and after the Secondary Plan has been completed. This is money being spent unnecessarily.	<p>Under Section A.2 under the Municipal Class Environmental Assessment it states: "Proponents are encouraged to carry out Class EA planning at the earliest possible stage. The Class EA process can be most beneficial when it is applied early in the municipal planning process, while land use and servicing alternatives are still under consideration. By coordinating land-use planning under the Planning Act and infrastructure planning under the Class EA process, proponents can meet the requirements of both processes in the most expeditious manner...."</p> <p>With respect to timing, there is no time limit on master plans and the limit for an individual Class EA is 10 years before it must be reviewed again.</p>
6	The population and employment targets for the Secondary Plan area should be included in the Terms of Reference.	Staff are recommending an approach in the draft TOR to establish the population and employment targets following the development of the vision and guiding principles for the secondary plan area. This approach

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		<p>allows for the targets to be set in line with the vision and principles.</p> <p>It should be noted that most of the secondary plan area is within the designated greenfield area and, therefore, subject to the Official Plan policies (Section 2.4.10) which set a minimum density target of a combined 50 persons and jobs per hectare for the City's entire designated greenfield area.</p>
7	<p>The City did not complete the monitoring recommendation by the Hanlon Creek Subwatershed Study since it did not have the budget to do so. Environmental and groundwater monitoring will be required to be completed as a condition of the development applications and should not be included in the Secondary Plan work program. Environmental and groundwater monitoring for 500 hectares will cost more than the established budget for the entire Secondary Plan.</p>	<p>The City has undertaken a consolidated monitoring program for the Hanlon Creek Business Park. The monitoring program associated with the Hanlon Creek Business Park (HCBP) is an integration of a series of monitoring requirements arising from recommendations made in the Consolidated EIS (NRSI 2004), the Draft Plan Conditions (OMB 2006), and review comments from agencies during the various stages of the planning process. A consolidation of the monitoring on the HCBP Lands is required as a condition of approval of the HCBP Environmental Implementation Report 2009 (EIR) prepared by Natural Resource Solutions Inc. (NRSI 2009a). In addition the State of the Watershed Report for the Hanlon Creek Sub watershed and associated recommendations did not consider future urban development within the Clair-Maltby area. Individual development applications and associated studies do not provide for an analysis to assess impacts at a system/landscape level; however they can be used to build on and implement the recommendations. However, given the absence of recommendations for urban development within the existing sub watershed studies – this needs to be completed as part of the Secondary Plan.</p>
8	<p>Please delete "project branding" for the Clair-Maltby Secondary Plan. This is an unnecessary expense.</p>	<p>Rather than 'branding' the project, it is proposed to establish a consistent</p>

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		<p>look for all project materials in an effort to efficiently communicate various aspects of the project. The look being established will be in keeping with what has already been developed to help ensure that the public recognizes and identifies the project.</p>
9	<p>There is no indication how the list of studies that will inform the Secondary Plan fit into the work program from a timing perspective. This timing must be included in the work program.</p>	<p>Anticipated dates for studies have been included in the TOR. The anticipated dates for related city wide studies will fall within phase 2. This list has also been categorized to outline which studies are required to be completed before the secondary plan study concludes.</p>
10	<p>The City insisted that the Natural Heritage Strategy (OPA NO. 42) be in place prior to the Clair-Maltby Secondary Plan being initiated. Now that the Natural Heritage Strategy is in place, it is being disregarded by the proposed work program. The environmental framework is proposed to be opened up to be studied over again. The same level of environmental study as was completed for the Guelph innovation District should be part of the Clair-Maltby work program.</p>	<p>The proposed scope of work for the CEIS will build on the City's Natural Heritage System, including the Natural Heritage Strategy. The intent is not to duplicate the work that has been done on the NHS, the proposed scope is required in order to satisfy the requirements under the Municipal Class EA, as well as satisfy requirements under the Provincial Policy Statement and City's Official Plan. The background review for the CEIS will include a gap analysis to develop the detailed field program which will inform the ultimate scope of the detailed field studies. The NHS land use designations will not be opened up for study aside from assessment of impacts.</p> <p>The studies completed for the Guelph Innovation District did not include environmental assessment requirements to plan for infrastructure as the EAs for Victoria Road, York Road and the York trunk sewer/Paisley Clyde feedermain had already been completed.</p>
11	<p>There should be a one tier study program with consideration of connections to lands beyond the City boundary, not a two tier study program.</p>	<p>The Clair-Maltby area is an important head water area for both the Hanlon and Mill Creek. Urban development within the area has also not been contemplated for this area within the existing subwatershed studies. Building on the advice from the GRCA</p>

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		<p>and their experience with a similar approach in other urban municipalities; the two tiered study area will provide for the ability to scope the detailed natural heritage studies to the specific areas where land use changes and infrastructure are being planned, while also providing for an appropriate scale to consider the boarder impacts to the respective subwatersheds, building on the existing subwatershed studies for the relevant catchment areas.</p>
12	Is there fish habitat located in the Clair-Maltby Study Area?	<p>The purpose of completing the background review step within Phase 1 for the CEIS will determine whether there is known fish habitat within the Study Area.</p>
13	MNR does not want the wildlife habitat mapped as discovered through the OPA No. 42 process. Why is this being proposed once again?	<p>City staff, in consultation with the Ministry of Natural Resources and Forestry has confirmed that consideration for the Habitats of Endangered and Threatened Species needs to be within the scope of the studies in order to meet the requirements of the PPS, 2014, Municipal Class EA requirements, the City's Official Plan and the Endangered Species Act.</p> <p>While it is true that the Ministry does not want individual habitats mapped within the Official Plan, the City is still responsible for ensuring that it completes its due diligence with respect to these requirements as part of the MESP and Secondary Plan process to comply with provincial policy and legislation. Throughout the project the City will take steps to ensure that sensitive information is not released regarding Endangered and Threatened Species and their habitats.</p>
14	There are no streams located in the Study Area therefore stream flow baseline measurements should not be required.	<p>The Clair-Maltby area is an important headwater area which supports Mill and Hanlon Creeks. In order to assess potential impacts resulting from infrastructure and land use changes that may occur downstream within the Mill and Hanlon creek</p>

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		systems baseline data is required. This approach is supported by the GRCA.
15	Is there an understanding of how much data will be generated from piezometre installations for continuous wetland water level readings for 500 hectares of land?	The TOR has been revised under Task A to more generally identify the need for a water monitoring program to support the development of a water budget and water balance – including natural heritage features and their functions as part of this assessment. Specific methods will be developed by the consulting team through the Technical Work Plan.
16	Is there an understanding of the required budget for in-situ permeameter test for all development land in the Study Area?	The TOR has been revised under Task A to more generally identify the need for a water monitoring program to support the development of infiltration targets, as part of this assessment. Specific methods will be developed by the consulting team through the Technical Work Plan.
17	The requirement to demonstrate no negative impact to natural features cannot be met in the context of a Secondary Plan.	The TOR has been revised under Task A to reflect that the study will need to satisfy the requirements under the Municipal Class EA, as well as satisfy requirements under the Provincial Policy Statement and City’s Official Plan – which includes demonstrating no negative impact.
18	OPA No. 42 determined minimum buffer widths in both mapping and policy. This should not be studied again.	The work that was completed through OPA 42 is not intended to be duplicated. Rather, work completed through this project will build on the information that was gathered through OPA 42. In order to facilitate the analysis required to develop general locations and alignments for infrastructure and potential secondary plan elements (i.e. trails) a review of the buffer areas needs to be completed to determine the ability for these elements to be accommodated.
19	How will “plantable spaces be identified? What makes a space unplantable?	Through the Natural Heritage Strategy concerns were raised regarding how a balanced approach to provide opportunities to restore or retain existing meadow habitats and pollinator communities as part of the Natural Heritage System while also providing areas for restoration that would also contribute to meeting the

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		<p>City's canopy cover targets would be achieved. This has been identified to ensure that a balanced approach for the Clair-Maltby area is considered to satisfy the City's Urban Forest and Pollinator/Meadow Habitat objectives both from the Official Plan and the Urban Forest Management Plan.</p>
20	<p>The size of the required opening for culverts and bridges is a detailed engineering design exercise and cannot be determined at the secondary plan level.</p>	<p>Infrastructure required to service the secondary plan area is identified at a conceptual level of design with further considerations provided at a detailed level of design. This is consistent with City and Industry Practices. For example, the City's Stormwater Management Master Plan has identified size requirements for stormwater infrastructure at a conceptual level of design.</p>
21	<p>A monthly water balance for the 500 hectares cannot be calculated at the Secondary Plan level.</p>	<p>Specific methods will be developed by the consulting team through the Technical Work Plan.</p>
22	<p>Traffic Impact Studies and Noise Studies cannot be produced at the level of detail being required at the Secondary Plan study level. These are subdivision requirements and should not be part of the work program in this detail of study.</p>	<p>As a background study in support of the Secondary Plan, the Traffic Impact Study (TIS) is required as its outputs can be used:</p> <ul style="list-style-type: none"> <li>- to demonstrate how capacity will be created for the future developments in the Secondary Plan area;</li> <li>- to determine the classification and features of a new roadway that has direct impacts on the development of land use concepts; and</li> <li>- to identify the potential capacity constraints that can be used to formulate future Capital Budget and DC Background Study;</li> </ul> <p>The TIS for the Secondary Plan will be scoped to include major roadways and intersections only. The noise study will also be conducted at the same level. Detailed TIS and noise study will be carried out at the time of subdivision or site plan submission when more information becomes available.</p>

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23	Alternative development standards should be encouraged through the Secondary Plan policies.	Comment has been added.
24	A consumer preference housing survey should be included.	One of the primary goals of the Secondary Plan Task is to establish a range and mix of housing with consideration for changing demographics and other market forces.
25	Would like to see the forest behind Rolling Hills and to the south of Springfield with its old trees, small ponds preserved. There is a main path through this forest that could be extended north between the golf course and rolling hills to connect with the paths existing to the north of Clair. This path could also head east and follow south of the south boundary of rolling hills and connect with Victoria Road south of 1953 Victoria South. This would preserve a small forest behind 1953 Victoria Road South. I would like to see this trail, a no dog allowed trail so as to minimize disturbance to wildlife.	Specific details related to trails and land uses will be determined through the secondary plan study process.
26	Do not change the subdivision of Rolling Hills.	Land uses will be studied as part of the secondary plan process.
27	Keep the speed limit of Victoria at 70km and extend bike lanes to Maltby Road for safety.	This will be considered through the Mobility study.
28	Energy and Other Utilities Task- We are wondering if street lights will be included as we have not yet had any street lighting installed in our area even though the city took over the subdivision several years ago. We feel that we should be entitled to have the same street lighting available in our subdivision as in any other subdivision, This would mean having underground installation of street lights, the same as all the other new subdivisions within the city.	This may be considered through the energy & other utility study.
29	Separated infrastructure for Active Transportation. Perhaps a greenway be considered, which would make it separated from the road by trees, bushes, or perhaps bollards. As addressed in the terms of reference, there is a need that the AT infrastructure to be used to get us somewhere, to be functional for those getting to work and shops, school, other parts of Guelph, etc. It is important that the focus is not just on recreation. Since the AT needs to be functional, it should be less meandering and more direct.	This will be considered through the Mobility study.
30	The first component of the Terms of Reference must include the establishment of the residents, jobs and commercial floor area targets for the Secondary Plan Area. The updates to the Local Growth Management Study, Employment Land Need Study and Commercial Policy Review will determine these targets.	The Secondary Plan will be planned to meet the requirements of the Official Plan with respect to a minimum density of people and jobs per hectare for the designated greenfield area. Staff are recommending that the population and employment

# STAFF REPORT



		<p>targets be determined following the development of the vision and guiding principles for the secondary plan area. This approach allows for the targets to be set in line with the vision and principles. The population and employment targets for the secondary plan area will inform the city-wide update of the land budget and intensification study related to the 2041 targets and the Growth Plan Amendment 2 conformity exercise.</p> <p>The Update to the Commercial Policy Review and Employment Land Needs Strategy will be undertaken concurrently with the secondary plan study.</p>
31	With respect to transportation, the City should include a multi-use network in the Terms of Reference to combine cycling, pedestrian and trails. Parking should also be a component of the Terms of Reference.	Multi-use networks and parking will be considered through the Mobility study.
32	Urban Design should be included in the Terms of Reference. In addition, the densities of the proposed land uses should be tested to ensure that they are achievable both in design and in the market.	Urban design forms part of the Secondary Plan Study. The range and mix of housing will be studied and determined through the Secondary Plan.
33	The Terms of Reference must include target completion dates for each phase of the work program to be included in the retainer of the consultant team hired to complete the Secondary Plan.	Estimated timeframes are included in the TOR for each phase.
34	A Community Working Group and a Project Team are being proposed. It would also be beneficial to form a technical working group with industry representatives to work with the consultant team.	Terms of reference for a Community Working Group and a Technical Advisory Group will be established during Phase 1.
35	It is highly likely that level of detail outlined in the draft terms of reference will render the initiative unmanageable and very costly.	The MESP and Secondary Plan process is consistent with the process that has been used by other municipalities.

# STAFF REPORT



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## Attachment 11 – Clair-Maltby Secondary Plan Terms of Reference

See [guelph.ca/clair-maltby](http://guelph.ca/clair-maltby)

# STAFF REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE December 8, 2015

**SUBJECT Rental Housing Alternative Approach Update**

REPORT NUMBER 15-102

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## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To provide Council with an update on the implementation of the rental housing alternative approach.

### KEY FINDINGS

As a result of community engagement, key considerations, and extensive analysis, in August 2014 an alternative to licensing low rise residential rental units was presented in a staff report entitled the "Rental Housing Licensing Recommended Approach" (report number 14-29). Council approved, in principle, the recommended alternative approach and further directed staff to report back in Q4 of 2015. Also approved was the recommendation for the proposed expansion package for one full-time proactive inspector and a comprehensive communications plan to be referred to the 2015 budget process.

The proposed expansion package for the additional proactive zoning inspector was not approved and the enhanced education/communications program was not fully funded in the 2015 budget. However, as indicated in the August 2014 report, staff have strengthened partnerships and collaborated with various departments and stakeholders to begin the implementation of the alternative approach. The following are the key components of the recommended approach that have been initiated:

- Creation of a search warrant team and the development of procedures for application and execution of search warrants;
- Streamlining and creation of efficiencies in enforcement methods by cross-training inspectors, examining current methods and making continuous improvements to enforcement processes;
- Formalization of a zero-tolerance approach for repeat offenders;
- Increasing of set fines for Zoning, Two Unit Registration, Property Standards and Ontario Building Code violations;
- Partial cost recovery through changes in fees for non-compliance;
- A communication and education initiative to improve tenant safety, behaviour and promote neighbourhood cohesion.

# STAFF REPORT

In an attempt to further improve tenant safety and neighbourhood cohesion, staff will continue to move forward with the implementation of the elements of the alternative approach that are achievable without the recommended expansion package. Implementation will continue to include strengthening partnerships and empowerment of stakeholders to further improve the safety and wellbeing of residents and to create and maintain vibrant neighbourhoods for all to enjoy.

Continuous improvements and efficiencies in enforcement methods, the application of search warrants, full implementation of the zero-tolerance approach for repeat offenders, and the continued implementation of the communications plan will help form the basis of the next phase of implementation.

In order to create additional capacity to assist with the implementation of the alternative approach, staff will again request the addition of a new full-time zoning inspector, cross-trained in zoning and qualified as building inspector, during the 2016 budget process. This zoning inspector would play a key role in creating additional capacity to successfully implement the tenant safety aspects of the alternative approach.

Staff is committed to the ongoing monitoring of the alternative approach to gauge effectiveness and continuously make improvements. It is anticipated that initial key performance indicator data will be available in the spring of 2016, with complete data on the effectiveness of the program becoming available after one full year of implementation in 2017. In order to keep Council continuously apprised of the effectiveness of the alternative approach, staff will include key performance indicators in the annual Building Services Report.

## **FINANCIAL IMPLICATIONS**

There are no additional financial implications to continue with the implementation of the alternative approach in 2015.

While many aspects of the elements of the alternative approach have been completed through creating efficiencies and utilizing current resources, there are financial implications for the following components:

1. The addition of a full time zoning inspector in Building Services cross-trained in zoning and building inspections would cost approximately \$125,000 initially and approximately \$85,000 for subsequent years.

The addition of this full-time zoning inspector would create additional capacity to focus on search warrants, pursuing repeat offenders (e.g. the "zero-tolerance" approach), communications and outreach. Should the budget package not be approved, the alternative approach will continue to be implemented; however the effectiveness of the program will be affected.

# STAFF REPORT

## **ACTION REQUIRED**

To receive the Rental Housing Alternative Approach Update.

## **RECOMMENDATION**

1. That report 15-102 regarding the Rental Housing Alternative Approach Update, dated December 8, 2015, be received.

## **BACKGROUND**

In August 2014 an alternative to licensing low rise residential rental units was presented in a staff report entitled the "Rental Housing Licensing Recommended Approach" (report number 14-29). As a result of community engagement, key considerations, and extensive analysis, the report recommended an alternative approach to licensing. It was anticipated that the recommended approach would refocus and enhance existing initiatives and programs with known costs, while increasing collaboration with stakeholders and community partners to further respond to issues associated with rental housing. The recommended alternative approach included:

1. Enhancement of the Building Services proactive enforcement program to address key issues related to rental housing and to overcome challenges.
2. Working with partners and stakeholders to research, develop and implement a comprehensive education/communications plan designed to discourage disruptive behavior and further address rental housing issues.

Building upon the success of City initiatives to improve tenant safety and behavioural issues; the recommended alternative approach contained two main components:

### **1. PROACTIVE ENFORCEMENT**

**Objective:** To improve the Building Services proactive enforcement program and streamline existing enforcement methods.

To continue to build upon the success of the proactive program and attempt to overcome challenges, staff proposed the following as part of the proactive enforcement component:

- Research and pursue search warrants as a tool to overcome access issues and to improve tenant safety;
- Streamline and create efficiencies in enforcement methods by cross training Zoning Inspectors and Property Standards Inspectors by having them qualified to enforce the Ontario Building Code;
- Requesting an additional staff resource (new cross-trained zoning inspector) to improve the proactive enforcement program and create additional capacity to implement the recommended alternative approach;
- Formalization of a zero-tolerance approach for repeat offenders;

# STAFF REPORT

- Increasing fines for Zoning, Two Unit Registration, Property Standards, Yard Maintenance and Ontario Building Code violations;
- Monitoring the building services proactive enforcement program to gauge effectiveness and continuously make improvements.

## 2. **COMMUNICATIONS, EDUCATION AND COMMUNITY PARTNERSHIPS**

**Objective:** To collaborate with community partners and stakeholders to research and develop communications and education programs designed to promote safe legal living accommodations and discourage disruptive or disrespectful behaviour, particularly in neighbourhoods with high concentrations of rental housing.

The key components of the Communications, Education and Community Partnership included the following:

- Building upon existing and initiating new partnerships with educational institutions, community organizations, groups and individuals to work together to build a sense of community and neighbourhood harmony;
- Improve communication and education initiatives with key stakeholders to address safety concerns (including access issues) and other challenges associated with rental housing;
- Promoting neighbourhood cohesion by sponsoring and collaborating with other organizations to develop and implement a campaign that promotes an increased sense of neighbourhood cohesion.

Report Number 14-29 identified that the recommended alternative approach would not contain all the benefits that could be attributed to licensing, but could build upon the demonstrated successes of City initiatives without financially affecting those living in or providing safe legal rental accommodations.

Specific elements to the recommended alternative approach were subject to future budget approvals. The largest investment was to be an initial year one operating cost of \$125,000 for an additional full-time proactive inspector in Building Services which would decrease to an annualized base cost of approximately \$85,000 in subsequent years. Additionally the communication, education and community partnership portion of the recommended approach was estimated to cost approximately \$20,000 to \$30,000 per year.

It was indicated in the report that if the recommended approach was approved, staff would bring an expansion package forward during the 2015 budget process for consideration at that time. It was also indicated that all other improvements to the proactive enforcement program, including the streamlining of enforcement methods, could be accomplished using existing resources and approved budget. Further, staff would initiate a number of elements of the recommended approach including:

- Creating a search warrant team;

# STAFF REPORT

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- Streamlining of enforcement methods;
- Requesting increased set fines;
- Completing initial improvements to educational materials for stakeholders; and
- Researching and developing a comprehensive education/communications plan for stakeholders.

In August of 2014 Council approved, in principle, the recommended alternative approach and further directed staff to report back in Q4 of 2015 to demonstrate the effectiveness of the alternative approach.

Also approved was the recommendation for the proposed expansion package for one full-time proactive inspector and a comprehensive communications plan to be referred to the 2015 budget process.

## REPORT

The proposed expansion package for the additional proactive zoning inspector was not approved and the enhanced education/communications program was not fully funded in the 2015 budget. However, as indicated in the August 2014 report, staff have strengthened partnerships and collaborated with various departments and stakeholders to begin the implementation of the other elements of the alternative approach. The following are the key components of the recommended approach that have been initiated:

- Creation of a search warrant team and the development of procedures for application and execution of search warrants;
- Streamlining and creation of efficiencies in enforcement methods by cross-training inspectors, examining current methods and making continuous improvements to enforcement processes;
- Formalization of a zero-tolerance approach for repeat offenders;
- Increasing of set fines for Zoning, Two Unit Registration, Property Standards and Ontario Building Code violations;
- Partial cost recovery through changes in fees for non-compliance;
- A communication and education initiative to improve tenant safety, behaviour and promote neighbourhood cohesion.

Due to the recent and ongoing nature of these initial steps, it is anticipated that initial key performance indicators will be available in the spring of 2016, with better indicators to gauge the effectiveness of the program becoming available after one full year of implementation in 2017.

**Search warrants:** In late 2014, an interdepartmental search warrant team was established to research and prepare for the implementation of a search warrant program. Although it was anticipated that the execution of a search warrant may occur prior to the writing of this report, the process needed to be addressed carefully as a home is considered one of the most private places under law. Thorough guidelines needed to be established to ensure the integrity of the

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# STAFF REPORT



program. With guidance from the Guelph Police Service, the team has now established guidelines and procedures and is in a position to proceed with search warrants.

**Streamlining and creation of efficiencies:** Building Services cross-trained zoning and property standards inspectors to become qualified building inspectors through the Ministry of Municipal Affairs and Housing. As a result of cross-training zoning inspectors, 92 proactive building code infractions have been identified to date this year. This represents a significant efficiency. Without cross-training and qualifying zoning inspectors as building inspectors, an existing building inspector would have had to investigate these building code infractions, resulting in increased operational costs.

**New staff resource:** It was proposed that improvements to tenant safety and the enhanced proactive enforcement program would be furthered by the addition of a new full-time zoning inspector, cross-trained in zoning and the Ontario Building Code. The addition of a cross-trained inspector would play a key role to assist Building Services in:

- Improving the identification and resolution of unsafe/illegal conditions;
- Maintaining current proactive inspection levels;
- Obtaining and preparing search warrants; and
- Preparing orders and prosecution documents.

The addition of this full-time zoning inspector was not intended to focus on increasing the overall number of proactive zoning inspections conducted annually, but rather on creating additional capacity to focus on other aspects of the enhanced enforcement program, such as search warrants, pursuing repeat offenders (e.g. the "zero-tolerance" approach), communications and outreach. The net effect would not be an increase in the quantity of proactive inspections, but rather enhancing the quality and benefits of the outcomes of the alternative approach. The proposed expansion package for one full-time proactive inspector was not approved during the 2015 budget process. However, an expansion package for a 0.5 FTE Fire Prevention Officer for rental housing was approved in the 2015 budget. To date, this additional staff resource has been able to conduct 183 inspections related to rental housing issues.

**A comprehensive review of all legal processes:** To provide further efficiencies and uniformity in the handling of enforcement matters, a comprehensive examination all of building services legal processes was undertaken. In joint partnership with Court and Legal Services, a Legal Procedures Manual has been drafted which provides efficient and uniform direction for the handling of legal procedures by Building Services staff.

**Formalization of a zero-tolerance approach for repeat offenders:** The development of a zero-tolerance policy as it relates to persons who have previously

# STAFF REPORT



been in violation of City by-laws and/or the Ontario Building Code has been developed.

Historically, property owners or their agents were given a courtesy notice to enable compliance prior to Building Services commencing legal action. The zero tolerance approach allows immediate commencement of legal action to the extent that statutory requirements allow for repeat offenders. The following table outlines the resulting action upon confirmation of a violation by a repeat offender:

By-Law or Code	Action
Ontario Building Code	Issue an Order – resulting in increased fees and/or Charge (dependent on evidence)
Zoning By-Law	Charge
Two-Unit House Registration By-Law	Charge

**Increase of set fines:** In 2014, staff began investigating increasing set fines for Zoning, Two Unit Registration, Property Standards and Ontario Building Code violations. An application to the Regional Senior Justice for increased fines was approved in April of 2015. Set fines for offences commonly associated with rental housing issues now generally range from \$350 - \$1,000 for a first offence. These fines generally doubled from what existed previously. For subsequent offences, staff would proceed by way of a Part III prosecution, a process that allows for higher fines. Set fines can also be used as a base line by prosecution staff when articulating the reasons to seek higher fines. To date this year, over \$44,000 in fines have been imposed for convictions relating to rental housing issues through proactive Building Services enforcement, compared to just over \$9,000 recorded last year. While this increase is not solely attributed to this initiative, it does indicate a positive change for prosecutions related to rental housing.

**Partial cost recovery through changes in fees for non-compliance:** As suggested by the Planning Building Engineering and Environment (PBEE) Committee in August of 2014, staff explored partial cost recovery by changing fees for non-compliance. As a result, fees for the registration of a Two Unit House and certification of a Lodging House are now double, \$300 compared to \$150, for those who are registering or certifying after being investigated by Building Services staff.

**Improved communication and education initiatives:** The city has developed and begun the initial implementation of a communications plan that focusses on promoting tenant safety, behaviour, and neighbourhood cohesion.

City staff set two communications goals for the rental housing program:

1. To ensure tenants are aware of their right to safe rental housing accommodation and how to request an inspection; and
2. To ensure residents are aware of the various by-laws and regulations to encourage good neighbour relations.

# STAFF REPORT

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In order to help achieve these goals, a number of communications tools have been implemented and can be summarized as follows:

- Creation and improvements to city webpages for tenants, landlords and neighbours of rental accommodations;
- Creation, updating, and distribution of print material, including the "Welcome to the Neighbourhood" brochure, door hangers, tenant safety checklists and inspection summary sheets;
- Advertisements and social media campaigns to promote tenant safety and positive lawful behavior;
- Initiatives that promote the safety and wellbeing of tenants.

One of the key initiatives this year was the tenant safety blitz. In partnership with the University of Guelph Off-Campus Living Office and the Guelph Fire Department, the tenant safety blitz was designed to increase tenant safety awareness and to promote the availability of free rental unit safety inspections. Held from October 19 to 23, the blitz resulted in 29 safety inspections conducted by staff and the identification of over 30 safety concerns within rental units. Although this was a week-long initiative, free tenant safety inspections continue to be available to tenants all year.

The implementation of the Building Services portion of the communications plan which deals specifically with tenant safety is ongoing. The behavioural component, administered by the Bylaw Compliance, Security and Licensing division is underway and builds on their current communication initiatives.

The 2015 funding request to implement the communications, education and community partnership aspect of the alternative approach was reduced by half; therefore the community-based social marketing campaign outlined in the alternative approach was not implemented due to cost restrictions.

The City continues to participate in Guelph's Town and Gown Committee, supports initiatives administered by the University of Guelph's Off Campus Living Office, (including annual participation at the Off-Campus Living Resource Fair) and more recently, as outlined above, partnered with that office for the implementation of the tenant safety blitz. The City will continue to strengthen partnerships and look for further opportunities to collaborate with key stakeholders to promote safe legal rental accommodations and discourage disruptive behaviour, particularly in neighbourhoods with high concentrations of rental housing.

## **Next Steps**

In an attempt to further improve tenant safety and neighbourhood cohesion, staff will continue to move forward with the implementation of the elements of the alternative approach that are achievable without the recommended expansion package. Implementation will continue to include strengthening partnerships and empowerment of stakeholders to further improve the safety and wellbeing of residents and to create and maintain vibrant neighborhoods for all to enjoy.

# STAFF REPORT

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Continuous improvements and efficiencies in enforcement methods, the application of search warrants, full implementation of the zero-tolerance approach for repeat offenders, and the continued implementation of the communications plan will help form the basis of the next phase of implementation.

In order to create additional capacity to assist with the implementation of the alternative approach, staff will again request the addition of a new full-time zoning inspector, cross-trained in zoning and qualified as building inspector, during the 2016 budget process. This zoning inspector would play a key role in creating additional capacity to successfully implement the tenant safety aspects of the alternative approach. As in 2015, if this new staff position is not approved through the 2016 budget, staff will continue to implement other components of the alternative approach that are feasible with existing staff resources.

Staff is committed to the ongoing monitoring of the alternative approach to gauge effectiveness and continuously make improvements. It is anticipated that initial key performance indicator data will be available in the spring of 2016, with complete data on the effectiveness of the program becoming available after one full year of implementation in 2017. In order to keep Council continuously apprised of the effectiveness of the alternative approach, staff will include key performance indicators in the annual Building Services Report.

## **CORPORATE STRATEGIC PLAN:**

**1.2 Organizational Excellence** - Develop collaborative work teams and apply whole systems thinking to deliver creative solutions.

**2.1 Innovation in Local Government** - Build an adaptive environment for government innovation to ensure fiscal and service sustainability.

**2.2 Innovation in Local Government** - Deliver public services better.

**2.3 Innovation in Local Government** - Ensure accountability, transparency and engagement.

**3.1 City Building** - Ensure a well-designed, safe, inclusive, appealing and sustainable City.

**3.2 City Building** - Be economically viable, resilient, diverse and attractive for business.

## **FINANCIAL IMPLICATIONS:**

There are no additional financial implications to continue with the implementation of the alternative approach in 2015.

While many aspects of the elements of the alternative approach have been completed through creating efficiencies and utilizing current resources, there are financial implications for the following components:

# STAFF REPORT

1. The addition of a full time zoning inspector in Building Services cross-trained in zoning and building inspections would cost approximately \$125,000 initially and approximately \$85,000 for subsequent years.

The addition of this full-time zoning inspector would create additional capacity to focus on search warrants, pursuing repeat offenders (e.g. the "zero-tolerance" approach), communications and outreach. Should the budget package not be approved, the alternative approach will continue to be implemented; however the effectiveness of the program will be affected.

## DEPARTMENTAL CONSULTATION:

Corporate Communications  
Guelph Fire Department  
Operations – Bylaw Compliance, Security and Licensing

## COMMUNICATIONS:

Corporate Communications, in collaboration with Building Services and the By-law Compliance, Security and Licensing division, developed a detailed Communications Plan to support the alternative approach. Plan implementation is ongoing.

## ATTACHMENTS

Attachment 1: Report 14-29 Rental Housing Licensing Recommended Approach, dated August 5, 2014 (available by web link: [http://guelph.ca/wp-content/uploads/council\\_agenda\\_0825141.pdf#page=93](http://guelph.ca/wp-content/uploads/council_agenda_0825141.pdf#page=93))

## Report Author:

Bill Bond  
Zoning Inspector III

## Approved By:

Patrick Sheehy  
Program Manager – Zoning



## Approved By

Todd Salter  
General Manager  
Planning, Urban Design, and  
Building Services  
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## Approved By:

Rob Reynen  
Acting Chief Building Official



## Recommended By

Derrick Thomson  
Interim Deputy CAO  
Infrastructure, Development and Enterprise  
519-822-1260, ext. 2665  
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# STAFF REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE December 8, 2015

**SUBJECT SIGN BY-LAW VARIANCES  
400 Speedvale Avenue East**

REPORT NUMBER 15-103

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To advise Council of sign by-law variance requests for 400 Speedvale Avenue East.

### KEY FINDINGS

The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts the location and the size of a sign in an institutional zone to the first storey of a building face and to a maximum size of 2.3m<sup>2</sup>.

Scutt Signs has submitted a sign by-law variance application on behalf of Crestwicke Baptist Church to permit a sign on the second storey of the building with an area of 2.77m<sup>2</sup> at 400 Speedvale Avenue East.

The requested variances from the Sign By-law are recommended for approval for the following reasons:

- The requested size of 2.77m<sup>2</sup> is suitable given that the building face is 236.91m<sup>2</sup>.
- The proposed location on the second storey will not detract from the appearance of the building and it will balance the existing signage of Resurrection Christian Academy which was approved by a previous sign variance.
- The proposed sign will not have a negative impact on the streetscape or surrounding area.

### FINANCIAL IMPLICATIONS

N/A

### ACTION REQUIRED

To approve the requested sign by-law variances for 400 Speedvale Avenue East.

# STAFF REPORT



## RECOMMENDATION

1. That the report from Infrastructure, Development and Enterprise dated December 8, 2015 regarding sign by-law variances for 400 Speedvale Avenue East, be received.
2. That the request for variances from the Sign By-law for 400 Speedvale Avenue East to permit a sign with an area of 2.77m<sup>2</sup> to be located on the second storey of the building face, be approved.

## BACKGROUND

Scutt Signs had submitted a sign permit application on behalf of Crestwicke Baptist Church at 400 Speedvale Avenue East (see "Schedule A- Location Map). Upon review of the application, it was observed that the sign was proposed to be located on the second storey of the building face with a sign face of 2.77m<sup>2</sup>. The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts the location and the size of a sign in an institutional zone to first storey of a building face and to a maximum of size of 2.3m<sup>2</sup>. On this basis, the sign permit application was refused.

## REPORT

Scutt Signs has submitted a sign by-law variance application on behalf of Crestwicke Baptist Church to permit a sign on the second storey of the building with an area of 2.77m<sup>2</sup>; see "Schedule B- Sign Variance Drawing" for illustration.

The following is a summary of the reasons that have been supplied by the applicant in support of the variance requests:

- Placement of the sign on the second storey of the building will increase its visibility from the street; and
- The size of the sign is appropriate given the size of the building face.

The requested variances are as follows:

	<b>By-law Requirements</b>	<b>Request</b>
Permitted location on a building	1 <sup>st</sup> storey on a building face fronting a public road allowance	To permit a sign on the 2 <sup>nd</sup> storey of the building face fronting a public road allowance
Maximum size of sign face permitted	2.3m <sup>2</sup>	To permit a sign face of 2.77m <sup>2</sup>

The requested variances from the Sign By-law are recommended for approval for the following reasons:

- The requested size of 2.77m<sup>2</sup> is suitable given that the building face is 236.91m<sup>2</sup>.
- The proposed location on the second storey will not detract from the appearance of the building and it will balance the existing signage of Resurrection Christian Academy which was approved by a previous sign variance.

# STAFF REPORT

- The proposed sign will not have a negative impact on the streetscape or surrounding area.

## **CORPORATE STRATEGIC PLAN:**

3.1- Ensure a well-designed, safe, inclusive, appealing and sustainable City

## **FINANCIAL IMPLICATIONS:**

N/A

## **DEPARTMENTAL CONSULTATION:**

N/A

## **COMMUNICATIONS:**

N/A

## **ATTACHMENTS**

Schedule A            Location Map  
Schedule B            Sign Variance Drawing

## **Report Author:**

Bill Bond  
Zoning Inspector III

## **Approved By:**

Patrick Sheehy  
Program Manager – Zoning

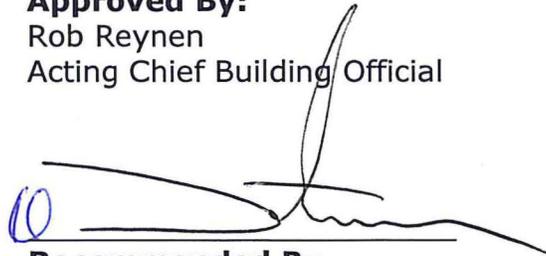


## **Approved By**

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## **Approved By:**

Rob Reynen  
Acting Chief Building Official

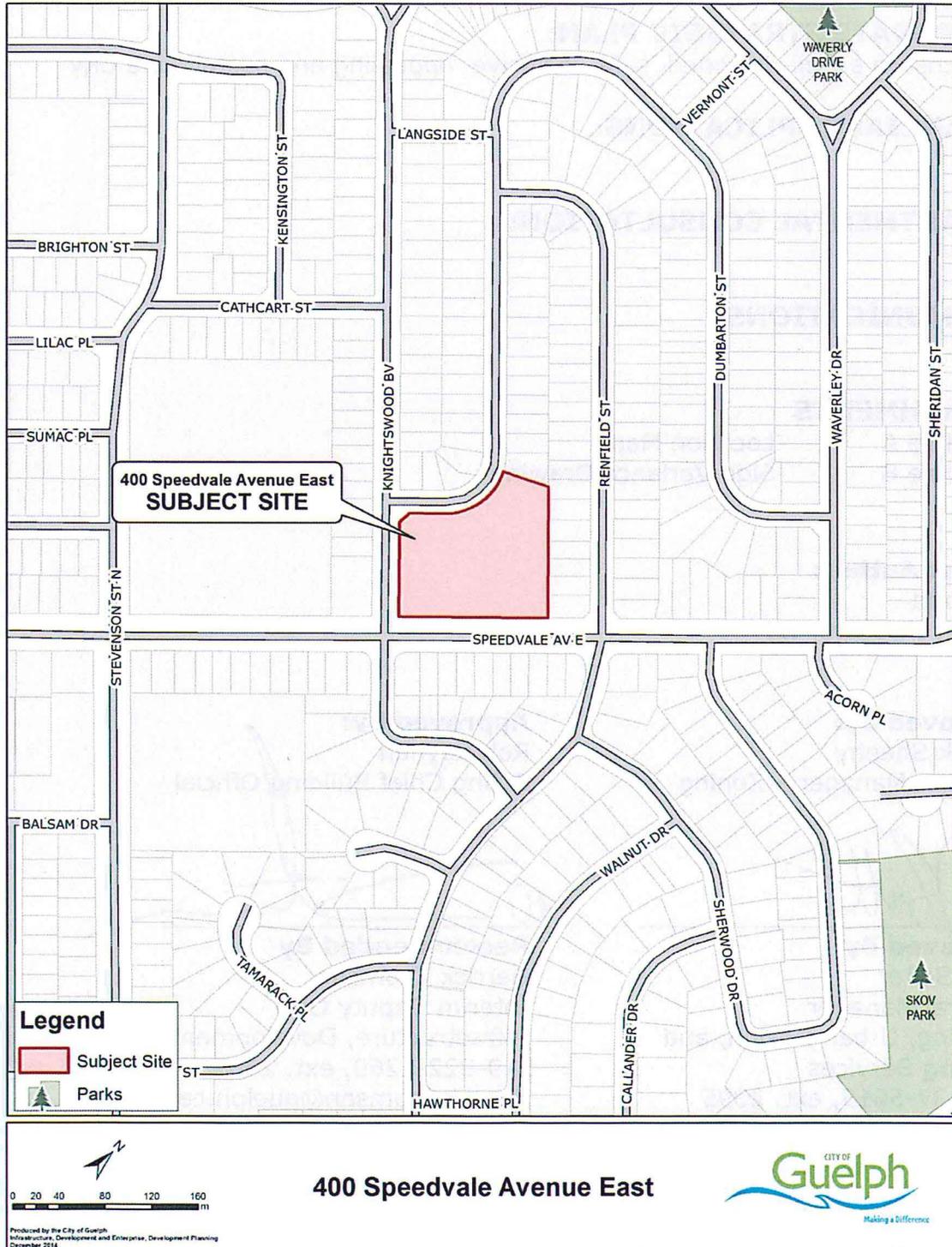


## **Recommended By**

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# STAFF REPORT

## SCHEDULE A- Location Map



## SCHEDULE B- Sign Variance Drawing

Proposed Sign



Sign with an area of  $2.77\text{m}^2$  (.74m x 3.75m)

# STAFF REPORT



TO Infrastructure, Development & Enterprise Committee

SERVICE AREA Infrastructure, Development & Enterprise

DATE December 8, 2015

**SUBJECT** Municipal Property & Building Commemorative Naming  
Committee Terms of Reference Update

REPORT NUMBER 15-105

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To amend the Terms of Reference of the Municipal Property & Building Commemorative Naming Committee Terms of Reference regarding the committee composition.

### KEY FINDINGS

The dissolution of the Cultural Advisory Committee late fall, 2014 and the reorganization of Service Areas and Departments that occurred in the spring of 2015, have resulted in the need to make administrative changes to the composition of the Municipal Property & Building Commemorative Naming Committee Terms of Reference.

### FINANCIAL IMPLICATIONS

None

### ACTION REQUIRED

That the Municipal Property & Building Commemorative Naming Committee Terms of Reference be approved by the Infrastructure, Development & Enterprise Committee and City Council.

## RECOMMENDATION

1. That the Municipal Property & Building Commemorative Naming Committee Terms of Reference be amended to establish the following Committee composition: a member of Heritage Guelph, the Manager of Development Planning (or designate), General Manager of Culture, Tourism and Community Investments (or designate) and two citizens of the community.

# STAFF REPORT



## BACKGROUND

At the beginning of each term, Council appoints citizens to various statutory and advisory agencies, boards and committees. Generally, new citizen members are appointed for a one year term only and may be re-appointed after the year expires for the remainder of that term of Council and other terms of Council for a maximum term of eight years unless otherwise stipulated within the terms of reference or by applicable legislation.

During the appointment process this fall, it was noted that the dissolution of the Cultural Advisory Committee late fall, 2014 and the reorganization of Service Areas and Departments that occurred in the spring of 2015, have resulted in the need to make administrative changes to membership composition specified in the Municipal Property & Building Commemorative Naming Committee Terms of Reference.

## REPORT

The Municipal Property and Building Commemorative Naming Policy Committee meets quarterly (if necessary), time, location and dates to be determined. This committee helps select and approve a proposed naming or renaming of municipal assets; such as, parkland, other open spaces, trails and structures and public buildings determined through a step-by-step process as set out in the Commemorative Naming Policy.

The Terms of Reference currently states that there be six members: two of whom are public citizens, a member of Heritage Guelph, a member of the Cultural Advisory Committee, and the Manager of Development and Parks Planning (or designate), and the Director of Community Services (or designate). The Cultural Advisory Committee no longer exists, and the staff titles and service area titles have changed. The amended members are:

- A member of Heritage Guelph - Susan Ratcliffe
- The Manager of Development Planning (or designate) – Rory Barr Templeton (designate)
- General Manager of Culture, Tourism and Community Investments (or designate) – Val Harrison (designate)
- Two citizens of the community – Jason Smith and Enrico Stradiotto

The recommendation within this report reflects the necessary administrative changes required to align with the current organizational chart. The liaison for this committee is the Landscape Planner as designate for the Manager of Development Planning.

## CORPORATE STRATEGIC PLAN

2.3 Ensure accountability, transparency and engagement.

3.3 Strengthen citizen and stakeholder engagement and communications.

# STAFF REPORT



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## DEPARTMENTAL CONSULTATION

Municipal Property & Building Commemorative Naming Committee staff liaison –  
Rory Barr Templeton, Landscape Planner, Planning.

## FINANCIAL IMPLICATIONS

None

## COMMUNICATIONS

N/A

### Report Author

Rory Barr Templeton  
Landscape Planner

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### Approved By

Todd Salter  
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### Approved By

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# STAFF REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE December 8, 2015

**SUBJECT Outstanding Motions of the Infrastructure, Development and Enterprise Committee**

REPORT NUMBER

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To advise the Infrastructure, Development and Enterprise Committee of the status of all outstanding Committee resolutions, and to advise the Committee if there are any outstanding resolutions that may no longer be of community and Council interest.

### KEY FINDINGS

Staff are continuing to plan work required to address outstanding motions previously passed by the Committee. In some cases, motions previously passed may no longer be of community interest or have the same level of priority, based on more recent events or circumstances.

The status of all outstanding motions is provided.

### FINANCIAL IMPLICATIONS

All work previously endorsed by Council has been resourced through the approved Operating and Capital budgets.

### ACTION REQUIRED

To be advised of the status/timing of all outstanding IDE Committee motions and to update the outstanding motion list by eliminating any motions no longer of priority to the Committee.

## RECOMMENDATION

1. That the report dated December 8, 2015 regarding outstanding motions of the Infrastructure, Development and Enterprise Committee, be received.

# STAFF REPORT

## BACKGROUND

For some time, with input from the City Clerk's Office, a record of outstanding motions of Committee has been maintained. The Executive Team has decided to bring to each Committee of Council a biannual update of all outstanding motions. The biannual report may include recommendations, where appropriate, to eliminate from the list any outstanding motions that may no longer be of priority to the Committee. The current report is the fifth biannual report.

## REPORT

Please find attached for information the outstanding motion list for the Infrastructure, Development and Enterprise Committee, including the status of the work and the timing, when available, for when the work may be completed.

## CORPORATE STRATEGIC PLAN

Innovation in Local Government

2.3 Ensure accountability, transparency and engagement.

## DEPARTMENTAL CONSULTATION

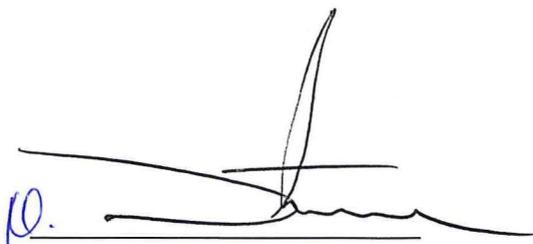
City Clerk's Office

## COMMUNICATIONS

N/A

## ATTACHMENTS

Attachment 1      Infrastructure, Development and Enterprise -  
Council/Committee Outstanding Motions



### Recommended By

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Infrastructure, Development and Enterprise  
Council/Committee Outstanding Motions  
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Date	Resolution	Contact	Report REQ'D? (Yes/No)	Status
<b>Business Development and Enterprise:</b>				
Sept.28 2015	<ol style="list-style-type: none"> <li>1. That the report from Infrastructure, Development and Enterprise dated September 8, 2015 entitled <b>Guelph Energy Efficiency Retrofit Strategy (GEERS)</b> be received.</li> <li>2. That staff be directed to continue with the detailed design of the GEERS program including establishing an advisory group, developing a financing structure, designing a business process using Local Improvement Charges to facilitate energy efficiency retrofit projects, and investigating potential investors.</li> <li>3. That staff be directed to draft the necessary by-laws to allow the use of Local Improvement Charges for energy projects.</li> <li>4. <b>That staff be directed to report back by Q1 2016, with a full report on program details, as described.</b></li> </ol>	Rob Kerr	Yes	<ol style="list-style-type: none"> <li>1. No Action Required</li> <li>2. Underway</li> <li>3. Underway</li> <li>4. <b>Underway</b></li> </ol>
Council July 20, 2015	<ol style="list-style-type: none"> <li>1. That Report IDE-BDE-1504 titled "<b>Essex Street On-Street Parking</b>", from Infrastructure, Development and Enterprise, dated July 7, 2015 be received.</li> <li>2. <b>That staff undertake the proposed on-street parking pilot as described in the report, and report back to IDE Committee by Q2 2016.</b></li> <li>3. <b>That staff report back to the IDE Committee, through the Information Sheets, by Q4 2015 while maintaining the 1 year pilot project.</b></li> </ol>	Ian Panabaker	Yes  Yes	<ol style="list-style-type: none"> <li>1. No Action Required</li> <li>2. <b>Underway</b></li> <li>3. <b>Underway</b></li> </ol>
August 25, 2014	<ol style="list-style-type: none"> <li>1. That Council receive report # FIN-ED-14-08 titled '<b>200 Beverly Street – IMICO – Redevelopment Update</b>'; and</li> <li>2. That Council direct staff to proceed with the IMICO Phase 2 Marketing Program as described in report FIN-ED-14-08; and</li> <li>3. That Council approve the transfer of funds in the amount of Forty-Four Thousand, Six Hundred and Ten Dollars (\$44,610.00) from the DC Exempt Reserve Fund Account #156 for the purpose of implementing the IMICO Phase 2 Marketing Program as described in report FIN-ED-14-08; and</li> <li>4. <b>That Council direct staff to report back to Council on the status of the IMICO Phase 2 Marketing Program as described in report FIN-ED-14-08 by no later than the end of Q1 2015.</b></li> </ol>	Peter Cartwright	Yes	<ul style="list-style-type: none"> <li>▪ 1. No Action Required.</li> <li>▪ 2. Initiated.</li> <li>▪ 3. Completed.</li> <li>▪ 4. E-mail update provided to Council, which indicated that the market sounding would be extended into Q3/Q4/2015. This has resulted in a range of potential investment interest, which includes residential, commercial, industrial and logistic sector interest.</li> <li>▪ <b>Staff will be rationalizing this interest and will report to Council on options in early Q1/2016</b></li> </ul>
Sept. 30, 2013	<ol style="list-style-type: none"> <li>1. That Council receive report FIN-ED-13-05</li> <li>2. That Council direct staff to proceed with the process to attract an investor that will acquire and redevelop <b>200 Beverley St.</b> as described in report FIN-ED-13-05.</li> <li>3. That a Strategic Real Estate Reserve Fund be established for the</li> </ol>	Peter Cartwright		<ul style="list-style-type: none"> <li>▪ See status comments for August 25, 2014 – FIN-ED-14-08</li> </ul>

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	<p><b>IMICO property</b> through the 2014 budget process.</p> <p>4. That the Reserve be funded with an initial contribution of a minimum of \$250,000 in 2014 be considered and subsequent contributions be assessed and approved by Council through the creation of a detailed business case.</p> <p><b>5. That Council direct staff to report back at the key milestones outlined in report FIN-ED-13-05 regarding the status of the process to attract an investor that will acquire and redevelop 200 Beverley Street.</b></p>			
July 28/14	That consideration of the <b>Hanlon Creek Business Park Phase 3</b> development options be deferred until the General Manager of Economic Development <b>reports back on the option of a 5 year extension to draft plan approval.</b>	Peter Cartwright	<b>Yes</b>	<ul style="list-style-type: none"> <li>A key element of this business case relates to the integration of district energy. In Q3/2015 discussions commenced with GMHI/Envida regarding the short and long term financial viability of DE within the HCBP. Envida/GMHI will be reviewing this assessment, along with its recommendations, with the GMHI board in December 2015. This work has delayed finalizing the HCBP business case, which is now <b>targeted for presentation to Council in Q1/2016.</b></li> </ul>
June 18 2014 Report # FIN-DR-14-05	<ol style="list-style-type: none"> <li>1. THAT Report FIN-DR-14-05 '<b>Downtown Renewal Projects Update: Baker District and Parking Master Plan</b>' be received;</li> <li>2. THAT based on the decision level pro forma attached to this report, Council endorses the 'Private and Major Institutional' mixed-use development as the preferred option for the Baker District lands;</li> <li>3. THAT Council directs that, while acknowledging the ongoing Parking Master Plan community discussions, a 350 space structured parking project is required in the immediate term, and that the project start be identified in Year One of the 2015 10 year Capital Budget for consideration.</li> <li>4. <b>THAT staff bring back to Council the recommended 'Level of Municipal Support' to be approved ahead of Conestoga College submitting a Post Secondary Expansion RFP to the Province.</b></li> </ol>	Ian Panabaker	<b>Yes</b>	<p>Motion 3 – garage was illustrated in 2015 budget as a 'not recommended' item. <b>Parking Master Plan will be making further recommendations.</b></p> <p>Motion 4 – Province is not supporting the College in its application for the Post-Secondary Expansion program and therefore there are no financial contribution discussions with the municipality as yet.</p>
April 28, 2014	Moved by Councillor Findlay Seconded by Councillor Piper	Ian Panabaker		Q3 Status – (July – Sept) <ul style="list-style-type: none"> <li>DRO working on report and</li> </ul>

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Special Resolution	<p>Whereas public urination continues to detract from the presentation of our downtown; and Whereas Council has approved the use of pissiors conditional on a permanent public washroom facility being available; and Whereas there are no permanent public washrooms in place or currently planned for that would service late night downtown activity;</p> <ol style="list-style-type: none"> <li>1. That this resolution be forwarded to the Corporate Administration, Finance &amp; Enterprise Committee for consideration.</li> <li>2. Therefore be it resolved <b>that the Downtown Renewal Office be charged with collaborating with downtown stakeholders to determine the most effective and timely manner to create a public washroom to serve downtown activity during all hours for the consideration of City Council.</b></li> <li>3. <b>That the Downtown Renewal Office present its recommendation by the end of Q3.</b></li> </ol>		Yes	<p>'downtown stakeholder' collaboration</p> <ul style="list-style-type: none"> <li>• Recommendation to coordinate with Streetscape Manual project to allow Council to understand connections between public realm objectives and potential washroom directions</li> <li>• Last CAFÉ committee is August 12 – Preview deadline July 24</li> <li>• <b>Incorporating into the 2016 work plan.</b></li> </ul>
Feb.26/14	<p>That Council endorses the principles outlined in Attachment 1 to structure the development of the <b>Guelph Economic Investment Fund</b> as identified in the staff report <b>and that the Investment Fund recommendation be brought forward to Council at a meeting in May 2014.</b></p>	Peter Cartwright		<ul style="list-style-type: none"> <li>• <b>This project has been paused.</b> Direction from the CAO and Executive Team is required on when (if) this matter is to proceed further.</li> </ul>
Oct. 28/13 Council	<ol style="list-style-type: none"> <li>1. That Downtown Renewal Report FIN-DR-13-03, "<b>Downtown Entertainment District: Safe Semester Update</b>", dated October 15, 2013, be received.</li> <li>2. That the financial directions recommended in report FIN-DR-13-03 related to the continued financial support for the Safe Semester Project and to end further study of a Bar Stool Tax, October 15, 2013, be approved.</li> <li>3. <b>That a summary of full annual costs associated with late night downtown bars (policing and clean-up), be referred back to the Corporate Administration, Finance &amp; Enterprise Committee.</b></li> <li>4. <b>That a request be made to the Guelph Police Services Board to provide the information.</b></li> </ol>	Ian Panabaker		<ul style="list-style-type: none"> <li>• Motion 3 &amp; 4 – <b>staff to be incorporating motion back into resource planning following Shared Agenda setting and annual work plan reviews.</b></li> </ul>
Dec 5 2013 Council Meeting	<p>Main Motion 13</p> <p>Whereas the <b>Capital Renewal Reserve Fund</b> is to be used for the exclusive purpose of financing capital assets identified in the City's strategic priorities and in accordance with the limitations set out in its policy;</p> <p>And whereas it may be utilized to leverage funding from other sources (such as grants or partnerships), to loan funds for a project which might otherwise require outside debt, or to provide bride financing for</p>			<p>Resolution 1:</p> <ul style="list-style-type: none"> <li>▪ CBRE initiated a market testing for the IMICO property in Q2/2015, which resulted in limited, qualified feedback.</li> <li>▪ The market offering was extended into Q3/Q4/2015, and has resulted in a range of potential investment interest, which includes residential,</li> </ul>

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	<p>an emergency infrastructure project; Be it resolved</p> <ol style="list-style-type: none"> <li>1. <b>That an allocation of \$250,000 from the Capital Renewal Reserve Fund will be approved in principle to support the development of the IMICO site subject to the intention and conditions of the policy.</b></li> <li>2. That the transfer of this allocation from the Capital Renewal Reserve Fund to a capital project will only be approved upon the acceptance of a business case including but not limited to the leveraging of funding from other sources.</li> <li>3. That staff pursue applications under the eligible Brownfield components of the federal FCM Green Municipal Fund as potential matching funds for IMICO (200 Beverley) and other strategic property development needs.</li> <li>4. That Finance and Enterprise staff conduct a comprehensive review of the City's strategic real estate needs and report back in Q2 2014 with a policy framework supporting the creation and administration of a Strategic Real Estate Reserve.</li> </ol>	<p>Peter Cartwright (Resolution 1)</p> <p>Janice Sheehy (Resolutions 2 &amp; 4)</p>	<p><b>Yes</b></p>	<p>commercial, industrial and logistic sector interest.</p> <ul style="list-style-type: none"> <li>▪ <b>Staff will be rationalizing this interest and will report to Council on options in early Q1/2016</b></li> </ul> <p>Resolution 2:</p> <ul style="list-style-type: none"> <li>▪ It is anticipated that the Capital Renewal Reserve Fund will form part of the prospectus.</li> <li>▪ It is also assumed that the market response to the prospectus will include information to support a business case to access funds from this reserve.</li> </ul> <p>Resolution 4</p> <ul style="list-style-type: none"> <li>▪ This matter is being addressed by Finance as well as Corporate Services.</li> </ul>
<p>Sept 16, 2013 Report # FIN-ED-13-05</p>	<p>Disposition and Redevelopment of Property Framework 200 Beverley Street, Guelph, Ontario (former IMICO)</p> <ol style="list-style-type: none"> <li>1. That Council receive report FIN-ED-13-05.</li> <li>2. That Council direct staff to proceed with the process to attract an investor that will acquire and redevelop 200 Beverley Street as described in report FIN-ED-13-05.</li> <li>3. That Council direct staff to report back at the key milestones outlined in report FIN-ED-13-05 regarding the status of the process to attract an investor that will acquire and redevelop 200 Beverley Street.</li> </ol>	<p>Peter Cartwright</p>		<ul style="list-style-type: none"> <li>▪ See status comments for August 25, 2014 – FIN-ED-14-08</li> </ul>
<p><b>Engineering and Capital Infrastructure Services:</b></p>				
<p>July 20, 2015 Council</p>	<ol style="list-style-type: none"> <li>1. That the report from Infrastructure, Development and Enterprise entitled "<b>Supplementary Report for Speedvale Avenue East from Manhattan Court to Woolwich Street – Road Design</b>", dated July 7, 2015, be received.</li> <li>2. That the 2009 Bike Policy and 2013 Cycling Master Plan be amended to re-route the bike lanes identified for Speedvale Avenue from Manhattan Court to Woolwich Street to an alternate location on Emma Street such that Speedvale Avenue is reconstructed in accordance with the Recommended Option to retain the existing four lanes of traffic and sidewalks on both sides</li> </ol>	<p>(Engineering) Kealy Dedman</p>	<p>No</p>	<p><b>Underway</b></p>

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	<p>of the road.</p> <p>3. That funding for the reconstruction of Speedvale Avenue East from Manhattan Court to Woolwich Street be referred to the 2016 budget process for consideration.</p> <p>4. That staff be directed to commence an Environmental Assessment for a pedestrian bridge across the Speed River from the west end of Emma Street to the east end of Earl Street.</p> <p>5. That the Tree Management Plan for the Speedvale Avenue reconstruction, use larger caliber trees than the standard size.</p> <p>6. In the absence of on-street bicycle lanes, staff be directed to explore wider multi-use sidewalks alternative design along Speedvale between Manhattan Court and Riverview Street during detailed site design.</p>			
July 28, 2014 Council	<p>Whereas the completion of the Laird Road interchange has changed traffic patterns on Downey Road, and Whereas, residential development in Kortright Hills Phase 4 nears completion, Be it therefore resolved that the removal of on-street parking on Downey Road be deferred until such time as updated traffic counts are analysed and pedestrian crossing location(s) has been identified, and <b>That staff be directed to report back to Council on the design of traffic calming on Downey Road and that bicycle lanes be included in the redesign, and That staff report back to Council with a recommendation on the classification of Downey Road in Q3 2015.</b></p>	(Engineering) Allister McIlveen	<b>Yes</b>	<b>Study underway. Report deferred to Q1 2016 due to staff vacancy.</b>
July 28, 2014	<p>1. That staff be provided the authority to declare a temporary on-street parking ban effective 2014.</p> <p>2. That overnight on-street parking on Guelph Transit bus routes be restricted during the period of the winter overnight on-street parking restriction effective 2014.</p> <p>3. That the following be referred to the 2015 budget process for consideration: That the duration of the winter overnight on-street parking restriction be reduced from six months to four months (December 1 until March 31) [Note: Staff only recommend this in conjunction with the authority to declare a temporary on-street parking ban]; and</p> <p><b>4. That the following be referred to staff to develop a policy and criteria for any local street that does not currently have, but where there is a request for, year-round permissive overnight parking, permit year-round overnight parking on one side of the street if the street has a travel width (curb face to curb face) of at least 7 metres and if the</b></p>	(Traffic)	4. <b>Yes</b>	<p>1. Is in place.</p> <p>2. Only street that was affected is Goodwin Drive and permissive overnight parking signs have been removed and bylaw amended.</p> <p>3. Bylaw has been amended and it was discussed at 2015 budget (revenue loss).</p> <p>4. <b>Outstanding; propose report to IDE Committee in Q1 2016.</b></p>



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	<p>Environment as part of the approval of the Plan or any subsequent amendments to the Source Water Protection Plan;</p> <p><b>4. That City staff be directed to consult with adjacent municipalities regarding options and opportunities for coordinated implementation of the Source Water Protection Plan, and to identify synergies and efficiencies, and report back to Council by late 2013;</b></p> <p>5. That City staff be directed to inform the Source Protection Authority that the staff comments and the Proposed Source Water Protection Plan have been endorsed by Council.</p>		4. Yes	<p><b>4. Outstanding – Report back to Council in Q1, 2015. MOU in preparation – details being drawn up – deter to later in 2015 until MOU is finalized.</b></p> <p>5. Completed.</p>
<b>Environmental Services:</b>				
No outstanding motions.				
<b>Planning, Urban Design and Building Services:</b>				
Sept. 14, 2015	<p><b>OMB Hearing – 171 Kortright Road West Zoning By-Law Amendment (File: ZC1413) – Ward 5</b></p> <p>1. <b>That the issue of loss of sites suitable for “faith-based institutions” be referred to the Infrastructure, Development &amp; Enterprise Committee</b> to examine needs, supply or any further recommendations and report back with the scoping for the process.</p>	(Planning) Michael Witmer	Yes	<b>Staff will be report back on timing and options for scope of study.</b>
August 25, 2014	That, as <b>individual public realm capital projects</b> begin advancing through the detailed design phase prior to construction, such as St. George’s Square and other streetscape reconstruction projects, staff continue to engage the public and businesses in the design and construction planning process phase; and <b>that staff keep council informed regarding refinements and improvements to the design made through the detailed design process.</b>	(Planning) David DeGroot	Yes	<b>Outstanding. To be addressed by Downtown Renewal Office in conjunction with Planning and Engineering</b>
August 25, 2014	<p>1. That Report 14-29 from Planning, Building, Engineering and Environment regarding the Rental Housing Licensing Recommended Approach dated August 5, 2014 be received.</p> <p>2. That Council approve, in principle, the recommended alternative approach to a rental housing licensing program described in Report 14-29 from Planning, Building, Engineering and Environment dated August 5, 2014.</p> <p>3. That the proposed expansion package for one full-time proactive inspector and a comprehensive communications and education plan be referred to the 2015 budget process.</p> <p>4. <b>That staff report back in Q4 in 2015 to demonstrate the effectiveness of the alternative approach.</b></p>	(Planning) Joan Jylanne  (Building) Bill Bond	4. Yes	<p>1. Completed</p> <p>2. Completed</p> <p>3. Completed</p> <p><b>4. Report is scheduled to be presented at IDE meeting December 8, 2015</b></p>
September 30, 2013	<p>1. Whereas a great deal has been learned from the failed conservation of the Wilson Farmhouse.</p> <p>2. That the matter of appropriate funding for the maintenance and</p>	2. CSS (Corporate		2. Completed. Responded to by

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	<p>conservation of heritage resources in City ownership be referred to the 2014 capital budget process.</p> <p><b>3. That the matter of the appropriate commemoration of heritage sites throughout the City be referred to Heritage Guelph for review and a recommendation to come back to PBEE.</b></p> <p>4. That Council seek the advice of Heritage Guelph, in consultation with the Senior Heritage Planner or delegate, research best practices in Ontario for municipal heritage marker/plaque programs as part of its review.</p>	<p>Bldg. Maintenance) - Mario Petricevic</p> <p>3. &amp; 4. (Planning) - Stephen Robinson</p>	<p>3. <b>Yes</b></p>	<p>Corporate Building Maintenance during 2014 Operating Budget process.</p> <p><b>3 &amp; 4. Ongoing. Added to the Heritage Guelph Workplan</b></p>
<p>April 8, 2013</p>	<p>1. <b>That staff be directed to report back to the Planning &amp; Building, Engineering and Environment Committee on the most appropriate mechanism to determine the integrity and potential retention of any barns that remain on the City of Guelph Heritage Register.</b></p>	<p>(Planning) Stephen Robinson</p>	<p><b>Yes</b></p>	<p><b>Outstanding.</b> Added to Heritage Guelph Workplan.</p>
<p>September 24, 2012 Council</p>	<p>1. THAT the Planning, Building, Engineering and Environment report 12-58, regarding the Heritage Planning: Annual Activity Report and Four Year Work Plan Update, dated September 17, 2012, be received;</p> <p>2. <b>AND THAT Heritage Guelph be requested to report to Council on financial mechanisms utilized in other communities best practices to support the maintenance and restoration of heritage properties;</b></p> <p>3. <b>AND THAT staff be directed to conduct an orientation session for Council in consultation with Heritage Guelph.</b></p>	<p>(Planning) Stephen Robinson</p>	<p>Yes</p>	<p>2. <b>Outstanding. Added to Heritage Guelph Workplan.</b></p> <p>3. <b>Orientation request was for previous term of Council. Current Council has not made such a request, therefore recommend removal from outstanding list.</b></p>
<p>September 26, 2011</p>	<p><b>THAT the proposed renaming of York Road Park be referred back to the Planning &amp; Building, Engineering and Environment Committee;</b></p> <p>AND THAT the Committee give consideration to alternative opportunities for recognizing the legacy of Jessica's Footprint in our community including the possibility of renaming a portion of York Road Park.</p>	<p>(Planning) Rory Templeton</p>	<p><b>Yes</b></p>	<p><b>Staff are continuing to work with Jessica's Footprint to resolve the resolution.</b> Last correspondence Sept. 21/15/ Ongoing.</p>
<p><b>Facilities Management:</b></p>				
<p>Oct.28/13 Council</p>	<p>CSS-2013.28 <b>Corporate Accessibility Policy and Multi-Year Accessibility Plan</b></p> <p><b>That staff be directed to report back in Q4 2015, prior to the biennial report to the Province, specifically on progress, achievements, and compliance to the legislation.</b></p>	<p>Mario Petricevic Leanne Warren</p>	<p><b>Yes</b></p>	<p><b>Information report to be provided in Q4 2015.</b></p>