

# COMMITTEE AGENDA



TO **Operations, Transit & Emergency Services Committee**

DATE June 18, 2012

LOCATION Council Chambers

TIME 5:00 p.m.

## DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

### CONFIRMATION OF MINUTES – May 22, 2012

### PRESENTATIONS (Items with no accompanying report)

a)

### 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 Operations, Transit & Emergency Services Committee Consent Agenda will be approved in one resolution.*

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
OT-14 Guelph Farmers' Market Action Plan: Strengthening Governance and Organizational Excellence		<ul style="list-style-type: none"><li>• Dana Thatcher</li><li>• Tim Kenny</li><li>• Armando Carere</li></ul>	✓
OT-15 Clair Road Emergency Services Centre – Naming Issue			
OT-16 Long Term Monthly Parking Agreement with Skyline Real Estate Holdings Inc.			
OT-17 Driver's Lunchroom At University Centre			

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Resolution to adopt the balance of the Operations, Transit & Emergency Services Committee Consent Agenda.

**ITEMS EXTRACTED FROM THE 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.

**CLOSED MEETING**

THAT the Operations, Transit and Emergency Services Committee now hold a meeting that is closed to the public with respect to:

1. **Property Lease Matter**  
S. 239 (2) (c) of the *Municipal Act* - proposed or pending acquisition or disposition of land

**NEXT MEETING** – July 16, 2012

**The Corporation of the City of Guelph  
Operations, Transit and Emergency Services Committee  
Tuesday, May 22, 2012, 5:10 p.m.**

A meeting of the Operations, Transit and Emergency Services Committee was held on Monday, May 22, 2012 in Council Chambers at 5:10 p.m.

Present: Councillors, Findlay, Bell, Furfaro, Van Hellemond and Mayor Farbridge

Also Present: Councillors Dennis, Hofland, Piper and Wettstein

Staff in Attendance: Mr. D. McCaughan, Executive Director, Operations, Transit & Emergency Services; Mr. S. Armstrong, General Manager, Emergency Services; Mr. D. Godfrey, Manager, By-law Compliance and Security; Ms. T. Agnello, Deputy City Clerk; and Ms. D. Black, Council Committee Coordinator.

There was no disclosure of pecuniary interest and general nature thereof.

1. Moved by Mayor Farbridge  
Seconded by Councillor Bell

THAT the minutes of the Operations, Transit and Emergency Services Committee meeting held on April 16, 2012 be confirmed as amended by deleting paragraph 2 on page 3 regarding Janefield Avenue – On-Street Parking Review and paragraph 5 on page 3 regarding Bicycle Lanes on Grange Road.

VOTING IN FAVOUR: Councillors Bell, Findlay, Furfaro, Van Hellemond and Mayor Farbridge (5)

VOTING AGAINST: (0)

Carried

**Consent Agenda**

The following items were extracted from the May 22, 2012 Consent Agenda to be voted on separately:

OT 2012-A.10	Fire Route By-law Review
OT 2012-A.11	By-law Compliance & Security 2011 Annual Report
OT 2012-A.13	Information Forwarded from County of Wellington Social Services

2. Moved by Mayor Farbridge  
Seconded by Councillor VanHellemond

THAT the balance of the Consent Agenda of the Operations & Transit and Emergency Services Committee of May 22, 2012 as identified below, be adopted:

Distribution	Minutes
REPORT	<p>a)      <b>Elmira Road Ambulance Base</b></p> <p>        THAT the Mayor and Clerk be authorized to execute a Lease Amending Agreement between Leonard F. Steele and Harry M. Hitchon and The Corporation of the City of Guelph in respect of premises leased for an Ambulance Base at Unit 134, 355 Elmira Road North.</p> <p>VOTING IN FAVOUR: Councillors Bell, Findlay, Furfaro, Van Hellemond and Mayor Farbridge (5)</p> <p>VOTING AGAINST: (0)</p> <p style="text-align: right;">Carried</p>
REPORT	<p><b>Fire Route By-law Review</b></p> <p>Mr. Doug Godfrey, Manager, By-law Compliance and Security provided a summary of the fire route by-law review as outlined in his report. He noted that they are recommending that the Fire Route Application Process be formally associated with the City's Site Plan Process to prevent duplication of efforts. Staff are recommending that the establishment and enforcement of fire routes be delegated to City staff.</p> <p>3.      Moved by Mayor Farbridge           Seconded by Councillor Van Hellemond</p> <p>        THAT the Operations, Transit &amp; Emergency Services Committee Report OT051216 Fire Route By-law Review dated May 22, 2012, be received;</p> <p>        AND THAT amendments to the Fire Route By-law as set out in Operations, Transit &amp; Emergency Services Committee Report OT051216 Fire Route By-law Review dated May 22, 2012, be approved.</p> <p>VOTING IN FAVOUR: Councillors Bell, Findlay, Furfaro, Van Hellemond and Mayor Farbridge (5)</p> <p>VOTING AGAINST: (0)</p> <p style="text-align: right;">Carried</p> <p><b>By-law Compliance &amp; Security 2011 Annual Report</b></p> <p>Mr. McCaughan, Executive Director, Operations, Transit &amp; Emergency Services, advised this is the first annual By-law Compliance &amp; Security report and welcomed feedback. He noted staff is working towards determining effective parameters that are clear performance indicators.</p>

Distribution	Minutes
Mr. D. McCaughan	<p>Mr. Doug Godfrey, Manager, By-law Compliance and Security concluded that the increase in calls for by-law enforcement is due to neighbourhood engagement. They attribute the decrease in noise complaints and parking infraction calls to their enhanced enforcement program and successful collaboration with the University of Guelph. He noted there has been a large increase in visitors. He said there has been a large increase in security alarm calls and they are investigating the feasibility of in-house monitoring of the security system. He also noted 8,000 of 9, 000 parking exemption requests were processed online.</p> <p>4. Moved by Councillor Furfaro Seconded by Councillor Bell THAT the by-law Compliance &amp; Security 2011 Annual Report be received for information.</p> <p>VOTING IN FAVOUR: Councillors Bell, Findlay, Furfaro, Van Hellemond and Mayor Farbridge (5)</p> <p>VOTING AGAINST: (0)</p>
REPORT	<p style="text-align: right;">Carried</p> <p><b>Information Forwarded from County of Wellington Social Services</b></p> <p>Mr. McCaughan, Executive Director, Operations, Transit &amp; Emergency Services, provided a brief history of this matter.</p> <p>Mr. Armstrong, General Manager, Emergency Services, provided an overview of efforts made to address the issue thus far and advised that staff are always working towards improving ambulance service.</p> <p>5. Moved by Mayor Farbridge Seconded by Councillor Furfaro THAT the information received from the County of Wellington and the City staff report be received for information;</p> <p>AND THAT no action be taken to draft correspondence to the Minister of Health regarding current ambulance services for the coverage area;</p> <p>AND THAT a copy of the Operations, Transit &amp; Emergency Services Report OT051214 be forwarded to the County of Wellington for information;</p> <p>AND THAT the County of Wellington be thanked for forwarding the correspondence to the City for consideration.</p>

6. Moved by Mayor Farbridge  
Seconded by Councillor Van Hellemond  
THAT the Operations, Transit and Emergency Services Committee  
meeting of May 22, 2012 be adjourned.

Carried

The Operations, Transit and Emergency Services Committee meeting  
adjourned at 5:52 p.m.

.....  
Chairperson

**OPERATIONS & TRANSIT COMMITTEE  
CONSENT AGENDA**

**June 18, 2012**

Members of the Operations & Transit 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 Operations & Transit Committee Consent Agenda will be approved in one resolution.

**A Reports from Administrative Staff**

<b>REPORT</b>	<b>DIRECTION</b>
<b>OT-2012 A.14) GUELPH FARMER'S MARKET ACTION PLAN: STRENGTHENING GOVERNANCE AND ORGANIZATIONAL EXCELLENCE</b>  THAT the Report OT061226 'Guelph Farmers' Market Action Plan: Strengthening Governance and Organizational Excellence', dated June 18th, 2012 be received.	Receive
<b>OT-2012 A.15) CLAIR ROAD EMERGENCY SERVICES CENTRE – NAMING ISSUE</b>  THAT Council endorses the recommendation of the Clair Road Emergency Services Centre (CRESC) community Committee as it relates to the naming of common elements at the facility.	Approve
<b>OT-2012 A.16) LONG TERM MONTHLY PARKING AGREEMENT WITH SKYLINE REAL ESTATE HOLDINGS INC.</b>  THAT the Report OT061225 <u>Long Term Monthly Parking Agreement With Skyline Real Estate Holdings Inc.</u> dated June 18, 2012 be received;  AND THAT the Mayor and Clerk be authorized to sign a parking agreement with Skyline Real Estate Holdings Inc. satisfactory to the Executive Director of Operations, Transit and Emergency Services and the City Solicitor.	Approve

**OT-2012 A.17) DRIVER'S LUNCHROOM AT UNIVERSITY CENTRE**

Approve

That the Mayor and Clerk be authorized to execute a Lease Agreement between The University of Guelph and The Corporation of the City of Guelph in respect of premises leased for an operator's lunchroom at University Centre.

attach.



# COMMITTEE REPORT



TO **Operations, Transit & Emergency Services Committee**

SERVICE AREA Operations, Transit & Emergency Services  
DEPARTMENT Public Works  
DATE June 18, 2012

**SUBJECT Guelph Farmers' Market Action Plan: Strengthening Governance and Organizational Excellence**

REPORT NUMBER OT061226

## SUMMARY

### **Purpose of Report:**

To report on the conclusion of governance discussions with the Guelph Farmers' Market.

### **Committee Action:**

To receive the report.

## RECOMMENDATION

THAT the Report OT061226 Guelph Farmers' Market Action Plan: Strengthening Governance and Organizational Excellence, dated June 18th, 2012 be received.

## BACKGROUND

On July 18th, 2011 the Operations and Transit Committee received and approved report OT071139 focused on the new Mission, Vision and Values for the Market as well as next steps with respect to having a dialogue on possible governance models for the Guelph Farmers' Market.

## REPORT

### The Process

The Guelph Farmers' Market Executive Committee met with Public Works staff and the Corporate Manager of Strategic Planning in November, 2011 to determine a collaborative process to discuss governance. After discussing the three governance options that could be explored: 1) self-governance, 2) governance through a 3<sup>rd</sup> party, and 3) continual collaborative governance with the City, the Executive Committee members decided very quickly that the focus of the discussion should be on option three.

It was unanimously agreed by the markets' Executive Committee that strengthening the existing governance model and determining short and long term initiatives that would support the continued success of Market operations was in the very best interests of the Guelph Farmer's Market. The focus then turned to the positive outcome of developing an Action Plan to make this governance model a success.

Key elements of the process used to develop the Action Plan included the following:

- The Guelph Farmers' Market Executive Committee led the three month effort with the support of City of Guelph staff;
- Multiple opportunities to provide input and comments were provided to all vendors throughout the project process including one facilitated session on March 31, 2012 that saw 45 participants (as a note, staff consulted with the Market Executive Committee on the potential for involvement with local food groups as another voice for input. It was concluded by the Executive Committee that these groups not be involved at this stage, but rather as part of implementation of the Action plan);
- The Market vendors constituted the primary contributing group; and,
- The Principle Based Governance Model from the Conference Board of Canada served as the overarching framework for the governance and organizational excellence effort and led to recommended actions in the following areas:
  1. Communication & Transparency
  2. Growth & Continuous Learning
  3. Service & Fairness
  4. Leadership & Stewardship
  5. Empowerment & Accountability
  6. Accomplishment & Measurement

An overview of the process elements is included as Attachment 1.

#### The Outcome

An Executive Committee assessment of the feedback provided from vendors has resulted in the recommended Action Plan attached as Attachment 2. Each action has been examined by the Executive Committee to determine if it is actionable, high, medium or low priority and when it can best be addressed – over the near term (within the next 6 months) or long term (6 months to 3 years). The plan aligns with the Council approved Guelph Farmers' Market Vision, Mission and Values and is considered to be realistic, measureable and achievable over time. Implementation of the plan will enable the market to continue its proud tradition of serving the Guelph community since 1827.

#### Next Steps

The Farmers' Market Executive Committee will consult with staff on the identification of indicators of success to facilitate ongoing performance management improvements and the ability to track and communicate successes and progress to the vendors and the community as the Action Plan is implemented.

## **CORPORATE STRATEGIC PLAN**

5.6 Organizational excellence in planning and management.

### **FINANCIAL IMPLICATIONS**

Costs for those action items identified within 2012 are minimal and will be able to be accomplished within the approved 2012 Operating Budget. Any funding requirements in subsequent years will be identified as part of that year's budget considerations.

### **DEPARTMENTAL CONSULTATION**

Operations, Transit & Emergency Services consulted with Human Resources and Corporate Administration to support this initiative.

### **COMMUNICATIONS**

Information about the new Action Plan will be communicated to all vendors through the monthly Guelph Farmers' Market "Rooster" publication. Regular updates on progress achieved will also be provided.

### **ATTACHMENTS**

Attachment 1 – Process Overview

Attachment 2 – Action Plan

**Prepared by:** Brenda Boisvert, Corporate manager, Strategic Planning and Corporate Initiatives

Allister McILveen, Manager, Traffic & Parking



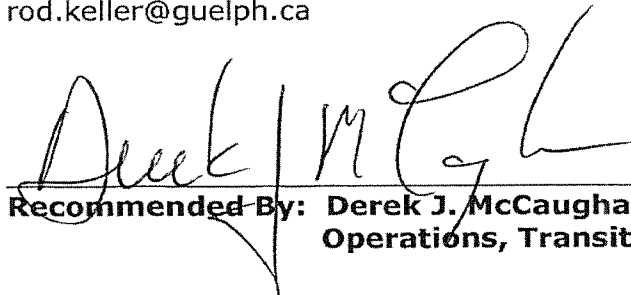
**Reviewed By:**

Rod Keller

General Manager, Public Works

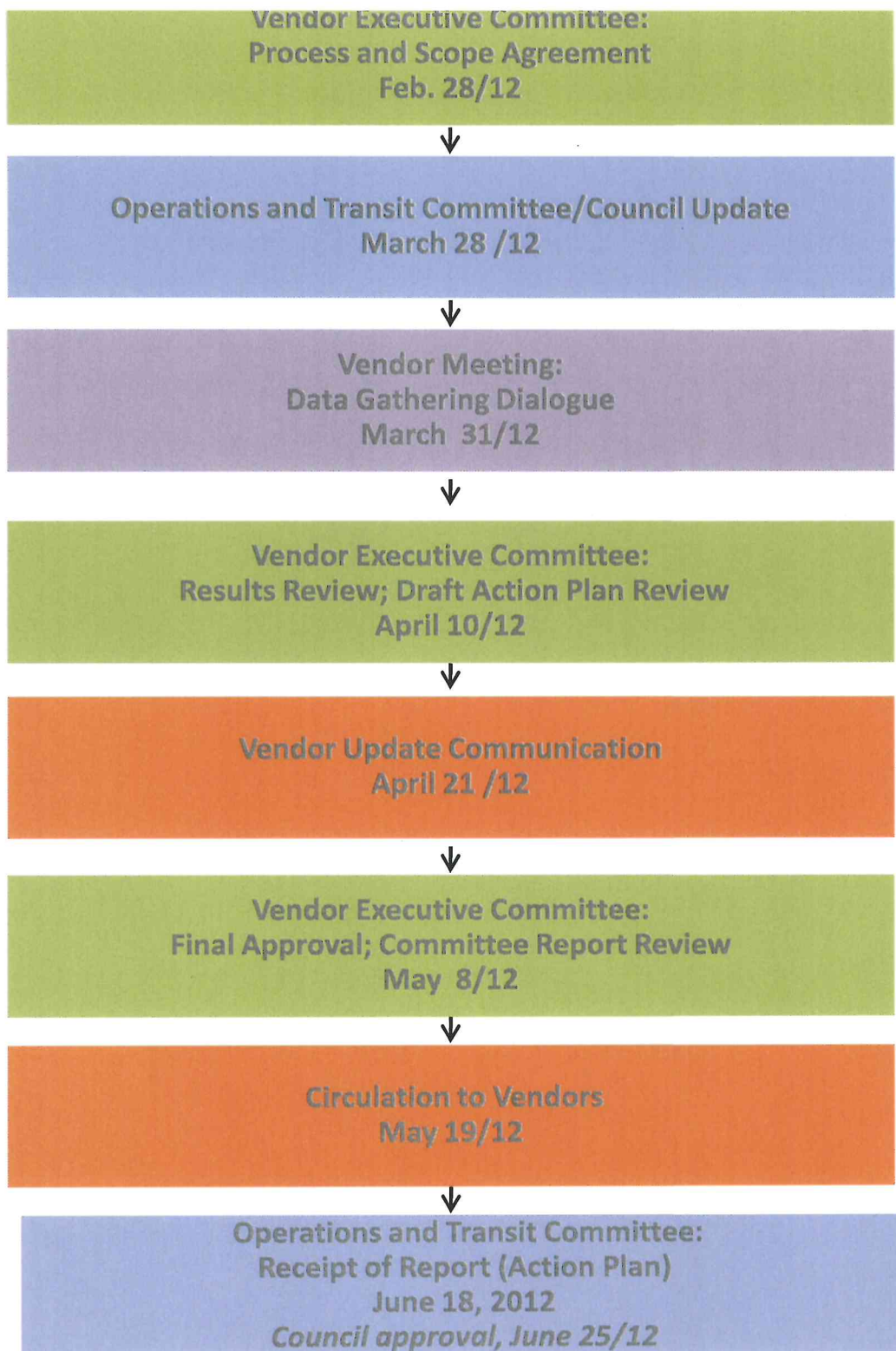
519 -822-1260 x 2949

rod.keller@guelph.ca



**Recommended By: Derek J. McCaughan, Executive Director  
Operations, Transit & Emergency Services**

**GUELPH FARMERS' MARKET**  
**Proposed Governance and Organizational Excellence Dialogue (February – May 2012)**



**LEGEND:**

Executive Meetings

Vendor Meeting

O&T Committee

Information Sharing

GUELPH FARMERS' MARKET: PURSUIT OF EXCELLENCE ACTION PLAN

High Priority
Medium Priority
Low priority

I. COMMUNICATIONS AND TRANSPARENCY

ACTION	DESCRIPTION	TIMEFRAME	
		April – October 2012	Nov. 2012 – Dec. 2015
1.1	Improve internal communications.	X	
	Strengthen internal communications (phone tree, use of email); enable category specific Vendor communications; improve information flow to vendors.		
1.2	Enhance the website.	X	
	Improve website design and navigation options–feature vendors.		
1.3	Facilitate ease of access.	X	
	Post floor plan at entrancesways.		
1.4	Promote the Market.		
	Leverage special events to promote the GFM.		
1.5	Consider implementation of a Vendor identification system.		X
	Guelph Market Local; R – Guelph Market Reseller; A – Guelph Market Arts.		
1.6	Support Vendor cross promotion.	X	
	Promote the sharing of information among Vendors.		
1.7	Enhance the Rooster publication.	X	
	Strengthen the publication content.		



High Priority
Medium Priority
Low priority

## II. GROWTH AND CONTINUOUS LEARNING

ACTION	DESCRIPTION	TIMEFRAME	
		April – October 2012	Nov. 2012 – Dec. 2015
2.1	Ensure Guelph Farmers’ Market “Executive Committee” training.	X	
2.2	Ensure Market Clerk training.	X	
2.3	Provide more interactive activities to attract and retain patrons.		X
2.4	Ensure the Farmer presence.		X
2.5	Explore the feasibility of weekly food preparation demonstration(s).		X
2.6	Organize a marketing ideas workshop.		X
2.7	Engage in other practice research.		X
2.8	Implement measures to ensure the provision of produce source.		X

High Priority
Medium Priority
Low priority

### III. SERVICE AND FAIRNESS

ACTION	DESCRIPTION	TIMEFRAME	
		April – October 2012	Nov. 2012 – Dec. 2015
3.1	Improve parking.	X	
3.2	Strengthen customer service.	X	
3.3	Implement a carry out service.	X	
3.4	Explore interest in weeknight option.	X	
3.5	Develop and communicate display guidelines.		X
3.6	Facilitate garbage sorting.		X
3.7	Activate the jury system in the current by-laws.		X



	High Priority
	Medium Priority
	Low priority

IV. LEADERSHIP & STEWARDSHIP

	ACTION	DESCRIPTION	TIMEFRAME	
			April – October 2012	Nov. 2012 – Dec. 2015
4.1	Improve Vendor communications.	Vendor representatives will continue to meet and introduce themselves to their groups. Consult will also continue and emphasis will be placed on brief and clear communications..	X	X
4.2	Collect and leverage data for improved performance.	Collect data from stakeholders, plan and strategize, implement, evaluate, revisit and reevaluate. Comment cards are currently available; include stakeholders in development processes. Ongoing and in progress.	X	X
4.3	Develop a strategic plan that allows for the identification of goals/measures.	The action planning exercise currently in progress is strategic in nature given the clear links to the Vision, Mission and Values.	X	
4.4	Organize Vendor information sessions/workshops on regulations/requirements.	Workshops on safe food preparation with the health department so vendors aren’t surprised. This work is ongoing.	X	
4.5	Best practice research and application.	Continue to seek out ideas about innovation and research other factors of success at regional/nearby markets.	X	



High Priority
Medium Priority
Low priority

V. EMPOWERMENT & ACCOUNTABILITY

ACTION	DESCRIPTION	TIMEFRAME	
		April – October 2012	Nov. 2012 – Dec. 2015
5.1	Increase Guelph Farmers' Market "Executive Committee" consulting and reporting to Vendors.	X	
5.2	Review, revise and communicate the By-laws.		X
5.3	Strengthen financial transparency.	X	
5.4	Vendor suggestion box.	X	
5.5	Regular communications/newsletters authored by Vendor Executive members not only market staff.	X	
5.6	Revisit standard operating procedures and circulate.	X	X
5.7	Review and communicate table standards.	X	X

High Priority
Medium Priority
Low priority

VI. ACCOMPLISHMENT & MEASUREMENT

ACTION	DESCRIPTION	TIMEFRAME	
		April – October 2012	Nov. 2012 – Dec. 2015
6.1	Track sales to inform hours of operation.	X	
6.2	Set clear goals and objectives.	X	
6.3	Conduct customer satisfaction surveys.		X
6.4	Conduct Vendor surveys. Anonymous vendor confidential surveys to solicit market success factors and feedback.	X	
6.5	Determine a comprehensive range of success factors.	X	

# COMMITTEE REPORT



**TO** Operations, Transit & Emergency Services Committee

**SERVICE AREA** Operations, Transit & Emergency Services  
**DEPARTMENT** Emergency Services  
**DATE** June 18, 2012

**SUBJECT** Clair Road Emergency Services Centre - Naming Issue  
**REPORT NUMBER** OT061223

## **SUMMARY**

### **Purpose of Report:**

Reporting back with information on a May 24, 2011 previous direction of Council on naming components of the Clair Rd. Emergency Services Centre.

### **Committee Action:**

To endorse naming of certain common elements at the facility.

## **RECOMMENDATION**

"THAT Council endorses the recommendation of the Clair Road Emergency Services Centre (CRESC) community Committee as it relates to the naming of common elements at the facility".

## **BACKGROUND**

On May 24<sup>th</sup>, 2011 Guelph City Council passed resolution 4a:

"THAT staff be directed to assemble a community Committee with membership from the Clairfields Neighbourhood Group, Community and Social Services staff, Guelph-Wellington Emergency Medical Service, Guelph Police Service and Guelph Fire Department staff;

AND THAT the community Committee identifies and returns with options for naming the community room and other areas of the facility and property that could be dedicated on the site."

## **REPORT**

At the direction of Council a Committee was assembled with membership from the noted areas. A number of meetings were held to discuss elements of the CRESC to be named, to assemble and review research relevant to the subject and to have outside verification of the research.

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It was determined that two areas of the CRESC would be recommended to Council as options for naming consideration. The first area was the community room. The second was an exterior garden area.

The site of the CRESC is located on annexed land that was formerly part of Puslinch Township. The Committee thought it would be appropriate to consider names that were relevant to this area and contacted the Puslinch Historical Society for background information.

Research of material received from the Puslinch Historical Society led the Committee to recommend that the community room be named the "**Settlers' Room**". This would honour people who originally settled in the area.

The Committee found that, historically people in the area were a diverse group and were very tolerant of each other's differences. This is complimentary and supports the recent launch of the corporate diversity strategy, celebrating people, practices and the community.

The Committee felt this worked well with the current area and the use of the CRESC by the three first response agencies.

If Council endorses the "**Settlers' Room**" name the Guelph Police Service, Guelph Wellington EMS and Guelph Fire Department will have an appropriate sign / plaque installed.

The garden is a proposal of the Guelph 1<sup>st</sup> Royal City Rangers. This is a girls group with members aged 5-17. It is their intention to create the "**Emergency Services Memorial and Appreciation Garden**" and assist their members how to properly care for and maintain a community green space. It is the intent of Guelph's 1<sup>st</sup> Royal City Rangers that there is no cost to the City. The group has been linked with a Healthy Landscapes Technician from Planning & Building, Engineering & Environment. They are actually engaged in the work process to meet the planting season.

The Clairfields Neighbourhood Group has committed to the purchase of a commemorative bench (purchased from the City) to be placed at the front of the CRESC to provide a seating area.

Staff would like to thank the Committee, the Clairfield's neighborhood group and the 1<sup>st</sup> Guelph Royal City Rangers for working closely with all concerned to support this important initiative.

Other areas within the facility are strictly operational in nature and not normally accessed by the public.

## **CORPORATE STRATEGIC PLAN**

Goal 2 -A healthy and safe community where life can be lived to the fullest

Goal 5 – A community – focused responsive and accountable government.

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## **FINANCIAL IMPLICATIONS**

Estimated cost for signage not to exceed \$500.00 to be taken from the 2012 emergency service operating budget.

## **DEPARTMENTAL CONSULTATION**

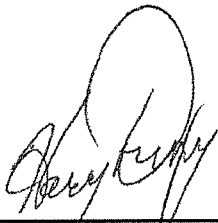
Emergency Services, Guelph Police Service, Community & Social Services, Planning & Building, Engineering & Environment

## **COMMUNICATIONS**

A media release will be coordinated through Corporate Communications if council endorses the Committees work.

## **ATTACHMENTS**

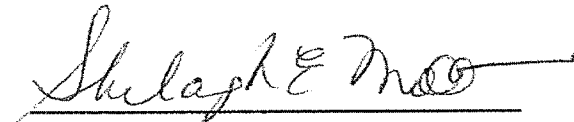
None



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**Prepared By:**

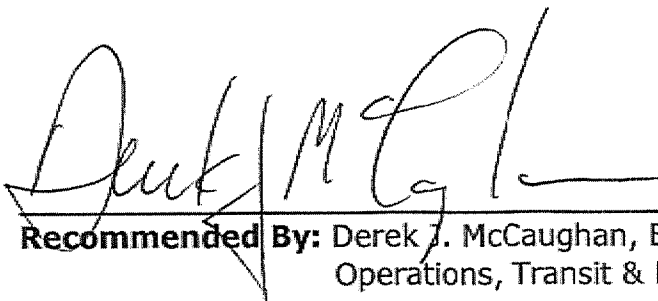
Harry Dunning  
Manager of Administration  
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Harry.dunning@guelph.ca



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**Prepared By:**

Shelagh Morris  
Director of Corporate Services  
Guelph Police Service



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**Recommended By:** Derek J. McCaughan, Executive Director  
Operations, Transit & Emergency Services



# COMMITTEE REPORT



TO **Operations, Transit & Emergency Services Committee**

SERVICE AREA Operations, Transit & Emergency Services  
DATE June 18, 2012

**SUBJECT Long Term Monthly Parking Agreement With  
Skyline Real Estate Holdings Inc.**

REPORT NUMBER OT061225

## SUMMARY

### **Purpose of Report:**

To provide a summary of the proposed long term monthly parking agreement with Skyline Real Estate Holdings Inc.

### **Committee Action:**

Recommend to Council that the Mayor and Clerk be authorized to sign an agreement with Skyline Real Estate Holdings Inc. for the provision of monthly parking permits subject to the final approval of the agreement by the Executive Director, Operations, Transit & Emergency Services and the City Solicitor.

## RECOMMENDATION

THAT the Report OT061225 Long Term Monthly Parking Agreement With Skyline Real Estate Holdings Inc. dated June 18, 2012 be received;

AND THAT the Mayor and Clerk be authorized to sign a parking agreement with Skyline Real Estate Holdings Inc. satisfactory to the Executive Director of Operations, Transit and Emergency Services and the City Solicitor.

## BACKGROUND

In 2010, the City entered into a long term monthly parking administration agreement with Co-operators General Insurance (CGIC), Skyline Real Estate Holdings Inc. (Skyline), Skyline Incorporated (SI) and Skyway Estates Inc. (Skyway), for the commitment of a block of 666 monthly permits at current parking rates as follows:

- 
- 466 permits committed to CGIC for its employees
  - 100 permits committed to CGIC employees who were to be relocated to the Gummer Building, located at 1 Douglas Street.  
100 permits that were previously committed to the Gummer building owners for use by their tenants which they agreed to assign to CGIC employees when they moved into the building (Gummer Building Permits)

As GCIC no longer requires assignment of the 100 Gummer Building permits and Skyline is nearing the completion of its redevelopment it requires the 100 Gummer Building permits to be made available for Gummer tenants.

The 2010 agreement envisaged the potential need to enter into a separate long term monthly parking agreement with Skyline, and this report recommends the agreement be executed and provides a summary of the key terms.

## REPORT

Skyline Real Estate Holdings Inc. is the current owner of the Gummer Building located at 1 Douglas Street. Skyline has informed City staff that CGIC does not require the assignment of the 100 Gummer Building permits that were previously committed to the Gummer Building. Therefore, as prescribed within the agreement, the 100 Gummer Building permits that were committed to the Gummer building and assigned to CGIC are returned to Skyline for its use.

Over the last few months staff has been engaged with the legal representative of Skyline to develop a new long term parking agreement that addresses the 100 monthly permits that are no longer required by CGIC. The essential components of this agreement are indicated below:

**Table 1 – Summary of Key Elements in the Proposed Long Term Parking Agreement with Skyline**

Proposed Agreement	Staff's Comments
A 13 year term with an automatic option for renewal by the Skyline for up to 3 additional 5-year terms.	The term is the same as the term of the agreement between the city and CGIC. The 13 year term is a substantial financial commitment to the City as well as meeting the needs of a major downtown development
A block of 100 permits	As the 100 monthly permits formed part of the 666 committed to in the agreement with CGIC there is no additional impact on the parking inventory.

The monthly permit fees will be priced in accordance with other facilities and may be adjusted by Council as required during the term of the contract with 30 days notice.	Consistent with all other parking contracts.
<p>Termination clauses include:</p> <ul style="list-style-type: none"> <li>• Automatic termination in the event of bankruptcy or insolvency.</li> <li>• If the City sells the facility it will provide in the Agreement of Purchase and Sale a clause that the purchaser will continue to provide parking permits to the affected Permit Holders, on terms to be negotiated between Skyline and the purchaser, in which case, the City shall have no further obligations with respect thereto following closing of the sale.</li> </ul>	There is no 'general' termination clause; rather the agreement provides that the City will use best efforts to provide alternative parking arrangements in cases of circumstances that generate loss of monthly parking supply at affected Parking Lots.

This agreement fulfills a commitment made in 2010 under the CGIC Parking Agreement. In addition, it contributes to the financial stability of the parking operation in the downtown and to the daily utilization of the City's parking inventory. It will ensure that we meet the long-term parking needs for a major downtown development.

Staff measure occupancy levels in our off-street parking facilities, Monday through Friday during four key time periods. These measurements illustrate that on average daily; there is unused capacity in sufficient amounts (approximately 300 spaces) across the system to satisfy this additional demand.

## **CORPORATE STRATEGIC PLAN**

5.2 A consultative and collaborative approach to community decision making.

5.3 Open, accountable and transparent conduct of municipal business.

5.4 Partnership to achieve strategic goals and objectives.



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## **FINANCIAL IMPLICATIONS**

The annual parking operating budgets will reflect the projected revenues from this agreement.

## **DEPARTMENTAL CONSULTATION**

Corporate Services – Legal and Realty Services  
Finance & Enterprise Services -- Downtown Renewal

## **COMMUNICATIONS**

The Downtown Guelph Business Association has been provided a copy of the report in advance of the Committee meeting.

## **ATTACHMENTS**

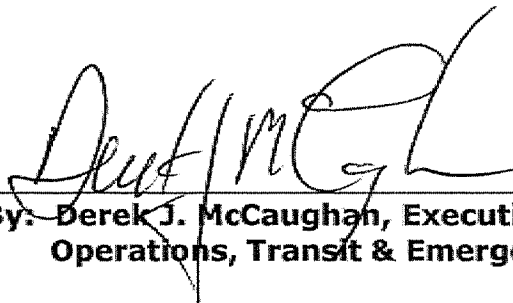
None

**Prepared by:** Allister McILveen, Manager Traffic and Parking



**Reviewed By:**

Rod Keller  
General Manager, Public Works  
519 -822-1260 x 2949  
rod.keller@guelph.ca



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**Recommended By: Derek J. McCaughan, Executive Director  
Operations, Transit & Emergency Services**

# COMMITTEE REPORT



**TO** Operations, Transit and Emergency Services Committee

**SERVICE AREA** Operations, Transit and Emergency Services  
**DEPARTMENT** Community Connectivity & Transit  
**DATE** June 18, 2012

**SUBJECT** Driver's Lunchroom at University Centre  
**REPORT NUMBER** OT061227

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## SUMMARY

### **Purpose of Report:**

To obtain approval of a Lease Agreement for an operator's lunchroom at the University of Guelph, University Centre.

### **Committee Action:**

To recommend approval of the Lease Agreement

## RECOMMENDATION

THAT the Mayor and Clerk be authorized to execute a Lease Agreement between The University of Guelph and The Corporation of the City of Guelph in respect of premises leased for an operator's lunchroom at University Centre.

## BACKGROUND

Transit Services has, under a License Agreement, been operating on the University of Guelph campus. Operations at the University are centered around a 10 bay bus terminal adjacent to the University Centre.

## REPORT

The bus terminal and adjacent University Centre provide an appropriate stop-over for operator lunch breaks. The University Centre has washrooms available together with a room that is available to lease that can serve as a lunch and break room. The existing lack of a dedicated lunch facility does not allow the most efficient scheduling of breaks for drivers operating routes that serve the University of Guelph.

City staff have negotiated a proposed Lease Agreement with University staff based on the following terms:

Premises:	Approx. 130 sq. ft. together with use of common areas and washrooms
Term:	5 Years from July 1, 2012 to June 30, 2017
Other Costs:	Realty Taxes and cleaning costs. No estimate is currently available.
Seasonal Closure:	The University Centre is closed for approximately one week in late December.
Termination:	Either party can terminate the Lease on 60 days written notice.

Further information is also provided in a Closed Session report of the same name. Staff are recommending approval of the proposed Lease.

### **CORPORATE STRATEGIC PLAN**

This initiative supports the following Strategic Goals:

1. An attractive, well-functioning and sustainable city.
2. A healthy and safe community where life can be lived to the fullest.
5. A community-focused, responsive and accountable government.

### **FINANCIAL IMPLICATIONS**

The cost of this lease is provided for in the approved 2012 Operating Budget.

### **DEPARTMENTAL CONSULTATIONS**

Transit Services

### **COMMUNICATIONS**

None

### **ATTACHMENTS**

None

  
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