

CITY COUNCIL AGENDA



DATE January 30, 2012 – 7 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

PRESENTATION

- a) Mayor Farbridge: Address to Council – Inaugural Update

CONFIRMATION OF MINUTES (Councillor Laidlaw)

*"**THAT** the minutes of the Council Meetings held December 19, 2011 and the minutes of the Council meetings held in Committee of the Whole on December 19, 2011 be confirmed as recorded and without being read."*

CONSENT REPORTS/AGENDA – ITEMS TO BE EXTRACTED

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 Reports/Agenda, please identify the item. The item will be extracted and dealt with separately. The balance of the Consent Reports/Agenda will be approved in one resolution.

Consent Reports/Agenda from:

| Corporate Administration, Finance & Emergency Services Committee | | | |
|--|--------------------------|--------------------|------------------------|
| Item | City Presentation | Delegations | To be Extracted |
| CAFES-1 Proposed Offer to Purchase Permanent Easement – Emergency Access and Walkway – NS Teal Drive | | | |
| CAFES-2 Report of Land Ambulance Enhancements – Next Steps | | | |

Adoption of balance of Corporate Administration, Finance & Emergency Services Committee First Consent Report - Councillor Hofland, Chair

| Operations & Transit Committee | | | |
|---|--------------------------|--------------------|------------------------|
| Item | City Presentation | Delegations | To be Extracted |
| OT -1 Temporary Allowance of Exotic Animals | | | |
| OT-2 Idling By-law Review | | | |
| OT-3 Eastview Road – Speed Limit Reduction | | | |

Adoption of balance of Operations & Transit Committee First Consent Report -
Councillor Findlay, Chair

| Planning & Building, Engineering and Environment Committee | | | |
|--|--------------------------|--------------------|------------------------|
| Item | City Presentation | Delegations | To be Extracted |
| PBEE-1 Showcasing Water Innovation Program Grant Funding Award | | | |
| PBEE-2 Building By-law | | | |
| PBEE-3 Class Environmental Assessment – Notice of Completion for York Trunk Sewer and Paisley and Clythe Reservoir Drinking Water Feeder mains | | | |

Adoption of balance of Planning & Building, Engineering and Environment Committee First Consent Report - Councillor Piper, Chair

| Governance Committee | | | |
|--|--------------------------|--------------------|------------------------|
| Item | City Presentation | Delegations | To be Extracted |
| GOV-1 Council Appointments to Guelph Youth Council | | | |
| GOV-2 Developing the 'Corporate Strategic Plan' | | | |

Adoption of balance of Governance Committee First Consent Report – Mayor Farbridge, Chair

| Council in Closed Session | | | |
|---|--------------------------|--------------------|------------------------|
| Item | City Presentation | Delegations | To be Extracted |
| COW-1 Citizen Appointments to the: Accessibility Advisory Committee / Guelph Museums Advisory Committee / Guelph Sports Hall of Fame Board of Directors | | | |
| COW-2 Citizen Appointments to the: Committee of Adjustment / Environmental Advisory Committee / River Systems Advisory Committee / Heritage Guelph / Property Standards-Fence Viewers Committee / Municipal Property & Building Commemorative Naming Policy Committee / Water Conservation & Efficiency Public Advisory Committee | | | |

Adoption of balance of the Council in Closed Session First Consent Report –

| Council Consent Agenda | | | |
|--|--------------------------|--------------------|------------------------|
| Item | City Presentation | Delegations | To be Extracted |
| A-1) Proposed Demolition of 292 Elizabeth Street | | | |
| A-2) 2012 Grant Recommendations | | | |
| A-3) Envision Guelph: Official Plan Update Phase 3 Revised Draft Policies (OPA 48) | | | |

| | | | | |
|------|--|--|---|---|
| A-4) | 5 Arthur Street Sewer Relocation Agreement | | | |
| A-5) | 27 & 29 Westra Drive – Upcoming Ontario Municipal Board Hearing (A-86/11 & A-87/11), Ward 4 | | | |
| A-6) | Guelph Innovation District Secondary Plan – Preferred Design and Supplementary Report – Stakeholder Feedback | | <ul style="list-style-type: none"> • Rob Witherspoon, Guelph Turf Grass Institute • Donna Sunter • Kirk Simpson • Mario Venditti • Ken Spira | ✓ |
| A-7) | Investment in Affordable Housing in Ontario – Update on Business Case Submissions for Year 1 | | | |

Adoption of balance of the Council Consent Agenda – Councillor

| Other | | | |
|---|-------------------|-------------|-----------------|
| Item | City Presentation | Delegations | To be Extracted |
| (e.g. notices of motion for which notice was given) | | | |

ITEMS EXTRACTED FROM COMMITTEES OF COUNCIL REPORTS AND COUNCIL CONSENT AGENDA (Chairs to present the extracted items)

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.

Reports from:

- Corporate Administration, Finance & Emergency Services – Councillor Hofland
- Operations & Transit – Councilor Findlay
- Planning & Building, Engineering and Environment – Councillor Piper
- Governance – Mayor Farbridge
- Council in Closed Session – TBA

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- Council Consent – Mayor Farbridge

SPECIAL RESOLUTIONS

BY-LAWS

Resolution – Adoption of By-laws (Councillor Piper)

MAYOR'S ANNOUNCEMENTS

Please provide any announcements, to the Mayor in writing, by 12 noon on the day of the Council meeting.

NOTICE OF MOTION

ADJOURNMENT

Council Caucus Room
December 19, 2011 5:30 p.m.

A meeting of Guelph City Council.

Present: Mayor Farbridge, Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond and Wettstein

Absent: Councillors Bell, Furfaro and Laidlaw

Staff Present: Ms. A. Pappert, Chief Administrative Officer; Mr. M. Amorosi, Executive Director of Human Resources & Legal Services; Ms. C. Bell, Executive Director of Community & Social Services; Ms. C. Clack, General Manager of Arts, Culture and Entertainment; Mr. R. Henry, General Manager Engineering Services/City Engineer; Ms. D. Jaques, General Manager of Legal and Realty Services; Mr. J. Stokes, Manager of Realty Services; Mr. S. Worsfold, Deputy City Solicitor; and Ms. T. Agnello, Acting Clerk

1. Moved by Councillor Findlay
Seconded by Councillor Hofland
THAT the Council of the City of Guelph now hold a meeting that is closed to the public with respect to:

Elizabeth Street Storm System

S. 239 (c) proposed or pending acquisition or disposition of land.

Litigation Update

S. 239 (2) (e) litigation or potential litigation, including matters before administrative tribunals.

Citizen Appointments to: Accessibility Advisory Committee / Guelph Museum Advisory Committee / Guelph Sports Hall of Fame Board of Directors

S. 239 (b) personal matters about identifiable individuals.

Citizen Appointments to: Committee of Adjustment / Environmental Advisory Committee / River Systems Advisory Committee / Heritage Guelph / Property Standards/Fence Viewers Committee / Municipal Property and Building Commemorative Naming Policy Committee / Water Conservation and Efficiency Public Advisory Committee

S. 239 (b) personal matters about identifiable individuals.

Carried

The meeting adjourned at 5:31 o'clock p.m.

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Mayor

.....
Acting Clerk

Council Caucus Room
December 19, 2011 5:32 p.m.

A meeting of Guelph City Council closed to the public.

Present: Mayor Farbridge, Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond and Wettstein

Absent: Councillors Bell, Furfaro and Laidlaw

Staff Present: Ms. A. Pappert, Chief Administrative Officer; Mr. M. Amorosi, Executive Director of Human Resources & Legal Services; Ms. C. Bell, Executive Director of Community & Social Services; Ms. C. Clack, General Manager of Arts, Culture and Entertainment; Mr. R. Henry, General Manager Engineering Services/City Engineer; Ms. D. Jaques, General Manager of Legal and Realty Services; Mr. J. Stokes, Manager of Realty Services; Mr. S. Worsfold, Deputy City Solicitor; and Ms. T. Agnello, Acting Clerk

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

There were no declarations.

Proposed or Pending Acquisition or Disposition of Land

1. Moved by Councillor Burcher
Seconded by Councillor Findlay
THAT the report of the Manager of Realty Services entitled 'Elizabeth Street Storm System – Proposed Offer to Sell Land for Storm Water Management Pond' dated December 19, 2011, be received for information.

Ms. D. Jaques
Mr. M. Amorosi
Dr. J. Laird

Carried

Litigation or Potential Litigation, Including Matters Before Administrative Tribunals

Ms. D. Jaques
Mr. M. Amorosi

2. Moved by Councillor Hofland
Seconded by Councillor Guthrie
THAT staff be given direction with respect to a litigation matter.

A recorded vote was requested, which resulted as follows:

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Piper, Van Hellemond, Wettstein and Mayor Farbridge (9)

VOTING AGAINST: Councillor Kovach (1)

Carried

Personal Matters About Identifiable Individuals

REPORT

3. Moved by Councillor Burcher
Seconded by Councillor Hofland
THAT staff be given direction with respect to citizen appointments to the Accessibility Advisory Committee, Guelph Museum Advisory Committee and the Guelph Sports Hall of Fame Board of Directors.

Carried

Personal Matters About Identifiable Individuals

REPORT

4. Moved by Councillor Piper
Seconded by Councillor Findlay
THAT staff be given direction with respect to citizen appointments to the Committee of Adjustment, Environmental Advisory Committee, River Systems Advisory Committee, Heritage Guelph, Property Standards/Fence Viewers Committee, Municipal Property and Building Commemorative Naming Policy Committee and the Water Conservation and Efficiency Public Advisory Committee.

Carried

The meeting adjourned at 6:20 o'clock p.m.

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Mayor

.....
Acting Clerk

Council Chambers
December 19, 2011

Council reconvened in formal session at 7:00 p.m.

Present: Mayor Farbridge, Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond and Wettstein

Absent: Councillors Bell, Furfaro and Laidlaw

Staff Present: Ms. A. Pappert, Chief Administrative Officer; Mr. M. Amorosi, Executive Director of Human Resources & Legal Services; Ms. C. Bell, Executive Director of Community & Social Services; Mr. M. Cameron, Manager of Parks Maintenance & Development; Mr. R. Henry, General Manager Engineering Services/City Engineer; Ms. T. Agnello, Acting Clerk; and Joyce Sweeney, Council Committee Co-ordinator

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

There was no declaration of pecuniary interest.

Guelph City Council Meeting as the Shareholder of Guelph Municipal Holdings Inc.

Ann Pappert, Chief Executive Officer, Guelph Municipal Holdings Inc. highlighted the 2012 Business Plan strategic focus which will include capacity building, accountability and transparency and governance. She requested that Council support the request for purchasing the Directors and Officers insurance and general liability insurance.

Ian Miles, Chief Financial Officer of Guelph Hydro Inc., highlighted the 2012 business plan for the company and the 2011 activities undertaken.

1. Moved by Councillor Dennis
Seconded by Councillor Findlay

Ms. A. Pappert

THAT the report from the Chair of the Guelph Municipal Holdings Inc. Board dated December 2, 2011, which includes the business plan of the Corporation for 2012, be received;

AND THAT the Chief Executive Officer is authorized to purchase directors and officers insurance and general liability insurance for the Corporation from Frank Cowan Company Limited.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

2. Moved by Councillor Hofland
Seconded by Councillor Piper

THAT the minutes of the Council meetings held on November 23, 28, December and 5, 2011 and the minutes of the Council meetings held in Committee of the Whole on November 28 and December 7, 2011 be confirmed as recorded and without being read;

AND THAT the minutes of the Council meeting held on December 7, 2011 as amended to reflect Ann Pappert, Chief Administrative Officer being in attendance be confirmed as amended and without being read.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

CONSENT REPORTS AND AGENDAS

The following item was extracted from the Community & Social Services Committee Tenth Consent Report to be voted on separately:

- CSS-1 Community Gardens Pilot Program Evaluation

The following items were extracted from the Corporate Administration, Finance & Emergency Services Committee Tenth Consent Report to be voted on separately:

- CAFES-2 Canada-EU Comprehensive Economic and Trade Agreement
- CAFES-4 Tax Billing and Collection Policy

Councillor Hofland presented the balance of the Finance, Administration & Corporate Services Committee Tenth Consent Report.

3. Moved by Councillor Hofland
Seconded by Councillor Bucher

THAT the balance of the December 19, 2011 Corporate Administration, Finance & Emergency Services Committee Tenth Consent Report as identified below, be adopted:

a) **Budget Impacts Per Ontario Regulation 284/09**

Ms. S. Aram

THAT Council approve the compliance report for expenditures excluded from the 2012 Budget as required by Ontario Regulation 284/09 passed under the Municipal Act, 2001.

b) **Information Technology (IT): Strategic Plan Framework**

Mr. M. Amorosi
Mr. G. Dupuis

THAT the IT Strategic Plan Framework be approved and that staff be authorized to develop the IT Strategic Plan.

c) **Investment Policy Review**

Ms. S. Aram

THAT the City investment policy, attached as Schedule 1, be approved as amended;

AND THAT staff bring forward the Investment Policy at the beginning of each term of Council.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

Councillor Findlay presented the Operations & Transit Committee Tenth Consent Report.

4. Moved by Councillor Findlay
Seconded by Councillor Van Hellemond
THAT the December 19, 2011 Operations & Transit Committee Tenth Consent Report as identified below, be adopted:

a) **Fare Integration Agreement – Metrolinx-GO**

Mr. D. McCaughan
Ms. D. Jaques

THAT the Operations & Transit Committee Report OT OT011201 Fare Integration Agreement – Metrolinx-GO Transit dated December 12, 2011 be received;

AND THAT the Mayor and City Clerk be authorized to sign a Fare Integration Agreement with Metrolinx-GO satisfactory to the Executive Director of Operations & Transit (or designate) and the City Solicitor (or designate).

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

Councillor Kovach presented the Council in Closed Session Sixth Consent Report.

5. Moved by Councillor Kovach

Seconded by Councillor Van Hellemond

THAT the December 19, 2011 Council in Closed Session Sixth Consent Report as identified below, be adopted:

a) **Citizen Appointments to the Economic Development Advisory Committee**

Ms. T. Agnello
Mr. P. Cartwright

THAT the Terms of Reference for the Economic Development Advisory Committee be amended to add one additional member, bringing the total to 10 for a period ending November 2014, at which time the number of members on the Committee will be revisited;

AND THAT Christine Eckert, Richard Puccini and Stephen Morris be appointed to the Economic Development Advisory Committee for term ending November 2014;

AND THAT Karen Hamilton, Frank Ingratta and Thomas McLaughlin be appointed to the Economic Development Advisory Committee for a term ending November 2012.

b) **Citizen Appointments to the Guelph Police Services Board**

Ms. T. Agnello
Ms. C. Parton

THAT Len Griffiths be appointed to the Guelph Police Services Board for a term ending November 30, 2014.

c) **Citizen Appointments to the Transit Advisory Committee**

Ms. T. Agnello
Mr. M. Anders

THAT Derek Alton, Ben Garnham, Sheila Nicholas, Steven Petric, Andrew Seagram, and Ian Weir, be appointed to the Transit Advisory Committee for a term ending November, 2012.

d) **Citizen Appointments to the Guelph Public Library Board**

Ms. T. Agnello

THAT Kyle Clements, Anne MacKay, Gertrude Robinson

Ms. K. Pope

and Kate Saunders be appointed to the Guelph Public Library Board for a term ending, November 2014.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

Councillor Findlay presented the Nominating Committee Second Consent Report.

6. Moved by Councillor Findlay
Seconded by Councillor Burcher

THAT the December 19, 2011 Nominating Committee Second Consent Report as identified below, be adopted:

a) Council Appointments to Standing Committees

Mayor Farbridge
Councillors
Executive Team
Ms. T. Agnello

THAT Councillors Furfaro, Kovach and Wettstein be appointed to the Audit Committee for a term expiring December 2012;

AND THAT Councillors Burcher, Laidlaw and Van Hellemond be appointed to the Community & Social Services Committee for a term expiring December 2012;

AND THAT Councillors Kovach, Laidlaw and Wettstein be appointed to the Corporate Administration, Finance and Emergency Services Committee for a term expiring December 2012;

AND THAT Councillors Bell, Furfaro and Van Hellemond be appointed to the Operations & Transit Committee for a term expiring December 2012;

AND THAT Councillors Bell, Burcher and Guthrie be appointed to the Planning & Building, Engineering and Environment Committee for a term expiring December 2012.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

Consent Agenda

The following items were extracted from the December 19, 2011 Consent Agenda to be voted on separately:

- A-3 Proposed Demolition of 61 Kirkland Street
- A-4 Proposed Demolition of 9 Woodlawn Road East

7. Moved by Councillor Findlay
Seconded by Councillor Burcher

THAT the balance of the December 19, 2011 Council Consent Agenda as identified below, be adopted:

a) Hanlon Creek Business Park – Phase 2 – Subdivision Amendments

Mr. P. Cartwright
Dr. J. Laird
Ms. D. Jaques
Mr. M. Amorosi

THAT the report dated December 19, 2011 which has been prepared by Economic Development and Tourism Services regarding Hanlon Creek Business Park – Phase 2 – Subdivision Amendments be received;

AND THAT the Mayor and Clerk be authorized to execute a Subdivision Amending Agreement as outlined in the report of the General Manager of Economic Development and Tourism Services dated December 19, 2011;

AND THAT in addition to the property described in the April 4, 2011 Planning & Building, Engineering and Environment Report (11-27), Guelph City Council also supports the request by Guelph Land Holdings Inc. to exempt Part of Lot 20, Concession 4, Geographic Township of Puslinch, being more particularly described as Part 1 on 61R11645, City of Guelph, being all of PIN 71200-0180 (LT) from Part Lot Control subject to the conditions set out in Schedule 3 of the Planning & Building, Engineering and Environment Report (11-27) dated April 4, 2011.

b) Royal Bank Credit Facility

Ms. S. Aram
Mr. P. Cartwright

THAT Council authorize the Mayor and Clerk and Treasurer to execute an agreement with the Royal Bank to renew a \$10 million one year interest only loan to be drawn prior to December 31, 2011 and to be repaid or refinanced by December 31, 2012 in order to fund capital expenditures net of land sale revenues related to the Hanlon Creek Business Park development.

c) 415 Cole Road – Upcoming Municipal Board Hearing (A-80/11), Ward 5

Dr. J. Laird
Ms. D. Jaques
Mr. M. Amorosi

THAT Report 11-105 dated December 19, 2011 regarding an appeal from the Committee of Adjustment Decision A-80/11 refusing a minor variance to Interim Control By-law (2010)-19019 to recognize an existing six (6) bedroom

lodging house in a single detached dwelling at 415 Cole Road, City of Guelph, from Planning & Building, Engineering and Environment be received;

AND THAT the City not be a party at any upcoming OMB proceedings regarding an appeal from the Committee of Adjustment's decision A-80/11 refusing a minor variance to Interim Control By-law Number (2010)-19019 to recognize an existing six (6) bedroom lodging house in a single detached dwelling at 415 Cole Road.

d) 12 Balfour Court Upcoming Ontario Municipal Board Hearing (A-83/11), Ward 6

Dr. J. Laird
Ms. D. Jaques
Mr. M. Amorosi

THAT Report 11-108 dated December 19, 2011 regarding an appeal from the Committee of Adjustment Decision A-83/11 refusing a minor variance to Interim Control By-law (2010)-19019 to recognize an existing 87.2 m² accessory apartment in a detached dwelling at 12 Balfour Court, City of Guelph, from Planning & Building, Engineering and Environment be received;

AND THAT the City not be a party at any upcoming OMB proceedings regarding an appeal from the Committee of Adjustment decision A-83/11 refusing a minor variance to Interim Control By-law Number (2010)-19019 to recognize an existing 87.2 m² accessory apartment in a detached dwelling at 12 Balfour Court.

e) Elizabeth Street Storm System – Proposed Offer to Sell Land for Stormwater Management Pond

Ms. D. Jaques
Dr. J. Laird
Mr. M. Amorosi

THAT the Mayor and Clerk be authorized to execute an Offer to Sell and Agreement of Purchase and Sale between the City and 813383 Ontario Limited to acquire part of the property legally known as Part of Lots 2 and 3, Range 3, Division "F", City of Guelph (formerly Township of Guelph) for stormwater management purposes and as outlined in the Closed Meeting report of the Manager of Realty Services dated December 19, 2011.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

DELEGATIONS

Canada-EU Comprehensive Economic and Trade Agreement

Derek Alton and Drew Garvie on behalf of the Central Student Association at the University of Guelph expressed concern with the proposed CETA agreement and its impact on the ability to source local goods and services. They advised that they support a motion opposing the ratification of the agreement without dialogue.

Terry O'Connor on behalf of the Guelph and District Labour Council advised that they support the staff recommendation to not support the ratification of the Canada-EU economic and trade agreement without the ability to provide public and municipal input. He expressed concern that this agreement would restrict the City's ability to purchase non European goods and services and the agreement would impact local job creation. He urged Council to pass a motion requesting that municipalities be exempt from the proposed CETA agreement.

Janice Folkdawson did not address Council.

George Kelly advised that the Coalition of Social Justice is concerned that many economic models around the world are very shakey and that we need to make decisions that would keep our economy strong. He suggested that CETA threatens local business and would impact the local food system. He requested that the municipal sector be excluded from the CETA agreement and that the staff recommendation be supported.

Magee McGuire expressed concern that the proposed CETA agreement would impact the health delivery system and that this area needs to be exempt from the proposed agreement. She suggested that it is important for Guelph to join with other cities across the country who are signing a document to be exempted from this agreement until it is held up for public discussion.

Norah Chaloner was present on behalf of the Guelph Chapter of the Council of Canadians suggested there has been lack of information provided to the public and no room for debate. She further suggested that the city's ability to make decisions at the local level regarding environmental issues could be negated by the CETA. She advised that her organization supports the staff recommendation to not support CETA without further consultation.

Clare Devlin expressed concern with the proposed CETA agreement and the ability of a person to obtain locally grown food. She urged Council to request an exemption for municipalities from the proposed agreement.

Dave Sills, President of the Guelph Civic League expressed concern with the proposed CETA agreement relating to the city's ability to tender goods and services. He also expressed concern with the potential impacts to environmental issues and loss of jobs. He urged Council to request more information and opportunities for input.

Keith Bellairs expressed concern that the proposed CETA agreement does not recognize the uniqueness of municipalities and their values that the agreement could degrade those values. He suggested that CETA would require new purchasing regulations. He further suggested the city to adopt the staff recommendation until such time as the city has been adequately consulted and given an opportunity to provide input.

James Reinhart suggested that the proposed CETA agreement would diminish the voice of the City and would further the agenda of multinational companies. He suggested that municipalities should be exempt from the CETA agreement.

Councillor Hofland presented Clause 2 that was extracted from the Corporate Administration, Finance & Emergency Services Committee Tenth Consent Report.

8. Moved by Councillor Hofland
Seconded by Councillor Burcher

THAT the report dated December 5, 2011 regarding the Canada-EU Comprehensive Economic and Trade Agreement which has been prepared by Economic Development and Tourism Services be received;

AND THAT the City of Guelph request a briefing from the Ontario Government and from the Federation of Canadian Municipalities (FCM) on the scope and content of trade negotiations with the European Union, including the details of its procurement, services and investment offers to the EU;

AND THAT the resolutions regarding the Canada-EU Comprehensive Economic and Trade Agreement be sent to AMO, FCM, the Federal Government, the Provincial Government, the local MPP and MP, the Minister of International Trade and the opposition critics, for consideration and circulation.

Ms. A. Pappert
Mr. P. Cartwright

9. Moved in Amendment by Councillor Burcher
Seconded by Councillor Van Hellemond
THAT Guelph City Council does not support the ratification of the Canada-EU Comprehensive Economic and Trade Agreement by the Government of Canada at this time without the Government of Canada providing further opportunity for public and municipal government assessment of the Canada-EU Comprehensive Economic and Trade Agreement and the opportunity for further input into the Canada-EU Comprehensive Economic and Trade Agreement.

VOTING IN FAVOUR: Councillors Burcher, Findlay, Hofland, Piper, Van Hellemond and Mayor Farbridge (6)

VOTING AGAINST: Councillors Dennis, Guthrie, Kovach and Wettstein (4)

Carried

Ms. A. Pappert
Mr. P. Cartwright

10. Moved in Amendment by Councillor Wettstein
Seconded by Councillor Burcher
THAT the correspondence submitted to Guelph City Council with respect to the Canada-EU Comprehensive Economic and Trade Agreement be forwarded with the resolutions.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Piper, Van Hellemond, Wettstein and Mayor Farbridge (9)

VOTING AGAINST: Councillor Kovach (1)

Carried

Ms. A. Pappert
Mr. P. Cartwright

11. Moved in Amendment by Councillor Guthrie
Seconded by Councillor Burcher
THAT the federal government's negotiations ensure that the FCM guiding principles will be fully reflected in any trade agreement reached between Canada and the European Union.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

The following clauses were voted on separately.

Ms. A. Pappert
Mr. P. Cartwright

12. Moved by Councillor Hofland
Seconded by Councillor Burcher
THAT the report dated December 5, 2011 regarding the Canada-EU Comprehensive Economic and Trade Agreement which has been prepared by Economic Development and Tourism Services be received.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

Ms. A. Pappert
Mr. P. Cartwright

13. Moved by Councillor Hofland
Seconded by Councillor Burcher
THAT the City of Guelph request a briefing from the Ontario Government and from the Federation of Canadian Municipalities (FCM) on the scope and content of trade negotiations with the European Union, including the details of its procurement, services and investment offers to the EU.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

Ms. A. Pappert
Mr. P. Cartwright

14. Moved by Councillor Burcher
Seconded by Councillor Burcher
THAT the resolutions regarding the Canada-EU Comprehensive Economic and Trade Agreement be sent to AMO, FCM, the Federal Government, the Provincial Government, the local MPP and MP, the Minister of International Trade and the opposition critics, for consideration and circulation.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

Councillor Burcher presented Clause 1 that was extracted from the Community & Social Services Committee Tenth Consent Report.

Community Gardens Pilot Program Evaluation

15. Moved by Councillor Burcher
Seconded by Councillor Dennis

THAT Report #CSS-CESS-1153, dated December 6, 2011 and titled 'Community Gardens Pilot Program' providing evaluation of the Community Garden Pilot Program be received;

AND THAT the Community Gardens Program is made a permanent City of Guelph program which will allow and support community gardens on public land and managed with existing resources;

AND THAT staff be directed to develop policy and procedures on Community Gardens and to continue to work in an integrated approach interdepartmentally to support the Community Garden Program; with an annual report back to Council.

16. Moved in Amendment by Councillor Guthrie
Seconded by Councillor Findlay

THAT staff be directed to communicate with existing and up and coming potential gardens for sponsorship opportunities with the private sector, where joint agreements between the city, the community and local businesses could further the garden program, and report back to Council.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

17. Moved by Councillor Burcher
Seconded by Councillor Dennis

Ms. C. Bell

THAT Report #CSS-CESS-1153, dated December 6, 2011 and titled 'Community Gardens Pilot Program' providing evaluation of the Community Garden Pilot Program be received;

AND THAT the Community Gardens Program is made a permanent City of Guelph program which will allow and support community gardens on public land and managed with existing resources;

AND THAT staff be directed to develop policy and procedures on Community Gardens and to continue to work in an integrated approach interdepartmentally to

support the Community Garden Program; with an annual report back to Council;

AND THAT staff be directed to communicate with existing and up and coming potential gardens for sponsorship opportunities with the private sector, where joint agreements between the city, the community and local businesses could further the garden program, and report back to Council.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

Councillor Hofland presented Clause 4 that was extracted from the Corporate Administration, Finance & Emergency Services Committee Tenth Consent Report.

Tax Billing and Collection Policy

18. Moved by Councillor Hofland
Seconded by Councillor Burcher

Ms. S. Aram
Ms. G. Nisbet

THAT Report FIN-11-55 dated December 5, 2011, entitled 'Tax Billing and Collection Policy', be approved, as attached Schedule 2.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

Consent Agenda

Proposed Demolition of 61 Kirkland Street

19. Moved by Councillor Burcher
Seconded by Councillor Hofland

Dr. J. Laird
Mr. J. RJiddell

THAT Report 11-107 regarding the proposed demolition of a detached dwelling at 61 Kirkland Street, City of Guelph, from Planning & Building, Engineering and Environment dated December 19, 2011, be received;

AND THAT the proposed demolition of the detached dwelling at 61 Kirkland Street be approved.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

Proposed Demolition of 9 Woodlawn Road East

Dr. J. Laird
Mr. J. Riddell

20. Moved by Councillor Hofland
Seconded by Councillor Findlay

THAT Report 11-106 regarding the proposed demolition of a detached dwelling at 9 Woodlawn Road East, City of Guelph, from Planning & Building, Engineering and Environment dated December 19, 2011, be received;

AND THAT the proposed demolition of the detached dwelling at 9 Woodlawn Road East be approved.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

BY-LAWS

21. Moved by Councillor Kovach
Seconded by Councillor Van Hellemond

THAT By-laws numbered (2011)-19321 to (2011)-19326, inclusive, are hereby passed.

VOTING IN FAVOUR: Councillors Burcher, Dennis, Findlay, Guthrie, Hofland, Kovach, Piper, Van Hellemond, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: (0)

Carried

MAYOR'S ANNOUNCEMENTS

The Mayor extended holiday greetings & thanked all members of Council and staff for their service during 2011.

Councillor Van Hellemond advised that on Wednesday December 21, 2011 between 1:30 p.m. – 3 p.m. the Ingram Farmhouse will be open for inspection.

ADJOURNMENT

The meeting adjourned at 9:00 o'clock p.m.

Minutes read and confirmed January 30, 2012.

.....
Mayor

.....
Acting Clerk

CORPORATE POLICY AND PROCEDURE



| | |
|-----------------|-------------------|
| POLICY | INVESTMENT POLICY |
| CATEGORY | CORPORATE |
| AUTHORITY | FINANCE |
| RELATED POLICES | |
| APPROVED BY | COUNCIL |
| EFFECTIVE DATE | |
| REVISION DATE | As needed |

POLICY STATEMENT

The City of Guelph strives for the optimum utilization of its cash resources within statutory limitations and the basic need to protect and preserve capital, while maintaining solvency and liquidity to meet on-going financial requirements.

SCOPE

The investment policy applies to all financial assets of the City of Guelph held within the following:

- General Funds;
- Reserve Funds and
- Funds held in Trust with the City of Guelph.

OBJECTIVES

The primary objectives of the Investment Program, in priority order, shall be:

- A. Adherence to statutory requirements;
- B. Preservation of capital;
- C. Maintaining liquidity and
- D. Earning a competitive rate of return.

A) Adherence to Statutory Requirements:

All investment activities shall be governed by the *Municipal Act* as amended. Investments, unless limited further by Council, will be those deemed eligible under

Ontario Regulation 438/97 or as authorized by subsequent provincial regulations. Relevant excerpts of the regulation are attached to this policy as Schedule 2.

B) Preservation of Capital:

Safety of principal is an important objective of the investment program. Investments of the City shall be undertaken in a manner that protects and preserves the capital of the portfolio. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Staff shall endeavour to mitigate credit risk and interest rate risk as follows:

Credit Risk:

- Limiting investments to safer types of securities
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized; and
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Region does business.

In determining the composition of the portfolio, it will be recognised that the combination of several different investments ("diversification") is likely to provide a more acceptable level of risk exposure than having a single investment. As a result, some reasonable diversification of the portfolio will be undertaken. To attain this goal, the City will undertake to establish limitations with respect to credit and investment size.

Investment Quality

All investments shall have a minimum rating within the limitations as set out in Schedule 2. In addition investments are further restricted by credit rating limitations as outlined in this policy.

- 1) The City shall not invest in a security offered by any Borrower (except City/Municipal Notes) with a bond rating lower than 'A' as established by Dominion Bond Rating Services (DBRS) or their equivalent ratings provided by Moody's Investor Services (Moody's), Fitch Ratings (Fitch), or Standard & Poors (S&P).
- 2) The City shall not invest in securities with a Commercial Paper/ST debt rating lower than 'R-1' Mid (except Financial Institutions in Schedule I with ratings no lower than R1 Low) as established by Dominion Bond Rating Services (DBRS) or their equivalent ratings provided by Moody's Investor Services (Moody's), or Standard & Poors (S&P)

Publications of the relevant credit rating agencies shall be monitored on an ongoing basis. Should a rating change result in increased risk with respect to established limitations, an exception report must be prepared and reviewed by the Treasurer with

the appropriate action taken to ensure the City's portfolio remains within the limitations and terms outlined in this policy.

Investment Diversification

Institutional exposure limitations have been established to reflect the relative safety of various issuers and the maximum desired exposure to various levels of government and financial institutions.

Diversification will include sector limitations outlined in Schedule 1 to this policy. All eligible investments (excluding cash held in the bank accounts of the City of Guelph) must adhere to the institutional sector limits as established under Schedule 1.

C) Maintaining Liquidity:

The investment portfolio shall remain sufficiently liquid to meet all operating and cash flow requirements and limit temporary borrowing requirements. This shall be done where possible by structuring the portfolio such that securities mature concurrent with anticipated cash demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets. A portion of the portfolio may be placed in eligible investment pools which offer liquidity for short-term funds.

D) Earning a Competitive Rate of Return:

The Rate of Return on the investment portfolio will be optimized to the extent possible given the investment objectives of legality, safety of principal and the need to maintain adequate liquidity. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

Normally longer term investments offer higher yields than shorter term investments. Investments will be made to obtain the most advantageous yields while at the same time ensuring that funds can be made available to meet expected cash requirements. The composition of the portfolio, including its term and class of investments will be adjusted within the guidelines of this policy to take advantage of market opportunities which arise to enhance the rate of return on the portfolio.

Performance Standards/Benchmarking

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return throughout the budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs of the City. The market yields should be higher than the rate given by the City's general bank account.

ELIGIBLE INVESTMENTS

The City will invest only in securities permitted under the *Municipal Act* and Ontario Regulation 438/97, as amended from time to time.

Only Canadian Dollar investments are authorized for the purposes of this Policy within the limitations set out in Schedule 2 and as further limited by Schedule 1.

AUTHORIZED INVESTMENT DEALERS

The City may invest funds through the investment arm of various Schedule I banks. The following Schedule I banks are authorized to be the City's primary investment dealers:

1. RBC Royal Bank
2. BMO Bank of Montreal
3. CIBC
4. TD Bank Financial Group
5. Scotiabank (The Bank of Nova Scotia)
6. National Bank of Canada

STANDARD OF CARE

A) Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, following the prudent person principle of investment management and considering the probable safety of their principal as well as the probable income to be derived. Consideration will be given to obtaining independent legal and/or financial advice in circumstances in which the municipality believes additional expertise is warranted.

Investment staff acting in accordance with written procedure, this investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risks or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidation or the sale of securities are carried out in accordance with the terms of this policy.

B) Ethics and Conflicts of Interest

Staff involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment policy, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall not undertake personal investment transactions with the same individual with whom business is conducted on behalf of the City.

C) Delegation of Authority

The investment policy and any amendments thereto must be adopted by City Council. This policy will delegate to the Treasurer the authority to make investments which comply with this policy, pursuant to section 418(5) of the Act. The Treasurer has overall responsibility for the prudent investment of the City's portfolio.

Investment Procedures and Internal Control

The Treasurer will be responsible for the development and maintenance of suitable procedures to provide for the effective control and management of investments. The procedures include the following requirements:

- The Treasurer or designate is authorized to obtain a reasonable number of quotations with the approved institutions on any individual investment transaction prior to the decision to invest in a transaction on behalf of the City of Guelph;
- All investments are confirmed by signature of the individual making the investment and ratified by signatures of either the Treasurer or the Deputy Treasurer;
- All cash management transactions are recorded and interest earnings distributed to the various funds, as the case may be, in accordance with City policies and generally accepted accounting principles for Ontario municipalities;
- Periodic audits are carried out to determine whether or not the investment guidelines provided by this policy are being followed. An external audit is carried out to evaluate the adequacy of internal controls and
- Provision is made to obtain insurance coverage at all times to guard against any losses that may occur due to misappropriation, theft or other acts of fraud by employees.

Reporting to Council

In accordance with legislation, submit to Council at least twice per year, a report on the financial position, investment performance, market value and compliance status of the portfolio. The investment report will include reporting requirements as outlined in Schedule 2 and should include:

- A summary, by amount and percentage, of the composition of the investment portfolio;
- Monthly investment balances;
- Year end balance; and
- Such other information that City Council may require or that, in the opinion of the Treasurer, should be included.

D) Safekeeping and Custody

All investments shall be held for safekeeping in the name of the City of Guelph by financial institutions approved by the City. The depository shall issue a safekeeping receipt to the City for each investment transaction, listing the specific instrument, rate, maturity and other pertinent information. On a monthly basis, the depository will provide reports which list all investment activity, the book value of holdings, the market value as of month-end and income earned by the investments.

COLLATERALIZATION

In order to mitigate the City's exposure to credit risk, the City will only invest in Bank Sponsored asset-backed securities and repurchase agreements having satisfactory collateralization in place. The level of collateralization for these investments must be at least 100% of their market value.

DEFINITIONS

Asset Backed Securities: fixed income securities (other than a government security) issued by a Special Purpose Entity, substantially all of the assets of which consist of Qualifying Assets.

Credit Risk: the risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

Diversification: a process of investing assets among a range of security types by sector, maturity, and quality rating.

Duration: a measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

Interest Rate Risk: the risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

Liquidity: a measure of an asset's convertibility to cash.

Market Risk: the risk that the value of a security will rise or decline as a result of changes in market conditions.

Market Value: current market price of a security.

Master Repurchase Agreement: an agreement between a dealer and a client which

substantiates that the securities the client receives under a repurchase agreement are the property of the client in the event of a dealer failure.

Maturity: the date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity".

ONE – The Public Sector Group of Funds ("ONE Fund"): A local government investment pool in which Ontario municipalities may invest. ONE is operated by Local Authorities Service Limited (a wholly owned subsidiary of the Association of Municipalities of Ontario), together with CHUMS Financing Corporation (a wholly owned subsidiary of the Municipal Finance Officers' Association of Ontario).

Portfolio: collection of securities held by an investor.

Prudent Person Rule: an investment standard outlining the fiduciary responsibilities relating to the investment practices of public fund investors.

- a) The standard of prudence to be used by investment managers shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.
- b) The "prudent person" must act in all matters regarding investments with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.
- c) The "prudent person" must diversify the investments of the Funds so as to minimize the risk of large losses, unless under the circumstances it is clearly not prudent to do so.

Qualifying Assets: financial assets, either fixed or revolving, that, by their terms convert into cash within a finite time period, plus any rights or other assets designed to assure the servicing or timely distribution of proceeds to security holders.

Rate of Return: the yield obtainable on a security based on its purchase price or its current market price. Yield reflects coupon, term, liquidity and credit quality.

Repurchase Agreement: an agreement between a dealer and client to sell a security and to repurchase that security, with interest, at a later date.

Safekeeping: holding of assets (e.g., securities) by a financial institution.

Securities: include bonds debentures, treasury bills, commercial paper, repurchase agreements, promissory notes and asset-backed securities.

Sinking Fund: money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

Special Purpose Entity: a trust, corporation, partnership or other entity organized for the sole purpose of issuing securities that entitle the holders to receive payments that depend primarily on the cash flow from Qualifying Assets, but does not include a registered investment company.

Weighted Average Maturity (WAM): the average maturity of all the securities, that comprise a portfolio.

AUTHORIZED INVESTMENTS AND LIMITATIONS

| Sector ⁽¹⁾ | | Minimum DBRS ⁽²⁾ Credit Rating | | Maximum Term (years) | Maximum Credit Exposure | |
|---|--|--|---------------|----------------------------|--|--------------------------|
| | | Short Term | Long Term | | Individual Limit by Credit Rating | Portfolio Limit (max) |
| Federal | Government of Canada ⁽³⁾ | n/a | n/a | 20 | 100% | 100% |
| | Federal Guarantees | n/a | n/a | 20 | 100% | 50% |
| Provincial | Provincial Governments & Provincial Guarantees ⁽⁴⁾ | R1 high | AAA | 20 | 75% | 75% |
| | | R1 mid | AA low | 20 | 75% | |
| | | R1 low | A low | 7 | 50% | |
| Country other than Canada | | | AA low | 1 | 5% | 5% |
| Municipal | City of Guelph | | | | | 50% |
| | Other Municipalities & OSIFA | | AAA AA low | 10 | 50% 40% | 50% |
| | | | A low | 5 | 10% | 10% |
| School Boards | | | AA low | 2 | 10% | 20% |
| University in Ontario, Board of Governors of a College | | | | | | |
| Local Board or Conservation Authority | | | | | | |
| Board of a Public Hospital | | | | | | |
| Non-profit Housing Corporation, Local Housing Corp. | | | | | | |
| Financial Institutions | Schedule I Banks | R-1 low | AA low | 10 | 75% | 75% |
| | Schedule II & III Banks | R-1 mid | AA low | 5 | 25% | 25% |
| | Loan/Trust Corporations, Credit Unions | R-1 high | AA low | 1 | 5% | 5% |
| Supranational Financial Institution or Supranational Government Organization | | | AAA | 5 | 25% | 25% |
| Asset Backed Securities ⁽⁵⁾ | | R-1 high | AAA | 5 | 25% | 25% |
| Corporate Debt | | | AAA | 5 | 25% | 25% |
| | | | AA low | > 5 | 15% | |
| Commercial Paper | | R-1 mid | | 1 | 15% | 15% |
| Joint Municipal Investment Pools | | | | | 15% | 15% |
| Portfolio Term To Maturity | | | | ST – 1 LT - 10 | | |

Note (1) Per definitions and restrictions contained in O.R. 438/97

Note (2) Equivalent ratings from Moody's Investor Services, Standard and Poor's or Fitch Ratings are acceptable as well.

Note (3) Minimum 5% of the portfolio must be in Government of Canada or Federal Government Guarantees.

Note (4) Minimum 10% of the portfolio must be in Provincial Governments or Provincial Guarantees, rated AA (low) or higher.

Note (5) Canadian Bank administered with a minimum of 2 credit ratings.

NOTE: Complete and up to date version is available on www.e-laws.gov.on.ca

Municipal Act, 2001

ONTARIO REGULATION 438/97

ELIGIBLE INVESTMENTS AND RELATED FINANCIAL AGREEMENTS

Last amendment: O. Reg. 52/11.

1. A municipality does not have the power to invest under section 418 of the Act in a security other than a security prescribed under this Regulation.
2. The following are prescribed, for the purposes of subsection 418 (1) of the Act, as securities that a municipality may invest in:
 1. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by,
 - i. Canada or a province or territory of Canada,
 - ii. an agency of Canada or a province or territory of Canada,
 - iii. a country other than Canada,
 - iv. a municipality in Canada including the municipality making the investment,
 - iv.1 the Ontario Strategic Infrastructure Financing Authority,
 - v. a school board or similar entity in Canada,
 - v.1 a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*,
 - v.2 the board of governors of a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*,
 - vi. a local board as defined in the *Municipal Affairs Act* (but not including a school board or a municipality) or a conservation authority established under the *Conservation Authorities Act*,
 - vi.1 a board of a public hospital within the meaning of the *Public Hospitals Act*,
 - vi.2 a non-profit housing corporation incorporated under section 13 of the *Housing Development Act*,
 - vi.3 a local housing corporation as defined in section 2 of the *Social Housing Reform Act, 2000*, or
 - vii. the Municipal Finance Authority of British Columbia.
 2. Bonds, debentures, promissory notes or other evidence of indebtedness of a corporation if,
 - i. the bond, debenture or other evidence of indebtedness is secured by the assignment, to a trustee, as defined in the *Trustee Act*, of payments that Canada or a province or territory of Canada has agreed to make or is required to make under a federal, provincial or territorial statute, and
 - ii. the payments referred to in subparagraph i are sufficient to meet the amounts payable under the bond, debenture or other evidence of indebtedness, including the amounts payable at maturity.
 3. Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments the terms of which provide that the principal and interest shall be fully repaid no later than two years after the day the investment was made, if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by,
 - i. a bank listed in Schedule I, II or III to the *Bank Act* (Canada),
 - ii. a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*, or
 - iii. a credit union or league to which the *Credit Unions and Caisses Populaires Act, 1994* applies.
- 3.1 Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments the terms of which provide that the principal and interest shall be fully repaid more than two years after the day the investment was made, if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by,
 - i. a bank listed in Schedule I, II or III to the *Bank Act* (Canada),
 - ii. a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*,
 - iii. a credit union or league to which the *Credit Unions and Caisses Populaires Act, 1994* applies.

4. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by an institution listed in paragraph 3.
5. Short term securities, the terms of which provide that the principal and interest shall be fully repaid no later than three days after the day the investment was made, that are issued by,
 - i. a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*,
 - ii. the board of governors of a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*, or
 - iii. a board of a public hospital within the meaning of the *Public Hospitals Act*.
6. Bonds, debentures, promissory notes, other evidence of indebtedness or other securities issued or guaranteed by the International Bank for Reconstruction and Development.
- 6.1. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by a supranational financial institution or a supranational governmental organization, other than the International Bank for Reconstruction and Development.
7. Asset-backed securities, as defined in subsection 50 (1) of Regulation 733 of the Revised Regulations of Ontario, 1990 made under the *Loan and Trust Corporations Act*.
- 7.1 Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province of Canada, the terms of which provide that the principal and interest shall be fully repaid more than five years after the date on which the municipality makes the investment.
- 7.2 Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province of Canada, the terms of which provide that the principal and interest shall be fully repaid more than one year and no later than five years after the date on which the municipality makes the investment.
8. Negotiable promissory notes or commercial paper, other than asset-backed securities, maturing one year or less from the date of issue, if that note or commercial paper has been issued by a corporation that is incorporated under the laws of Canada or a province of Canada.
- 8.1 Shares issued by a corporation that is incorporated under the laws of Canada or a province of Canada.
9. Bonds, debentures, promissory notes and other evidences of indebtedness of a corporation incorporated under section 142 of the *Electricity Act, 1998*.
10. Bonds, debentures, promissory notes or other evidence of indebtedness of a corporation if the municipality first acquires the bond, debenture, promissory note or other evidence of indebtedness as a gift in a will and the gift is not made for a charitable purpose.
11. Securities of a corporation, other than those described in paragraph 10, if the municipality first acquires the securities as a gift in a will and the gift is not made for a charitable purpose.
12. Shares of a corporation if,
 - i. the corporation has a debt payable to the municipality,
 - ii. under a court order, the corporation has received protection from its creditors,
 - iii. the acquisition of the shares in lieu of the debt is authorized by the court order, and
 - iv. the treasurer of the municipality is of the opinion that the debt will be uncollectable by the municipality unless the debt is converted to shares under the court order.
- 2.1 A security is prescribed for the purposes of subsection 418 (1) of the Act as a security that a municipality may invest in if,
 - (a) the municipality invested in the security before January 12, 2009; and
 - (b) the terms of the municipality's continued investment in the security have been changed pursuant to the Plan Implementation Order of the Ontario Superior Court of Justice dated January 12, 2009 (Court file number 08-CL-7440) and titled "In the matter of the *Companies' Creditors Arrangement Act*, R.S.C. 1985, c. C-36 as amended and in the matter of a plan of compromise and arrangement involving Metcalfe & Mansfield Alternative Investments II Corp. et al".
3. (1) A municipality shall not invest in a security under subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 or paragraph 3.1 or 4 of section 2 unless the bond, debenture, promissory note or evidence of indebtedness is rated,
 - (b) by Dominion Bond Rating Service Limited as "AA(low)" or higher;
- (b.1) by Fitch Ratings as "AA-" or higher;
- (c) by Moody's Investors Services Inc. as "Aa3" or higher; or
- (d) by Standard and Poor's as "AA-" or higher.

(2.1) A municipality shall not invest in a security under paragraph 6.1 of section 2 unless the security is rated,

(a) by Dominion Bond Rating Service Limited as "AAA";

(b) by Fitch Ratings as "AAA";

(c) by Moody's Investors Services Inc. as "Aaa"; or

(d) by Standard and Poor's as "AAA".

(3) A municipality shall not invest in an asset-backed security under paragraph 7 of section 2 that matures more than one year from the date of issue unless the security is rated,

(a) by Dominion Bond Rating Service Limited as "AAA";

(a.1) by Fitch Ratings as "AAA";

(b) by Moody's Investors Services Inc. as "Aaa"; or

(c) by Standard and Poor's as "AAA".

(4) A municipality shall not invest in an asset-backed security under paragraph 7 of section 2 that matures one year or less from the date of issue unless the security is rated,

(a) by Dominion Bond Rating Service Limited as "R-1(high)";

(a.1) by Fitch Ratings as "F1+";

(b) by Moody's Investors Services Inc. as "Prime-1"; or

(c) by Standard and Poor's as "A-1+";

(4.1) A municipality shall not invest in a security under paragraph 7.1 of section 2 unless the security is rated,

(a) by Dominion Bond Rating Service Limited as "AA(low)" or higher;

(b) by Fitch Ratings as "AA-" or higher;

(c) by Moody's Investors Services Inc. as "Aa3" or higher; or

(d) by Standard and Poor's as "AA-" or higher.

(4.2) A municipality shall not invest in a security under paragraph 7.2 of section 2 unless the security is rated,

(a) by Dominion Bond Rating Service Limited as "A" or higher;

(b) by Fitch Ratings as "A" or higher;

(c) by Moody's Investors Services Inc. as "A2"; or

(d) by Standard and Poor's as "A".

(5) A municipality shall not invest in a security under paragraph 8 of section 2 unless the promissory note or commercial paper is rated,

(a) by Dominion Bond Rating Service Limited as "R-1(mid)" or higher;

(a.1) by Fitch Ratings as "F1+";

(b) by Moody's Investors Services Inc. as "Prime-1"; or

(c) by Standard and Poor's as "A-1+";

(6) If an investment made under subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 of section 2 or paragraph 3.1, 4, 6.1, 7, 7.1, 7.2 or 8 of section 2 falls below the standard required by this section, the municipality shall sell the investment within 180 days after the day the investment falls below the standard.

(6.1) Subsection (6) does not apply with respect to an investment made by a municipality under paragraph 7 of section 2 on a day before the day this subsection comes into force.

(7) A municipality shall not invest in a security under paragraph 9 of section 2 unless, at the time the investment is made and as long as it continues, the investment ranks, at a minimum, concurrently and equally in respect of payment of principal and interest with all unsecured debt of the corporation.

(8) A municipality shall not invest in a security under paragraph 9 of section 2 unless, at the time the investment is made, the total amount of the municipality's investment in debt of any corporation incorporated under section 142 of the *Electricity Act, 1998* that would result after the proposed investment is made does not exceed the total amount of investment in debt, including any interest accrued on such debt, of the municipality in such a corporation that existed on the day before the day the proposed investment is to be made.

Schedule 2 cont.

(9) Any investment made under paragraph 9 of section 2, including any refinancing, renewal or replacement thereof, may not be held for longer than a total of 10 years from the date such investment is made.

(10) Subsections (7), (8) and (9) do not prevent a municipality from holding or disposing of a security described in paragraph 9 of section 2 issued by a corporation incorporated under section 142 of the *Electricity Act, 1998*, if the municipality acquired the security through a transfer by-law or otherwise under that Act.

(11) A municipality shall sell an investment described in paragraph 10 or 11 of section 2 within 90 days after ownership of the investment vests in the municipality.

4. (1) A municipality shall not invest more than 25 per cent of the total amount in all sinking and retirement funds in respect of debentures of the municipality, as estimated by its treasurer on the date of the investment, in short-term debt issued or guaranteed by the municipality.

(2) In this section,

“short-term debt” means any debt, the terms of which provide that the principal and interest of the debt shall be fully repaid no later than 364 days after the debt is incurred.

4.1 (1) A municipality shall not invest in a security under paragraph 7 of section 2 or in a promissory note or commercial paper under paragraph 8 of section 2 unless, on the date that the investment is made,

(a) the municipality itself is rated, or all of the municipality’s long-term debt obligations are rated,

(i) by Dominion Bond Rating Service Limited as “AA(low)” or higher,

(i.1) by Fitch Ratings as “AA-” or higher,

(ii) by Moody’s Investors Services Inc. as “Aa3” or higher, or

(iii) by Standard and Poor’s as “AA-” or higher; or

(b) the municipality has entered into an agreement with the Local Authority Services Limited and the CHUMS Financing Corporation to act together as the municipality’s agent for the investment in that security, promissory note or commercial paper.

(1.1) A municipality shall not invest in a security under paragraph 7.1 or 8.1 of section 2 unless, on the date the investment is made, the municipality has entered into an agreement with the Local Authority Services Limited and the CHUMS Financing corporation to act together as the municipality’s agent for the investment in the security.

(2) The investment made under clause (1) (b) or described in subsection (1.1), as the case may be, must be made in the public sector group of funds of the Local Authority Services Limited and the CHUMS Financing Corporation with,

(a) another municipality;

(b) a public hospital;

(c) a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*;

(d) the board of governors of a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*;

(d.1) a foundation established by a college mentioned in clause (d) whose purposes include receiving and maintaining a fund or funds for the benefit of the college;

(e) a school board; or

(f) any agent of an institution listed in clauses (a) to (d.1).

5. A municipality shall not invest in a security issued or guaranteed by a school board or similar entity unless,

(a) the money raised by issuing the security is to be used for school purposes; and

6. (1) A municipality shall not invest in a security that is expressed or payable in any currency other than Canadian dollars.

7. (1) Before a municipality invests in a security prescribed under this Regulation, the council of the municipality shall, if it has not already done so, adopt a statement of the municipality’s investment policies and goals.

(2) In preparing the statement of the municipality’s investment policies and goals under subsection (1), the council of the municipality shall consider,

(a) the municipality’s risk tolerance and the preservation of its capital;

(b) the municipality’s need for a diversified portfolio of investments; and

(c) obtaining legal advice and financial advice with respect to the proposed investments.

(4) In preparing the statement of the municipality’s investment policies and goals under subsection (1) for investments made under paragraph 9 of section 2, the council of the municipality shall consider its plans for the investment and how the proposed investment would affect the interest of municipal taxpayers.

Schedule 2 cont.

8. (1) If a municipality has an investment in a security prescribed under this Regulation, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report.

(2) The investment report referred to in subsection (1) shall contain,

- (a) a statement about the performance of the portfolio of investments of the municipality during the period covered by the report;
- (b) a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;
- (c) a statement by the treasurer as to whether or not, in his or her opinion, all investments are consistent with the investment policies and goals adopted by the municipality;
- (d) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security; and
- (e) such other information that the council may require or that, in the opinion of the treasurer, should be included.

(2.1) The investment report referred to in subsection (1) shall contain a statement by the treasurer as to whether any of the following investments fall below the standard required for that investment during the period covered by the report:

- 1. An investment described in subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 of section 2.
- 2. An investment described in paragraph 3.1, 4, 6.1, 7, 7.1, 7.2 or 8 of section 2.
- 3. An investment described in subsection 9 (1).

(3) Upon disposition of any investment made under paragraph 9 of section 2, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council a report detailing the proposed use of funds realized in the disposition.

8.1 If an investment made by the municipality is, in the treasurer's opinion, not consistent with the investment policies and goals adopted by the municipality, the treasurer shall report the inconsistency to the council of the municipality within 30 days after becoming aware of it.

CORPORATE POLICY AND PROCEDURE



| | |
|------------------|--|
| POLICY | Tax Billing and Collection Policy |
| CATEGORY | Departmental |
| AUTHORITY | Finance, Revenue and Taxation Division |
| RELATED POLICIES | 2011 Property Tax Policy |
| APPROVED BY | City Council |
| EFFECTIVE DATE | December 19, 2011 |
| REVISION DATE | As Required |

POLICY STATEMENT:

To establish a policy for the prompt, effective and efficient billing and collection of real property taxes.

SCOPE:

The scope of this document is intended to cover all aspects of the billing and collection of realty tax levies and any amounts added as taxes for collection. This policy excludes the collection of payments-in-lieu of taxes.

PURPOSE:

To ensure that municipal tax revenues are collected in a timely and effective manner.

To ensure that all taxpayers are treated fairly and equitably and to provide staff with guidance in decision making that is consistent with the City's commitment to excellence.

To ensure that collection procedures are applied in reference to the following legislation:

- The Municipal Act
- City By-Laws

-
- The Assessment Act
 - The Bailiffs Act

PROCEDURES:

The mandate of the Taxation and Revenue Division of the Finance Department is to ensure the prompt, effective and efficient collection of taxes to meet the budgetary expenditures for the fiscal year. To accomplish this, the following procedures will be discussed in this policy:

- A. Tax Billings
- B. Due Dates
- C. Payment Options and Methods of Payment
- D. Payment Application
- E. Penalty and Interest Charges (Late payments)
- F. Tax Arrears – Collection Methods and Payment Incentives
- G. Miscellaneous
 - i. Interest on Tax Overpayments from Assessment / Tax Appeals
 - ii. Minimum/Small Balance Write-offs
 - iii. Tax Service Charges
 - iv. Refunds and Credit Balances
- H. Reporting Standards
- I. Responsibilities

A. TAX BILLINGS

The authority to levy taxes is provided in *Section 312 of the Municipal Act, 2001*. It requires that the Council of a local municipality shall, each year, pass a by-law levying a separate tax rate on the assessment in each property class in the local municipality for the purpose of raising funds to satisfy its budgetary requirements. Tax rates are determined using the final assessment roll for the tax year provided by the Municipal Property Assessment Corporation (MPAC) and the levy requirement approved by Council. By-laws are required to be passed by Council for both the Interim and Final tax billings.

The Interim levy is the first billing of the year and is based on 50% of the prior year's annualized levy.

The Final levy is produced after the passing of the annual municipal budget and is based on the tax rates established by by-law based on the budgetary requirements of the City and those of the Ministry of Education in concern with the education portion of the property tax bill. The Final levy is based on the tax

year's assessment and the current year's rates and is adjusted for the portion of taxes already paid through the Interim billing along with any other legislated adjustments or additions to the taxes (e.g. capping/clawback levies).

Any applicable Downtown Improvement charges are included in the Final Levy. Local Improvement charges are included in both the Interim and Final billings.

Supplementary tax billings are issued throughout the tax year as Supplementary and Omitted Assessment Rolls are provided to the City by MPAC. These rolls represent new assessment from the construction of new buildings or improvements made to properties that were not captured through the roll returned by MPAC for the tax year or the previous two years. These supplementary tax billings are billed at the tax rates already approved by Council for the corresponding tax year.

Other additions to the roll that are deemed to be taxes are billed according to relevant legislation.

The tax bill issued will meet all of the requirements of the provincially standardized property tax bill in accordance with *Section 343 (2) of the Municipal Act, 2001*. Any arrears are included solely in the first instalment amount on each bill.

Tax bills must be mailed at least 21 calendar days prior to the first due date in accordance with *Section 343 of the Municipal Act, 2001*. Bills may be mailed earlier if time permits.

B. DUE DATES

There are four instalments per year with each regular billing having two instalments with due dates normally as follows:

| | |
|--------------|---|
| INTERIM LEVY | The last business day of February The last business day of April |
| FINAL LEVY | The last business day of June The last business day of September |

The specific due dates will be identified in both the Interim and Final Levy By-Laws for the City. Where due dates are delayed as a result of factors beyond the City's control, they shall then be set with regard to the notice provisions above.

Supplementary and Omitted Assessment Rolls received prior to the Final Billing will be billed in two instalments with instalment dates similar to those of the Final Levy. Supplementary and Omitted Assessments Rolls received after the Final Levy are billed in one or two instalments with the instalment(s) due date set by the Finance Department. A separate levying by-law is not required for a supplementary tax billing.

C. PAYMENT OPTIONS AND METHODS OF PAYMENT

Instalment payments are due in the City of Guelph Tax Office by the date listed as the instalment due date. Acceptable payment methods are:

- Cheque made payable to the City of Guelph and mailed to the City of Guelph – Taxation and Revenue Division, 1 Carden St.
- In person at the Service Guelph counter by cash, cheque or debit payment
- Through telephone or internet banking with a financial institution
- In person at a branch of a financial institution
- Cheques post-dated to the instalment due date are accepted at any time and are held by the Tax Division until the date of the cheque.
- Third party cheques are not accepted. A cheque made payable to both the City of Guelph and the property owner is not considered to be a third party cheque and will be accepted as payment.

When mailing a property tax payment, the taxpayer assumes the responsibility for the late payment charge if the payment is not received in the City of Guelph Tax Office by the due date.

Pre-authorized tax payment plans are also offered to taxpayers as a convenient way to have their property tax payments automatically withdrawn from their bank accounts. There are currently three pre-authorized plans: the due date plan, the 9-month plan and the 11-month plan.

Taxpayers on the due date plan have their property tax payments withdrawn on the due dates at the end of February, April, June and September. Taxpayers on this plan receive notices twice per year advising of the upcoming withdrawal dates and amounts.

The 9-month plan withdraws tax amounts on the last business day of each month from January to September. Withdrawals from January to May are estimated based on the previous year's taxes plus 5% while the June to September withdrawals are adjusted to reflect the current year's taxable property assessment and municipal tax rates.

The 11-month plan withdraws property tax payments on the last business day of each month from November to September. Withdrawals from November to May are estimated based on the previous year's taxes plus 5% while the June to September withdrawals are adjusted to reflect the current year's taxable property assessment and municipal tax rates. Taxpayers on both the 9-month and 11-month plan receive notification once per year in June of their upcoming property tax payment schedule.

Accounts with arrears may participate in a pre-authorized plan as a collection tool. These accounts will be charged penalty and interest until the account balance is current.

To participate in a pre-authorized payment plan, taxpayers are required to complete an application form and return it to the Tax Office by the dates established by that office. The form will clearly outline the program requirements as well as the policies regarding returned payments, penalty and interest charges and the 15-day written notice requirement to make any changes to their plan.

A returned payment under any payment plan will be subject to a service charge as set by Council. Any tax account on a pre-authorized payment plan that has two or more returned payments in one year may be terminated from the plan.

D. PAYMENT APPLICATION

Payments are applied to outstanding property tax accounts in accordance with *Section 347(1) of the Municipal Act, 2001*. Any partial payment shall be applied first to any penalty or interest outstanding and then to any outstanding taxes starting with the oldest amounts outstanding.

Note: Partial payments are not accepted where a Tax Arrears Certificate has been registered against a property, except where the City has entered into an Extension Agreement. If a payment is received, it will be returned or refunded as appropriate.

E. PENALTY AND INTEREST CHARGES (LATE PAYMENTS)

Penalty and interest charges are billed at a rate of 1.25% on the first day of default and the first day of each month thereafter on all property tax arrears in accordance with City By-Laws and *Section 345 of the Municipal Act, 2001*.

Failure to receive a property tax bill does not absolve the property owner from any taxes due or from penalty charges for the late payment. It is the taxpayer's responsibility to notify the property tax office in writing of any mailing address changes. Any notice sent by ordinary mail is considered delivered to and received by the addressee unless the notice is returned by Canada Post or an error in the mailing address is proven. Failure to notify the Tax Section of a mailing address change in writing is not considered to be an error.

Penalty and Interest charges added to taxes form part of such taxes and shall be collected as taxes. All collection actions taken against a property tax account shall include any and all outstanding penalty and interest charges.

Penalty and interest charges are only adjusted in accordance with:

1. Tax appeal adjustments made under *Section 334, 354, 357 and 358 of the Municipal Act, 2001*.
2. Adjustments to the assessment roll made subsequent to roll close by the Municipal Property Assessment Corporation (MPAC) through a Request for Reconsideration (RFR), Advisory Notice of Assessment or Post-Roll Amended Notice or through a decision of the Assessment Review Board (ARB) or any other changes made as a requirement of the *Assessment Act*.
3. Errors or omissions resulting in penalty and interest charges as a result of the City's error or omission
4. Direction of Council, the City Treasurer, Manager of Taxation and Revenue or by any court of law.

The amount of penalty and interest charges cancelled is limited to the amount related to the tax reduction associated with a tax adjustment, change in assessment or City error or omission.

Write-off limits are in concurrence with the City of Guelph's Purchasing Policy and signing limits the Treasurer assigns to Finance Staff under said policy. In addition, staff within the Taxation and Revenue Division will be allowed to write-off up to \$50.00 on the current instalment for properties in the residential tax classes.

F. TAX ARREARS – COLLECTION METHODS AND PAYMENT INCENTIVES

Property or realty taxes are a secured special lien on land in priority to any other claim except a claim by the Crown.

The City will primarily use the following methods to collect tax arrears:

- Arrears notices
- Telephone follow-up / Personal contact
- Payment arrangements
- Form or Personalized letters
- Title Searches and Notification of Interested Parties
- Rent Attornment
- Bailiff Services
- Municipal Tax Sales

Property taxes may be recovered, with costs, as a debt due to the City from the original owner and/or any subsequent owner of the property.

The ultimate resolution to clearing unpaid taxes three or more years in arrears is through a Tax Sale of the property. This authority is provided to municipalities as per *Part XI* of the *Municipal Act, 2001*, wherein it sets out the process for the "*Sale of Land for Tax Arrears*". Prior to the commencement of Tax Sale proceedings the following collection steps are available:

Arrears Notices

An arrears notice is sent each month to all taxpayers whose taxes are overdue. No statement is issued to those accounts in which the balance is \$5.00 or less. The notice will show all amounts of taxes in arrears on the account including any penalties and interest or items added as taxes. These notices are sent to remind taxpayers of the current delinquency of taxes and to determine whether any discrepancies exist.

Telephone Follow-Up and Personal Contact

Personal contact will be attempted for taxpayers who have a significant amount of arrears in addition to the mailing of the arrears notices. Every effort is made to try and reach an agreement that is satisfactory to both the taxpayer and the municipality. Results of this contact will be documented and noted on the property tax account for future reference.

Payment Arrangements

Payment arrangements may be entered into in order to provide for the clearing of arrears over a period of time. For accounts three or more years in arrears, payment arrangements entered into should not extend beyond two years (24 months) in length. Payment arrangements must include all tax arrears, current

taxes, accruing estimates of future taxes, interest/penalty and be sufficient to ensure that payment in full is realized by the end of the agreement term .

Notwithstanding any such arrangements, no third party payment(s) will be refused by the City of payment on account (e.g. payment from a mortgagee). The taxpayer would be considered to be in default of the established payment arrangements if a payment is not made or if it is returned by their financial institution. Once in default of the payment arrangement or no satisfactory payment arrangement can be made, the City will proceed or resume other collection actions as set out in this policy including the registration of a Certificate of Tax Arrears.

Payment arrangements for accounts less than three years in arrears should be made to minimize the time the account is in arrears while offering a workable solution to the taxpayer. Any reasonable arrangement will not be refused.

Late payment charges in terms of penalty and interest will continue to accrue during all such payment arrangements until full payment on the account has been made. Payment arrangements will not include any forgiveness of interest. Post-dated cheques or pre-authorized payments are to be obtained wherever possible. Payment arrangements should be documented and noted on the property tax accounts for future follow-up and be specific in their agreed upon terms.

Form or Personalized Letters:

Before an account is three years in arrears, specific collection letters/notices ("Sale of Lands for Municipal Tax Arrears") are sent to property owners advising of the potential of Tax Sale proceedings. The letter/notice will request payment in full or offer the property owner the opportunity to make specific payment arrangements to clear the account. This letter is sent prior to December 31 of each year to each account that will be three years in arrears as of December 31.

All tax accounts three years or more in arrears will be subject to collection proceedings which could lead to the "*Sale of Lands for Tax Arrears*" as provided by *Part XI of the Municipal Act, 2001*. If no payment or payment arrangements have been made by December 31st, a final letter will be sent advising the assessed owner of the effective date of tax registration if suitable payment arrangements are not met.

Title Searches – Notification of Interested Parties

When a property approaches three years in arrears, a title search will be conducted to identify all outstanding encumbrances and parties with a registered interest in the property and to confirm that the owners shown on the Tax Rolls are accurate. The City will provide information of the outstanding tax arrears to all registered mortgagees shown on the property records of the Land Registry Office in an effort to secure payment, before implementation of the Tax Sale process. This notice to interested parties advises that the City intends to proceed with a Municipal Tax Sale and provides them with an opportunity to pay the arrears in order to protect their interest in the property.

Rent Attornment

Rent attornment may be used to discharge the tax arrears on an income producing property where there is a significant amount of taxes owing but the property is ineligible for tax registration. The seizure of rent is the most severe deterrent on this type of property in that it deprives the owner of their operating funds. It is the rent collected that pays the bills to operate the rental units. This measure is only used when all other methods are unsuccessful and is provided for under *Sections 350 and 351 of the Municipal Act, 2001*.

A first notice is sent advising the owner that the account is in serious arrears, and that if full payment or alternative payment arrangements are not made, the seizure of rent could take place. If full payment has not been received or payment arrangements made within thirty (30) days from the date of the first notice, a second notice will be sent advising the owner of the effective date that rent attornment will be implemented by the City if full payment or payment arrangements have not been made.

When the taxes still remain unpaid, thirty (30) days from the date of the second letter a third notice will be sent to the tenants advising them to remit their rents to the City as a result of the tax arrears.

The second and third letters will be sent by registered mail.

Bailiff/Third Party Collections

The City is authorized to utilize third party services including a Bailiff to expedite collection prior to registration of a Tax Arrears Certificate for residential realty tax accounts which are three (3) years or more in arrears and have received notice of such. Commercial, industrial and multi-residential

properties may have the services of a Bailiff utilized at any time prior to the registration of a Tax Arrears Certificate in order to expedite collection.

Section 349 of the Municipal Act, 2001 provides that taxes may be recovered with costs as a debt due to the municipality from the taxpayer originally assessed for them and from any subsequent owner of the assessed land or any part of it. When the services of a Bailiff are deemed appropriate to facilitate the collection of tax arrears, the City may issue a notice called "Final Notice – Bailiff Collection" to property owner(s) advising a "warrant to distrain" will be issued to a Bailiff in order that the outstanding taxes are collected.

The services of a Bailiff may include personal visitation to the property as an agent of the City in an effort to collect or arrange settlement of the account in full with the property owner. Costs associated with this action are the responsibility of the property owner and are deducted by the Bailiff, in accordance with legislation, prior to the remittance of payment to the municipality. Once an account is forwarded to a Bailiff for collection purposes, the property owner must deal directly with the Bailiff and make payments directly to the Bailiff. The City will not accept payments from property owners in this case as it blurs the line of accountability and record keeping in regard to collection efforts and costs.

Municipal Tax Sale

Tax registration should be only considered after all reasonable means of collection have been exhausted. Every effort to work with the taxpayer to make suitable arrangement prior to this step should be exhausted.

The City will follow the procedures as set out in *Part XI of the Municipal Act, 2001* when the decision is made to implement the Tax Sale process.

Prior to commencement of the Tax Sale process, a *Farm Debt Mediation Act* "Notice of Intent to Realize on Security" will be sent to the registered property owner(s), with an explanatory covering letter and a current statement of taxes. This notification serves as final notice before a Tax Arrears Certificate Registration is completed. It provides the property owner with thirty (30) days to pay their tax arrears in full or enter into a firm, suitable arrangement with the City. Otherwise, the City will register a Tax Arrears Certificate against the property.

There is a one (1) year redemption period after the Tax Arrears Certificate is registered on title, during which full payment of all taxes, penalty/interest and costs can be made. No partial payments are allowed. If full payment is made, the City will register a Cancellation Certificate (as defined by the *Municipal Act*,

2001). Once registered, the City will send a Notice of Registration of Tax Arrears Certificate to the property owner and all interested parties.

If requested within the redemption period, the Manager of Taxation and Revenue may recommend Council pass a By-law authorizing an Extension Agreement (as defined under *Section 378 of the Municipal Act, 2001*). If taxes remain unpaid after the one year period has passed and no Extension Agreement has been entered into, the account will then be reviewed by the Manager of Taxation and Revenue as well as Legal Services prior to advertising for Tax Sale.

For a purchase bid to be acceptable it must be in the prescribed form as well as meet all other legislated requirements with the appropriate deposit attached and must be sufficient to cover all taxes, penalties/interest, any charges added to the account as taxes and costs attributable to the Tax Sale. The Treasurer may direct staff to complete the portion of the tender form to describe the subject property. There is no requirement for the municipality to establish market value prior to the sale, give any warranties with the property or provide vacant possession.

The Treasurer and/or the Manager of Taxation and Revenue has the discretion to cancel a Tax Sale pursuant to *Section 382(6) of the Municipal Act, 2001* at any time up to the registration of a tax deed or notice of vesting.

From the sale proceeds, the City retains sufficient funds to clear all outstanding taxes, penalty/interest and costs (total is considered to be the "Cancellation Price"). Any proceeds in excess of the Cancellation Price shall be paid into the Court, where any party having a claim may apply for a share of the surplus.

If there is no successful Tax Sale, the Manager of Taxation and Revenue shall report to Council suggesting further actions that may be taken, which may include registration of a notice of vesting.

G. MISCELLANEOUS

i. Interest on Tax Overpayments from Assessment / Tax Appeals

The City shall pay interest on tax overpayments resulting from appeal decisions released to the City of Guelph by the Assessment Review Board in accordance with *Section 345(6) of the Municipal Act, 2001*. Interest begins to accrue 120 days after the date the decision is released to the City and the City has been sent all necessary information required to process said decision. The rate of interest payable is in the same manner as interest is

paid under *subsection 257.11(4) of the Education Act*, which states the rate of interest payable is the lowest Prime Rate reported to the Bank of Canada by any of the banks listed in schedule 1 of the *Bank Act (Canada)* on the date interest is paid. This interest rate will be paid commencing at the end of the 120-day period until the date the appeal adjustment is applied to the tax account.

The appeal adjustment amount plus any applicable interest will be credited to the relevant tax roll number.

ii. Minimum/Small Balance Write-offs

Some accounts have remaining balances that are small enough that the additional cost of collection is not deemed worthwhile. Before Interim and Final billings are produced and at year end, accounts are reviewed and all accounts with balances of less than \$5.00 are written off. Council authorizes the Manager of Taxation and Revenue to approve such write-offs for outstanding amounts less than \$5.00.

iii. Tax Service Charges

Subject to annual review and Council approval, certain service charges may be levied on individual tax accounts in amounts set by City By-Law. Current Fees are on attached Schedule A1.

iv. Refunds and Credit Balances

All refund requests must be made in writing to the City of Guelph Revenue and Taxation Division. All requests will be thoroughly reviewed by staff before any cheque requisitions are produced.

No refund will be given unless there is an overpayment on the account. All taxes owing, including those levied but not yet due, must be paid before a refund can be issued. No refunds for \$20.00 or less will be issued and instead will be applied towards the next instalment.

All credits resulting from Tax Appeals, Assessment Appeals and other rebate programs will be applied to the property tax account against any outstanding taxes billed and owed. Any remaining credit will be left on the account and written notification will be sent to the property owners to advise them of the appeal's completion.

In cases of overpayments or misapplied payments to property tax accounts, the party requesting the refund must also submit proof of payment along with their refund request. In cases where the ownership of a property has

changed, a copy of the statement of adjustments from the parties' lawyers must also be submitted to the Tax Office before a refund can be issued.

Tax and Assessment Appeal credits will be refunded in compliance with *Section 341 (2) of the Municipal Act, 2001* which states that the municipality "...shall refund any overpayment to the owner of the land as shown on the tax roll on the date the adjustment is made...". Former owners of property applying to the City for refunds of property taxes must obtain a written letter of authorization from the property's current owners before any funds can be released to them.

The Tax Office reserves the right to request any additional documentation as deemed necessary in order to facilitate the processing of a refund request.

H. REPORTING STANDARDS

The Manager of Taxation and Revenue shall prepare a report for the Treasurer's and Council's information semi-annually or as directed by Council with respect to tax collections, showing a comparative position for the immediate prior periods and that of the prior four periods with regard to taxes levied and outstanding.

I. RESPONSIBILITIES

The Manager of Taxation and Revenue shall ensure that property tax billing and collection processes are performed in accordance with this policy and is authorized to create, amend, adapt or change any procedures necessary for the implementation/administration of this policy. The Manager may exercise discretion in the application of the guidelines of this policy where unusual circumstances exist and so that consistent fairness is provided to the taxpayer. Municipal collection procedures must be maintained in principal, pursuant with approved policies or where governed by legislation.

Schedule A1 to Report FIN-11-55
Taxation and Revenue Fees

| Taxation and Revenue Fees | 2011 | 2012 |
|---------------------------------------|-------------|-------------|
| Tax Certificate | \$50.00 | \$50.00 |
| Statement of Account | \$25.00 | \$25.00 |
| Duplicate Tax Bill | \$25.00 | \$25.00 |
| Tax Receipt | \$25.00 | \$25.00 |
| NSF Administration Fee | \$35.00 | \$35.00 |
| PAP Plan (re-join fee if cancelled) | \$25.00 | \$25.00 |
| Additions to Tax Roll | \$50.00 | \$50.00 |
| Search Tax Information (per property) | \$50.00 | \$50.00 |
| Title Searches | | \$40.00 |

**CONSENT REPORT OF THE
CORPORATE ADMINISTRATION, FINANCE
& EMERGENCY SERVICES COMMITTEE**

January 30, 2012

Her Worship the Mayor and
Councillors of the City of Guelph.

Your Corporate Administration, Finance & Emergency Services Committee beg leave to present their FIRST CONSENT REPORT as recommended at its meeting of January 9, 2012.

If Council wishes to address a specific report in isolation please identify the item. The item will be extracted and dealt with immediately. The balance of the Consent Report of the Corporate Administration, Finance, & Emergency Services Committee will be approved in one resolution.

1) Proposed Offer to Purchase Permanent Easement – Emergency Access and Walkway – NS Teal Drive

THAT the Mayor and Clerk be authorized to execute an agreement for a permanent easement in favour of Seaton Ridge Communities Ltd. For the purposes of an emergency access and walkway over the property legally described as Block 46, Plan 61M40, City of Guelph, designated as Part 9 on 61R8456.

2) Report on Land Ambulance Enhancements – Next Steps

THAT the report dated January 9th, 2012 with respect to Guelph Wellington Emergency Medical Service coverage enhancements and next steps be received for information;

AND THAT the Mayor be requested to write to the Minister of Health and Liz Sandals, MPP, expressing the City of Guelph's concern relating to the accuracy of the data collected with respect to the dispatching and response times of land ambulance services and the multiple risks it presents to the City of Guelph and to request the validity and accuracy of the data.

All of which is respectfully submitted.

Councillor June Hofland, Chair
Corporate Administration, Finance &
Emergency Services Committee

Please bring the material that was distributed with the Agenda for the January 9, 2012 meeting.

COMMITTEE REPORT



TO Corporate Administration, Finance, and Emergency Services Committee

SERVICE AREA Corporate and Human Resources–Legal Services Department

DATE January 9, 2012

**SUBJECT Proposed Offer to Purchase Permanent Easement
Emergency Access and Walkway – NS Teal Drive**

RECOMMENDATION

THAT the Mayor and Clerk be authorized to execute an agreement for a permanent easement in favour of Seaton Ridge Communities Ltd. for the purposes of an emergency access and walkway over the property legally described as Block 46, Plan 61M40, City of Guelph, designated as Part 9 on 61R8456.

REPORT

Seaton Ridge Communities Ltd. is currently developing a residential project at 146 Downey Road. A condition of the Site Plan Agreement (Application SP11A032) requires that the owner design, construct, and maintain an emergency access route and walkway to the development from Teal Drive, on a permanent easement over City lands.

The affected City lands comprise part of a greenway as shown on Appendix 1. The lands underlying the proposed easement are already encumbered by a significant easement in favour of Union Gas. The walkway will provide pedestrian conductivity and the emergency access will only be used for emergency purposes and will otherwise be blocked after construction. Staff have negotiated an agreement with Seaton Ridge for the required easement for consideration of \$5,000.00.

City Policy for the Sale and Disposition of Real Property Interests

The subject easement is not considered to be generally marketable interest. As such, no notice is required to the public regarding the proposed sale. Given that this interest is in lands used for parkland purposes, the net proceeds of the sale shall be placed in the Parkland Reserve Fund.

CORPORATE STRATEGIC PLAN

This initiative supports the following Strategic Goals:

1. An attractive, well-functioning and sustainable city.
2. A community-focused, responsive and accountable government.

FINANCIAL IMPLICATIONS

The proceeds of this sale, less any closing costs for the City, shall be placed in the Parkland Reserve Fund.

ATTACHMENTS

Appendix 1 – Sketch Showing Subject Property

“original signed by Jim Stokes”

Prepared By:

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“original signed by Donna Jaques”

Recommended By:

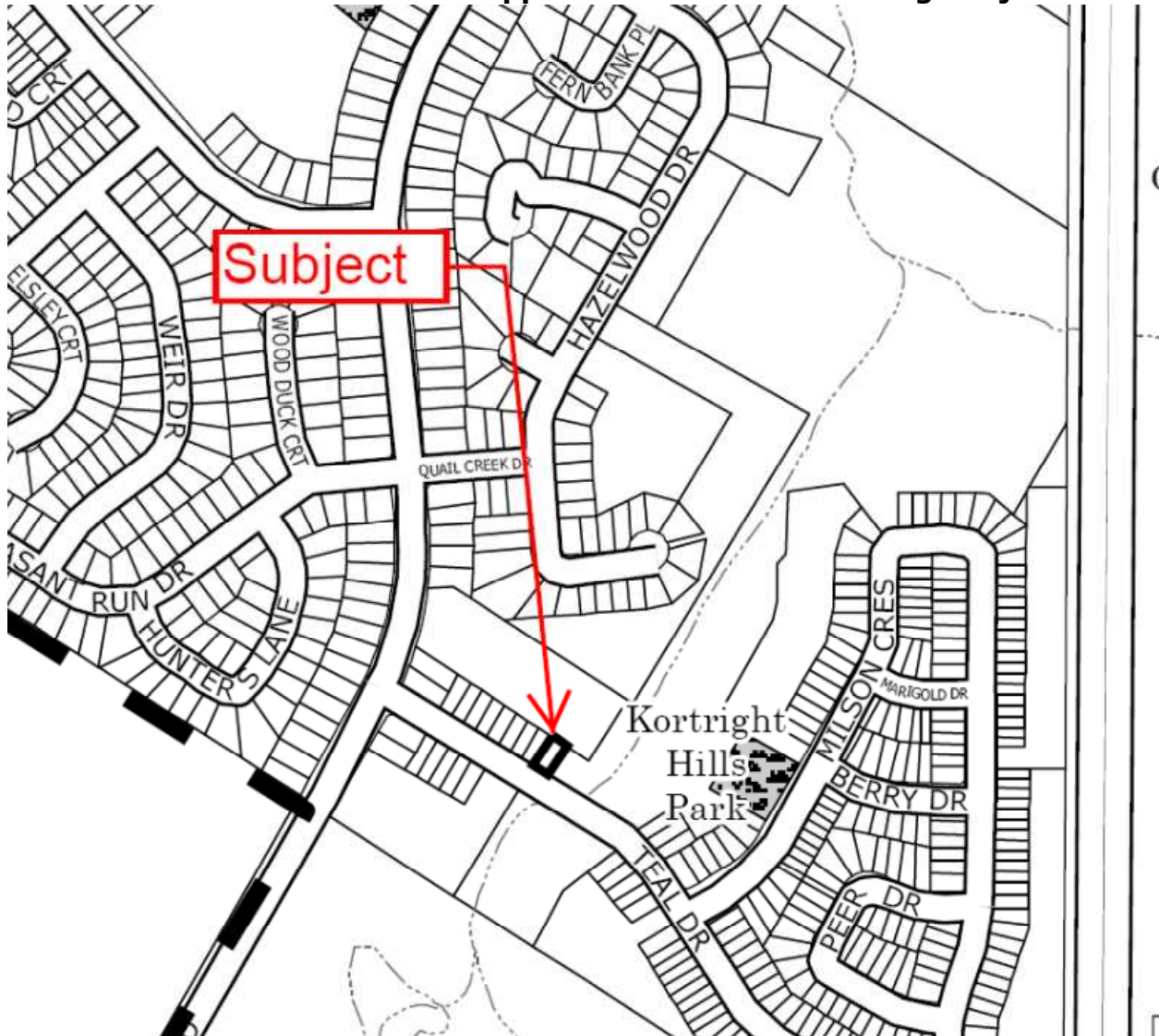
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“original signed by Mark Amorosi”

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Appendix 1 – Sketch Showing Subject Lands



COMMITTEE REPORT



TO **Corporate Administration, Finance and Emergency Services Committee**

SERVICE AREA Emergency Services
DATE January 9 ,2012

SUBJECT Report on Land Ambulance Enhancements – Next Steps
REPORT NUMBER

SUMMARY

Purpose of Report

To provide information on Guelph Wellington EMS enhancements and next steps.

Committee Action

To receive this report for information.

RECOMMENDATION

That the report dated January 9th, 2012 with respect to Guelph Wellington Emergency Medical Service coverage enhancements and next steps be received for information.

BACKGROUND

In 2011, the City of Guelph elected to enhance the resources of Guelph Wellington EMS in an effort to improve performance and specifically response times to emergency calls. Management of the EMS division has been tasked to prepare a report on the effect of those enhancements after 120 days of service.

The Province of Ontario has designated the City of Guelph as the Delivery Agent responsible for Land Ambulance Services for the City of Guelph and the County of Wellington. The service is provided by a division of the City's Emergency Services. The service is known as Guelph Wellington EMS. The City is required to provide this service in compliance with all applicable legislation. This includes meeting a specific response time target to life-threatening emergency calls. The service is funded with 50% coming from the Ontario Ministry of Health, 20% from Wellington County and 30% from the City of Guelph. As the managing partner, the City of Guelph makes the determinations on deployment and staffing for the service.

REPORT

Guelph Wellington EMS service management held a public education session in early 2011 with members of the public, representatives of City of Guelph Council and Wellington County council to discuss these targets. Direction was given to work towards a gradual reduction in these response times.

In the 2011 budgeting process, the City of Guelph approved the addition of 7.5 Full Time equivalent paramedic positions with Guelph Wellington EMS. Service management elected to use these additional resources to increase the hours of existing ambulances, and to add an additional ambulance 12 hours per day

The attached report summarizes the results of land ambulance enhancements across the coverage area since June 24th, 2011.

CORPORATE STRATEGIC PLAN

2.4 - The lowest crime rate and best emergency services record of any comparable-sized Canadian city.

FINANCIAL IMPLICATIONS

The 2011 trial enhancement continues to be part of the 2012 deployment and funded by the 2012 operating budget,

DEPARTMENTAL CONSULTATION

COMMUNICATIONS

The County of Wellington Social Services Committee will be provided with an update and a copy of this report for the January 11, 2012 Social Services Meeting.

ATTACHMENTS

Attachment # 1 Guelph Wellington EMS – Report on Land Ambulance Enhancements – Next Steps



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“original signed by Ann Pappert”

Recommended By:

Ann Pappert,
Chief Administrative Officer,
City of Guelph,



Introduction

In 2011, the City of Guelph elected to enhance the resources of Guelph Wellington EMS in an effort to improve performance and specifically response times to emergency calls. Management of the Emergency Services - EMS division has been tasked to prepare a report on the effect of those enhancements after 120 days of service.

Background

The Province of Ontario has designated the City of Guelph as the Delivery Agent responsible for Land Ambulance Services across the coverage area, comprised of the City of Guelph and the County of Wellington. The municipally delivered service is known as Guelph Wellington EMS. The City is required to provide this service in compliance with all applicable legislation. This includes meeting a specific response time target to life-threatening emergency calls. The service is funded with 50% coming from the Ontario Ministry of Health, 20% from Wellington County and 30% from the City of Guelph. As the managing partner, the City of Guelph makes the determinations on deployment and staffing for the service.

Guelph Wellington EMS employs 139 paramedics including supervisors and managers. 47 of these paramedics are certified at the Advanced Care Paramedic level. The service staffs 8 ambulances and one rapid response unit 24 hours per day, additionally 4 ambulances are deployed during peak hours.

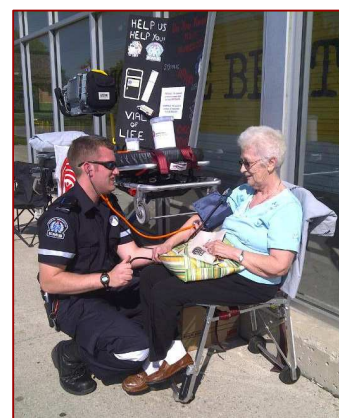
Guelph Wellington EMS serves approximately 230,000 residents covering over 1500 square kilometres with both urban and rural response landscapes combined with all manner of residential commercial, manufacturing and agricultural fabric.

Guelph Wellington EMS service management held a public education session in early 2011 with members of the public, representatives of City of Guelph Council and Wellington County council to discuss these targets. Feedback from the session supported the need to work toward a gradual reduction in these response times.

The delivery agent is aware of the importance of the involving community stakeholders in service issues and the need for an improved community advisory model for residents across the coverage area. Efforts have been made to create a more transparent service for the populations served.

Principles of Service Delivery

The City is committed to adhere to specific principles in the operation of the EMS service, including **Accessibility**, so that the service is available to all residents of and visitors to the City and County, **Integration**, so that the EMS service works cooperatively, efficiently and effectively with other emergency services and the social services that are offered to the residents of the catchment area, **Seamlessness**, so that the closest appropriate available ambulance is sent to a request for emergency assistance regardless of borders and boundaries, **Accountability** to the residents of the catchment area and the elected officials that represent them, and **Responsiveness**, so as the respect and respond to the changing needs of the community. The service fulfills its mandate in the most efficient and effective manner through ongoing evaluation and strategic planning. This includes an internal quality audit of each response and a third party provincially sponsored review once every 3 years.



The goals of the EMS service are to provide excellence in service including high customer satisfaction, providing a high quality patient care, meeting response times that meet or exceed requirements and to function in a financially appropriate manner. In meeting these goals and objectives, the service optimizes resources by locating ambulances in areas where calls are likely to occur based on historical data and other predictors such as a densely populated area. A consequence of deploying ambulances strategically is that areas with a predicted lower call volume will generally have extended response times. Often this means the population numbers are not as dense.

Dispatch Services Provided by the Province

Ambulances in Ontario are dispatched by Central Ambulance Communication Centres (CACCs) managed by the Ontario Ministry of Health. The CACC that controls ambulance movement in the Wellington County area is based in Cambridge. The CACC receives calls for EMS service, determines the closest most appropriate available vehicle(s) as staffed and deployed by the service operator, and sends that resource to the call. The CACC has authority over all EMS vehicle movement.

Ambulances are dispatched by the CACCs under a principle of seamless ambulance service, so that the closest, most appropriate ambulance is dispatched to an emergency call regardless of the service operator or municipality managing that ambulance. Using this principle, ambulances from other municipalities may be dispatched to calls in Wellington County, and Guelph Wellington EMS ambulances are sometimes dispatched to calls outside of Wellington County.



Response Times

The response time target by which an EMS service should be able to have an ambulance arrive at a call for a life-threatening emergency has not been well defined and varies with each Municipality. In 2000, the Ontario Government transferred the responsibility of managing the EMS services in the Guelph Wellington area to the City of Guelph. In that transition, the Ministry of Health set the response time target for each coverage area at the level that was provided by the EMS services in 1996. In the Guelph Wellington area, that response time was 14 minutes and 55 seconds, 90 percent of the time.

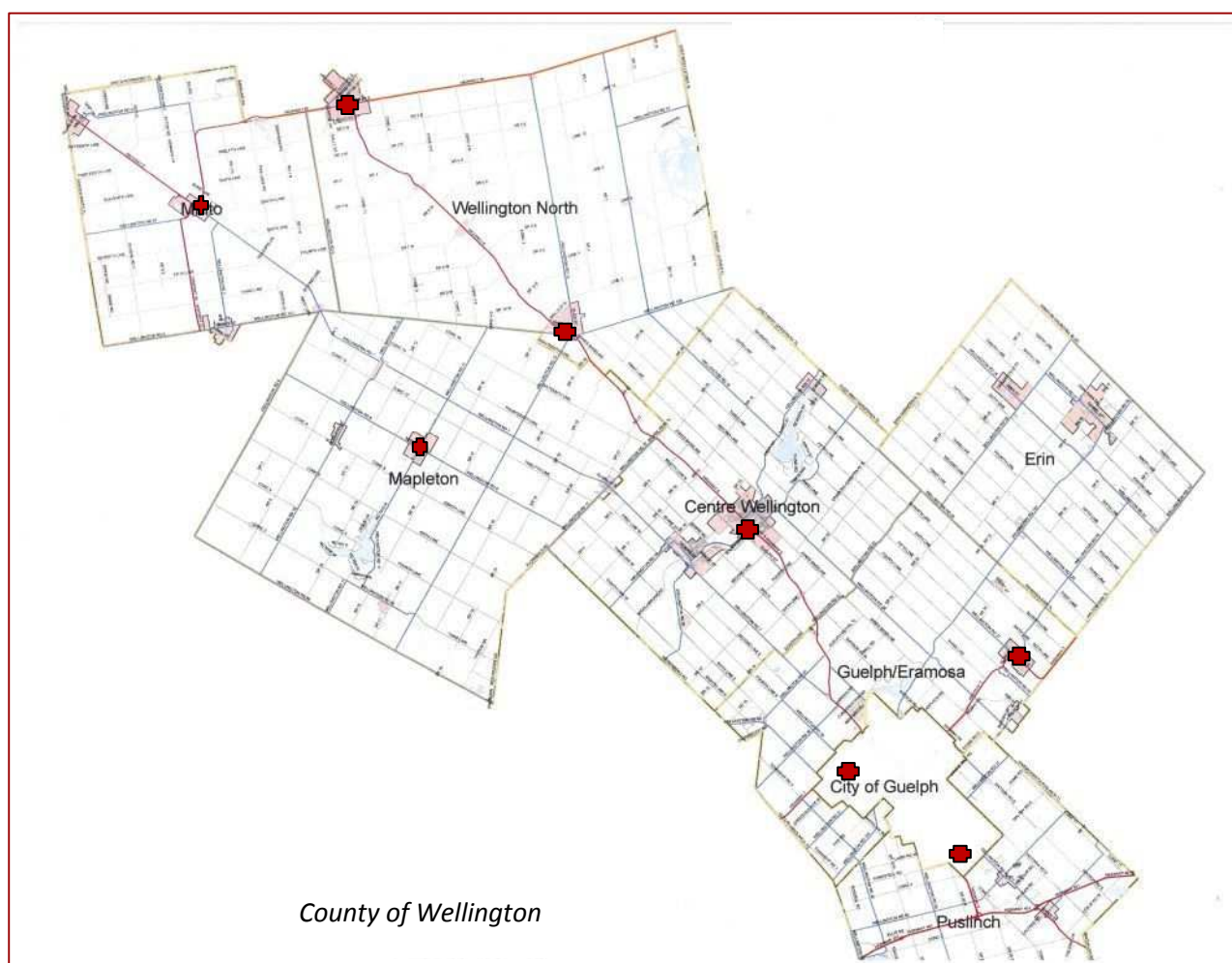
The response time by an EMS service in Ontario to emergency calls is measured as a 90th percentile, as opposed to an average response time. Where an average response time provides a time by which one half of all calls take longer than the time stated, the 90th percentile time represents the maximum time that a patient can be reasonably expected to wait for a response. The historical maximum response time to an area (100 percentile) is potentially not representative or a good predictor of future performance because it likely involves an anomaly or series of circumstances that occurred and are not likely to reoccur. The standard measurement, 90th percentile, eliminates the highest 10% of response times and states the response time to the 90th percent of calls, which has been found to be a good predictor of the maximum time that a patient could reasonably be expected to wait for a response. This measurement is comparable to other EMS services in Ontario and internationally that use the same calculation. Response times are measured from the time that



paramedics are notified of a call until they notify the Provincial dispatch centre that they have arrived at the address that they were given. It does not include the time that is required for the dispatch centre to process the information from the caller, or the time for the paramedics to reach the patient after they have arrived at a scene.

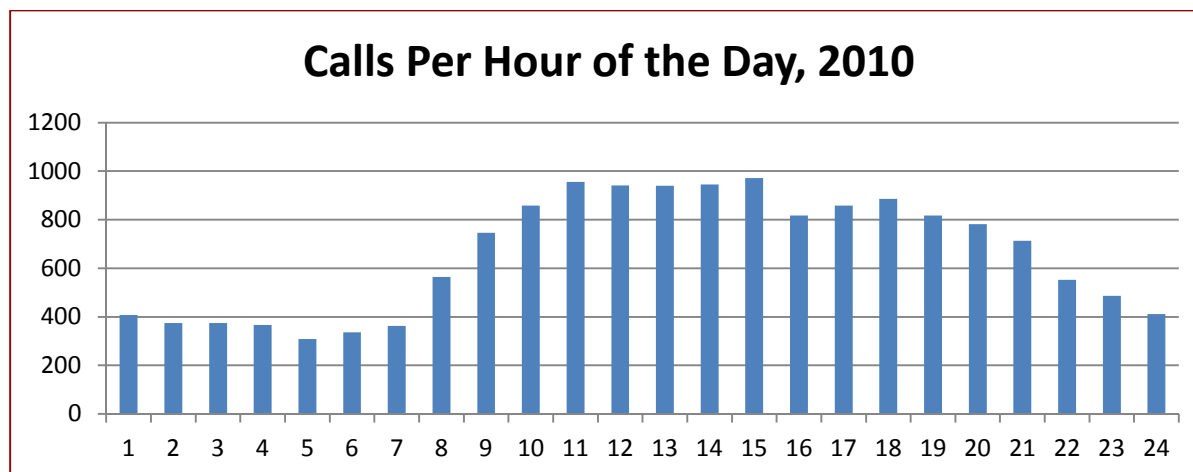
Deployment Strategies

Guelph Wellington EMS operates out of 8 EMS stations located in Guelph and Wellington County. The ambulances are stationed throughout the coverage area at locations determined by call volume, high volume traffic area, historical call volume, statistics and to some extent locations that pre-exist the current organization. County borders must also be considered.



Locations of Guelph Wellington EMS stations in the City of Guelph and Wellington County

Not all ambulances are staffed 24 hours per day. Historical patterns in call volumes can be used to predict the future requirements for an ambulance at specific times of the day with some degree of accuracy. While the time of day that a specific emergency call will occur cannot be predicted, there are patterns that occur when a larger number of calls are considered. It is not surprising, for example, that fewer people call for EMS assistance between the hours of 3 am and 6 am than during daylight hours.



Data Relating to Dispatching and Response Times

As Guelph Wellington EMS does not dispatch ambulances, we do not have first hand information and data on the number of calls and locations of calls in Wellington County. While we do have some information from our copies of documentation, we do not have access to information on the activities of other services' ambulances working in Wellington County and other relevant data. The Ministry of Health and Long Term Care collects the necessary data in the Ambulance Response Information Service (ARIS) database, and provides ambulance services in Ontario with data on a regular basis through a program called ARIS Dispatch Data Access Service (ADDAS).

For the purposes of reporting our performance, this data is used to measure the standard. Currently there is a significant problem with the accuracy of the data provided to Guelph Wellington EMS through ADDAS related to ambulance calls from April, 2011 to present. Issues related to data provided by the Ministry are not unique to Guelph Wellington and affect many ambulance services across Ontario. Accuracy of data has been an ongoing issue for several years. The Ministry of Health is aware of the problem and report that they are working on resolving data accuracy issues, but the inaccuracy creates a significant challenge in providing valid data for this report. The ADDAS data from 2010 is relatively reliable and has been utilized.

New Service Standards Measured by the Ministry of Health

The Ministry of Health and Long Term Care Ambulance Services Branch has announced an impending change to the response time standards that ambulance services will be required to meet. The new system sets response times for specific life-threatening emergency calls, and then allows the local responsible governments to decide on the percentage of time that the ambulance service will target to meet that standard. Further work is required to engage the community, receive appropriate feedback and recommend new service standards in advance of the impending changes.

The new standard will include, among others, a requirement to report on the percentage of times that an ambulance crew has arrived on-scene to provide ambulance services to sudden cardiac arrest patients or other patients categorized as CTAS 1 within eight minutes of the time notice is received by the service regarding the medical emergency. This new standard is required by October, 2012. Staff will develop recommendations to address the new reporting requirements in anticipation of the above deadline.

Enhancements

In the 2011 budgeting process, the City of Guelph approved the addition of 7.5 Full Time equivalent paramedic positions with Guelph Wellington EMS. Service management elected to use these additional resources to increase the hours of existing ambulances, and to add an additional ambulance 12 hours per day. This additional ambulance has been assigned to an existing station (in Centre Wellington) but the assignment for this vehicle includes an assignment to roam through other townships in the county several times per shift as call volume permits.

Results

As mentioned earlier in this report, the accuracy of the data available from the Ontario Ministry of Health for the period following the addition of these enhancements is questionable. Based on the best available information, the results of these enhancements appear to be as follows:

In 2010, the call volume in the Guelph Wellington EMS catchment area was 15,779 patient-related calls, with 10,241 of these being classified as life-threatening. When considering all calls in the catchment area, the 90th percentile response time was 12:18. 9 times out of 10 an ambulance was on scene within 12 minutes 18 seconds or less.

The data shows that the call volume in the first half of 2011 has risen by approximately 18%. (These numbers were verified specifically with the Ministry of Health). In that time, the 90th percentile response time also increased to 13:14.

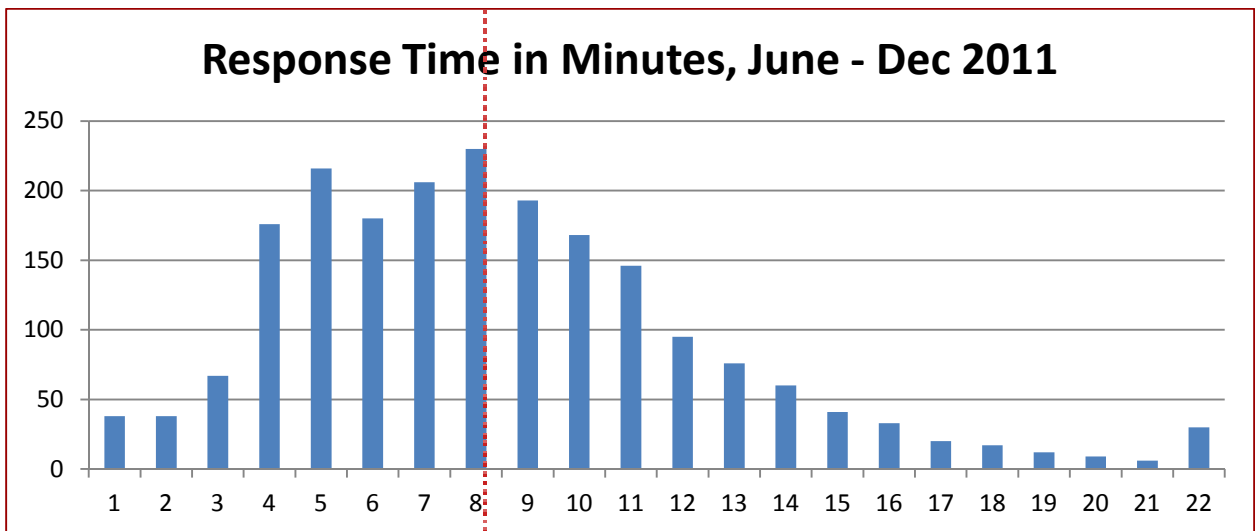
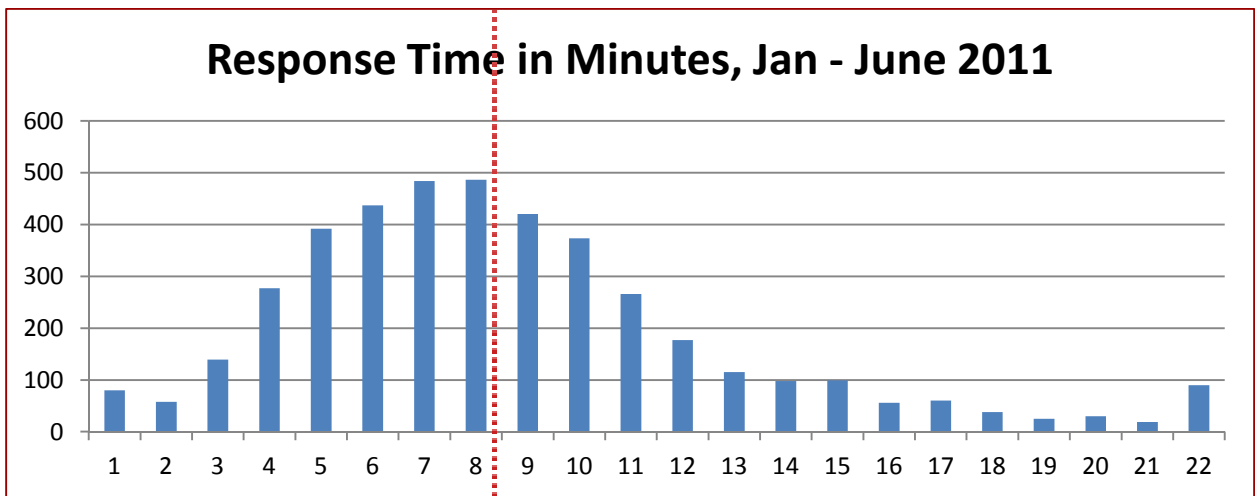
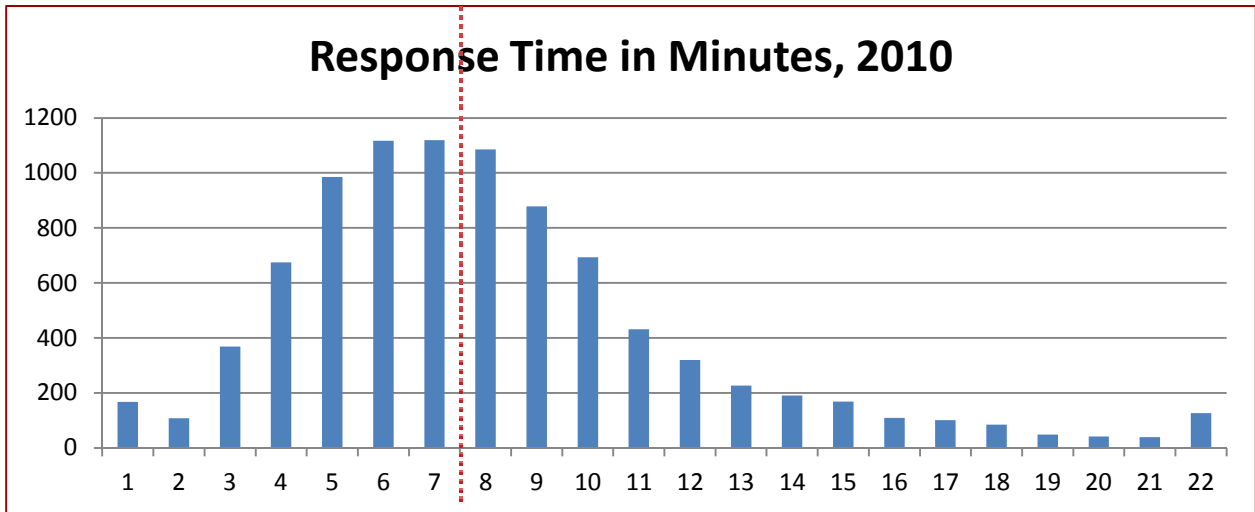
Following the introduction of the enhancement, the data is less clear. The number of calls in the data has dropped 35%, although anecdotal experience suggests that that call volume has actually continued to increase. The data shows that the 90th percentile response time has decreased from the first half of the year, but this is based on the calls in the database so the result is incomplete and unreliable.

| | Call Volume (patient-related calls) | 90th Response Time | Average Response Time |
|--------------------------|--|---|--|
| All of 2010 | 15,779 | 12:18 | 7:39 |
| Jan 1 – June 25 2010 | 7,486 | 12:21 | 7:35 |
| Jan 1 – June 25 2011 | 8,816 ** 18% increased call volume | 13:14 (note: only 7,091 calls used in this calculation, data error) | 8:09 (note: only 7,091 calls used in this calculation, data error) |
| June 26 – Oct 24 2010 | 5,578 | 12:06 | 7:39 |
| June 26 – Oct 24 2011 | 3,630 (number suspect) | 12:53 | 8:01 |

As the data available from the Ministry of Health is unreliable, data from other sources was utilized in an attempt to provide some indicators that demonstrate the effects of the enhancement. These sources included ambulance call reports and ad hoc reports from Cambridge CACC.

This data from alternative sources shows an imbalance across the service area that the enhancement has not fully addressed to date. This will be addressed through changes in deployment strategies.

The effects of the enhancement on the overall response time average has been to contain the increase despite the increase in call volume. The data shows that the average response time to calls classed as life-threatening has increased only marginally from the 2010 levels.



Conclusions

- Enhancements appear to have slowed the rate of increase in response times related to increased call volume. Clear data is absent relating to conclusions of current staffing having a positive effect on response times for the coverage area.
- Additional staffing has reduced the pressures on a busy service during high demand periods.
- The current deployment strategy has not had a positive impact on response times in the catchment area. This strategy is not safely sustainable in the long term because of health and safety concerns, weather conditions, and it is not consistent with overall goals for reducing carbon emissions and conserving fuel.

Moving Forward

Emergency Services will continue to optimize land ambulance resources, including those added during 2011, to further quantify response times for residents of the coverage area,

Staffing hours of 2 vehicles that are currently deployed during daytime hours will be combined to create one additional 24 hour vehicle, and it will be strategically deployed to provide the optimal service to the community,

Staff will investigate a suitable ambulance base of strategic response for the near and long term sustainability of optimal land ambulance services,

Staff will develop and present a long term operating plan to address the provision of ambulance services in accordance with the principles outlined, in order to create one coverage-wide response time target as regulated in the new reporting standard,

Staff will update on results of this action after approximately 6 months.





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CONSENT REPORT OF THE OPERATIONS & TRANSIT COMMITTEE

January 30, 2012

Her Worship the Mayor and
Councillors of the City of Guelph.

Your Operations & Transit Committee beg leave to present their
FIRSTCONSENT REPORT as recommended at its meeting of January 23,
2012.

*If Council wishes to address a specific report in isolation please identify
the item. The item will be extracted and dealt with immediately. The
balance of the Consent Report of the Operations & Transit Committee
will be approved in one resolution.*

1) Temporary Allowance of Exotic Animals

THAT the Operations & Transit Committee Report Temporary Allowance of
Exotic Animals OT011203 dated January 23, 2012 be received.

AND THAT an exemption from By-law (1988)-12960 be granted to allow
exotic animals (one camel) within the City limits during the Foundation of
Guelph General Hospital's fundraiser gala being held on March 3, 2012 at 221
Stone Road East;

AND THAT Council authorize the Executive Director of Operations & Transit to
approve temporary exemptions to the Exotic Animal Control By-laws (1988)-
12960 and (1978)-9876, subject to the satisfaction of the Executive Director
of Operations & Transit

AND THAT the City's contracted animal control provider examines the
animals before and after the event;

AND THAT the examination of the animals be included as a condition for the
approval of the delegation of authority for exemptions to the exotic animal
by-law.

2) Idling By-law Review

THAT the Operations & Transit Committee Report OT011202 Idling By-law
Review dated January 23, 2012 be received;

AND THAT amendments to the Idling By-law as set out in Operations &
Transit Committee Report OT011202 Idling By-law Review dated January 23,
2012 be forwarded to Council for approval.

3) Eastview Road – Speed Limit Reduction

THAT the Operations & Transit Committee report #OT011201 Eastview Road Speed Limit Reduction dated December 12th, 2011 be received;

AND THAT the speed limit on Eastview Road between Watson Parkway North and the easterly City limit be reduced from 60km/h to 50km/hr.;

AND THAT staff be directed to conduct a comprehensive review of the streets surrounding Eastview Road in order to provide consistency of the speed limits within the area.

All of which is respectfully submitted.

Councillor Findlay, Chair
Operations & Transit Committee

***PLEASE BRING THE MATERIAL THAT WAS DISTRIBUTED WITH THE
AGENDA FOR THE JANUARY 23, 2012 MEETING.***

COMMITTEE REPORT



TO **Operations and Transit Committee**

SERVICE AREA Operations & Transit
DATE January 23, 2012

SUBJECT Temporary Allowance of Exotic Animals
REPORT NUMBER OT011203

SUMMARY

Purpose of Report:

To request an exemption from Bylaw By-law Number (1988)-12960 to have exotic animals within the City limits during the Foundation of Guelph General Hospital's annual fundraiser gala.

Committee Action:

Grant an exemption from By-law Number (1988)-12960 to allow exotic animals (one camel) within the City limits during the Foundation of Guelph General Hospital's fundraiser gala on March 3, 2012.

Recommend that Council delegate the granting of similar requests for exemptions to the Exotic Animal Bylaw to the Executive Director of Operations and Transit.

RECOMMENDATION

THAT the Operations & Transit Committee Report Temporary Allowance of Exotic Animals OT011203 dated January 23, 2012 be received.

AND THAT an exemption from By-law (1988)-12960 be granted to allow exotic animals (one camel) within the City limits during the Foundation of Guelph General Hospital's fundraiser gala being held on March 3, 2012 at 221 Stone Road East.

AND THAT Council authorize the Executive Director of Operations and Transit to approve temporary exemptions to the Exotic Animal Control Bylaws (1988)-12960 and (1978)-9876, subject to the satisfaction of the Executive Director of Operations and Transit.

BACKGROUND

Each year, the Foundation of Guelph General Hospital holds an annual fundraiser gala. This year's gala being held at and supported by the Village by the Arboretum will be raising funds for a new trauma x-ray unit for the Emergency Department. The theme of the gala is Arabian Nights and the Foundation is requesting an exemption to allow one camel to be on-site during the event's reception.

If an exemption is approved, the domesticated camel will be accompanied by a handler at all times and staff from the Guelph Humane Society will check the well being of the animal before and after the event.

REPORT

To promote this event, staff is recommending an exemption to the Exotic Animals Bylaw for one camel be granted during the Foundation of Guelph General Hospital's fundraiser gala on March 3, 2012.

To ensure the timely processing of future requests, staff are recommending that Council delegate their authority to grant temporary exemptions under the City's Exotic Bylaws to the Executive Director of Operations and Transit. Any exemption request for the keeping of an exotic animal that exceeds a consecutive two week period would be brought to Council for consideration and approval.

CORPORATE STRATEGIC PLAN

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

Goal 4: A vibrant and valued arts, culture and heritage identity.

FINANCIAL IMPLICATIONS

There is no financial implication to the City.

DEPARTMENTAL CONSULTATION

Guelph Humane Society

COMMUNICATIONS

N/A

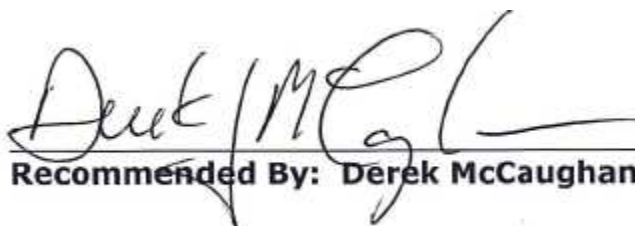
ATTACHMENTS

N/A



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Reviewed By:
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Executive Director
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Recommended By: Derek McCaughan, Executive Director

COMMITTEE REPORT



TO **Operations and Transit Committee**

SERVICE AREA Operations & Transit

DATE January 23, 2012

SUBJECT **Idling Bylaw Review**

REPORT NUMBER OT011202

SUMMARY

Purpose of Report:

To provide Council an update with respect to the Idling Bylaw Review.

Committee Action:

To receive report and direct staff to create amendments to the City's Idling Bylaw based on public input.

RECOMMENDATION

THAT the Operations & Transit Committee Report OT011202 Idling Bylaw Review dated January 23, 2012 be received;

AND THAT amendments to the Idling Bylaw as set out in Operations & Transit Committee Report OT011202 Idling Bylaw Review dated January 23, 2012 be forwarded to Council for approval.

BACKGROUND

On October 2, 2008 an Information Report (Attachment A) was presented to Council outlining the format staff would undertake to review existing Corporate Bylaws. Specifically, the report speaks to the philosophical approach that should be used to achieve by-law compliance and identifies the questions to be answered.

This report conveys the result of a review of the City's Idling Bylaw (1998)-15945. The decision to review the Idling Bylaw was based on the public comments and inquiries frequently received by Council and staff.

REPORT

The City's Idling Bylaw was created to control carbon monoxide emissions generated from idling vehicles in an effort to protect public health and the environment. The Bylaw has been in effect for approximately 13 years and compared to other calls for service, the number of calls received for enforcement of the Idling Bylaw has been low. (< 10/yr)

The assessment/findings of the review of the Idling Bylaw is contained in Attachment B.

In addition to an internal review of the Bylaw, staff conducted a review of the Idling Bylaws of our comparator municipalities and also sought public input on the current Bylaw.

Comparator Municipalities:

Staff conducted a survey of our comparator municipalities (attachment C) with respect to their Idling Bylaw. From this survey, staff determined that:

- our existing Bylaw, in staff's opinion, is generally more clearly worded allowing for effective enforcement;
- the length of time in which a vehicle is permitted to idle within the City of Guelph is significantly higher than that allowed by most other Municipalities;
- a number of municipalities do not have set fines in place;
- the majority of municipalities do not provide exemptions for transit vehicles.

Public Input:

In November 2011, staff placed advertisements in the local papers encouraging the public to forward comments regarding the City's Idling Bylaw.

The Public Notice indicated that staff were considering a lower time a vehicle may idle specifically lowering the current 10 minute idling time to 3 minutes.

In response to the Public Notification, only 51 replies (attachment D) were received. While the opinions expressed may not be statistically valid, they may provide an indication of public opinion.

With respect to a lower maximum idling time, 29 comments requested the permitted time of 10 minutes within a 60 minute period not be reduced to 3 minutes (or lower).

Given this information, along with the survey results from the comparator municipalities, staff are recommending an amendment to the City's Idling Bylaw to restrict the length of time in which a vehicle may idle for at any one time to 3 consecutive minutes. This restriction intended to further control carbon monoxide emissions would be in addition to the restriction which sets the accumulative limit that a vehicle may idle for, specifically 10 minutes within a 60 minute period.

In addition, staff are recommending that the current exemption for Transit vehicles at stopovers be removed. This amendment would make the regulations pertaining to Transit vehicles consistent with the City's Green Fleet Policies which require transit vehicles to adhere to the 30 second idling limit.

Further, the public have identified four distinct areas of concern regarding idling of vehicles and this bylaw. They are paraphrased as follows along with staff's position on each:

- Issue: Idling should not be regulated. The City lacks the resources to effectively enforce. Fuel prices will control idling. The re-starting of a vehicle causes higher emissions.

Response: Staff are of the opinion sufficient resources exist to respond to calls for service as requested. The regulating of idling should be maintained for public health and environmental reasons.

- Issue: Weather: Idling is required to defrost windows during winter months and to keep the vehicle at a proper temperature for young children.

Response: As with any Bylaw, staff have the ability to use discretion in the enforcement of any bylaw. Staff recognize discretion may be necessary during poor weather conditions to allow for the defrosting of windows.

- Issue: City vehicles including police and transit not adhering to the current Bylaw

Response: While Police vehicles are exempt from the Idling Bylaw, staff's position is that vehicles being operated by City staff must adhere to the time restrictions set out in the Idling Bylaw unless the vehicle is being used as a mobile workstation. This is consistent with the City's Corporate Fuel Efficiency Policy which permits the idling of city vehicles for safety or operational requirements.

- Issue: City should change planning practices to address idling i.e. the use of traffic roundabouts instead lights and the review of drive thru lanes for fast food restaurants.

Response: These comments have been referred to Planning Services staff for their consideration.

CORPORATE STRATEGIC PLAN

5.2 A consultative and collaborative approach to community decision making

FINANCIAL IMPLICATIONS

The financial implications are within the approved operating budget of the Operations & Transit Department.

DEPARTMENTAL CONSULTATION

Office of the CAO, Rob Kerr Corporate Manager, Community Energy

COMMUNICATIONS

Staff will provide public notification of any changes to the Idling Bylaw through the local media.

ATTACHMENTS

Attachment A – October 2, 2008 an Information Report
Attachment B - Idling Bylaw Review and Recommendations
Attachment C - Survey of Comparator Municipalities
Attachment D – Summary of Public Input results Attachment
Attachment E – City of Guelph Idling Bylaw (1998)-15945

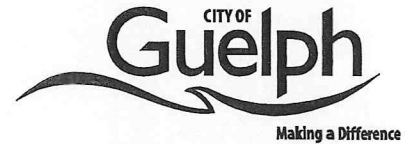


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Recommended By: Derek McCaughan, Executive Director

INFORMATION REPORT



TO **Council**

SERVICE AREA Operations
DATE October 2, 2008

SUBJECT BYLAW SERVICE REVIEW
REPORT NUMBER

BACKGROUND

In April 2008 the *Bylaw Enforcement – Service Review* was presented to Council outlining the work that had been completed and the steps still required to complete this process.

One of the recommendations forthcoming from this report was “THAT staff develop an operating approach for the delivery of by-law enforcement services that is consistent with the City’s Strategic Plan for the consideration of Council.” The report also recommended that staff undertake discussion on the philosophical approach to be undertaken in achieving by-law compliance. To address this, staff have prepared a series of questions to be completed with the administrative “owner” of each of the various bylaws. These questions include:

- What is the purpose of the bylaw? (reason for its implementation)
- Are the reasons for its implementation still relevant today?
- Are amendments required to the bylaw? (is the by-law still current?)
- Are there fees associated with the bylaw? Are they set at an appropriate level?
- How are infractions currently managed? Should the approach be changed?
- Should infractions of the bylaw be managed on a pro-active or reactive basis?
- Are there any other agencies/departments involved with the enforcement of the bylaw?
- If enforcement will be shared, to what extent will the Bylaw Compliance and Enforcement staff enforce this bylaw?
- Estimated or actual number of calls received regarding infractions of the bylaw (2006 to 2008 if available)
- Estimated or actual number of charges issued per year. (2006-2008 if available)

Given the number (and in some cases complexity) of the bylaws to be reviewed, this will likely be a lengthy process. That being said, as major bylaws are reviewed or when a number of minor ones have been completed the information garnered will be forwarded to Council for their information and consideration.

CORPORATE STRATEGIC PLAN

Goal 5.6 Organizational excellence in planning, management, human resources and people practices;

FINANCIAL IMPLICATIONS:

n/a

DEPARTMENTAL CONSULTATION/CONCURRENCE

Corporate Services

COMMUNICATIONS

n/a

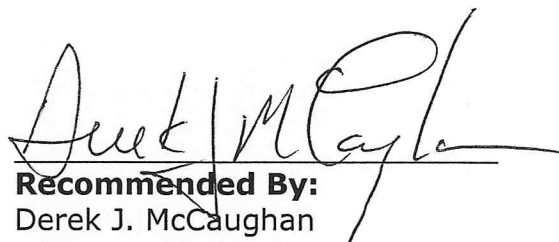
ATTACHMENTS

n/a



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Recommended By:

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IDLING BYLAW REVIEW – OT011202

Attachment B

Bylaw (1998)-15945

Idling Bylaw

Department responsible for Bylaw Administration

Operations and Transit – Bylaw Compliance and Security

Philosophy of Bylaw

Recognizing that motor vehicles are a major source of carbon monoxide emissions and that carbon monoxide is associated with creating adverse health and environmental effects the Idling Bylaw was implemented to regulate the length of time in which a vehicle may idle within the City of Guelph. The reasons for its implementation are still relevant today.

Bylaw Deficiencies

Overall, the City of Guelph's Bylaw is effective in controlling the idling of vehicles. This being said the length of time in which a vehicle may idle for (10 minutes in a 60 minute period) is significantly higher than that permitted by our comparator municipalities. In addition the exemption for transit vehicles at layovers is not supported by our comparator municipalities and is in contradiction to our Green Fleet Policies.

Staff reviewed the various lengths imposed by other municipalities for idling and believe that the most effective to be enforced, while allowing some idle time, is 3 consecutive minutes at any one time. It should be noted that in harsh weather conditions, staff will use discretion.

This restriction would complement the current accumulative time restriction of 10 minutes of idling time within a 60 minute period.

Bylaw Fees

There are no fees associated with the Idling Bylaw.

Enforcement

Enforcement of the Bylaw is done mostly reactively by the Guelph Police Service and the Bylaw Compliance Officers. On average Bylaw Compliance Officers receive about 10 calls per year.

Staff do not recommend any changes to the current enforcement practices.

Fines

The Idling Bylaw does have a set fine in place that allow staff to issue a Provincial Offence Notice (Part I ticket) when a violation is observed. The fine amount for a idling violation is \$130, a \$5.00 administration fee and \$25.00 Victim Services fees is also applied making the total payable \$160.00. While a number of our comparator municipalities do not have set fines in place for idling, this set fine is consistent with other the City of Guelph Bylaws.

Staff also have the option of enforcing violations of this Bylaw by the issuance of a summons (Part III notice) which requires the violator to attend Court to answer the charge and upon conviction; the Court imposes a fine amount.

The use of Parking Tickets (Part II notices) have been implemented within some Municipalities (Burlington), while a parking ticket can be issued to a vehicle parked on a road allowance, parking tickets cannot be used without a property owner's authorization, so therefore they are mostly ineffective for enforcement of the Idling Bylaw on private lands. While staff will review the use of

IDLING BYLAW REVIEW – OT011202

Attachment B

parking tickets for enforcement as an administration responsibility, Council direction on the matter is not required.

Calls for enforcement

Though historically, the Idling Bylaw has been enforced by the Guelph Police Service, informally this responsibility has been shifted to the Bylaw Compliance Officers. Over the past 3 years Bylaw Compliance staff have received approximately 10 calls for enforcement a year.

What strategies might be considered to promote a reduction in the number calls for service?

At the present time the number of calls for service per year is low and staff believe that the various educational campaigns on the environment and the cost of fuel will continue to reduce the number of calls.

Although not required for enforcement, staff will erect educational signage on anti-idling at major intersections into the City. Staff propose that Gordon Street, Woodlawn Road W, Woolwich Street and York Road be signed in 2012 at a nominal cost of about \$800 and that in subsequent years, additional signs be added to the remaining entranceways.

How can the burden on the taxpayer for bylaw compliance and enforcement be reduced?

The following may reduce the burden on the taxpayer:

- To formally recognize that enforcement of the Idling Bylaw can be conducted by Bylaw Compliance Officers rather than the Guelph Police Service.
- To continue the education of City employees on the City's Green Fleet Policies.

Staff recommendation:

1. That the Idling Bylaw be amended to add the restriction that the maximum time that a motor vehicle may idle at any one time to 3 consecutive minutes, specifically that section 3 be removed and replaced with:

3 (1) No person shall cause or permit a vehicle to idle for more than 3 consecutive minutes

3 (2) Notwithstanding section 3(1), no person shall cause or permit a vehicle to idle for more than 10 minutes in any sixty-minute period.

2. AND That the exemption listed under 4(g) for the idling of Transit vehicles at stopovers be removed.

Public Consultation

In November 2011, staff advertised through the local media requesting input on the City's Idling Bylaw.

IDLING BYLAW REVIEW - OT011202
Attachment C

| Municipality | Idling time limit | Exemption for transit vehicles? | Set Fine | Agency responsible for enforcement |
|---------------------|---|--|---|---|
| Niagara falls | 3 min | 15 min max | Part III notice - fine imposed by Court | |
| Wellington County | n/a - lower tier municipalities are responsible | | | |
| Pickering | 5 min | 15 min max | Unknown/none | Regional Police Service, Municipal Law Enforcement |
| Ajax | 2 min | no | \$ 38.00 | |
| Brantford | No city bylaw | | Unknown/none | |
| Waterloo | 3 min | only at stops (required idling) | \$ 75.00 | |
| Chatham-Kent | 5 min | no | \$ 150.00 | Police Department |
| Thunder Bay | varies depending on weather and vehicle type | 10 min max | Unknown/none | |
| Whitby | No city bylaw | no | Part III notice - fine imposed by Court | Regional Police Service, Municipal Law Enforcement |
| Kingston | 5 min | no | Unknown/none | Regional Police Service, Municipal Law Enforcement |
| Cambridge | 1 min | no | \$ 40.00 | Police, Municipal Law Officer, persons authorized by municipality |
| Barrie | No city bylaw | | Unknown/none | |
| St. Catharines | 3 min | yes | Unknown/none | |
| Oshawa | 3 min | no | Unknown/none | |
| Greater Sudbury | 3 min | no | Unknown/none | |
| Richmond Hill | 5 min , request turn off after 10 sec | no | Unknown/none | |
| Burlington | 1 min | only at stops (required idling) | Unknown/none | Police, Municipal Law Officer, persons authorized by municipality |
| Oakville | 5 min | 15 min max | Unknown/none | Bylaw Enforcement |
| Kitchener | 1 min | | \$ 40.00 | |
| Windsor | 5 min | 15min max | Unknown/none | Police Officer, Municipal Law Enforcement |
| Vaughan | 5 min | no | \$ 350.00 | Police Officer, Municipal Law Enforcement |
| Markham | 3 min | no | Unknown/none | Bylaw Enforcement |
| London | 2 min | 5 mins/15 mins | Part III notice - fine imposed by Court | |
| Brampton | 3 min | | Unknown/none | |
| Halton region | 1 min | 5 mins/15 mins | \$ 150.00 | Parking officers |
| Waterloo Region | 3 min | only at stops (required idling) | \$ 75.00 | Police Officer, Municipal Law Enforcement |
| Hamilton | 3 min | 15 mins | Unknown/none | |
| Mississauga | 3 min | 5 min max | Unknown/none | Police Officers, Municipal Law Enformcement |
| Ottawa | 3 min | | Unknown/none | |
| Peel Region | n/a - lower tier municipalities are responsible | | Unknown/none | |

IDLING BYLAW REVIEW - OT011202

Attachment D

| Agree to 3 minute maximum idling time | Comments |
|---------------------------------------|--|
| Y | In full agreement of reducing idling time from 10 mins to 3 mins, feels 3 mins is still a bit excessive, doesn't think idling should be allowed at all. Understands in the dead of winter that 3 mins makes sense. Would love to see more enforcement on city vehicles. |
| Y | In full agreement of reducing idling time from 10 mins to 3 mins would like to see more enforcement and feels that City staff ignore it and supervisors just turn the other way. |
| Questionable | Feels that without the reduction from 10 mins, there will be no reduction and exhaust will be spewed from 20+ buses every 25 mins or so. At 3 mins, its unlikely that the new idling bylaw will be respected. Most drivers will leave their engines on for various reasons, including drivers presuming to be leaving shortly. Complaints to shutting down air exchangers and would like a proper EA of the City. |
| N | Disagrees with new idling bylaw amendment, feels that idling should not be regulated to less than 15 mins on exceptionally cold or hot, humid says |
| Y | Agrees with the reduction of idling bylaw, but like to see idling by any motor vehicle illegal over 60 seconds. |
| Questionable | A number of years ago, TTC made it mandatory for bus drivers to shut down their buses rather than idle when standing in a station waiting for the scheduled departure time. |
| Y | In agreement with new proposal, feels that it will improve sustainability and public health in the city while furthering our reputation as an environmental forerunner. |
| N/ Winter a concern | Disagrees with new idling proposal, says that there are many times that we are waiting for our children and at -15 the car becomes cold very quickly. Recommends keeping the bylaw at 10 mins because the extra 7 mins would not affect the environment as much as it would affect human health. |
| Y | In full agreement with changing the idling bylaw from 10 mins to 3 mins under normal conditions (spring, summer, and fall) but feels that more time is required to clear ice and snow and to warm up the car in the winter. Does not understand why drive thrus are exempted from this bylaw when the whole point of it is to reduce emissions. |
| Questionable | Feels that the city does not enforce bylaws that actually hurt people's quality of life, let alone worrying about the environment. |
| Y/ Winter a concern | Loves the idea of a 3 min idling bylaw but feels that a little more leeway is needed in the winter due to the fact that 3 mins would not be enough to clear the ice and warm up the car efficiently. Would like to see a ban on any further development of drive thru restaurants, hurts the environment. |
| Y | In agreement with the proposal, suggested at one point that establishments put out signs that tell other drivers to shut off their cars while waiting in line. |
| N/ Winter a concern | Feels that the city should stick with the 10 min bylaw. 3 mins is insufficient especially during winter months. A new 3 min bylaw would be very difficult to police and bylaw officers resources would become wasted. |
| Y | Supports reduction of idling bylaw from 10 to 3 mins. She and her family constantly have to deal with idling parents who idle upwards of 30 mins at a school which causes polluted air for the people around there. |
| N | Wants more thought into new idling proposal. Finds that city workers, city bus buses and police cars are the most common offenders. |
| N | Thinks the bylaw is ludicrous; feels that it is a waste of time, waste of taxpayers money and thinks its retarded and the dumbest bylaw he's ever heard of. Feels that the city should look at more important bylaws (e.g. factory trucks that emit black smoke.) |
| N | is a 45 year mechanic. Says that the city is mis-informed and that vehicles turning on/off to supposedly reduce emissions is actually hurting the environment more than helping it. Vehicles produce the highest amount of emissions when the car is first started up. |
| N | Not sure of this new bylaw because she has two pondering concerns: What do people with small children (to heat up their cars in the winter) and no garages do? (to protect car from outside elements) |
| N | Frost and ice would take longer than 3 mins to melt away. Feels that 7-10 mins for idling is reasonable. |
| N | Would like city bylaw to stay at 10 mins. |
| N | Would like for the city to consider traffic circles. The city should co-ordinate all traffic lights so that idling for 3+ mins is not a problem. Says that the red signal on the traffic light at the intersection of Edinburgh and Youngman lasts for approximately 2 mins and 36 secs. City should start becoming proactive instead of its citizens. |
| Y/Winter a concern | Okay for 3 mins except in the winter. Wants to see a winter exception. |
| Questionable | Does it apply to police, city and fire department? Thinks that these are the most offenders. |
| N | Feels that the 3 min idling proposal is way too much, bad for people surrounding the car that is idling causing for polluted air. Thinks that idling should be reduced to 1 min. |
| Y | Annoyed by the high amount of idling in Guelph. School buses are most common offenders. City vehicles are even found idling at times. |
| Y | In full agreement with the new idling proposal. This bylaw will only be as good as it is enforced. Saw 5 vehicles idling in the city parking lot this morning to warm the car up and clear the windows of any frost. They have been running over 10 mins; happens all winter. Enforcing needs to start at the city and city employees need to be the first to follow the rules. Suggests an education program on why it is wrong to idle so people realize that it is the wrong thing to do. |
| N/Winter a concern | Opposed to shorter time in the winter but not the summer. Cars in the winter time do not warm up in 30 secs or less and as the winter progresses, cars hold interior moisture which causes internal icing and fogging. Proposes that winter idling times should be 4-5 mins max for safety reasons. Says that one who gets ticketed for idling will most likely go to court to challenge that their windows were not clear enough because the time was too short. City could face lawsuits because of this if someone hits something or someone. |
| N | City does not have the right to tell its citizens how to use their gas. If the city does not know the full facts of idling, they should research, present the facts, explain the benefits and only then could you (City of Guelph) enforce the bylaw. |
| N | Inquires about police officers who sit in their cars monitoring traffic and cabbies who earn a living in their cars. Wonders who will monitor this and considers the bylaw ridiculous. |
| N | Feels that a 5-6 min idling bylaw would be more suitable. Wonders how bylaw would be enforced.. By an idling bylaw officer? Must take into consideration medically/physically challenged citizens. Also brings up idling city buses. Feels that the city is being a little bit hypocritical. |
| Questionable | Wonders if the bylaw will take into effect the fact that you have to stop at every light and idle for _ mins at each stop. Wants to know if it is possible to time main arteries lights to be green while going the speed limit, because this could help idling issues. |
| Questionable | Is this the best the city can do? This is the reason for our deficit. |
| Y | Fully supports a reduction in engine idling time. Has observed the 10 min idling rule routinely abused. Does not understand why transit vehicles have an exemption when they are concentrated in the downtown square for 5-15 mins. That would be an ideal time to enforce the idling bylaw. |
| Y | Fully supports the change from 10 mins to 3 mins, long overdue. Would like to see an enforcement plan with dollars allocated. Makes a lot of noise with the change to raise awareness. |
| N | Feels that 3 mins is too short to remove snow and have enough heat to defrost the car without complying with the HTA. Also brings up the point that certain traffic lights be set to allow for traffic to flow to reduce idling. |
| | |

IDLING BYLAW REVIEW - OT011202
Attachment D

| Agree to 3 minute maximum idling time | Comments |
|---------------------------------------|---|
| Y | Sees cars idling for way to long on the sides of roads oten with no one in them. Wouls strongly endorse this bylaw change. |
| Y | Wants to know how it will be enforced. Has found that idling is most commonly found outside banks, stores, schools and resturants. |
| N | Does not feel it needs to be amended because city does not have enough people to enforce it anyway. Streets like Norfolk at rush hour need special attention. |
| Y | Peartree Crescent does not get enforced enough. Cars idle for more than 5 mins while they're smoking and littering on public and private property everyday. |
| N | Thinks that the bylaw should stay the same, new idling bylaw proposal time would not be enough to clear ice & snow after a heavy snowstorm. |
| Y | Agrees with lowering the idling time to 3 mins, but has seen city workers idle their vehicles for upwards of an hour. |
| Questionable | Doesn't think anything can be done about idling. |
| Y | Would like to see bylaw reduced to 2 mins in the winter time only for warming a vehicle up in the winter for safety reasons. In all other seasons, idling time shoukld only be 30 secs ate most. As a deterrent, fines should be increased. Decreased idling will contribute to better health and other environmental benefits. |
| Y | 3 minutes at most is good enough. |
| Questionable | Thinks that it is unenforceable, families with small children, major traffic jams, crowded drive-throughs are all factors that should be looked at. If the city wants to really enforce this bylaw, in a few years they'll have to eradicate drive-throughs which are big job creators. |
| Y | Lower idling times in Guelph, better for the cars, our wallets and for the environment. Guelph keep trying to promote their green sensibilities so this bylaw proposal is a no-brainer. |
| N | Doesn't believe there should be an exemption for idling your car to clear the windshield of fog and ice, since 3 minutes may not be enough time to do this. Please consider a very specific exemption that would allow for the clearing of windshields in the upcoming bylaw. |
| Y | 10 min bylaw is way too long. Feels that bylaw should be lowered to 1 min instead of 3, but agrees either way. |
| Y | Totally in support of an idling bylaw reduction with very strict enforcement. |
| Y | Supports amendment of idling bylaw to 3 mins; thinks that it should be brought down to 1 min. City should educate people on the benefits of not idling such as cutting emissions and greenhouse gases. |
| Y | Agrees with changing the idling bylaw from 10 mins to 3 mins. It would be better if no vehicles idled while parked. |
| Y | Concerned with drive thrus. |

THE CORPORATION OF THE CITY OF GUELPH

By-Law Number (1998)-15945

A by-law to regulate the idling of vehicles within the City of Guelph, and to adopt Municipal Code Amendment #226, which amends the Corporation of the City of Guelph’s Municipal Code by adding this By-law as Chapter 167.

WHEREAS motor vehicles are a major source of carbon monoxide emissions into the outdoor air of the City of Guelph;

AND WHEREAS carbon monoxide is associated with creating adverse health effects and contributing to the depletion of the ozone layer;

AND WHEREAS section 102 of the Municipal Act, R.S.O. 1990, Chap. M.45 authorizes every Council to pass by-laws and make such regulations for the health, safety, morality, and welfare of the inhabitants of the municipality in matters not specifically provided for by the Municipal Act;

AND WHEREAS the Council of the Corporation of the City of Guelph desires to assist in the reduction of adverse health effects and in maintaining the ozone layer by reducing the unnecessary emissions of carbon monoxide;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF GUELPH ENACTS AS FOLLOWS:

SHORT TITLE

- 1. This By-law may be cited as the “Idling By-law”.

INTERPRETATION

- 2. In this By-law the following terms shall have the corresponding meanings:

“**City**” means the Corporation of the City of Guelph

“**idle**” means the operation of the engine of a vehicle while the vehicle is not in motion and “idling” shall have a corresponding meaning;

“**mobile workshop**” means:

- (i) a vehicle containing equipment that must be operated inside, or in association with, the vehicle, or
- (ii) a vehicle serving as a facility for taking measurements or making observations which is operated by or on behalf of the City or a public utility, or a police, fire or ambulance service vehicle;

“**stopover**” means a stopping point along a transit route used by transit vehicles for a maximum of fifteen (15) minutes to allow transit vehicles to adjust to service schedules or to allow for the embarking or disembarking of passengers;

“**transit vehicle**” means a vehicle operated on behalf of Guelph Transit; and

“**vehicle**” means a motor vehicle, traction engine, farm tractor, road building machine and a self-propelled implement of husbandry as defined in the Highway Traffic Act, R.S.O. 1990, Chap. H.8 and includes a motorized snow vehicle or other conveyance which operates by way of a combustion engine.

IDLING PROHIBITED

3. No person shall cause or permit a vehicle to idle for more than 10 minutes in any sixty-minute period.

EXEMPTIONS

4. Section 3 of this By-law does not apply to:
 - (a) a mobile workshop while such vehicle is being used as a mobile workshop;
 - (b) a vehicle assisting in an emergency activity;
 - (c) the idling of a vehicle for the purpose of servicing the vehicle;
 - (d) an armoured vehicle carrying cash which is in the course of being loaded or unloaded;
 - (e) a vehicle that is required to remain motionless due to an emergency, traffic or weather condition or mechanical difficulty over which the operator of the vehicle has no control;
 - (f) a vehicle engaged in a parade, race or other event authorized by the City;
 - (g) a transit vehicle at a stopover;
 - (h) a vehicle transporting a person who has in his or her possession a doctor's certificate requiring that the environment surrounding him or her is to be maintained at a certain temperature or humidity; or
 - (i) a vehicle that is required to idle in order to keep in operation a heating or refrigeration system necessary for the welfare or preservation of the cargo contained therein.

OFFENCE

5. Every person who contravenes any provisions of this By-law is guilty of an offence.

PENALTIES

6. Every person who is convicted of an offence under any provision of this By-law shall be liable to a penalty as set out in Section 61 of The Provincial Offences Act, R.S.O. 1990, Chapter P.33, or any successor thereof.

MUNICIPAL CODE AMENDED

7. This By-law is hereby adopted as Municipal Code Amendment #226, which amends the Corporation of the City of Guelph's Municipal Code by adding this By-law as Chapter 167.

PASSED this TWENTY-FIRST day of DECEMBER, 1998.

Original Signed by:
Joe Young - Mayor

Original Signed by:
V. Charlene Lavigne – Deputy Clerk

COMMITTEE REPORT



TO **Operations and Transit Committee**

SERVICE AREA Operations & Transit
DATE January 23, 2012

SUBJECT Eastview Road - Speed Limit Reduction
REPORT NUMBER OT011201

SUMMARY

Purpose of Report:

To propose a speed limit reduction on Eastview Road.

Committee Action:

To receive the report and recommend for Council consideration.

RECOMMENDATION

THAT the Operations & Transit Committee report #OT011201 Eastview Road Speed Limit Reduction dated December 12th, 2011 be received;

AND THAT the speed limit on Eastview Road between Watson Parkway North and the easterly City limit be reduced from 60km/h to 50km/h.

REPORT

Staff have received a request from local residents to reduce the existing speed limit on Eastview Road between Watson Parkway North and the easterly City limit. The speed limit is currently posted as 60km/h. A plan illustrating the existing and proposed speed limits is shown in Appendix A to this report.

Over the past few years this section of Eastview Road has undergone considerable redevelopment, transforming it from rural to an urban residential area. In response to the intensification of residential development, local residents have requested that the existing speed limit be reduced from 60km/h to 50km/h in an effort to have motorists reduce their speed to improve overall roadway safety as they drive through this area. Staff acknowledges the lowering of speed limits does not automatically correlate to an actual reduction in the speed of vehicles; however, this neighborhood has changed as noted above and the requested 50km/h would be more consistent with the residential speed limit within Guelph.

Therefore, staff recommends reducing the speed limit on Eastview Road between Watson Parkway North and the easterly City limit from 60km/h to 50km/h. Upon approval, staff will proceed with installing new speed limit signs as soon as practicably possible.

CORPORATE STRATEGIC PLAN

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

FINANCIAL IMPLICATIONS

Changes to the speed limit signs will be funded through the 2012 Operating budget.

DEPARTMENTAL CONSULTATION

Staff consulted with the Guelph Police Service who support reducing the speed limit to 50 km/h.

COMMUNICATIONS

Traffic Investigations staff has notified those residents directly affected by the proposed speed limit reduction.

ATTACHMENTS

Appendix A – Eastview Road Existing and Proposed Speed Limits



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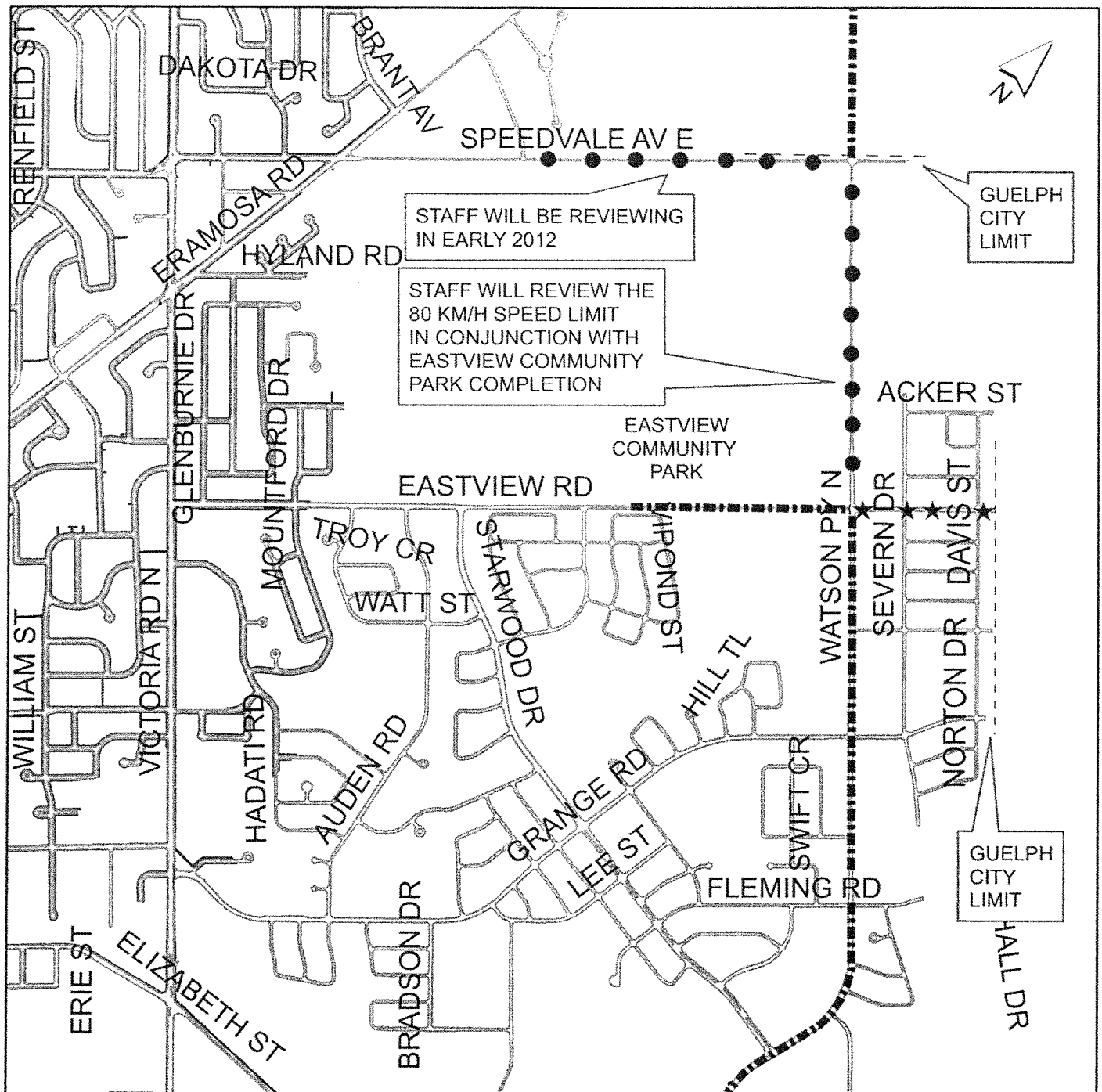


Recommended By: Rod Keller, Acting Executive Director

Appendix A

Eastview Road

Existing and Proposed Speed Limits



**CONSENT REPORT OF THE
PLANNING & BUILDING, ENGINEERING AND ENVIRONMENT COMMITTEE**

January 30, 2012

Her Worship the Mayor and
Councillors of the City of Guelph.

Your Planning & Building, Engineering and Environment Committee beg leave to present their FIRST CONSENT REPORT as recommended at its meeting of January 23, 2012.

If Council wishes to address a specific report in isolation please identify the item. The item will be extracted and dealt with immediately. The balance of the Consent Report of the Planning & Building, Engineering & Environment Committee will be approved in one resolution.

1) Showcasing Water Innovation Program Grant Funding Award

THAT the Planning & Building, Engineering and Environment report dated January 23, 2012 entitled Showcasing Water Innovation Program Grant Funding Award be received;

AND THAT Council authorize the Executive Director of Planning & Building, Engineering and Environment to execute project agreements, including future amendments, with the various Showcasing Water Innovation project partners, subject to the satisfaction of the Executive Director of Planning & Building, Engineering and Environment and the City Solicitor.

2) Building By-law

THAT By-law Number (2005) – 17771 and its amendments being By-law Numbers (2006)-18027, (2007)-18312, (2009)-18740, (2009)-18788, (2010)-19006, (2011)-19216, (2011)-19308, (2011)-19240 be repealed;

AND THAT Council approve and enact the By-law to be known as the Building By-law.

AND THAT staff report back to the Planning & Building, Engineering and Environment Committee in May with recommendations regarding:

- making the Code of Conduct for Building Officials more accessible to the members of the public; and
- establishing a formal process for complaints falling under the Code of Conduct for Building Officials;

AND THAT staff include a summary of complaints addressed through this process in their annual report.

3) Class Environmental Assessment – Notice of Completion for York Trunk Sewer and Paisley and Clythe Reservoir Drinking Water Feeder mains

THAT the Planning & Building, Engineering and Environment report dated January 23, 2012, regarding the Class Environmental Assessment for the York Trunk Sewer and Paisley and Clythe Reservoir Drinking Water Feeder mains be received;

AND THAT staff be authorized to complete the Municipal Class Environmental Assessment process and to proceed with the implementation of the preferred alternatives, as outlined in the report from the Executive Director of Planning & Building, Engineering and Environment dated January 23, 2012;

AND THAT grade separation for pedestrians and cyclists be considered during the detailed design of the Edinburgh Road and GJR crossings.

All of which is respectfully submitted.

Councillor Piper, Chair
Planning & Building, Engineering and
Environment Committee

***PLEASE BRING THE MATERIAL THAT WAS DISTRIBUTED WITH THE
AGENDA FOR THE JANUARY 23, 2012 MEETING.***

COMMITTEE REPORT



TO **Planning & Building, Engineering and Environment Committee**

SERVICE AREA Planning & Building, Engineering and Environment
DATE January 23, 2012

SUBJECT Showcasing Water Innovation Program Grant Funding Award

REPORT NUMBER

SUMMARY

Purpose of Report:

To inform Council of grant funding received by the City via the Ministry of the Environment's Showcasing Water Innovation Program and to seek Council's endorsement regarding next steps.

Council Action:

To authorize the Executive Director of Planning & Building, Engineering and Environment to execute agreements with the various Showcasing Water Innovation project partners to deliver the respective projects.

RECOMMENDATION

"THAT the Planning & Building, Engineering and Environment report dated January 23, 2012 entitled Showcasing Water Innovation Program Grant Funding Award be received;

AND THAT Council authorize the Executive Director of Planning & Building, Engineering and Environment to execute project agreements, including future amendments, with the various Showcasing Water Innovation project partners, subject to the satisfaction of the Executive Director of Planning & Building, Engineering and Environment and the City Solicitor."

BACKGROUND

In April 2011 the Ontario Ministry of Environment (MOE) introduced the Showcasing Water Innovation (SWI) program as a complement to the Ontario Water Opportunities and Conservation Act. This Act, passed in the Ontario Legislature in November 2010, aims to help conserve our water supplies, sustain our valuable water infrastructure, and make Ontario the North American leader in the

development and sale of new technologies and services for water conservation and treatment.

The SWI program was created to encourage the early adoption of innovative and cost effective approaches and technologies for advancing integrated sustainable water management. The objective of SWI was to fund a small number of projects in a representative set of Ontario communities that:

- Showcase integrated and sustainable water technologies, services, practices or a combination of these;
- Produce results and knowledge that are applicable to other communities in Ontario;
- Demonstrate the positive impacts of collaboration through partnerships; and
- Provide opportunities for demonstrating the market potential and success of innovative technologies and practices in real community settings.

Through this program a call for applications was introduced by the MOE in the spring of 2011 with successful project applications eligible to receive funding for up to 50% of eligible project costs to a maximum of \$1 million. In total, the program aimed to invest \$17 million in provincial funding over a three year period to assist communities across Ontario to use innovative practices and new water technologies to manage their water.

REPORT

Project Overview:

In response to the MOE's SWI grant funding announcement in April 2011, Water Services and Wastewater Services submitted a total of three funding applications to the MOE by the application deadline of June 24, 2011.

Water Services also submitted a letter of support, as one of numerous partners, on a separate external SWI application lead by the Canadian Urban Institute.

Through all applications, and in alignment with objectives and project eligibility criteria of the SWI funding stream, strategic partnerships were sought by the City with both public and private water management stakeholders to best achieve and enhance respective project deliverables, as well as best enable the future sharing of lessons learned through local projects with other communities throughout the Province and beyond.

In December 2011, Water Services and Wastewater Services received confirmation from the MOE that all four funding applications had been selected for funding through the SWI program, representing the procurement of approximately \$2.2 million in local project investment, or 13% of the total \$17 million of grant funding available Province wide.

Although City By-law Number (2011)-19204 provides Executive Directors with the authority to execute grant funding agreements with the Province of Ontario, this authority does not extend to forming related agreements with grant funding partners. Included below is an overview of the successful grant applications, including a summary of respective project partners for reference:

| |
|--|
| Implementation of full-scale Anammox microorganisms to remove Ammonia in Wastewater Effluent - \$1,000,000 in Grant Funding |
|--|

Project Lead: City of Guelph - Wastewater Services Department

Project Partners: CH2MHILL Consulting Engineers

Project Summary:

The City has undertaken a comprehensive optimization program at the Wastewater Treatment Plant (WWTP). During the course of this program, it was identified that the recycled ammonia load from sludge dewatering, which is the side stream, could negatively impact the ability to reliably meet the very stringent effluent targets.

In order to improve reliability with which the WWTP meets its effluent targets, the Side-Stream Anammox treatment is proposed. The Anammox treatment will help to reduce the ammonia loading and will also reduce operational costs associated with the aeration requirements to remove ammonia.

An additional objective is to investigate, at a pilot-scale level, the effectiveness of seeding Anammox organisms grown in the side stream treatment process into a mainstream reactor. Although to date Anammox treatment has been applied only in side stream treatment, there is significant interest amongst researchers and practitioners in testing it in the mainstream. If found to be successful in the mainstream treatment, it could dramatically change the way wastewater is treated in Ontario and around the world.

Implementation of the project will involve construction, commissioning and stable operation of a full-scale side-stream nitrification-Anammox process and a pilot-scale mainstream nitrification-Anammox process.

Upon completion and under stable conditions it is expected to remove approximately 80-90 % of the ammonia loads in dewatering filtrate and thus reduce the operational cost.

| |
|---|
| Water System Efficiency Upgrade: Monitoring, Predicting and Improving - \$945,546 in Grant Funding |
|---|

Project Lead: City of Guelph - Water Services Department

Project Partners: Township of Centre Wellington, Municipality of Chatham-Kent
Public Utilities Commission, Eramosa Engineering Inc., Hydrant
Network Solutions Inc.

Project Summary:

This project seeks to improve overall water system efficiency both at water supply sources and through reducing water losses in Guelph's water distribution system.

In order to improve efficiency, additional water system monitoring is required to establish a baseline of the system's current state and improve our existing distribution system hydraulic model. Power monitors, pressure monitors and flow monitors will be added to key areas of the Water Services system to provide better information.

By tracking power usage live at each water supply site, staff can bring energy information use to our operators and potentially improve our daily water production decision making.

The addition of pressure transmitters in the water distribution system will help staff to discern the effects of pressure transients (sudden pressure changes or 'waves') in our water mains. Improved pressure information will allow staff to potentially safely reduce pressure in parts of our distribution system which can lead to reduced main break incidents and reduced water losses (due to leaks and inefficient use). Centre Wellington and Chatham-Kent Public Utility Commission will be joining Guelph in testing and installing new fire hydrant based pressure monitors with remote tracking developed here in Ontario.

New flow monitors in specific District Monitoring Areas (DMAs) will help locate water losses and determine if water flow reversal is taking place.

All new information being monitored (power, pressure and flow) will be used to improve our existing distribution system model. The improved model will help staff to predict how changes will affect our water system and assist in plans to make it better. Optimization of our water system becomes an attainable goal.

In order to help prove the improved model, an industry known efficiency improvement will be incorporated into Guelph's water supply system: specifically two (2) new Variable Frequency Drive (VFD) pumps will be installed at F.M. Woods Pumping Station. These new pumps will help us to provide water to the citizens of Guelph more efficiently while assisting to bring our improved water system model from theory to reality.

In addition, Pressure Reducing Valves (PRVs) will be strategically placed in our water distribution system in order to reduce excessive pressure in certain areas.

The improved model will be used to help determine where these valves will be placed. By reducing pressures we can help reduce main breaks, reduce water losses and reduce excessive water use due to high pressure.

Upon project completion we anticipate a more efficient water system with tools in place to continuously improve efficiency going forward.

| |
|--|
| Bus Wash Rainwater Harvesting and Rinse Water Recirculation Project - \$89,100 in Grant Funding |
|--|

Project Lead: City of Guelph - Water Services Department

Project Partners: Enviro-Stewards Inc., Walkerton Clean Water Centre

Project Summary:

Currently, the regular washing of buses at the Guelph Transit facility is completed solely through the use of potable water – accounting for approximately 450 litres of potable water use per bus washed. This project aims to reduce the use of both potable water and cleaning chemicals as part of the bus wash process by 40% through the reuse of high quality wash water with the bus wash cycle as well as the substitution of potable water needs with rainwater captured through the introduction of a large scale rainwater harvesting system. The integration of these technology solutions is anticipated to reduce potable water demands at Guelph Transit by approximately 2,100,000 litres per year and introduce \$6,400 in operational savings through reduced potable water and cleaning chemical use.

| |
|---|
| Integrated Water Mapping (IWM); Unlocking Municipal Data for Sustainable Water Planning - \$220,000 in Grant Funding |
|---|

Project Lead: Canadian Urban Institute (CUI)

Project Partners: City of Guelph, City of Barrie, City of London, City of Toronto, Cities Centre (University of Toronto), Environics Analytics and Siemens Canada

Project Summary:

The integrated water mapping project will see the development and use of a spatial database containing water, land use and demographic data, enabling the City to identify, integrate, analyze and visualize (via mapping) strategic datasets for enhanced water planning and program implementation. The spatial database to be developed by the Canadian Urban Institute and its partners will provide each participating city with a system and process to more readily access its own water utility, land use, demographic and other available data sources, as well as organize the information in an easy to use and visual manner. The integration of these key data sources is anticipated to provide the necessary framework for each City to more strategically engage community members as well as provide the necessary electronic infrastructure to evaluate and model the intensity of water use associated with alternative built/urban forms in alignment with the urban design objectives of our Community Energy Initiative.

CORPORATE STRATEGIC PLAN

1. An attractive, well-functioning and sustainable city;
5. A community-focused, responsive and accountable government;
6. A leader in conservation and resource protection/enhancement;
- 6.5 Less energy and water per capita use than any comparable Canadian city.

FINANCIAL IMPLICATIONS

Funding source information by individual project is provided below for reference:

Implementation of full-scale Anammox microorganisms to remove Ammonia in Wastewater Effluent - \$1,000,000 in grant funding

- Funding for this project for 2012 is within the Council approved Wastewater Services User Pay Capital Budget;
- Funding for 2013 and 2014 as the project continues will be carried within Wastewater Services Capital and Operating Budgets;
- Total estimate for the project construction is \$5.3 million. Remaining budget for City of Guelph after SWI grant fund is applied is \$4.3 million for capital projects.

Water System Efficiency Upgrade: Monitoring, Predicting and Improving - \$945,546 in grant funding

- Funding for this project in 2012 is within the Council approved 2012 Water Services User Pay Capital and Operating Budgets;
- Funding for 2013 and 2014 as this project continues will be carried within Water Services Capital and Operating Budgets;
- Remaining cash costs for the City of Guelph after SWI grant funds are applied are as follows:
 - 2012: \$146,099
 - 2013: \$499,680
 - 2014: \$2,245
- An additional in-kind contribution from the City of Guelph in the form of staff time is estimated at \$209,597 over the project term;
- Cash and in-kind contributions from project partners total \$61,583 and \$26,555 respectively.

Bus Wash Rainwater Harvesting and Rinse Water Recirculation Project - \$89,100 in grant funding

Funding for this project (\$72,684.23) in 2012 is within the Council approved 2012 Water Services User Pay Capital and Operating Budgets.

Integrated Water Mapping - \$220,000 in grant funding

Funding for this project (\$40,000) is within the Council approved 2012 Water and Wastewater User Pay Operating Budget.

DEPARTMENTAL CONSULTATION

Corporate & Human Resources - Legal Services,
Operations & Transit- Transit Services
Planning & Building, Engineering and Environment - Water Services and
Wastewater Services

COMMUNICATIONS

A media event was held on Monday December 19, 2011 by Guelph's Member of Provincial Parliament, Liz Sandals, announcing the aforementioned local projects receiving funding via the Ministry's SWI funding program.

Beyond initial this announcement, individual projects are also required to share lessons learned through employment of a knowledge transfer plan. These plans are specific to each individual project and have been developed with the goal of best engaging respective stakeholders. Individual knowledge transfer plans will be implemented through consultation with the MOE and in alignment with work plans and key milestones of each respective project.

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COMMITTEE REPORT



TO **Planning & Building, Engineering and Environment
Committee**

SERVICE AREA Planning & Building, Engineering and Environment
DATE January 23, 2012

SUBJECT Building By-law
REPORT NUMBER 12-04

SUMMARY

Purpose of Report:

To implement recent changes to the Building Code Act and the Ontario Building Code necessitating changes to the Building By-law.

Council Action:

To repeal the existing Building By-law, being By-law Number (2005) – 17771 and all of its amending by-laws and to adopt a new Building By-law, being By-law Number (2012) - XXX (Attachment 1).

RECOMMENDATION

“THAT By-law Number (2005) – 17771 and its amendments being By-law Numbers (2006)-18027, (2007)-18312, (2009)-18740, (2009)-18788, (2010)-19006, (2011)-19216, (2011)- 19308, (2011)-19240 be repealed;

AND THAT Council approve and enact By-law Number (2012)-XXX.”

REPORT

Guelph’s new Building By-law reflects recent citation, editorial, and administration changes resulting from changes to the Building Code Act and the Ontario Building Code.

Notable changes include that the former “Equivalents” portion of the Building By-law has been replaced with “Alternative Solutions”. The purpose of “Alternative Solutions” is to permit persons to formally propose other ways of meeting a particular Building Code requirement resulting in the same objective being achieved using other methods (e.g. Life safety measures). This change in methodology reflects a move to an objectives based code format.

Another change to the Ontario Building Code will require air barrier (building envelope) inspections for all buildings.

Also, occupancy inspections will now be required for residential single family, semi-detached, and townhomes.

There are no changes being proposed to the fee schedule aside from some minor editorial changes. New fees are normally introduced on June 1st of each year.

CORPORATE STRATEGIC PLAN

Government and Community Involvement

Goal #5: A community-focused, responsive and accountable government.

FINANCIAL IMPLICATIONS

N/A

DEPARTMENTAL CONSULTATION

Legal Services

COMMUNICATIONS

On December 13, 2011 Building Services staff held an information session at City Hall for Guelph homebuilders, developers, and suppliers to inform, address questions, and receive feedback about Building Code changes that will be impacting their business in 2012. Approximately 58 of Guelph's Homebuilding industry representatives were in attendance.

ATTACHMENTS

Building By-law Number (2012)-XXX

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Attachment 1
THE CORPORATION OF THE CITY OF GUELPH

By-law Number (2012) -????

A by-law respecting Building, Demolition, Conditional and Change of Use Permits, Inspections, Appointment of Inspectors and a Code of Conduct which repeals and replaces By-law number (2005)- 17771 and all its amending by-laws and to adopt Municipal Code Amendment # ???? which amends Chapter 116 of the Municipal Code.

WHEREAS Subsection 7(1) of the *Building Code Act*, S.O. 1992, Chapter 23, as amended, authorizes Council to pass certain by-laws respecting Building, Demolition and Change of Use Permits and Inspections;

AND WHEREAS Subsection 3(2) of the *Building Code Act*, S.O. 1992, Chapter 23, as amended, requires Council to appoint a Chief Building Official and Inspectors for the enforcement of the *Building Code Act*;

AND WHEREAS Subsection 7.1(1) of the *Building Code Act*, S.O. 1992, Chapter 23, as amended, requires Council to establish and enforce a Code of Conduct for the Chief Building Official and Inspectors;

NOW THEREFORE THE CORPORATION OF THE CITY OF GUELPH ENACTS AS FOLLOWS:

1. **Short Title**

This By-law may be cited as the "Building By-law".

2. **Definitions**

In this By-law,

"Act" means the *Building Code Act*, S.O. 1992, Chapter 23, as amended.

"Applicant" means the Owner of a property or Building who applies for a Permit or any person authorized by the Owner to apply for a Permit on the Owner's behalf, as defined in Division C, Article 1.3.1.2. of the Building Code.

"Architect" means an Architect as defined in Division A, Article 1.4.1.2. of the Building Code.

"As Constructed Plans" means As Constructed Plans as defined in Division A, Article 1.4.1.2. of the Building Code.

"Building" means a Building as defined in Subsection 1(1) of the Act.

"Building Code" means the regulations made under Subsection 34(1) of the Act.

"Change of Use" means a Change of Use as referenced in Section 10(1) of the Act.

"Chief Building Official" means the Chief Building Official or his or her designate, appointed by a by-law of the Corporation for the purposes of enforcement of the Act.

"Construct" means Construct as defined in Subsection 1(1) of the Act and construction shall have the same meaning.

"Demolish" means Demolish as defined in Subsection 1(1) of the Act and demolition shall have the same meaning.

"Designated Structure" means structures designated for the purposes of clause (d) of the definition of Building in Subsection 1(1) of the Act.

"Corporation" means The Corporation of the City of Guelph.

"Farm Building" means a Farm Building as defined in Division A, Article 1.4.1.2. of the Building Code.

"Inspector" means an Inspector appointed by this by-law, as described in Schedule "D", for the purposes of enforcement of the Act.

"Owner" means an Owner as referenced in Division C, Article 1.3.1.2. of the Building Code.

"Permit" means written permission from the Chief Building Official to perform work regulated by this by-law and the Act, or to change the use of a Building, or part of a Building, as regulated by the Act.

"Plumbing" means Plumbing as defined in Subsection 1(1) of the Act.

"Professional Engineer" means an Engineer as defined in Division A, Article 1.4.1.2. of the Building Code.

"Sewage System" means a Sewage System as defined in Division A, Article 1.4.1.2. of the Building Code.

Any word or term not defined in this by-law, which is defined in the Act or Building Code, shall have the meaning ascribed to it in the Act or the Building Code and any word or term not defined in this by-law, the Act or the Building Code, shall have the meaning normally associated with it.

3. **Classes of Permits**

Classes of Permits with respect to the Construction, Demolition and Change of Use of a Building and the associated Permit fees shall be as set out in Schedule "A" of this by-law and include the following:

3.1 **Building Permit**

This Permit is required under Subsection 8(1) of the Act and may include Plumbing, heating, ventilation and air conditioning systems, Sewage Systems, Farm Buildings and Designated Structures as set out in Division A, Sentence 1.3.1.1.(1) of the Building Code and signs as set out in Division B, Section 3.15 of the Building Code.

3.2 **Demolition Permit**

This Permit is required under Subsection 8(1) of the Act.

3.3 **Conditional Permit**

This Permit may be issued by the Chief Building Official in accordance with Subsection 8(3) of the Act to authorize any stage of Construction, even though all of the requirements under Subsection 8(2) of the Act have not been met.

3.4 **Change of Use Permit**

This Permit is required under Subsection 10(1) of the Act when a change in use of a Building or part of a Building will result in an increase in hazard as determined under the Building Code even though no Construction is proposed.

4. **Administrative Procedures Relating to Permits**

4.1 **Revisions to Permits**

After the issuance of a Permit under the Act, notice of any material change to a plan, specification, document or other information on the basis of which the Permit was issued, must be provided by the Applicant in writing to the Chief Building Official together with the details of such change. The change shall not be made without the written authorization of the Chief Building Official.

4.2 Transfer of Permit Applications and Permits

Where the ownership of land changes after a Permit application has been submitted and fees paid or where a Permit has been issued, the Applicant for the Permit or the person to whom the Permit was issued, may submit a request to the Chief Building Official requesting a transfer of the Permit application and fees or the Permit by submitting the following information:

- a) the name and address of the person to whom the Permit application and fees or the Permit are to be transferred;
- b) the name and address of any contractors that have changed from those listed on the Permit application or the Permit;
- c) the name and address of Architects and Professional Engineers responsible for the design and field review of the Construction that have changed from those listed on the Permit application or the Permit; and,
- d) name and address of the person who paid the Permit fees.

4.3 Revocation of Permits

The Chief Building Official, subject to provisions outlined in Subsection 8(10) of the Act, has the authority to revoke a Permit issued under the Act.

5. **Requirements for Applications**

5.1 Building, Demolition, Conditional and Change of Use Permits

Where an application is made for a Building or Demolition Permit under Subsection 8(1) of the Act, or a Conditional Permit under Subsection 8(3) of the Act, or a Change of Use Permit under Subsection 10(1) of the Act, the application shall comply with Division C, Sentence 1.3.1.3.(5) of the Building Code and be complete with documents and other information as required in this by-law.

5.2 Prescribing Forms

The forms required for an application for a Permit, unless otherwise specified by the Chief Building Official, shall be those forms as set out in Schedule "B" of this by-law.

5.3 Plans and Specifications

Sufficient information shall be submitted with each application for a Permit to enable the Chief Building Official to determine whether or not the proposed Construction, Demolition or Change of Use will conform with, the Act, the Building Code and any other applicable law.

Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of working drawings and information as set out in Schedule "B" of this by-law.

5.4 Alternative Solution

Where a person proposes the use of an Alternative Solution as defined in Division A, Article 1.4.1.2. of the Building Code, the proposal shall:

- a) Include all documentation requirements as set out in Division C, Sub-Section 2.1.1. of the Building Code, and
- b) Be submitted on the application form as set out in Schedule "B" of this by-law.

5.5 Inactive Permit Applications

Where an application for a Permit remains inactive for six months after it is submitted, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the Applicant. Once an application is deemed to be abandoned, it may be cancelled and a new application will be required for the proposed work.

5.6 Payment of Permit Fees

Fees for a required Permit shall be as set out in Schedule "A" of this by-law and are due and payable upon submission of an application for a Permit.

6. **Refund of Permit Fees**

In the case of withdrawal or abandonment of an application for a Permit or abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall, upon written request of the Owner or Applicant, determine the amount of paid Permit fees that may be refunded to the Owner or Applicant, if any, in accordance with Schedule "A" of this by-law.

7. **As Constructed Plans**

- 7.1 The Chief Building Official may require that a set of As Constructed Plans of a Building be filed with the Chief Building Official on completion of Construction under such conditions as may be prescribed in the Building Code.
- 7.2 Upon completion of Construction of the foundation for single detached dwellings, semi detached dwellings, duplexes or townhouses, a certificate of an Ontario Land Surveyor, Professional Engineer or Architect, shall be submitted to the Chief Building Official confirming that the elevation of the foundation conforms to the Ontario Building Code and the subdivision grading plan or the lot grading plan approved by the Corporation. Such certificate shall be submitted before the framing inspection is carried out by an Inspector.

8. **Notice Requirement for Inspections**

The Owner or an authorized agent shall notify the Chief Building Official of the prescribed notices under Division C, Article 1.3.5.1. of the Building Code and every additional notice under Division C, Article 1.3.5.2. of the Building Code, at least one business day prior to each stage of Construction.

9. **Appointment of Inspectors**

The persons listed in Schedule "C" of this By-law are appointed to enforce the Act.

10. **Code of Conduct**

The Code of Conduct for the Chief Building Official and Inspectors, as required under Subsection 7.1(1) of the Act, is set out in Schedule "D" of this by-law.

11. **Severability**

Where a court of competent jurisdiction declares any section or part of a section of this by-law to be invalid, or to be of no force and effect, it is the

intention of City Council in enacting this by-law that the remainder of this by-law shall continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.

12. **Repeal and Replacement of Previous By-laws**

By-law number (2005)-17771 and all its amending by-laws are hereby repealed and replaced by this by-law as of the date and time of this by-law coming into effect.

Municipal Code Amendment # **????** is hereby adopted, which amends Chapter 116, Article 1 – “Building Construction” of the Municipal Code.

PASSED this 30th day of JANUARY, 2012.

Original Signed by:

Karen Farbridge - Mayor

Blair Labelle - City Clerk

SCHEDULE "A"
of By-law Number (2012)-???

Fees for a required Permit are set out in this Schedule and are due and payable upon submission of an application for a Permit.

| Classes of Permits | | Permit Fee (\$ per sq. foot) | Flat Fee (\$) |
|--|--|---------------------------------|------------------|
| CONSTRUCTION - NEW BUILDINGS, ADDITIONS, MEZZANINES | | | |
| Group A: | Assembly Buildings (Shell) | 1.77 | |
| | (Finished) | 2.02 | |
| | Outdoor Patio | | 160.00 |
| | Outdoor Public Pool | | 755.00 |
| Group B: | Institutional (Shell) | 1.91 | |
| | (Finished) | 2.19 | |
| Group C: | Residential | | |
| | Single Detached Dwelling, Semi Detached Dwelling, Duplex Dwelling and Townhouses | 1.08 | |
| | Garage/Carport (per bay), Shed, Deck, Porch, Exterior Stairs | | 80.00 |
| | Exterior Ramps, Hot Tubs | | 80.00 |
| | Swimming Pools | | 160.00 |
| | Apartment Building | 1.03 | |
| | Hotels/Motels | 1.71 | |
| | Residential Care Facility | 1.40 | |
| Group D: | Business and Personal Services | | |
| | Office Buildings (shell) | 1.45 | |
| | Office Buildings (finished) | 1.71 | |
| Group E: | Mercantile | | |
| | Retail Stores (shell) | 0.95 | |
| | Retail Stores (finished) | 1.20 | |
| Group F: | Industrial | | |
| | Warehouse, Factories | 0.75 | |
| | Parking Garage | 0.64 | |
| Farm Building | | 0.36 | |
| Foundation | | 0.11 | |
| Conditional Permit | | 0.11 | |
| INTERIOR FINISHES: All Classifications | | | |
| Interior finishes to previously unfinished areas (including finishing of residential basements and major renovations). | | 0.34 | |
| ALTERATIONS/RENOVATIONS: All Classifications | | | |
| Alterations and renovations to existing finished areas, new roof structures. | | 0.31 | |
| MINOR ALTERATIONS: | | | |
| Partitions, washrooms, new entry, minor demolitions (500 sq. ft. or less). | | | 80.00 |
| SPECIAL CATEGORIES: | | | |
| Air Supported Structures | | 0.38 | |
| Temporary Tents/per application, Temporary Buildings | | | 160.00 |
| Portables - each (excludes port-a-pak) | | | 80.00 |
| Major Demolitions (more than 500 sq. ft.) | | 0.02/160.00 min. | |
| Change of Use Permit | | | 160.00 |
| MISCELLANEOUS: | | | |
| Fireplace/Woodstove (each) | | | 80.00 |
| Exterior Ramps (excluding SDD Ramps) | | | 160.00 |
| Retaining Wall (per linear foot) | | 3.11 | |
| Balcony Guard (replace per linear foot) | | 0.62 | |
| Ceiling (new or replace per square foot) | | 0.05 | |
| Reclad Exterior Wall (per square foot) | | 0.05 | |
| All Designated Structures (except retaining walls, public pools & signs) | | | 320.00 |
| Storefront (replace) | | | 160.00 |
| Elevator, Escalator, Lift | | | 320.00 |
| Demising Wall/Firewall | | | 80.00 |
| MECHANICAL WORK: (Work independent of building permit) | | | |
| HVAC Permit (residential per suite) | | | 80.00 |
| HVAC Permit (non-residential) | | 0.11 | |
| Sprinkler System (N.F.P.A. 13) or Standpipe System (N.F.P.A. 14) | | 0.04/160.00 min. | |
| Commercial Kitchen Exhaust Systems, Spray Booths, Dust Collectors | | | 160.00 |
| ELECTRICAL WORK: (Work independent of building permit) | | | |
| Fire Alarm System and Electrical Work | | 0.04/160.00 min. | |
| Electromagnetic Locks (each) and Hold Open Devices (each) | | | 38.00 |
| PLUMBING WORK: (Work independent of building permit) | | | |
| Plumbing Permit (per fixture) | | | 13.00 |
| Hot Water Heaters (each) | | | 38.00 |
| Testable Backflow Prevention Devices (each) | | | 80.00 |
| Catchbasins/Manholes/Roof drains (each) | | | 13.00 |
| Building Services (per group) -SDD, Semi-Detached, Duplex | | | 80.00 |
| Building/Site Services (per linear foot), excluding SDD, Semi-Detached, Duplex | | 0.65 | |
| SEWAGE SYSTEMS: | | | |
| New Installations | | | 485.00 |
| Replacement or Alteration | | | 245.00 |

(Schedule “A” – continued)

Rules for Determining Permit Fees

- A minimum Permit fee of \$80.00 shall be charged for all work where the calculated Permit fee is less than \$80.00.
- For classes of Permits not described in this Schedule, a reasonable Permit fee shall be determined by the Chief Building Official.
- Floor area of the proposed work is to be measured to the outer face of exterior walls (excluding residential attached garages) and to the centre line of party walls, firewalls or demising walls.
- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.
- Except for interconnected floor spaces, no deductions are made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.).
- Unfinished basements for single detached dwellings, semi detached dwellings, duplex dwellings and townhouses are not included in the floor area.
- Attached garages and fireplaces are included in the Permit fee for single detached dwellings, semi detached dwellings, duplex dwellings and townhouses.
- Where interior alterations and renovations require relocation of sprinkler heads, standpipe components or fire alarm components, no additional charge is applicable.
- Ceilings are included in both new shell and finished (partitioned) Buildings. The Permit fees for ceilings only apply when alterations occur in existing Buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.
- Where Demolition of partitions or alterations to existing ceilings are part of an alteration or renovation Permit, no additional charge is applicable.
- Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy for the floor area on which they are located.
- The occupancy categories in this Schedule correspond with the major occupancy classifications in the Ontario Building Code. For multiple occupancy floor areas, the Permit fees for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
- For rack storage use, apply the square footage charge that was used for the Building.
- A temporary Building is considered to be a Building that will be erected for not more than three years.
- Additional Permit fees are not required when the Sewage System is included with the original Building Permit.

Refund of Permit Fees

In the case of withdrawal or abandonment of an application for a Permit or abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall, upon written request of the Owner or Applicant, determine the amount of paid Permit fees that may be refunded to the Owner or Applicant, if any, as follows:

- a) 80 percent (80%) if administrative functions only have been performed;
- b) 70 percent (70%) if administrative and zoning functions only have been performed;
- c) 50 percent (50%) if administrative, zoning and plans examination functions have been performed;
- d) 35 percent (35%) if the Permit has been issued and no field inspections have been performed subsequent to Permit issuance;
- e) 5 percent (5%) shall additionally be deducted for each field inspection that has been performed after the Permit has been issued;
- f) No refund shall be made of an amount that is less than the minimum Permit fee applicable to the work;
- g) No refund shall be made after two years following the date of Permit application where the Permit has not been issued or one year following the date of Permit issuance.

SCHEDULE "B"
of By-law Number (2012) – ???

The following are list of plans, working drawings, information and forms that may be required to accompany applications for Permits according to the scope of work;

1. Plans and Working Drawings

- | | |
|----------------------------|---|
| a) Site plan/Survey Plan | k) Structural drawings |
| b) Key plan | l) Architectural drawings |
| c) Lot grading plan | m) Electrical drawings |
| d) Floor plans | n) Heating, ventilation and air conditioning drawings |
| e) Foundation plans | o) Plumbing drawings |
| f) Framing plans | p) Fire alarm drawings |
| g) Roof plans | q) Sprinkler drawings |
| h) Reflected ceiling plans | r) Travel distance plans |
| i) Sections and details | s) Exit capacity plans |
| j) Building elevations | |

Two sets of drawings shall be submitted on paper or other durable material. One full-sized set of drawings to a legible, recognized scale and one 11"x17" reduced set of drawings are required. Two sets of 11"x17" drawings may be submitted if to a legible, recognized scale. Electronic drawings may be submitted, or may be required to be submitted, at the discretion of the Chief Building Official.

If applicable, drawings must be stamped by an Architect and/or Professional Engineer and/or qualified/registered designer.

All drawings shall be fully dimensioned, note all sizes and types of Construction materials to be used and their respective locations, all finishes to all walls, ceilings and floors and all existing and proposed fire separations. Alterations, renovations and additions must differentiate between the existing Building and new Construction being proposed.

2. Information

- a) Spatial separation calculations
- b) Fire protection reports
- c) Building Code related reports

3. Forms

- a) Application For An Alternative Solution
- b) City of Guelph Ontario Building Code Analysis
- c) Commitment To General Reviews By Architects And Engineers
- d) Declaration Of Applicant for Building Permit
- e) Demolition Permits Utility Sign-Off Sheet
- f) Energy Efficiency Certification Form
- g) Energy Efficiency Design Summary
- h) Information Sheet For Group Homes
- i) Information Sheet For A Sewage System

SCHEDULE "C"
of By-law Number (2012) – ???

- 1. Bruce Poole is the Chief Building Official as appointed by by-law (1995)-14803 for the purposes of enforcement of the Act.
- 2. The persons listed in this Schedule are hereby appointed to the positions identified therein and these persons shall be responsible to the Chief Building Official for the enforcement of the Act.
- 3. An appointment authorized under this by-law shall be deemed to be revoked if the individual ceases to be employed by the City of Guelph in the positions listed below.
- 4. The Manager of Inspection Services and the Manager of Permit and Zoning Services are hereby appointed designates of the Chief Building Official and shall have the authority to carry out any duties of the Chief Building Official in his or her absence or as directed by him or her, including the authority to issue Permits and Stop Work Orders.
- 5. The HVAC Inspector III shall have the authority to issue Permits for the Construction of heating, ventilating and air conditioning systems on behalf of the Chief Building Official.
- 6. The Plumbing Inspector III shall have the authority to issue Permits for the Construction of Plumbing and Sewage Systems and for the installation of backflow prevention devices on behalf of the Chief Building Official.
- 7. The Backflow Prevention Officer shall have the authority to issue Permits for the installation of backflow prevention devices on behalf of the Chief Building Official.

| Title of Position | Appointed Person |
|---------------------------------------|---|
| Manager of Inspection Services | Rob Reynen |
| Manager of Permit and Zoning Services | Paul Moore |
| Technical Services Specialist | Adrian vanEck |
| Plumbing Inspector III | David Auliffe |
| HVAC Inspector III | John Bosyj |
| Backflow Prevention Officer | Jeff Crossman |
| Inspectors | Bruce Poole Paul Moore Rob Reynen Mark Shody John Bosyj Greg Pieczewski Tammy Hogg Ian Malcolm David Auliffe Chris Catteau Ray Borthwick Jeremy Laur Nicholas Rosenberg Daewon Lee Peter Pieczewski Jeff Crossman Adrian vanEck |

SCHEDULE "D"
of By-law Number (2012) ????

Code of Conduct for the Chief Building Official and Inspectors

1. Purpose

- a) To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Act or the Building Code.
- b) To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Act or the Building Code.
- c) To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Act or the Building Code by the Chief Building Official and Inspectors.

2. Scope

This policy applies to the Chief Building Official and all appointed Inspectors.

The Code of Conduct must provide for its enforcement and include policies or guidelines to be used when responding to allegations that the Code of Conduct has been breached and disciplinary actions that may be taken if the Code of Conduct is breached.

3. Contents

Conduct

- a) Always act in the public interest, particularly with regard to the safety and accessibility aspects of Building works and structures.
- b) Apply all relevant Building laws, codes and standards in an impartial, consistent, fair and professional manner, independent of any external influence and without regard to any personal interests.
- c) Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.
- d) Extend professional courtesy to all.

Breaches of the Code of Conduct

The Chief Building Official will review any allegations of breaches of this Code of Conduct made against Inspectors. Where the allegations are against the Chief Building Official, senior management of the City will review the allegations.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the City and will be based on the severity and frequency of the violation in accordance with relevant employment standards.

COMMITTEE REPORT



TO **Planning & Building, Engineering and Environment Committee**

SERVICE AREA Planning & Building, Engineering and Environment
DATE January 23, 2012

SUBJECT **Class Environmental Assessment – Notice of Completion for York Trunk Sewer and Paisley and Clythe Reservoir Drinking Water Feeder mains**

REPORT NUMBER

SUMMARY

Purpose of Report:

The purpose of this report is to present the results and recommendations of the Class Environmental Assessment for the York Trunk Sewer and Paisley and Clythe Reservoir Drinking Water Feeder mains.

Council Action:

To authorize staff to complete the Municipal Class Environmental Assessment.

Next Steps:

Staff will complete the Class Environmental Assessment process and advertise the Notice of Completion for the mandatory 30-day review period. After the 30-day review period, staff will proceed with the detailed design and construction of the trunk sewer and feeder mains as approved.

RECOMMENDATION

"THAT the Planning & Building, Engineering and Environment report dated January 23, 2012, regarding the Class Environmental Assessment for the York Trunk Sewer and Paisley and Clythe Reservoir Drinking Water Feeder mains be received;

AND THAT staff be authorized to complete the Municipal Class Environmental Assessment process and to proceed with the implementation of the preferred alternatives, as outlined in this report."

BACKGROUND

In 2009, the City completed a Water and Wastewater Servicing Master Plan (Master Plan) to identify a preferred water distribution and wastewater conveyance strategy to service existing development and to allow for future growth in the City. The Master Plan recommended a number of water and wastewater projects including upgrades to the York Trunk Sewer and new drinking water feeder mains for the Paisley and Clythe Reservoirs.

York Trunk Sanitary Sewer

The York Trunk Sewer runs generally east-west through the core of the City from the eastern City limit at York Road/Highway No. 7, along the Eramosa River and Speed River to the Guelph Wastewater Treatment Plant (WWTP). This sewer currently conveys flows from the eastern portion of the City as well as the Village of Rockwood.

The 2009 Master Plan highlighted the York Trunk Sewer as a high priority project due to severe capacity constraints and poor condition in sections. Previous studies on the York Trunk have identified that sections of the sewer do not have adequate capacity to handle current dry and wet weather wastewater flows. A condition assessment completed on the existing sewer in 2009 has identified a number of defects. With wastewater flows from both greenfield and infill/intensification development continuing to be added to the system, additional pipe capacity and a strategy to rehabilitate and/or replace the existing sewer are required.

Paisley and Clythe Reservoirs Drinking Water Feeder mains

New drinking water feeder mains for the Paisley and Clythe Reservoirs were identified in the 2009 Master Plan as a priority project and are required to improve east-west water transmission through the core of the City. These feeder mains will also provide “security of supply” (i.e. back-up water supply distribution) from the F.M. Woods Reservoir and Pumping Station to the Paisley and Clythe Reservoirs in the event of a disruption to the existing water transmission service, service planned infill/intensification growth and reinforce the City’s ability to provide reliable servicing to new development areas, such as in Guelph Innovation District. The new feeder mains will also allow the City to complete maintenance and repairs on the existing feeder mains with minimal impact to the level of service.

Recycled Water Distribution System

Both the Water Supply Master Plan and the Water and Wastewater Servicing Master Plan recommended that the City consider laying the foundation for a future urban Recycled Water Distribution System (RWDS). The purpose of this system would be to make a source of non-potable water available for urban and industrial reuse opportunities and to contribute to meeting water conservation targets by offsetting demands and associated costs relating to the City’s potable water supply system. The Wastewater Treatment Plant Master Plan (2009) also identifies potential recycled water reuse opportunities within the City. It is envisioned that future customers for non-potable water use could include industrial users for process cooling water or district heating and cooling systems within the downtown core, Guelph Innovation District and South Guelph Industrial Lands.

The review undertaken as part of York Trunk EA study has concluded that, although the RWDS is technically feasible, the system is not economically feasible for implementation in concert with the York Trunk Sewer and reservoir feeder main projects. The RWDS review is available on the City’s website at www.guelph.ca/yorktrunkea.

Class Environmental Assessment Study

The purpose of this Class EA Study was to work through a screening process to select the preferred York Trunk Sewer and feeder main alignment alternatives for the Paisley and Clythe Reservoirs, and a construction and phasing strategy while

minimizing and mitigating environmental, social/cultural and financial impacts. While not expressly included for environmental assessment approval, a secondary goal of this Class EA Study was to examine the infrastructure, land requirements and potential project synergies for a RWDS and to assess the feasibility of an energy capture system for the City's trunk sewer system.

This report highlights the study context and objectives, Class EA process, public consultation, the preferred alternative, and the proposed implementation plan. The full Project File Report, including alternatives considered and analyses to select the preferred alternative, is provided in the Project File Report which is available on the City's website at: www.guelph.ca/yorktrunkea.

REPORT

Class Environmental Assessment Process

The Class EA was undertaken in accordance with the Municipal Engineers Association (MEA) document entitled "Municipal Class Environmental Assessment" which is an approved process for planning and implementing municipal infrastructure projects under the Ontario Environmental Assessment Act.

Public and Stakeholder Consultation

A key aspect of this Class EA is obtaining public and stakeholder feedback on the proposed undertaking through notices, open houses and making the project materials available on the City's website. The Notice of Study Commencement and Invitation to Participate was distributed to the project contact list and published in the Guelph Tribune on September 2 and 9, 2010.

The purpose of Open House No. 1, held October 6, 2010, was to outline the study objectives, the study process, preliminary evaluation criteria and contact information for providing input. Open House No. 2, held on June 8, 2011, served to present the preliminary findings and conclusions of the study including alternative solutions and the preferred alternatives.

City staff met with the City's Environmental Advisory Committee (EAC) on April 13, 2011 and River Systems Advisory Committee (RSAC) on March 16, 2011 to review the Class EA study and solicit input. On February 16, 2011, the project team also met with Grand River Conservation Authority staff to discuss the alternative alignments and considerations for mitigation and restoration. All study documents including notices, reports and presentations are posted on the City's website at www.guelph.ca/yorktrunkea.

Alignment Selection Criteria

Alternative alignments were identified based on the following selection criteria:

- Alternatives for new alignments should be, wherever possible, located in publicly-owned land or existing utility and transportation corridors;
- Conflicts with existing infrastructure, natural and man-made features, environmentally sensitive areas, species-at-risk, etc. should be minimal;

-
- Changes in alignment need to be minimal to optimize hydraulic performance of the services; and
 - Synergy with other construction projects should be considered to minimize constructions costs, impacts and public inconveniences during construction.

Alternatives Considered & Selection of the Preferred Alternative

Each alternative was qualitatively assessed in the context of the natural and physical, social and cultural environments, technical considerations and economic impacts. The alternative alignments are provided on the City's website at www.guelph.ca/yorktrunkea (see Figures ES.1, ES.2 and ES.3, respectively, in the Executive Summary). The preferred alignments for the York Trunk Sewer, Paisley Reservoir Feedermain and Clyde Feedermain are presented in **Attachment #1**. The preferred alignment and alternate alignment considered for the York Trunk Sewer and Paisley Feedermain through Royal City Park are presented in **Attachment #2**.

Impacts & Mitigation Measures

Significant impacts will include the temporary disturbance to parkland and sport fields during construction and vegetation/tree removals within the parkland. A summary of impacts to natural features and social/cultural aspects and the proposed mitigation measures are presented in **Attachment #3**.

Upon approval of this Class EA, the City will proceed with applications to the Ministry of the Environment, Ministry of Transportation and Grand River Conservation Authority for various regulatory approvals related to implementation.

Project Implementation and Phasing

Due to the extent of construction, timing windows for construction, coordination with other projects and budget planning, it is expected that the implementation of these projects will be phased over several years in a number of separate contracts. The priority projects include twinning and replacement of the York Trunk Sewer to address the capacity constraints and a section of the Paisley Reservoir Feedermain to be constructed in advance of the redevelopment of the former Lafarge lands. A preliminary project phasing is presented below:

- Phase 1 (2012) – Paisley Reservoir Feedermain on Silvercreek Parkway, adjacent to the Silvercreek Development property, crossing the Hanlon Expressway and proceeding through Castlebury Park along the Northwest Drainage Channel to Paisley Road (~1.2 km). This work will be coordinated with the implementation of the Castlebury Park Master Plan.
- Phase 2 (2013) - York Trunk Sewer and Paisley Reservoir Feedermain from West Limit of Trunk Sewer Upgrade to Speed River Crossing (~1.6 km) and Speed River Crossing (~75 m)
- Phase 3 (2014) - York Trunk Sewer and Paisley Reservoir Feedermain from Speed River Crossing to F.M. Woods Reservoir and Pumping Station (~1.4 km)
- Phase 4 (2015) – York Trunk Sewer and Clyde Reservoir Feedermain from F.M. Woods Reservoir and Pumping Station to Victoria Road (~0.7 km)
- Phase 5 & 6 (2016-2017) – Paisley Feedermain Reservoir Connection (~0.5 km) and Feedermain between Phase 1 and Phase 2 Termination Points (~1.0 km)

km) and Clythe Reservoir Feedermain on York Road from Victoria Road to Watson Parkway and on Watson Parkway to the Clythe Reservoir (~2.6 km)

CORPORATE STRATEGIC PLAN

The York Trunk Sewer and Feedermain for the Paisley and Clythe Reservoirs Class EA relates to the following goals in the 2007 Strategic Plan:

- Goal #1 – An attractive, well-functioning and sustainable city; and
- Goal #6 – A leader in conservation and resource protection/enhancement.

FINANCIAL IMPLICATIONS

The estimated total cost of the York Trunk Sanitary Sewer is \$14.3 million including engineering and contingency. This project has been identified in the 2012 Enterprise Budget and will be financed from both development charges (19%) and user-pay revenue (81%). The estimated total cost of the Paisley Reservoir and Clythe Reservoir Feedermain is \$13.6 million including engineering, contingency and cost-savings for constructing the feedermain at the same time as the sewer and coordination with other City capital road and infrastructure projects. This project has been identified in the 2012 Enterprise Budget and is funded by both development charges (35%) and user-pay revenue (65%).

Current Enterprise budget forecasts for these two projects were based on preliminary EA cost estimates. Project estimates in the Development Charges Background Study for these projects were based on the Master Plan project estimates. Changes to future Enterprise budgets and Development Charges Study update will be required to reflect the EA cost estimates and proposed phasing. Revisions to these budgets and timing will be undertaken during the 2013 budget process.

DEPARTMENTAL CONSULTATION

Planning & Building, Engineering and Environment (Engineering Services, Policy Planning and Urban Design, Water Services, Wastewater Services), Community and Social Services (Parks and Recreational Programs & Facilities), and Operations and Transit (Park Maintenance and Development) were consulted during the Class EA study process and assisted in the identification and evaluation of alternative alignments and mitigation measures.

COMMUNICATIONS - N/A

ATTACHMENTS

Attachment #1: Preferred York Trunk Sewer and Feedermain Alignments

Attachment #2: Preferred York Trunk Sewer and Paisley Feedermain Alignments through Royal City Park

Attachment #3: Summary of Proposed Mitigation Measures

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Recommended By:

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Original Signed by:

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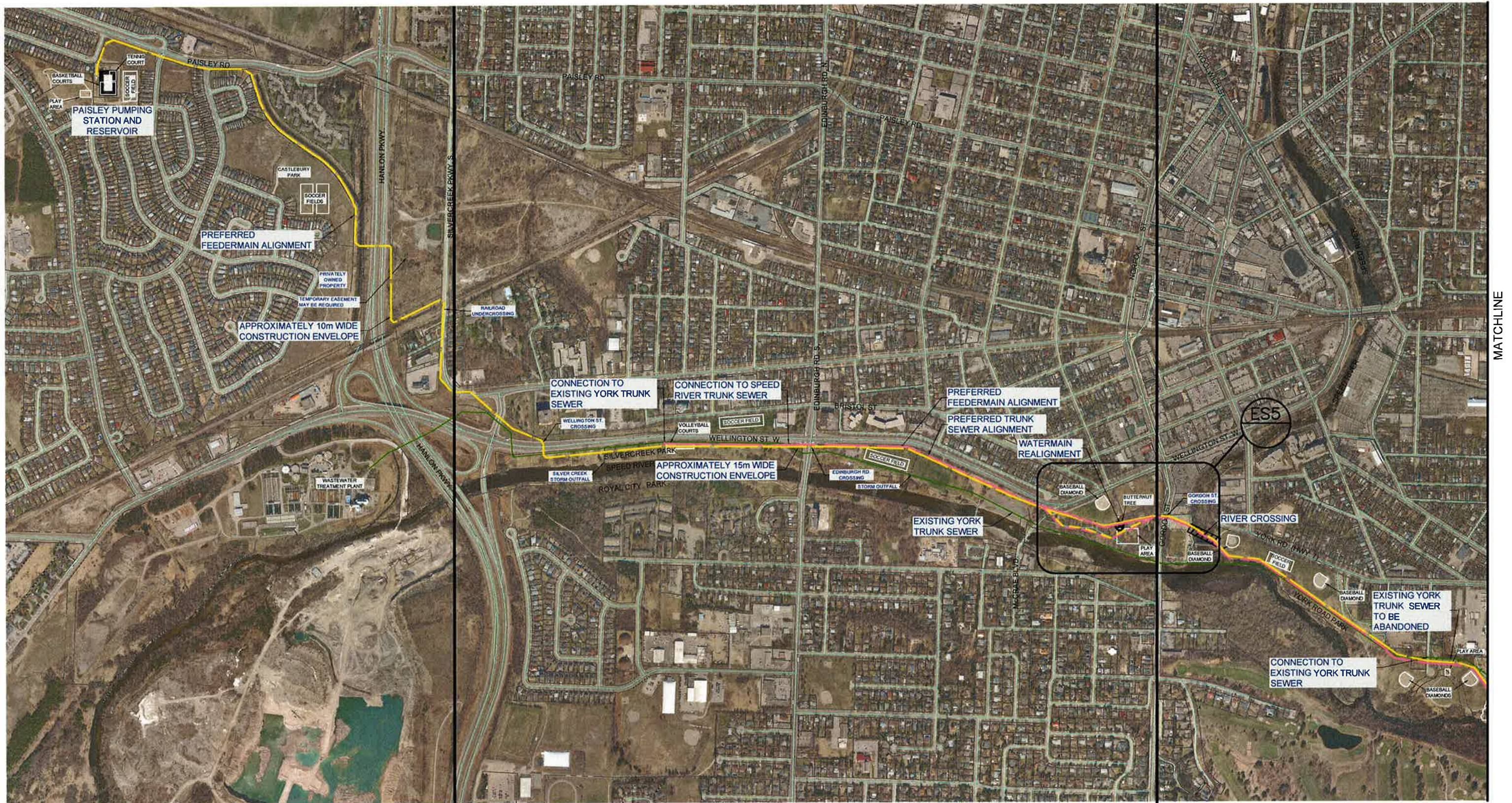


SECTION No. 3 SECTION No. 2

SECTION No. 2 SECTION No. 1

LEGEND

- EXISTING TRUNK SEWER
- FEEDERMAIN ALTERNATIVE ALIGNMENT NO. 2
- FEEDERMAIN ALTERNATIVE ALIGNMENT NO. 2A
- TRUNK SEWER ALTERNATIVE ALIGNMENT NO. 1
- TRUNK SEWER ALTERNATIVE ALIGNMENT NO. 1A



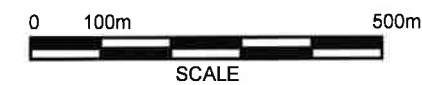
SECTION No. 5 SECTION No. 4

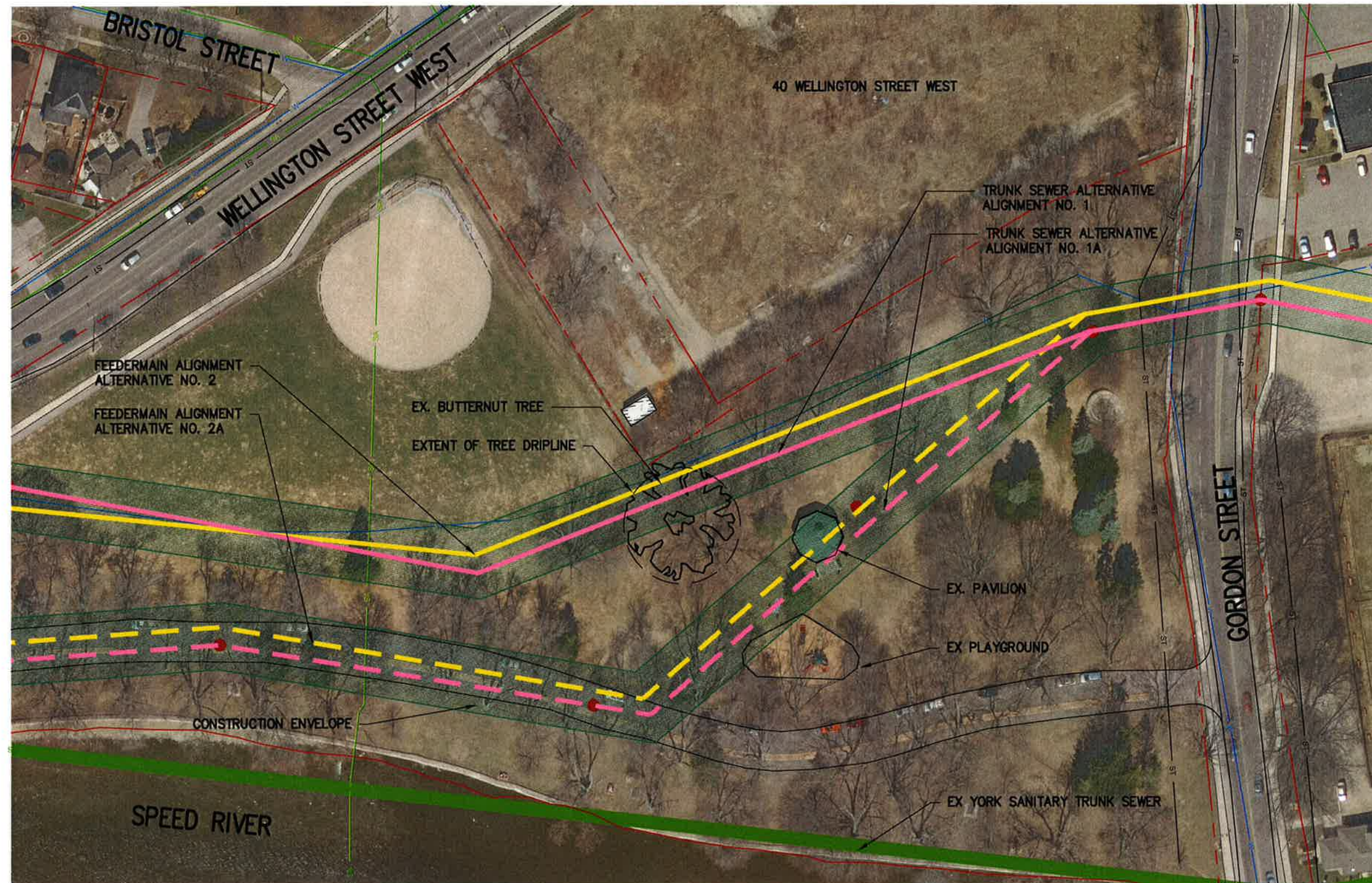
SECTION No. 4 SECTION No. 3

LEGEND

- EXISTING TRUNK SEWER
- FEEDERMAIN ALTERNATIVE ALIGNMENT NO. 2
- FEEDERMAIN ALTERNATIVE ALIGNMENT NO. 2A
- TRUNK SEWER ALTERNATIVE ALIGNMENT NO. 1
- TRUNK SEWER ALTERNATIVE ALIGNMENT NO. 1A

**YORK TRUNK SEWER AND
PAISLEY-CLYTHE FEEDERMAIN
PREFERRED ALIGNMENTS
ES.4 - SHEET 2**

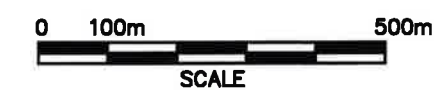




LEGEND

- FEEDERMAIN ALTERNATIVE ALIGNMENT NO. 2
- - - - - FEEDERMAIN ALTERNATIVE ALIGNMENT NO. 2A
- TRUNK SEWER ALTERNATIVE ALIGNMENT NO. 1
- - - - - TRUNK SEWER ALTERNATIVE ALIGNMENT NO. 1A

YORK TRUNK SEWER AND PAISLEY
FEEDERMAIN ALIGNMENTS THROUGH
ROYAL CITY PARK
ES.5



GENIVAR

Attachment #3

Summary of Proposed Mitigation Measures

| Construction Related Impact | | Mitigation Measures |
|-----------------------------|---------------------------------------|---|
| 1. | Loss of Vegetation | <ul style="list-style-type: none"> Complete a <i>Tree Inventory, Conservation and Replacement Plan</i> prepared by a Certified Arborist Follow requirements of the <i>Endangered Species Act</i> and work with the Ministry of Natural Resources to address impacts to protected Butternut tree Follow proposed guidelines and policies in the City's draft <i>Urban Forest Management Plan</i> which include requirements for tree protection and compensation Prepare a <i>Restoration Plantings Plan</i> for all disturbed areas including existing restoration areas, riparian zones, parkland and sport fields Implement phased Tree Compensation planting starting in 2012 during the detailed design phase of the project |
| 2. | Wildlife and Wildlife Habitat | <ul style="list-style-type: none"> Complete construction work during approved timing windows Install construction fencing around the work area to prevent wildlife from entering active construction zones |
| 3. | Fish and Aquatic Habitat | <ul style="list-style-type: none"> Schedule Speed River crossing outside cool water fisheries timing window (March 15 to June 30) In-water construction activities will be scheduled during low flow conditions Minimize the removal of riparian vegetation and promptly re-naturalize the disturbed area using native vegetation Minimize erosion and sedimentation by using appropriate controls such as sediment barriers, and erosion control blankets Prepare a <i>Aquatic Habitat Restoration Plan</i> in consultation with GRCA and MNR |
| 4. | Groundwater and Subsurface Conditions | <ul style="list-style-type: none"> Complete <i>Dewatering, Environmental and Geotechnical Investigations</i> to determine the expected volume of construction dewatering necessary, locations of impaired soil/groundwater quality, options for treatment and disposal, and soil conditions Schedule construction activities when groundwater levels are seasonally low Utilize best management practices for the storage and maintenance of equipment during construction Obtain <i>Permit To Take Water</i> from the Ministry of the Environment for Dewatering |
| 5. | Parkland and Sport Fields | <ul style="list-style-type: none"> Schedule construction in these areas between the fall and spring when the activity in the parkland and demand for sport fields are lower Locate equipment storage areas and install construction fencing to minimize disturbed area Restore disturbed areas in accordance with the <i>Restoration Plantings Plan</i> Where existing multi-use trails are removed during construction, provide detours around the construction area |
| 6. | Archaeological Features | <ul style="list-style-type: none"> Complete the Stage 2 (and subsequent stages, as required) Archaeological Assessment along the preferred alignments |
| 7. | Noise, Vibration and Dust | <ul style="list-style-type: none"> During construction, moisten areas of exposed soil with water as required Upon completion of construction in a particular area, implement <i>Restoration Plantings Plan</i> as soon as practically possible Complete pre-construction condition survey of structures in the vicinity of the construction zone All construction-related activities to comply with the City's Noise Control By-Law No. (2000)-16366 |
| 8. | Traffic Impacts | <ul style="list-style-type: none"> Prepare <i>Traffic Management Plans</i> during detailed design Minimize the number of construction entrances off of arterial and collector roads Provide temporary pedestrian walkways and bicycle lanes with appropriate isolation barriers Provide signage to notify residents and business of temporary lane closures |
| 9. | Easements | <ul style="list-style-type: none"> Affected parties to be compensated for any permanent easements required |

CONSENT REPORT OF THE GOVERNANCE COMMITTEE

January 30, 2012

Her Worship the Mayor and
Councillors of the City of Guelph.

Your Governance Committee beg leave to present their FIRST CONSENT REPORT as recommended at its meeting of January 25, 2012.

If Council wishes to address a specific report in isolation please identify the item. The item will be extracted and dealt with immediately. The balance of the Consent Report of Governance Committee will be approved in one resolution.

1) Council Appointments to Guelph Youth Council

THAT Guelph City Council is no longer required to appoint two City Councillors to the Guelph Youth Council;

AND THAT the Chair of the Community and Social Services Committee or their designate acts as a liaison with Guelph Youth Council, the City of Guelph's Youth Services Coordinator, and community stakeholders.

2) Developing the 'Corporate Strategic Plan'

THAT Council receive, for information, the observations and actions outlined in this report to effectively begin the initial phase of creating a Corporate Strategic Plan Framework;

AND THAT Council approve Council and Executive team workshops in February/March, 2012 to validate proposed critical issues and business imperatives, confirm strategic areas of focus, directions and next steps.

All of which is respectfully submitted.

Please bring the material that was distributed with the Agenda for the January 25, 2012 meeting.

COMMITTEE REPORT



TO **Governance Committee**

SERVICE AREA Community & Social Services Department
Community Engagement and Social Services Liaison: Youth Services

DATE January 25, 2012

SUBJECT Council Appointments to Guelph Youth Council

REPORT NUMBER CSS-CESS-1201

SUMMARY

Purpose of Report: To report back on the results of the consultation with the Guelph Youth Council regarding City Council appointments and make recommendations on future representation.

Committee Action: Staff recommends that Council no longer appoint Councillors to the Guelph Youth Council and that the Chair of the Community and Social Services Committee or their designate act as liaison with the Guelph Youth Council and other community youth groups.

RECOMMENDATION

THAT Guelph City Council is no longer required to appoint two City Councillors to the Guelph Youth Council;

AND THAT the Chair of the Community and Social Services Committee or their designate acts as a liaison with Guelph Youth Council, the City of Guelph's Youth Services Coordinator, and community stakeholders.

BACKGROUND

On May 22, 2007, Council appointed Councillors Findlay and Hofland (Council's Leads on Children and Youth) as Guelph Youth Council representatives. Councillors Hofland and Findlay acted as liaisons between City Council and Guelph Youth Council. Regular updates on Guelph Youth Council activities and programming were provided to the Councillors from the City of Guelph's Youth Services Coordinator.

Since 2007, Council's appointments to Guelph Youth Council have been considered liaison roles, rather than active members of the Guelph Youth Council. This is consistent with the Guelph Youth Council's Terms of Reference pertaining to group

membership and structure. (<http://guelph.ca/uploads/Youth/GYC-Terms-of-Reference.pdf>)

On December 13, 2010, Council directed:

"THAT the appointment of Guelph Youth Council Representatives not be filled by Council until there has been an opportunity for consultation with the Guelph Youth Council regarding the possibility of the City no longer making an appointment to the Guelph Youth Council;

AND THAT once consultation is completed, recommendations regarding future appointments to the Guelph Youth Council come back to Council through the Governance Committee."

REPORT

A consultation with the Guelph Youth Council took place on November 17, 2011. The membership unanimously agreed that a change in the Council role would not adversely affect the group. Guelph Youth Council also requested that a Council liaison role continue.

In future, the liaison's role would promote a sense of community responsibility for the well-being of children and youth; ensure that municipal departments and agencies fairly incorporate the perspective of children and youth when planning and implementing services that impact them; and represent children and youth by receiving, reviewing and responding to concerns involving municipal services for children and youth. The liaison would also facilitate strong connections between youth in the community and the City of Guelph; advocate to Guelph City Council and other key decision-makers on behalf of the youth of Guelph; and to positively enhance the profile of youth in our city.

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

FINANCIAL IMPLICATIONS

There are no financial implications.

DEPARTMENTAL CONSULTATION

N/A

COMMUNICATIONS

N/A

ATTACHMENTS

N/A

Prepared By:

Adam Rutherford
Youth Services Coordinator



Recommended By:

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Recommended By:

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COMMITTEE REPORT



TO **Governance Committee**

SERVICE AREA Office of the CAO
DATE January 25, 2012

SUBJECT **Developing the 'Corporate Strategic Plan'**
REPORT NUMBER

SUMMARY

Purpose of Report:

- 1) To provide the Committee with observations and actions related to developing a Corporate Strategic Plan; and
- 2) To propose, for Council approval, a February workshop with the Executive Team to validate draft critical issues and business imperatives, confirm strategic areas of focus, directions and next steps.

Committee Action: To receive the report for Committee and Council consideration in accordance with the Governance Committee Terms of Reference with respect to strategic planning oversight.

RECOMMENDATION

THAT Council receive, for information, the observations and actions outlined in this report to effectively begin the initial phase of creating a Corporate Strategic Plan Framework; and

THAT Council approve Council and Executive Team workshops in February/March, 2012 to validate proposed critical issues and business imperatives, confirm strategic areas of focus, directions and next steps.

BACKGROUND

In January 2011, Council approved a revision process for the 2007-2010 Strategic Plan. At the time, there was consensus that while the core foundational elements of the plan, including the vision and values were still relevant that the mission statement and objectives required 'retooling'. At a February 2011 workshop designed to confirm the revision process, Council received a copy of a draft Environmental Scan and requested that a Service Review component be incorporated into the revision process. At a subsequent workshop, Council and the Executive Team met to redraft the corporation's mission statement and identify preliminary priority areas of focus. To support efforts moving forward, the following actions have occurred:

-
- *Corporate Project List* – a summary of corporate initiatives related to each Service Area;
 - *Draft Strategic Directions* – a set of preliminary strategic directions to inform and clarify areas of focus and strategic goals;
 - *Balanced Scorecard* – specific training was pursued to bolster strategic implementation and reporting capacity;
 - *Interdepartmental Collaboration* – a new approach to interdepartmental teamwork was set in motion i.e. capital budget development;
 - *Direct Report Leadership Team* – a new management group was designed and established to facilitate collaborative work processes – implementation of the Corporate Strategic Plan was set in motion;
 - *Operating Environment Analysis* – thorough analysis of the current operating environment, consideration of required process and content elements; and
 - *Executive Team Review* – discussion of current critical issues and strategic business imperatives for Council consideration.

REPORT

Strategic Planning Process – Rethinking our Approach

In September of 2011, the Executive Team planned a workshop with Council to validate draft strategic directions and objectives for alignment with key information sources including the 2011 Community Survey Results and the updated 2011 Environmental Scan. That effort was paused to allow time for further reflection by the incoming Chief Administrative Officer that included Council input, community insights through budget deliberations and Staff identified challenges. During this important time period, further information also surfaced to inform and update the strengths, weaknesses, opportunities and threats facing our corporation that will merit joint Council and Executive Team consideration:

- *the need to build a Complete Community – a sustainable and whole urban city:*
 - Social and Public Health delivery service issues
 - Public Health Unit Court decision
 - Social Services budgeting and accounting
- *Capital and Operating Budget issues:*
 - Tax limitations, infrastructure gaps
 - Fiscal sustainability levers: revenue, service delivery, policy and program effectiveness
 - “Doing Business Differently”: Governance and Management implications and next steps require further discussion
- *Organizational Challenges: gaps, overlaps, mixed priorities, role confusion, fatigue:*
 - Staffing and recruitment
 - Action on BMA Financial Development
 - Issues Scoping Report – internal opportunities /City Identity and Brand

Taken together, all these elements represent a tremendous opportunity for transforming our local government by re-setting our collective approach and can assist in the reprioritization of key strategic actions and specific strategic directions required to ensure defensible and logical alignment with the current economic, social/cultural, technological, environmental and political landscape within which Guelph exists.

In order to make fundamental change focused and engaged discussion is required that is supported by the best practice work of other leading cities and leading practitioners in addressing change through whole system designs.

Process Observations

After thorough and thoughtful analysis, process observations and actions have been identified that correspond to the following areas:

- Staff involvement
- Critical Issues and Business Imperatives
- Volume of Work
- Organization of Work
- Complexity of the Information Assumption
- Strategic Plan Framework – Comprehensive Design
- Draft Thematic Areas of Focus
- Administrative Challenges
- Fundamental Questions to Explore

Staff Involvement

Staff want to play a greater role in the Strategic Planning Process and in identifying the right solutions.

- Action: involving a range of staff throughout the organization will ensure ideas come forward and implementation is owned for success. A process to include staff beyond the Executive Team is required. Action related to internal matters needs to cascade throughout the organization.

Critical Issues and Business Imperatives

In various presentations throughout the year, Staff have identified 'business imperatives' to be addressed by the corporation and with its partners. Further imperatives may arise as economic and governmental changes continue to evolve. Acknowledgement that many cities are facing similar challenges aligns with an opportunity related to working more effectively with other municipalities. A summary of these key imperatives must be included with the existing draft Environment Scan and validated. Examples include but are not limited to:

- advancing Municipal Council & Administrative Leadership Excellence;
- organizational openness to alternatives and the ability to act on them;

-
- the alignment and streamlining of networks and resources to advance opportunities;
 - public confidence in government - listening, meaningful engagement, relevant outcomes; and
 - the capacity to deal with complexity which will require comprehensive system change or whole system thinking.
- Action: comprehensive and consolidated key business imperatives should be presented to Council for validation as part of their strategic planning deliberations going forward.

Volume of Work

The number of existing corporate projects as identified in the Service Area corporate project listing document is significant. There is a requirement to align this effort to the statements in the draft mission to better understand what is currently being addressed.

- Action: further align existing work efforts by making the connections between the consolidated business imperatives (i.e. SWOT data, context issues) and mission statements to discuss gaps, overlaps, over investment as per the prior priority discussion and secure feedback.

Organization of Work

The SWOT document and arising new challenges suggest that it may not simply be what we do in terms of work (the what) but how we get it done (our approach). Guelph's organizational planning systems are incremental in approach and in the absence of a systems based 'whole systems thinking' approach towards organizational planning (integrated, aligned resources) the administration is very limited in capacity to efficiently and comprehensively analyze work approaches.

- Action: establishing a whole system/thinking approach to organizational planning would be of great assistance in future strategic planning and related processes.

Complexity of the Information Assumption

Municipal staff constantly consider how best to provide comprehensive information for Council deliberation. In the case of a strategic planning exercise, the volume and complexity of information/data that may be utilized is large. It is a challenge to strike the correct balance between the desire to keep it simple and the imperative to ensure Council has the range and depth of information to make informed decisions about strategic directions. If that balance is not struck, the failure to ask the right questions of the strategic plan may necessarily result and create limited and isolated decisions. This approach is directly opposed to whole system thinking.

-
- Action: options for Council on how to best view the scope of the data available would be valued added. Such options could include a dedicated space where connections between ideas and concepts are clear and open for exploration and/or a purposefully designed virtual space or a dedicated day(s) for jointly reviewing the supporting material.

Strategic Plan Framework - Comprehensive Design

There is a recognition that designing a Corporate Strategic Plan framework needs to serve a number of connected purposes:

- General use: executive summary – high level
 - Governance/Council use: moderate detail – the ‘what’ – identifying directions, priorities, objectives and reporting progress i.e. dashboards
 - Management/Administrative use: Service Area/Departmental detail of actions and the alignment of budgets, staffing resources, timelines, reporting metrics.
 - Departmental/Division/Section work plans. Comprehensive design: strategic plan must be flexible and allowed to evolve and change as context changes, new challenges/opportunities present themselves; organization addresses issues.
- Action: the Corporate Strategic Plan Framework will need to respond to the many purposes it must serve. A confirmed and validated framework without the immediate specifics of initiatives, actions and tactics will serve Governance and Council use.

Draft Thematic Areas of Focus

Once confirmed, the following proposed areas of focus can serve as a framework for organizing and assessing strategic goals, initiatives and actions that not only set the stage for new directions but capture ongoing supporting initiatives:

1. Sustainable Community Building – Complete Community
A thriving community that is economically viable, open for business, well designed and appealing.
2. Delivering Public Service Better
A bold cultural change that shifts the organization by furthering innovation, resilience and efficiency resulting in local government excellence.
3. Organizational Effectiveness – Whole System Thinking
Demonstrating value for tax dollars through strengthened accountability and performance, financial strategic planning and risk management.

- Action: draft thematic areas of focus and supporting goals will require Council and Executive team discussion and validation. Exploration of the links to confirmed business imperatives will serve to support these efforts.

Administrative Challenges

The confirmed goals, directions and associated actions will provide a filter to streamline organizational activity. Identified additional key administrative challenges will also serve in this capacity and include:

Strategic Alignment:

Reduced resources and increasing demand requires strategic alignment of resources, relationships, systems of organizing, and clear understanding of our capacity to achieve practical results. This work is a recognized imperative and will facilitate the identification of clear objectives, priorities, actions, timelines and reporting.

Mandate to Think Differently – Mindset/Headspace:

There is a need to build a work environment that can innovate, be productive, seek continuous improvement, and seize public value opportunities. Agreement is required on terms, norms, roles and authorities to innovate, challenge and create. Whole System thinking, or the ability to connect strategies and related initiatives into a comprehensive whole idea that move people forward together is necessary.

Momentum and Confidence:

Success requires a shared sense of purpose, common goals being achieved, enterprising to create what cannot be achieved alone, leveraging of partnerships built on mutual trust, confidence, and shared accountability practice.

Being Accountable/Driving Accountability:

Ensuring clarity on commitments, roles, responsibilities, delegated authority, flexibility and risk capacity in order to lead and manage projects and initiatives along with delivering streamlined services with high levels of focused customer service.

- Action: these observations are in response to the environmental scan elements and together raise fundamental questions that must be addressed collaboratively to continue moving successfully forward.

Fundamental Questions to Explore

Identification and assessment of the 'right' questions is pivotal to successful completion of the Corporate Strategic Plan Framework. Consideration must be given to the following:

- *Should the strategic directions be 'transformational' in nature? Is that what is required to successfully move the organization forward?*
- *Should our Corporate Strategic Plan focus on only asserting transformational directions?*
- *What approaches will best serve Council in understanding all the contextual material that supports the draft strategic directions?*
- *Can we define a strategic plan and address the opportunities for change without changing how we think and work together?*

-
- *What gaps exist in the current consolidated business imperatives identified? Are there other considerations that merit inclusion in decision making?*
 - *Can we make solid decisions without a whole system approach to our thinking?*
- Action: ensure a joint dialogue between Council and the Executive Team that directly addresses these questions, confirms critical issues and business imperatives and helps to set the foundational Corporate Strategic Plan framework for advancing required change.

Recommended Next Step & Process

Analysis of the current state and future requirements to ensure the development of a successful Corporate Strategic Plan (CSP) has resulted in a number of proposed actions detailed in this report. In terms of next steps, the following is recommended for Council approval:

✓ February/March Workshops with Council

It is recommended that a preliminary Council workshop take place with the Executive Team in early February to:

1. discuss the fundamental questions raised in this report;
2. confirm the critical issues and strategic business imperatives;
3. review links to proposed strategic areas of focus and directions;
and
4. confirm required next steps.

It is recognized that additional workshops may be required as the initiative advances. Staff will examine opportunities to undertake parallel processes to provide valued supporting input that will position the initiative for success.

Scheduling

In terms of timing, there are three distinct timeframes within which work on the Corporate Strategic Plan (CSP) can take place, each with specific results:

| Timing | Product | Intended Result |
|------------------------------|------------------------|--|
| Short Term (March, 2012) | Phase 1: CSP Framework | Develop the CSP Framework (MVV, strategic areas of focus and directions) |
| Short Term (September, 2012) | Phase2: CSP Draft | Completed CSP (2012-2014, identification of aligned strategic initiatives, measures and targets with pilot projects and key actions underway). |
| Medium Term (5 year outlook) | 2012-2017: CSP | Refined and extended |

| Timing | Product | Intended Result |
|-----------------------------|---------------------------|---|
| | | CSP; full alignment of strategic initiatives; significant progress achieved against established targets; streamlined integration of the corporate work plan with key internal planning and strategic processes i.e. budget. |
| Long Term (10 year outlook) | 2012-2022 CSP Master Plan | Refined and extended CSP. |

It is important to recognize that Strategic Planning efforts that stretch beyond simply the term of Council provide an excellent opportunity for long range thinking and planning that can be well integrated with other planning processes across the corporation. This approach also enables subsequent new Councils to understand the strategic direction of the organization and more easily adjust as environmental changes continue to occur that require change and adaptation. It is suggested that scheduling will be part of the next steps discussion with Council at the initial February workshop.

CORPORATE STRATEGIC PLAN

5.6 Organizational Excellence in planning, management, human resources and people practices.

FINANCIAL IMPLICATIONS

The development process required for the first phase of the Corporate Strategic Plan will be supported with existing approved and allocated resources. Any future resource requirements would be brought forward for Council consideration consistent with approved protocols and practices.

DEPARTMENTAL CONSULTATION

Further Staff consultation is proposed in order to effectively complete the Corporate Strategic Plan Framework.

COMMUNICATIONS

A supporting communications strategy targeted at both internal and external stakeholders is a recognized imperative for continuing to successfully move forward with this initiative.

ATTACHMENTS

n/a

Prepared By:

Brenda Boisvert
Corporate Manager,
Strategic Planning and
Corporate Initiatives

Reviewed By:

City of Guelph Executive Team



Recommended By:

Ann Pappert
Chief Administrative Officer

**CONSENT REPORT OF THE
COUNCIL IN CLOSED SESSION**

January 30, 2012

Her Worship the Mayor and
Councillors of the City of Guelph.

Your Council as Committee of the Whole beg leave to present their First
CONSENT REPORT as recommended at its meeting of December 19, 2011.

*If Council wishes to address a specific report in isolation please identify
the item. The item will be extracted and dealt with immediately. The
balance of the Consent Report of the Council as Committee of the
Whole will be approved in one resolution.*

**1) CITIZEN APPOINTMENTS TO THE: ACCESSIBILITY ADVISORY
COMMITTEE / GUELPH MUSEUMS ADVISORY COMMITTEE / GUELPH
SPORTS HALL OF FAME BOARD OF DIRECTORS**

a) Citizen Appointment to Accessibility Advisory Committee

THAT Brad Howcroft be appointed to the Accessibility Advisory Committee for
a term ending November 2014;

b) Citizen Appointments to Guelph Museums Advisory Committee

THAT Debra Nash-Chambers and Linda Kearns be reappointed to the Guelph
Museums Advisory Committee for a term ending November 2014;

AND THAT Patricio Perez be appointed to the Guelph Museum Advisory
Committee for a term ending November 2012.

c) Citizen Appointment to Guelph Sports Hall of Fame Board of Directors

THAT Andrew Maloney be appointed to the Guelph Sports Hall of Fame Board
of Directors for a term ending November 2012

**2) CITIZEN APPOINTMENTS TO THE: COMMITTEE OF ADJUSTMENT /
ENVIRONMENTAL ADVISORY COMMITTEE / RIVER SYSTEMS
ADVISORY COMMITTEE / HERITAGE GUELPH / PROPERTY
STANDARDS-FENCE VIEWERS COMMITTEE / MUNICIPAL
PROPERTY AND BUILDING COMMEMORATIVE NAMING POLICY
COMMITTEE / WATER CONSERVATION AND EFFICIENCY PUBLIC
ADVISORY COMMITTEE**

a) Citizen Appointment Committee of Adjustment

THAT Jeff Hillen be appointed to the Committee of Adjustment for a term
ending November, 2012.

b) Citizen Appointments to Environmental Advisory Committee

THAT Bill Mungall, Great Najcler and Chris Parent reappointed to the Environmental Advisory Committee for a term ending November, 2014;

AND THAT Shelly Lohnes be appointed to the Environmental Advisory Committee for a one year term ending November, 2012.

c) Citizen Appointments to River Systems Advisory Committee

THAT Michelle Bowman, Nicole Lower and Eric Wilson be reappointed to the River Systems Advisory Committee for a term ending November, 2012;

AND THAT Mary Finch and Mariette Pushkar be appointed to the River Systems Advisory Committee for a term ending November, 2012.

d) Citizen Appointments to Heritage Guelph

THAT Tony Berto, Russell Ott and Daphne Wainman-Wood be reappointed to Heritage Guelph for a term ending November, 2014;

AND THAT Mary Tivy be appointed to Heritage Guelph for a term ending November, 2012;

AND THAT staff be directed to continue their efforts to fill the remaining vacancy.

e) Citizen Appointments to Property Standards/Fence Viewers Committee

THAT Robert DeMille and Marlene De Boer be reappointed to the Property Standards/Fence Viewers Committee for a term ending November, 2014.

AND THAT Ryan Gibson be appointed to the Property Standards/Fence Viewers Committee for a term ending November, 2012.

f) Citizen Appointments to Municipal Property and Building Commemorative Naming Policy Committee

THAT Jason Smith be appointed to the Municipal Property and Building Commemorative Naming Policy Committee for a term ending November, 2012.

g) Citizen Appointments to Water Conservation and Efficiency Public Advisory Committee

THAT Hugh Whiteley be reappointed to the Water Conservation and Efficiency Public Advisory Committee for a term ending November, 2014.

AND THAT Mohammad Ali be appointed to the Water Conservation and Efficiency Public Advisory Committee for a term ending November, 2012.

All of which is respectfully submitted.

January 10, 2012

Joan Jylanne
Senior Policy Planner
City Hall
City of Guelph
1 Carden Street
Guelph, Ontario
N1H 3A1

Re: Property at 728 Victoria Road South
10.3085 HA - 25.471 Acres
Pidel Homes - Carm Piccoli
881350 Ontario Inc.
Operating as Cedar Towers

The purpose of this submission letter is further to our meeting of Wednesday December 21, 2011 where I discussed the designation of these lands for Commercial - Retail (10 acres) and the 15 Acres for High Density Residential Development

I am attaching the detailed submission that I and the owner (dated August 18, 2011) have made to you with our request for the designation of these lands.

At this meeting it was clarified that Commercial and Residential Uses are permitted on these lands.

At that meeting it also appeared that Jim Riddell was receptive to these land uses at this prime corner.

I advised that this corner was specifically planned for these land uses in the 1993 Annexation of these lands as a Nodal Area with these higher Land Uses.

It appeared to me and the land owners present that Jim Riddell was open for further discussion and input with respect to these land uses.

I am therefore requesting that the Commercial - Retail and Residential Land Uses as outlined in my submission of August 18, 2011 be designated in the York District Secondary Plan.

We are also open for further meetings and discussion on this matter.

Carm Piccoli

Mario Venditti HBA MA

Mario Venditti

August 18, 2011

Joan Jylanne
Senior Policy Planner
City Hall
City of Guelph
1 Carden Street
Guelph, Ontario
N1H 3A1

Re: Property at 728 Victoria Road South Guelph
10.3085 HA - 25.471 Acres
Pidel Homes - Carm Piccoli
881350 Ontario Inc.
Operating as Cedar Towers

The purpose of this submission letter is to request that the above noted lands be designated as follows in the York District Secondary Plan.

The 10 acres (the Corner) fronting on Victoria Road and Stone Road East be designated for Commercial and Retail Land Uses.

The 15 acres on the rear of the property be designated for High Density Residential in the form of High Rise Condominiums, and Apartments.

The attached Diagram and Survey Plan is for your information, and outlines the 2 Land Uses as shown on the plans.

The Planning Rationale for the Commercial - Retail is that this is a Prime Nodal Corner located at the two Major Roads, Stone Road East, and Victoria Road.

There is sufficient land area to accomodate the Commercial - Retail Land Uses that would serve this area when the Residential Land Uses on the rear part of the property, and the Residential developments on the lands on Stone Road East to Watson Parkway are developed for Residential development.

Further, these land uses are desirable and compatible for for this location.

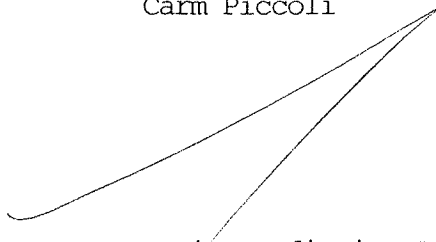
With respect to the Residential component, again this is desirable and compatible since the predominant land uses south on Stone Road from Victoria Road to Watson Parkway are all Residential with a range of Residential developments.

I would therefore request that the noted lands be designated for High Density Residential Development.

I am also enclosing a letter dated August 27, 2008 to Katie Nasswetter from my Planner Mario Venditti with respect to the noted land uses with respect to input to your Development Priorities Plan (DPP) for your information.

In closing, it is my FIRM POSITION that the LAND USES as put forward have been recommended since the 1993 Annexation of these lands, and that the LAND USES as I have requested be DESIGNATED in The York District Secondary Plan.

Carm Piccoli

A handwritten signature in black ink, appearing to be 'Carm Piccoli', written in a cursive style.

Mario Venditti HBA MA

A handwritten signature in black ink, appearing to be 'Mario Venditti', written in a cursive style.

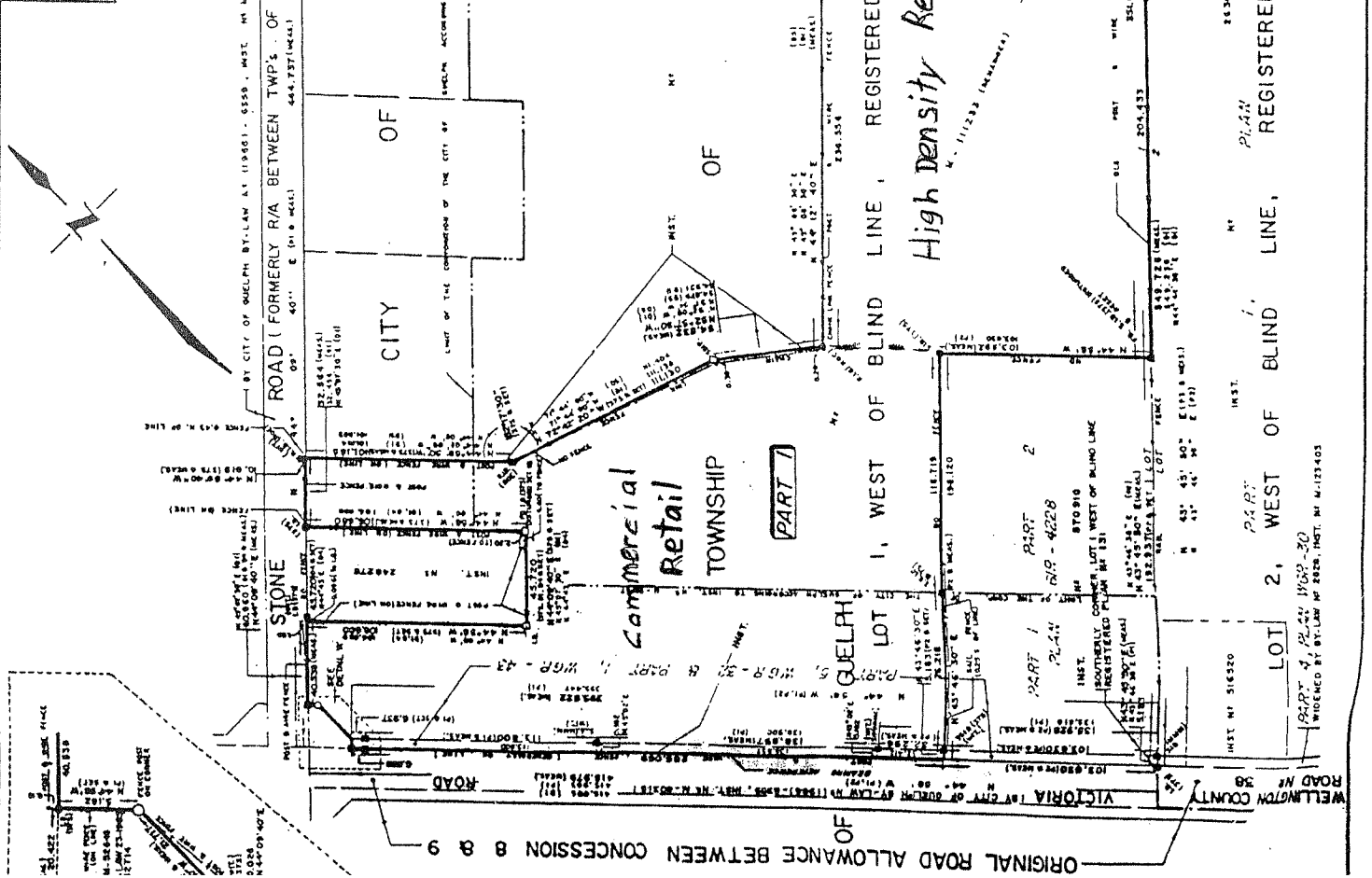
c.c Jim Riddell
Jim Furfaro
Mario Venditti
City Administrator



PLAN 61R-5427
RECEIVED AND DEPOSITED
MAR. 19, 1991
DATE
FEBRUARY 27, 1991
DATE
A. J. Smith
A.B. DONALDSON, O.L.S.
LAND REGISTRAR FOR THE
REGISTRY DIVISION OF
WELLINGTON SOUTH (611)

SCHEDULE

| PART | LOCATION | MUNICIPALITY | INST. N° | AREA |
|------|---|-----------------------------------|-------------------|-------------|
| 1 | PART LOT 1, WEST OF BLIND LINE REG. PLAN 131 (FORMERLY DESCRIBED AS PT. OF S/W 1/2 OF CLERGY RESERVE LOT 1, CON. 9) | CITY OF GUELPH TWP OF PUSLINCH | M-111233 (REMANO) | 10.3085 HA. |



CAUTION: THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN THE MEANING OF THE PLANNING ACT

PLAN OF SURVEY OF
PART OF LOT 1, WEST OF BLIND LINE
REGISTERED PLAN N° 131
(FORMERLY DESCRIBED AS PART OF S/W 1/2 OF CLERGY RESERVE LOT 1, CON. 9)
PARTLY IN THE CITY OF GUELPH AND PARTLY IN THE
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON
SCALE = 1:2000
A.B. DONALDSON, O.L.S.
[1991]

SURVEYOR'S CERTIFICATE

- I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER.
 2. THE SURVEY WAS COMPLETED ON THE 26TH. DAY OF FEBRUARY, 1991.

A. J. Smith
A.B. DONALDSON
ONTARIO LAND SURVEYOR

BEARINGS ARE ASTROMIC AND ARE REFERRED TO THE NORTHEASTERLY LIMIT
OF THE ROAD ALLOWANCE BETWEEN CONCESSIONS 8 & 9 AS BEING N 4°56' W
AS SHOWN ON PLANS WER-43 AND 61R-4228.

- DENOTES SURVEY MONUMENT PLANTED
— DENOTES SURVEY MONUMENT FOUND
SIB DENOTES STANDARD IRON BAR
SIBB DENOTES SHORT STANDARD IRON BAR
IB DENOTES IRON BAR
375 DENOTES BLACK, SHOEMAKER, ROBINSON & DONALDSON, O.L.S.
P1 WGR-43
P2 61R-4228
P3 61R-2727

BLACK, SHOEMAKER, ROBINSON & DONALDSON LIMITED
ONTARIO LAND SURVEYORS
351 SPEEDVALE AVE. WEST, GUELPH, ONTARIO 822-4031
DATE: FEBRUARY 27, 1991
SCALE: 1:2000
REG. EX.
PROJECT
91-7663

LOT 1, WEST OF BLIND LINE, REGISTERED PLAN 61R-2727
LOT 2, WEST OF BLIND LINE, REGISTERED PLAN 131

METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

HAND DELIVERED

August 27, 2008

Katie Nasswetter
Senior Development Planner
City Hall
1 Carden St.
Guelph, Ontario
N1H 3A1

Re: Development Priorities Plan (DPP)
Re: Property at 728 Victoria Road South
Pidel Homes Carm Piccoli

Further to our meeting of Monday August 18, 2008 where I discussed 4 properties with yourself, this submission will deal with the property at the south east corner of Victoria Road and Stone Road.

* 728 Victoria Road South - 25 acres

Pidel Homes Carm Piccoli

As discussed with you the 1993 Annexation of this property was specifically done in order to plan this corner for a mix of Land Uses.

These are Retail, Commercial, Office, Institution, and Residential.

The size of this property is 25 acres, and we are pursuing a Mixed Land Use Designation in the York District Secondary Study and Process.

In several meetings with Joan Jylanne has assured me that the Residential component will be part of the recommended Land Use Designation for this property.

I am enclosing a plan that shows the size and the dimensions of the property, and a aerial photo that outlines the property with purple coloured lines.

With respect to the Residential aspect of this submission, the rear part of the property is about 10 acres in size.

We propose to develop this part of the property with High Density Residential Condominium Development.

The Development will be in High Rise Form.

This area would yield approximately 400 plus units when the concept plan is done for this area of the property.

We intend to prepare a development plan for the whole property in the near future, and we propose to develop the property in the near future as well.

In closing, this submission is made in order to have input to your Development Priorities Plan.

I would ask that you keep me informed on the DPP process, and that you add me to your mailing list, and any future Committee Meetings that deal with the DPP.

Mario Venditti HBA MA

cc Carm Piccoli Pidel Homes
Joan Jylanne City Planning

A handwritten signature in cursive script, reading "Mario Venditti". The signature is written in dark ink and is positioned to the right of the typed name.

January 11, 2012

Joan Jylanne
Senior Policy Planner
City Hall
City of Guelph
1 Carden Street
Guelph, Ontario
N1H 3A1

Re: Property at 555 Stone Road East
20.34 Acres (8.23 HA)
Richard Tufford
Prior and Sons Ltd. Trucking, Topsoil,
Sand and Gravel, Mulches

The purpose of this submission is further to our meeting of Wednesday 21, 2012 where I discussed the designation of these lands for Medium Density Residential development as a future land use.

This property is adjacent to 728 Victoria Road South (Pidel Homes) of which the 15 acres on the rear of the property is recommended to be designated for High Density Residential development.

This would provide a future compatible Land Use at this prime NODAL area at Stone Road East, and Victoria Road South.

There currently 3 existing Residential properties at this location.

I have discussed with you and Jim Riddell at numerous meetings that the Concept Plan for the 1993 Annexation was to make this area as a GATEWAY in the City of Guelph.

In the new terminology it would now be classified as a NODE.

This property was designated Aggregate Extraction in OPA 2, South Guelph Secondary Plan (1998), and is currently ZONED Aggregate Extraction (EX) Zone.

The property directly adjacent to the east (22 acres) is Significant Natural Area with one house.

This would provide a Natural Buffer to the uses that are planned to the West of this property.

In conclusion, the Medium Density Residential Development that is proposed would be a compatible land use to the adjacent lands that are planned for High Density Residential development.

This would also comply with the concept of the 1993 Annexation of the Gateway or Nodal concept.

I would therefore request that land be designated as Medium Density Residential in the York District Secondary Plan.

This is my FIRM position on this matter.

Mario Venditti HBA MA

cc Jim Riddell
Jim Furfaro
Richard Tufford

Mario Venditti

150'/45.7m

250'/76.7m

STONE RD. E

125'/38m

340'/103.6m

500'/152.4m

350'/106.7m

350'/106.7m

350'/106.7m

350'/106.7m

350'/
106.7m

527
1.2 ac

579
2.02 ac

707
125'/
38m

717
2.07 ac

22.3 ac

721

555

20.34 ac

25.1 ac

190'/58m

1190'/363m

300'/91.4m

760

150'/45.7m

250'/76.7m

STONE RD. E
125'/38m

350'/106.7m

527

1.2 ac

340'/103.6m

350'/106.7m

360'/109.7m

190'/58m

579

2.02 ac

350'/106.7m

500'/152.4m

20.34 ac

350'/106.7m

1.04 ac

707

125'/38m

2.07 ac

717

350'/106.7m

300'/91.4m

22.3 ac

721

25.1 ac

1190'/363m

555

760

CONSENT AGENDA

January 30, 2012

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

| REPORT | DIRECTION |
|--|------------------|
| <p>A-1) PROPOSED DEMOLITION OF 292 ELIZABETH STREET</p> <p>THAT Report 12-05 regarding the proposed demolition of a detached dwelling at 292 Elizabeth Street, City of Guelph, from Planning & Building, Engineering and Environment dated January 30, 2012, be received;</p> <p>AND THAT the proposed demolition of the detached dwelling at 292 Elizabeth Street be approved.</p> | Approve |
| <p>A-2) 2012 GRANT RECOMMENDATIONS</p> <p>THAT the recommendations provide by the Sector Review Groups for receipt of a 2012 City of Guelph grant as outlined in Appendices 1, 2 and 3 of Report FIN-12-01 dated January 30, 2012 be approved.</p> | Approve |
| <p>A-3) ENVISION GUELPH: OFFICIAL PLAN UPDATE PHASE 3 REVISED DRAFT POLICIES (OPA 48)</p> <p>THAT report 12-11 dated January 30, 2012 from Planning & Building, Engineering and Environment regarding Envision Guelph: Official Plan Update Phase 3 Revised Draft Policies be received.</p> | Receive |
| <p>A-4) 5 ARTHUR STREET SEWER RELOCATION AGREEMENT</p> <p>THAT Council authorize the Mayor and Clerk to sign the "Sewer Relocation Agreement" between the City of Guelph and Arthur EMPC Four Limited, owner of the property at 5 Arthur Street, pertaining to the relocation of the existing sanitary sewer and storm sewer, and the location of a future</p> | Approve |

sanitary sewer on the subject property as outlined in this report dated January 30, 2012.

A-5) **27 AND 29 WESTRA DRIVE – UPCOMING ONTARIO MUNICIPAL BOARD HEARING (A-86/11 & A-87/11), WARD 4**

Approve

THAT Report 12-03 dated January 30, 2012 regarding an appeal from the Committee of Adjustment Decision A-86/11 and A-87/11 refusing minor variances to permit a reduced side yard for two detached dwellings at 27 and 29 Westra Drive, City of Guelph, from Planning & Building, Engineering and Environment be received;

AND THAT the City not be a party at any upcoming OMB proceeding regarding an appeal from the Committee of Adjustment's decision A-86/11 and A-87/11 refusing minor variances to permit a reduced side yard of 1.2 metres when the Zoning By-law requires a minimum side yard of 1.5 metres for two detached dwellings at 27 and 29 Westra Drive.

A-6) **GUELPH INNOVATION DISTRICT SECONDARY PLAN – PREFERRED DESIGN: SUPPLEMENTARY REPORT – STAKEHOLDER FEEDBACK (reports dated January 30, 2012 and December 12, 2011)**

Approve

THAT Committee Report No. 11-104, dated December 12, 2011 from Planning & Building, Engineering and Environment, regarding the Guelph Innovation District Secondary Plan Preferred Design be received;

AND THAT the Supplementary Council Report No. 12-18, dated January 30, 2012 from Planning & Building, Engineering and Environment, regarding stakeholder concerns and responses be received;

AND THAT Council supports the use of the preferred vision, principles, objectives, design and implementation approach set-out in Planning & Building, Engineering and Environment Report No. 11-104, as amended by Council Report No. 12-18, as the basis for the completion of the Secondary Plan.

A-7) **INVESTMENT IN AFFORDABLE HOUSING IN ONTARIO – UPDATE ON BUSINESS CASE SUBMISSIONS FOR YEAR 1**

THAT Report 12-19 regarding Investment in Affordable Housing in Ontario – Update on Business Case Submissions for Year 1, dated January 30, 2012 be received;

AND THAT the CAO be authorized to submit a letter to the County of Wellington by January 31, 2012, confirming the City's support for a 60 unit affordable housing proposal located at 71 Wyndham Street, subject to the following conditions:

- Receiving confirmation from the Province on their level of funding, to ensure that the business case to be submitted for the project will not require any capital funding from the City;
- Receiving written confirmation from the proponent of their commitment to providing the required level of capital funding, as set out in the business case;
- Receiving and reviewing associated Provincial program requirements, conditions and timelines to ensure they can be met and are satisfactory to the City;
- Receiving written confirmation from the proponent of their commitment to provide the City with any and all materials necessary to meet Provincial “project start” requirements;

AND THAT the CAO be authorized to submit a letter to the County of Wellington by January 31, 2012, confirming the City’s intent to enter into an indemnity agreement with the County of Wellington in regards to the proposal which is consistent with the City’s obligation to contribute funds to the County as CMSM, subject to confirmation of Provincial approval of funding for the project;

AND THAT staff be directed to report back to Council prior to March 31, 2012 on the status of the Provincial review of the 71 Wyndham Street business case submission, the status of the conditions identified above, and the finalization of an indemnity agreement with the County of Wellington, should Provincial approval for funding the business case be confirmed.

B ITEMS FOR DIRECTION OF COUNCIL

C ITEMS FOR INFORMATION OF COUNCIL

attach.

TO **Guelph City Council**

SERVICE AREA Planning & Building, Engineering and Environment
DATE January 30, 2012

SUBJECT Proposed Demolition of 292 Elizabeth Street
REPORT NUMBER 12-05

SUMMARY

Purpose of Report

To provide background and a staff recommendation related to a request for demolition approval for a detached dwelling.

Council Action

Council to decide whether or not to approve the demolition request.

RECOMMENDATION

"THAT Report 12-05 regarding the proposed demolition of a detached dwelling at 292 Elizabeth Street, City of Guelph, from Planning & Building, Engineering and Environment dated January 30, 2012, be received;

AND THAT the proposed demolition of the detached dwelling at 292 Elizabeth Street be approved".

BACKGROUND

An application to demolish the detached dwelling at 292 Elizabeth Street has been received by Planning & Building, Engineering and Environment.

The subject property is located on the northerly side of Elizabeth Street, east of Stevenson Street South (see Schedule 1). The property is zoned R.1C-3 (Specialized Residential Single-Detached) Zone, which permits one detached dwelling per lot. The existing dwelling on the property is a one-and-a-half storey dwelling that was constructed c.1925-26.

The subject property is not designated under the *Ontario Heritage Act* and is not included in the City of Guelph's *Municipal Register of Cultural Heritage Properties* under Section 27 of the *Ontario Heritage Act*. Although the subject property has been identified as a built heritage resource in the City of Guelph Inventory of Heritage Structures, the Couling Inventory indicates no heritage significance for the

property, other than the building construction date of 1925-26. Heritage Planning concurs with this assessment and has no objection to the proposed demolition.

The subject property has been recently purchased by the City for stormwater management purposes. The City proposes to demolish the dwelling on the subject property and subsequently use the property to help implement the City's stormwater management strategy to resolve frequent flooding problems on private property in Ward One. Future works proposed on the subject property in conjunction with the existing trunk sanitary and storm sewers already located on 292 Elizabeth Street will render the subject property unsuitable for future development.

REPORT

The City's Demolition Control By-law was passed under the authority of Section 33 of the *Planning Act*. The By-law is intended to help the City "...retain the existing stock of residential units and former residential buildings in the City of Guelph." Section 33 of the *Planning Act* allows that Council's decision may be appealed by the applicant to the Ontario Municipal Board. In addition, an applicant may appeal if there is no decision within 30 days of filing the application.

A replacement dwelling is not proposed on the subject property as existing conditions and future works on the property will render it unsuitable for future development.

The approval of the demolition application is recommended as the existing dwelling has been determined to have no heritage significance and the proposed demolition will help implement the City's stormwater management strategy to resolve frequent flooding problems in Ward One.

CORPORATE STRATEGIC PLAN

Goal 1: An attractive, well-functioning and sustainable city.

FINANCIAL IMPLICATIONS

N/A

DEPARTMENTAL CONSULTATION

None

COMMUNICATIONS

A sign was posted on the subject property advising that a demolition permit has been submitted and that interested parties can contact Building Services for additional information.

ATTACHMENTS

Schedule 1 – Location Map

Schedule 2 – Site Photograph (December 2011)

Prepared By:

Rita Kostyan

Development Planner

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Recommended By:

James N. Riddell

General Manager

Planning & Building Services

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"original signed by Janet Laird"

Recommended By:

Janet L. Laird

Executive Director

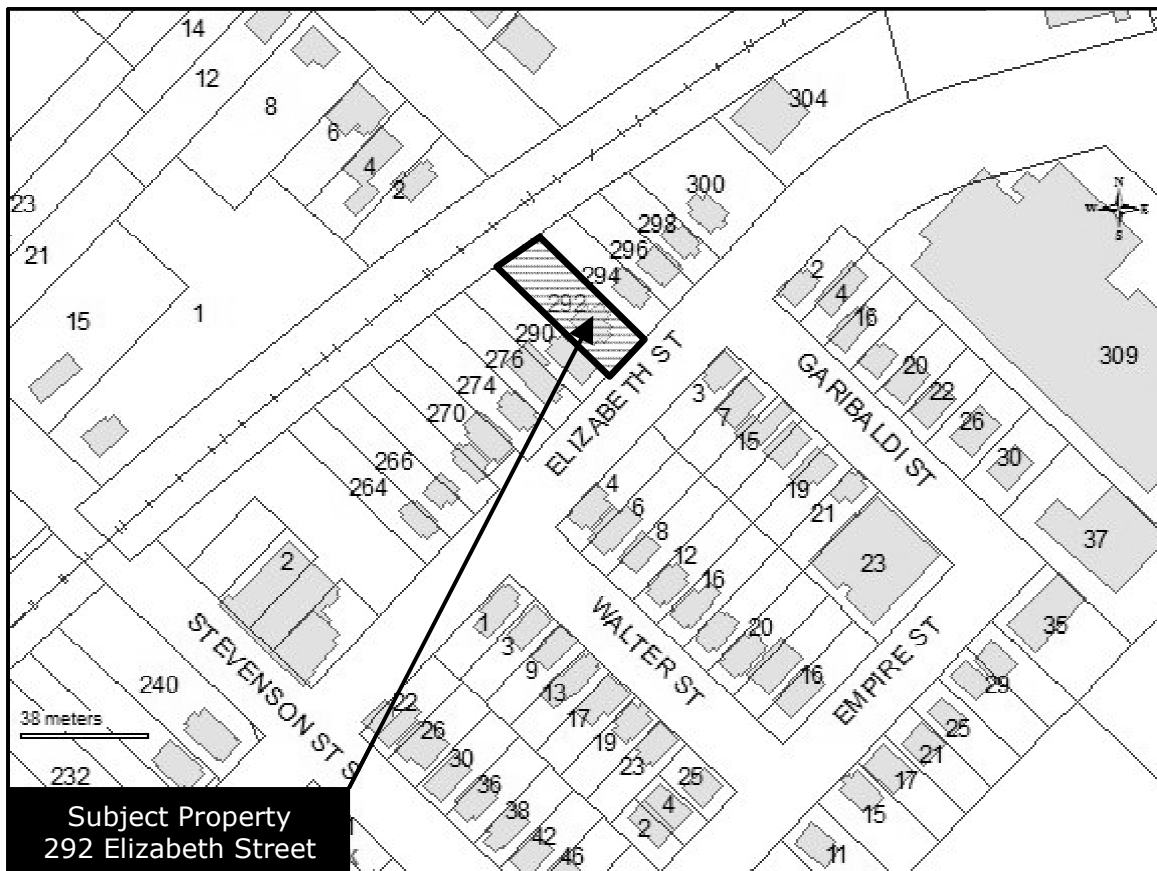
Planning & Building,

Engineering and Environment

519-822-1260, ext 2237

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SCHEDULE 1 – Location Map



SCHEDULE 2 – Site Photograph (December 2011)



COUNCIL REPORT

TO **Guelph City Council**

SERVICE AREA Finance
DATE January 30, 2012

SUBJECT 2012 Grant Recommendations
REPORT NUMBER FIN-12-01

SUMMARY

Purpose of Report:

To provide Council with the recommendations made by the Sector Review Groups for the 2012 City of Guelph Community Grants.

Council Action:

To approve the recommendations made by the Sector Review Groups for the 2012 City of Guelph Community Grants.

RECOMMENDATION

That the recommendations provided by the Sector Review Groups for receipt of a 2012 City of Guelph grant as outlined in Appendices 1,2 and 3 of Report FIN-12-01 dated January 30, 2012 be approved.

BACKGROUND

The City works with and supports many local organizations in the community to improve the wellbeing of Guelph residents. The City provides funding and in-kind support to local non-profit organizations to achieve a variety of community and social goals. These organizations deliver a range of services from organizing sports and recreational activities; staging vibrant arts and culture events to meeting the most basic human needs of securing food and shelter.

Funding to these community groups and agencies is provided through the annual grant program approved as part of the City of Guelph's annual budget process.

Community Grant applications were considered under the categories of:

- Health & Social Services
- Arts and Cultural Activities
- Community Events

Budgets approved for each category are:

- | | |
|------------------------------|------------------|
| • Health & Social Services | \$ 56,300 |
| • Arts & Cultural Activities | \$ 73,500 |
| • Community Events | <u>\$ 95,600</u> |
| Total | \$225,400 |

REPORT

The application deadline for the 2012 City of Guelph Annual grant process was October 31, 2011. All applications received by the Finance Department were forwarded to the appropriate Sector Review Groups. A total of approximately \$439,868 in funding was requested.

Each Sector Review Group has submitted their funding allocation recommendations for Council approval based on the 2012 approved grant budget (see Appendices 1, 2 and 3).

Based on the eligibility criteria for Community Event applications, the Community Events Committee was unable to allocate the entire budget allotment of \$95,600. As a result, there is a \$2,750 balance remaining that will be made available to deserving community events throughout the year pending council approval.

All applicants were notified of the recommendations on December 5, 2011. Applicants were given until January 11th, 2012 to appeal the recommendation. Appeals could not be made with respect to the amount allocated, only if there is evidence that the normal process was not followed (e.g. if some materials submitted were misplaced and were not considered).

CORPORATE STRATEGIC PLAN

4.2 Numerous opportunities for artistic appreciation, expression and development

5.4 Partnerships to achieve strategic goals and objectives

FINANCIAL IMPLICATIONS

Funds to be provided from the approved 2012 operating budget.

DEPARTMENTAL CONSULTATION

Designated Sector Review Groups were consulted throughout the annual grant process.

COMMUNICATIONS

Ads were placed in local newspapers and on the City's website. In addition, all applicants have been notified of the recommendations.

ATTACHMENTS

Appendix 1 – Health / Social Services Grant Recommendations

Appendix 2 – Arts / Cultural Grant Recommendations

Appendix 3 – Community Events Grant Recommendations

"original signed by Christel Gregson"

Prepared By:

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Recommended By:

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"original signed by Colleen Bell"

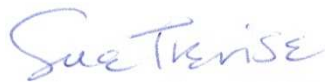
Recommended By:

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Executive Director Community and
Social Services
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"original signed by Sonya Poweska"

Recommended By:

Sonya Poweska
Executive Director
Guelph Arts Council



Recommended By:

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APPENDIX 1: HEALTH / SOCIAL SERVICES GRANT RECOMMENDATIONS

| No. | Group | 2011 Amount Received | 2012 Amount Requested | 2012 Amount Recommended |
|------------------------------|--|-------------------------------------|--------------------------------------|------------------------------------|
| 1 | Action Read | \$10,000 | \$12,332 | \$7,400 |
| 2 | Big Brothers Big Sisters of Guelph | \$5,000 | \$10,000 | \$6,000 |
| 3 | Chalmers Community Services Centre | \$5,000 | \$5,000 | \$5,000 |
| 4 | Child Witness Centre | \$0 | \$10,000 | \$0 |
| 5 | Children's Foundation of Guelph & Wellington | \$10,000 | \$6,500 | \$6,000 |
| 6 | Community Torchlight | \$5,000 | \$6,500 | \$3,250 |
| 7 | Guelph Community Christian School | \$0 | \$40,000 | \$0 |
| 8 | Guelph Giants Special Hockey Foundation | \$5,000 | \$6,500 | \$3,250 |
| 9 | Lakeside Church | \$0 | \$30,000 | \$5,000 |
| 10 | Living on Less | \$0 | \$8,500 | \$0 |
| 11 | Lutherwood | \$0 | \$7,750 | \$2,000 |
| 12 | Michael House Pregnancy Care Centre | \$5,000 | \$10,000 | \$5,000 |
| 13 | Rotary Club of Guelph | | \$10,500 | \$0 |
| 14 | St John Ambulance | \$2,000 | \$6,000 | \$3,500 |
| 15 | Sunrise Therapeutic Riding & Learning Centre | \$0 | \$2,500 | \$1,500 |
| 16 | Volunteer Centre of Guelph/Wellington | \$7,000 | \$15,000 | \$8,000 |
| 17 | Wellington Dufferin Guelph Eating Disorder Coalition | \$1,400 | \$1,800 | \$400 |
| Did not apply in 2012 | | | | |
| 18 | K9 Helpers Service Dogs Inc | \$900 | | |
| | Totals | \$56,300 | \$188,882 | \$56,300 |

APPENDIX 2: ARTS / CULTURE GRANT RECOMMENDATIONS

| No. | Group | 2011 Amount Received | 2012 Amount Requested | 2012 Amount Recommended |
|------------------------------|--|-------------------------------------|--------------------------------------|------------------------------------|
| 1 | CFRU 93.3fm | \$0 | \$10,000 | \$0 |
| 2 | CON-G Entertainment | \$0 | \$2,500 | \$0 |
| 3 | Ed Video Media Arts Centre | \$4,000 | \$4,500 | \$4,500 |
| 4 | Ethnocultural Centre of Guelph | \$0 | \$3,000 | \$0 |
| 5 | EyeGO to the Arts | \$1,500 | \$2,100 | \$1,500 |
| 6 | Festival of Moving Media | \$3,000 | \$5,000 | \$3,000 |
| 7 | First Light Theatre | \$0 | \$4,500 | \$1,500 |
| 8 | Focus on Nature | \$0 | \$8,000 | \$3,000 |
| 9 | Guelph Arts Platform | \$3,000 | \$5,000 | \$3,000 |
| 10 | Guelph Celtic Orchestra | \$0 | \$3,000 | \$0 |
| 11 | Guelph Chamber Choir | \$2,500 | \$2,500 | \$2,500 |
| 12 | Guelph Concert Band | \$2,000 | \$2,000 | \$2,000 |
| 13 | Guelph Contemporary Dance Festival | \$11,000 | \$14,500 | \$11,000 |
| 14 | Guelph Creative Arts Association | \$1,000 | \$1,000 | \$0 |
| 15 | Guelph Jazz Festival | \$12,000 | \$15,000 | \$12,000 |
| 16 | Guelph Little Theatre | \$2,000 | \$2,000 | \$2,000 |
| 17 | Guelph Symphony Orchestra | \$3,600 | \$5,000 | \$3,600 |
| 18 | Guelph Youth Music Centre | \$4,000 | \$6,000 | \$4,000 |
| 19 | Guelph Youth Singers | \$2,500 | \$2,500 | \$2,500 |
| 20 | Hillside Community Festival of Guelph | \$10,000 | \$10,000 | \$10,000 |
| 21 | Kazoo | \$1,500 | \$1,500 | \$1,500 |
| 22 | Kiwanis Music Festival of Guelph | \$3,000 | \$3,000 | \$3,000 |
| 23 | Rainbow Chorus | \$1,400 | \$1,400 | \$1,400 |
| 24 | RCR Youth Collective | \$0 | \$1,000 | \$0 |
| 25 | Royal City Music Productions | \$2,000 | \$2,000 | \$1,500 |
| 26 | Suzuki String School of Guelph | \$0 | \$2,000 | \$0 |
| Did not apply in 2012 | | | | |
| 27 | Dancetheatre David Earle | \$2,500 | | |
| 28 | Sharp Cuts Indie Film & Music Festival | \$1,000 | | |
| Totals | | 73,500 | 119,000 | 73,500 |

APPENDIX 3: COMMUNITY EVENTS GRANT RECOMMENDATIONS

| No. | Group | 2011 Amount Received | | 2012 Amount Requested | 2012 Amount Recommended | |
|------------------------------|---|----------------------|----------|-----------------------|-------------------------|----------|
| | | Grant | Waiver | | Grant | Waiver |
| 1 | Faery Fest , INC | \$1,000 | \$5,000 | \$9,000 | \$0 | \$8,000 |
| 2 | Rotary Club of Guelph-Trillium-Ribfest 2009 | | \$5,000 | \$7,500 | \$0 | \$7,500 |
| 3 | Guelph and District Multicultural Festival Inc. | \$10,000 | \$5,000 | \$25,000 | \$0 | \$10,000 |
| 4 | Ed Video- Comedy festival | \$6,750 | \$0 | \$5,000 | \$4,000 | \$0 |
| 5 | Doors Open Guelph | \$8,500 | \$0 | \$8,500 | \$8,500 | \$0 |
| 6 | Guelph Creative Arts Association | \$0 | \$0 | \$1,000 | \$1,000 | \$0 |
| 7 | Hillside Inside (Hillside Community Festival of Guelph) | \$0 | \$12,500 | \$15,000 | \$0 | \$13,000 |
| 8 | Guelph Jazz Festival- Nuit Blanche | \$0 | \$0 | \$10,000 | \$0 | \$8,500 |
| 9 | Guelph Horticultural Society | \$800 | \$0 | \$800 | \$800 | \$0 |
| 10 | Kinette Club | \$550 | \$0 | \$550 | \$550 | \$0 |
| 11 | Guelph Figure Skating Club | \$0 | \$0 | \$12,493 | \$0 | \$5,000 |
| 12 | Guelph Wrestling Club - Canada Cup and Training Camp | \$0 | \$9,000 | 15000 | \$4,000 | \$0 |
| 13 | Royal City Rollergirls | \$0 | \$0 | \$2,000 | \$0 | \$7,500 |
| 14 | 41st Regiment of Foot Military Living History Group | \$0 | \$0 | \$8,143 | \$8,000 | \$0 |
| 15 | Statistical Society Of Canada | \$0 | \$0 | \$5,000 | \$5,000 | \$0 |
| 16 | Guelph CON | \$0 | \$0 | \$7,000 | \$1,500 | \$0 |
| Did not apply in 2012 | | | | | | |
| 17 | Dominion Stick Curling Provincials | \$4,500 | \$0 | | | |
| 18 | Girls Softball Midget | \$0 | \$5,000 | | | |
| 19 | Guelph Athletics Society | \$0 | \$3,000 | | | |
| 20 | Guelph Ringette | \$0 | \$5,000 | | | |
| 21 | Sunlight Music Festival | \$0 | \$2,000 | | | |
| 22 | University World Hunger Summit Conference | \$10,000 | \$0 | | | |
| 23 | Guelph Business Enterprise Centre | \$1,000 | \$0 | | | |
| 24 | Guelph First Response Team Conference | \$1,000 | \$0 | | | |
| Totals | | 95,600 | | \$131,986 | 92,850 | |

Remaining Budget Available for Allocation in 2012 \$2,750

COUNCIL REPORT

TO **Guelph City Council**

SERVICE AREA Planning & Building, Engineering and Environment
DATE January 30, 2012

**SUBJECT Envision Guelph: Official Plan Update Phase 3 Revised
Draft Policies (OPA 48)**

REPORT NUMBER 12-11

SUMMARY

Purpose of Report:

To provide information related to Phase 3 of Envision Guelph – The Official Plan Update (OPA 48) and to release the Revised Draft Official Plan policies for public review.

Council Action:

To receive Report 12-11 in advance of the public consultation process related to Phase 3 of Envision Guelph.

RECOMMENDATION

“THAT report 12-11 dated January 30, 2012 from Planning & Building, Engineering and Environment regarding Envision Guelph: Official Plan Update Phase 3 Revised Draft Policies be received.”

BACKGROUND

Envision Guelph, the five year update to the Official Plan, has been undertaken in three phases. The first phase consisted of OPA 39 which established a growth management framework for the City in conformity with the Provincial Growth Plan for the Greater Golden Horseshoe. OPA 39 was adopted by City Council on June 10, 2009 and was approved by the Ministry of Municipal Affairs and Housing on November 20, 2009. One modification was made by the Ontario Municipal Board on March 17, 2010 as an administrative change. OPA 39 is in full force and effect.

In the spring of 2010, staff released a draft of the balance of the Official Plan update to the public for review and comment. In May 2010, Council directed staff to proceed with the Natural Heritage System components of the Draft Official Plan amendment. Council further directed that the remainder of the Draft Official Plan Amendment be deferred to provide more time for the public to review and provide comments. Therefore, a second phase of the Official Plan update (OPA 42) which consisted of the Natural Heritage System components was adopted by Council in

July 2010 and approved by the Ministry of Municipal Affairs and Housing in February 2011. OPA 42 is currently under appeal to the Ontario Municipal Board.

Phase 3 consists of the balance of the Official Plan update and when taken together with OPA 39 and OPA 42 will constitute a complete updated Official Plan for the City.

Consistent with the City's overall growth management framework established through OPA 39, the Official Plan Update takes a more directive approach to shaping the type, form and location of future growth in Guelph than the current Official Plan. The proposed Plan directs a significant amount of growth to the urban growth centre (Downtown), identified intensification corridors and mixed-use nodes as established by OPA 39. These areas can be well-served by transit and are designed to evolve into more pedestrian-oriented places. This Plan, as a result of directing growth to specific areas, identifies those areas of the City that will experience less intensification and change. This is not to mean that these areas will not evolve over the horizon of this Plan; it is meant to indicate that change will be modest in nature and must be compatible with its immediate surrounding area. Policies in the draft Official Plan are generally more restrictive than the existing OP for these areas while still enabling the City to meet its intensification and density targets. This Plan also anticipates continued development in the Greenfield Areas, although in a denser and more mixed-use form in order to support the achievement of the City's density targets, local growth management strategy and urban design directions.

Further background information is contained within Community Design and Development Services Report 10-59 "Envision Guelph - Official Plan Update (Proposed Official Plan Amendment 42 to Address the Natural Heritage System and Comprehensive Update to the Official Plan)". This report is Attachment 1.

REPORT

PURPOSE OF THIS REPORT

This report provides a summary of the comments received since the release of the Draft Official Plan in April 2010, provides staff response to the comments and provides a summary of the proposed revisions to the policies and schedules of the draft Official Plan. Attachment 2 provides a summary of the revisions to the draft Official Plan.

PURPOSE OF REVISED DRAFT OF THE OFFICIAL PLAN UPDATE

Phase 3 finalizes the Five Year Review of the Official Plan and ensures that the Plan is in conformity with provincial legislation and plans and is consistent with the 2005 Provincial Policy Statement (PPS).

Phase 3 of the Official Plan Review:

- modifies the structure of the Official Plan;
- incorporates recommendations from City plans and studies;
- completes the municipal comprehensive review of employment lands (see Attachment 3 for details);

-
- enhances Urban Design policies to ensure high quality urban design consistent with the directions approved in the City's Urban Design Action Plan;
 - establishes a policy direction for energy conservation, alternative and renewable energy systems, climate change and mitigation and sustainable design supportive of the City's Community Energy Plan;
 - introduces an affordable housing target and associated implementation measures;
 - provides greater certainty for infill and intensification within the Built-up Area of the City;
 - establishes detailed policies for achieving the City's growth management framework established by OPA 39 including directing new growth at transit supportive densities within the Downtown, along Intensification Corridors and Mixed-use Nodes as conceptually identified in Official Plan Amendment 39;
 - updates transportation policies to provide a greater focus on transit, walking, cycling and transportation demand management measures while continuing to ensure that the City is served by an efficient road network; and
 - includes policies to enable the City to use planning tools associated with height and density bonusing, the regulation of exterior building design through site plan control and the introduction of a development permit system.

Since the fall of 2010, staff have completed an internal review of the 2010 draft, reviewed comments submitted by the public and stakeholders, met with stakeholders and property owners, conducted additional research and prepared the second draft of the proposed policies. The review included ensuring consistency with provincial legislation, policy and plans and consistency with the City's strategic directions. Discussions with stakeholders and property owners have generally been productive and the revised draft contains proposed revisions that respond to comments and concerns while continuing to be consistent with provincial requirements and City objectives. In some instances, staff have proposed to revert back to policies contained within the current Official Plan. Staff determined that the policies remain relevant, are supportive of City approved plans and studies and are consistent with provincial policy and legislation and should therefore be carried forward in the updated OP. In some cases, staff determined that the proposed direction would either create undue hardship to property owners (e.g., removal of land use designations or requirements for secondary plans prior to development) or there was insufficient background study conducted to support the proposed direction at this time.

The revised Phase 3 policies are included as Attachment 4 which, in order to provide the necessary context for the proposed policies, is presented in the form of a working consolidation of the entire OP Update including Phase 1 policies (OPA 39 - Growth Plan conformity), Phase 2 policies (OPA 42 - Natural Heritage System) and existing Official Plan policies that are proposed to be carried forward. The draft indicates which policies are carried forward from the current Official Plan (identified by comment boxes) and indicates which policies are not part of Phase 3 of the Official Plan but are included for context. The policies that are not part of Phase 3 are those OPAs that have previously been adopted by Council such as OPA 39 and OPA 42.

OVERVIEW OF KEY ISSUES AND STAFF RESPONSES

Following the release of the April 2010 draft of the Official Plan, approximately 40 comments were received related to the sections of the Official Plan that are being addressed in Phase 3. Staff met with stakeholders to obtain a better understanding of the issues and attempt to resolve issues through revisions to policies where appropriate.

A more detailed summary of the comments with a brief staff response is included in Attachment 5. Attachment 6 contains the comment letters.

The following general themes were identified in the review of the comments:

- Affordable Housing Target
- Urban Design Policies
- Prohibition of Drive-Throughs
- Community Mixed-use Area Policies

Other Issues:

- Religious establishments – Council resolution to provide a definition of small scale religious establishments within the upcoming Official Plan
- Lack of service stations in new development areas especially the south end
- High volume water users

Affordable Housing

Comment Summary: Generally, the comments related to the affordable housing strategies dealt with concerns about the proposed target and the implementation measures. The Guelph Wellington Development Association (GWDA) and the Guelph and District Homebuilders Association submitted comments on the proposed affordable housing policies. Both organizations have expressed that the proposed targets are inappropriate and that the existing housing stock should be included in the calculation of the target. The GWDA further stated that applying a Holding Zone on lands to require affordable housing would result in lands being sterilized from development and would result in housing becoming more expensive and unattainable while the affordable housing blocks remain vacant. Both organizations stressed that incentives are needed to support the construction of affordable housing.

Staff Response: The PPS requires municipalities to establish and implement minimum targets for the provision of housing which is affordable to low and moderate income households. In 2009, staff prepared an Affordable Housing Discussion Paper which outlined the method used to establish the target for Guelph. The approach uses the average price of resale homes as the benchmark for determining affordability and set the target at 36% of which 6% was for social housing and 30% was for new housing to be provided at a price 10% below the average resale price.

The approach focuses on new housing as the supply for affordable housing because the City does not have influence or control over the existing housing stock either rental or owned and cannot control the resale market. The approach of focusing on the new housing market maintains consistency with the policy in the current Official Plan that requires affordable housing to be provided in new subdivision

developments at a minimum of 25% of the units and is consistent with the practice and policies of other municipalities.

Staff have revised the affordable housing target to address only affordable ownership and affordable rental housing. The target has been revised to a total of 30% with 27% being affordable ownership housing and 3% being affordable rental housing. The target for the provision of social housing has been removed because this form of housing is not provided by the City and the City does not control nor cannot direct the amount of social housing provided in any given year. The reference to a target for accessory apartments has been revised to be clear that the City encourages the creation of accessory apartments at a rate of 90 per year but does not require this as part of the affordable housing target.

The policies in the 2010 draft of the OP proposed holding lands out of development through the use of a Holding Zone as part of a development application until they were developed for affordable housing. This policy was premised on an approach that was considered as part of proposed Bill 198 which sought to amend the Planning Act to introduce inclusionary zoning. Inclusionary zoning could regulate the required percentage of affordable housing units in all new housing developments in a municipality. Bill 198 was referred to a standing committee of parliament in 2009 and as of yet has not been passed. In response to the concerns raised by the GWDA and Homebuilders and based on staff's review of the issue, the proposed policies that would place holding zones on property or in any way hold lands out of development unless developed for affordable housing have been removed from the draft Official Plan. Instead, the revised policies indicate that detailed implementation strategies will be reviewed and developed through the preparation of a Housing Strategy and other appropriate mechanisms.

Urban Design

Comment Summary: Many of the concerns about the urban design policies related to site and building design for commercial properties and a concern that the policies are too prescriptive. Specifically, concern was expressed about policies that:

- seek to avoid blank facades;
- require enhanced building designs rather than basic corporate/franchise design;
- promote pedestrian oriented streetscapes;
- provide direction for the placement of buildings such as large buildings, multi-storey buildings and mixed-use buildings;
- seek to establish main street type development; and
- direct where parking should be located.

Other urban design comments related to residential developments included concerns about policies that:

- avoid reverse lotting on arterial and collector roads;
- discourage entrance features such as ornamental walls and signs for new subdivisions; and
- limit the width of garage doors for houses.

Staff Response: The City's urban design vision for future development was derived from the Urban Design Action Plan which was adopted by Council on May 4, 2009. The proposed policies contained within the April 2010 OP Update are intended to implement the policy direction and principles set out in the Urban Design Action Plan. Many of the policies are more detailed than those contained within the existing Official Plan. This was done intentionally to provide clarity to the preferred form of development in the City.

Staff have made minor changes to policies to improve readability, clarify intent and provide examples where appropriate. Some of the language used in the policies has been revised to provide positive direction related to the City's desired site or building design. The urban design policies are intended to guide development in a manner that reflects and supports the City's vision. The policies have been revised to provide flexibility where possible and to allow for dialogue between staff and development proponents on opportunities for enhancing urban design. The City will provide additional clarity to the City's vision and the proposed policies through the preparation of urban design concept plans for key locations such as nodes and corridors. These concept plans will provide specific examples of development scenarios that satisfy the design and land use policies in an integrated manner.

Drive-Throughs as a prohibited use

Comment Summary: Generally, the comments were opposed to the proposed prohibition of drive-throughs. The 2010 draft OP specifically prohibits drive-throughs in all land use designations other than Service Commercial. The respondents stated that policies to prohibit drive-through facilities in areas that would otherwise permit service retail commercial uses, large format retail uses, plazas and supermarkets is not a common or appropriate form of regulation applied to drive through facilities in Ontario. One respondent, Victor Labreche of Labreche Patterson and Associates Inc, provided extensive background information related to Ontario Municipal Board decisions on the subject.

One common concern was that the Official Plan is not the appropriate way to regulate drive-throughs and that the zoning by-law and urban design guidelines would be an acceptable approach.

Staff Response: City staff have met with Victor Labreche and members of the Ontario Restaurant Hotel and Motel Association (ORHMA) and reviewed the materials provided by them relating to drive-throughs. Language has been removed from the Official Plan that specifically prohibits drive-throughs as a use. Rather, policies in the Urban Design section of the Official Plan are proposed to provide direction as to design and site matters for drive-throughs to ensure compatibility with adjacent land uses and consistency with other relevant policies and objectives. A review of drive-throughs and associated regulations could be conducted as background to the Comprehensive Zoning By-law Review with the intent to regulate drive-throughs and where they may be permitted through the Zoning By-law while still including direction in the OP for their location and siting. This would allow careful consideration of the issue and allow Council, the public and stakeholders input into the process and any proposed regulations.

Community Mixed-use Centre Policies

Comment Summary: Concern with Community Mixed-use Centre policies related to:

- residential unit targets;
- requirement for a secondary plan;
- minimum building height;
- minimum total floor space index; and
- underground or structured parking.

The main concerns with the proposed policies for the Community Mixed-use Centres (CMUC) dealt with residential targets and the requirement for secondary plans. Respondents felt that the residential targets would be difficult to achieve since the majority of lands within the CMUC have development approvals already and that lands surrounding the CMUC are already designated for medium and high density housing. The addition of a residential target would take the focus away from the commercial function of the designation. The concern about secondary plans related to the need for the plan considering that many of the nodes already have development approvals and would unnecessarily delay development.

The comments also include a suggestion that there should be wording to provide for flexibility or recognition that Community Mixed-use policies will be implemented and transitioned over the long term.

Staff Response: Staff met with owners of properties designated Community Mixed-use Centre to review their concerns. As a result, staff propose a number of changes to the CMUC policies. First, the residential targets have been removed. These targets were added with the intent to encourage residential buildings in the CMUCs. However, there was no corresponding support in the policy to maintain the commercial function of the Centres. Upon review, staff determined that strict adherence to the residential targets is not needed to achieve population projections and are not needed to achieve the intensification target. Staff are supportive of the CMUC's transitioning over the long term to support a full range of uses however, at this time the support is provided through encouraging and allowing residential uses rather than requiring them. Staff have revised policies in Chapter 3 of the Plan for Community Mixed-use Nodes to make it clear that residential development is required within the overall Node as identified on Schedule 1 of the draft Official Plan, which includes the CMUC, and that concept plans for future development within the area are required to demonstrate how the uses would be integrated and would support the urban design policies of the Plan.

Second, the policy related to secondary plans for CMUCs has been deleted and replaced by a new policy that requires urban design concept plans for the Community Mixed-use Node. This achieves the same objective but allows for the planning work to be led by staff or a development proponent. This direction is more responsive to the short term planning needs for these areas while providing guidance to their long term evolution. Further, the proposed policies provide direction as to what the concept plan should include.

In terms of the concerns with the two storey minimum building height, staff have proposed revisions to the policy to state that the minimum height would be required for buildings fronting on or adjacent to arterials, collectors or identified main streets. This change maintains the City's design vision for these commercial sites while recognizing that large format retail uses are also directed to this designation.

Policies related to floor space index, both minimum and maximum, have been deleted from the Plan. Staff are of the opinion that it is premature to establish minimum and maximum floor space indexes for these sites without having conducted detailed design work for the sites. Staff now propose that where a concept plan is required and through a development application, regulations for floor space index would be addressed. This may result in these regulations being applied in the implementing zoning by-law.

The policies related to the preference for underground or structured parking are maintained in the Official Plan. These policies support the reduction of surface parking and encourage developers to consider alternatives such as underground or structured parking.

OTHER ISSUES

Council and staff have identified some issues that were to be considered through this draft of the OP Update. These include concerns about the definition of "small-scale" as it applies to religious establishments, concerns raised about the lack of service stations in the south end of the City and concerns about potential new industrial developments that have high volumes of water use and wastewater discharge.

Religious Establishments

As part of a Council decision in June 2010 related to a zoning by-law amendment application for a religious establishment, Council directed staff to provide a definition of small scale religious establishments through the Official Plan update. Staff have reviewed the matter and propose that the approach used in the current Official Plan be carried forward into the draft Official Plan. The policies for non-residential uses in residential areas would continue to refer to small-scale institutional uses without a specific definition of size. The current and draft Official Plan both contain criteria for determining if a location is appropriate for a non-residential use. These criteria are designed to ensure that inappropriate uses are not being located within residential areas. The Zoning By-law is the appropriate place for regulating specific uses, their size and site characteristics. A review of regulations for religious establishments could be conducted as part of a future Zoning By-law Update.

Religious establishments are community facilities that contribute to the creation of a complete community and add to the diversity of our neighbourhoods. These uses should continue to be permitted in areas in proximity to residents provided that they are of an appropriate scale to ensure compatibility and they are located in areas that are easily accessible by various modes of transportation.

Service Stations

The April 2010 draft of the Official Plan update restricted the location of service stations by prohibiting them as a use in many of the commercial and mixed-use designations of the Plan. Staff review concluded that this would result in areas of the City being underserved or not serviced at all by this type of use. Staff understand that the concern about service stations is related to urban design considerations and to community energy policies related to the reduction of greenhouse gas emissions. In terms of urban design, there are specific policies related to service stations proposed in the Plan that deal with these issues and the Zoning By-law can provide further support through enhanced regulations related to site design. In terms of community energy policies, the prohibition of this type of use in areas of the City would require residents to drive longer distances to obtain the service thus negating the intended energy policy benefit. A general shift in transportation modes from automobile use to other modes is better pursued through various strategies related to encouraging and supporting those alternative modes. Making it less convenient to service vehicles is not seen as an effective strategy in this regard.

Prohibitions on service stations as a permitted use in the commercial and mixed-use designations have been removed from the Official Plan. Additionally, urban design policies have been added and refined to provide direction to zoning by-law regulations and site plan review. In recognition of the preferred policy and design direction for Community Mixed-use Centres, service stations are proposed to only be permitted as an accessory use.

High Volume Water Users

The revised draft of the Official Plan proposes to add policies to discourage non-residential development that requires high volumes of water use and/or wastewater discharge from locating within the City. This policy is being introduced to provide a greater degree of protection to the City's finite water supply and to address limits on the assimilative capacity of the Speed River.

The primary constraint to long term development in the City is the assimilative capacity of the Speed River. As such, this policy is proposed to address the allocation of wastewater treatment capacity in a manner that supports reasonable growth and provides protection to our limited water resources. The City is committed to ensuring that future development is environmentally, fiscally and socially sustainable. This approach is supported by the direction from the Provincial Growth Plan that requires municipalities to ensure that there is "sustainable water and wastewater services available to support future growth".

OVERVIEW OF REVISIONS TO THE DRAFT OFFICIAL PLAN SINCE MAY 2010

Staff have conducted an extensive review of the draft Official Plan that was released in 2010. Staff have considered all comments received along with Council directions on issues and made revisions as appropriate. Staff have also incorporated recommendations for revisions from the Ministry of Municipal Affairs and Housing and from the Grand River Conservation Authority. The Plan has also been edited for grammar, structure, flow, format and consistency. As a result,

some chapters have had major revisions whereas others have been modified slightly. Details about the revisions are contained in Attachment 2.

CONSULTATION AND NEXT STEPS

The consultation process for this phase of the Official Plan update will include a statutory open house, two public open houses and a statutory public meeting of Council. Notice of the statutory open house and public open houses will be provided in the Guelph Tribune. The open houses will be held in the month of February and the public meeting of Council is planned for March 2012. The public are asked to submit written comments on this draft of the Official Plan update on or before March 9, 2012 for consideration in a final draft that is to be presented for adoption by Council this spring.

The open houses will allow the public the opportunity to learn more about the proposed policies, review display boards and speak with staff about the Official Plan. The statutory public meeting provides a formal opportunity for the public to address Council with their comments on the draft Official Plan. Following the public meeting, staff will review any comments and prepare a final draft of the Official Plan for adoption by Council.

January 2012: Revised Draft Official Plan Phase 3 released for public review
February 2012: Statutory Open House and Informal Open Houses
March 2012: Statutory Public Meeting
May 2012: Council meeting re: decision on adoption of Official Plan Update

CORPORATE STRATEGIC PLAN

Goal 1: An attractive, well functioning and sustainable city

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

Goal 3: A diverse and prosperous local economy

Goal 4: A vibrant and valued arts, culture and heritage identity

Goal 5: A community-focused, responsive and accountable government

Goal 6: A leader in conservation and resource protection/enhancement

FINANCIAL IMPLICATIONS

There is sufficient funding in the Official Plan Update budget to complete Phase 3 including additional public open houses, the preparation of materials for consultation and reproduction of the Plan.

DEPARTMENTAL CONSULTATION

Planning & Building, Engineering and Environment (Engineering)

Planning & Building, Engineering and Environment (Building)

Planning & Building, Engineering and Environment (Water Services)

Planning & Building, Engineering and Environment (Wastewater Services)

Community and Social Services (Arts, Culture and Entertainment)

Operations and Transit (Park Maintenance and Development)

COMMUNICATIONS

Since the draft OP Update was released in April 2010, the City has met with stakeholders and individuals who have submitted comments to further clarify their concerns.

The next steps of the process include opportunities for the public to review the document with staff at public open houses, and provides the opportunity for the public to make formal presentations to Council through the statutory public meeting. Written comments are invited and encouraged.

Notice of upcoming open houses and the public meeting will be provided in the Guelph Tribune and directly mailed to anyone who requests or has previously requested notification.

ATTACHMENTS

The attachments are available on the City's website at guelph.ca/opupdate. Click on the link for the January 30, 2012 OP Update Report (with attachments).

- Attachment 1: Report 10-59 "Envision Guelph - Official Plan Update (Proposed Official Plan Amendment 42 to Address the Natural Heritage System and Comprehensive Update to the Official Plan)"
- Attachment 2: Summary of Draft Official Plan Changes since April 2010
- Attachment 3: Municipal Comprehensive Review of Employment Lands
- Attachment 4: Working Consolidation of Envision Guelph: Official Plan Update including the Revised Draft Phase 3 Policies
- Attachment 5: Policy Specific and Property Specific Comments and Staff Response Summary
- Attachment 6: Comment Letters received since April 2010

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TO **Guelph City Council**

SERVICE AREA Planning & Building, Engineering and Environment
DATE January 30, 2012

SUBJECT 5 Arthur Street Sewer Relocation Agreement

REPORT NUMBER

RECOMMENDATION

"THAT Council authorize the Mayor and Clerk to sign the "Sewer Relocation Agreement" between the City of Guelph and Arthur EMPC Four Limited, owner of the property at 5 Arthur Street, pertaining to the relocation of existing sanitary sewer and storm sewer, and the location of a future sanitary sewer on the subject property, as outlined in this report dated January 30, 2012."

BACKGROUND

As described in the Information Report dated January 19, 2012, the Wellington-Woolwich corridor includes significant downtown redevelopment sites on either side of the Speed River. The redevelopment of these sites requires relocation and replacement of existing municipal services including the sanitary sewers crossing the Speed River. Relocation of municipal services is required on the property at 5 Arthur Street (east of the river), and the property at 148-152 Macdonell Street and the property at 150 Wellington Street (west of the river).

The "Sewer Relocation Agreement" in this present report dated January 30, 2012, pertains to the relocation of existing sanitary sewers and storm sewer, and the location of a future sanitary sewer on the property at 5 Arthur Street.

REPORT

The property at 5 Arthur Street is a brownfield site identified as one of the redevelopment sites in the City's draft Secondary Plan. The City has entered into an agreement with the property owner under the Brownfield CIP Program for the environmental remediation of the site.

The remediation work requires the relocation of sanitary sewers and a storm sewer currently located at different places on the property. The sanitary sewers located on the property connect the municipal sanitary system serving lands outside the property to the existing sewer main crossing the Speed River. The Sewer Relocation Agreement provides for the following:

-
- Temporary relocation/replacement of existing sanitary sewers within the property and on Arthur Street;
 - Continuing operation and maintenance of the sanitary sewer system and the storm sewer on the property until their permanent relocation and/or replacement;
 - Location of a future (permanent) sanitary sewer on a registered easement on the property, to be determined by the City and the Owner so as not to prevent or impair the future development of the site;
 - The commencement of Environmental Assessment for the future sanitary sewer crossing of the Speed River which will also address the sanitary system modifications in the Wellington-Woolwich corridor (east and west of the river) including the location of the future sanitary sewer on the subject property;
 - Permanent removal of the storm sewer from the property; and
 - Apportionment of costs between the City and the Owner.

Following the Agreement, the Owner will proceed to relocate municipal services and complete the environmental remediation of the property. The City will initiate an Environmental Assessment in 2012 to address the Environmental Assessment requirement for the sanitary sewer crossing of the Speed River and related modifications on either side of the river.

The estimated cost of relocation of the sanitary sewers is \$134,126.02, and the City's share is \$66,154.91. The cost of the Environmental Assessment without including design is estimated to be \$50,000 and is the responsibility of the City. The cost of the two projects is included in the approved capital budget for 2012.

The City is also responsible for the design and construction of the future sanitary sewer. Preliminary estimates for the future sanitary sewer, including work on the east side and west side of the river as well as the river crossing, indicate an amount of \$4.5 M and this work will be included as a capital project in the capital budgets for 2013, 2014 and 2015 for Council approval.

The removal of the storm sewer on the property and its replacement is estimated to cost \$1.0 M. This work will be undertaken in conjunction with site development and the project will be included in the capital budget for 2016 for Council approval.

CORPORATE STRATEGIC PLAN

This project supports:

- Goal #1: An attractive, well functioning and sustainable city
- Goal #2: A healthy and safe community where life can be lived to the fullest

FINANCIAL IMPLICATIONS

The City's share of the cost relocation of sanitary sewers (\$66,154.91) is included in the 2012 Capital Budget under SC0013.

The cost of the Environmental Assessment (\$50,000) is included in the 2012 Capital Budget under SC0018.

The \$4.5M cost of the future sanitary sewer system will be included in the capital budgets for 2013, 2014 and 2015 for Council approval. The \$1.0 M cost of replacing the storm sewer will be included in the capital budget for 2016.

DEPARTMENTAL CONSULTATION

The "Sewer Relocation Agreement" was prepared with input from Legal and Realty Services, Downtown Renewal and Engineering Services.

COMMUNICATIONS

N/A

ATTACHMENTS

N/A

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COUNCIL REPORT

TO **Guelph City Council**

SERVICE AREA Planning & Building, Engineering and Environment
DATE January 30, 2012

SUBJECT **27 and 29 Westra Drive**
Upcoming Ontario Municipal Board Hearing (A-86/11
& A-87/11)
Ward 4

REPORT NUMBER 12-03

SUMMARY

Purpose of Report

This report provides a staff recommendation for the City to not be a party at an upcoming Ontario Municipal Board (OMB) Hearing regarding the appeal of a Committee of Adjustment decision refusing minor variances to permit a reduced side yard for two detached dwellings at 27 and 29 Westra Drive.

Council Action

Council is to decide whether or not to direct staff to attend the OMB hearing in support of the Committee of Adjustment's decision.

RECOMMENDATION

"THAT Report 12-03 dated January 30, 2012 regarding an appeal from the Committee of Adjustment Decision A-86/11 and A-87/11 refusing minor variances to permit a reduced side yard for two detached dwellings at 27 and 29 Westra Drive, City of Guelph, from Planning & Building, Engineering and Environment be received;

AND THAT the City not be a party at any upcoming OMB proceeding regarding an appeal from the Committee of Adjustment's decision A-86/11 and A-87/11 refusing minor variances to permit a reduced side yard of 1.2 metres when the Zoning By-law requires a minimum side yard of 1.5 metres for two detached dwellings at 27 and 29 Westra Drive."

BACKGROUND

Application Details: Committee of Adjustment considered application A-86/11 and A-87/11 on October 11, 2011, requesting minor variances to permit a side yard of 1.2 metres when the Zoning By-law

requires a minimum side yard setback of 1.5 metres for the two detached dwellings at 27 and 29 Westra Drive. Planning Staff recommended approval of the applications. The Committee of Adjustment refused the applications for the following reasons:

- A narrower side yard compromises the ability to install pools, accessory buildings and air conditioners;
- The requested variance does not meet the four tests of a minor variance.

Location: North side of Westra Drive, west of Tovell Drive (Schedule 1).

Official Plan: "General Residential" designation, permitting a variety of housing types, including detached dwellings.

Zoning: R.1B (Residential Single Detached) Zone, which permits uses including one (1) detached dwelling per lot and requires a minimum side yard setback of 1.5 metres.

Staff Comments: Planning Staff commented that the application should be approved because the requested variances meet the four tests of a minor variance. They are minor in nature and would not have any adverse impact on the surrounding neighbourhood. The requested variances would maintain adequate space for drainage, access and maintenance.

OMB Appeal: Applicant appealed the Committee's decision to the OMB on October 30, 2011, on the basis that:

- The Committee of Adjustment erred in failing to grant the variances requested.
- The variances requested are minor and desirable for the appropriate use of the land.
- The general intent and purpose of the Zoning By-law and the Official Plan will be maintained.
- The application meets the requirements of Section 45 of the *Planning Act, R.S.O. 1990, P.13*, as amended.

A one (1) day hearing has been scheduled for February 8, 2012.

REPORT

Recommendation: The City should not be a party at future OMB proceedings for this appeal as there is no significant municipal interest in the application:

- The requested variances are minor in nature and will not have any adverse impact on the surrounding neighbourhood.

-
- The applications meet the four tests of a minor variance, therefore if the OMB were to approve the requested variances it would not be of municipal interest.
 - If the OMB were to dismiss the applications, the existing minimum 1.5 metre side yard setback of the Zoning By-law would continue to apply, resulting in no significant municipal interest.
 - Should Council direct staff to attend the OMB Hearing, Planning Staff will continue to uphold their comments and position presented to the Committee.

CORPORATE STRATEGIC PLAN

N/A

FINANCIAL IMPLICATIONS

N/A

DEPARTMENTAL CONSULTATION

N/A

COMMUNICATIONS

N/A

ATTACHMENTS

Schedule 1 – Location Map

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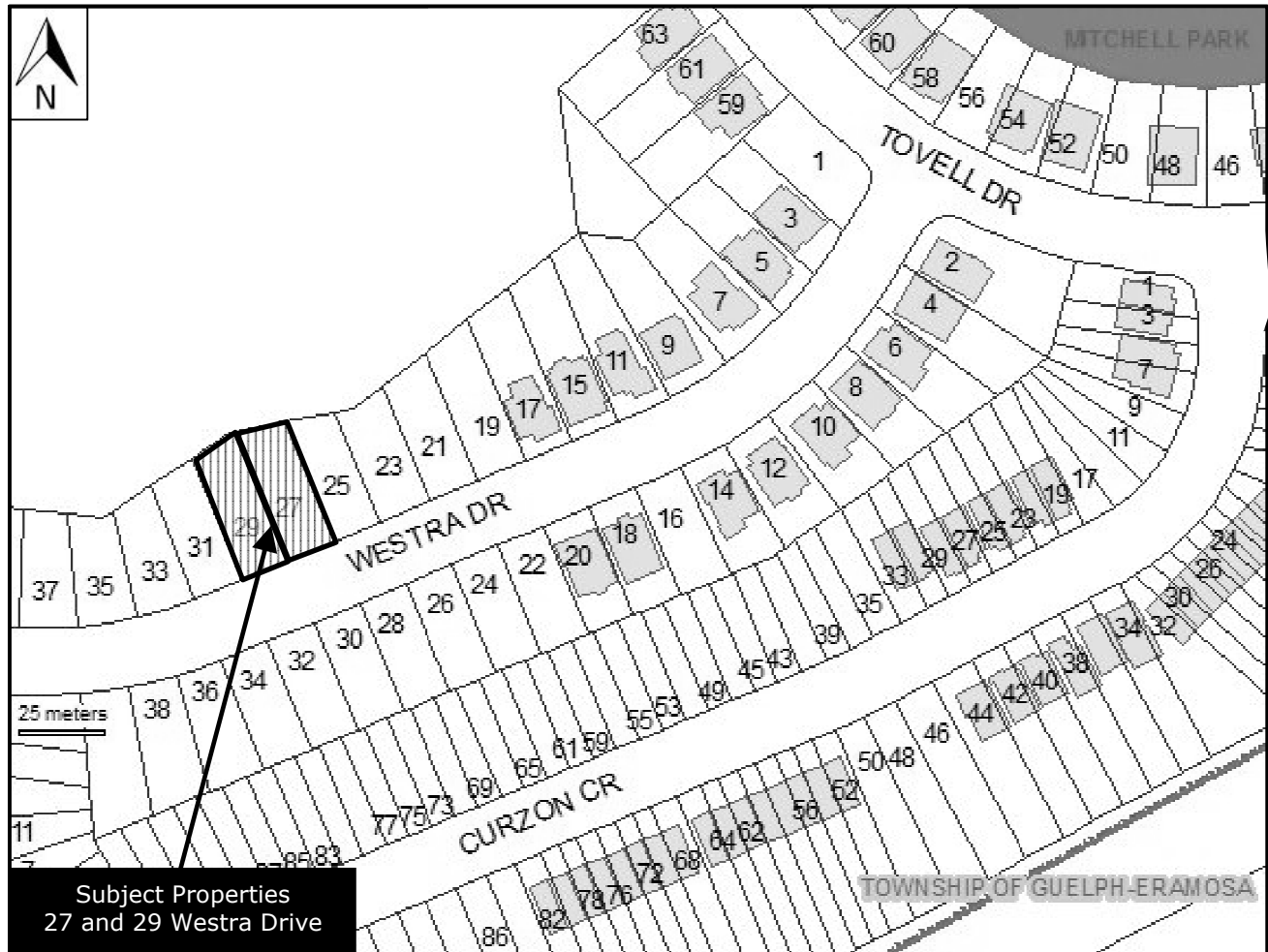
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SCHEDULE 1 – Location Map



COUNCIL REPORT



TO **Guelph City Council**

SERVICE AREA Planning & Building, Engineering and Environment
DATE January 30, 2012

SUBJECT **Supplementary Report - Stakeholder Feedback -
Guelph Innovation District Secondary Plan - Preferred
Design**

REPORT NUMBER 12-18

SUMMARY

Purpose of Report:

To present stakeholder concerns with the Guelph Innovation District Secondary Plan, as expressed during meetings held since the December 12, 2011 Planning & Building, Engineering and Environment (PBEE) Committee meeting, and include a response to the concerns.

Council Action:

To receive the December 2011 Committee and this Supplementary Report, and support the use of the vision, principles, objectives and preferred design as amended, as the basis for the Secondary Plan including a development approval approach.

RECOMMENDATION

THAT Committee Report No. 11-104, dated December 12, 2011 from Planning & Building, Engineering and Environment, regarding the Guelph Innovation District Secondary Plan Preferred Design be received;

AND THAT the Supplementary Council Report No. 12-18, dated January 30, 2012 from Planning & Building, Engineering and Environment, regarding stakeholder concerns and responses be received;

AND THAT Council supports the use of the preferred vision, principles, objectives, design and implementation approach set-out in Planning & Building, Engineering and Environment Report No. 11-104, as amended by Council Report No.12-18, as the basis for the completion of the Secondary Plan.

BACKGROUND

On December 12, 2011, Planning & Building, Engineering and Environment (PBEE) Committee received Committee Report No. 11-104, dated December 12, 2011 regarding the Guelph Innovation District Secondary Plan Preferred Design. The Committee referred the report to a January 2012 Council meeting and directed staff to meet with stakeholders who have outstanding concerns and to report back on responses to their concerns.

REPORT

During the months of December 2011 and January 2012, City staff met with the Guelph Turfgrass Institute and residents south of Stone Road. In addition, comments were submitted by the GSP Group on behalf of the Province. This report presents concerns expressed by the stakeholders, accompanied by a staff response and resulting modifications to the Preferred Design.

2.1 Guelph Turfgrass Institute:

City staff met with representatives from the Guelph Turfgrass Institute in January 2012. This meeting was preceded by a number of earlier meetings held during the formation of the Preferred Design. The Guelph Turfgrass Institute has been actively involved with the development of the Guelph Innovation District Secondary Plan since its initiation. The Institute currently leases land from the Province. Agri-forestry research work is also conducted on Provincially owned land south of the turfgrass research.

Concerns:

The Guelph Turfgrass Institute has submitted comments on the preferred design which are included as Attachment No. 1 to this report. The Institute wanted a clear statement included in the report which recognized that the Preferred Design does not support the Institute continuing its core research operations on the site. The Guelph Turfgrass Institute could have a presence within the Open Space and Park areas shown on the Preferred Design, which includes a Neighbourhood Park for the urban village located adjacent to the current Turfgrass Institute building and a larger Community Park located within the Employment Mixed Use 1 area. However the work the Institute could conduct on these Open Space and Park areas and others within the Guelph Innovation District, would be limited. The Institute needs a sizeable piece of land, protected from adjacent sensitive uses, to conduct the majority of their research. The Institute reinforced their importance and fit with the Agri-Innovation Cluster the City is nurturing and their recognition on the international stage.

The Institute also noted the importance of green linkages between the Turfgrass lands and the Arboretum to the west across Victoria Road, phasing requirements in the new secondary plan, and requested that the building on site be given further prominence in the mapping schedule as a building of cultural significance.

Response:

City staff recognize that the Preferred Design does not support the continued operation of the Guelph Turfgrass Institute as it currently exists. The Preferred Design transitions the lands to residential, open space and park, and corridor and employment mixed uses. The change in land uses is proposed to help meet the City's growth targets, strategic employment directions and community energy initiatives. It is intended that the design and proposed land uses are flexible enough to allow some continued involvement for the Institute within the area and to support a smooth transition of the Institute to an alternative location. Under the *Planning Act*, the Institute could continue its current operations on the site until either the current or future landowner discontinued the use. The landowner, which is currently the Province of Ontario (Agricultural Research Institute of Ontario), would play a key role in both determining how long the Guelph Turfgrass Institute would remain in its current location and where it will be ultimately relocated.

Economic Development staff will continue discussions with the Guelph Turfgrass Institute regarding their fit with the City's Economic Development strategy, including the Agri-Innovation Cluster.

City staff will continue to meet with the Guelph Turfgrass Institute throughout the development of the Secondary Plan to address comments concerning green linkages and appropriate phasing policies.

Recommended Modifications to Preferred Design:

The Guelph Turfgrass Institute building is recognized as a structure included in the Guelph Inventory of Heritage Structures. The building's classification was noted on the Cultural Heritage, Natural Heritage System, Open Space and Parks figure in the Recommended Option Booklet (Attachment 4, (PBEE Report 11-104, pg 52 of 139)). The modified preferred design includes the building as a Built Heritage Resource.

2.2 Landowners South of Stone Road:

There are 33 properties located south of Stone Road. The majority of the lands are used as residential properties. An office building (Pidel Homes), topsoil business, Barber Scout Camp and Elliott Coach Lines are also located within the secondary plan area. The more southern areas, including residential properties located on Glenholm Drive, were annexed to the City in 1993.

Concerns:

The City held a number of meetings with landowners south of Stone Road through the months of December 2011 and January 2012 in response to concerns expressed with the Preferred Design. Residential landowners in particular have been quite engaged with the Guelph Innovation District Secondary Plan process since its initiation and have been consistent with their concerns. Generally, the residents are dissatisfied with the design in that it appears to deny future development rights "promised" to them during the annexation process in 1993. In addition, the residents are concerned that their historic residential use is not being supported as part of the community and that they are being "sacrificed" for the heavier industrial uses north of Stone Road, including the Waste Resources Innovation Centre and Cargill.

At the southeast corner of Victoria Road and Stone Road, landowners are concerned that the Employment Mixed Use 1 land use category would not support their desire to develop a commercial plaza and higher density residential uses on their lands (See Attachments 2 and 3). A more traditional land use classification system was requested.

At the southwest corner of Watson Parkway South and Stone Road, landowners were concerned about the loss of their residential use and the inability to expand residential uses under the Preferred Design. They were concerned about losing their residential community and were uneasy with transitioning to an Employment Mixed Use 2 land classification. The Glenholm and area residents submitted suggested revisions to the preferred design (see Attachment 4).

Response:

City staff recognize the residents' concerns and feel they have been accurately acknowledged throughout the Secondary Plan process. In addition, the City has consistently expressed its concerns with continuing to support the residential uses south of Stone Road in light of their concerns and compatibility with heavier industrial uses located north of Stone Road. The following reports and public processes dating back to 2005 all recognized the residents' concerns and recommended that the existing residential uses south of Stone Road not be encouraged to intensify:

- York District Land Use and Servicing Study Phase II Report – Preferred Land Use Scenario, November 24, 2005;
- Planning, Environment and Transportation Committee Report 05-128 on the Preferred Land Use Scenario, December 12, 2005;
- Council Information Report, York District Study Update, January 18, 2007;
- Phase II Land Use Options Public Information Session, February 1, 2007; and
- Community Development and Environmental Services Committee Report 07-25 on the Land Use Study Process, March 23, 2007.

In regards to the implied future development rights through the 1993 annexation process, City staff have advised the residents of the need and requirement to deal with existing Provincial legislation, Official Plan policy and Corporate Strategic documents which include the City's Growth Management Strategy, Prosperity 2020, Agri-Innovation Cluster Study, and Community Energy Initiative. Historically, the City did produce the South Guelph Secondary Plan and subsequently amended the City's Official Plan at the time to recognize future uses for the annexed lands. However, in 2001 Official Plan policies were amended and the lands were designated as "Special Study Area" in part due to the planned closure of the Guelph Correctional Centre and Wellington Detention Facility, and potential land use compatibility issues presented by Cargill and the City's waste facilities. A current framework is essential.

Recommended Modifications to Preferred Design:

Recent submissions and meetings held with landowners south of Stone Road have lead to staff recommended modifications to the Preferred Design presented to PBEE on December 12, 2011 (see Attachment 5). In addition, a Community Design

Principle will be added to respect the existing southeast residential neighbourhood through the design of a quality transition area between the residential uses, and industrial and major utility uses to the north.

On the southeast corner of Victoria Road and Stone Road, a Residential land use category is recommended for a portion of the Employment Mixed Use 1 area, adjacent to the Significant Natural Area. In addition, a Corridor Mixed Use land use category is shown on the south side of Stone Road echoing the corridor shown north of the road. However, the majority of the District's residents and higher intensity Corridor Mixed Uses will remain north of Stone Road.

On the southwest corner of Watson Parkway South and Stone Road, the Special Residential Area is enlarged to incorporate additional existing residences and the Open Space and Park area shown removed. In addition, the Special Residential Area has been expanded to include portions of the larger parcels near the end of Glenholm Drive to allow consideration of limited additional infill residential development as a minor rounding out of the existing Glenholm Drive neighbourhood. The Modified Preferred Design continues to present an Employment Mixed Use 2 corridor on both sides of Stone Road. However the corridor does not extend all the way to Watson Parkway South. The corridor provides some opportunity for additional employment lands along with a transitional land use between the heavier industrial uses north of Stone Road and the more sensitive Residential uses on the south side of Stone Road. The existing residential uses abutting Stone Road would remain until either the current or future landowner discontinued the use. Appropriate land use regulations and design guidelines will be developed to ensure built form and uses are compatible between the Employment Mixed Use 2 area and surrounding land uses.

2.3 Provincial Comments (GSP group):

The City has been working closely with the Province of Ontario throughout the Guelph Innovation District Secondary Plan process. The Province currently owns and manages a significant portion of the GID lands and is in the process of currently disposing of two of their land holdings, the Guelph Correction Centre and former Wellington Detention Centre. The GSP group has been hired by the Province along with Taylor Hazell Architects to assist them with the future of their land holdings, in particular the Guelph Correction Centre parcel.

Concerns:

The Province of Ontario through the GSP group has submitted comments on the preferred design which are included as Attachment No. 6 to this report. The comments do not explicitly suggest any changes to the Preferred Design at this point. However the comments do suggest the need for further clarification and discussions as the Secondary Plan work progresses. City staff will continue to work with Provincial staff during the development of the Guelph Innovation District Secondary Plan.

2.4 Other Comments and Recommended Modifications:

An additional change is recommended to lands east of the existing Turfgrass Building, including lands shown as Natural Area. Employment Mixed Use 1 lands

are recommended in place of a Residential land use category, in part to offset the Employment Mixed Use 1 lands removed south of Stone Road, which are now recommended as Residential. The additional employment lands in this location will reinforce the employment focus of the Guelph Innovation District and potentially provide stronger support for the Active Transportation Link.

2.5 Conclusion:

The Modified Guelph Innovation District Preferred Design included as Attachment 5 address many of the landowners concerns expressed while still maintaining the overall vision and principles for the area. The relocation of land use categories is generally balanced to ensure that growth plan targets are still met.

In conclusion city staff feel that the modified preferred design will have a greater level of acceptance from landowners and will continue to offer an exciting and innovative land use design for the City's future. The design still ensures flexibility at the development stage with more detailed policies being developed as the Secondary Plan progresses. In particular greater clarity will be developed concerning the location, functional design and integration of stormwater management facilities into the GID.

2.6 Next Steps:

Once endorsed by Council, the vision, principles and modified preferred design will provide the foundation for finalizing the Guelph Innovation District Secondary Plan. The Secondary Plan document will form part of the City of Guelph's Official Plan and contain a detailed set of land use and development policies that:

- guide all future development within the plan area;
- promote best practices for sustainable infrastructure and community design targeting a zero carbon horizon;
- establish protective buffers for environmental features;
- identify arterial and collector road alignments; and
- provide high level urban design direction to guide the creation of a unique and memorable place including direction to staff on priority issues for attention and resolution through the site plan approval process.

CORPORATE STRATEGIC PLAN

Goal 1: An attractive well-functioning and sustainable City.

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

Goal 3: A diverse and prosperous local economy.

Goal 4: A vibrant and valued arts, culture and heritage identity.

Goal 5: A community-focused responsive and accountable government.

Goal 6: A leader in conservation and resource protection/enhancement.

FINANCIAL IMPLICATIONS

Capital Budget approval has been given by Council for completion of the secondary plan at \$340,000. The FCM Green Municipal Fund grant will contribute \$142,252 towards the budget.

DEPARTMENTAL CONSULTATION

A staff advisory group has been established to assist with this project. Representation includes staff from Community Energy Initiative; Economic Development & Tourism; Information Services; Legal & Realty Services; Parks Design & Maintenance; and Planning & Building, Engineering and Environment.

COMMUNICATIONS

A comprehensive public consultation process has been followed throughout the development of the secondary plan including a public design workshop to explore design options and preferences for the lands. The Province of Ontario continues to be an active participant along with the Grand River Conservation Authority who have both agreed to provide in-kind support as part of the FCM Green Municipal Fund Grant. Heritage Guelph has also and will continue to be consulted on heritage matters.

Public and stakeholder consultation will continue throughout the secondary plan process and will provide further opportunities to comment on the work underway. Information on this project continues to be updated on the City's website, www.guelph.ca/innovationdistrict.

ATTACHMENTS

Attachments are available on the City's website at guelph.ca/innovationdistrict. Click on the link for the December 12, 2011 Committee Report (with attachments) and January 30, 2012 Council Report (with attachments).

Attachment 1: Submission Letter from the Guelph Turfgrass Institute
Attachment 2: Letter re 728 Victoria Road South – Pidel Homes
Attachment 3: Submission Letter re 555 Stone Road East – Prior and Sons Ltd
Attachment 4: Glenholm Drive and Residents Submission
Attachment 5: Modified Guelph Innovation District Preferred Design
Attachment 6: Submission Letter from GSP group

Prepared By:

Joan Jylanne
Senior Policy Planner
519-822-1260 ext. 2519
joan.jylanne@guelph.ca

"original signed by James Riddell"

Reviewed By:

Todd Salter
Manager, Policy Planning and Urban Design
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"original signed by Janet Laird"

Recommended By:

James N. Riddell
General Manager
Planning & Building Services
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Recommended By:

Janet L. Laird, Ph.D.
Executive Director
Planning & Building,
Engineering and Environment
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janet.laird@guelph.ca

Attachment 1



January 20, 2012

Joan Jylanne, Project Manager
City of Guelph Planning Services
City Hall, 1 Carden Street
Guelph, ON N1H 3A1

Dear Ms. Jylanne,

Re Guelph Turfgrass Institute (GTI) Comments on 'Guelph Innovation District' Plan-Preferred Design Options

We would like to thank you and your colleague Todd Salter for meeting with our representatives on January 10, 2012 to discuss our concerns regarding the proposed secondary plan design options for the Guelph Innovation District (GID). As you are aware, the Guelph Turfgrass Institute currently carries out intensive research activity on a significant portion of the lands in the NW precinct of the GID.

These comments are provided as both clarification of the comments contained in our letter of December 12, 2011 as they pertain to the proposed plan, as well as a summary of our discussions. We appreciate that our original concerns regarding the significance of the G.M. Frost Research & Information Centre building have been acknowledged and the building has been offered some protection within the plan by becoming the focal point of a community park. It would be appreciated if the building would be given further prominence in the mapping schedule to include it as a building of cultural significance (as per provisions of the Ontario Heritage Act.)

As we indicated at our meeting, if the proposed secondary plan design were to be implemented as envisioned, we would no longer be able to carry out our core research function. While there is provision for green space in the proposed plan, scientific research requires significant control and monitoring of research areas to reduce unknown variables. This would not be possible with the proposed GID population densities. We would welcome the opportunity to be involved in demonstration and public education activities associated with the planning, development and maintenance of green spaces within the GID but will be unable to maintain our current turf

research functions nor realize our 'Vision 2027' strategic mission objectives under the proposed plan.

We would further suggest that future detailed plans include green linkages between the Frost Centre and the Arboretum lands to the west across Victoria Road. These green pathways would provide a visible and physical connection between the Guelph Innovation District and the university. It would also facilitate future collaborative efforts related to green space management and demonstration between the district and activities taking place in the Arboretum.

We would appreciate reference and support in the secondary plan that would encourage the redevelopment of the Guelph Turfgrass Institute within the City of Guelph that would provide support for our transition from this site to a new location. In addition to the significant investment in the Frost Centre building itself, the investments made since 1992, by the Ontario turfgrass industry and Provincial Government, in the field research infrastructure have an estimated replacement value of \$4 million. This estimate includes only the research infrastructure and excludes the replacement value of the Frost Centre building.

Our industry investors include many companies in the Guelph area and beyond who all benefit from our work. The research and education activities of the institute support a dynamic Ontario industry that in 2007 was estimated to contribute \$2.6 billion to the Ontario economy and provided full-time employment to over 30,000 Ontarians. The Guelph Turfgrass Institute is unique in Canada and is also highly regarded within the international turfgrass community.

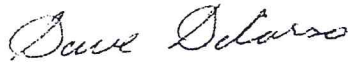
The GTI, through the Ontario Turfgrass Research Foundation, currently has a lease with the provincial government that extends to 2018, with renewal clauses beyond this date. Recognizing the long lead time requirements to create new research facilities, it would be appropriate that phasing requirements be placed in the new secondary plan to delay development in this part of the plan from occurring until a relocation strategy has been formulated and implemented.

The current and future value of the Guelph Turfgrass Institute to the city and province coupled with the future opportunities the Guelph Innovation District will also provide, would dictate that we should be working together to ensure that these benefits will be supported by the planning process that we are currently engaged in.

In addition, we would suggest that the Guelph Turfgrass Institute has a significant role to play as a green industry focal point for expansion of the Guelph Agri-Innovation Cluster within the Guelph Innovation District and other areas of the city. We would welcome the opportunity to work together both in this planning process as well as in other areas of innovation planning and execution to ensure that the Guelph Turfgrass Institute continues to grow and develop as a unique component of Guelph's research and innovation sector.

Thank you for the opportunity to comment on behalf of the Guelph Turfgrass Institute Advisory Board.

Yours truly,



David DeCorso, Chair
Guelph Turfgrass Institute Advisory Board

cc

Mayor Farbridge and Councillors

Blair Labelle, City Clerk

Ann Pappert, CAO

Janet Laird, Executive Director of Planning & Building Engineering and Environment

Todd Salter, Manager of Policy Planning and Urban Design

Peter Cartwright, General Manager Economic Development and Tourism Services

GTI Advisory Board Members

Rob Witherspoon, U of G - Guelph Turfgrass Institute Director

K. Peter Pauls, U of G - Department of Plant Agriculture Chair

Rene Van Acker, U of G - Ontario Agricultural College Associate Dean

Robert Gordon, U of G - Ontario Agricultural College Dean

Attachment 2

January 10, 2012

Joan Jylanne
Senior Policy Planner
City Hall
City of Guelph
1 Carden Street
Guelph, Ontario
N1H 3A1

Re: Property at 728 Victoria Road South
10.3085 HA - 25.471 Acres
Pidel Homes - Carm Piccoli
881350 Ontario Inc.
Operating as Cedar Towers

The purpose of this submission letter is further to our meeting of Wednesday December 21, 2011 where I discussed the designation of these lands for Commercial - Retail (10 acres) and the 15 Acres for High Density Residential Development

I am attaching the detailed submission that I and the owner (dated August 18, 2011) have made to you with our request for the designation of these lands.

At this meeting it was clarified that Commercial and Residential Uses are permitted on these lands.

At that meeting it also appered that Jim Riddell was receptive to these land uses at this prime corner.

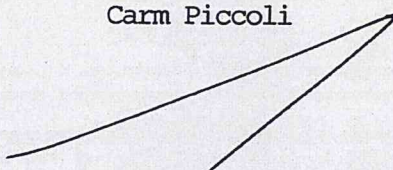
I advised that this corner was specifically planned for these land uses in the 1993 Annexation of these lands as a Nodal Area with these higher Land Uses.

It appeared to me and the land owners present that Jim Riddell was open for further discussion and input with respect to these land uses.

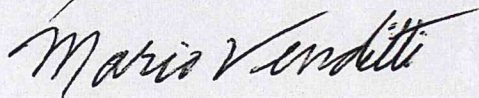
I am therefore requesting that the Commercial - Retail and Residential Land Uses as outlined in my submission of August 18, 2011 de designated in the York District Secondary Plan.

We are also open for further meetings and discussion on this matter.

Carm Piccoli



Mario Venditti HBA MA



cc Jim Riddell
Jim Furfaro
Bob Bell

August 18, 2011

Joan Jylanne
Senior Policy Planner
City Hall
City of Guelph
1 Carden Street
Guelph, Ontario
N1H 3A1

Re: Property at 728 Victoria Road South Guelph
10.3085 HA - 25.471 Acres
Pidel Homes - Carm Piccoli
881350 Ontario Inc.
Operating as Cedar Towers

The purpose of this submission letter is to request that the above noted lands be designated as follows in the York District Secondary Plan.

The 10 acres (the Corner) fronting on Victoria Road and Stone Road East be designated for Commercial and Retail Land Uses.

The 15 acres on the rear of the property be designated for High Density Residential in the form of High Rise Condominiums, and Apartments.

The attached Diagram and Survey Plan is for your information, and outlines the 2 Land Uses as shown on the plans.

The Planning Rationale for the Commercial - Retail is that this is a Prime Nodal Corner located at the two Major Roads, Stone Road East, and Victoria Road.

There is sufficient land area to accomodate the Commercial - Retail Land Uses that would serve this area when the Residential Land Uses on the rear part of the property, and the Residential developments on the lands on Stone Road East to Watson Parkway are developed for Residential development.

Further, these land uses are desirable and compatible for for this location.

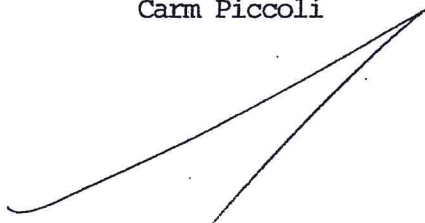
With respect to the Residential component, again this is desirable and compatible since the predominant land uses south on Stone Road from Victoria Road to Watson Parkway are all Residential with a range of Residential developments.

I would therefore request that the noted lands be designated for High Density Residential Development.

I am also enclosing a letter dated August 27, 2008 to Katie Nasswetter from my Planner Mario Venditti with respect to the noted land uses with respect to input to your Development Priorities Plan (DPP) for your information.

In closing, it is my FIRM POSITION that the LAND USES as put forward have been recommended since the 1993 Annexation of these lands, and that the LAND USES as I have requested be DESIGNATED in The York District Secondary Plan.

Carm Piccoli

A handwritten signature consisting of a single, long, sweeping stroke that starts from the left, curves upwards and to the right, and then drops sharply to the right.

Mario Venditti HBA MA

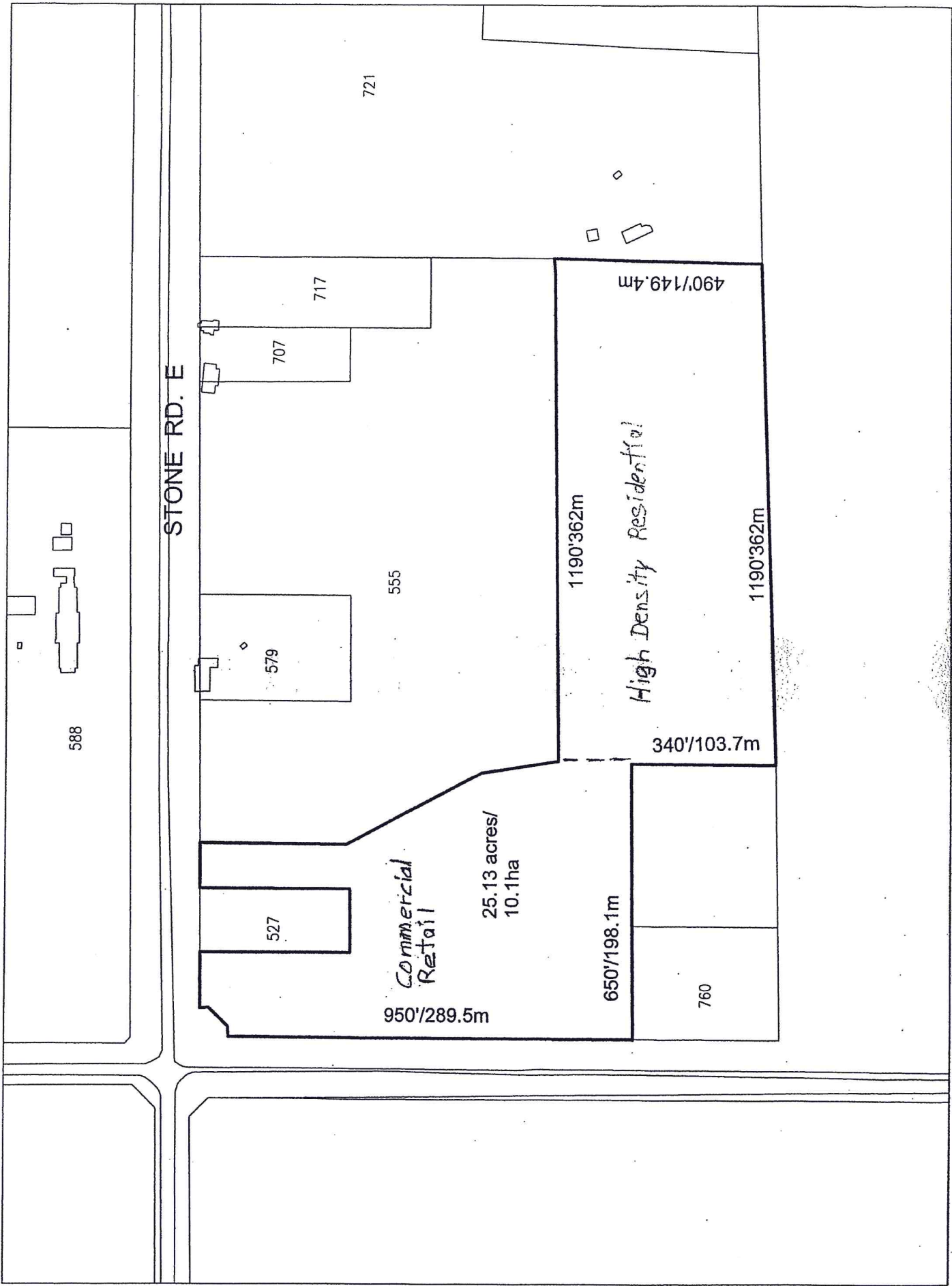
A handwritten signature in cursive script that reads "Mario Venditti". The letters are fluidly connected, with a prominent loop at the end of the last name.

c.c Jim Riddell

Jim Furfaro

Mario Venditti

City Administrator



Attachment 3

January 11, 2012

Joan Jylanne
Senior Policy Planner
City Hall
City of Guelph
1 Carden Street
Guelph, Ontario
N1H 3A1

Re: Property at 555 Stone Road East
20.34 Acres (8.23 HA)
Richard Tufford
Prior and Sons Ltd. Trucking, Topsoil,
Sand and Gravel, Mulches

The purpose of this submission is further to our meeting of Wednesday 21, 2012 where I discussed the designation of these lands for Medium Density Residential development as a future land use.

This property is adjacent to 728 Victoria Road South (Pidel Homes) of which the 15 acres on the rear of the property is recommended to be designated for High Density Residential development.

This would provide a future compatible Land Use at this prime NODAL area at Stone Road East, and Victoria Road South.

There currently 3 existing Residential properties at this location.

I have discussed with you and Jim Riddell at numerous meetings that the Concept Plan for the 1993 Annexation was to make this area as a GATEWAY in the City of Guelph.

In the new terminology it would now be classified as a NODE.

This property was designated Aggregate Extraction in OPA 2, South Guelph Secondary Plan (1998), and is currently ZONED Aggregate Extraction (EX) Zone.

The property directly adjacent to the east (22 acres) is Significant Natural Area with one house.

This would provide a Natural Buffer to the uses that are planned to the West of this property.

In conclusion, the Medium Density Residential Development that is proposed would be a compatible land use to the adjacent lands that are planned for High Density Residential development.

This would also comply with the concept of the 1993 Annexation of the Gateway or Nodal concept.

I would therefore request that land be designated as Medium Density Residential in the York District Secondary Plan.

This is my FIRM position on this matter.

Mario Venditti HBA MA

cc Jim Riddell
Jim Furfaro
Richard Tufford

Mario Venditti

STONE RD. E

150'/45.7m

350'/106.7m

527

1.2 ac

340'/103.6m

350'/106.7m

360'/109.7m

190'/58m

25.1 ac

250'/76.7m

350'/106.7m

579

2.02 ac

500'/152.4m

350'/106.7m

1.04 ac

707

125'/38m

2.07 ac

717

350'/106.7m

300'/91.4m

22.3 ac

721

760

1190'/363m

555

20.34 ac

**Guelph Innovation District
PREFERRED DESIGN**

January 24, 2012

TRAIL NETWORK

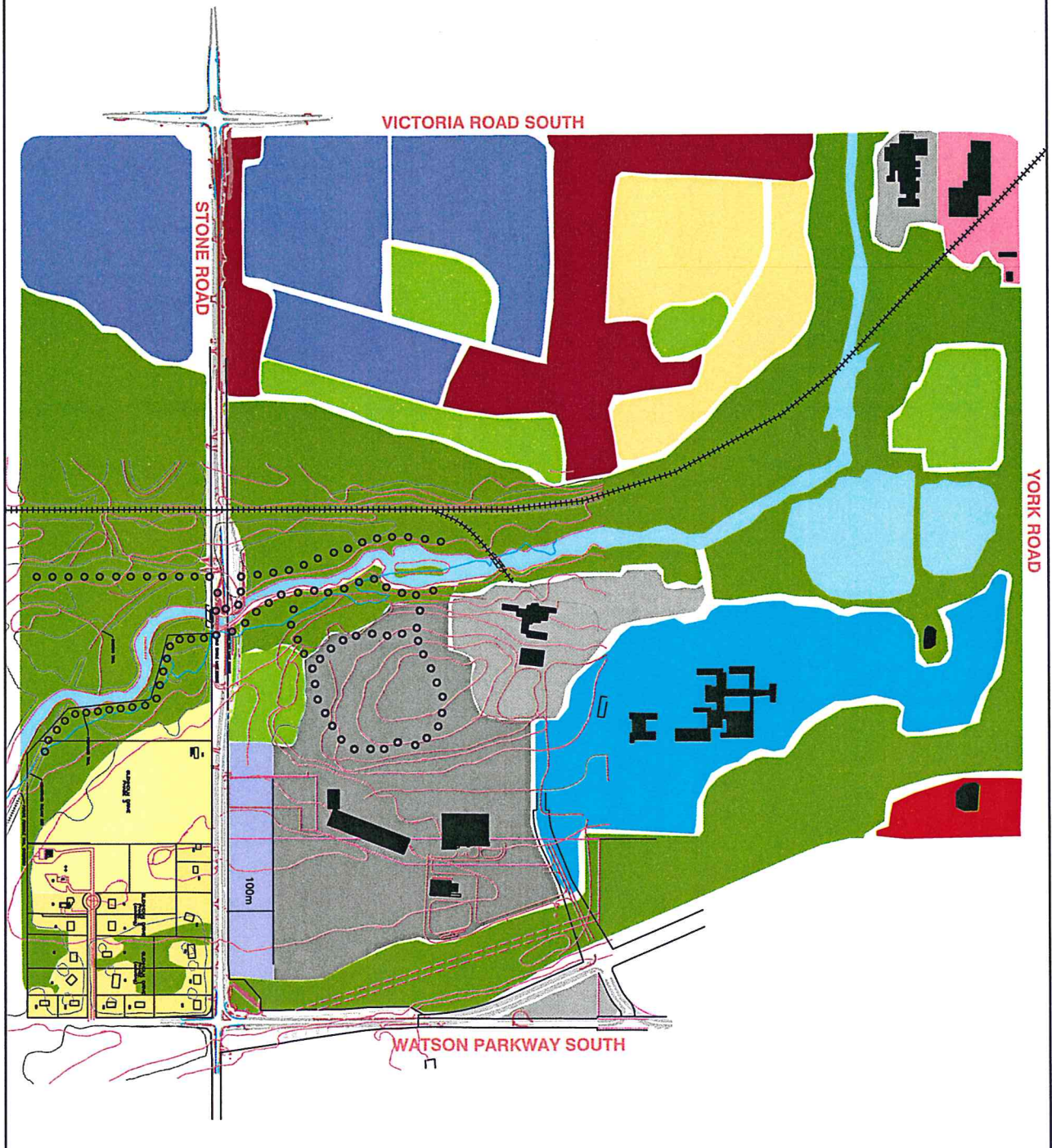
DISTING RAIL **+++++**

WATERBOOIES

SIGNIFICANT NATURAL AREA

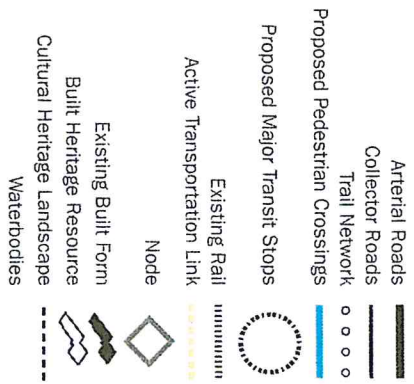
OPEN SPACE AND PARK

SPECIAL RESIDENTIAL AREA

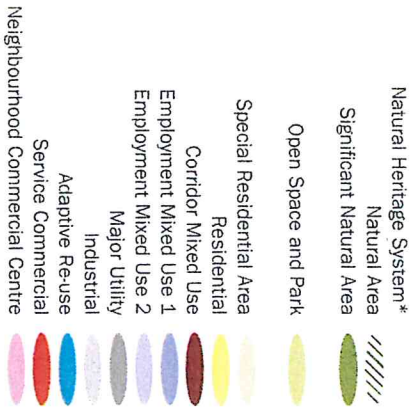
[illegible]

Guelph Innovation District PREFERRED DESIGN

Infrastructural Framework



Land Use Framework



*NHS as per council adopted OPA #2
 Note: Stormwater management facilities are not shown; however, a number of stormwater management facilities will be required to service the GID development lands.



Attachment 6



PLANNERS
URBAN DESIGNERS
LANDSCAPE ARCHITECTS

KITCHENER OFFICE

GSP Group Inc.
72 Victoria Street S., Suite 201
Kitchener, ON N2G 4Y9

P: 519.569.8883
F: 519.569.8643

HAMILTON OFFICE

GSP Group Inc.
29 Rebecca Street, Suite 200
Hamilton, ON L8R 1B8

P: 905.572.7477

www.gspgroup.ca

January 9, 2012

Project No. 11118

Ms. Joan Jylanne, MCIP, RPP
Senior Policy Planner
Planning & Building, Engineering and Environment
City of Guelph
City Hall, 1 Carden Street
Guelph, ON N1H 3A1

Dear Ms. Jylanne:

**Re: Guelph Innovation District Secondary Plan – Preferred Design
Planning & Building, Engineering and Environmental Committee –
Report No. 11-104**

The Guelph Innovation District is comprised of approximately 453 hectares (1,119 acres). The Province of Ontario owns and manages a significant portion of this land area (approximately 224 hectares/554 acres), including the former Guelph Correctional Centre, the former Wellington Detention Centre, and the Guelph Research Station (Guelph Turfgrass Institute).

GSP Group was recently retained by Infrastructure Ontario (IO) in November 2011 to lead a multi-disciplinary team to prepare an Optimal Use Study for the former Guelph Correctional Centre (GCC). This study is to be completed near the end of March 2012. In addition, Taylor Hazell Architects is preparing an Adaptive Re-use Study for the GCC. The work to be completed by Taylor Hazell will inform concept development to be undertaken by GSP Group.

As the GCC lies within the GID, IO has requested that GSP Group monitor and comment on the GID Secondary Plan. The latest Preferred Design concept was presented to the Planning & Building, Engineering and Environmental Committee on December 12th, 2011. As GSP Group is just getting underway with our work for IO, we appreciate you considering our preliminary comments with respect to the latest Preferred Design concept.

IO is also respectful of the Memorandum of Understanding (MOU) that exists between the Province and the City with respect to the GID lands. IO looks forward to continuing to assist and realize a larger goal to comprehensively plan and develop the Province's land within the GID for future uses while protecting many of the natural, built and cultural heritage features that make this land so important within the community. Accordingly, we have compiled the following comments/questions under some general themes below and look forward to continuing our discussions with City staff as the plan is refined and ultimately brought forward to Council.

1.0 Type, Location and Definitions of Proposed Land Uses

- 1.1 We note the various "Mixed Use Areas" within the GID on the Preferred Design concept. We would appreciate discussing the need, extent and location of all of these areas, particularly the "Corridor Mixed Use", within the context of the GID and its employment orientation.
- 1.2 The definition of "Residential" only supports medium density housing forms such as townhouses and apartments. We believe the City should consider a range and mix of housing in this area that would include some opportunities low density forms of housing.
- 1.3 The target population for the GID is 3,000 people. We would appreciate the opportunity to discuss how the City assigned units/population within the various land use designations and obtained this population total.
- 1.4 The "Adaptive Re-use" definition provides a unique framework to address the GCC re-use challenges; however, it does not include "office" or "industrial" uses. We should also discuss this definition in the context of possible site changes to ensure a common understanding of possible re-use strategies.
- 1.5 We also believe that the definitions/policies related to "Employment Mixed Use 1" area should encourage all forms of "innovation" in response to market opportunities, not just focusing on this area being solely an "agricultural innovation centre".

2.0 Transportation and Road Network

- 2.1 We note the proposed "Active Transportation Link" and "Pedestrian Crossing" of the Eramosa River on the Preferred Design concept. Given the size of the GID, we believe it is important to consider a potential future road connection to link the east and west sides of the area (i.e. connecting Dunlop Drive to College Avenue). Such a road connection would better support pedestrian, transit and auto traffic within the GID, and serve to integrate the GCC with the balance of the community.
- 2.2 As noted on the top of page 6 of the Staff Report "...a single loaded perimeter road located on the west side of the Eramosa River that would follow the Natural Heritage System and maintain public access to the open views of the river corridor" is being considered. We believe that the neighbourhood design for the area could still accommodate important views and vistas of the valleyland without the expense of constructing this perimeter road. We would appreciate further discussion on this matter.

3.0 Viewsheds and Heights

The Staff Report mentions on page 5 that "Height within the District will be based on protecting viewsheds". We note a number of a number of these locations within the GID on the Area Structure Plan, both on the east and west side of the Eramosa River. The number and location of these "viewsheds" could ultimately impact land use and building heights. We would appreciate the opportunity to discuss with staff the importance of these "Strategic Views" (as noted on Area Structure Plan), how the viewsheds were derived and how they will be interpreted in terms of permitted uses and height.

4.0 Scoped Watershed Study

The Staff Report mentions on the bottom of page 5 that "...a scoped subwatershed study update is necessary to identify the natural ecosystem functions and to demonstrate how the more detailed designs of the stormwater system will ensure these natural functions are protected." At this stage we would appreciate reviewing your background analysis and knowing the general locations for stormwater management (SWM) facilities and related strategy to deal with SWM. In doing so the City and the Province would be better able to understand the impact on land use and developable area.

5.0 Community Energy Initiative and Carbon Neutrality

We note that Principle #2 of the GID speaks to "Building Green Infrastructure that is efficient, focuses on renewable energy sources, and supports an integrated distribution system enabling a carbon free lifestyle." We recognize that the City is supporting its Community Energy Plan (CEP) and carbon neutrality as a cornerstone for future development in the GID. However, at this stage we would appreciate having further discussions with the City as to how carbon neutrality is going to be achieved, as well as understand how an integrated distribution system would work and be funded, and why the GID should exceed the CEP targets.

6.0 Open Space and Parks

It is noted on the top of page 5 of the Staff Report that, "The Neighbourhood Park within the urban village is 1.5 ha while the Community Park within the Urban area is 3 ha, representing City park space requirements for an area supporting approximately 3,000 residents." The Staff Report goes on further to note that, "The linear open space adjacent to the Natural Heritage System on the west side of the Eramosa River represents steep area that would not be easily developed but could be utilized, in certain areas, to support stormwater management needs."

It does not appear from the Staff Report that the existing ball diamond facility on the south side of York Road has been factored into these parkland calculations, especially as it relates to the supply of Community parkland. Also additional open space areas proposed along the valleyland corridor on the east and west side of the Eramosa River will also add to the significant outdoor amenity space in the GID. We believe that the parkland should be considered holistically in this area and would

appreciate further discussions with City staff on the size and location of the parkland identified on the GID Plan.

7.0 Natural Heritage Boundary

While we understand the Significant Natural Area is reflective of the boundary designations in OPA 42 (Natural Heritage Strategy currently before the OMB), it appears the extent of the Significant Natural Area boundary on the east side of the GCC is somewhat excessive. As part of the Optimal Use Study for the GCC, we are nearing completion of detailed natural heritage work and would appreciate the opportunity for further discussions with the City to review the Significant Natural Area boundary on the east side of the GCC.

We appreciate the opportunity to comment at this stage of the development of the GID Secondary Plan. We look forward to discussing our comments and continuing our discussions over the coming months as the Plan is finalized.

Yours very truly,

GSP Group Inc.



Hugh Handy, MCIP, RPP
Associate, Planner

cc Michael Coakley, Infrastructure Ontario
Jeremy Warson, Infrastructure Ontario

COMMITTEE REPORT



TO **Planning & Building, Engineering and Environment Committee**

SERVICE AREA Planning & Building, Engineering and Environment
DATE December 12, 2011

SUBJECT Guelph Innovation District Secondary Plan - Preferred Design

REPORT NUMBER 11-104

SUMMARY

Purpose of Report:

To present the vision, principles, objectives and preferred design for the Guelph Innovation District lands to serve as the basis for the completion of the Secondary Plan.

In addition to discuss the applicability of a Development Permit System approach as the development approval mechanism for the District.

Council Action:

To receive the Committee report and support the use of the vision, principles, objectives and preferred design as the basis for the Secondary Plan including a development approval approach.

RECOMMENDATION

THAT Committee Report No. 11-104, dated December 12, 2011 from Planning & Building, Engineering and Environment, regarding the Guelph Innovation District Secondary Plan Preferred Design be received; and

THAT Council supports the use of the preferred vision, principles, objectives, design and implementation approach set-out in Planning & Building, Engineering and Environment Report No. 11-104, as the basis for the completion of the Secondary Plan.

1.0 BACKGROUND

The City of Guelph initiated the preparation of a Secondary Plan for the Guelph Innovation District (GID) in early 2005. The 453 ha area is located south of York Road, east of Victoria Road South, west of Watson Parkway South, and includes lands south of Stone Road. Roughly half of the lands are owned by the Province of Ontario with the City and private land owners each accounting for roughly a quarter

of the remaining land area.

The majority of the lands are currently designated as "Special Study Area" by the City's Official Plan, requiring the completion of a planning study to "examine future land uses, servicing, phasing of development, transportation and impact assessment on natural heritage features and cultural heritage resources." Council Information Report 11-61, dated July 7, 2011, provides a recent update on the preparation of the Secondary Plan including extensive background materials. (See Attachment 1)

On July 19, 2011 a Council Information Session was held to discuss alternative designs for the Guelph Innovation District and the potential use of a Development Permit System (DPS) as the planning implementation mechanism for the final design.

The Council session was followed by a public design workshop on September 15, 2011 that presented two design scenarios which were a composite of potential design elements to reflect in the Secondary Plan for the lands. Results from the design workshop are summarized in Attachment 2.

On October 18, 2011 an all day invitational design charrette was held for city and consultant experts to consider feedback from the public design workshop and forge a consensus on what design elements should be carried forward in a preferred design scenario.

2.0 REPORT

A preferred design has been developed for the Guelph Innovation District following an intensive public consultation process and a design charrette. (See Attachment 3) The preferred design was developed based on the vision and principles developed for the District, an analysis of design precedents, public feedback on potential design elements, and a design charrette for city and consultant staff representing planning, design, engineering and parks planning.

Foundational pieces leading towards the preferred design option are presented in the Guelph Innovation District Recommended Option Booklet (See Attachment 4). The booklet presents a brief history of the secondary plan process, vision and principles for the development of the lands, design approach, design options, and a recommended option.

A development approval approach to implement the preferred design is discussed later in this report and compares the use of a Development Approval System (DPS) with the use of zoning by-law amendment/minor variance/site plan approval process. Based on a review of the advantages and disadvantages, a recommended direction is presented.

The vision and principles for the GID are presented below with the detailed objectives included as part of Attachment 3. The vision, principles and objectives build on feedback received from the public urban design charrette held in April 2008 and a community workshop held in June 2009.

2.1 A Vision for Guelph's Innovation District

The following contains the proposed vision for the ultimate development of the subject lands:

"The Guelph Innovation District (GID) is a compact, mixed use community that straddles the Eramosa River in the City's east end. The District will serve predominately as the home of innovative, sustainable employment uses with an adjacent urban village connecting residential and compatible employment uses. It is at once highly energetic and intimately familiar, because it showcases an entirely new approach to planning, designing, and developing urban places, and at the same time, reflects Guelph's history and celebrates the rich heritage resources of the District, including the stunning river valley, dramatic topography and views, and historic Reformatory complex.

The GID is beautiful, pedestrian-focused and human-scaled. It provides a fine-grained mix of land uses at transit-supportive densities, offers meaningful places to live, work, shop, play and learn, and supports a wide range of jobs and residents. It protects valuable natural and cultural heritage resources, even while it fully integrates them into the new community, features sustainable buildings and infrastructure, and works towards carbon neutrality. It makes needed connections for all modes of transportation, but in a manner that prioritizes pedestrians, cyclists and transit users over drivers, and stitches the District into the overall fabric of the City. It is exciting and new and feels like it has been part of the City for a long time."

2.2 Principles

Principle #1: NATURAL & CULTURAL HERITAGE

Protecting What is Valuable to create a place that respects natural and built heritage resources making citizens stewards of the resources for current and future generations.

Principle #2: ENERGY, INFRASTRUCTURE + SUSTAINABILITY

Building Green Infrastructure that is efficient, focuses on renewable energy sources, and supports an integrated distribution system enabling a carbon free lifestyle.

Principle #3: MOBILITY

Making Connections that serve the community, allow current and future generations to walk to daily needs, and provide convenient transit services to access broader activities.

Principle #4: COMMUNITY DESIGN

Creating Meaningful Places to bring people, activities, environment(s) and ideas together, creating a sense of arrival and inclusion.

Principle #5: LAND USE DENSITY + DIVERSITY

Mixing it Up to create vibrant, resilient, and efficient spaces that make it possible, easy, and enjoyable to reduce our ecological footprint.

Principle #6: EMPLOYMENT

Growing Innovative Business and Employment opportunities that support the agri-innovation sector, green jobs and knowledge based industries, within a compact, mixed use community.

2.3 Preferred Design

The preferred design for the Guelph Innovation District, shown in Attachment 3, is built upon the above vision, principles and associated objectives. Initially, a detailed design option was developed to build upon the community workshop results by incorporating the best elements from the design options shown and to ensure that desirable features, local road systems and subdivision are attainable. A more general design is recommended to ensure flexibility at the development stage to link well with a composite development approval approach that incorporates the best elements of a DPS and current approval approaches.

The preferred design works with the topography of the site and includes key arterial and collector roads, a proposed river crossing, nodes at key gateways, and flexible land use categories to support a mix of principally employment, residential and commercial uses. The natural heritage system, built heritage resources, and cultural heritage landscape are clearly denoted to ensure their protection. The City's current land holdings south of Dunlop Dr. are shown as major utility which would support the current Waste Resource Innovation Centre and the solar facility under development.

2.3.1 Circulation

The preferred design incorporates a modified grid and block pattern that best facilitates a compact, transit-oriented community while ensuring flexibility within the road network to accommodate a range of traffic volumes and types and which provides greater efficiency with respect to the provision of municipal services. The preferred design maximizes frontage along key arterials and supports a fine grained urban fabric along the eastern extension of College Avenue. The transit-oriented design locates density close to high frequency transit stops along Victoria Road and promotes live-work within the western portion of the development thereby reducing trip generation and parking requirements. Roads will optimize alternative transportation modes including dedicated bike lanes along internal arterial roads and select collector roads (e.g., College Avenue). In addition, sustainable infrastructure considerations include maximizing southern exposure through the design of a long east-west development axis and ensuring minimum shadowing from high density developments.

2.3.2 Open Space Framework

The open space and park locations present a Neighbourhood Park for the urban village located adjacent to the current Turfgrass Institute building and a larger Community Park located within the area shown as Employment Mixed Use 1 that would support larger active programmable activities such as soccer games. The placement of the Community Park within the employment area makes use of a relatively flat area, thereby reducing grading requirements and takes advantage of off-peak parking within the employment area. The park space in the above two

locations makes the best use of surrounding land uses and provides focal areas for both the urban village and employment area. The Neighbourhood Park within the urban village is approximately 1.5 ha. while the Community Park within the employment area is 3 ha., representing City park space requirements for an area supporting approximately 3,000 residents. The linear open space adjacent to the Natural Heritage System on the west side of the Eramosa River represents a steep area that would not be easily developed but could be utilized, in certain areas, to support stormwater management needs.

2.3.4 Land Use

The preferred design includes specialized land use categories specific to the GID, Natural Heritage System categories from Council adopted OPA 42, and works with the land use categories proposed in the draft Official Plan. The draft Official Plan land use categories used include Open Space and Park, Major Utility, Industrial, Service Commercial, and Neighbourhood Commercial Centre.

The cultural heritage landscape and built heritage resources of the former reformatory site are designated as Adaptive Re-use in the northeast portion of the site. The majority of lands within the Residential category would support medium density residential housing forms. A Special Residential Area (SRA) category is proposed for the majority of the existing estate residential development located at the southeast corner of the District. Lands within the SRA would be limited to the existing estate residential development without any further expansions permitted apart from additions to current residences. The Corridor Mixed Use category located at Nodes and along key Arterial and Collector Roads would permit high density residential development and other uses that would support the District's residential and employment population. The majority of employment land, outside of the Industrial and Major Utility categories, would occur within two Employment Mixed Use categories permitting a mix of industrial, commercial and institutional uses. The Employment Mixed Use 1 category also permits residential uses while the Employment Mixed Use 2 category, used near the Major Utility land use located at the southeast corner of the District, excludes new residential uses.

The preferred design shown in Attachment 3 mainly deals with land use and a conceptual primary road framework. A separate schedule will be developed within the draft Secondary Plan that will indicate height. Height within the District will be based on protecting viewsheds, making use of existing grades, supporting transit, and recognizing transportation capacity. Key viewsheds that are protected/retained within the design include western views towards the downtown and northeastern views towards the historic reformatory buildings and landscape. Views towards the Waste Resources Innovation Centre will be minimized.

While the stormwater management facilities have not been shown in the enclosed preferred land use plan, a number of stormwater management facilities will be required to service the GID development lands. The technical analysis to establish the functional design and integration of stormwater management facilities into the GID is currently being undertaken by planningAlliance and AMEC Environment & Infrastructure. As a follow-up to the functional design of the stormwater management system, a scoped subwatershed study update is necessary to identify

the natural ecosystem functions and to demonstrate how the more detailed designs of the stormwater system will ensure these natural functions are protected.

A key design element discussed with the community was a single loaded perimeter road located on the west side of the Eramosa River that would follow the Natural Heritage System and maintain public access to open views of the river corridor. It was decided to keep this element in place within the employment area and at the terminus of College Ave but treat the road within the employment area as a local one and shift the arterial road designation to its current internal location where it optimizes access to land uses and functional considerations for transit services. Local roads are not shown on the preferred design but can be influenced by policy and managed through the development process.

Once endorsed by Council, the preferred design will provide the foundation for finalizing the Guelph Innovation District Secondary Plan. The Secondary Plan document will form part of the City of Guelph's Official Plan and contain a detailed set of land use and development policies that:

- guide all future development within the plan area;
- promote best practices for sustainable infrastructure and community design targeting a zero carbon horizon;
- establish protective buffers for environmental features;
- identify arterial and collector road alignments; and
- provide high level urban design direction to guide the creation of a unique and memorable place including direction to staff on priority issues for attention and resolution through the site plan approval process.

The Secondary Plan will also establish a framework for future implementation as discussed below.

2.4 Implementation Approach

One of the keys to the successful actualization of the Secondary Plan policies is how the vision, principles, objectives and preferred design concept is implemented. Staff have sought out different ways of accomplishing this goal to ensure that the policies actually can be implemented in a successful and meaningful way.

Initially, from a cursory investigation, a Development Permit System (DPS) appeared to pose a new and innovative method to regulate land use and development in an employment area where quick and efficient development approvals would offer a competitive advantage for the development of the area. The key for any land use approval system is to provide utmost flexibility to developers, builders and businesses while, at the same time, ensuring that the City's vision becomes a reality and the development principles are respected and fulfilled during construction and ongoing function of the District.

A DPS is a relatively new form of planning approval process available to Ontario municipalities which essentially combines zoning by-law amendments, minor variances, and site plan approvals into one system. A DPS can also regulate site alteration and vegetation removal. In Ontario, only two municipalities, Township of Lake of Bays and Carleton Place, have a DPS in place with the City of Brampton

working on a DPS for a portion of its downtown area. These systems have taken a number of years to develop.

The potential use of a Development Permit System (DPS) as the implementation mechanism for the Guelph Innovation District was discussed as part of the Council Information Session held on July 19, 2011. The session was preceded by Council Information Report 11-67, dated July 7, 2011, which outlined the Development Permit System and compared it to a zoning by-law amendment/minor variance/site plan approval process. (See Attachment 5)

At the July Council session, which discussed the development of the District, key messages expressed by Council members included:

- there is a need to provide certainty in what the development will ultimately look like and how it will function and, therefore, there is a need for regulatory capacity to deal with high quality design;
- there is a need to ensure that the ultimate development approval system for the District is flexible and streamlined so as to provide certainty to developers and businesses on timelines for obtaining development approvals;
- the development industry and business want to build in areas where the public planning processes are complete so as to avoid, where possible, public appeals to the Ontario Municipal Board and associated delays to development;
- the delegation of development approval to staff is satisfactory provided that decisions on detailed design are completed upfront and that there is an accountability mechanism in place to ensure that staff decisions are directed by known design requirements. Staff should have limited discretion to vary development regulations;
- there is a need to work with the development industry to attract a good array of local and outside developers and businesses to the District.

It should be noted that a DPS does not deal with the subdivision of land: rather it streamlines zoning by-law amendment, minor variance and site plan approvals. A DPS can also regulate site alteration and vegetation removal. The first two types of development approvals tend to occur in older areas undergoing change with vegetation removal being important to areas such as a waterfront. The suitability of a DPS to older established areas and waterfront areas is apparent by the use of the system in Ontario municipalities. The system is largely untested in greenfield situations in Ontario. The subdivision of land within the GID is required regardless of whether a DPS system is used or not. Because of the District's size, development approvals with the GID will not likely involve managing a large number of combined zoning by-law amendment, minor variance and site plan approvals which is the key strength of a DPS.

The major potential advantages of a DPS for the Guelph Innovation District are flexible land use/design controls and the lack of third party appeals especially on minor variances. The enabling Official Plan policies for a DPS and the actual DPS By-law are appealable by third parties, however only an applicant can appeal a decision on a permit made under a DPS if the municipality denies the application or

does not respond within 45 days of receipt of the application. Third party appeals are more likely within a built-up area so the benefit of limiting appeals is minor within the GID. In addition, if the majority of site design issues are dealt with at the site plan stage, appeals are also limited.

A DPS can identify both permitted and discretionary uses (subject to specific criteria), and can incorporate standards and variations from standards. Both a zoning by-law amendment/minor variance/site plan approval process, or a DPS can regulate exterior and sustainable building design elements, e.g. secure streetscape improvements.

The preparation of a DPS must undertake substantial design work upfront at the planning stage. A municipality must know what it wants in the form of development design and use. As well, the public must provide input at this broader policy stage. This required comprehensive understanding of how an area will ultimately be developed is easier within a built-up area that already has a physical/built-up framework in place and is essential if variations to standards and discretionary uses are to be determined and permitted. The ability to imagine the area built-up is essential for the public since they are not granted an opportunity to appeal a proposal once the DPS is in place.

Potential development and implementation costs of a DPS approach are also important to consider along with the number of applications that potentially could be processed under the system. As noted earlier, municipalities have taken a number of years to develop and implement a DPS. The GID will rely heavily on subdivision and site plan processes, not combinations of rezoning, minor variance and site plan processes which is a key advantage of a DPS approach. In addition to the study expense and by-law preparation, the system is also subject to third party appeal at the outset. A DPS approach for the GID also would mean that the City would be administering two forms of approval processes with the added expense of time and money to train staff in an approval system that would be applied to a relatively small land area.

Although a DPS would appear to offer apparent advantages over a zoning by-law amendment/minor variance/site plan approval process model, upon further review and analysis, as summarized below, staff is recommending that the zoning by-law amendment/minor variance/site plan approval process be used as the implementation model, but in an innovative fashion that addresses many of Council's implementation objectives. This implementation approach can fit well with the desired development outcomes for the District. It can be applied in a manner that emulates the positive aspects of a DPS without the time, expense and risks inherent in preparing a new development approval process for a small portion of the municipality. Table 1 provides a comparison of the DPS and the recommended planning approvals approach.

Table 1: Comparison of DPS and Proposed Traditional Approach

| | DPS | Proposed Traditional Approach |
|--|--|---|
| System Elements | Development Permit By-law (Combine Zoning, Minor Variance and Site Plan). | Broad Zoning Regulations (Should minimize minor variance applications). |
| | Subdivision/Consent Applications/Lift Part Lot Control. | Subdivision/Consent Applications/Lift Part Lot Control. |
| | Development Permit Issuance. | Site Plan Approval. |
| | Building Permit Issuance. | Building Permit Issuance. |
| Initial Development Time | A number of years given first use of system in City and need for public/private acceptance of approach since Development Permit By-law is appealable. | Quicker. |
| Approval Timeframe once system in place | Same – process development permit. | Same – process site plan approval. |
| Public Consultation | Occurs upfront at a conceptual policy and DPS By-law stage. | Occurs upfront on broad zoning regulations. |
| Open to Third Party Appeals | Same - DPS By-law, Subdivision and Consent | Same - Zoning By-law, Subdivision and Consent |
| Flexibility in Design and Development Standards | Greater flexibility - Increased by permitting discretionary uses or variations in standards. | Increased by having broad zoning regulations. Bonusing possible. |
| Articulation of Goals, Principles and Objectives | Same - Upfront in Official Plan. | Same - Upfront in Official Plan. |
| Transparency and Clarity | Enhanced by the declaration of development standards upfront in the DPS By-law and intertwining design and regulation process by linking policies, overall vision, regulatory approval stage and design processes. | Broad zoning policies and key decisions being made at site plan review stage with known design guidelines and policies in the Secondary Plan. |
| Perceived Discretion | Public does not have input in application (Development Permit Issuance). | Public does not have input in application (Site Plan and Permit Issuance). |
| Perceived Public/Development Industry Acceptance | | Greater comfort with known system. Enables marketability. |
| Key Benefits | Comprehensive system that combines zoning and site plan control. Flexibility. | Quicker initial development timeframe. Known and familiar system. Flexibility with broader zoning controls. Lower cost and administration with a single development approvals system in City to administer. |

| | | |
|----------------|--|---|
| Key Challenges | <p>The City must know how the GID is to be developed in significant detail before users are known. Initial development and implementation time and expense.</p> <p>Determining amount of regulation upfront in process.</p> <p>Public consultation on a detailed and extensive system at a conceptual policy stage.</p> <p>Public does not have input into determining the rationale behind discretionary decision items, i.e. permitting discretionary uses or variations in standards.</p> | Public and Council acceptance of broader zoning regulations with greater control placed on site plan stage. |
|----------------|--|---|

The following recommended implementation approach will serve as the most efficient and effective mode of developing the Guelph Innovation District while at the same time, addressing Council's implementation objectives:

Secondary Plan – Performance based policies would be included within the Secondary Plan and would direct staff during the Site Plan approval stage. The City will maintain its authority under the Planning Act to control the scale and character of all development since the comprehensive Zoning By-law must conform to the Secondary Plan.

Comprehensive GID Zoning By-law – To ensure maximum flexibility to meet evolving market demands over time, a broadly based, flexible zoning by-law is essential to the successful development of the GID. The establishment of appropriate minimum and/or maximum standards dealing with such matters as building heights, development density targets with a combination of minimum gross floor areas, residential dwelling density thresholds and/or combined jobs and people per hectare and a direction on appropriate building setbacks, and maximum site coverage could be provided. This broad zoning by-law could accompany the establishment of plans of subdivision as described below.

Lot and road creation – The basic development concept including arterial and collector roads and infrastructure requirements would be included in the subdivision review process regardless of whether a DPS or a zoning by-law amendment/site plan approval process is conducted. Part lot control would sever lands into lots suitable for the desired end use when identified by potential purchasers.

Design and development guidelines – Comprehensive design guidelines would be developed to inform the ultimate look and function of the GID. These requirements would be implemented through the site plan approval process.

Site Plan approval process – Only the project proponent can appeal the site plan approval process. A high level of design control can be upheld with the site plan approvals process through the inclusion of design policies within the Secondary Plan.

Administration of the planning approval process for the GID - To ensure that development approvals are granted in a short timeline both effectively and efficiently, a development team can be established who guarantee approval times. This timeframe can equal the time required for DPS application approvals.

The combination of performance based policy within the Secondary Plan and site-specific flexibility in development control will support efforts towards minimizing appeals and improving approval response time.

2.5 Work Plan and Next Steps

The work plan for the GID Secondary Plan builds on Council's support of the preferred vision, principles, objectives and design included as Attachment 3 to this report. Progress on the secondary plan continues to be leveraged and coordinated with work being undertaken by the Province.

The Province remains supportive in the ongoing planning exercise and is currently undertaking an Optimal Use Study for the Reformatory property that will help inform a suitable real estate strategy for the site that aligns with key policies and principles emerging out of the secondary plan process. The Optimal Use Study is scheduled for completion in March 2012. In addition, the Province is in the process of retaining a heritage consultant to complete an Adaptive Re-use Study for the twelve (12) heritage structures identified by the Province. Provincial staff will keep City staff and Heritage Guelph, the City's Municipal Heritage Committee, informed of the work underway. The Expression of Interests (EOI) released for the former Guelph Correctional Centre and Wellington Detention Centre sites remain active.

The following sets out the City's next significant dates for the completion of the Guelph Innovation District Secondary Plan:

| | |
|------------|--|
| Dec. 2011 | Finalize Preferred Design, Vision, Principles and Objectives |
| Dec. 2011 | Identify Infrastructural Requirements |
| Jan. 2011 | Prepare Draft Secondary Plan |
| Jan. 2011 | Define Implementation Plan |
| Feb. 2011 | Release Draft Secondary Plan for Public Review |
| March 2011 | Hold Public Open House on Draft Secondary Plan |
| April 2012 | Finalize Secondary Plan |
| May 2012 | Conduct Statutory Public Meeting at Council |
| June 2012 | Council Adoption |

The above work plan ensures that Council, community members and other stakeholders are kept informed and engaged in the process, findings, and completion of project milestones. The ultimate goal is to incorporate the secondary plan within the City's Official Plan. A draft secondary plan is scheduled for completion by the end of January 2012. A final secondary plan will be developed

based on comments received on the draft, followed by a statutory public meeting. Council adoption of the Plan is anticipated in June 2012.

The GID Secondary Plan has been approved for a FCM Green Municipal Fund Grant. The signed agreement dated January 7, 2011 requires the secondary plan to be completed within two years. The agreement includes an April 2012 scheduled approval date for the secondary plan which is becoming a challenge to meet given the extensive public consultation and integrated nature of the Plan. City staff are working with FCM, as part of the progress reporting requirements to update the timeframe for the Secondary Plan which is still within two years of the signed agreement.

3.0 CORPORATE STRATEGIC PLAN

Goal 1: An attractive well-functioning and sustainable City.

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

Goal 3: A diverse and prosperous local economy.

Goal 4: A vibrant and valued arts, culture and heritage identity.

Goal 5: A community-focused responsive and accountable government.

Goal 6: A leader in conservation and resource protection/enhancement.

4.0 FINANCIAL IMPLICATIONS

Capital Budget approval has been given by Council for completion of the secondary plan at \$340,000. The FCM Green Municipal Fund grant will contribute \$142,252 towards the budget.

5.0 DEPARTMENTAL CONSULTATION

A staff advisory group has been established to assist with this project.

Representation includes staff from Community Energy Initiative; Economic Development & Tourism; Information Services; Legal & Realty Services; Parks Design & Maintenance; and Planning & Building, Engineering and Environment.

6.0 COMMUNICATIONS

A comprehensive public consultation process has been followed throughout the development of the secondary plan including a public design workshop to explore design options and preferences for the lands. The Province of Ontario continues to be an active participant along with the Grand River Conservation Authority who have both agreed to provide in-kind support as part of the FCM Green Municipal Fund Grant. Heritage Guelph has also and will continue to be consulted on heritage matters.

Public and stakeholder consultation will continue throughout the secondary plan process and will provide further opportunities to comment on the work underway. Information on this project continues to be updated on the City's website, www.guelph.ca/innovationdistrict.

7.0 ATTACHMENTS

Attachments are available on the City's website at guelph.ca/innovationdistrict. Click on the link for the December 12, 2011 Committee Report (with attachments).

Attachment 1: Information Report 11-61 Guelph Innovation District Secondary Plan Update
Attachment 2: Public Feedback on Design Options
Attachment 3: Preferred Vision, Principles, Objectives and Design
Attachment 4: GID Recommended Option Booklet
Attachment 5: Information Report 11-67 An Outline of Development Permit Systems

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Attachment 1
Information Report 11-61 Guelph Innovation District Secondary Plan
Update

Attachment 2

Public Feedback on Design Options

GID Community Design Workshop, September 15, 2011

Public Feedback Highlights

Strengths and Weaknesses for Each Option

OPTION A: THE GREEN GRID

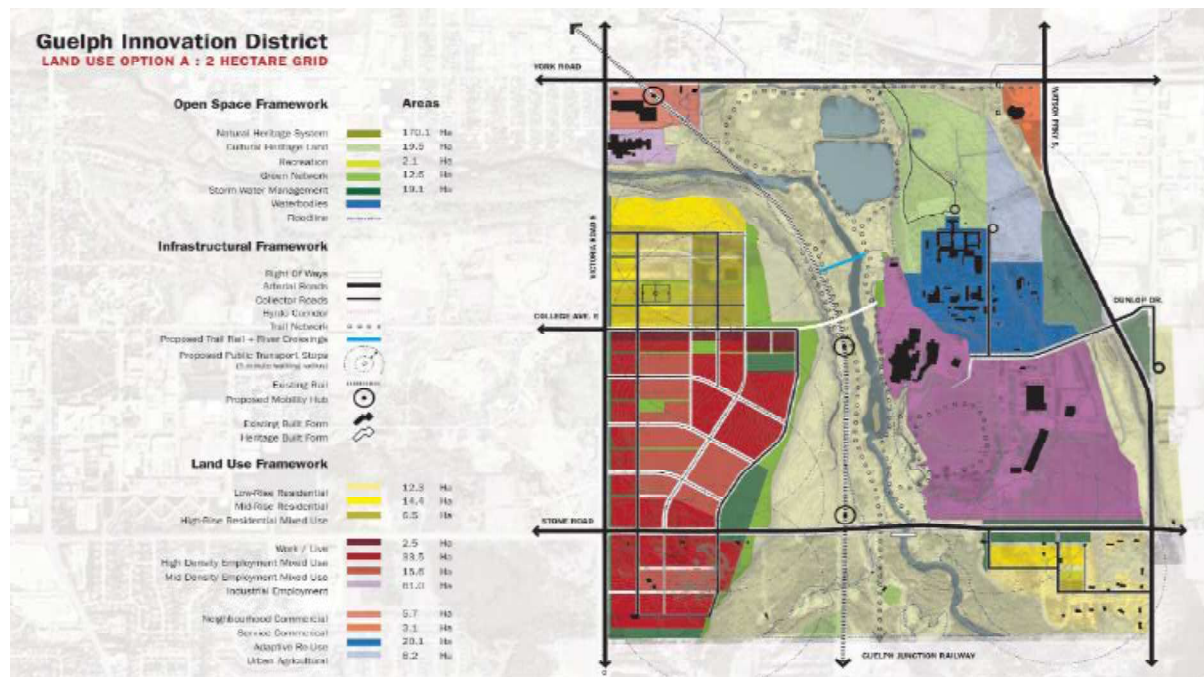
Advances the historic grid pattern of central Guelph into the site and supplements the road system with a green network of linear open space ensuring access to the Natural and Cultural Heritage System offering a design based on a green grid.

| STRENGTHS | WEAKNESSES |
|--|--|
| COMMUNITY DESIGN | |
| <ul style="list-style-type: none"> Linear park structure: more accessible, functional Efficiencies with gridded block pattern layout | <ul style="list-style-type: none"> Lacking a green buffer to the north of the residential area Too many intersections with Victoria Lack of smaller, private greenspace for northern residential area |
| MOBILITY | |
| <ul style="list-style-type: none"> Efficiencies with gridded block pattern layout Single loaded peripheral road keeps river corridor views publicly accessible | <ul style="list-style-type: none"> Too many intersections with Victoria Need more prioritization for cyclists and other non-motorized modes For non-motorized modes, require buffering along Victoria Challenges for Pedestrian bridge and Transit node in the valley due to steep grades and large span |
| NATURAL + CULTURAL HERITAGE | |
| | <ul style="list-style-type: none"> Need more east-west connections to NHS through linear parks, and trail connections |
| LAND USE DENSITY + DIVERSITY | |
| <ul style="list-style-type: none"> College Ave with a main street feel, with gathering/focal point Density and land use mix provides for socio-economic diversity Land use mix and densities achieve pedestrian-scaled transit supportive design Walkability achieved – access to all services and amenities | <ul style="list-style-type: none"> Southeast corner land uses too restrictive, should have a blend of employment and residential uses Lack of buffering between southeast residential portion and industrial land uses north of Stone Road More blending of residential and employment uses: preference for live/work units Need plan for larger format retail nearby Higher density along valley edge may have undesirable views |
| ENERGY INFRASTRUCTURE + SUSTAINABILITY | |
| <ul style="list-style-type: none"> Solar-oriented blocks Efficient block layout possible with grid design | |

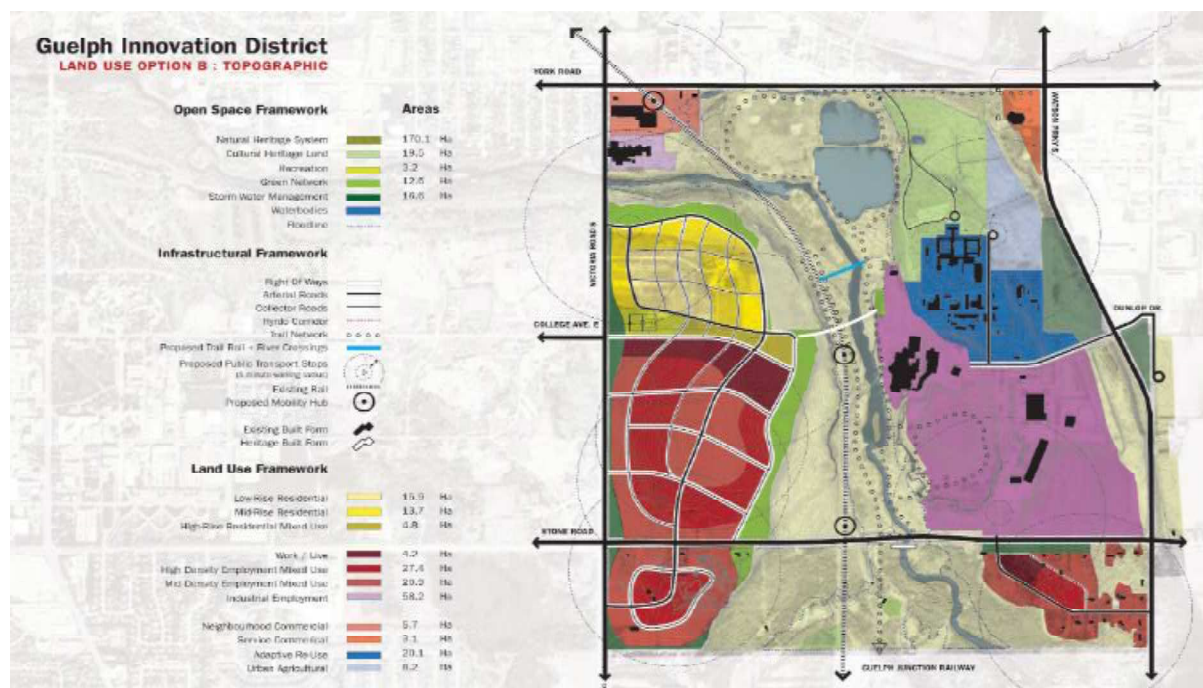
OPTION B: FOLLOW THE LAND

Based on the topography of the site, using contours and landforms to define road placement and intersections, resulting in a curvilinear street pattern offering a low impact design that follows the land.

| STRENGTHS | WEAKNESSES |
|--|---|
| COMMUNITY DESIGN | |
| <ul style="list-style-type: none"> • Concentration of park space lends itself to recreational spaces • Less harmful to the environment • Topographic and organic nature of blocks • Curvilinear street pattern endorsed for its consideration for topography, minimal cut and fill | <ul style="list-style-type: none"> • Need more linear parks to permeate throughout for more open space connectivity especially in northern residential area • Lack of smaller, private greenspace, ex. for northern residential area |
| MOBILITY | |
| <ul style="list-style-type: none"> • Curvilinear street pattern endorsed for its consideration for topography, minimal cut and fill • High Road preferred as arterial choice as it reduces traffic adjacent to NHS | <ul style="list-style-type: none"> • Road pattern discourages traffic dispersion • Need more prioritization for cyclists and other non-motorized modes • For non-motorized modes, require buffering along Victoria • Challenges for Pedestrian bridge and Transit node in the valley due to steep grades and large span |
| NATURAL + CULTURAL HERITAGE | |
| | <ul style="list-style-type: none"> • Need more connections to NHS through linear parks, and trail connections |
| LAND USE DENSITY + DIVERSITY | |
| <ul style="list-style-type: none"> • College Ave with a main street feel, with gathering/focal point • Flexible nature of densities in southeast corner • Preference for organic, unique block pattern • Density and land use mix provides for socio-economic diversity • Land use mix and densities achieve pedestrian-scaled transit supportive design • Walkability achieved – access to all services and amenities | <ul style="list-style-type: none"> • More buffer between Southeast proposed development and industrial uses to the north • Lack of buffering between southeast residential portion and industrial land uses north of Stone Road • Need plan for larger format retail nearby • Higher density along valley edge may have undesirable views |
| ENERGY INFRASTRUCTURE + SUSTAINABILITY | |
| <ul style="list-style-type: none"> • Solar-oriented blocks • Minimized cut and fill by working with site topography | |



GID Community Design Workshop Design Option Composites



GID Community Design Workshop Guiding Questions

Open Space

How well does Option A/B create an open space network?

Any thoughts on linear green linkages between the Arboretum and the Eramosa River valley? Any thoughts on a perimeter band of green space?

What types of future activities would the two types of green space support (Active vs Passive)?

What of the relationship of open space to the Natural Heritage System?

Circulation

Any thoughts on the number and purpose of intersections along Victoria Rd., the access provided to and from the site and movement along Victoria Road? Can the intersections prioritize non-motorized modes of transportation?

What are your thoughts on the location of the arterial roads in the site ie., College Ave or High Road?

Land Use

How well does Option A/B integrate a fine mix of uses and create meaningful places to live, work, shop, play and learn?

Any thoughts on the importance and location of a community gathering place? Should such a place be central to the site, adjacent to the natural heritage system, or distributed within the site in smaller areas?

Does the land use mix and density within Option A/B achieve pedestrian-scale, transit supportive design?

What is your preference for the location of higher density?

Where should higher density be located in relation to open space?

What is an appropriate height parameter for low, medium and high density?

What are your thoughts on the block pattern contained within Option A/B?

Other

Do you have any other thoughts on the Options – What you like, what you don't like, what we haven't addressed and need to consider further?

Attachment 3

Preferred Vision, Principles, Objectives and Design

The following vision, principles and objectives build on feedback received from the urban design charrette held in April 2008 and a community workshop held in June 2009.

A Vision for Guelph's Innovation District

The Guelph Innovation District (GID) is a compact, mixed use community that straddles the Eramosa River in the City's east end. The District will serve predominately as the home of innovative, sustainable employment uses with an adjacent urban village connecting residential and compatible employment uses. It is at once highly energetic and intimately familiar, because it showcases an entirely new approach to planning, designing, and developing urban places, and at the same time, reflects Guelph's history and celebrates the rich heritage resources of the District, including the stunning river valley, dramatic topography and views, and historic Reformatory complex.

The GID is beautiful, pedestrian-focused and human-scaled. It provides a fine-grained mix of land uses at transit-supportive densities, offers meaningful places to live, work, shop, play and learn, and supports a wide range of jobs and residents. It protects valuable natural and cultural heritage resources, even while it fully integrates them into the new community, features sustainable buildings and infrastructure, and works towards carbon neutrality. It makes needed connections for all modes of transportation, but in a manner that prioritizes pedestrians, cyclists and transit users over drivers, and stitches the District into the overall fabric of the City. It is exciting and new and feels like it has been part of the City for a long time.

Principles & Objectives

Principle #1: NATURAL & CULTURAL HERITAGE

Protecting What is Valuable to create a place that respects natural and built heritage resources making citizens stewards of the resources for current and future generations.

Objectives:

- a) Preserve and enhance the extensive natural heritage system, including the Eramosa River valley.
- b) Respect the existing topography and sightlines, including river vistas and views of both Downtown and the Reformatory complex.
- c) Ensure public access opportunities to the natural heritage system and cultural heritage resources and promote their celebration, especially river vistas and edges, the Provincially Significant Earth Science Area of Natural and Scientific Interest, and the Reformatory complex.
- d) Integrate the natural heritage system and cultural heritage resources with surrounding land uses and provide opportunities for compatible research, educational, recreational, transportation and urban agricultural uses.
- e) Encourage, where appropriate and feasible, the preservation and adaptive reuse of the cultural heritage resources, including the Reformatory complex and associated cultural heritage landscape.
- f) Create a sustainable natural heritage system, and open space and parks network which provides both active and passive recreational needs.

Principle #2: ENERGY, INFRASTRUCTURE + SUSTAINABILITY

Building Green Infrastructure that is efficient, focuses on renewable energy sources, and supports an integrated distribution system enabling a carbon free lifestyle.

Objectives:

- a) Create a framework for the District to work toward carbon neutrality and exceed Community Energy Plan targets.
- b) Support development of an integrated energy distribution system, which maximizes connections between energy generation opportunities (producers) and end users (provides opportunities for local energy generation, maximizes connections between generation opportunities and end users, and minimizes overall energy use).
- c) Support cradle-to-cradle processes where the waste by-products/surpluses of one activity are used as resources by another (e.g. industrial ecology).
- d) Include efficient, long-term and community based strategies to conserve and manage energy, water, wastewater, stormwater and solid waste.
- e) Develop a model community that showcases sustainable, green, low impact urban development.
- f) Embrace innovation, establish best practices, and serve as a learning environment for other communities across Guelph and Southern Ontario.

Principle #3: MOBILITY

Making Connections that serve the community, allow current and future generations to walk to daily needs, and provide convenient transit services to access broader activities.

Objectives:

- a) Integrate the District with the City as a whole, with clear connections to Downtown, the University of Guelph campus, and nearby neighbourhoods.
- b) Provide a transportation system (streets, sidewalks, cycle paths, trails, and rail) that serves the District, provides rational and efficient connections for all modes of transportation, and provides public access to the natural heritage system.
- c) Provide a land use pattern, urban design guidelines and supportive transportation system that connects us with our daily needs, including transit services, within a 10 minute walk (400 - 500 m distance).
- d) Provide universal access that prioritizes pedestrians, cyclists and transit users over drivers by providing an extensive pedestrian and cycling network with direct, safe and healthy travel routes, and convenient, affordable transit service which is integrated with the rest of the City.
- e) Build new connections for pedestrians, cyclists and potentially transit users across the Eramosa River valley to better connect uses and activities.
- f) Integrate the Guelph Junction Railway within the new community as a potentially powerful people and goods mover.
- g) Ensure that the capacity of existing and new streets is sufficient to support the District, while managing traffic impacts on adjacent neighbourhoods.

Principle #4: COMMUNITY DESIGN

Creating Meaningful Places to bring people, activities, environment(s) and ideas together, creating a sense of arrival and inclusion.

Objectives:

- a) Create a District of landmark quality with a strong and recognizable identity on par with the Downtown and the University of Guelph.
- b) Define gateways and community focal points (nodes) on both sides of the Eramosa River, as well as a network of areas that are safe, healthy, coherent, vibrant, and comfortable.
- c) Create a cohesive, efficient and vibrant transition area that will provide common supportive uses and built form to connect the urban village node and employment area while still maintaining the unique function and identity of each area.
- d) Define a block and parcel fabric that knits uses together and encourages new buildings to define the edges of streets, parks, and open spaces to provide a friendly face to encourage social interaction, safety, and a human scale.
- e) Create an accessible network of public facilities, parks, and open spaces which serves the new community and surrounding neighbourhoods, and is integrated with the natural heritage system and cultural heritage resources.
- f) Encourage high quality urban and architectural design that responds to and respects the District's unique setting, natural and cultural heritage, edges and adjacent uses.
- g) Create a memorable landmark area/structure to serve as a beacon/partner to the Church of Our Lady in Downtown Guelph.
- h) Increase the overall tree canopy, and encourage the use of native vegetation and edible landscapes, where appropriate, in restoration areas, parks, open spaces and along streets throughout the new community.
- i) Respect (and build upon) the beaux-arts design of the cultural heritage landscape component of the Reformatory complex.

Principle #5: LAND USE, DENSITY + DIVERSITY

Mixing it Up to create vibrant, resilient, and efficient spaces that make it possible, easy, and enjoyable to reduce our ecological footprint.

Objectives:

- a) Create an integrated, compact, mixed use District that provides an opportunity for people to live close to job opportunities and supportive daily services.
- b) Achieve transit supportive densities with human scaled built form.
- c) Establish a fine grained mix of land uses, building types and tenures in the new community, providing accessible choices for living, working, shopping, playing and learning.
- d) Promote mixed use developments in appropriate locations that provide three or more significant uses ideally in a vertical built form or if in separate buildings within a walkable environment.
- e) Provide for a diverse cross section of residents with a mix of residential uses, building types and tenures in an urban village-type setting that is affordable, accessible and allows people to age in place and remain within the same neighbourhood as their needs change.

-
- f) Provide for a significant number and variety of jobs with a range of employment uses, building types and scales, including those related to the development of an agri-innovation cluster, green jobs, and the information and communication technology sector.
 - g) Define a flexible block and parcel fabric that encourages evolution over time.
 - h) Plan for a land use mix and densities which contribute to achieving the City's overall population, employment and density targets.

Principle #6: EMPLOYMENT

Growing Innovative Business and Employment opportunities that support the agri-innovation sector, green jobs and knowledge based industries, within a compact, mixed use community.

Objectives:

- a) Accommodate a significant share of Guelph's employment growth to 2031.
- b) Establish the role of the GID as a key area supporting the growth of an agri-innovation cluster making connections to the Downtown and the University.
- c) Nurture and capitalize on the GID as a recreational and tourist destination.
- d) Create a setting that reinforces the GID as a high density employment area that attracts provincially, nationally or internationally significant employment uses.
- e) Encourage employment uses within the former reformatory lands that can showcase the site's built heritage resources and cultural heritage landscape.
- f) Target the GID as a key location for agri-innovation businesses, green jobs and knowledge-based industries such as the information and communication technology sector and post-secondary institutions.
- g) Support strategic and collaborative economic development partnerships within the GID and surrounding community.
- h) Encourage a supportive business environment by fostering learning and innovation within the GID.
- i) Pursue projects that are economic priorities for the GID and contribute to innovative and sustainable employment uses that are compatible with a mixed use environment, including residential uses.
- j) Protect and support existing industrial uses recognizing their contribution to the City's overall employment, waste management services, and carbon footprint reduction.

Guelph Innovation District

PREFERRED DESIGN

Infrastructural Framework

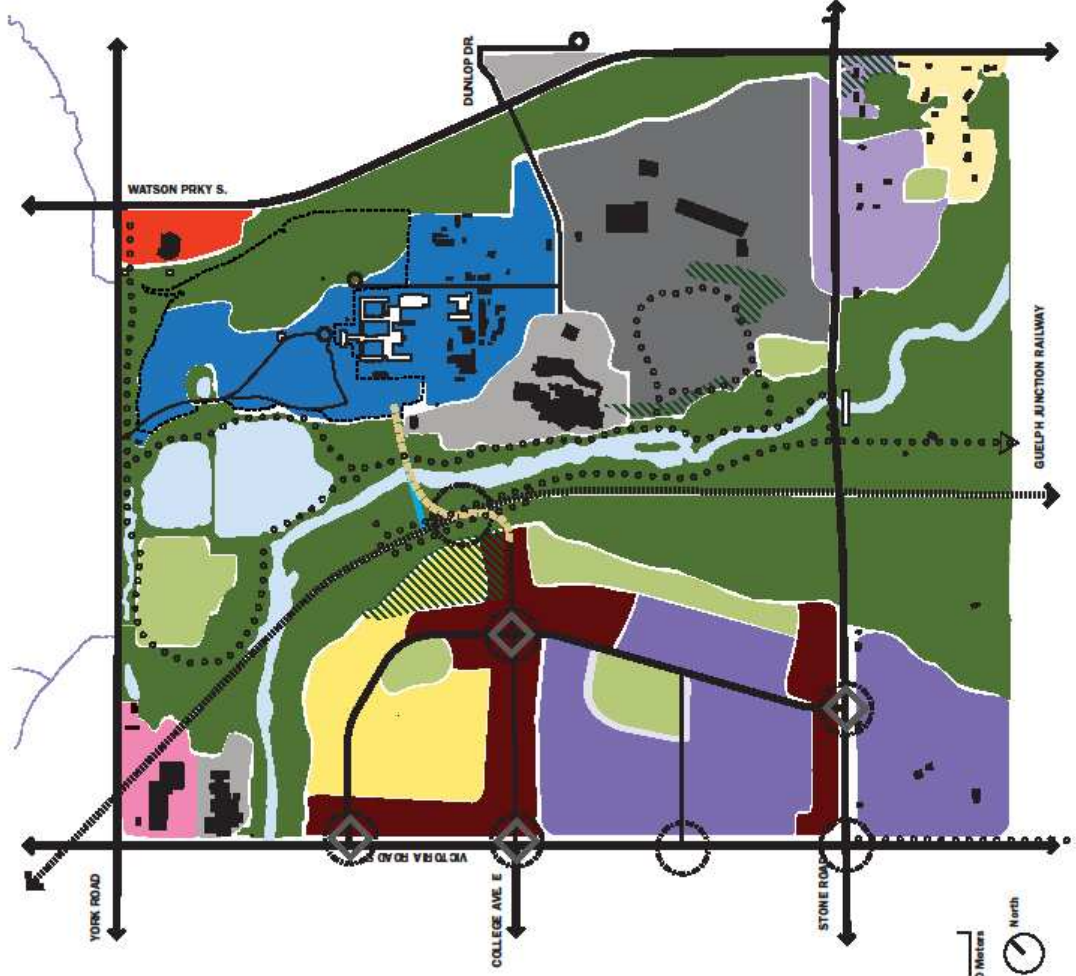
- Arterial Roads
- Collector Roads
- Trail Network
- Proposed Pedestrian Crossings
- Proposed Major Transit Stops
- Existing Rail
- Active Transportation Link
- Node
- Existing Built Form
- Built Heritage Resources
- Cultural Heritage Landscape
- Waterbodies

Land Use Framework

- Natural Heritage System*
- Natural Area
- Significant Natural Area
- Open Space and Park
- Special Residential Area
- Residential
- Corridor Mixed Use
- Employment Mixed Use 1
- Employment Mixed Use 2
- Major Utility
- Industrial
- Adaptive Re-use
- Service Commercial
- Neighbourhood Commercial Centre

*NHS as per council adopted OPA 42

Note: Stormwater management facilities are not shown; however, a number of stormwater management facilities will be required to service the GID development lands.



GID Preferred Design Terminology

Active Transportation Link

A conceptual route supporting a direct and logical link/connection for active transportation modes such as walking and cycling.

Adaptive Re-use (GID)

An area containing cultural resources of provincial significance where the conservation, rehabilitation, restoration, maintenance and re-use of historic buildings and landscapes will serve as the focal point of new development having a mix of compatible uses including institutional, educational, commercial, residential and live/work in a form that respects both the existing heritage built form and heritage landscape features and relationships between heritage elements considered for adaptive re-use and redevelopment.

Built Heritage Resource

One or more significant buildings, structures, monuments, installations or remains associated with architectural, cultural, social, political, economic or military history and identified as being important to a community. These resources may be identified through designation or heritage conservation easement under the *Ontario Heritage Act*, or listed by local, provincial or federal jurisdictions. *Built heritage resources* include those properties that have been included in the Couling Architectural Inventory as it is completed and as it may be amended. All buildings, structures, landscapes, monuments, installations or visible remains constructed prior to 1927, but not limited to those constructed prior to 1927, shall be considered to be *built heritage resources* until considered otherwise by the Heritage Guelph. This definition is the same as the one included in the draft Official Plan.

Corridor Mixed Use (GID)

An area comprising primarily vacant or under-utilized lands that is targeted for significant growth within the University of Guelph-Downtown-GID trinity, having a mix of residential, commercial, live/work, institutional, and educational uses within a highly compact development form that will contribute to the creation of focal points and transition areas comprising high quality urban and architectural design and a well-connected, pedestrian-oriented, public realm.

Cultural Heritage Landscape

A defined geographical area of heritage significance which has been modified by human activities and is valued by the community. It may involve a grouping(s) of individual heritage features such as structures, spaces, *archaeological sites*, and natural elements, which together form a significant type of heritage form, distinctive from that of its constituent elements or parts. Examples may include, but are not limited to *Heritage Conservation Districts* designated under the *Ontario Heritage Act*, parks, gardens, neighbourhoods, townscapes, farm-scapes, battlefields, main streets, cemeteries, trail ways and industrial complexes of *cultural heritage value or interest*. This definition is the same as the one included in the draft Official Plan.

Employment Mixed Use 1 (GID)

An area that is targeted for significant growth as a key landmark area in the University of Guelph-Downtown-GID trinity, having a mix of compatible uses focusing on higher density, innovative and sustainable uses including industrial, commercial, educational and institutional and to a lesser extent residential and entertainment uses that will serve to support the role of the business area as an agricultural innovation centre. Uses are compatible with surrounding uses in regard to impacts such as noise, odour, loading, dust,

and vibration. Low density employment uses such as logistics and warehousing are not permitted.

Employment Mixed Use 2 (GID)

An area that is targeted for significant growth as a key landmark area in the University of Guelph-Downtown-GID trinity, having a mix of compatible uses focusing on higher density, innovative and sustainable uses including industrial, commercial, educational and institutional and to a lesser extent entertainment uses that will serve to support the role of the business area as an agricultural innovation centre. Uses are compatible with surrounding uses in regard to impacts such as noise, odour, loading, dust, and vibration. Low density employment uses such as logistics and warehousing are not permitted.

Industrial

The predominate use of land in this category will be traditional industrial uses, including the manufacturing, fabricating, processing, assembly and packaging of goods, foods and raw materials. Commercial uses will not be permitted. This category is the same as the Industrial designation in the current and draft Official Plan.

Major Utility

This category recognizes utility uses that are operated by the City or under agreement with the City, serve a City-wide function, and may not be appropriate within an industrial designation. Permitted uses would include facilities for waste reuse, recycling, reclamation, recovery, composting or anaerobic digestion. This category is the same as the Major Utility designation in the draft Official Plan.

Natural Area

An area within the Natural Heritage System that is not recognized as significant as used in the term Significant Natural Area. A Natural Area may include: other wetlands, cultural woodlands, and habitat for significant species. Development or site alteration may be permitted within a Natural Area subject to the results of an Environmental Impact Statement or Environmental Assessment. This category is the same designation included in Council adopted OPA 42.

Natural Heritage System

A system comprised of *natural heritage features*, areas and *ecological linkages*, including surface and ground water or areas, including surface and ground water features, and *ecological linkages*. Together, these elements maintain local biological, hydrological and geological diversity and functions, support viable populations of indigenous species, and sustain local ecosystems. The system also includes lands that have been identified for *naturalization* and/or *restoration* or have the potential to be restored to a natural state. This category is the same as the Natural Heritage System designation included in Council adopted OPA 42.

Neighbourhood Commercial Centre

This category is comprised of one or several commercial buildings on one or more properties within a compact node. It is intended to primarily serve the shopping needs of residents living and working in nearby neighbourhoods and employment districts. The category is subject to minimum and maximum gross floor areas. This category is the same as the Neighbourhood Commercial Centre designation in the draft Official Plan.

Nodes

Nodes represent points, centres or areas that may be junctions where transportation, retail, residential and employment activities intersect. Nodes should exude a strong sense of place.

Open Space and Park

This category encompasses public or private areas where the predominate use or function is active or passive recreational activities, conservation management and other open space uses. This category is the same as the Open Space and Park designation in the draft Official Plan.

Residential

The predominate use of land within this category will be medium density housing forms such as townhouses and apartments. This category will be similar to the Medium Density Residential designation in the current and draft Official Plan.

Service Commercial

This category is intended to provide a location for highway-orientated and service commercial uses which may include commercial uses of an intensive nature that can conflict with residential land uses.

This category is the same as the Service Commercial designation in the current and draft Official Plan.

Significant Natural Area

Significant means:

In regard to *natural heritage features or areas* meeting the criteria for one or more of the following NHS components:

- a. *Areas of Natural and Scientific Interest (Earth and Life Science)*
- b. *Habitat for Endangered and Threatened Species*
- c. *Significant Wetlands*
- d. *Surface Water Features and Fish Habitat*
- e. *Significant Woodlands*
- f. *Significant Valleylands*
- g. *Significant Landform*
- h. *Significant Wildlife habitat (including Ecological Linkages)*

This category is the same as the Significant Natural Area designation in Council adopted OPA 42.

Special Residential Area (GID)

An area containing primarily low density residential forms with limited servicing potential.

Attachment 4: GID Recommended Option Booklet

Attachment 5
Information Report 11-67 An Outline of Development Permit
Systems

Guelph Innovation District Secondary Plan



PBEE – December 12, 2011

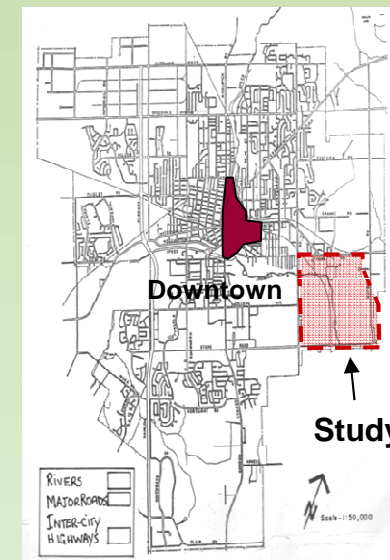
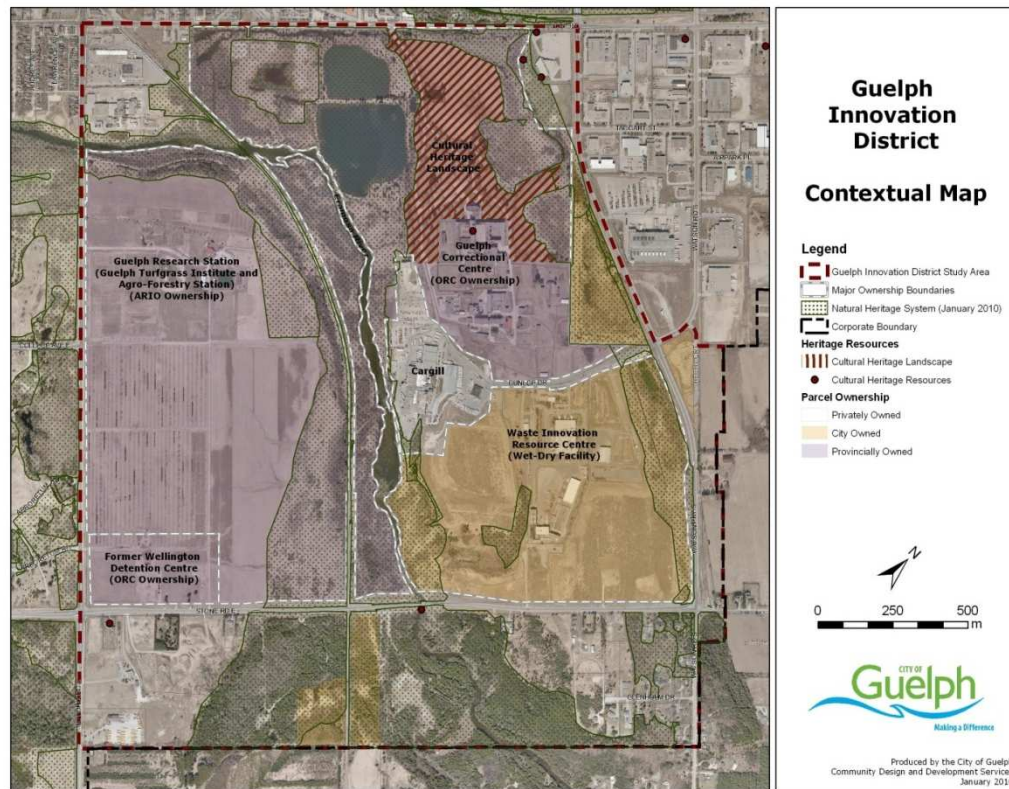
Why a GID Secondary Plan

Legislative requirement to develop a land use policy framework

Lands offer an important opportunity for the City to:

- Meet goals of the Growth Management Strategy;
- Conserve natural and cultural heritage resources;
- Support Prosperity 2020 including an Agri-Innovation Cluster;
- Support the Waste Resource Innovation Centre;
- Support the Community Energy Initiative; and
- Strive for carbon neutrality.

Study Area



| | |
|--------------------------|----------------|
| Total Area | 453 ha. |
| Provincial | 233 ha. |
| Private | 122 ha. |
| City | 99 ha. |
| Total Gross Dev'p | 206 ha. |

Project Integration

Secondary Plan

- Growth Management & Land Use
- Natural & Cultural Stewardship

Community Energy Plan

- Efficiency
- Renewable Sources
- Distribution Systems

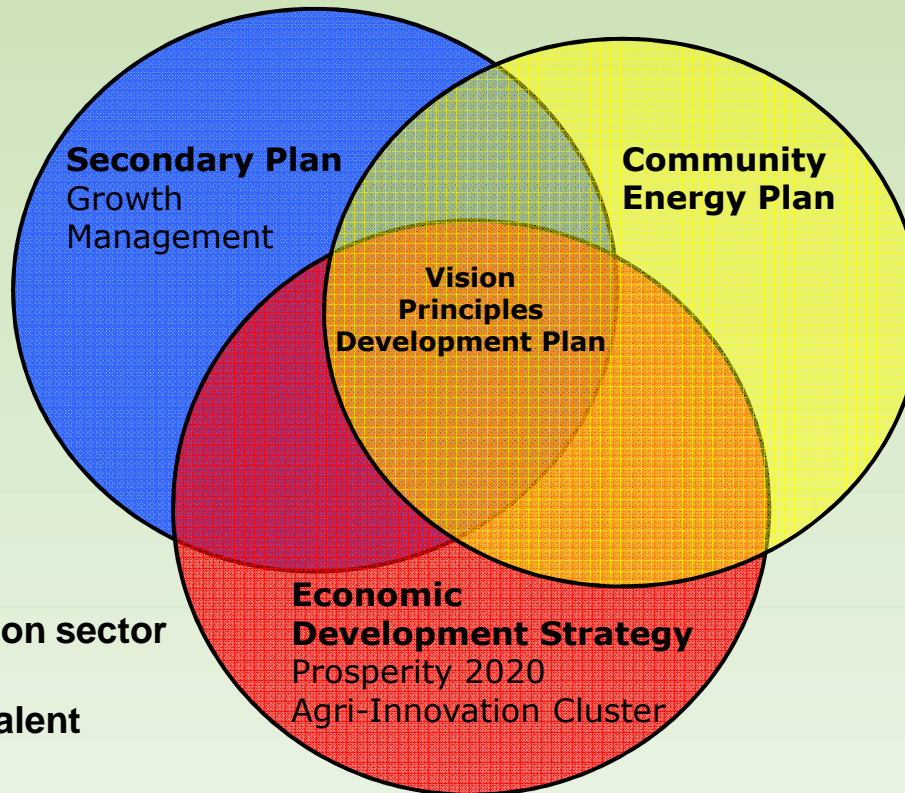
Economic Development Strategy

- Agri- Innovation Cluster
- Green Jobs
- ICT Sector

Project Integration

Support

3,000 – 5,000 people
8,000 – 10,000 jobs



Support district energy
Conserve and manage energy
Renewable energy sources

Diversify economy
Support agri-innovation sector
Create investment
Attract and develop talent

Secondary Plan Process

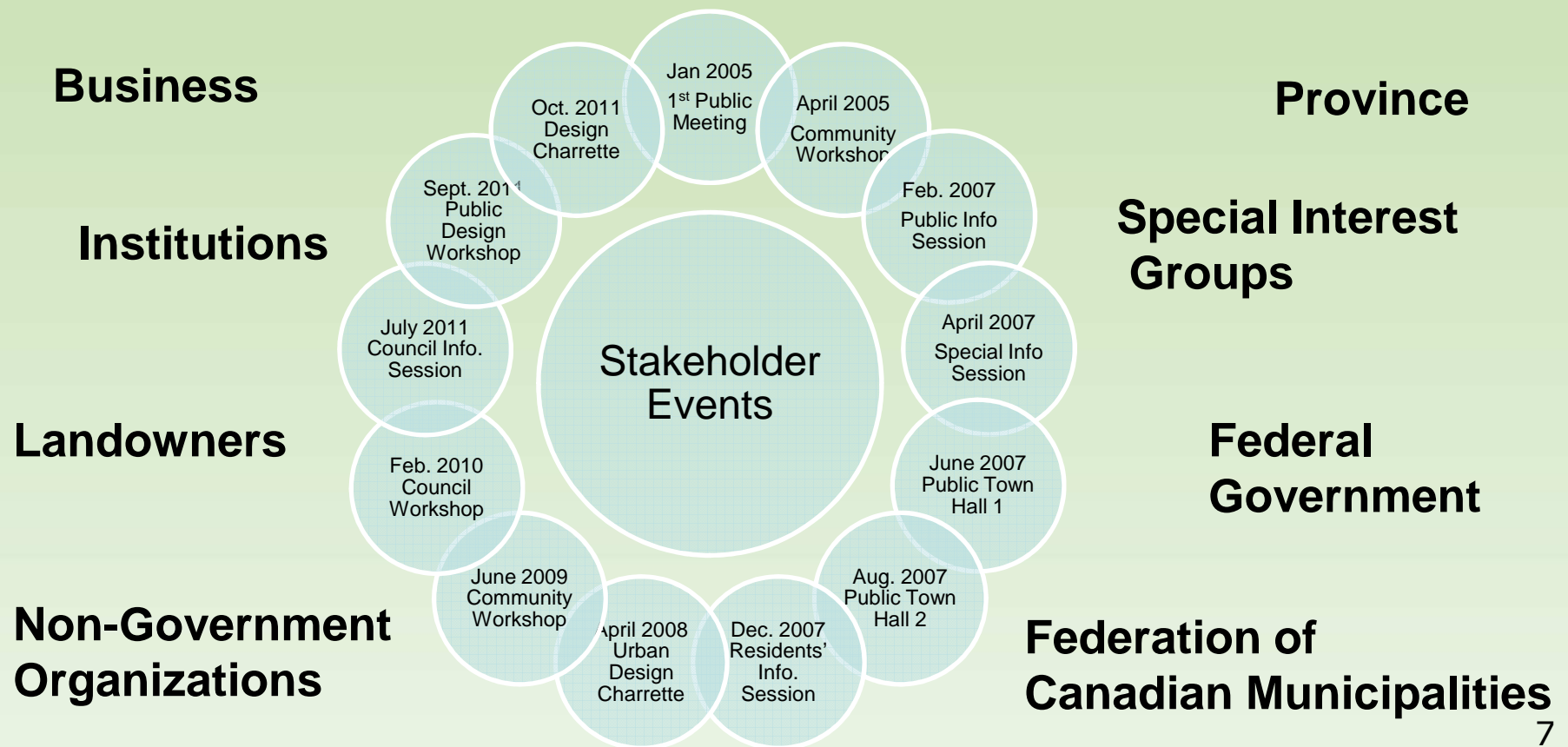
Phase 1
Background
Report

Phase 2
Preferred
Land Use
Concepts

Provincial
Pause Public
Consultation
& Research

Phase 3
Secondary
Plan

Public Engagement

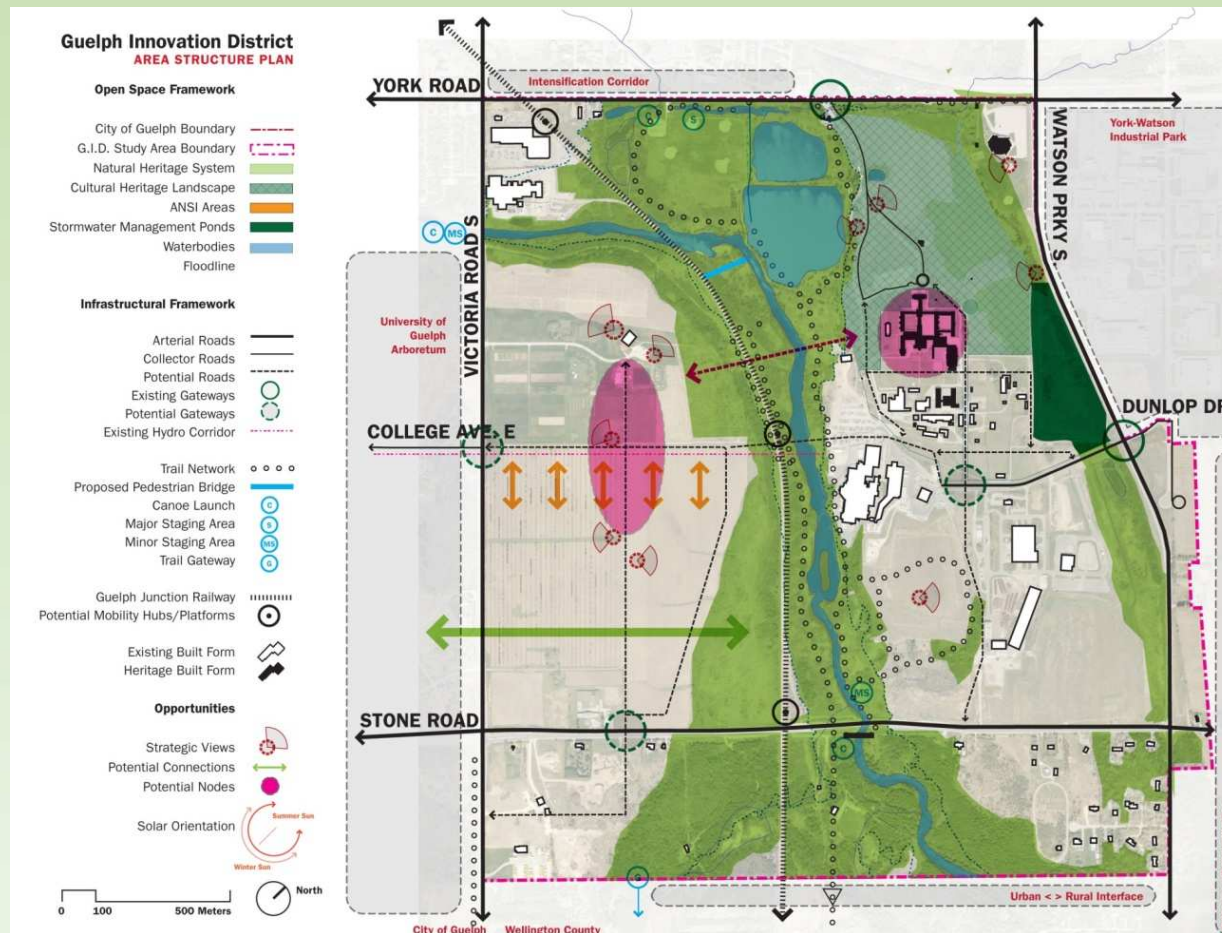


Preferred Land Use Concepts (April 2008)



- Legend**
- site boundary
 - neighbourhood commercial
 - service commercial
 - institutional
 - employment mixed use
 - industrial employment
 - residential mixed use
 - greenlands

Area Structure Plan



Vision and Principles

Vision

- **Compact Mixed Use Community**
- **Innovative, Sustainable Employment Uses**
- **Connecting Residential and Compatible Employment Uses**
- **Fine Grain Mix of Uses**
- **Pedestrian Focused and Transit Supportive**
- **Carbon Neutrality**
- **Showcase New Approaches and Reflect History**
- **Meaningful Places to Live, Shop, Play and Learn**

Principles



Preferred Design

Guelph Innovation District PREFERRED DESIGN

Infrastructural Framework

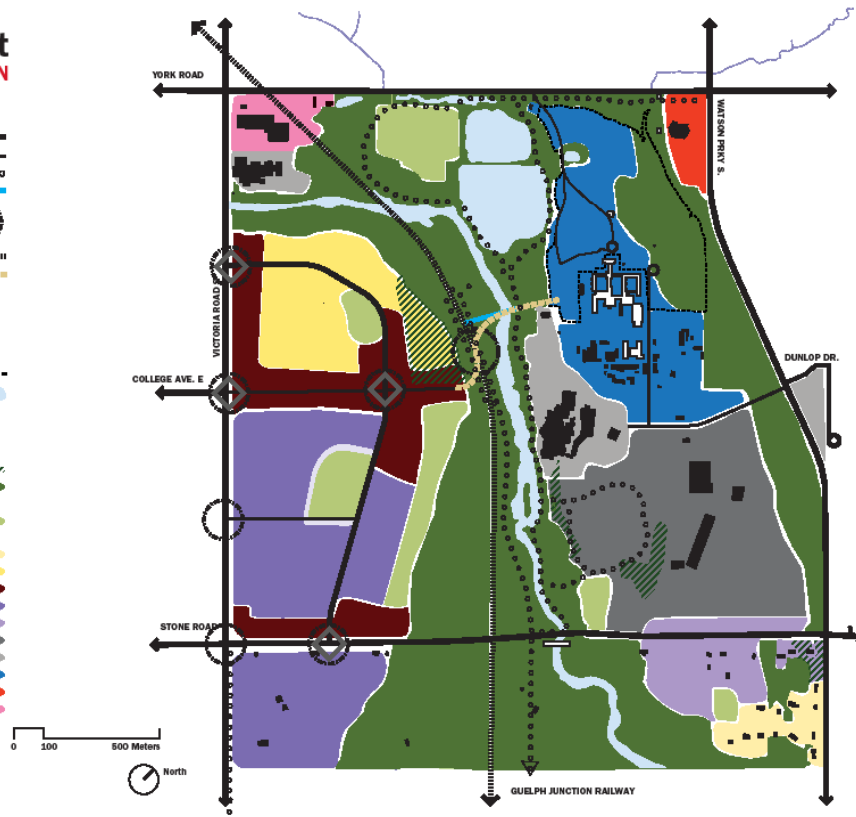
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- Service Commercial
- Neighbourhood Commercial Centre

*NHS as per council adopted OPA 42

Note: Stormwater management facilities are not shown; however, a number of stormwater management facilities will be required to service the GID development lands.



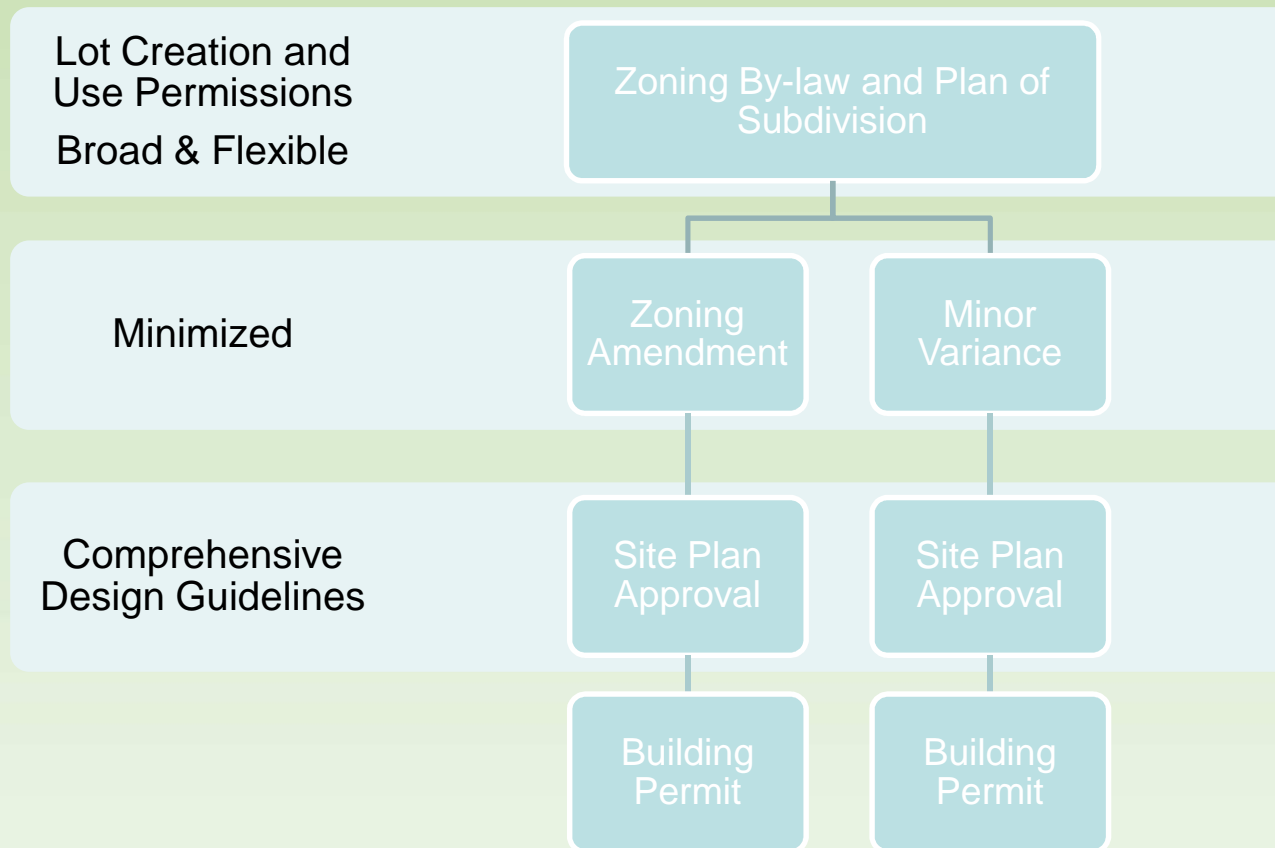
Preferred Design Highlights

- Broad, conceptual land use areas to provide maximum flexibility at development approval and design stage
- Works with site topography and solar orientation
- Neighbourhood Park adjacent to Turfgrass Institute
- Community Park within employment area
- Higher density within corridor mixed use at nodes and along key arterial and collector roads
- Employment mixed use supports industrial, commercial and institutional uses – Residential permitted in one category
- Adaptive re-use applied to former reformatory
- Special residential area recognizing existing estate residential

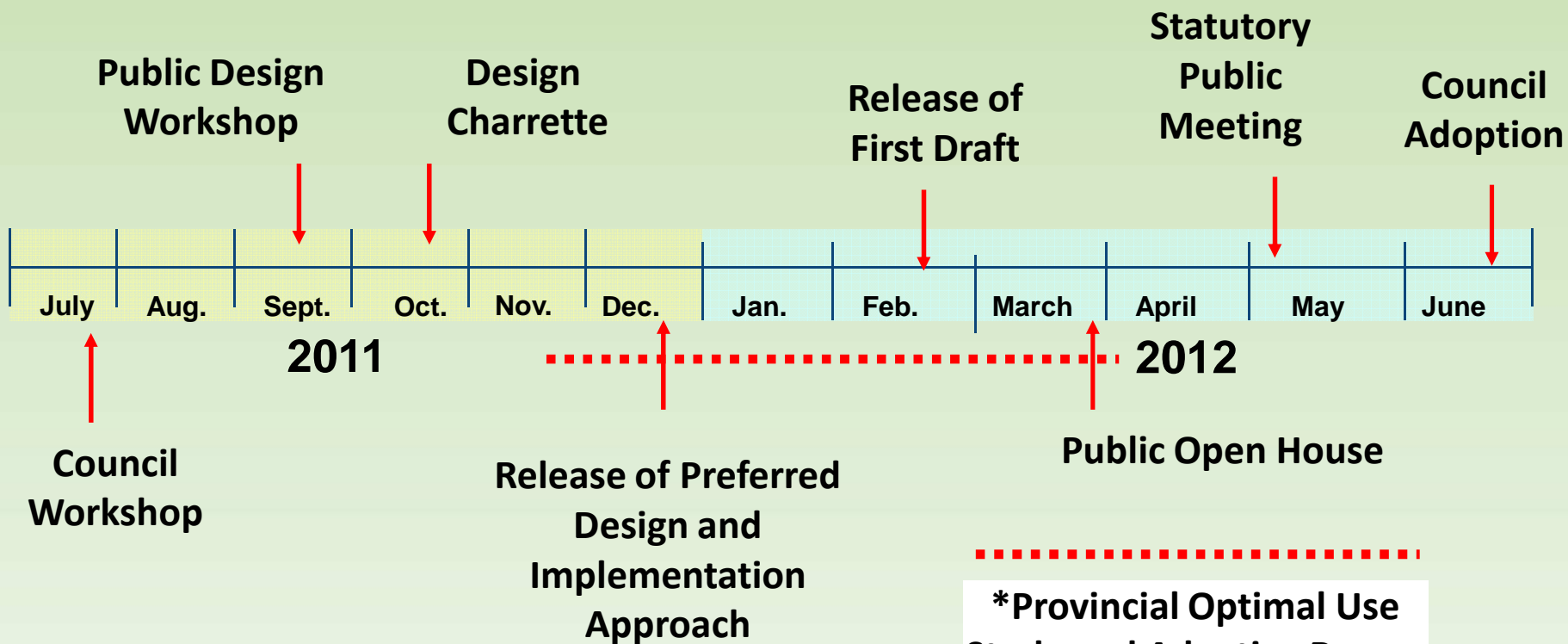
Implementation Approach

- Quick and efficient development approvals
- Utmost flexibility and assurance vision and principles fulfilled
- Reliance on subdivision and site plan processes and design guidelines
- Build upon the strengths of a DPS and current approval approach
- Performance based policy and site-specific flexibility in development control

Implementation Approach



Next Steps



***Provincial Optimal Use Study and Adaptive Re-use Study – timing implications**

Guelph Innovation District Secondary Plan



Thank You

From: Rob Witherspoon
Posted At: December 12, 2011 6:50 AM
Posted To: ClerksDept
Conversation: GTI Comments on GID Design Options
Subject: GTI Comments on GID Design Options
Importance: High

Dear Members of the Planning Building Engineering and Environment Committee and Guelph City Council Members,

Please find attached a copy of a submission from Guelph Turfgrass Institute (GTI) Advisory Board Chair David DeCorso to City of Guelph Planning Services Project Manager Joan Jylanne containing comments on the Guelph Innovation District Preliminary Design Options. The working committee of the board studying the design options felt it was important that our comments be widely distributed prior to today's meeting of the PBEE Committee after we learned late Friday afternoon that the committee would be considering the GID report at the meeting today.

Four primary comments are described in the attached submission:

- The disconnect between the "Area Structure Plan" and the proposed design plans that do not designate the Karl Briestensky designed G.M. Frost Centre building as a cultural heritage asset
- A request for retention of a ribbon of greenspace connecting the G.M. Frost Centre with the Arboretum lands for community and research use
- The need for a relocation strategy for the GTI to minimize the impact of the proposed development on our regionally, nationally and internationally significant research activities
- The capacity of the Guelph Turfgrass Institute to play a significant role in the agri-innovation plans for the Guelph Innovation District and elsewhere in the Guelph community.

Please refer to the attachment for more detailed information. If you have any questions or comments regarding our submission, please let me know.

Regards,

Rob Witherspoon, Director
Guelph Turfgrass Institute
University of Guelph
519-824-4120 ext. 56886
Fax 519-766-1704

cc:
City Clerk's Office
Planning Services Office
GTI Advisory Board GID Working Committee Members



December 12, 2011

Joan Jylanne, Project Manager
City of Guelph Planning Services
City Hall, 1 Carden Street
Guelph, ON N1H 3A1

Dear Ms. Jylanne,

Re Guelph Turfgrass Institute (GTI) Comments on Fall 2011 Guelph Innovation District Preliminary Design Options

This letter is in response to your request for comments on the fall 2011 design proposals prepared by planningAlliance. You have requested comments on the alternative Design Options A and B, and the following is offered to assist you in formulating detailed plans for the area:

1) With respect to the GTI lands, there appears to be a disconnect between the 'Area Structure Plan' and the proposed designed plans being put forward. The Plans should give recognition to the existing G. M. Frost Centre as a significant community landmark. This feature was constructed in the early 1990s through financial contributions primarily from the private Ontario turfgrass sector and represents a significant investment in infrastructure for the local/broader community. See Appendix '1' for a photo and listing of the financial contributors to the formation of the G.M. Frost Centre. From our perspective we believe that it should be designated as a cultural heritage asset for "local architectural design reasons" (Quote from the planningAlliance Background Report dated March 2005, page 37), i.e. a unique 'iconic' building design by noted local architect, the late Karl Briestensky. Dependent upon the final arrangements respecting the relocation of the GTI facility, the building would continue to be used for GTI administration/meeting/teaching purposes and/or be converted into a new community asset for the residents of the Guelph Innovation District (GID).

2) While acknowledging that a portion of the GTI lands will be required for future development, it is our hope that a significant ribbon of greenspace can be retained between the G. M. Frost Centre and Victoria Road to serve as a connecting greenspace conduit to the Arboretum lands (west of Victoria), and also to serve as a central organizing feature for the new community. This greenspace corridor would run east west from the G.M. Frost Centre to Victoria Road, and should be a minimum of 150 metres in width to provide a prominent visual linkage expression in the landscape. 'Tentative elements' of this approach are outlined in your Design Option A, but it is our contention that a much larger provision of greenspace should be allotted to this zone. This corridor of greenspace would be used for necessary open space infrastructure for the new developing community (e.g. soccer fields) that would also serve as lands for GTI research to support the growth of the Ontario turfgrass industry.

3) With the potential redevelopment of a large portion of the existing GTI facilities within the GID, a viable relocation strategy for the GTI needs to be put in place. This Plan must acknowledge several issues including sufficient lead time to allow new research plots to be fully established elsewhere; and provincial funding to cover the costs that are embedded in the current GTI facilities. The GTI welcomes the opportunity to work with the provincial government to relocate all/the majority of the research facilities from the Institute as highlighted by commentary in the provincial Authenticity report (November 2007 Final Report page 69 – *Development of the Northwest Precinct will be delayed while the issue of long-term accommodation of the requirements of the Turfgrass Institute is resolved.*)

4) As a component of the 'agricultural management' leading asset component of the City's 'Prosperity2020' initiative, it is the GTI's desire to play a major role in future agri-innovation endeavours both in the new GID as well as the general Guelph community. In comparing the objectives of the City in its 'Strategic Plan for the Guelph Agri-Innovation Cluster' to those respecting the GTI, there is alignment on many key points. (For your reference we have attached the goals of the GTI's 2027 Vision). We would welcome opportunities for collaborative research and development in the new GID community respecting low environmental impact turf projects (e.g. LID stormwater management, Integrated Pest Management maintenance). In addition, the GTI would welcome new access opportunities to conduct research on turf associated with the new GID community in urban, park and sportsfield settings. It is our view that these efforts would be in line with our mutually compatible objectives of showcasing to the world our approaches/mechanisms to being good environmental stewards while promoting sustainability.

To provide additional background to the work of the GTI and the value of the overall turfgrass industry in Ontario, I would direct your attention to our previous submission concerning the York District Lands Study - provided to Authenticity Consultants (dated June 11, 2007) working on behalf of the Ministry of Public Infrastructure Renewal.

Thank you for the opportunity to comment on behalf of the Advisory Board of the GTI.

Yours truly,



David DeCorso, Chair
Guelph Turfgrass Institute Advisory Board

cc

GTI Advisory Board Members (Appendix 3)

Rob Witherspoon, U of G - Guelph Turfgrass Institute Director

Peter Pauls, U of G - Dept. Of Plant Agriculture Chair

Rene Van Acker, U of G - Associate Dean Ontario Agricultural College

Robert Gordon, U of G - Dean of Ontario Agricultural College

Appendix 1 – Photo Exhibit of Donor Contributors to the G. M. Frost Centre (1992)



List of Frost Centre Donors

| | | |
|--------------------------------------|--|-----------------------------------|
| AG-Turf Chemicals | Diamond River Golf Limited | ISK Biotech Limited |
| Airport Golfland | Dol Brothers Sod | Isobel & Bob Moote |
| Allturf Ltd. | Donalda Club | J. Bruce Stone |
| Aquamaster Irrigation Products | Dorothy & Clay Switzer | J. Chris Hall. |
| Arther D. Latornell & Fairlawn Sod | Douglas Wood | Jack Eggens |
| Nursery Limited | DowElanco Canada Inc. | Jack L. Eggens Scholarship 1998 |
| Bayview Contry Club | Dr. Tom Hsiang Turf Managers '96 | James, Frances & David Wyllie |
| Beach Grove Golf and Country Club | Edmond G. Odette | Jeff McMaster |
| Beth & Mac Frost | Evergreen Sod | Jim Watson |
| Bev And Shirley Hill | F & K Mfg. Co. Limited | John & Katherine Millman |
| Beverly Turf Farms | Fairlawn Sod (Ottawa) Ltd. | John Bennett |
| Bill Fach & Michael Geluch | Fire Fighters Rolling Hills Golf Club | John D. Pickard |
| Braeheid Sod Supply | G.C. "Clint" Duke | John Vanderwoude Sod |
| Brantford Golf & Country Club | Galt Country Club | Keith Nisbet |
| Brayford Sod Farms | Gary N. Davis, O.A.C'66A | Kent - Essex Greenkeepers Society |
| Brooklea Golf & Country Club | Georgian Bay Golf Superintendents | Lambton Golf & Country Club |
| Brouwer Sod Farms | Association | Landscape Ontario |
| Brouwer Turf Equipment | Giant - Vac Inc. | Lipani & Lipani Sod Supply |
| Bruce S. Evans Ltd. | Gladys & Bob Sheard | London Hunt & Country Club |
| Burlington Golf & Country Club | Glen Abbey Golf Club | Lookout Point Golf & Country Club |
| Canadian Golf Superintendents | Golf Equipment Technicians Association | M. Smilsky Ltd. |
| Association | Gordon Witteveen | Manderly Sod |
| Canadian Irrigation Association | Green Cross | Maple City Country Club |
| Canadian Ornamental Plant Foundation | Greenspace Service Bill Black | Micheal J. Bladon |
| Canadian Society Of Club Managers | Greg, Jeff & George Robinson | Mike Mayne |
| Cherry Hill Club Ltd. | H.K. Bergmann | Milliken Chemical |
| CIBA - Geigy Canada | Haliburton Highlands Golf | Mississauga Golf & Country Club |
| Cushman Inc. | Hamilton Golf & Country Club | Monsanto Canada Inc |
| Cutten Club | Highland Country Club | Mr. and Mrs. R.D. McCollum |
| Cyanamid Canada | Hoechst Canada Inc. | Nancy & Tom Sawyer |
| Dalewood Golf & Curling Club | In Memory of Brian Allen Hill | Nashville Hydroseeding |
| Daniel Uzelac | In Memory of Joan (Ellerington) Tanner | Nashville Sod Supply |
| David Dick | In Memory of John Bennett | Newcastle Golf Course |
| David H. Cutten | In Memory of Matthew Kyle Newton | Nigel Rennie |
| Dean & Marianne Baker | In Memory Of Ralph Goodwin-Wilson | Norman E McCollum |
| Dee Cashen Weed Man Uxbridge | In Memory of Ruthie Tucker | North Halton Golf & Country Club |
| Dennis Murr | In Memory Of Scott Richmond | Nu-Gro Corporation |

List of Frost Centre Donors (continued)

Nursery Sod Growers Association
O.M. Scott & Sons Co.
Oakville Golf Club
Ontario Golf Association
Ontario Golf Superintendents Association
Ontario parks association
Ontario Professional Women in Horticulture
Ontario Turf Equipment Co. Ltd.
Ontario Vegetation Management Association
Oseco Seed Inc.
Oshawa Golf Club
Ottawa Valley Turfgrass Association
Paul Dermott
Sarnia Golf & Curling Club
Pelino Scenna
Phobe Haas Foundation
Pickseed Canada Inc
Professional Lawn Care association of Ontario
R.F. Moote
Ralph Hyslop
Chippewa Creek Golf & Country Club
Ransomes Inc.
Renfrew Golf Club
Repart Manufacturing
Rhod Trainor
Robert Brewster
Rothwell Seeds Limited
Royal Canadian Golf Association
Ruth & Jack Purdy

Scarboro Golf & Country Club
Schouten Sod Supply
Seneca College G.C.T. Alumni Association
Seneca College Golf Course Technician Class of 1996
Sheridan Nurseries
Speare Seeds
Sports Turf Association
St. Thomas Golf & Country Club
Summit Golf & Country Club
Suppliers Dart Tournament
Teri Yamada
The De Corso Family
The Greenhorizons Group of Farms
The Guelph Country Club
The Mad River Golf Club
The National Golf Club of Canada
The Nursery Sod Growers Association of Ontario
The Toronto Golf Club
Thom & Cindi Charters
Turf Care Products Canada
Turf Drain inc
Turf Management System Inc.
Turf Managers' Short Course - 1991
Turf Managers' Short Course - 1992
Turf Managers' Short Course - 1993
Turf Managers' Short Course - 1994
Turf Managers' Short Course - 1997
Turf Managers' Short Course I - 1998
Turf Managers' Short Course II - 1998
Turf Managers' Short Course - 1999
Turf Managers' Short Course - 2000
Turf Managers' Short Course - 2001
Turf Managers' Short Course - 2003
Turf Managers' Short Course - 2004

Twenty Valley Golf Club
Uniroyal Chemical Ltd.
United Agri Products
Vander Bussche Irrigation Equipment
Vic Palmer Enterprises
Vigoro Industries Inc.
W.L.(Bill) Campbell & Dorothy I. Campbell
W.R. Hutcheson Sand & Mixes
Weed Man - Kirkland Lake
Weed man - Guelph - Paul Proulx
Weed Man Dealers - Alberta
Weed Man Dealers - British Columbia
Weed Man Dealers - Manitoba
Weed Man Dealers - New Brunswick
Weed Man Dealers - Newfoundland
Weed Man Dealers - Nova Scotia
Weed Man Dealers - Nova Scotia
Weed Man Dealers - Ontario
Weed Man Dealers - P.E.I.
Weed Man Dealers - Quebec
Weed Man Dealers - Saskatchewan
Weed Man East Coast Dealers
Western Ontario Golf Superintendents Association
Westmount Golf & Country Club
Weston Golf & Country Club
Westview Golf Club
White Rose Crafts & Nursery Sales
Whitevale Golf Club
Wilbur Ellis Co. Of Canada
William Bowen
Wright Lawn Care Service
John & Ruth Wright
Zander Sod Co.

Appendix 2 – Summary of Goals of the Guelph Turfgrass Institutes ‘ 2027 Vision’

Guelph Turfgrass Institute & Environmental Research Centre Vision 2027

In late 2007 on the occasion of the 20th anniversary of the founding of the institute, a group of Ontario turfgrass industry leaders, provincial government staff and University of Guelph faculty and staff met to forge a vision for the next 20 years. The result is the Vision 2027 document which outlines the following key goals for the research and education activities of the GTI over the next twenty years:

- Expand research and education programs related to water use and water quality including the increased use of recycled water in turf and landscape systems.
- Increased capacity for the evaluation and development of effective alternatives to pesticides.
- Increased emphasis on turfgrass breeding and cultivar testing to select plant material best suited for Ontario.
- Develop best management practices for irrigation and fertilization for urban green spaces.
- Develop and enhance a public outreach and extension program for everyone from the home owner to the professional including a program for young people.
- Develop a higher public profile for the Institute focusing on research results and a database as the basis for producing a Canadian Centre for Environmental Expertise.
- Conduct research to quantify the environmental benefits of turfgrass production.
- Become the ultimate authority on urban use of fertilizers and pesticides.
- Become a Canadian and Global Centre of Excellence in Sustainable Urban Landscapes.
- Develop research programs focusing on global climate change and carbon sequestration.

Appendix 3 - Guelph Turfgrass Institute Advisory Board Members

David DeCorso, Ontario Turfgrass Research Foundation (Advisory Board Chair)

Annette Anderson, Ontario Ministry of Agriculture, Food & Rural Affairs

Bill Clausen, Sports Turf Association

Ron Craig, Turf Care Products

Thom Charters, Coppinwood Golf Club, Advisor

Robert Gordon, Dean, Ontario Agricultural College (OAC)

Doug Hubble, Ontario Turfgrass Research Foundation

Katerina Jordan, Assistant Professor, Department of Plant Agriculture, OAC

Vince Kishimoto, National Golf Course Owners Association

Peter Pauls, Chair, Department of Plant Agriculture, OAC

Martin Pick, Pickseed

Al Pinsonneault, Professional Lawn Care Association of Ontario

Mark Prieur, Ontario Golf Superintendent Association

Peter Purvis, GTI Research Station Manager

Clay Switzer, University of Guelph Professor Emeritus, Advisor

Michael Toombs, Ontario Ministry of Agriculture, Food & Rural Affairs

Rene Van Acker, Associate Dean (External), OAC

Brad Vandervoude, Nursery Sod Growers Association

Verena Kulak, GTI Administrative Assistant (Board Secretary)

Rob Witherspoon, GTI Director

12/12/2011

Presentation by Alex Droic

2 Critical Omissions in the GID Secondary Plan

Why a GID Secondary Plan

Legislative requirement to develop a land use policy framework

Lands offer an important opportunity for the City to:

- Meet goals of the Growth Management Strategy;
- Conserve natural and cultural heritage resources;
- Support Prosperity 2020 including an Agri-Innovation Cluster;
- Support the Waste Resource Innovation Centre;
- Support the Community Energy Initiative; and
- Strive for carbon neutrality.
- **Respect & honour the livelihood of citizens living inside the GID**

Vision and Principles

Vision

- Compact Mixed Use Community
- Innovative, Sustainable Employment Uses
- Connecting Residential and Compatible Employment Uses
- Fine Grain Mix of Uses
- Pedestrian Focused and Transit Supportive
- Carbon Neutrality
- Showcase New Approaches and Reflect History
- Meaningful Places to Live, Shop, Play and Learn

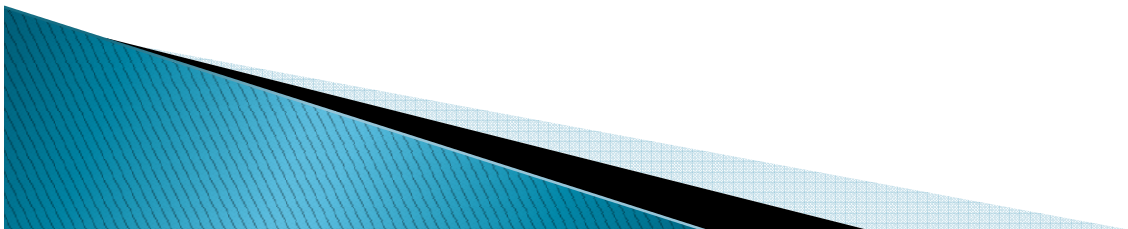
Respect the livelihood of existing residents

Principles



Concluding comments...

- ▶ Please recognize these two fundamental design point omissions that I have identified.
- ▶ Please have planners not only integrate but drive these components into its design of a revised secondary plan.



COUNCIL REPORT



TO **Guelph City Council**

SERVICE AREA Planning & Building, Engineering and Environment
DATE January 30, 2012

**SUBJECT Investment in Affordable Housing in Ontario – Update
on Business Case Submissions for Year 1**

REPORT NUMBER 12-19

SUMMARY

Purpose of Report: To update Council on the Investment in Affordable Housing in Ontario Initiative and outline a new opportunity to support a Business Case Submission for Year 1.

Council Action:

To re-affirm the City's support for a 60 unit affordable housing proposal located at 71 Wyndham Street and to confirm the City's intent to enter into an indemnity agreement with the County of Wellington relating to this project, subject to certain considerations.

RECOMMENDATION

"THAT Report 12-19, regarding Investment in Affordable Housing in Ontario – Update on Business Case Submissions for Year 1, dated January 30, 2012, be received;

AND THAT the CAO be authorized to submit a letter to the County of Wellington by January 31, 2012, confirming the City's support for a 60 unit affordable housing proposal located at 71 Wyndham Street, subject to the following conditions:

- Receiving confirmation from the Province on their level of funding, to ensure that the business case to be submitted for the project will not require any capital funding from the City;
- Receiving written confirmation from the proponent of their commitment to provide the required level of capital funding, as set out in the business case;
- Receiving and reviewing associated Provincial program requirements, conditions and timelines to ensure they can be met and are satisfactory to the City;
- Receiving written confirmation from the proponent of their commitment to provide the City with any and all materials necessary to meet Provincial "project start" requirements;

AND THAT the CAO be authorized to submit a letter to the County of Wellington by January 31, 2012, confirming the City's intent to enter into an indemnity agreement with the County of Wellington in regards to the proposal which is consistent with the City's obligation to contribute funds to the County as CMSM, subject to confirmation of Provincial approval of funding for the project;

AND THAT staff be directed to report back to Council prior to March 31, 2012 on the status of the Provincial review of the 71 Wyndham Street business case submission, the status of the conditions identified above, and the finalization of an indemnity agreement with the County of Wellington, should Provincial approval for funding the business case be confirmed."

BACKGROUND

In 2009, during the first round of the Canada-Ontario Affordable Housing Program, Guelph Council passed resolutions supporting two affordable housing projects within the City: the St. Joseph's Health Centre proposal and a 60 unit project at 71 Wyndham Street. Further, staff was directed to negotiate agreements in respect to future liabilities of these two affordable housing projects. In October 2009, indemnity agreements between the City and the County of Wellington were entered into for both projects. Subsequently, the Province approved funding only the St. Joseph's project.

In October 2011, City staff reported to Council regarding new funding opportunities under the Provincial "Investment in Affordable Housing (IAH) for Ontario Programme". Through that report, the City confirmed its support for a scaled back 38 unit proposal at 71 Wyndham Street (reflective of the amount of provincial funding potentially available) and requested the County to give this project first consideration in their development of an IAH local plan.

In November 2011, the County established a preferred option for utilization of the IAH funding which focussed primarily on directing the vast majority of the funding to rent supplements and housing allowances. The 71 Wyndham Street project was not included in the preferred option.

On December 19, 2011, the County received a letter from the Province regarding the status of the IAH initiative (Attachment 1). The letter indicated that the Year 1 IAH commitments were well under the \$47 million IAH target for spending prior to March 31, and requesting CMSMs to submit business cases that would top up the CMSM allocation. In response, on January 11, 2012, the County Social Services Committee adopted a report responding to this letter and providing recommendations (Attachment 2). In general terms, in regards to the 71 Wyndham Street project, the report recommended that a business case to the Province in support of the 38 unit proposal, subject to following being in place by January 31, 2012:

1. Confirmation of agreement between the City of Guelph and Mr. Lammer with respect to the balance of capital project financing, including the form and timing of such financing (as outlined in the County report, the provincial

formula outlined in the December 19, 2011 letter would require the City to commit to provide up to 37.5% capital funding for the project: \$2.55 million); and

2. Confirmation of the City of Guelph's intent to enter into an indemnity agreement with the County of Wellington relating to the project.

In response to this County report, our CAO advised the Mayor and Council that the City cannot meet the deadline for Year 1 applications (January 31, 2012) to the IAH for the following reasons:

1. The City does not have the current capital dollars to meet the provincial formula that requires capital funding from the City (or combination of city dollars and private sector – developer funds). Mr. Lammer indicated that the project is not viable from a business perspective if additional funds are required from the private sector. There is no readily available source of capital funding which the City could commit specifically to the Lammer Project.
2. Further, on the expenditure of City funds within this timeframe, staff cannot bring to Council this month, a comprehensive, clear policy recommendation on the utilization of property tax based dollars to fund affordable housing responsibilities. This decision requires a reasoned dialogue with opportunities for input from our residents and homeowners.
3. The specific project is not far enough along to meet the March 31, 2011 deadline – in other words, this particular project isn't 'shovel ready'.

Subsequently, during the week of January 16, County staff verbally advised City staff that the Province had provided "clarification" regarding the December 19, 2011 provincial letter. As advised by County staff, the Province clarified that they would review business cases based on the province providing a full 75% of the funding required for either a 38 unit or a 60 unit project, meaning that the City would not have to provide *any* capital contribution. On Friday January 20, staff received further information from County staff concerning what conditions would need to be in place by specific deadlines in order for this project to move forward, should provincial funding of the business case be approved, summarized as follows:

Timelines for the contingency planning funding business cases per Provincial letter dated December 19, 2011:

By January 31, 2012, the City needs to:

- Provide the County with a letter of intent to enter into an indemnity agreement for the 71 Wyndham Street, Guelph affordable Housing proposal under the IAH initiative, subject to Provincial and CMSM approval.
- Provide the County with a letter of support for a 60 unit proposal (Note: CMSM can use the Council resolution already in place for the 38 unit proposal).

By March 31, 2012, the City needs to do the following, subject to confirmation of Provincial approval of funding (anticipated in late February or early March):

- Provide a Council resolution and a signed indemnity agreement for 71 Wyndham Street under the IAH Programme.
- Provide a Council resolution to support a 60 unit proposal under the IAH programme.

By 90 to 120 days following March 31, 2012, the City needs to:

- Issue a demolition permit for 71 Wyndham Street, Guelph

At the time of writing this report, staff has not been able to directly confirm with the Province any of these “clarifications” or specific program requirements or conditions.

REPORT

The City has previously supported both a 38 unit and a 60 unit affordable housing proposal at 71 Wyndham Street and previously entered into an indemnity agreement with the County of Wellington regarding a 60 unit proposal in October 2009, albeit under somewhat different circumstances and program details.

It would appear through verbal discussions with County staff and Mr. Lammer that the new Provincial “clarification” would result in the submission of a business case for the 71 Wyndham Street project which would be based on 75% capital funding through the IAH programme, and 25% capital funding provided by the proponent. Mr. Lammer has verbally confirmed with staff his continued commitment to providing this level of capital funding for the project. *No capital funding would be required of the City.*

Regarding the March 31st “Project-Start” deadline and the need to be “shovel-ready”, County staff have indicated that all province requires is that a demolition permit would have to be issued for the site within 90-120 days following March 31, 2012 . A demolition permit was previously issued for the site but it was closed in the fall of 2011 and the demolition work was not completed due to the project not receiving funding under the previous program. Mr. Lammer has indicated that should the project receive funding through this program, he would proceed with an application for a demolition permit in accordance with the timeframe specified by the Province. Building staff has confirmed that a demolition permit would be subject to a 15 business day turnaround once all necessary information has been supplied. Provided Mr. Lammer was to submit all necessary information in a timely manner, the timeline appears to be.

Given this rapidly evolving situation, staff has not been able to directly confirm with the Province any of these recent “clarifications” or specific program requirements, timelines or conditions. However, in order to continue to explore this significant opportunity to pursue the construction of new affordable housing units in the City,

and in light of Council's previous support for the 71 Wyndham Street proposal and the fact the City previously entered into an indemnity agreement with the County regarding this project, staff recommend submitting a letter to the County by January 31, 2012 re-affirming the City's support for the 60 unit proposal and confirming the City's intent to enter into a new indemnity agreement consistent with the City's obligation to contribute funds to the County as CMSM, subject to confirmation of all necessary information relevant to the Provincial program, the proponent's commitment and any County conditions. Staff are endeavouring to obtain all required confirmation prior to Council's consideration of the report on January 30, 2012.

CORPORATE STRATEGIC PLAN

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

FINANCIAL IMPLICATIONS - N/A

DEPARTMENTAL CONSULTATION - Legal, CAO

COMMUNICATIONS

In preparing this report staff has communicated with County of Wellington staff, and the proponent for the 71 Wyndham Street project, Mr. Lammer.

ATTACHMENTS

- | | |
|--------------|---|
| Attachment 1 | Letter from Ministry of Municipal Affairs and Housing to Heather Burke, Director of Housing, County of Wellington, dated December 19, 2011; |
| Attachment 2 | County of Wellington Social Services Committee report, re: Investment in Affordable Housing in Ontario – Business Case Submissions for Year 1, dated January 11, 2012 |

Prepared By:

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Manager, Policy Planning and Urban Design
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"original signed by James Riddell"

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"original signed by Janet Laird"

Recommended By:

Janet L. Laird, Ph.D.
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Engineering and Environment
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Attachment 1

**Ministry of
Municipal Affairs
and Housing**

Assistant Deputy Minister's Office
Housing Division
777 Bay St 16th Flr
Toronto ON M5G 2E5
Telephone: (416) 585-6277
Fax: (416) 585-6800

**Ministère des
Affaires municipales
et du Logement**

Bureau du sous-ministre adjoint
Division du Logement
777, rue Bay 16^e étage
Toronto ON M5G 2E5
Téléphone: (416) 585-6277
Télécopieur: (416) 585-6800



December 19, 2011

Ms. Heather Burke
Director, Housing
County of Wellington
138 Wyndham Street North
Guelph, Ontario
N1H 4E8

Dear Ms. Burke:

Re: Investment in Affordable Housing (IAH) for Ontario Program – Year 1 Status

On November 8, 2011, the province and the federal government announced the signing of a 50-50 cost-sharing agreement that will provide \$480.6 million under the Investment in Affordable Housing (IAH) for Ontario program for affordable housing over four years.

The IAH offers a variety of program components aimed at addressing affordable housing needs across the housing continuum and provides increased flexibility, with appropriate accountability, to municipal Service Managers, housing proponents, and other housing partners to deliver affordable housing in their communities.

As you know, the ministry is currently accepting business cases to approve funding for Year 1, up to a maximum of \$47 million. To date, the ministry has received business cases for \$23.34 million in capital funding and \$1.75 million in operating funding, for a total of \$25.09 million.

At this time, we are still facing a potential outstanding Year 1 balance to allocate. As such, we continue to encourage Service Managers who have the capacity to commit funds under any capital component (Rental, Homeownership, Northern Repair) in this fiscal year to submit a business case to bring forward funding from their overall total notional allocation. The ministry will consider, in order of preference:

- New requests for capital component funding within existing notional allocations.
- Requests to cover administration costs for the 2012 calendar year, beyond the \$100,000 already provided to each Service Manager. Total administration costs (excluding the \$100,000) cannot exceed 5% of the Service Manager's total notional allocation.

To accommodate Service Managers who plan to submit funding requests for Year 1, the ministry will continue to accept Year 1 business cases until January 31, 2012.

Service Managers who receive funding approval for Year 1 will have their annual allocations for Years 2 to 4 adjusted to reflect their remaining balance.

As part of our contingency planning, the ministry is also interested to know if a Service Manager is able to submit funding requests for capital components beyond the Service Manager's notional allocation, either as a top up to a previous submission or a new business case submission.

If it appears that the maximum Year 1 funding amount may not be achieved, the ministry would need to adjust Service Managers' fiscal year funding allocation for Years 2 to 4. The adjusted funds would be pooled together and reallocated in February 2012 to ensure the \$47 million in Year 1 IAH funds are committed by March 31, 2012.

Priority for re-allocated Year 1 funds would be given to construction-ready projects and Service Managers who have submitted funding requests through the Year 1 business case process. The ministry would also be considering a regional balance approach when distributing any re-allocated funds.

If you have any questions or require additional information, please contact your regional Municipal Services Office (MSO) Team Lead.

I look forward to working with the County of Wellington as we implement the Investment in Affordable Housing for Ontario program.

Yours sincerely,



Janet Hope
Assistant Deputy Minister

c. Tony Brutto, Team Lead, Regional Housing Services - MSO Western



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chairman and Members of the Social Services Committee
From: Craig Dyer, County Treasurer
Date: January 11, 2012
Subject: Investment in Affordable Housing in Ontario – Business Case Submissions for Year 1

Background:

The County of Wellington, as the Consolidated Municipal Service Manager (CMSM) for Wellington and Guelph, is participating in the "Investment in Affordable Housing for Ontario Programme for 2011 to 2014" (IAH) in the service delivery area of Wellington and Guelph.

As indicated in the previous report on this agenda, the County received a letter dated December 19, 2011 from the Province regarding the status of the IAH initiative. The letter indicates that the Year One commitments are well under the \$47 M IAH programme target for spending prior to March 31, 2012, with business cases received from Service Managers valued at about \$25 million to date. The Province is requesting CMSMs to submit business cases that would top-up the CMSM allocation.

New construction projects that are able to meet the following criteria by March 31, 2012 are eligible to receive 50% funding for 75% of capital project costs (or 37.5% of total project costs):

- The owner must commit to providing a minimum of 25% of capital costs
- A signed contribution agreement with the CMSM
- Building permit must be obtained
- Confirmation of construction start
- Confirmation of owner financing through financial institution

There are two projects presented herein for consideration.

1. 38/60 unit new rental building on Lower Wyndham Street, Guelph

This project has been proposed by Mr. Tom Lammer, who appeared as a delegation at the Committee in November 2011. The project has received support from City of Guelph Council. The original 2009 project was planned as a 60 unit building at a cost of approximately \$10 million. A scaled down version of the building was proposed in 2011, at 38 units and \$6.8 million. Project funding requirements are set out in the following table:

Affordable Housing Project - Lower Wyndham Street, Guelph
Estimated Costs and Sources of Funding

| | Scenario 1 (38 units) | Scenario 2 (60 units) |
|------------------------------------|--------------------------|--------------------------|
| Estimated Construction Cost | \$6,800,000 | \$10,000,000 |
| <u>Project Funding</u> | | |
| Federal/Provincial Funding - 37.5% | \$2,550,000 | \$3,750,000 |
| Contribution from owner - 25% | \$1,700,000 | \$2,500,000 |
| Other funding - 37.5% | \$2,550,000 | \$3,750,000 |
| | \$6,800,000 | \$10,000,000 |

Mr. Lammer, as the project owner, has indicated his willingness to provide 25% of the project financing under either scenario. This leaves 37.5% (approximately \$2.55 million for the 38 unit project and \$3.75 million for the 60 unit project) of the capital cost unfunded. Assuming that the federal/provincial contribution will not exceed 37.5%, additional contributions from the owner or the City of Guelph would be needed to complete the financing.

Submission of a business case to the Province for this project would be subject to confirmation of an agreement between the owner and the City of Guelph with respect to the balance of project financing (including the timing and form of any municipal funding contributions), and confirmation of the City of Guelph's intent to enter into an indemnity agreement with the County of Wellington. The City and County entered into indemnity agreements late in 2009 prior to submitting requests for funding under the 2009 Affordable Housing Extension funding for the St. Joseph's project (approved by the Province) and Mr. Lammer's project (not approved).

2. 55 unit new rental building on Gordon Street, Fergus (Fergusson Place Phase 2)

The County opened Phase 1 of Fergusson Place (55 units) in June 2010. The land and existing servicing will accommodate a second 55 unit building. The County submitted this project for consideration by the Province in 2009, but it was not approved. Lloyd Grinham Architects designed the first building and has been approved by Council to design a second similar building. Capital costs and operating cost projections (modeled on Phase 1) are set out in the attached Schedule 'A' and 'B'. It is assumed that occupancy would begin in July 2013. Capital costs are estimated at \$10.8 million and two funding scenarios are shown. In each case federal/provincial funding would be \$73,500 per unit or \$4.04 million total. Note that the federal/provincial funding for phase 1 was \$70,000 per unit or \$3.85 million in total. The County would be required to fund the balance of the project (62.5%) from a combination of reserves and long term financing. It is proposed that the funding be as follows, as shown in Scenario 1: \$1.9 million from the Housing Development reserve, \$2 million from the Social Services reserve and \$2.8 million in long term financing. This would provide for a roughly breakeven scenario operationally, resulting in no tax levy impact.

Final Comment:

The letter from the Province advising of the top up funding opportunity was provided to both City of Guelph staff and Mr. Lammer in the first week of January. The timeline to complete the business cases and have approvals in place is very tight, and therefore quick action from both Councils is needed if these projects are to proceed. It is unknown when additional federal/provincial funding for new rental projects may be available.

Recommendation:

"THAT staff be directed to prepare and submit a business case to the Province of Ontario under the Investment in Affordable Housing for Ontario programme for funding for the development of an affordable housing project on Lower Wyndham Street in Guelph in conjunction with Mr. Tom Lammer, subject to the following being in place by January 31, 2012:

1. Confirmation of agreement between the City of Guelph and Mr. Lammer with respect to the balance of capital project financing, including the form and timing of such financing; and
2. Confirmation of the City of Guelph's intent to enter into an indemnity agreement with the County of Wellington relating to the project" and

"THAT staff be directed to prepare and submit a business case to the Province of Ontario under the Investment in Affordable Housing for Ontario programme for funding for the development of 55 affordable housing units in Fergus (Fergusson Place Phase 2)" and

"THAT the County of Wellington's proposed 2012 Social Services Budget and 2012-2016 Social Services Five Year Plan be amended to incorporate the Fergusson Place Phase 2 project, as set out in Schedules 'A' and 'B' to this report."

Respectfully submitted,



Craig Dyer, CGA
County Treasurer

Schedule "A"

County of Wellington
Phase 2 of Fergusson Place (55 units) - Gordon Street, Fergus
Proposed Capital Budget

CAPITAL COSTS

| | |
|--------------------------------------|--------------|
| Contracted Construction | \$9,400,000 |
| Architectural Fees | \$541,000 |
| Furniture, Furnishings and equipment | \$250,000 |
| Miscellaneous Professional Fees | \$15,000 |
| Permits and approvals | \$100,000 |
| Subtotal | \$10,306,000 |
| Contingency | \$470,000 |
| Total | \$10,776,000 |

CAPITAL FINANCING

| | Scenario 1 | Scenario 2 |
|--|--------------|--------------|
| Federal/Provincial Grant-37.5% of total cost | \$4,041,000 | \$4,041,000 |
| Social Housing Development Reserve | \$1,892,000 | \$1,892,000 |
| Social Services Reserve | \$2,000,000 | \$- |
| 20 year debenture financing | \$2,843,000 | \$4,843,000 |
| Total funding | \$10,776,000 | \$10,776,000 |

Annual debenture servicing costs

| | | |
|----------------------|-------------|-------------|
| Debt principal | \$2,843,000 | \$4,843,000 |
| Term | 20 | 20 |
| Rate | 4.00% | 4.00% |
| debt servicing costs | \$209,193 | \$356,356 |

| | |
|-------------------------------------|-----------|
| Construction cost per unit | \$195,927 |
| Federal/Provincial funding per unit | \$73,473 |

Schedule "B"

COUNTY OF WELLINGTON
2012-2016 BUDGET FORECAST
Wellington-Guelph Housing Services
(all figures in \$000s)

Fergusson Place Phase 2 - Gordon Street, Fergus

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|-----------------------------------|------|------|------|------|------|
| <u>Revenue</u> | | | | | |
| 1BR - 41 units | 0 | 139 | 331 | 338 | 344 |
| 2BR - 12 units | 0 | 47 | 114 | 116 | 119 |
| 3BR - 2 units | 0 | 10 | 21 | 21 | 21 |
| Laundry | 0 | 9 | 9 | 9 | 9 |
| Reserve transfer | 0 | 29 | 29 | 29 | 29 |
| Less: Vacancy loss @ 3% | 0 | -6 | -14 | -14 | -15 |
| | 0 | 228 | 490 | 499 | 508 |
| <u>Expenditure</u> | | | | | |
| Salaries and Benefits | 0 | 1 | 3 | 3 | 3 |
| Supplies, materials and equipment | 0 | 5 | 10 | 11 | 11 |
| Purchased Services | 0 | 118 | 244 | 251 | 258 |
| Insurance | 0 | 3 | 7 | 7 | 8 |
| Legal | 0 | 2 | 4 | 4 | 4 |
| Minor Capital | 0 | 0 | 10 | 10 | 11 |
| Subtotal | 0 | 130 | 278 | 286 | 295 |
| Debt Servicing costs | 0 | 85 | 209 | 209 | 209 |
| Total annual expenditures | 0 | 215 | 487 | 495 | 504 |
| Annual Surplus/(Deficit) | 0 | 13 | 3 | 3 | 4 |

Please recycle!

- **BYLAWS** -

- **January 30, 2012** -

| | |
|--|---|
| By-law Number (2012)-19327 A by-law to amend By-law Number (2008)-18656 with respect to the appointment of persons serving as By-law Enforcement Officers for the City of Guelph. (to add Carberry) | To appoint persons serving as By-law Enforcement Officers. |
| By-law Number (2012)-19328 A by-law to authorize the execution of a Partial Release of Development Covenants and Restrictions with respect to Part of Lot 9, Concession 1, Division "B", designated as Parts 28 to 33 inclusive, Reference Plan 61R647, City of Guelph. | To execute a partial release of development covenants and restrictions as conditions have been met to the satisfaction of the City. |
| By-law Number (2012)-19329 A by-law to provide for an interim tax levy and to provide for the payment of taxes. | To provide an interim tax levy and payment of taxes for 2012. |
| By-law Number (2012)-19330 A by-law to impose user fees or charges for services or activities relating to Community & Social Services, Operations & Transit Services, Corporate and Human Services, Finance, Planning & Building, Engineering & Environment Services, Emergency Services, and Economic Development & Tourism and to adopt Municipal Code Amendment #461 which amends Chapter #303 to the City of Guelph Municipal Code. | To impose user fees or charges as approved by Council. |
| By-law Number (2012)-19331 A by-law to authorize the conveyance of an Easement in favour of Guelph Hydro Electric Systems Inc. over Part of Block 3, Plan 61M176, designated as Parts 20 and 21, Reference Plan 61R11782, City of Guelph. | To authorize the conveyance of an easement with respect Hanlon Creek Business Park, Phase 2 – Guelph Land Holdings. |
| By-law Number (2012)-19332 A by-law to remove: | To remove land from part lot control to create 4 separate parcels for semi- |

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| <p>Lot 10, Plan 61M167, designated as Parts 13 and 14, Reference Plan 61R11603;</p> <p>Lot 15, Plan 61M167, designated as Parts 3 and 4, Reference Plan 61R11603 in the City of Guelph from Part Lot Control. (71, 73, 91 and 93 Curzon Cres.)</p> | <p>detached dwellings to be known municipally as 71, 73, 91 and 93 Curzon Cres.</p> |
| <p>By-law Number (2012)-19333</p> <p>A by-law to remove:</p> <p>Lot 2, Plan 61M170, designated as Parts 57 and 58, Reference Plan 61R11686;</p> <p>Lot 6, Plan 61M170, designated as Parts 65 and 66, Reference Plan 61R11686;</p> <p>Part of Block 12, Plan 61M170, designated as Parts 1 through 34 inclusive, Reference Plan 6R11686 in the City of Guelph from Part Lot Control. (2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26 and 28, 52, 54, 68, 70 Couling Cres.)</p> | <p>To remove land from part lot control to create 4 separate parcels for semi-detached dwellings and 2 separate 7 unit on-street townhouse blocks to be known municipally as 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26 and 28, 52, 54, 68, 70 Couling Cres.</p> |