

# COUNCIL PLANNING AGENDA



**DATE MAY 3, 2011 7:00 p.m.**

Please turn off or place on non-audible all cell phones, PDAs, Blackberrys and pagers during the meeting.

**O Canada**

**Silent Prayer**

**Disclosure of Pecuniary Interest**

## **PUBLIC MEETING TO HEAR APPLICATIONS UNDER SECTIONS 17, 34 AND 51 OF THE PLANNING ACT**

<b>Application</b>	<b>Staff Presentation</b>	<b>Applicant or Designate</b>	<b>Delegations (maximum of 10 minutes)</b>	<b>Staff Summary</b>
a) 381 Woolwich Street: Proposed Zoning By-law Amendment (File: ZC1105) – Ward 2	Stacey Laughlin	<ul style="list-style-type: none"><li>• Astrid Clos</li><li>• Randall Litchfield</li></ul>	<u>Correspondence:</u> <ul style="list-style-type: none"><li>• J. David McAuley</li></ul>	
b) 781-783 Wellington Street West: Proposed Zoning By-law Amendment (File ZC1106) – Ward 4	Stacey Laughlin	<ul style="list-style-type: none"><li>• Nancy Shoemaker</li></ul>	<ul style="list-style-type: none"><li>• Linda Froklage</li><li>• Mike Boire</li></ul> <u>Correspondence:</u> <ul style="list-style-type: none"><li>• Brenda Roth</li><li>• Linda Froklage, Mike Boire, and Al &amp; Ann Boire</li></ul>	
c) 180 Gordon Street: Proposed Zoning By-law Amendment (File ZC1107) – Ward 5	Stacey Laughlin	<ul style="list-style-type: none"><li>• Bernard Luttmer</li><li>• Oskar Johansson</li></ul>	<ul style="list-style-type: none"><li>• Karen Balcom</li></ul>	

## **CONSENT AGENDA**

"The attached resolutions have been prepared to facilitate Council's consideration of the various matters and are suggested for consideration. If Council 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 Consent Agenda can be approved in one resolution."

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COUNCIL CONSENT AGENDA			
ITEM	CITY PRESENTATION	DELEGATIONS <i>(maximum of 5 minutes)</i>	TO BE EXTRACTED
A-1) Dublin Street Reconstruction, from Suffolk Street to Waterloo Avenue – Contract No. 2-1113			
A-2) CAO Executive Search Firm Selection Process and Recommendation			

## **SPECIAL RESOLUTION**

## **ANNOUNCEMENTS**

## **ADJOURNMENT**

# COUNCIL REPORT

TO **Guelph City Council**

SERVICE AREA Planning & Building, Engineering and Environment  
DATE May 3, 2011

**SUBJECT 381 Woolwich Street  
Proposed Zoning By-law Amendment (File: ZC1105)  
Ward 2**

REPORT NUMBER 11-41

## SUMMARY

**Purpose of Report:** To provide planning information on an application requesting approval of a Zoning By-law Amendment for the lands at 381 Woolwich Street to allow for office, residential and limited commercial uses on this site. This report has been prepared in conjunction with the statutory public meeting on this application.

**Council Action:** Council will hear public delegations on the application, ask questions for clarification and identify planning issues. The report is to be received and no decisions are to be made at this time.

## RECOMMENDATION

"THAT Report 11-41 regarding a Zoning By-law Amendment application to permit office, residential and limited commercial uses in accordance with the 'OR' (Office Residential) zone for the property municipally known as 381 Woolwich Street, and legally described as Part of Lot 18, Registered Plan 18, from Planning & Building, Engineering and Environment dated May 3, 2011 be received."

## BACKGROUND

An application for a Zoning By-law Amendment (ZC1105) has been received for the property municipally known as 381 Woolwich Street. The proposal is a request to change the zoning from the 'C.1' (Convenience Commercial) zone to the 'OR' (Office Residential) zone to allow for office, residential and limited commercial uses in the existing building. The application was deemed to be complete on March 3, 2011.

## Location

The subject property is a 0.1 hectare parcel, located on the easterly side of Woolwich Street (see Location Map – Schedule 1). There is an existing two-storey building on-site which has a total gross floor area of 416.19 m<sup>2</sup> (4,480 sq. ft.). The ground floor of the building is occupied by a 265.8 m<sup>2</sup> (2,862 sq. ft.) retail establishment and 2 residential units exist on the second floor. The subject

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property is identified as a non-designated property on the Municipal Register of Cultural Heritage Properties. Adjacent land uses include a mixed use building with office and residential units to the north, and detached dwellings to the west (across Woolwich Street) and south, some of which have been converted to offices. All of the surrounding lands are zoned "OR" (Office Residential)

### **Official Plan Designation**

The subject lands are designated 'Mixed Office Residential' and 'General Residential' in the Official Plan. See Schedule 2 for the Official Plan Map and related policies.

### **Zoning**

The subject site is zoned 'C.1' (Convenience Commercial) which permits the following uses:

- artisan studio
- convenience store
- day care centre in accordance with Section 4.26
- group home in accordance with Section 4.25
- personal service establishment
- restaurant (take-out)
- dwelling units with permitted commercial uses in the same building
- accessory uses
- occasional uses

Adjacent and surrounding lands are zoned 'OR' (Office Residential). See Schedule 3 for the Existing Zoning Map.

## **REPORT**

### **Description of Proposed Zoning By-law Amendment**

The applicant proposes to rezone the property from the 'C.1' (Convenience Commercial) zone to the 'OR' (Office Residential) zone to permit office, residential and limited commercial uses within the existing building. See Schedule 4 for the Proposed Zoning Map and the list of uses permitted within the proposed 'OR' zone. No specialized zoning regulations are proposed.

### **Proposed Development Concept**

The applicant is not proposing to change the site layout or the building to accommodate the additional uses for which they are seeking approval. See Schedule 5 to review the existing site layout. The density of the proposal under Places to Grow is 129 people and jobs per hectare.

### **Staff Review**

The review of this application will address the following issues:

- Evaluation of the proposal against the Provincial Policy Statement and the Places to Grow legislation
- Evaluation of the proposal's conformity with the Official Plan
- Review of the proposed zoning and need for specialized regulations

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## **CORPORATE STRATEGIC PLAN**

Urban Design and Sustainable Growth Goal #1: An attractive, well-functioning and sustainable City.

## **FINANCIAL IMPLICATIONS**

Financial implications will be reported in the future Planning & Building, Engineering and Environment recommendation report to Council.

## **COMMUNICATIONS**

The Notice of Application and Public Meeting was mailed and advertised on April 8, 2011.

## **ATTACHMENTS**

Schedule 1 - Location Map

Schedule 2 - Official Plan Map and Related Policies

Schedule 3 - Existing Zoning Map

Schedule 4 - Proposed Zoning Map and Permitted Uses

Schedule 5 - Existing Site Layout

### **Prepared By:**

Stacey Laughlin

Development & Urban Design Planner

519-837-5616, ext 2327

stacey.laughlin@guelph.ca

Original Signed by:

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### **Recommended By:**

James N. Riddell

General Manager

Planning & Building Services

519-837-5616, ext 2361

jim.riddell@guelph.ca

Original Signed by:

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### **Recommended By:**

Janet L. Laird, Ph.D.

Executive Director

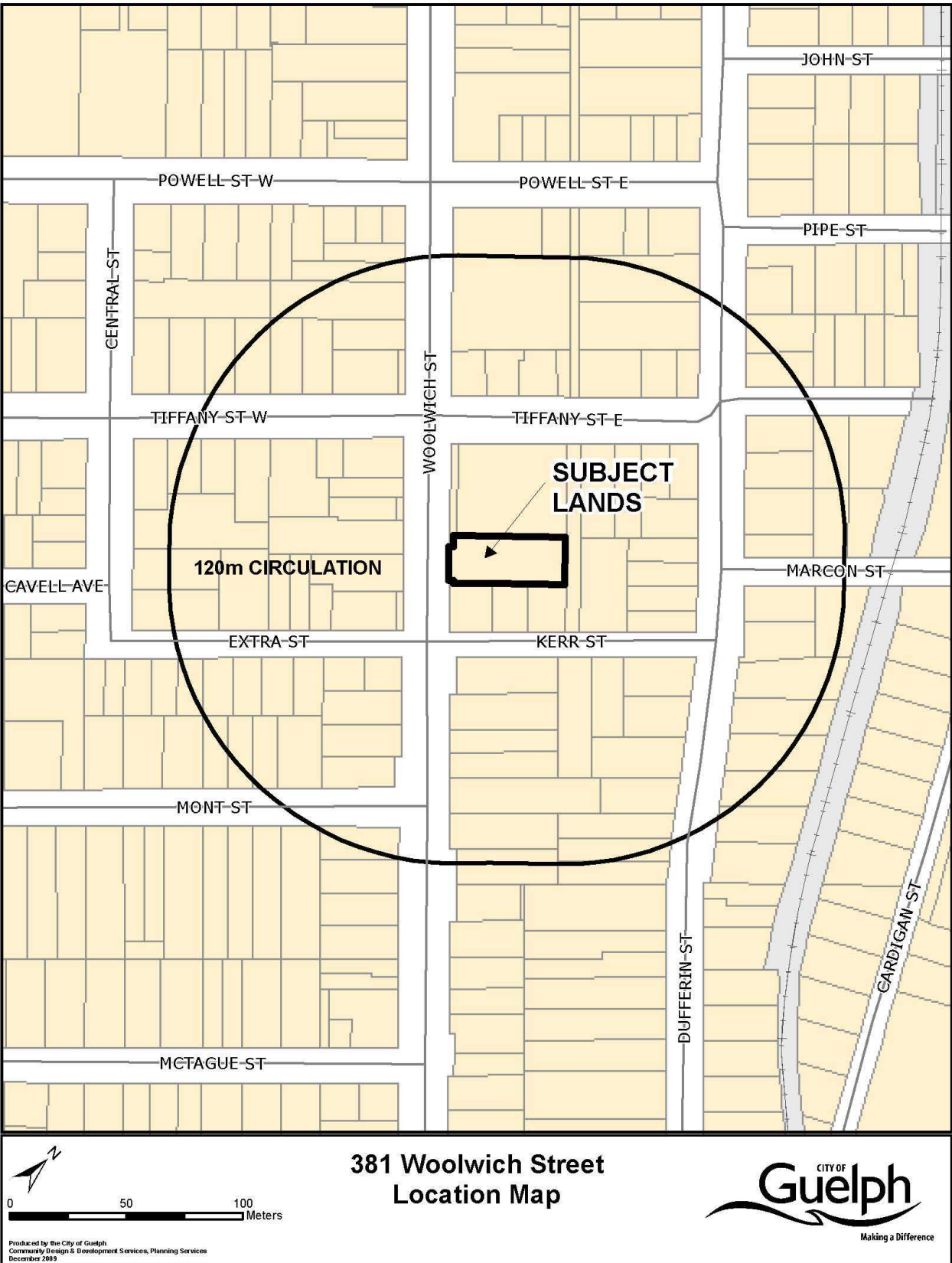
Planning & Building,

Engineering and Environment

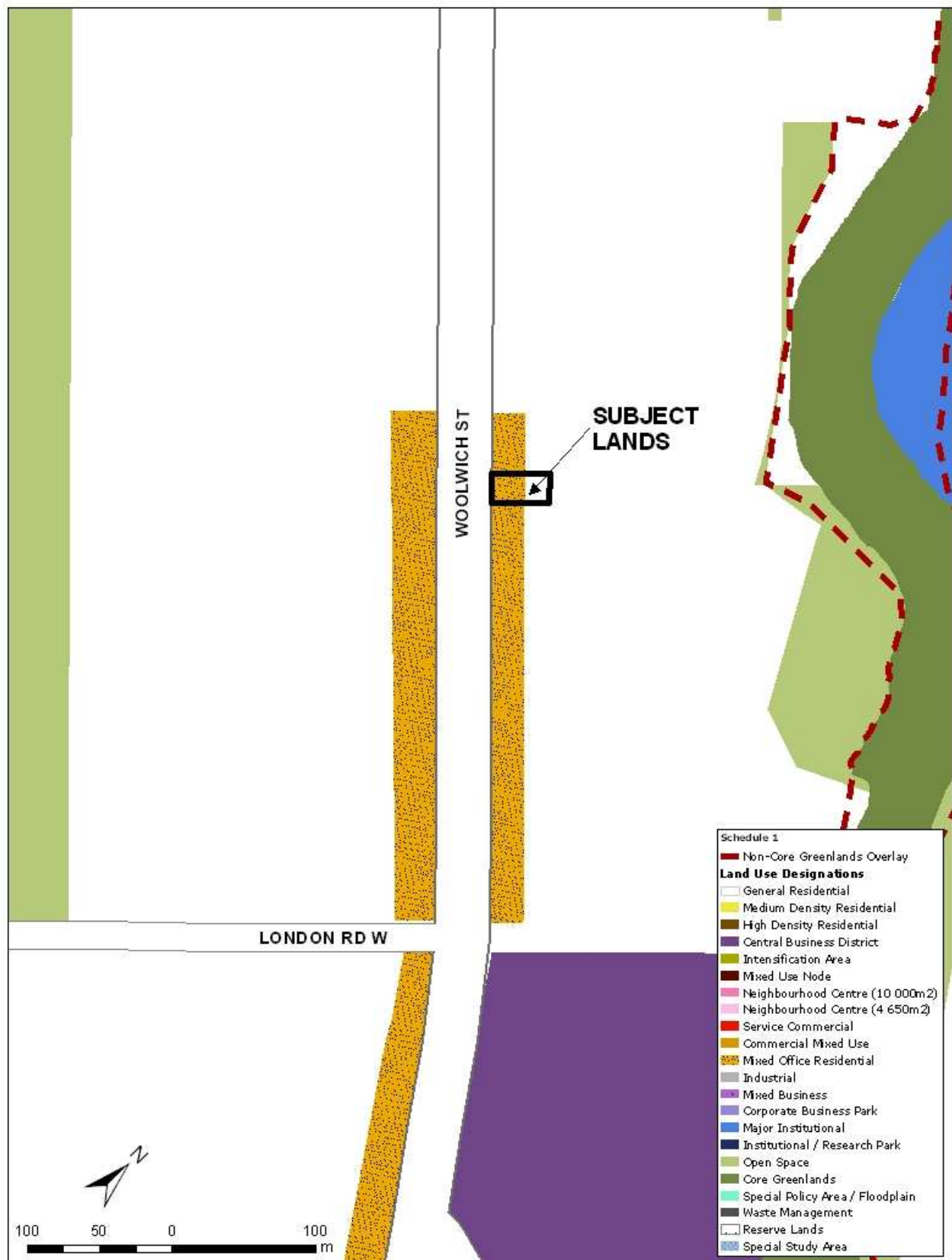
519-822-1260, ext 2237

janet.laird@guelph.ca

**Schedule 1 – Location Map**



## Schedule 2 – Official Plan Designation and Related Policies



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## Related Official Plan Policies

### 'Mixed Office-Residential' Land Use Designation

#### Objectives

- a) To outline areas where concentrations of office uses may locate in the low density residential areas of the City.
- b) To encourage intensification of these well-defined areas, primarily for small scale office and residential activities.
- c) To promote the continued use and intensification of defined business land use areas within the St. Patrick's Ward neighbourhood (Area 2 on Schedule 5).

#### General Policies

- 7.6.1 This Plan promotes the concentration of small scale office uses, personal service uses and residential activities within the 'Mixed Office-Residential' designation of Schedule 1. These uses may be found in the same building or be free standing.
- 7.6.2 The retention and *intensification* of existing residential buildings within this designation will be encouraged in a manner that is compatible with the existing character of the streetscape.
- 7.6.3 The maximum *net density* for residential development within this designation shall be 100 units per hectare. *Multiple unit residential developments* will be required to meet the criteria of policy 7.2.7 to promote compatibility and design sensitivity to the existing built character of the mixed use area.
- 7.6.4 The implementing *Zoning By-law* will recognize existing uses. New mixed use or single use office/personal service activities may be permitted, subject to an amendment to the *Zoning By-law*. The following criteria will be used to assess the merits of a *development* proposal:
  - a) Building, property and ancillary structure design to be compatible with surrounding properties in terms of form, massing, appearance and orientation;
  - b) Adequate parking, loading and access are provided, and
  - c) Adequate municipal services are available.
- 7.6.5 Complementary uses, as outlined in policy 7.2.26 of this Plan, may be permitted to locate within a 'Mixed Office-Residential' designation provided that:
  - a) The proposed complementary use does not interfere with the overall form, function and development of the specific 'Mixed Use' area; and
  - b) The criteria for the complementary use as specified in policy 7.2.27 can be met.
- 7.6.6 Lands designated Mixed-Office Residential within the St. Patrick's Ward neighbourhood (Area 2 on Schedule 5) will permit an expanded range of business land uses that are defined in the implementing Zoning By-law. New light industrial uses will be permitted on lands with the appropriate industrial zoning. Zoning amendment proposals to introduce new light industrial uses shall meet the following evaluation criteria:
  - a) A land use compatibility analysis where industrial and sensitive uses are proposed in proximity to one another in accordance with subsection 7.7.7 of this Plan.



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- b) Vehicular traffic generated from the proposal can be accommodated with minimal impact on local residential streets and intersections. The property shall be able to accommodate the required vehicular access, circulation, off-street parking and off-street loading facilities without impacting surrounding sensitive (residential, institutional and park) land uses. Intensive industrial land uses will be directed to industrial parks.
- 7.6.7 Lands designated Mixed-Office Residential within the St. Patrick's Ward neighbourhood (Area 2 on Schedule 5) will permit a range of freestanding residential, institutional or park land uses subject to meeting the following land use compatibility and property decommissioning criteria:
- a) Noise, vibration and safety requirements of the Canadian National Railway and Guelph Junction Railway, as outlined in subsection 8.2.31 of this Plan, can be satisfied by the proposal, where applicable.
  - b) A land use compatibility analysis where industrial and sensitive uses are proposed in proximity to one another in accordance with subsection 7.7.7 of this Plan.
  - c) The property has been cleaned-up or decommissioned to the Provincial standard appropriate for the land use proposed and in accordance with subsection 5.6 of this Plan.
- 7.6.8 This Plan promotes the improvement of the overall image of the St. Patrick's Ward neighbourhood (Area 2 on Schedule 5) by pursuing the following actions on lands designated Mixed-Office Residential:
- a) Streetscape improvements will be implemented in accordance with policies 3.6.24 to 3.6.28 of this Plan.
  - b) New development proposals will be required to satisfy the urban design policies outlined in Section 3.6 and, in particular, policies 3.6.19 and 3.6.20 of this Plan.
  - c) Site plan control will be required on all development approvals. Conditions will be imposed requiring landscaped buffers, screening of outdoor storage, parking, loading and refuse areas. Increased set-backs and buffering measures will be required where business land uses are adjacent to existing residential uses.
- 7.6.9 Notwithstanding Policy 7.6.1, office or professional uses to a maximum size of 1900 square metres gross floor area shall be permitted on the property known municipally as 1077 Gordon Street:

### **'General Residential' Land Use Designation**

- 7.2.31 The predominant use of land in areas designated, as 'General Residential' on Schedule 1 shall be residential. All forms of residential *development* shall be permitted in conformity with the policies of this designation. The general character of development will be low-rise housing forms. *Multiple unit residential buildings* will be permitted without amendment to this Plan, subject to the satisfaction of specific development criteria as noted by the provisions of policy 7.2.7. Residential care facilities, *lodging houses*, *coach houses* and garden suites will be permitted, subject to the development criteria as outlined in the earlier text of this subsection.
- 7.2.32 Within the 'General Residential' designation, the *net density of development* shall not exceed 100 units per hectare (40 units/acre). 1. In spite of the density provisions of

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policy 7.2.32 the *net density of development* on lands known municipally as 40 Northumberland Street, shall not exceed 152.5 units per hectare (62 units per acre).

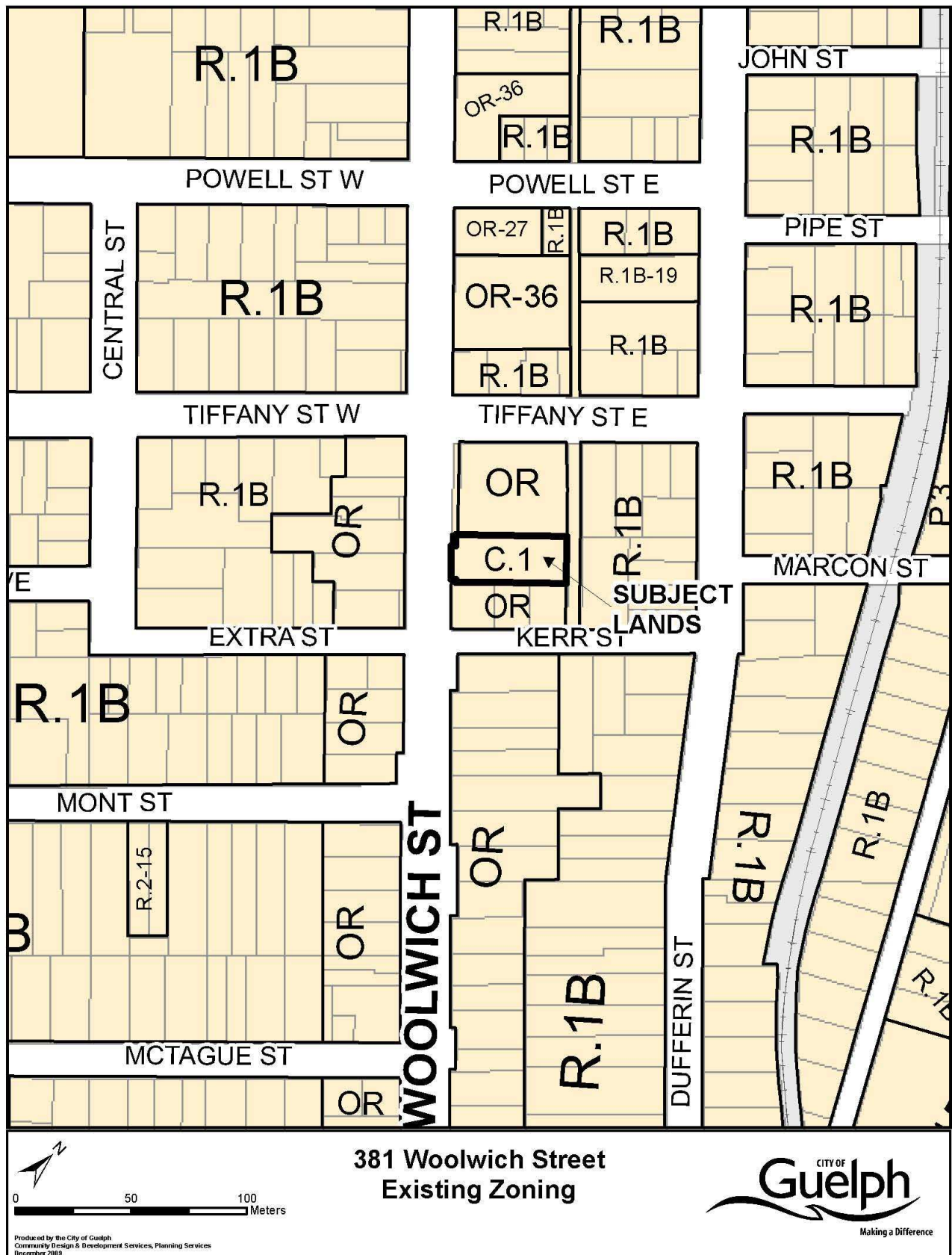
7.2.33 The physical character of existing established low density residential neighbourhoods will be respected wherever possible.

7.2.34 Residential lot *infill*, comprising the creation of new low density residential lots within the older established areas of the City will be encouraged, provided that the proposed *development* is compatible with the surrounding residential environment. To assess compatibility, the City will give consideration to the existing predominant zoning of the particular area as well as the general design parameters outlined in subsection 3.6 of this Plan. More specifically, residential lot *infill* shall be compatible with adjacent residential environments with respect to the following:

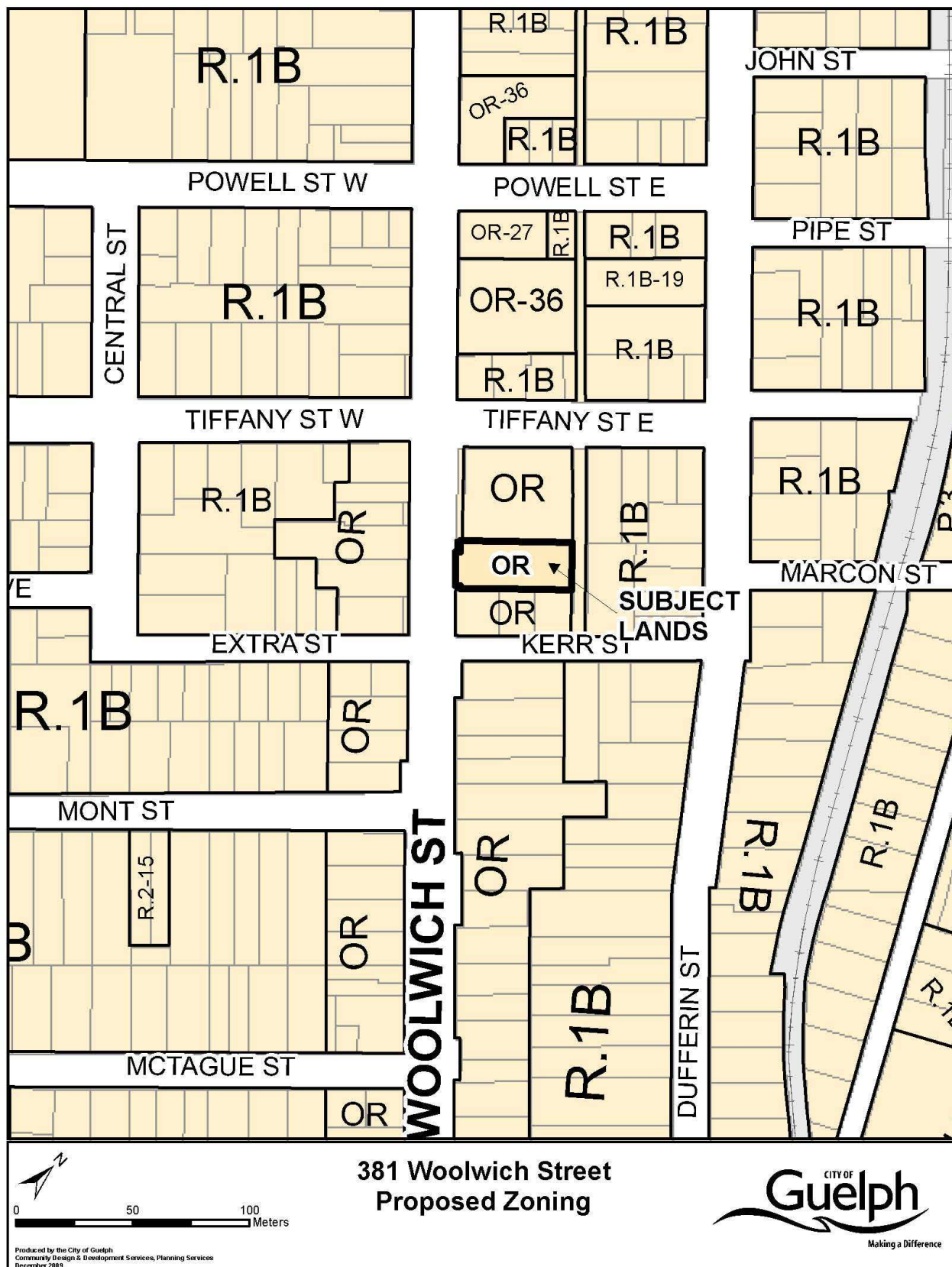
- a) The form and scale of existing residential development;
- b) Existing building design and height;
- c) Setbacks;
- d) Landscaping and amenity areas;
- e) Vehicular access, circulation and parking; and
- f) Heritage considerations.

7.2.35 Apartment or townhouse *infill* proposals shall be subject to the development criteria contained in policy 7.2.7.

### Schedule 3 – Existing Zoning



## Schedule 4 – Proposed Zoning



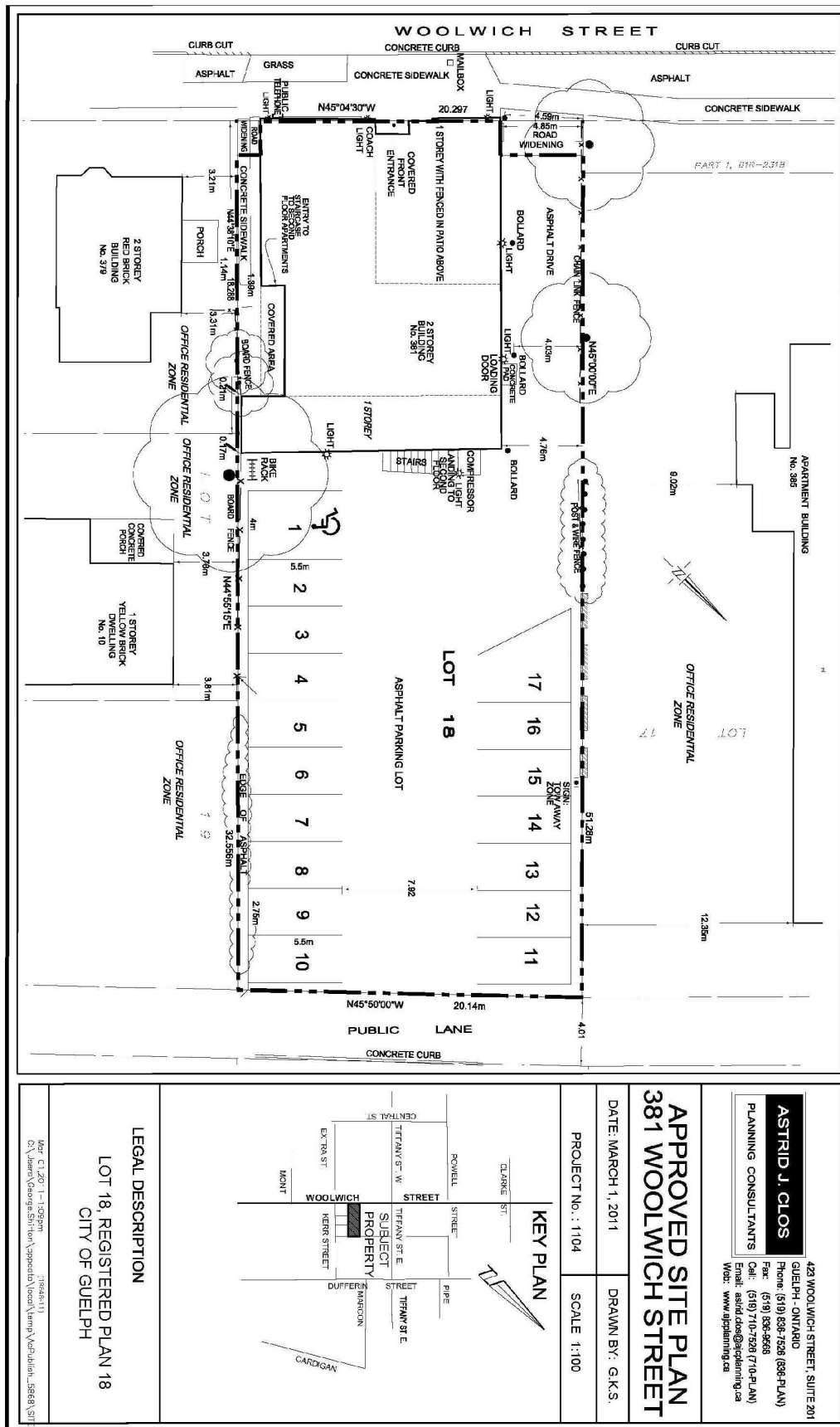
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## **Office Residential (OR) Zone Permitted Uses**

The following are permitted Uses within the Office-Residential (OR) Zone:

- Accessory Apartment in accordance with Section 4.15.1
- Artisan Studio
- Bed and Breakfast establishment in accordance with Section 4.27
- Day Care Centre in accordance with Section 4.26
- Dwelling Units with permitted commercial Uses in the same Building in accordance with Section 4.15.2
- Duplex Dwelling
- Group Home in accordance with Section 4.25
- Home for the Aged or rest home developed in accordance with R.4D Zone regulations
- Home Occupations in accordance with Section 4.19
- Medical Office
- Office
- Personal Service Establishment
- School
- Semi-Detached Dwelling
- Single Detached Dwelling
- Tourist Home
- Accessory Uses in accordance with Section 4.23
- Occasional Uses in accordance with Section 4.21

## Schedule 5 – Existing Site Layout



# COUNCIL REPORT



TO **Guelph City Council**

SERVICE AREA Planning & Building, Engineering and Environment  
DATE May 3, 2011

**SUBJECT 781-783 Wellington Street West: Proposed Zoning By-law Amendment (File: ZC1106) – Ward 4**

REPORT NUMBER 11-38

## SUMMARY

**Purpose of Report:** To provide planning information on an application requesting approval of a Zoning By-law Amendment for the lands at 781-783 Wellington Street West to allow an apartment building. This report has been prepared in conjunction with the statutory public meeting on this application.

**Council Action:** Council will hear public delegations on the application, ask questions of clarification and identify planning issues. The report is to be received and no decisions are to be made at this time.

## RECOMMENDATION

“THAT Report 11-38 regarding a Zoning By-law Amendment application to allow an apartment building for the property municipally known as 781-783 Wellington Street West, and legally described as Part of Lot C, Concession 2, Division E, from Planning & Building, Engineering and Environment dated May 3, 2011 be received.”

## BACKGROUND

An application for a Zoning By-law Amendment (ZC1106) has been received for the property municipally known as 781-783 Wellington Street West. The proposal is a request to change the zoning from the UR (Urban Reserve) Zone to a specialized R.4A (Residential Apartment) Zone to allow an apartment building. The application was deemed to be a complete application on March 24, 2011.

## Location

The subject property is a 0.2 hectare parcel, located on the south-westerly corner of the intersection of Fife Road and Wellington Street West (See Location Map in Schedule 1). The site is currently vacant, though it was previously used for a vehicle service station. Adjacent land uses include single-detached dwellings to the south and west of the site. To the north of the site, across Fife Road are vacant lands that are designated for future commercial purposes. To the east of the site are conservation lands that are part of the Township of Guelph-Eramosa.

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## **Official Plan Designation**

The subject lands are designated as “General Residential” in the Official Plan. See Schedule 2 for the Official Plan Map and related policies.

## **Zoning**

The subject site is zoned UR (Urban Reserve). Adjacent sites that are currently residential single detached dwellings are also zoned UR. The Urban Reserve Zone is a temporary zone with limited permitted uses, which is used when specific future land uses on a site have not been determined.

## **REPORT**

### **Description of Proposed Zoning Bylaw Amendment**

The applicant proposes to rezone the property from the UR (Urban Reserve) Zone to a Specialized R.4A-?? (General Apartment) Zone to permit the development of a 15 unit residential apartment building. Specialized zoning regulations are required to permit a reduced parking regulation of 1.3 parking spaces per unit where 1.5 parking spaces per unit is required and to reduce the parking setback in the rear yard from the required 3.0 metres to 1.5 metres.

### **Proposed Development Concept**

Schedule 5 provides a proposed development concept and building elevations for the subject property. The proposed development contemplates a 15 unit apartment building that is four storeys high. A driveway is proposed from both Fife Road and Wellington Street West to access the parking area that contains 20 parking spaces. The density as calculated under Places to Grow is 126 people per hectare or 73 units per hectare.

### **Staff Review**

The review of this application will address the following issues:

- Evaluation of the proposal against the Provincial Policy Statement and the Places to Grow legislation
- Evaluation of the proposal’s conformity with the Official Plan
- Review of the proposed zoning and need for specialized regulations
- Community Energy Initiative considerations

Once the application is reviewed and all issues are addressed, a report from Planning, Engineering and Environmental Services with a recommendation will be considered at a future meeting of Council.

## **CORPORATE STRATEGIC PLAN**

Urban Design and Sustainable Growth Goal #1: An attractive, well-functioning and sustainable City.

## **FINANCIAL IMPLICATIONS**

Financial implications will be reported in the future Planning & Building, Engineering and Environment recommendation report to Council.



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## **COMMUNICATIONS**

The Notice of Application and Public Meeting was mailed and advertised on April 8, 2011.

## **ATTACHMENTS**

Schedule 1 – Location Map  
Schedule 2 – Official Plan Map and Related Policies  
Schedule 3 – Existing Zoning  
Schedule 4 – Proposed Zoning  
Schedule 5 – Proposed Site Concept and Elevations

### **Prepared By:**

Stacey Laughlin  
Development & Urban Design Planner  
519-837-5616, ext 2327  
stacey.laughlin@guelph.ca

Original Signed by:

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### **Recommended By:**

James N. Riddell  
General Manager  
Planning & Building Services  
519.837.5616, ext 2361  
jim.riddell@guelph.ca

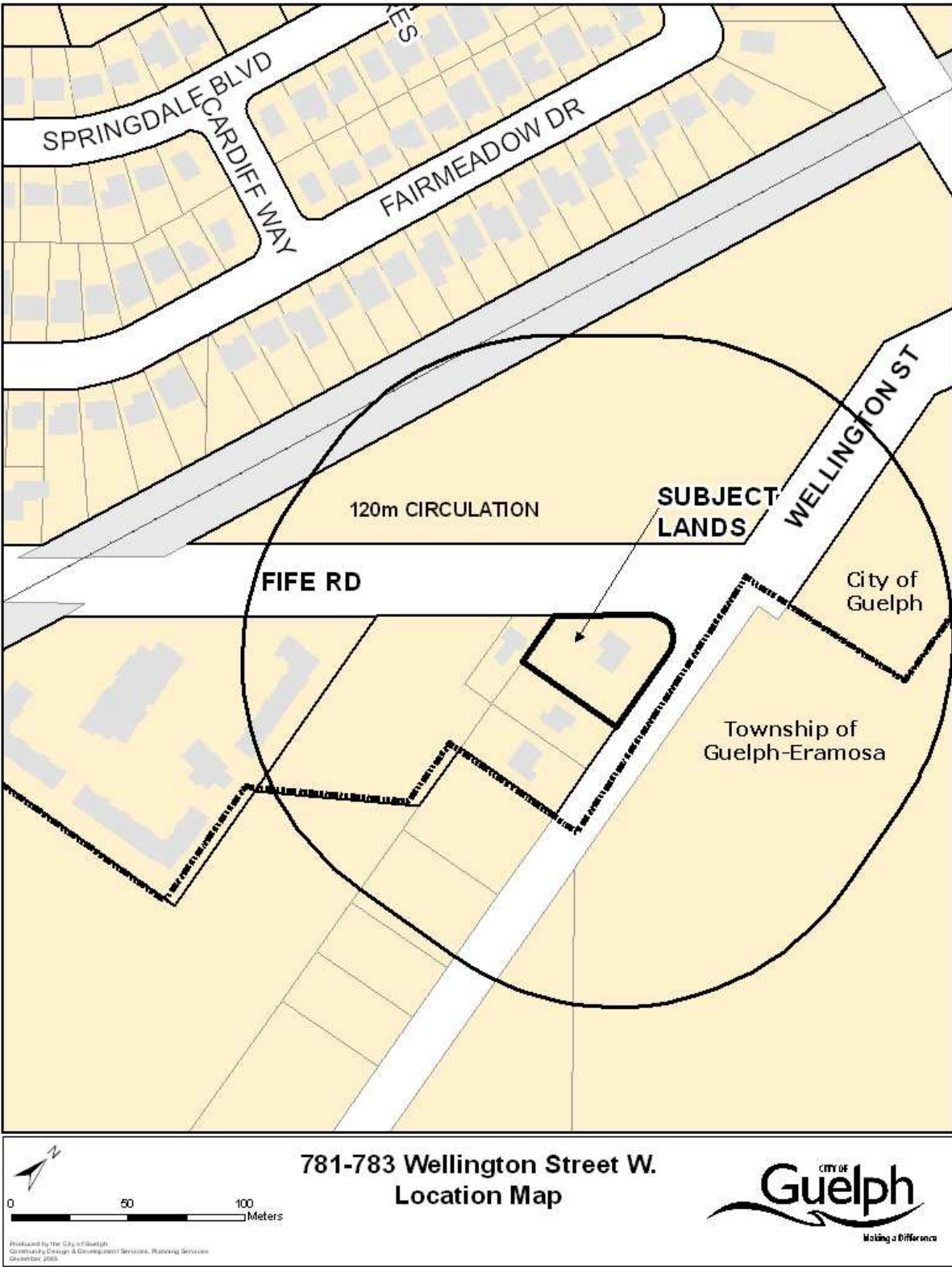
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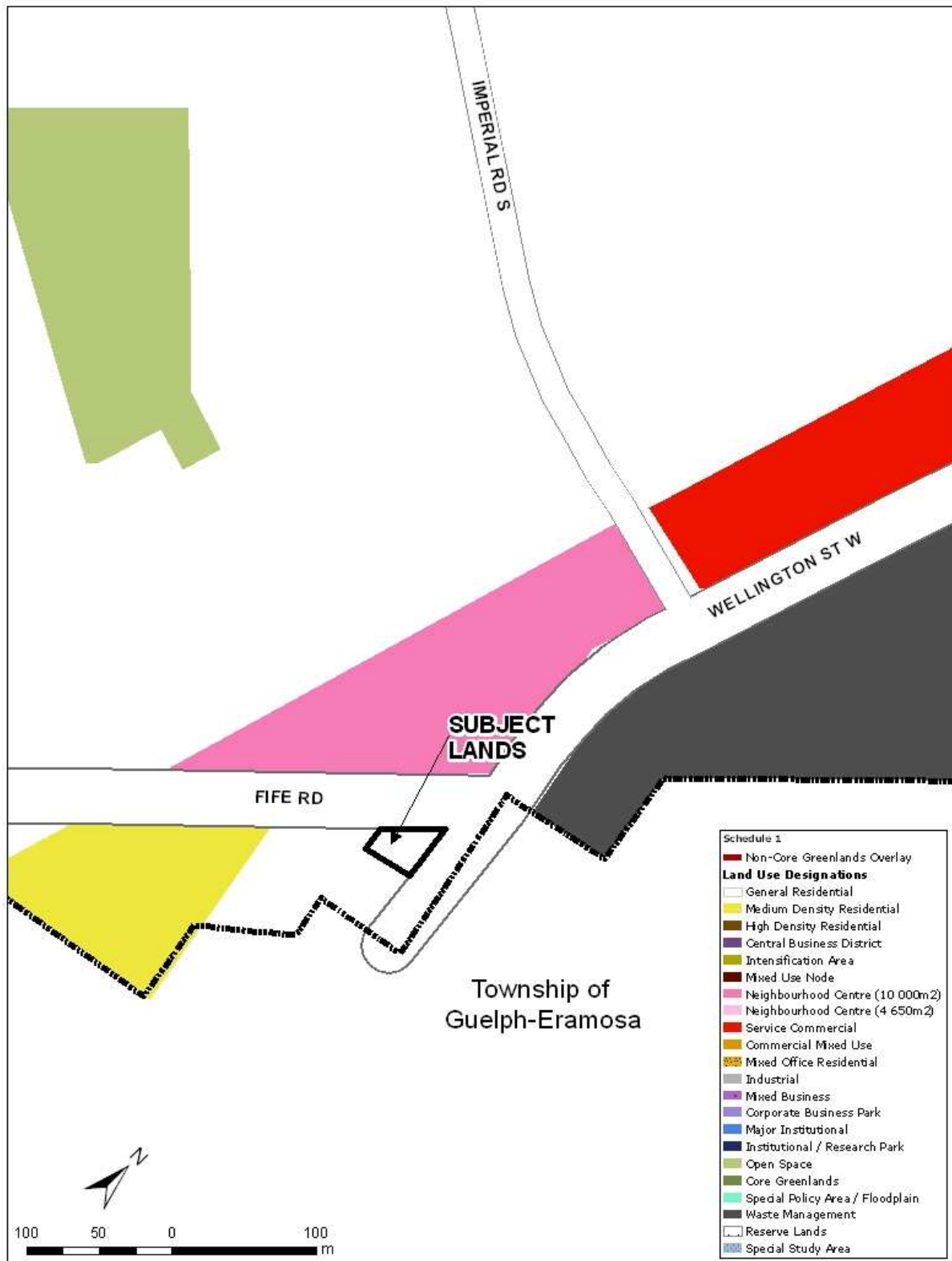
### **Recommended By:**

Janet L. Laird, Ph.D.  
Executive Director  
Planning & Building, Engineering  
and Environment  
519-822-1260 ext. 2237  
janet.laird@guelph.ca

Schedule 1 – Location Map



## Schedule 2 – Official Plan Designation and Related Policies



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## Related Official Plan Policies

### 'General Residential' Land Use Designation

7.2.31 The predominant use of land in areas designated, as 'General Residential' on Schedule 1 shall be residential. All forms of residential *development* shall be permitted in conformity with the policies of this designation. The general character of development will be low-rise housing forms. *Multiple unit residential buildings* will be permitted without amendment to this Plan, subject to the satisfaction of specific development criteria as noted by the provisions of policy 7.2.7. Residential care facilities, *lodging houses*, *coach houses* and garden suites will be permitted, subject to the development criteria as outlined in the earlier text of this subsection.

7.2.32 Within the 'General Residential' designation, the *net density of development* shall not exceed 100 units per hectare (40 units/acre).

1. In spite of the density provisions of policy 7.2.32 the *net density of development* on lands known municipally as 40 Northumberland Street, shall not exceed 152.5 units per hectare (62 units per acre).

7.2.33 The physical character of existing established low density residential neighbourhoods will be respected wherever possible.

7.2.34 Residential lot *infill*, comprising the creation of new low density residential lots within the older established areas of the City will be encouraged, provided that the proposed *development* is compatible with the surrounding residential environment. To assess compatibility, the City will give consideration to the existing predominant zoning of the particular area as well as the general design parameters outlined in subsection 3.6 of this Plan. More specifically, residential lot *infill* shall be compatible with adjacent residential environments with respect to the following:

- a) The form and scale of existing residential development;
- b) Existing building design and height;
- c) Setbacks;
- d) Landscaping and amenity areas;
- e) Vehicular access, circulation and parking; and
- f) Heritage considerations.

7.2.35 Apartment or townhouse *infill* proposals shall be subject to the development criteria contained in policy 7.2.7.

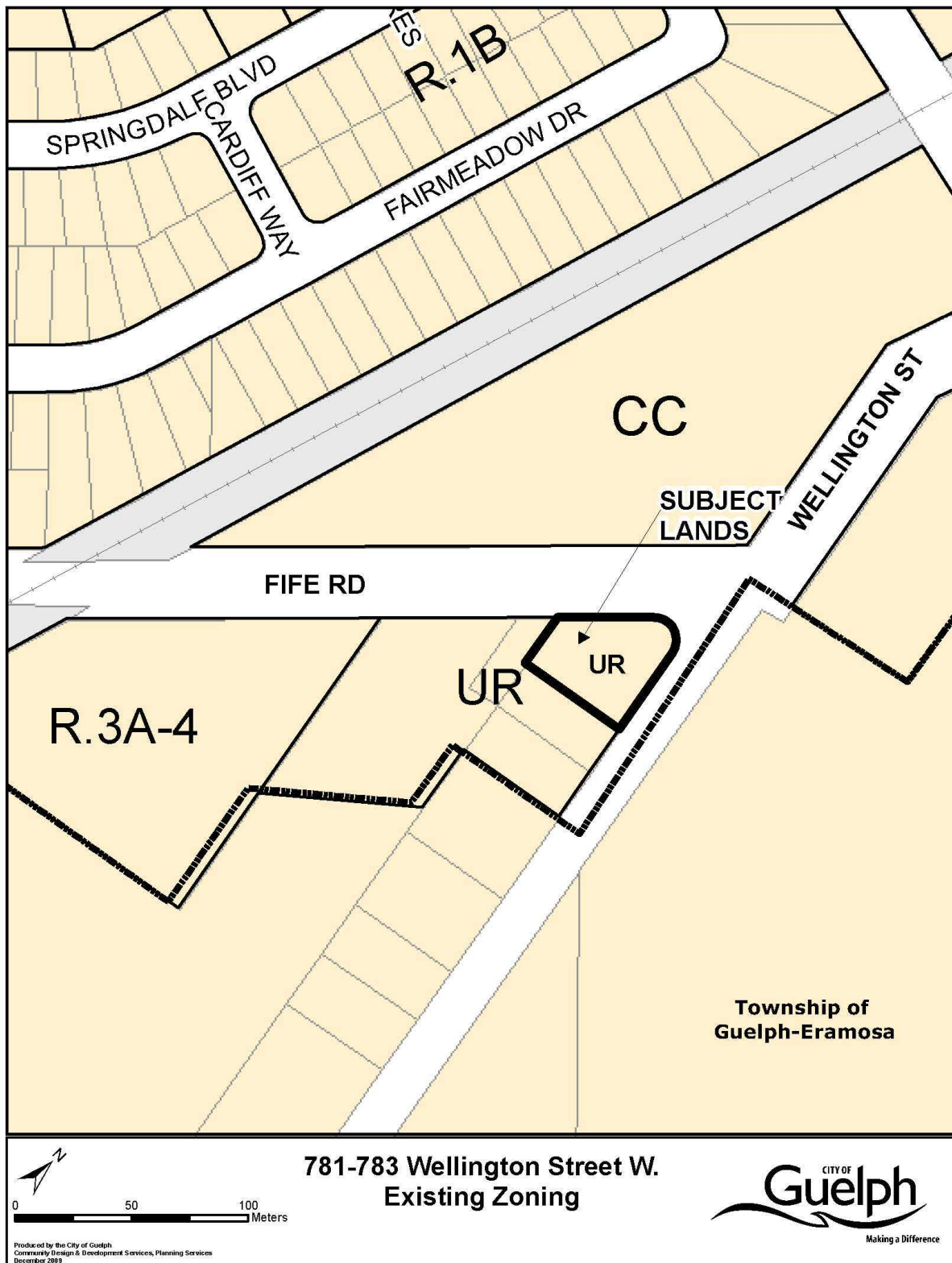
7.2.7 *Multiple unit residential buildings*, such as townhouses, row dwellings and apartments, may be permitted within designated areas permitting residential uses. The following development criteria will be used to evaluate a *development* proposal for *multiple unit* housing:

- a) That the building form, massing, appearance and siting are compatible in design, character and orientation with buildings in the immediate vicinity;
- b) That the proposal can be adequately served by local convenience and neighbourhood shopping facilities, schools, parks and recreation facilities and public transit;

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- c) That the vehicular traffic generated from the proposal can be accommodated with minimal impact on local residential streets and intersections and, in addition, vehicular circulation, access and parking facilities can be adequately provided; and
  - d) That adequate municipal *infrastructure*, services and amenity areas for the residents can be provided.

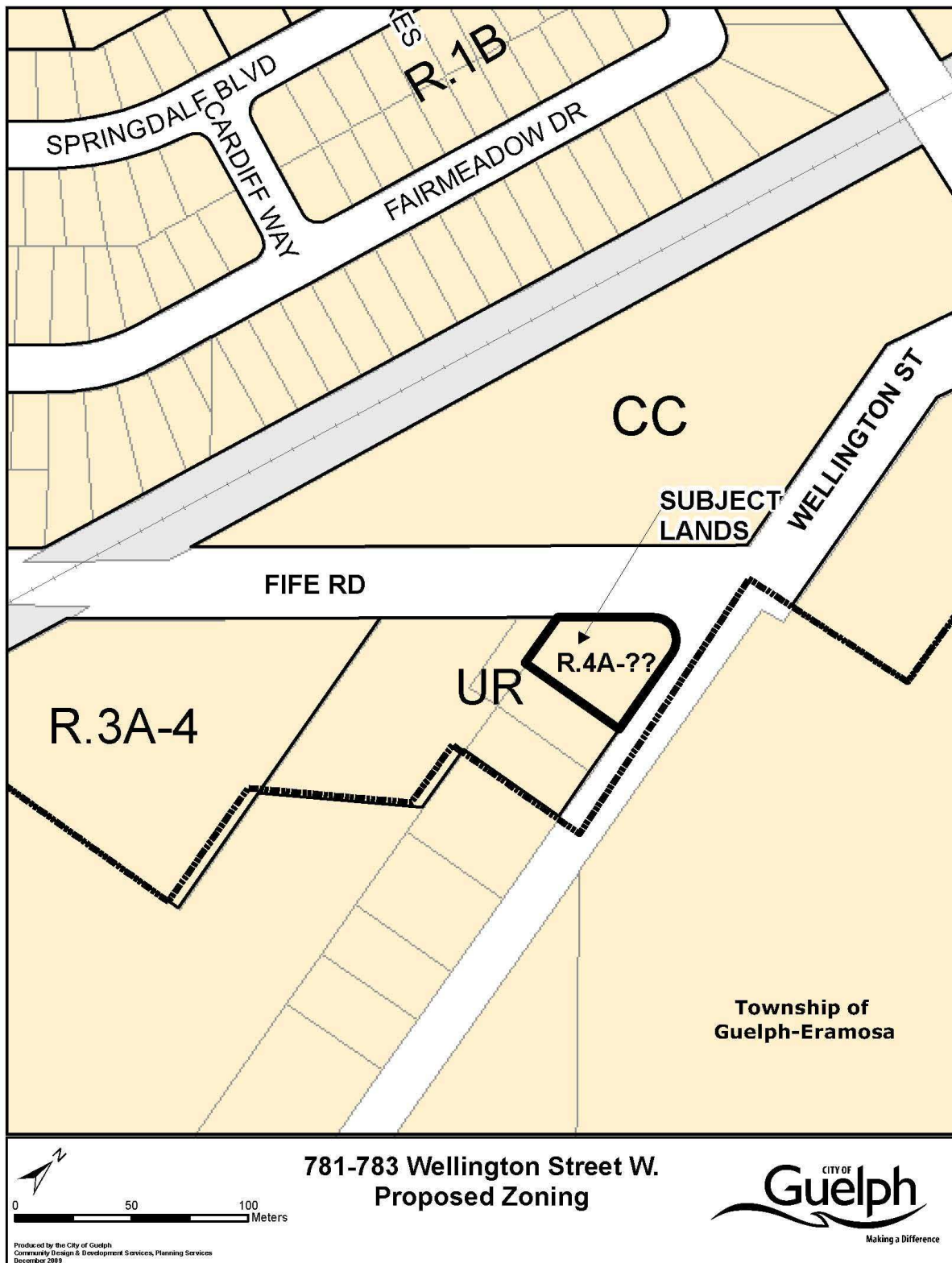
7.2.8 The development criteria of policy 7.2.7 will be used to assess the merits of a rezoning application to permit new *multiple unit residential buildings* on sites that are presently not zoned to permit these particular housing forms.

### Schedule 3 – Existing Zoning

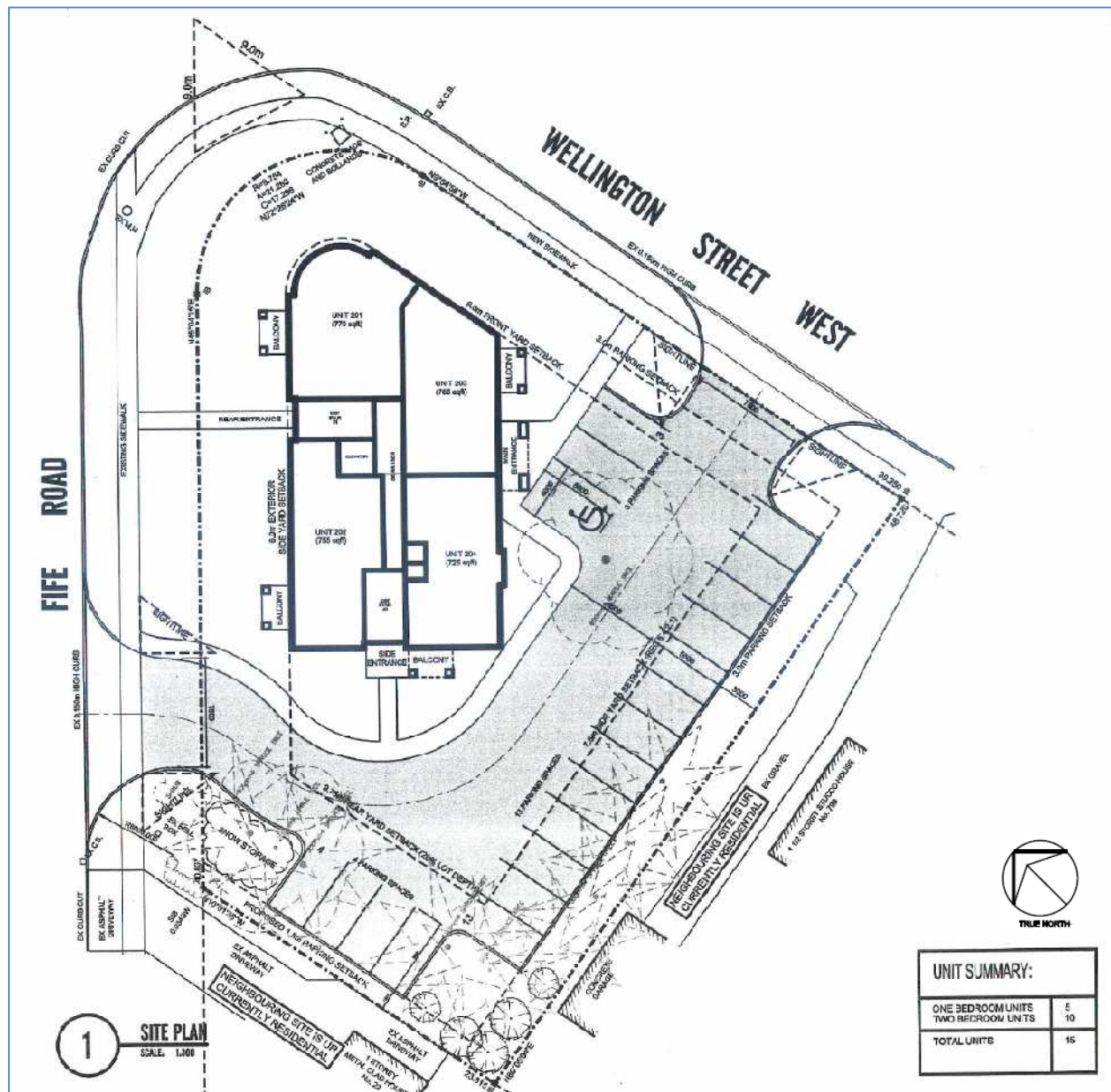




## Schedule 4 – Proposed Zoning



## Schedule 5 – Proposed Site Concept and Elevations



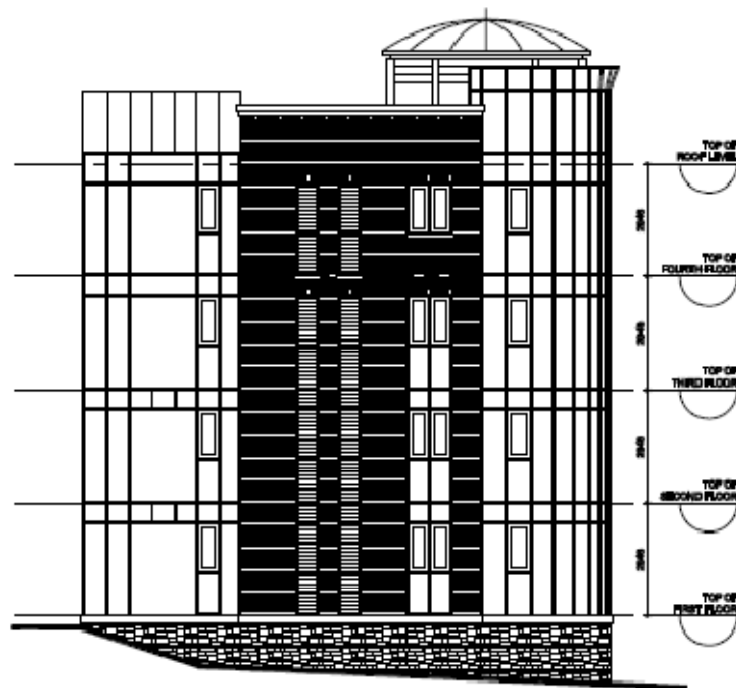


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South Elevation (View from South and along Wellington Street West):



East Elevation (View from Wellington Street West)



North Elevation (View from north along Fife Road):



West Elevation (Rear of Building)



TO **Guelph City Council**

SERVICE AREA Planning & Building, Engineering and Environment  
DATE May 3, 2011

**SUBJECT 180 Gordon Street: Proposed Zoning By-law  
Amendment (File: ZC1107) – Ward 5**

REPORT NUMBER 11-40

## SUMMARY

**Purpose of Report:** To provide planning information on an application requesting approval of a Zoning By-law Amendment for the lands at 180 Gordon Street to allow a townhouse development. This report has been prepared in conjunction with the statutory public meeting on this application.

**Council Action:** Council will hear public delegations on the application, ask questions of clarification and identify planning issues. The report is to be received and no decisions are to be made at this time.

## RECOMMENDATION

"THAT Report 11-40 regarding a Zoning By-law Amendment application to allow an apartment building for property municipally known as 180 Gordon Street, and legally described as Part of Lot A, Plan 302, City of Guelph, from Planning & Building, Engineering and Environment dated May 3, 2011 be received."

## BACKGROUND

An application for a Zoning By-law Amendment (ZC1107) has been received for the property municipally known as 180 Gordon Street. The proposal is a request to change the zoning from the C.1-19 (Convenience Commercial) and FL (Floodplain) Zone to a specialized R.3A (Cluster Townhouse) Zone to allow a 12-unit townhouse development. The application was deemed to be a complete application on March 24, 2011.

## Location

The subject site is located east of the intersection of Gordon Street and Water Street. The site is currently vacant and is approximately 0.17 hectares in size. Surrounding uses include:

- Marianne's Park to the north
- A woodlot to the east
- Low density residential to the south
- Low density residential and parklands across Gordon Street to the west.

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## **Official Plan Designation**

The subject lands are mainly designated as “General Residential” in the Official Plan, with a portion of the lands in the northeast corner of the site designated Core Greenlands because they potentially fall within the floodplain. In the Natural Heritage policies of OPA #42, the site is not designated because it is considered to be a disturbed site that has been graded and altered. See Schedule 2 for the Official Plan map and related policies.

The Grand River Conservation Authority (GRCA) has reviewed the site to determine where the floodplain actually falls on the property and determined that only small portions of both the northeast and northwest corners of the site fall in the floodplain area. The site is actually partially excavated at this time because of ongoing work to remediate the site and the Grand River Conservation Authority has recommended that the site be filled to meet the regulatory floodline when the cleanup is finalized. Permits from the Grand River Conservation Authority will be required for this work.

Due to the small size of the actual floodplain on the site and the resulting grades upon completion of the site remediation as reviewed by GRCA, and because the site is currently partially excavated because of cleanup, staff have determined that an Official Plan amendment would not be required. An Environmental Impact Study is still required, because of the site’s proximity to the river and to the adjacent woodlot to the east.

## **Zoning**

The subject site is zoned C.1-19 (Specialized Convenience Commercial) and FL (Floodplain) in the northeast corner. The specialized Convenience Commercial limited the use of the site to a vehicle service station (see Schedule 3).

## **REPORT**

### **Description of the Proposed Zoning By-law Amendment**

The applicant proposes to rezone the property from the C.1-19 and FL Zones to a specialized R.3A (Cluster Townhouse) Zone to permit the development of a 12 unit townhouse development. Specialized zoning regulations have been requested for building height, density, number of units in a row, lot area per dwelling unit, lot coverage, landscaped open space and building setbacks from the rear and side property lines. See Schedule 4 for proposed zoning mapping and specialized regulations.

### **Proposed Development Concept**

Schedule 5 shows a proposed development concept and building elevations for the subject site. The proposed development includes a 12 unit cluster townhouse facing north towards Marianne’s Park and the Speed River. Access to the site is from Gordon Street, aligned with the intersection of Gordon Street and Water Street. Parking spaces are provided in a covered parking area along the southern side of the site. The density of the proposal under Places to Grow is 185 people per hectare or 76 units per hectare.

## **Staff Review**

The review of this application will address the following issues:

- 
- Evaluation of the proposal against the Provincial Policy Statement and the Places to Grow legislation
  - Evaluation of the proposal's conformity with the Official Plan
  - Review of the proposed zoning and need for specialized regulations
  - Community Energy Initiative considerations

Once the application is reviewed and all issues are addressed, a report from Planning, Engineering and Environmental Services with a recommendation will be considered at a future meeting of Council.

### **CORPORATE STRATEGIC PLAN**

Urban Design and Sustainable Growth Goal #1: An attractive, well-functioning and sustainable City.

### **FINANCIAL IMPLICATIONS**

Financial implications will be reported in the future Planning & Building, Engineering and Environment recommendation report to Council.

### **COMMUNICATIONS**

The Notice of Application and Public Meeting was mailed and advertised on April 8, 2011.

### **ATTACHMENTS**

Schedule 1 – Location Map  
Schedule 2 – Official Plan Map and Related Policies  
Schedule 3 – Existing Zoning  
Schedule 4 – Proposed Zoning  
Schedule 5 – Proposed Site Concept and Elevations

#### **Prepared By:**

Stacey Laughlin  
Development & Urban Design Planner  
519-837-5616, ext 2327  
stacey.laughlin@guelph.ca

Original Signed by:

---

#### **Recommended By:**

James N. Riddell  
General Manager  
Planning & Building Services  
519.837.5616, ext 2361  
jim.riddell@guelph.ca

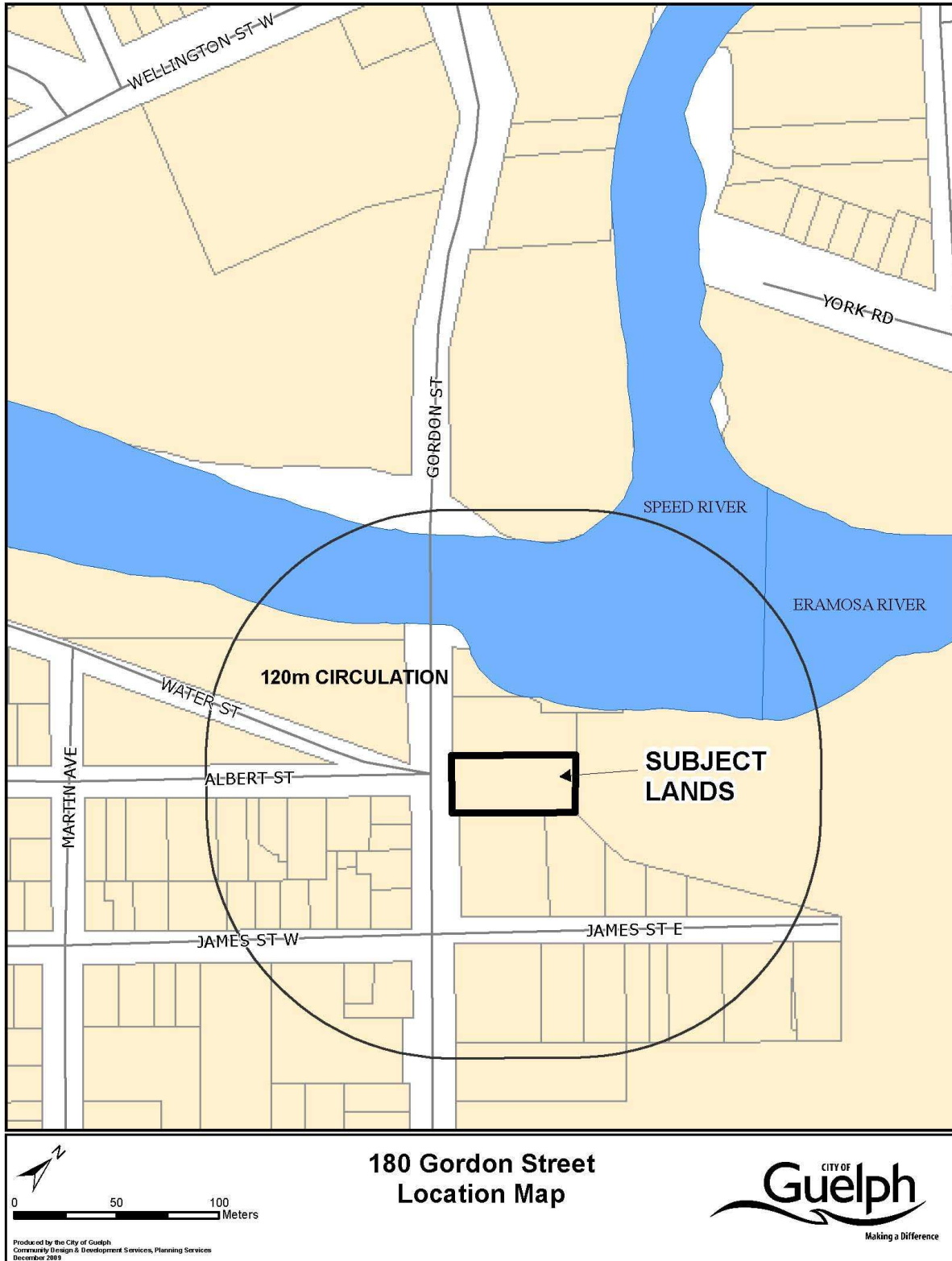
Original Signed by:

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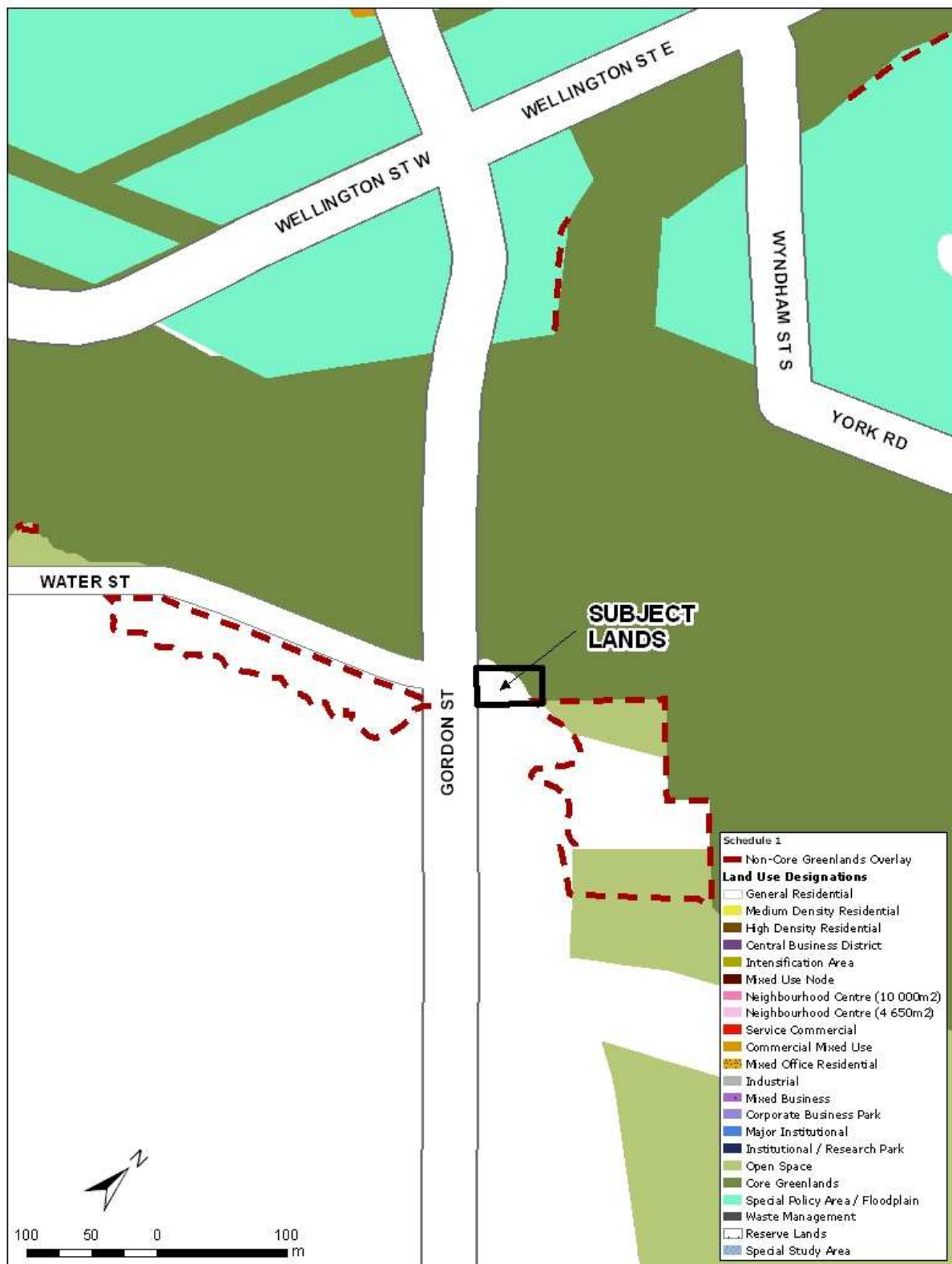
#### **Recommended By:**

Janet L. Laird, Ph.D.  
Executive Director  
Planning & Building, Engineering  
and Environment  
519-822-1260 ext. 2237  
janet.laird@guelph.ca

## Schedule 1 – Location Map



## Schedule 2 – Official Plan Designation and Related Policies



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## Related Official Plan Policies

### 'General Residential' Land Use Designation

7.2.31 The predominant use of land in areas designated, as 'General Residential' on Schedule 1 shall be residential. All forms of residential *development* shall be permitted in conformity with the policies of this designation. The general character of development will be low-rise housing forms. *Multiple unit residential buildings* will be permitted without amendment to this Plan, subject to the satisfaction of specific development criteria as noted by the provisions of policy 7.2.7. Residential care facilities, *lodging houses*, *coach houses* and garden suites will be permitted, subject to the development criteria as outlined in the earlier text of this subsection.

7.2.32 Within the 'General Residential' designation, the *net density of development* shall not exceed 100 units per hectare (40 units/acre).

1. In spite of the density provisions of policy 7.2.32 the *net density of development* on lands known municipally as 40 Northumberland Street, shall not exceed 152.5 units per hectare (62 units per acre).

7.2.33 The physical character of existing established low density residential neighbourhoods will be respected wherever possible.

7.2.34 Residential lot *infill*, comprising the creation of new low density residential lots within the older established areas of the City will be encouraged, provided that the proposed *development* is compatible with the surrounding residential environment. To assess compatibility, the City will give consideration to the existing predominant zoning of the particular area as well as the general design parameters outlined in subsection 3.6 of this Plan. More specifically, residential lot *infill* shall be compatible with adjacent residential environments with respect to the following:

- a) The form and scale of existing residential development;
- b) Existing building design and height;
- c) Setbacks;
- d) Landscaping and amenity areas;
- e) Vehicular access, circulation and parking; and
- f) Heritage considerations.

7.2.35 Apartment or townhouse *infill* proposals shall be subject to the development criteria contained in policy 7.2.7.

7.2.7 *Multiple unit residential buildings*, such as townhouses, row dwellings and apartments, may be permitted within designated areas permitting residential uses. The following development criteria will be used to evaluate a *development* proposal for *multiple unit* housing:

- a) That the building form, massing, appearance and siting are compatible in design, character and orientation with buildings in the immediate vicinity;
- b) That the proposal can be adequately served by local convenience and neighbourhood shopping facilities, schools, parks and recreation facilities and public transit;



- 
- c) That the vehicular traffic generated from the proposal can be accommodated with minimal impact on local residential streets and intersections and, in addition, vehicular circulation, access and parking facilities can be adequately provided; and
  - d) That adequate municipal *infrastructure*, services and amenity areas for the residents can be provided.

7.2.8 The development criteria of policy 7.2.7 will be used to assess the merits of a rezoning application to permit new *multiple unit residential buildings* on sites that are presently not zoned to permit these particular housing forms.

## **Core Greenlands Designation**

7.13.1 The 'Core Greenlands' land use designation recognizes areas of the Greenlands System which have greater sensitivity or *significance*. The following *natural heritage feature* areas have been included in the 'Core Greenlands' designation of Schedule 1: *provincially significant wetlands*, the *significant* portion of habitat of *threatened and endangered species*, and the *significant areas of natural and scientific interest (ANSI)*. *Natural hazard lands* including steep slopes, erosion hazard lands and unstable soils may also be associated with the 'Core Greenlands' areas. In addition, the *floodways* of rivers, streams and creeks are found within the 'Core Greenlands' designation.

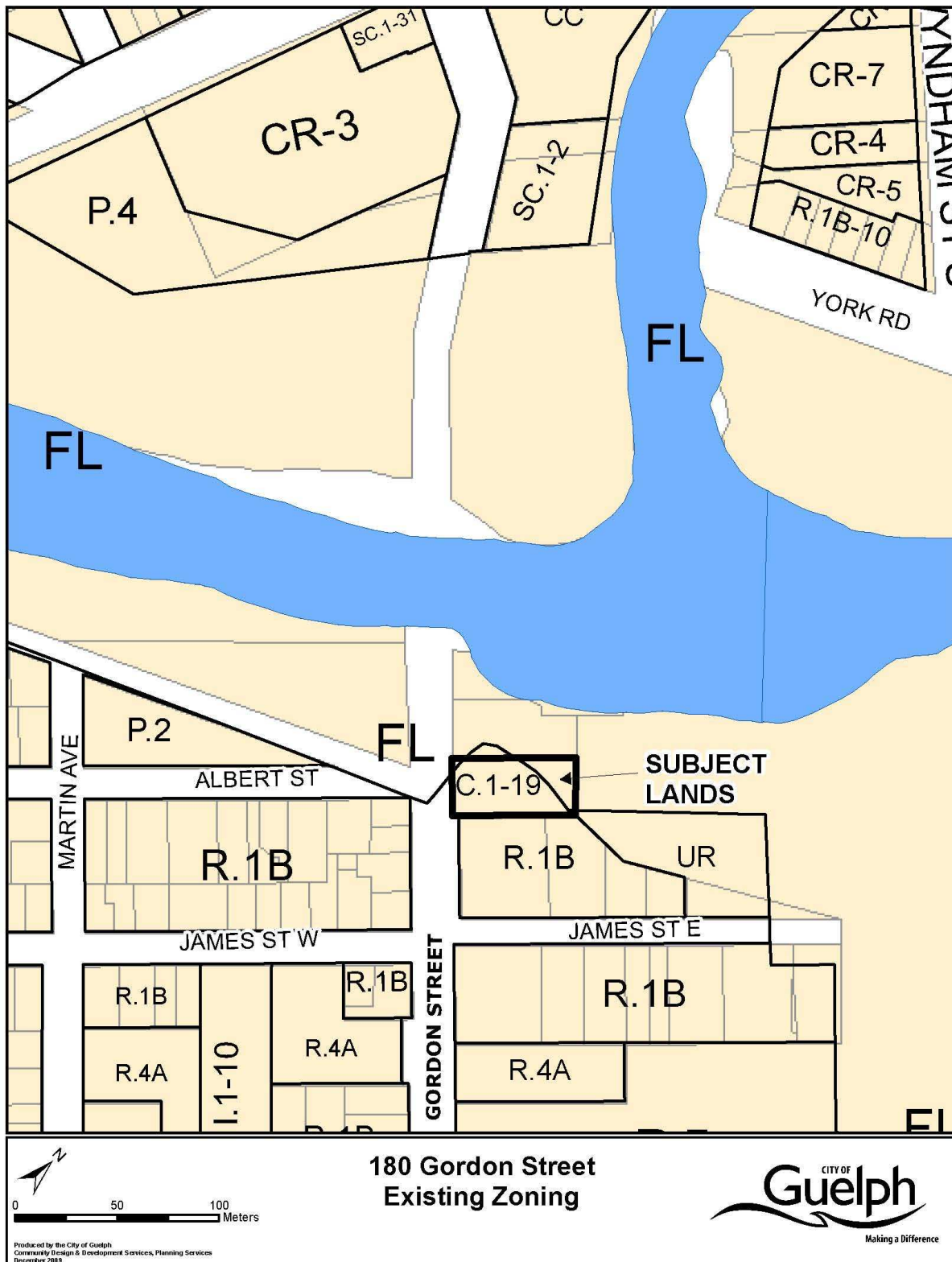
- 1. Policies relating to *natural heritage features* are contained in Section 6 of this Plan.
- 2. Policies relating to *natural hazard lands* are contained in Section 5 of this Plan.

7.13.2 The *natural heritage features* contained within the 'Core Greenlands' designation are to be protected for the *ecological* value and *function*. *Development* is not permitted within this designation. Uses that are permitted include conservation activities, open space and passive recreational pursuits that do not *negatively impact* on the *natural heritage features* or their associated *ecological functions*.

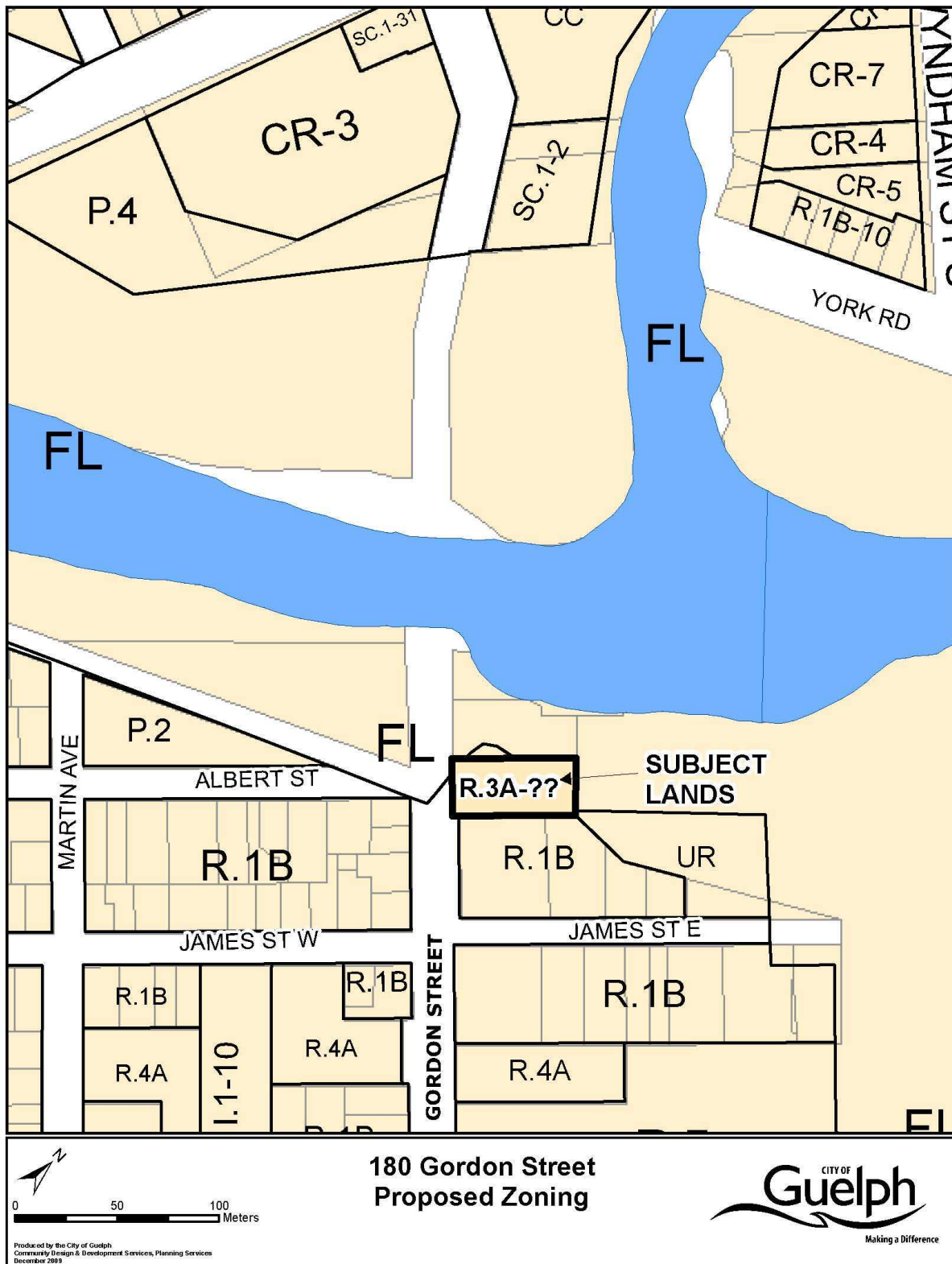
7.13.3 The *natural heritage features* contained within the 'Core Greenlands' designation are outlined on Schedule 2 of this Plan. Where a *development* proposal is made on *adjacent lands* to these *natural heritage features*, the proponent is responsible for completing an environmental impact study in accordance with the provisions of subsection 6.3 of this Plan. Where appropriate and reasonable, consideration will be given to measures to provide for the enhancement of *natural heritage features* within the 'Core Greenlands' designation as part of such an environmental impact study.

7.13.4 In implementing the Greenlands System provisions of this Plan, 'Core Greenland' areas shall be placed in a restrictive land use category of the implementing *Zoning By-law*, which prohibits *development* except as may be necessary for the on-going management or maintenance of the natural environment.

## Schedule 3 – Existing Zoning



## Schedule 4 – Proposed Zoning



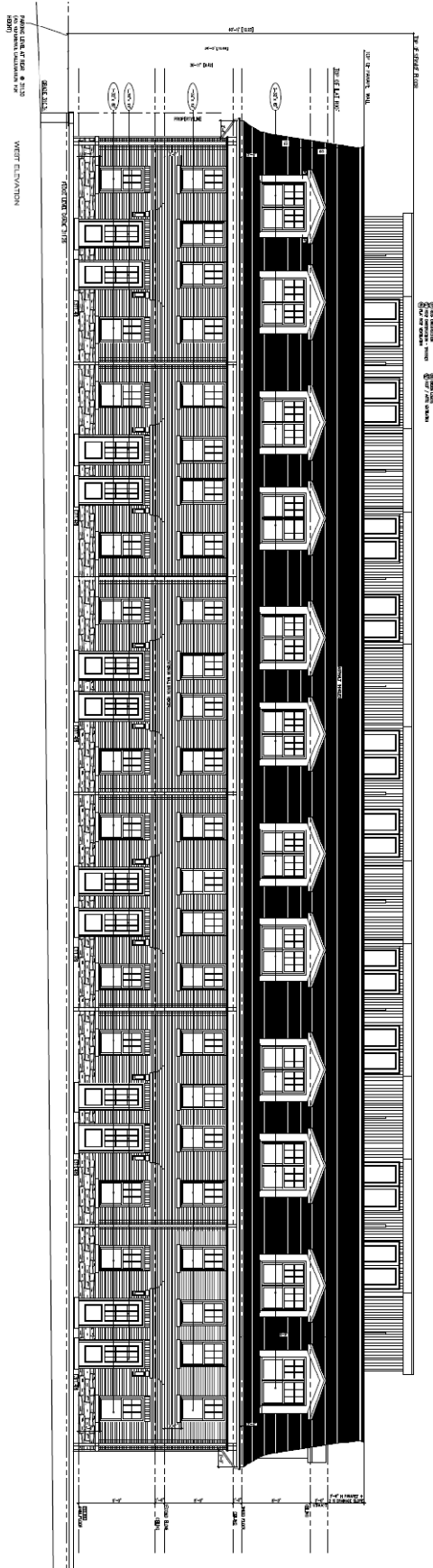
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**Proposed Specialized Zoning Regulations  
for the R3A-?? (Specialized Cluster Townhouse) Zone**

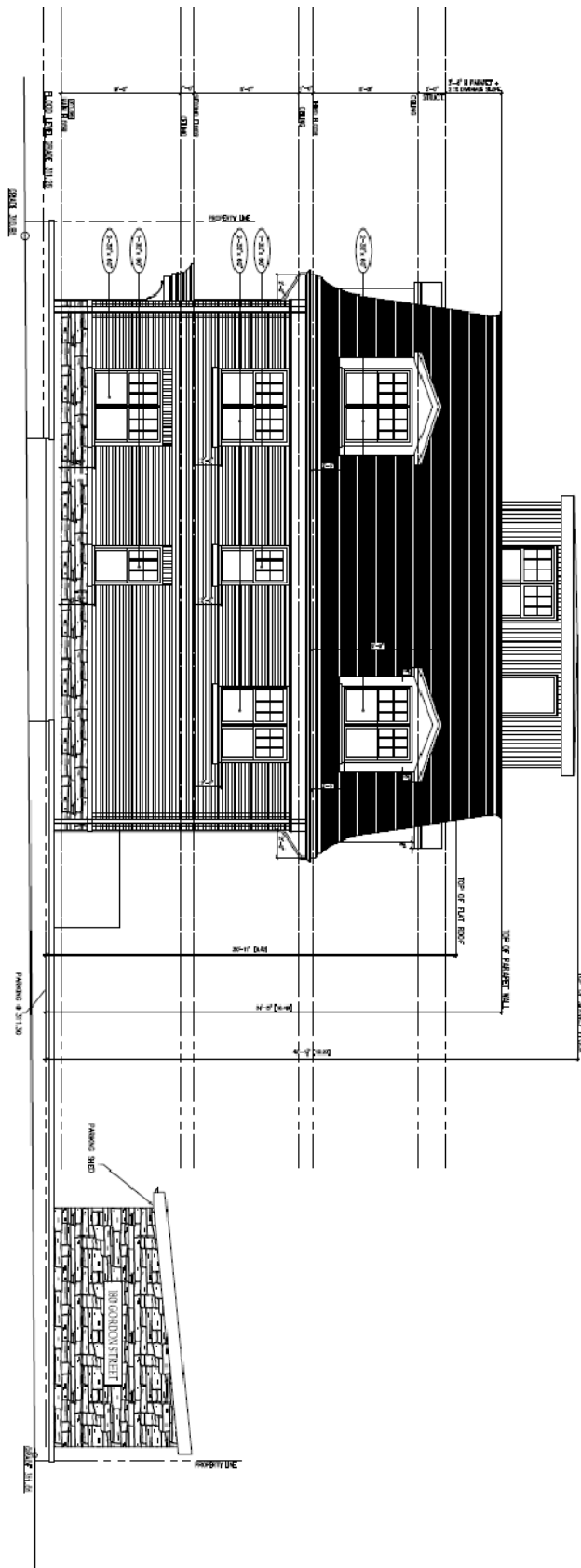
<b>Regulation</b>	<b>Required in the Standard R.3A Zone</b>	<b>Requested in the Specialized R.3A Zone</b>
Minimum Lot Area per Dwelling Unit	270 m <sup>2</sup>	132m <sup>2</sup>
Minimum Side Yard	3 metres or ½ the building height	1.8 metres
Minimum Rear Yard	3 metres or ½ the building height	0.84 metres
Maximum Building Coverage	30%	35.9%
Maximum Building Height	3 storeys	4 storeys
Minimum Landscaped Open Space	40%	4%
Maximum Number of Dwelling Units in a Row	8	12
Maximum Density of Site	37.5 units per hectare	76 units per hectare



### Proposed North Elevation (View from Speed River/Marianne's Park)



Proposed West Elevation (View from Gordon Street)



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**J. DAVID McAULEY  
ARCHITECT INC**

360 WOOLWICH ST.  
Tel (519) 823-2441

GUELPH, ON  
www.jdm-arch.com

N1H 3W6  
office@jdm-arch.com

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Apr. 15, 2011

Tina Agnello, Deputy City Clerk  
City Hall,  
1 Carden St.,  
Guelph ON N1H 3A1

RECEIVED  
APR 27 2011  
CITY CLERK'S OFFICE

Dear Ms. Agnello,

Re: **File ZC1105**  
**381 Woolwich St.**

I have owned and occupy along with conducting my architectural practice for 29 years from 360 Woolwich St. approximately 1 block south and west of the subject property.

Please be advised that I support the application and wish the owners of this property continued success.

The proposed amendment and permitted uses are consistent with neighbourhood and meets the intent of the Zoning Bylaw and Official Plan.

Sincerely,



David McAuley

cc. Astrid Clos [astrid.clos@ajcplanning.ca](mailto:astrid.clos@ajcplanning.ca)  
Ian Findlay [ian.findlay@guelph.ca](mailto:ian.findlay@guelph.ca)  
Andy Van Hellemond [andy.hellemond@guelph.ca](mailto:andy.hellemond@guelph.ca)



RE: ZC1106

**781-783 Wellington Road West**

**Linda Froklage**

**Mike Boire**

**Al & Ann Boire**

1. Will the existing trees on the lot remain.
2. Is fencing being stalled around the perimeter or a retaining wall? On the lot Line? Where?
3. Is our existing driveway (799) going to need repairs from any damage due to construction?
4. Why is an apartment building (multi-res) being constructed on such a busy highway/corner?  
Not a medical building; why four storey?
5. Are the apartments geared-to-income? Low rental? Seniors?
6. Is city water & sewage being tied into city?
7. Lighting at night (motion detectors only?)
8. Grading along lot line?
9. Pets allowed?
10. Inside land for apartment turn only?

RECEIVED  
APR 26 2011

DRENDRA ROTH

GUELPH, ONTARIO

CITY CLERK'S OFFICE

CITY CLERKS OFFICE  
3<sup>RD</sup> FLOOR, CITY HALL  
1 CARDEN STREET  
GUELPH, ONTARIO

APR 26 2011

ServiceGuelph

ATTENTION: TINA AGNELLO, DEPUTY CITY CLERK

RE: ZONING BY-LAW AMENDMENT FOR 781-783 WELLINGTON ROAD WEST.

DEAR MADAM:

I AM AGAINST THESE AMENDMENTS FOR THE FOLLOWING REASONS:

1. REDUCING THE REQUIRED PARKING SPACES FROM 1.5 TO 1.3 PER UNIT.

THERE IS NO ON-STREET PARKING ON EITHER FIFE OR WELLINGTON ROADS IF MORE THAN 5 VISITORS SHOW UP AT THE SAME TIME. EVEN AT THE REQUIRED RATIO OF SPACE ONLY 8 VISITORS WITH VEHICLES COULD BE ACCOMMODATED AT ANY TIME FOR 15 UNITS. WHO CONSULTS THEIR NEIGHBOURS WHEN HAVING COMPANY, ESPECIALLY AROUND HOLIDAYS?

ALSO WHERE WILL 15 VEHICLES PARK WHEN MAINTENANCE OF THE PARKING LOT NEEDS TO BE PERFORMED, IE: REPAINTING OF SPACE LINES, RESURFACING OF THE LOT, AND PLOWING OF THE PARKING SPACES?

2. REDUCTION OF THE PARKING SETBACK IN THE REAR YARD FROM THE REQUIRED 3.0 M TO 1.5 M. FIRST, WHY IS THERE A REQUIRED SETBACK OF 3.0 M?

THIS AMENDMENT WOULD HAVE A HUGE DETRIMENTAL EFFECT ON THE QUALITY AND PEACEFULNESS OF MY LIFE ON MY PROPERTY, SINCE MY DRIVEWAY FOLLOWS THE PROPERTY LINE AND MY HOUSE IS APPROXIMATELY 2.5 M FROM THIS LINE. EVEN IF THESE 4 SPACES WERE DESIGNATED AS VISITOR ONLY PARKING, VEHICLES WOULD BE PARKING 4.0 M FROM THE FRONT CORNER OF MY HOUSE WHICH IS MY BEDROOM. NOT ONLY THE NOISE FROM STARTING THE VEHICLES, BUT THE CHIRPING FROM SETTING/DISMANTLING OF ALARMS, THE ALARMS THEMSELVES, AND CLOSING OF DOORS AND TRUNKS WOULD DISTURB MY SLEEP DAY OR NIGHT.

ANOTHER PROBLEM WITH THESE PARKING SPACES WOULD BE WHEN LIGHTS ARE TURNED ON OR VEHICLES PULL INTO THESE SPACES. THIS COULD BE EXTREMELY DISTRACTING WHEN DRIVING OR BACKING, INTO OR OUT OF MY DRIVEWAY BY MYSELF OR ANY VISITORS I HAVE AS THESE LIGHTS WOULD BE COMING DIRECTLY INTO THE SIDE OF MY DRIVEWAY AND ANY VEHICLE IN IT.

3. THE PROPOSED EXIT ONTO FIFE ROAD WOULD BASICALLY END ON THE DOWNSIDE OF MY DRIVEWAY WHERE IN PAST YEARS I HAVE PILED THE MAJORITY OF THE STREET SNOW PLOWED INTO MY DRIVEWAY, IN ORDER TO KEEP THE SNOW PILES UNDER 1.0M ON THE UPSIDE FROM BLOCKING THE VIEW OF ON COMING TRAFFIC. SINCE THE AMOUNT OF STREET SNOW PUSHED INTO MY DRIVEWAY WILL LIKELY NOT DECREASE AND I WILL BE FORCED TO PUSH IT UP AND PILE IT ON THE UPSIDE OF MY DRIVEWAY, KEEPING THE PILES UNDER 1.0M MAY WELL BE IMPOSSIBLE. SNOW IN MY DRIVEWAY HAS BEEN PILED IN MY FRONT YARD, ALONG THE SIDE AND BACK TO OVER 1.0M.

WITH PROPOSED EXITS ON BOTH FIFE AND WELLINGTON ROADS, THERE IS A VERY GOOD CHANCE MOTORISTS WILL USE THIS AS ANOTHER STREET

4. IN THE PROPOSED CONCEPT PLAN, IT APPEARS THAT ALL EXISTING MATURE PINES IN THAT LOT ARE TO BE CUTDOWN. WHERE WILL SECURITY LIGHTS BE PLACED IN THE PARKING AREA AND ON THE BUILDING? WILL THEY BE SHINING ON MY WINDOWS OR AT EYE LEVEL WHEN IN MY CAR OR EXITING MY HOUSE? A 4-STORY BUILDING WITH 4 BALCONIES BESIDE THE SIDE ENTRANCE AND 4 BALCONIES ON THE REAR CORNER AND NO INDICATION OF WINDOWS ON THE SIDE FACING MY HOUSE COULD BECOME VERY DISTURBING WITHOUT THE MATURE PINES TO SCREEN THE LIGHTS AND NOISE FROM THE APARTMENTS, ESPECIALLY DURING THE WARMER MONTHS.
5. THERE IS NO INDICATION OF HOW OR WHERE GARBAGE IS TO BE COLLECTED. WHEN THE OLD SERVICE STATION WAS TORN DOWN SKUNKS, RACOONS AND RATS (UP TO 10 INCHES IN BODY LENGTH ALONG THE SIDEWALKS) WERE COMMON. THEY ARE STILL IN THE AREA, I DO NOT WANT THEM TO BECOME REGULAR SIGHTINGS AGAIN. FROM THE PROPOSED CONCEPT PLAN THERE DOES NOT APPEAR TO BE ROOM FOR DUMPSTERS, WHICH WOULD

CREATE AN ODOR PROBLEM AND WHAT ABOUT OVERFLOW OR LAZY APARTMENT DWELLERS.

IF EACH TENNANT WAS REQUIRED TO PLACE THEIR GARBAGE AT THE ROAD, WOULD IT BE FIFE, WELLINGTON OR BOTH? ALSO, IF EACH UNIT PLACED THEIR GARBAGE OUT FOR CITY COLLECTION, WHAT HAPPENS WITH THE GARBAGE NOT SORTED PROPERLY?

6. I AM CONCERNED ABOUT MAINTENANCE OF THE PROPERTY ONCE THE APARTMENTS ARE BUILT. SINCE I HAVE LIVED HERE NO ONE HAS MAINTAINED THE PROPERTY IN QUESTION. I HAVE, AT MY EXPENSE, REMOVED A WASHLINE POLE AND OLD WOODEN SHED THAT THE PREVIOUS OWNERS OF MY PROPERTY HAD USED, LOCATED BETWEEN MY DRIVEWAY AND THE MATURE PINES AND KEPT THAT AREA CUT IN ORDER TO KEEP THE RATS AND MICE A BIT FURTHER AWAY FROM MY HOUSE.

PRIOR TO PURCHASING MY PROPERTY, I HAD LIVED IN A "RESPECTABLE" APARTMENT BUILDING, WHERE DOMESTIC DISTURBANCES AND LOUD PARTIES WERE COMMON. THIS WAS NOT WHAT I WANTED TO COME HOME TO AFTER WORKING 8 TO 12 HOURS. THE PEACE AND QUIET OF THIS AREA WAS SUITABLE TO MY NEEDS. YES, SOME DAYS IN THE SUMMER, IT DOES GET A LITTLE NOISEY FROM THE TOWNHOUSE COMPLEX BUT IT IS NOT ON MY DOORSTEP.

BY ERECTING THIS APARTMENT BUILDING AS PER CONCEPT PLAN, ESPECIALLY REDUCING THE PARKING SETBACK ADJACENT TO MY DRIVEWAY WILL NOT ONLY GREATLY REDUCE MY PRIVACY, SECURITY, PEACEFULNESS AND QUALITY OF LIFE, IT WILL ALSO GREATLY AFFECT THE RESALE VALUE OF MY PROPERTY, SINCE NOT TOO MANY PEOPLE CHOOSE TO LIVE BESIDE AN APARTMENT.

LASTLY, GUELPH IS SUPPOSED TO BE AN ENVIRONMENTALLY CONSCIOUS CITY. CUTTING DOWN MATURE PINES THAT ACT AS A WINDBREAK AND HOMES FOR BIRDS AND OTHER WILDLIFE AND REPLACING THEM WITH 5 SMALL SHRUBS IN ONE LITTLE CORNER DOES NOT AGREE WITH THE CITY'S PUSH TO HAVE RESIDENTS PLANT TREES NOT ONLY FOR THE ABOVE MENTIONED REASONS BUT ALSO FOR THEIR COOLING EFFECT.

HOW MANY APARTMENT DWELLERS ARE AWARE OF THEIR HYDRO, GAS AND WATER CONSUMPTION OR EVEN CARE? USUALLY THESE COSTS ARE INCLUDED IN THE RENT WHICH LEADS TO THE ATTITUDE "MAY AS WELL USE AS MUCH AS POSSIBLE SINCE ITS ALREADY PAID FOR."

ALSO, WHAT AFFECT WILL PAVING, WHAT LOOKS TO BE  $\frac{1}{3}$  TO  $\frac{1}{2}$  OF THE PROPERTY FROM THE PROPOSED CONCEPT PLAN, HAVE ON RUN-OFF AND THE GROUND WATER THAT THE CITY IS DEPENDENT UPON?

Yours Truly



BRENDA ROTH















## CONSENT AGENDA

May 3, 2011

Her Worship the Mayor  
and  
Members of Guelph City Council.

### **SUMMARY OF REPORTS:**

The following resolutions have been prepared to facilitate Council's consideration of the various matters and are suggested for consideration. If Council 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 Consent Agenda will be approved in one resolution.

#### **A Reports from Administrative Staff**

<b>REPORT</b>	<b>DIRECTION</b>
<b>A-1) DUBLIN STREET RECONSTRUCTION, FROM SUFFOLK STREET TO WATERLOO AVENUE – CONTRACT NO. 2-1113</b>  THAT the tender of Drexler Construction Limited, Rockwood, be accepted and that the Mayor and Clerk be authorized to sign the agreement for Contract 2-1113 for the Dublin Street Reconstruction from Suffolk Street to Waterloo Avenue Contract for a total tendered price of \$2,217,683.65 with actual payment to be made in accordance with the terms of the contract.	Approve
<b>A-2) CAO EXECUTIVE SEARCH FIRM SELECTION PROCESS AND RECOMMENDATION</b>  THAT Organization Consulting Limited be appointed as the successful executive search firm to conduct the CAO search.	Approve
<b>B ITEMS FOR DIRECTION OF COUNCIL</b>	
<b>C ITEMS FOR INFORMATION OF COUNCIL</b>	

attach.

TO **Guelph City Council**

SERVICE AREA Planning & Building, Engineering and Environment  
DATE May 3, 2011

**SUBJECT Dublin Street Reconstruction, from Suffolk Street to  
Waterloo Avenue – Contract No. 2-1113**

REPORT NUMBER

---

## RECOMMENDATION

"THAT the tender of Drexler Construction Limited, Rockwood be accepted and that the Mayor and Clerk be authorized to sign the agreement for Contract 2-1113 for the Dublin Street Reconstruction from Suffolk Street to Waterloo Avenue Contract for a total tendered price of \$2,217,683.65 with actual payment to be made in accordance with the terms of the contract."

## BACKGROUND

The contract work entails the reconstruction of Dublin Street between Suffolk Street and Waterloo Avenue including the replacement of the underground watermain, sanitary sewer, storm sewer, municipal services, curb & gutter, sidewalk and asphalt.

To facilitate reconstruction, Dublin Street will be closed to through traffic. Access to abutting properties will be maintained throughout the duration of the reconstruction.

## REPORT

Tenders for the above mentioned project were received Wednesday, April 20, 2011 as follows (prices include 13% HST):

- |  |                |
|--|----------------|
| 1) Drexler Construction Limited, Rockwood.....   | \$2,217,683.65 |
| 2) Terracon Underground Limited, Brantford.....  | \$2,255,000.00 |
| 3) J.G. Goetz Construction Limited, Guelph,..... | \$2,521,000.00 |

The tenders were checked for legal and arithmetic accuracy and no errors were found.

Drexler Construction Limited. has successfully completed work on previous reconstruction contracts for the City. We therefore recommend that the contract be awarded to this firm.

---

## **CORPORATE STRATEGIC PLAN**

This project supports:

- The City's Strategic Goal #1; "An attractive, well-functioning and sustainable city."

## **FINANCIAL IMPLICATIONS**

Funding for this project will be from the City's approved Capital budget as set out in the attached Budget and Financial Schedule.

## **DEPARTMENTAL CONSULTATION**

N/A

## **COMMUNICATIONS**

The project was presented to the public at a Public Open House that was held on April 6, 2011 at the Civic Museum. A total of 60 members of the public attended the Public Information Centre. The main issue raised was where to park their vehicles during construction disruptions as the adjacent side streets are fully utilized with on-street parking at a premium. Staff are reviewing the concerns raised in an attempt to find a suitable solution in conjunction with staff from Traffic Services. A Notice of Construction will be forwarded to the residents and businesses in the project area prior to construction and will also be published in the City Page of the Guelph Tribune and on [guelph.ca](http://guelph.ca). The notice will include contact information for the project including the City's representative, contractors' representative and the City's on-site construction inspector.

## **ATTACHMENTS**

Budget and Financial Schedule.

### **Prepared By:**

Andrew Janes, P.Eng.  
Project Engineer Supervisor  
(519) 822-1260, ext. 2338  
[andrew.janes@guelph.ca](mailto:andrew.janes@guelph.ca)

Original Signed by:

---

### **Recommended By:**

Richard Henry, P.Eng.  
General Manager/City Engineer  
(519) 822-1260, ext. 2248  
[richard.henry@guelph.ca](mailto:richard.henry@guelph.ca)

Original Signed by:

---

### **Recommended By:**

Janet L. Laird, Ph.D.  
Executive Director  
Planning & Building, Engineering  
and Environment  
(519) 822-1260, ext. 2237  
[janet.laird@guelph.ca](mailto:janet.laird@guelph.ca)

# Budget and Financing Schedule

JDE Project number: RD0225\_SC0014\_WD0014  
 Project name: **Dublin: Suffolk - Waterloo**  
 Contract #: 2-1113  
 Prepared by: Andrew Pike  
 Date: April 26, 2011

## A. Budget Approval & Additional Funding

RD0225 Dublin: Suffolk - Waterloo  
 SC0014 Sewer Repl Various  
 WD0014 Watermain Replacement

## Budget Approval

## B. Budget Requirement

Tender Price: Drexler Construction Inc. (including HST)

Less: HST

Add: HST Payable (calculated at 1.76%)

## City Share

plus: Expenditures to Date - All Projects

plus: Committed Work on Existing POs & Contracts - All Projects

plus: Contingency- All Projects

plus: Other Work- All Projects

plus: Future Work- All Projects

## TOTAL BUDGET REQUIREMENT

## C. Surplus / (Deficit)

## D. Revised project budget

**Note:**

Total Cost	External Financing			Internal Financing		
	Developer Contributions	Dev't Charges	Gas Tax	Current Revenues	City Reserves	Debt
1,973,110	0	0	0	0	1,973,110	0
213,331	0	0	0	0	213,331	0
354,610	0	0	177,305	0	177,305	0
<b>2,541,051</b>	<b>0</b>	<b>0</b>	<b>177,305</b>	<b>0</b>	<b>2,363,746</b>	<b>0</b>
1,962,552						
Less: HST						
34,116						
<b>1,996,668</b>	<b>0</b>	<b>0</b>	<b>139,320</b>	<b>0</b>	<b>1,857,348</b>	<b>0</b>
0	0	0	0	0	0	0
200,000	0	0	13,955	0	186,045	0
50,000	0	0	3,489	0	46,511	0
294,383	0	0	20,541	0	273,842	0
<b>2,541,051</b>	<b>0</b>	<b>0</b>	<b>177,305</b>	<b>0</b>	<b>2,363,746</b>	<b>0</b>
0	0	0	0	0	0	0
<b>2,541,051</b>	<b>0</b>	<b>0</b>	<b>177,305</b>	<b>0</b>	<b>2,363,746</b>	<b>0</b>

# COUNCIL REPORT



TO **Guelph City Council**

SERVICE AREA Human Resources  
DATE May 3, 2011

**SUBJECT CAO Executive Search Firm Selection Process  
and Recommendation**

REPORT NUMBER

---

## RECOMMENDATION

That the recommendation to appoint Organization Consulting Limited as the successful executive search firm to conduct the CAO search be approved.

## BACKGROUND

The CAO Recruitment Process as outlined in the CAO Employment Policy and Procedure for Hiring the Chief Administrative Officer (CAO) and approved by Council on April 26, 2011 recommends the use of an executive search firm to provide dedicated resources and expertise to the recruitment process for a Chief Administrative Officer for the City of Guelph.

The following report outlines the steps undertaken to source and evaluate the recommended firm.

## REPORT

On March 11, 2011 a request for proposals was issued to seven executive search firms for the recruitment of a Chief Administrative Officer. All seven firms responded. Proposals were assessed by staff in Human Resources according to the criteria outlined in the RFP, as summarized below:

- |   |     |
|---|-----|
| • Demonstrated experience of the firm and project members | 30% |
| • Recruitment Process                                     | 25% |
| • Steps to ensure a diverse candidate pool                | 10% |
| • Timelines for completion of the search                  | 5%  |
| • Fee Structure   | 15% |
| • Performance Guarantees                                  | 5%  |
| • References  | 10% |

The request for proposals issued on March 11<sup>th</sup> is attached to this report. The request was sent to:

Feldman Daxon \*

---

Hayhurst Consulting  
Krecklo International Inc.  
Odgers Berndtson \*  
Organization Consulting Limited \*  
Phelps Group  
Ravenhill Group

The three firms who received the highest scores according to the criteria (marked by an \* above) were presented to the CAO Selection Committee and invited to make formal presentations.

The presentation format and content requested of presenting firms is attached .

The CAO Selection Committee heard presentations on April 26<sup>th</sup>. The search firms were then evaluated individually by Committee members according to preset criteria. These criteria included a confirmation of scores of written proposals, scores on the specific presentation content that was requested and scores on the firm's overall ability to conduct a successful search effectively. A copy of the presentation evaluation criteria is attached.

Organization Consulting Limited received the highest score from each member of the CAO Selection Committee and as such, the CAO Selection Committee is recommending to Council that Organization Consulting Limited be appointed as the successful firm to conduct the executive search for the Chief Administrative Officer.

## **CORPORATE STRATEGIC PLAN**

Goal 5 A community focused, responsive and accountable government.

## **FINANCIAL IMPLICATIONS**

The financial cost of this search as quoted by Organization Consulting Limited is within the range approved by Council on April 26, 2011. (\$40,000 to \$45,000).

## **DEPARTMENTAL CONSULTATION**

N/A

## **COMMUNICATIONS**

A page will be developed on [guelph.ca](http://guelph.ca) for posting information regarding the process and the status of conducting the search for a Chief Administrative Officer.

---

## ATTACHMENTS

- CAO Recruitment Process dated June 14, 2007 re. the "Procedure for Hiring the CAO"
- Governance Manual Appendix 8.3 " Procedure for Hiring the CAO"
- Request for Proposals: Executive Search firm for CAO Recruitment
- RFP Evaluation Criteria/Form
- Presentation Format and Content: Executive Search firm for CAO Recruitment
- Formal Presentation Evaluation Form

Original Signed by:

---

**Prepared By:**

Dana Nixon  
Manager, Staffing & Workforce Planning  
X2266  
dana.nixon@guelph.ca

Original Signed by:

---

**Recommended By:**

CAO Selection Committee  
Chair: Mayor Karen Farbridge  
x2286  
karen.farbridge@guelph.ca





# City of Guelph

**Report:**

## **MAYOR AND CHAIR OF FINANCE, ADMINISTRATION AND CORPORATE SERVICES**

---

**TO:** *Governance and Economic Development Committee*

**DATE:** June 14, 2007

**SUBJECT:** **CAO Recruitment Process**

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### **RECOMMENDATION:**

**That the "Procedure for Hiring the Chief Administrative Officer (CAO)" be approved.**

### **BACKGROUND:**

On April 27th, 2007, Council directed the Mayor and Chair of Finance, Administration and Corporate Services Committee to report back to Council with recommendations on a process to hire the CAO.

### **REPORT:**

A proposed procedure for hiring the Chief Administrative Officer (CAO) has been developed. The procedure has been adapted from the "Policy for Hiring Directors" approved by Council on March 26, 2007.

### **CORPORATE STRATEGIC PLAN:**

To have exemplary management practices.

### **FINANCIAL IMPLICATIONS:**

The cost of retaining the services of a recruitment consultant and/or recruitment search firm will be determined through a Request for Proposals.

### **DEPARTMENTAL CONSULTATION:**

Not applicable.

*A Great Place to Call Home*

**COMMUNICATIONS:**

N/A

**ATTACHMENTS:**

1. "Procedure for Hiring the Chief Administrative Officer (CAO)"

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Prepared & Recommended By:

***Karen Farbridge***  
**MAYOR**

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Reviewed & Recommended By:

***Karl Wettstein***  
**CHAIR, FINANCE, ADMINISTRATION AND CORPORATE SERVICES**

### ***Appendix 8.3 – Governance Manual Procedure for Hiring the Chief Administrative Officer (CAO)***

1. The recruitment of a CAO reporting to Council will include a thorough and comprehensive analysis of the position requirements and a thorough assessment of the skills, experience, knowledge and qualifications of both ***internal*** and ***external*** candidates.
2. The Search Team will consist of the Mayor and Chairs of the Community Development and Environmental Services Committee, Emergency Services, Community Services and Operations Committee, Finance, Administration and Corporate Services Committee and Governance and Economic Development Committee, or their designates. An independent person from the community may form part of the Search team.
3. The recruitment process will be determined by the Search Team with the assistance of a recruitment consultant and/or recruitment search firm. The position will be advertised both internally and externally.
4. The Search Team will recommend a preferred recruitment consultant and/or recruitment search firm to Council for approval. Selection of a recruitment consultant and/or recruitment search firm will be consistent with the City of Guelph's purchasing policy.
5. The recruitment consultant and/or recruitment search firm will screen prospective candidates and develop a short list of candidates to be interviewed by the Search Team.
6. Appropriate further testing and evaluations as required will be completed, along with reference verification.
7. Based on the results of testing, evaluation, reference checking and input and evaluation, the Search Team will make a recommendation on a preferred candidate to Council.
8. A summary of the process, the overall evaluations of all candidates and the final decision will be presented by the Search Team to Council prior to offering the position to the candidate.

# Executive Search Firm for Chief Administrative Officer Recruitment



Request for Proposals

March 11, 2011

## **Prequalification**

To 'prequalify' for consideration, your firm must have recruited a CAO position and/or recruited comparable senior executive positions in the municipal or comparable government/public sector.

## **Process Outline**

The successful Search Firm will report directly to the Governance Committee of Council (consisting of the Mayor and Chairs of the five Standing Committees) and work closely with the Manager of Staffing and Workforce Planning on all aspects of the recruitment process including:

### Phase 1:

- Review existing written materials (Position Mandate)
- Validate or revise existing Position Mandate with input/direction from the Governance Committee
- Prepare and place all media advertising and conduct all other approved targeted searches
- Establish a "long list" of candidates who meet required specifications and conduct preliminary interviews with selected candidates, including any internal applicants, for presentation to the Governance Committee

### Phase 2:

- Recommend a "short list" of candidates, with written assessment, to be reviewed and interviewed by the Governance Committee
- In consultation with the Manager of Staffing and Workforce Planning develop interview format and questionnaire, prepare evaluation criteria and arrange candidate interviews with the Governance Committee
- Schedule second interviews following the results of the first round
- Arrange and administer appropriate testing of finalist candidates
- Conduct in depth reference checks, including verifying academic and professional credentials

### Phase 3:

- Prepare recommendation for hire for Council consideration and approval
- Subject to Council approval, and in consultation with the Manager of Staffing and Workforce Planning, negotiate the terms of offer with the successful candidate
- Communicate with all applicants upon the completion of the selection process

## **Submission Requirements**

- Provide an overview of your organization, its history and experience in recruiting similar executive positions and identify other public sector/municipal sector clients and the titles or level of positions you have successfully recruited.
- Provide a list of all staff members who will be assigned along with backup and support personnel capable of handling this work. Provide resumes for all key persons assigned and a description of their experience in the recruitment of similar level positions.

- Outline your recruitment approach and a management plan for the recruitment of the new CAO and specifically:
  - The steps you would propose to ensure a successful recruitment.
  - The search methodology and process to source potential candidates.
  - A description of the evaluation criteria and methods used to screen and identify the candidates that will be interviewed.
  - Steps to ensure a diverse candidate pool.
- Provide a time line outlining all the necessary steps required to place a candidate.
- Provide a minimum of three (3) references one (1) must be a municipal reference including contact names and telephone numbers for whom similar work has been successfully completed within the last three (3) years.
- Provide your fee structure of this recruitment exercise involving the activities outlined above.
- Describe what services your company would provide to the City of Guelph in the event that the candidate selected for the CAO position proves to be unsatisfactory and another recruitment process must be undertaken.

#### **Search Firm Selection**

Proposals will be reviewed and evaluated according to the criteria listed below. Shortlisted firms will be invited to make a presentation to the Governance Committee of Council. The Governance Committee will recommend selection of the successful search firm to Guelph City Council.

#### **Evaluation Criteria**

The following are the key criteria that will be used to evaluate the Proposals. The list is not in any particular order of priority. The City will base its selection on a combination of the following criteria as a minimum:

Demonstrated experience	30%
References	10%
Recruitment process	25%
Timelines for completion of the search	5%
Steps to ensure a diverse candidate pool	10%
Performance commitment guarantees	5%
Fees and fee structure	15%

#### **Submission Instructions**

Please submit four (4) hard copies of proposals to:

Dana Nixon  
 Manager, Staffing and Workforce Planning  
 City of Guelph | Human Resources  
 1 Carden St., Guelph ON  
 N1H 3A1

**Proposals are due March 30<sup>th</sup> by 4:00pm**

## RFP: Executive Search Firm

### Chief Administrative Office Recruitment

#### PREQUALIFICATION

This firm has recruited a CAO OR a comparable Senior Executive position in the Municipal OR comparable Government/Public Sector:

YES

NO

Assessment Criteria	Weight	MAX Score	Rater 1	Rater 2	Average Score	Weighted Score	Final Score
<b>Demonstrated Experience of the firm and project members</b>	<b>30%</b>						
Experience recruiting similar positions in similar environments	12%	5			0	0	0
List of staff members provided who will be working on this assignment; along with resumes; rate experience recruiting similar positions in similar environments	12%	5			0	0	
Overview & history of firm provided	6%	5			0	0	
<b>Recruitment Process</b>	<b>25%</b>						
Exercise to review/confirm position mandate Prepare and place all media advertising Search methodology; including targeted search Methods to screen candidates including evaluation criteria Conduct preliminary interviews and prepare a 'long list' for committee Provide a short list with written assessments to committee Develop interview format in consultation with HR Arrange interviews: first and second Arrange and administer appropriate testing Conduct in depth reference checks Verify credentials Prepare recommendation to Council of final candidate Negotiate terms of offer Communicate with unsuccessful applicants		5			0	0	0
<b>Steps to ensure a diverse candidate pool</b>	<b>10%</b>						
Consideration is given in this area Detail provided for full marks		5			0	0	0
<b>Timelines for completion of the search</b>	<b>5%</b>						
Work Plan provided including timelines	2%	5			0	0	0
Timelines match those requested	3%	5			0	0	0
<b>Fee Structure</b>	<b>15%</b>						
Fees (See rating scale to assess fees)		15			0	0	0
<b>Performance Guarantees</b>	<b>5%</b>						
Performance Guarantee (See rating scale to assess guarantees)		5			0	0	0
<b>References</b>	<b>10%</b>						
One MUST be municipal; for a similar position in last 3 years Others must be relevant		5			0	0	0

**Total out of 100**

**0.0**

Notes:

# Executive Search Firm for Chief Administrative Officer



## Presentation Format and Content

2011

The following framework has been established for presentations to assist in the selection of an Executive Search Firm to fill the position of CAO for the City of Guelph:

Timing	Content to be presented by the Firm:
5 Minutes (MAX)	Introductions
10 – 15 minutes (MAX)	Brief overview of the Firm and experience recruiting similar positions
	An indication of the retention rates of similarly filled positions
	The importance of developing the Position Profile The plan for developing this profile including: <ul style="list-style-type: none"> <li>• Community consultation</li> <li>• Staff consultation</li> <li>• Council consultation</li> </ul>
	Tools the Firm will use to access a National talent pool
	Tools that will be used to assess references and confirm credentials
	The Firm's understanding of the values of the City of Guelph and the importance of community support and transparency in this process
	Other items the Firm wishes to highlight during their given amount of presentation time
20-25 minutes (whatever is remaining of the 40 minute allotment)	Questions and Answers

Please respond with questions regarding the above to:

Dana Nixon  
Manager, Staffing and Workforce Planning  
City of Guelph | Human Resources  
1 Carden St., Guelph ON  
N1H 3A1

**Executive Search Firm: Chief Administrative Officer**  
**Formal Presentation Evaluation Form**

Presenting Firm: \_\_\_\_\_

Presenters: \_\_\_\_\_

Date: \_\_\_\_\_

**I. Proposal**

/25

**II. Presentation**

/35

**III. Ability**

/10

**TOTAL SCORE**

/70

Scored by: \_\_\_\_\_ Date: \_\_\_\_\_



## I. PROPOSAL

This section is to be used to confirm scores from the original proposal. Original scores have been pre-marked with a circle. Once the presentation and Q&A are completed, Raters may decide to rate the Firm as higher or lower than originally scored. Raters may do this by drawing an arrow, and circling the new score. IF an item is not addressed in the presentation or the Q&A, there should be no change to the original score.

Mark Original Score with ○ If applicable, show new score with →○		Inadequate	Fair	Acceptable	Above Average	Excellent
1. Demonstrated Experience	/5	1	2	3	4	5
2. Recruitment Process	/5	1	2	3	4	5
3. Diverse Candidate Pool	/5	1	2	3	4	5
4. Timelines for Completion	/5	1	2	3	4	5
5. Performance Guarantees	/5	1	2	3	4	5
Sub Total I:						

## II. PRESENTATION:

Firms have been asked to present on the content listed in Section 1. below. Raters will score this content on the scale provided.

Please rate the Firm on the following items.		Inadequate	Fair	Acceptable	Above Average	Excellent
1. Content						
a. Retention Rates (of similarly filled positions)		1	2	3	4	5

b. Developing the Position Profile

- Community consultation
- Staff consultation
- Council consultation

1

2

3

4

5

c. Tools used to conduct a national search

1

2

3

4

5

d. Checking References & Credentials

1

2

3

4

5

e. The importance of Community support and transparency in the process

1

2

3

4

5

2. Preparedness & Professionalism

1

2

3

4

5

3. Ability to Answer Questions

1

2

3

4

5

Sub Total II:

### III. ABILITY:

Considering the above, Raters will score the Firm's ability to meet the expectations summarized in this section.

Please rate the Firm on the following items.

Not  
Capable



Somewhat  
Capable



Fully  
Capable

1. Conduct a successful search in a manner that is consistent with the City of Guelph's corporate values of integrity, excellence and wellness.

1

2

3

4

5

2. Dedicate resources to this project and maintain a highly effective working relationship with the CAO Selection Committee.

1

2

3

4

5

Sub Total III:

**Notes:**

Please attach additional notes taken during the presentation.