

CITY COUNCIL AGENDA



Council Chambers, Guelph City Hall, 1 Carden Street

DATE February 23, 2015 – 7:00 p.m.

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

**O Canada
Silent Prayer
Disclosure of Pecuniary Interest and General Nature Thereof**

PRESENTATION

a) None

CONFIRMATION OF MINUTES (Councillor Billings)

1. *That the minutes of the Council Meetings held December 8 and 15, 2014 and January 19, 21, 26 and 28, 2015 and the minutes of the Closed Meeting of Council held January 26, 2015 be confirmed as recorded and without being read.*
2. *That the minutes of the Striking Committee and the Closed minutes of the Striking Committee held December 8, 2014 be confirmed as recorded and without being read.*
3. *That the closed minutes of Council meeting as the Shareholder of Guelph Junction Railway and Guelph Municipal Holdings Inc. held December 15, 2014 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:

Audit Committee			
Item	City Presentation	Delegations	To be Extracted
AUD-2015.2 2015 Audit Committee Work			

Plan			
------	--	--	--

Adoption of balance of Audit Committee First Consent Report - Councillor, Chair Wettstein

Infrastructure, Development & Enterprise Committee			
Item	City Presentation	Delegations	To be Extracted
IDE-2015.1 Sign By-law Variances – 5 Gordon Street			
IDE-2015.2 Sign By-law Variances – 80 Stone Road West			
IDE-2015.3 Sign By-law Variances – 400 Speedvale Avenue East			

Adoption of balance of Infrastructure, Development & Enterprise Committee First Consent Report – Councillor Bell, Chair

Public Services Committee			
Item	City Presentation	Delegations	To be Extracted
PS-2015.1 Emergency Response Plan and Emergency Management Program			
PS-2015.2 Revised Tourism Advisory Committee Terms of Reference			

Adoption of balance of Public Services Committee First Consent Report – Councillor Downer, Chair

Council Internal Auditor			
Item	City Presentation	Delegations	To be Extracted
IA-2015.1 Print Room Audit Report	<ul style="list-style-type: none"> Loretta Alonzo, Internal Auditor 		✓
IA-2015.2 Print Room Audit Management Response	<ul style="list-style-type: none"> Stephen O’Brien, City Clerk 		✓

Adoption of balance of Internal Auditor's First Consent Report -

Council Consent Agenda			
Item	City Presentation	Delegations	To be Extracted
CON-2015.6 Proposed Demolition of 23 Aberdeen Street, Ward 3			
CON-2015.7 Proposed Demolition of 1405 Gordon Street, Ward 6			

Adoption of balance of the Council Consent Agenda – Councillor

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:

- Audit Committee – Councillor Wettstein
- Infrastructure, Development & Enterprise Committee – Councillor Bell
- Public Services Committee– Councillor Council Downer
- Council Internal Auditor
- Consent – Mayor Guthrie

SPECIAL RESOLUTIONS

a) Councillor Allt's motion for which notice was given February 9, 2015:

That the following motion be referred to the Infrastructure, Development & Enterprise Committee for their consideration and report back to Council:

1. That the City of Guelph affirm its support for the reinstatement of the long form census.
2. That this resolution be forwarded to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), the Large Urban Mayors Caucus of Ontario (LUMCO) and the Minister of Industry.

-
- b) Councillor Van Hellemond's motion for which notice was given February 9, 2015:

That Council reconsider the motion of December 15, 2014 to refer the Trail Master Plan, encompassing the redevelopment of the GRCA property around the Hanlon Creek to include new trail sections and the underpass at the new Speedvale Avenue bridge over the Speed River, and consideration of funding assistance from FCM's "Green Municipal Fund" to this regard, to the Public Services Committee for consideration.

If this reconsideration motion passes, the following motion will be considered.

That the Trail Master Plan encompassing the redevelopment of the GRCA property around the Hanlon Creek to include a new trail sections and the underpass at the new Speedvale Avenue bridge over the Speed River, and consideration of funding assistance from FCM's "Green Municipal Fund" to this regard, be referred to the Public Services Committee for consideration.

- c) Mayor Guthrie's motion for which notice was given December 15, 2014:

That the following be referred to the Corporate Services Committee:

That Recommendations be brought back to Council on:

1. Define rate of inflation and a recommended index; and
2. Present options for a revised predictable formula and/or strategies aligned to achieve that rate of inflation.

BY-LAWS

Resolution – Adoption of By-laws (Councillor Downer)

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



**Minutes of Guelph City Council
Meeting as the Striking Committee
Held in the Council Chambers, Guelph City Hall on
Monday, December 8, 2014 at 5:30 p.m.**

Attendance

Council: Mayor Guthrie
Councillor P. Allt
Councillor B. Bell
Councillor C. Billings
Councillor C. Downer
Councillor D. Gibson
Councillor J. Gordon

Councillor J. Hofland
Councillor M. MacKinnon
Councillor L. Piper
Councillor M. Salisbury
Councillor A. Van Hellemond
Councillor K. Wettstein

Staff: Ms. A. Pappert, Chief Administrative Officer
Mr. M. Amorosi, Deputy Chief Administrative Officer, Corporate Services
Mr. A. Horsman, Deputy Chief Administrative Officer, Public Services
Mr. D. Thomson, Deputy Chief Administrative Officer, Infrastructure, Development & Enterprise
Ms. T. Agnello, Deputy City Clerk
Ms. D. Black, Council Committee Coordinator

Call to Order (5:30 p.m.)

Mayor Guthrie called the meeting to order.

Declaration of Office of Councillor Salisbury

Ms. T. Agnello, Deputy City Clerk administered the Declaration of Office to Councillor Salisbury.

Disclosure of Pecuniary Interest and General Nature Thereof

There was no disclosure.

Realignment/Composition of Standing Committees to Council, Approval of 2015 Council/Committee Calendar, and 2014-2015 Appointment of Standing Committee Chairs

There was discussion regarding the timing of releasing tentative meeting dates, the feasibility of changing the time the Standing Committees meet and the feasibility of moving the June 8, 2015 Council meeting to June 9, 2015 to accommodate council members attending the FCM conference.

Mr. M. Amorosi, Deputy CAO, Corporate Services, advised Council of proposed changes to the January and February meetings in the 2015 Council/Committee calendar.

Main Motion

1. Moved by Councillor Hofland
Seconded by Councillor Bell

1. a) That the following standing committees be established, comprised of five (5) members of Council , one of which will be the Mayor:
 - Corporate Services Committee
 - Infrastructure, Development and Enterprise Committee
 - Public Services Committee
 - b) That the Audit Committee be comprised of five (5) members of Council, one of which will be the Mayor.
 - c) That the following Standing Committees be comprised of the Chairs of the Audit Committee, the Corporate Services Committee, the Infrastructure, Development and Enterprise Committee, the Public Services Committee and the Mayor, and be chaired by the Mayor:
 - Governance
 - Nominating
 - d) That the City's Procedural by-law, the Standing Committee Terms of Reference, and any other documents referring to the City's standing committees be amended accordingly.
2. That the 2015 Council and Standing Committee calendar of meetings be approved.

First Amendment

2. Moved by Councillor Billings
Seconded by Councillor Hofland

That the 2015 Council and standing Committee calendar of meetings be approved as amended to change the January 26, 2015 Council Budget meeting to a Council training and education session on Labour Relations and to include two tentative special Council meetings one on February 5, 2015 and one on February 10, 2015 for a Council orientation session and a training and education session on Enterprise and Economic Development.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Main Motion as Amended

3. Moved by Councillor Hofland
Seconded by Councillor Bell
1. a) That the following standing committees be established, comprised of five (5) members of Council , one of which will be the Mayor:
 - Corporate Services Committee
 - Infrastructure, Development and Enterprise Committee
 - Public Services Committee

b) That the Audit Committee be comprised of five (5) members of Council, one of which will be the Mayor.

c) That the following Standing Committees be comprised of the Chairs of the Audit Committee, the Corporate Services Committee, the Infrastructure, Development and Enterprise Committee, the Public Services Committee and the Mayor, and be chaired by the Mayor:

Governance
Nominating

d) That the City's Procedural by-law, the Standing Committee Terms of Reference, and any other documents referring to the City's standing committees be amended accordingly.

- 2. That the 2015 Council and standing Committee calendar of meetings be approved as amended to change the January 26, 2015 Council Budget meeting to a Council training and education session on Labour Relations and to include two tentative special Council meetings one on February 5, 2015 and one on February 10, 2015 for a Council orientation session and a training and education session on Enterprise and Economic Development.**

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Audit Committee

4. Moved by Councillor Bell
Seconded by Councillor Hofland

That Councillor Wettstein be appointed as Chair of the Audit Committee for a term ending November 30, 2016.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Corporate Services Committee

5. Moved by Councillor Piper
Seconded by Councillor Salisbury

That Councillor Hofland be appointed as Chair of the Corporate Services Committee for a term ending November 30, 2016.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Infrastructure, Development and Enterprise Committee

6. Moved by Councillor Salisbury
Seconded by Councillor Billings

That Councillor Bell be appointed as Chair of the Infrastructure, Development and Enterprise Committee for a term ending November 30, 2016.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Public Services Committee

7. Moved by Councillor Wettstein
Seconded by Councillor Allt

That Councillor Downer be appointed as Chair of the Public Services Committee for a term ending November 30, 2016.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Striking Committee and Nominating Committee Procedures

Main Motion

8. Moved by Councillor Downer
Seconded by Councillor Piper

That the procedures of the Striking Committee and Nominating Committee be referred to the Governance Committee for review.

First Amendment

9. Moved by Councillor Wettstein
Seconded by Councillor MacKinnon

That staff be directed to arrange and conduct an orientation and training session before the review by the Governance Committee.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Main Motion as Amended

10. Moved by Councillor Downer
Seconded by Councillor Piper

1. That the procedures of the Striking Committee and Nominating Committee be referred to the Governance Committee for review.
2. **That staff be directed to arrange and conduct an orientation and training session before the review by the Governance Committee.**

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Authority to Resolve into a Closed Meeting of Council

11. Moved by Councillor Piper
Seconded by Councillor Gibson

That Council as the Striking Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of *the Municipal Act*, with respect to personal matters about identifiable individuals.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Closed Meeting (6:00 p.m.)

The following matters were considered:

STR-C-2014.01 2015 Citizen Appointments to Various Advisory Boards and Committees

Rise from Closed Meeting (6:55 p.m.)

12. Moved by Councillor Wettstein
Seconded by Councillor Downer

That the Council as Striking Committee rise and report from its Closed Meeting.

CARRIED

Open Meeting (7:00 p.m.)

13. Moved by Councillor Downer
Seconded by Councillor Wettstein

Accessibility Advisory Committee

1. That Mary Grad, Laurie Lanthier, Janice Pearce-Faubert and Jennifer Popkey-Bergen be reappointed to the Accessibility Advisory Committee for a term ending November 30, 2015 or until such time as successors are appointed.
2. That Tanya Davies and Julia Phillips be reappointed to the Accessibility Advisory Committee for a term ending November 30, 2017 or until such time as successors are appointed.
3. That Brad Howcroft, Cathy McCormack, Brooke Sillaby and Melissa Tolton be reappointed to the Accessibility Advisory Committee for a term ending November 30, 2018 or until such time as successors are appointed.
4. That Michael Greer, Sarah Mathison, Malcolm McLeod, Julian Murphy and Ruth Russell be appointed to the Accessibility Advisory Committee for a term ending November 30, 2015 or until such time as successors are appointed.

Committee of Adjustment

1. That Kathy Ash and Bill Birdsell be reappointed to the Committee of Adjustment for a term ending November 30, 2018 or until such time as successors are appointed.
2. That Martin Bosch, Stephen Dykstra, Lise Anne Janis, David Kendrick, and Paul Ross be appointed to the Committee of Adjustment for a term ending November 30, 2015 or until such time as successors are appointed.

Downtown Advisory Committee

1. That Ken Hammill, Tom Lammer, John Leacock, William MacTaggart, Doug Minett, Don O'Leary and Dawn Owen be reappointed to the Downtown Advisory Committee for a term ending November 30, 2018 or until such time as successors are appointed.
2. That Henrietta Coole, Emily Ferguson, Len Kahn and Kristel Manes be appointed to the Downtown Advisory Committee for a term ending November 30, 2015 or until such time as successors are appointed.

Downtown Guelph Business Association

1. That Chris Ahlers, Charles Davidson, Tony diBattista, David Kruse, Tom Lammer, Doug Minett and Mark Rodford be reappointed to the Downtown Guelph Business Association Board of Management for a term ending November 30, 2018 or until such time as successors are appointed.
2. That Marie Furfaro and Alexandra Verge be appointed to the Downtown Guelph Business Association Board of Management for a term ending November 30, 2018 or until such time as successors are appointed.

Economic Development Advisory Committee

1. That Christine Eckert, Peter Kastner, Tom Matulis, Thomas McLaughlin, Richard Puccini and Carol Tyler be reappointed to the Economic Development Advisory Committee for a term ending November 30, 2018 or until such time as successors are appointed.

2. That Jamie Clinch, Kevin McDermott and John Marc Ricke be appointed to the Economic Development Advisory Committee for a term ending November 30, 2015 or until such time as successors are appointed.

Board of Trustees of the Elliott Community

That Stephanie Kibbee and Randall Wilson be reappointed to the Elliott Board of Trustees for a term ending November 30, 2017 or until such time as successors are appointed.

Environmental Advisory Committee

1. That Kelsey McNeill and Yvette Roy be reappointed to the Environmental Advisory Committee for a term ending November 30, 2018 or until such time as successors are appointed.
2. That Shane Jobber, Michael Mosco, Colin Oaks, Hazel Wheeler and Nonita Yap be appointed to the Environmental Advisory Committee for a term ending November 30, 2015 or until such time as successors are appointed.

Guelph Museums Advisory Committee

1. That Joanne Hayter, Linda Kearns, Debra Nash-Chambers, Andrew Ross and Eleanor Ross be reappointed to the Guelph Museums Advisory Committee for a term ending November 30, 2018 or until such time as successors are appointed.
2. That Shannon Coles and Jeremy deWaard be appointed to the Guelph Museums Advisory Committee for a term ending November 30, 2015 or until such time as successors are appointed.

Guelph Police Services Board

That Len Griffiths be reappointed to the Guelph Police Services Board for a term ending November 30, 2018 or until such time as a successor is appointed.

Guelph Public Library Board

1. That Jennifer Mackie be reappointed to the Guelph Public Library Board of Directors for a term ending November 30, 2016 or until such time as a successor is appointed.
2. That Aaron Blair, Getu Hailu, Anne MacKay, Aaron Nonkes, Gertrude Robinson and Katie Saunders be reappointed to the Guelph Public Library Board of Directors for a term ending November 30, 2018 or until such time as successors are appointed.
3. That Lisa Maslove, Chantal Vallis and Eileen Watson be appointed to the Guelph Public Library Board for a term ending November 30, 2018 or until such time as successors are appointed.

Guelph Sports Hall of Fame Board of Directors

1. That Andy Behnan be reappointed to the Guelph Sports Hall of Fame Board of Directors for a term ending November 30, 2015 or until such time as a successor is appointed.
2. That Will Lensson be reappointed to the Guelph Sports Hall of Fame Board of Directors for a term ending November 30, 2017 or until such time as successors are appointed.

3. That Carolyn Lee, Andrew Maloney, Wayne Mizen and Sandra Pitts be reappointed to the Guelph Sports Hall of Fame Board of Directors for a term ending November 30, 2018 or until such time as successors are appointed.
4. That Michael Sharpe be appointed to the Guelph Sports Hall of Fame Board of Directors for a term ending November 30, 2015 or until such time as a successor is appointed.

Macdonald Stewart Art Centre Board of Directors

1. That Tanya Lonsdale be reappointed to the MacDonald Stewart Art Centre Board of Directors for a term ending November 30, 2016 or until such time as a successor is appointed.
2. That Timothy Dewhirst be appointed to the Mac Donald Stewart Art Centre Board of Directors for a term ending November 30, 2016 or until such time as a successor is appointed.

Municipal Property & Building Commemorative Naming Committee

That Jason Smith and Enrico Stradiotto be reappointed to the Municipal Property & Building Commemorative Naming Committee for a term ending November 30, 2018 or until such time as a successor is appointed.

Organic Waste Processing Facility Public Liaison Committee

1. That Larry Conrad, Tim Fisher, Mike Fortin, Karyn Hogan, Ken Spira and Donna Sunter be reappointed to the Organic Waste Processing Facility Public Liaison Committee for a term ending November 30, 2018 or until such time as successors are appointed.
2. That Brajesh Dubey be appointed to the Organic Waste Processing Facility Public Liaison Committee for a term ending November 30, 2015 or until such time as a successor is appointed.

Property Standards/Fence Viewers Committee

1. That Ryan Gibson, Jon Hebden and Douglas Smith be reappointed to the Property Standards/Fence Viewers Committee for a term ending November 30, 2018 or until such time as successors are appointed.
2. That Bob Foster and Katherine Lammer be appointed to the Property Standards/Fence Viewers Committee for a term ending November 30, 2015 or until such time as successors are appointed.

River Systems Advisory Committee

1. That Jeremy Shute be reappointed to the River Systems Advisory Committee for a term ending November 30, 2016 or until such time as successors are appointed.
2. That Nicola Lower, Ian McCormick, Marietta Pushkar, Ryan VanEngen and Eric Wilson be reappointed to the River Systems Advisory Committee for a term ending November 30, 2018 or until such time as successors are appointed.
3. That Javier Acosta be appointed to the River Systems Advisory Committee for a term ending November 30, 2015 or until such time as a successor is appointed.

Grant Wellbeing Panel

That Kathryn Hoffer and Katherine Lammer be appointed to the Grant Wellbeing Panel for a term ending November 30, 2016 or until such time as successors are appointed.

Heritage Guelph

1. That Christopher Campbell be reappointed to Heritage Guelph for a term ending November 30, 2017 or until such time as successors are appointed.
2. That Tony Berto, Bill Green, Mary Tivy and Daphne Wainman-Wood be reappointed to Heritage Guelph for a term ending November 30, 2018 or until such time as successors are appointed.
3. That Michael Crawley, Bob Foster, D'Arcy McGee, Charles Nixon, Jessica Tivy, Laura Waldie and Uli Walle be appointed to Heritage Guelph for a term ending November 30, 2015 or until such time as successors are appointed.

Public Art Advisory Committee

That Mike Barker, Daniel Harland, Verne Harrison, Nan Hogg, Nicole Neufeld, James Taylor and Sally Wismer be appointed to the Public Art Advisory Committee for a term ending November 30, 2015 or until such time as successors are appointed.

Transit Advisory Committee

1. That Dallas Green and Evelyn Herron be reappointed to the Transit Advisory Committee for a term ending November 30, 2018 or until such time as successors are appointed.
2. That Ryan Delisle, Kathryn Hofer, Patrician Hunter, John Marchese, Alicia Ryzebol, Spencer Sandor and Britney Skelton be appointed to the Transit Advisory Committee for a term ending November 30, 2015 or until such time as successors are appointed.

Water Conservation and Efficiency Public Advisory Committee

1. That Renuka Baral, Louise Cottreau, Mike Darmon, Paul McLennan, Patricia Quackenbush and Hugh Whiteley be reappointed to the Water Conservation and Efficiency Public Advisory Committee for a term ending November 30, 2018 or until such time as successors are appointed.
2. That Kristen Farrell and Bryan Ho Yan be appointed to the Water Conservation and Efficiency Public Advisory Committee for a term ending November 30, 2015 or until such time as a successor is appointed.

Staff Direction

That staff be directed to further recruit applicants to serve on the Environmental Advisory Committee, Guelph Museums Advisory Committee, River Systems Advisory Committee, Tourism Advisory Committee, Grant Wellbeing Panel and any other current vacancies.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Adjournment (7:11 p.m.)

19. Moved by Councillor Guthrie
Seconded by Councillor Furfaro

That the meeting be adjourned.

CARRIED

Minutes to be confirmed on February 23, 2015.

Mayor Guthrie

Tina Agnello Deputy Clerk



**Minutes of Guelph City Council
Held in the Council Chambers, Guelph City Hall on
Monday, December 8, 2014 at 7:00 p.m.**

Attendance

Council: Mayor Guthrie
Councillor P. Allt
Councillor B. Bell
Councillor C. Billings
Councillor C. Downer
Councillor D. Gibson
Councillor J. Gordon
Councillor J. Hofland
Councillor M. MacKinnon
Councillor L. Piper
Councillor M. Salisbury
Councillor A. Van Hellemond
Councillor K. Wettstein

Staff: Mr. A. Horsman, Deputy Chief Administrative Officer, Infrastructure, Development & Enterprise
Mr. T. Salter, General Manager, Planning Services
Ms. S. Kirkwood, Manager of Development Planning
Ms. M. Aldunate, Manager of Policy Planning and Urban Design
Ms. T. Agnello, Deputy City Clerk
Ms. D. Black, Council Committee Coordinator

Open Meeting (7:12 p.m.)

Mayor Guthrie called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

Councillor Allt declared a pecuniary interest regarding 360 Woolwich Street and 15 Mont Street Proposed Zoning By-law Amendment (ZC1407) as he lives in the neighbourhood and did not speak or vote on the matter.

Declaration of Office

Mayor Guthrie acknowledged Councillor Salisbury's Declaration of Office administered at the Council Striking Committee meeting held at 5:30 p.m. and presented him with a Council pin.

Council Consent Agenda

The following items were extracted:

- CON-2014.60 144 Watson Road North: Proposed Zoning By-law Amendment (File: ZC1313) – Ward 1**
 - CON-2014.61 78 Starwood Drive: Proposed Zoning By-law Amendment (File: ZC1315) – Ward 1**
 - CON-2014.62 170 to 178 Elizabeth Street: Proposed Zoning By-law Amendment (File: ZC1410) – Ward 1**
 - CON-2014.63 781 Victoria Road South (formerly 50 Stone Road East): Proposed Official Plan Amendment and Zoning By-law Amendment (File: OP1301/ZC1304) – Ward 5**
-

Balance of Council Consent Items

1. Moved by Councillor Piper
Seconded by Councillor Hofland

That the balance of the December 8, 2014 Consent Agenda as identified below, be adopted:

CON-2014.64 1750 Gordon Street: Application for Site Plan Approval for a Temporary Real Estate Sales Office/Trailer in a Mixed Use Commercial Development (File: SP14A056) – Ward 6

1. That Report 14-71 regarding an application for Site Plan Approval submitted by Reid's Heritage Homes Ltd. on behalf of Loblaw Properties Limited proposing a temporary real estate sales office/trailer on the lands municipally known as 1750 Gordon Street, and legally described as Part of Block 64, Plan 61M-65, from Infrastructure, Development and Enterprise dated December 8, 2014, be received.
2. That approval authority for a site plan application submitted by Reid's Heritage Homes Ltd. on behalf of Loblaw Properties Limited proposing a temporary real estate sales office/trailer to be located on a vacant portion of an existing mixed use commercial development on the lands municipally known as 1750 Gordon Street, and legally described as Part of Block 64, Plan 61M-65, be given to the General Manager of Planning Services, subject to resolving the technical issues set out in Attachment 2 of Infrastructure, Development and Enterprise Report 14-71, dated December 8, 2014 to the satisfaction of the General Manager of Planning Services.

CON-2014.65 50 Law Drive: Proposed Zoning By-law Amendment (File: ZC1404) – Ward 1

1. That the application by Dunmill Homes Inc. for approval of a Zoning By-law Amendment from the UR (Urban Reserve) Zone from the UR and R.2-6 zones to the R.1B and R.1C (Single Detached Residential) Zones to permit the development of five (5) single detached dwellings at the property municipally known as 50 Law Drive and legally described as Block 220, 61M-18M & Part Lot 16, Plan 468 Designated As Part 1, 61R-11219 Except Part 1, 61R-11967, City of Guelph, be approved in accordance with the zoning regulations and conditions outlined in Attachment 2 of Infrastructure, Development and Enterprise Report 14-68, dated December 8, 2014.
2. That in accordance with Section 34(17) of the Planning Act, City Council has determined that no further public notice is required related to the minor modifications to the proposed Zoning By-law Amendment affecting 50 Law Drive.

CON-2014.66 95 Couling Crescent: Proposed Zoning By-law Amendment (File: ZC1409) – Ward 2

That the application by Van Harten Surveying Inc., on behalf of Granite Homes Guelph Inc. for approval of a Zoning By-law Amendment from the R.1C (Residential Single Detached) Zone to the R.2 (Residential Semi-Detached/Duplex) Zone to permit the development of a semi-detached dwelling on the property municipally known as 95 Couling Crescent and legally described as Lot 34, Registered Plan 61M-184, City of Guelph, be approved in accordance with

the zoning regulations and conditions outlined in Attachment 2 of Infrastructure, Development and Enterprise Report 14-67, dated December 8, 2014.

**CON-2014.67 300 Grange Road: Request for an Extension of Draft Plan Approval
(File: 23T07505) – Ward 1**

That the application for an extension to the Draft Plan Approval of the subdivision at 300 Grange Road (23T-07505) applying to lands legally described as Part Lot 6 and 7, Registered Plan 53, Division "C", City of Guelph, be approved for a five (5) year period to an extended lapsing date of December 8, 2019, subject to the conditions contained in Attachment 4 of the Infrastructure, Development and Enterprise Report 14-60, dated December 8, 2014.

CON-2014.68 Proposed Demolition of 2 Deerpath Drive – Ward 4

1. That Report 14-70 regarding the proposed demolition of one (1) single detached dwelling at 2 Deerpath Drive, legally described as Plan 866, Lot 44; City of Guelph, from Infrastructure, Development and Enterprise dated December 8, 2014, be received.
2. That the proposed demolition of one (1) detached dwelling at 2 Deerpath Drive be approved.
3. That the applicant be requested to erect protective fencing at one (1) metre from the dripline of any existing trees on the property or on adjacent properties which can be preserved prior to commencement of demolition.
4. That the applicant be requested to contact the General Manager of Solid Waste Resources, within Infrastructure, Development and Enterprise regarding options for the salvage or recycling of all demolition materials.

CON-2014.69 Proposed Demolition of 1511 Gordon Street – Ward 6

1. That Report 14-72 regarding the proposed demolition of one (1) single detached dwelling at 1511 Gordon Street, legally described as Plan 508, Part Lot 1; City of Guelph, from Infrastructure, Development and Enterprise dated December 8, 2014, be received.
2. That the proposed demolition of one (1) detached dwelling at 1511 Gordon Street be approved.
3. That the applicant be requested to erect protective fencing at one (1) metre from the dripline of any existing trees on the property or on adjacent properties which can be preserved prior to commencement of demolition and maintained fencing during demolition.
4. That the applicant be requested to contact the General Manager of Solid Waste Resources, within Infrastructure, Development and Enterprise regarding options for the salvage or recycling of all demolition materials.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Planning Public Meeting

Mayor Guthrie announced that in accordance with The Planning Act, Council is now in a public meeting for the purpose of informing the public of various planning matters. The Mayor asked if there were any delegations in attendance with respect to the planning matters listed on the agenda.

360 Woolwich Street and 15 Mont Street Proposed Zoning By-law Amendment (ZC1407) – Ward 3

Ms. Katie Nasswetter, Senior Development Planner advised the applicant is requesting to rezone the site from Single Detached Residential and Office Residential to a specialized Office Residential zone to permit the development of an addition on the back that would consist of eight live-work apartment units. The exemptions requested include a reduction in parking spaces and building setbacks. She explained specialized zoning and the live-work definition and advised it will be reviewed as it pertains to this development. She noted that the outside staircases forming part of the building face will be determined as well as the office-living components.

Mr. David McAuley, applicant, provided details of the environmentally sustainable design. He explained the target market is the older generation looking to downsize and wishing to work from home. The units will be 600-900 square feet and residents would have access to the office space so fewer vehicles needed. He believes the development is viable for several types of businesses. He does not anticipate the stairwell being used as a main access.

Council made inquiries regarding the reduced parking numbers, snow removal and waste management.

Mr. Ian Connelly, a neighbourhood resident, believes the proposed number of setback exemptions proves the development is too large. He raised concerns about street safety and the increased risk factors the live-work units would create. He is concerned that the sundeck will provide a direct view into his bedrooms. He also noted the negative effects the shadowing and parking lot will create for the trees and other plant life in the surrounding yards.

Ms. Stephanie Connelly, neighbor, raised privacy issues and noted that the balcony will overlook their bedrooms and bathroom and restrict their privacy – especially since the driveway would run parallel to their house. She believes that noise will also be an issue due to the building proximity. She requested no windows from this development face their property.

Mr. John Prescott, neighbourhood resident, raised concerns about parking and snow removal due to space constraints. He noted the numerous setback exemptions are required because the proposed building is too massive. He believes the specialized office residential zoning will lead to future commercial spaces and the proposal is inconsistent with the current streetscape due to the size and metal staircase. He noted traffic will be an issue and there is no guarantee residents will work there.

Ms. Shirley Hoffman, neighbourhood resident, believes the building is too big and it will deprive them of morning sunshine most of the year resulting in a loss of trees. The proximity of the buildings will create issues from melting snow, ice and rain overflow. She noted snow removal will also be a hazard due to loss of sight lines on the street. She stated that vehicles delivering to that property are already using her driveway and more units will create a bigger issue.

Mr. Robert Blakeney, Transition Guelph, supports the proposal and stated live-work is a positive development. He explained that a passive house refers to a low energy building approach that would rely on south facing windows, super insulation, overhangs and landscape to block overheating in summer and reducing heating demand by 90% and overall 75% less than a traditional home and this project would be the first passive home in Guelph.

Ms. Justine Dainard, a community member, supports the proposal. She stated the scale of the building is low enough, it meets the Places to Grow legislation and the proposed mixed use will encourage residents to stay and take pride in ownership.

Ms. Maggie Laidlaw, a neighbourhood resident, supports the proposal because it would increase live-work alternatives and provide a better quality of life option for seniors interested in staying within the neighbourhood. She stated condominiums are increasing in popularity and more development in residential areas could mean fewer high rise buildings. She believes this is an innovative development and not any higher than the surrounding buildings. She does not believe the driveway will be too busy, nor will there be too much noise since there will be seniors and mature adults living on the property. She stated that the owner has purposely put the residential units on Mont and the business unit kept on Woolwich where there is available parking. She believes passive homes are a positive step and supports the application.

Ms. Holly Dolan, a neighbourhood resident, opposes the development because she believes the office residential zoning commercial uses would encroach on the established neighbourhood and diminish the character. She stated that the building is an apartment and does not believe it fits the live-work definition, but is a tactic to avoid certain regulations. She believes that if the property is zoned to office residential then the City would not have control of future uses. She does not concur that the property is environmentally friendly due to the proposed destruction of mature trees and the parking lot replacing green space. She raised safety concerns related to on-street parking. She would like Council to refuse the application because it is too big, too dense, increases safety risks and is not compatible with the existing streetscape. She believes the property can be developed in a sustainable manner but should be done within the existing zoning.

Ms. Flora Laird, neighbourhood resident, opposes the application because she believes there should only be a duplex or triplex and the building should be designed to fit the current residential status. She requested more information surrounding live-work guidelines. She advised the neighbourhood is established and changes over the years have been small in nature. She stated this development will negatively impact many on Mont Street and only benefit the owner of the property and believes the development would be better suited where the appropriate zoning already exists.

Mr. Ben Barclay, a sustainability consultant, supports the project and believes it is a great development to mitigate climate change. He noted that there will be energy savings and the project will be an example to others.

Mr. Aaron Sawchuk was not present.

Mr. Todd Gillis, neighbourhood resident, advised there are a number of young children on the street and he is concerned about the increased safety risks resulting from the increased traffic and parking on Mont Street. He believes the building will dwarf the existing houses and change the overall appearance and character of the street. He noted that zoning regulations are in

place to protect the community, so the large number of exemptions required for this property should not be granted.

Mr. Lawrence Murphy, a Mont Street resident, believes this development will lead to radical transformations in the future because others businesses could move in. He does not believe the property should be rezoned to accommodate this development. He believes the real issues are being overlooked because the proposed development is environmentally friendly.

Ms. Laura Murr, Guelph resident, supports the passive nature of the development but not the size of it. She is concerned about the City's shrinking tree canopy and noted that eight mature trees are slated for removal and it would take twenty-five years or more for younger replacement trees to provide the same benefits. She raised the issue of protecting property boundary trees and urged the City to be familiar with the legislation before proceeding.

Council discussion raised the issue of preventing future encroachment onto Mont Street and Council requested a picture to definitively show the effects of the overhang over the driveway. Council would also require further information regarding the access/egress to the parking lot.

2. Moved by Councillor Hofland
Seconded by Councillor Salisbury

That Report 14-69 regarding a proposed Zoning By-law Amendment application (File ZC1407) by David J. McCauley to permit an additional seven residential apartment units to the properties known as 360 Woolwich Street and 15 Mont Street and legally described as Part of Lots 12 and 13, Registered Plan 38, as in ROS567858; together with easement WC149276 on Part of Lot 12, Registered Plan 38, designated as Part 3, Reference Plan 61R10320; and Lot 17, Registered Plan 38, save and except Part 1, 61R4491, City of Guelph, from Infrastructure, Development and Enterprise dated December 8, 2014, be received.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, and Wettstein (11)

VOTING AGAINST: Councillor Van Hellemond (1)

Councillor Allt left his seat for the duration of discussion and did not vote on the matter.

CARRIED

The meeting recessed at 9:45 and resumed at 9:50 p.m.

1511-1517 Gordon Street & 15 Lowes Road: Proposed Official Plan Amendment & Zoning By-law Amendment (File:OP1402/ZC1408) – Ward 2

Mr. Michael Wittmer, Development & Urban Design Planner, advised the applicant is requesting to change the Official Plan and zoning of the property from Residential Single Detached to a Specialized Commercial Residential Zone/Mixed Office Commercial with additional uses to permit a pharmacy, live-work units, retail establishment and bake shop. The exceptions would be to use a blended off-street parking ration; restrict office uses to the second floor only, a maximum of one take out restaurant be permitted with a maximum floor area of 140m², a minimum front and exterior side yard of one meter and maximum gross floor area of 1,7770m²

Ms. Astrid Clos, on behalf of the site owners, advised they wish to bring the Official Plan and zoning into compliance with the newly adopted OPA48. The owner has confirmed he has no objection to the fence request along the property line provided it can be compliant with City regulations.

3. Moved by Councillor Billings
Seconded by Councillor Allt

That Report 14-66 regarding an Official Plan Amendment and Zoning By-law Amendment application (File OP1402/ZC1408) by Astrid J. Clos Planning Consultants on behalf of 2320339 Ontario Inc. to permit a mixed office/commercial development at 1511-1517 Gordon Street and 15 Lowes Road, legally described as Lots 1 and 2, Registered Plan 508 (Geographic Township of Puslinch), City of Guelph, County of Wellington from Infrastructure, Development and Enterprise dated December 8, 2014, be received.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

132 Harts Lane West: Proposed Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment (File: 23T14502/OPA1401/ZC1406) – Ward 1

Mr. Chris DeVriendt, Senior Development Planner, advised the applicant is requesting to subdivide the subject property to include a total of 316 residential units, consisting of 115 single detached dwellings, 4 semi-detached dwellings, 43 cluster townhouse units, and 153 apartment units. The existing farmhouse is proposed to be kept. A park block and stormwater management block, and large open space block corresponding with wetland area are also included within the draft plan. It does not include pedestrian access to Hart's Lane. A site specific amendment has been requested to allow a maximum density of 150 units for the apartment block and to move from Urban Reserve to various residential zoning to permit single detached, semi-detached, cluster townhouse units. He also provided clarification of the road connections and trail connections and advised the cul-de-sac would provide a turnaround at the end of Harts Lane and confirmed that the apartment building could be up to ten stories.

Mr. Andrew Lambden, applicant, advised they are committed to EnergyStar level of built homes, and they have already cleaned up the property and have established an organic tree farm. They have designed a nesting habitat for nesting swallows also. The 150 year old Hart Farmhouse will be restored and they will build similar homes to those on Carrington Drive. They have also collaborated with the safe design council to provide a safe neighbourhood.

The question was raised regarding the feasibility of moving the apartment building closer to the arterial roads.

Ms. Astrid Clos, on behalf of the applicant, advised the medium density area is located by the townhouses, and the common amenity area is located between the apartment and farmhouse to provide space. The design has been established with compatibility with existing neighbours in mind and the apartment is located where the elevation is five meters lower than the rest of the property. She addressed the density numbers and noted that the park lot will also act as a buffer between the apartment and other housing. She noted that 16% of the development is proposed to be included for protection of wetland and buffer of wetland and are hopeful that

the road connection to Kortright Road will have right in, right out for the condominium plan only. She confirmed that the GRCA and EAC have been involved with the plans in order to protect the wetlands. She confirmed that Heritage Guelph recommends Harts Lane should only be pedestrian access to a trail and the GRCA have no objections.

Discussion ensued regarding transportation access, the fronting of the townhouses, trail connections and a request for an elevation cross section of apartment building.

The applicant confirmed that a traffic study was conducted and the overall trip generation does not pass the signal warrant analysis criteria to require a traffic light nor a left turn lane at the Rodgers/Rickson intersection.

Mr. Brett Walkling, a resident abutting the proposed subdivision, is concerned with the apartment becoming student rentals.

4. Moved by Councillor Hofland
Seconded by Councillor Piper

That the procedural by-law be suspended to extend the meeting beyond 11:00 p.m.

CARRIED

Ms. Laura Murr, Guelph resident, raised concern for the Hanlon Creek wetlands and tree canopy due to the closeness of the swales and storm water management to the wetland boundary. She believes species are being endangered and the number of trees being cut is concerning. She advised the tree canopy needs to be protected and not just native trees. She was also concerned about the apartment lighting and shadowing affecting wildlife.

Dr. Hugh Whiteley, Guelph resident, raised concerns regarding protecting the wetlands and fish life. He stated the buffers need to be firm, recharge needs to be monitored and maintained and a salt control plan needs to be addressed.

5. Moved by Councillor Hofland
Seconded by Councillor Billings

That Report 14-61 regarding proposed Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment applications (File: 23T14502 / OP1401 / ZC1406) by Astrid J. Clos Planning Consultants on behalf of Terra View Custom Homes Ltd. to permit a residential subdivision at 132 Harts Lane West, legally described as Part of Lot 4, Concession 7 (formerly Township of Puslinch), municipally known as 132 Harts Lane, City of Guelph, from Infrastructure, Development and Enterprise dated December 8, 2014, be received.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

CONSENT

**CON-2014.62 170 to 178 Elizabeth Street: Proposed Zoning By-law Amendment
(File: ZC1410) – Ward 1**

Staff confirmed that accessory apartments will be part of the development and accessory exits have been instituted. A site plan has been submitted and they will recess the entrance to accessory apartments. The issue of compatibility with the streetscape and parking was also raised and that will be addressed at the site plan approval stage.

6. Moved by Councillor Wettstein
Seconded by Councillor Billings

1. That the application by Van Harten Surveying Inc., on behalf of Jennifer Hunter, Taylor McDaniel and Clark McDaniel for approval of a Zoning By-law Amendment to change the zoning from the "Specialized Residential Single Detached" (R.1B-10) Zone to a "Specialized Residential Single Detached" Zone (R.1D-?) to permit the development of five (5) single detached dwellings on the property municipally known as 170 to 178 Elizabeth Street, legally described as Part of Lots 5, 6 and 7 on Registered Plan 263, be approved in accordance with the zoning regulations and conditions outlined in Attachment 2 of Infrastructure, Development and Enterprise Report 14-64, dated December 8, 2014; and,
2. That in accordance with Section 34(17) of the Planning Act, City Council has determined that no further public notice is required related to the minor modifications to the proposed Zoning By-law Amendment affecting 170 to 178 Elizabeth Street.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)
VOTING AGAINST: (0)

CARRIED

144 Watson Road North: Proposed Zoning By-law Amendment (File: ZC1313) – Ward 1

Mr. Kyle Bittmann, applicant, advised he was present to address any questions that Council may have.

Ms. Karolyne Pickett, east end resident, raised concerns about the lack of commercial and retail services and the lack of walkability to resources. She stated that the lack of nearby commercial and retail services contributes to the lack of neighbor interaction, employment opportunities, and increases pollution because everyone has to drive to services. She advised she submitted a petition with over 400 signatures requesting Council to refuse the residential zoning and requested commercial space.

7. Moved by Councillor Allt
Seconded by Councillor Piper

That the rules of procedure be suspended to allow the meeting to go beyond midnight.

CARRIED

Staff clarified the details of the mixed use node in the area.

8. Moved by Councillor Hofland
Seconded by Councillor Bell

That the application by Coletara Development for approval of a Zoning By-law Amendment from the CC-15 (H) Zone and FL Zone, to a specialized R.4B-?? Zone to permit the development of approximately 133 residential apartment units at the property municipally known as 144 Watson Road North and legally described as Part Lot 5, Concession 3, Division C (formerly Guelph Township), designated as Part 2, Reference Plan 61R-10049, City of Guelph, be approved in accordance with the zoning regulations and conditions outlined in Attachment 2 of Infrastructure, Development and Enterprise Report 14-65 dated December 8, 2014.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

78 Starwood Drive: Proposed Zoning By-law Amendment (File: ZC1315) – Ward 1

Ms. Sue Rietschin, on behalf of GUFF (Guelph Urban Forest Friends), raised concerns regarding the 30m buffer being changed to range from 15 to 30 metres. She noted that thirteen mature trees would be saved if the 30 meter buffer is retained. She requested the application be deferred.

Mr. Kyle Bittman, Coleterra Development, advised their design process has been undertaken with OPA42 in mind despite it not being binding. He stated that no buildings or impervious structures will be within the 30 meter buffer.

Dr. Hugh Whiteley, Guelph resident, stated the application should not be approved but deferred until issues are resolved. He believes OPA42 is in effect and this application does not comply. He asked Council to give consideration to the coldwater stream water issue and salt control plan issue.

Staff advised that there will be a restoration zone and the soil is already disturbed. The project has been reviewed by the Environmental Advisory Committee (EAC), the Grand River Conservation Authority (GRCA) and City staff. The shortfall of parking is justified through the mixed use categorization. Staff assured Council that Clythe Creek will be protected. The salt management control plan will be addressed during the site plan approval process.

9. Moved by Councillor Allt
Seconded by Councillor Bell

1. That the application by Coletara Development for approval of a Zoning By-law Amendment from the B.1 (Industrial) Zone and UR (Urban Reserve) Zone to the R.4B-? (Specialized High Density Residential) Zone, R.4B-? (H) (Specialized High Density Residential) Holding Zone, and R.1D (H) (Single Detached Residential) Holding Zone to permit the development of approximately 405 residential apartment units and ground level commercial uses along Starwood Drive in five (5) buildings at the property municipally known as 78 Starwood Drive and legally described as Part of Lots 4 and 5, Concession 3, Division C, Township of Guelph, Being Parts 11 and 14, 61R-7989, City of Guelph, be approved in accordance with the zoning regulations and conditions outlined in Attachment 2 of Infrastructure, Development and Enterprise Report 14-63 dated December 8, 2014.

2. That in accordance with Section 34(17) of the Planning Act, City Council has determined that no further public notice is required related to the minor modifications to the proposed Zoning By-law Amendment affecting 78 Starwood Drive.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Gibson, Gordon, Hofland, Piper, Salisbury, Van Hellemond and Wettstein (11)

VOTING AGAINST: Councillors Downer and MacKinnon (2)

CARRIED

781 Victoria Road South (formerly 50 Stone Road East): Proposed Official Plan Amendment and Zoning By-law Amendment (File:OP1301/ZC1304) – Ward 5

Mr. John Ambrose, GUFF, raised concerns regarding the buffers and protection of the natural habitat and requested Council to reject the development.

Ms. Jessica Eusebio, Wellington Water Watchers, raised concerns for the groundwater protection and asked that a deferral be made until a comprehensive study could be completed.

Ms. Lin Grist was not present.

Ms. Laura Murr, raised concerns regarding the woodlot, and natural heritage.

Ms. Krista Walkey, Stantec, on behalf of Reid's Heritage Homes and the University of Guelph, advised they have worked with EAC and have met the more than 10m setback requirement. She advised they have worked with GRCA, EAC and City staff to address technical issues and they have already reduced the development area from 3 hectares originally submitted to 1.27 hectares.

Discussion confirmed that the necessary water studies have been completed, the road is sufficient for garbage collection, snow removal, and turnaround of vehicles. It was noted that the stormwater management system is above the water table and there is infiltration across the property, not just at the bottom.

Dr. Hugh. Whiteley, Guelph resident, requested deferral of a decision because he does not believe enough public consultation has occurred, the scenic value of the property has not been assessed, the requirement for retention of fully protective buffers has not been met. He stated the City needs to protect the greenlands from urban sprawl and he provided a history of the site purpose. He questioned why there would be changes to the site now when it has been historically protected.

There was some discussion regarding solid waste management, connectivity, and adherence to policies,

10. Moved by Councillor Allt
Seconded by Councillor Gordon

That the application by Stantec Consulting Ltd. on behalf of the University of Guelph for approval of an Official Plan Amendment to redesignate the subject site from the "Major Institutional" land use designation to the "General Residential" land use designation to permit the development of 18 single detached dwelling units fronting on a private condominium road at the property municipally known as 781 Victoria Road South and

legally described as Part of Lot 2, Concession 8, (formerly Puslinch Township), City of Guelph, County of Wellington, be deferred.

VOTING IN FAVOUR: Councillors Allt, Gordon, Piper, Salisbury and Van Hellemond (5)

VOTING AGAINST: Mayor Guthrie, Councillors Bell, Billings, Downer, Gibson, Hofland, MacKinnon and Wettstein (8)

DEFEATED

11. Moved by Councillor Piper
Seconded by Councillor Salisbury

That the application by Stantec Consulting Ltd. on behalf of the University of Guelph for approval of an Official Plan Amendment to redesignate the subject site from the "Major Institutional" land use designation to the "General Residential" land use designation to permit the development of 18 single detached dwelling units fronting on a private condominium road at the property municipally known as 781 Victoria Road South and legally described as Part of Lot 2, Concession 8, (formerly Puslinch Township), City of Guelph, County of Wellington, be refused.

VOTING IN FAVOUR: Councillors Allt, Downer, Gordon, Piper, and Salisbury (5)

VOTING AGAINST: Mayor Guthrie, Councillors Bell, Billings, Gibson, Hofland, MacKinnon, Van Hellemond and Wettstein (8)

DEFEATED

12. Moved by Councillor Billings
Seconded by Councillor Hofland

1. That the application by Stantec Consulting Ltd. on behalf of the University of Guelph for approval of an Official Plan Amendment to redesignate the subject site from the "Major Institutional" land use designation to the "General Residential" land use designation to permit the development of 18 single detached dwelling units fronting on a private condominium road at the property municipally known as 781 Victoria Road South and legally described as Part of Lot 2, Concession 8, (formerly Puslinch Township), City of Guelph, County of Wellington, be approved in accordance with Attachment 2 of Infrastructure, Development and Enterprise Report 14-59 dated December 8, 2014.
2. That the application by Stantec Consulting Ltd. on behalf of the University of Guelph for approval of a Zoning By-law Amendment to rezone the subject site from the I.2 (Institutional) Zone to R.1B-? (Specialized Single Detached Residential) Zone to permit the development of 18 single detached dwelling units fronting on a private condominium road at the property municipally known as 781 Victoria Road South and legally described as Part of Lot 2, Concession 8, (formerly Puslinch Township), City of Guelph, County of Wellington, be approved in accordance with the zoning regulations and conditions outlined in Attachment 3 of Infrastructure, Development and Enterprise Report 14-59 dated December 8, 2014.
3. That in accordance with Section 34(17) of the Planning Act, City Council has determined that no further public notice is required related to the minor modifications to the proposed Zoning By-law Amendment affecting 781 Victoria Road South.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell, Billings, Gibson, Gordon, Hofland, MacKinnon, Van Hellemond and Wettstein (9)

VOTING AGAINST: Councillors Allt, Downer, Piper, and Salisbury (4)

CARRIED

By-laws

13. Moved by Councillor Allt
Seconded by Councillor Hofland

That By-laws Numbered (2014) - 19825 to (2014)-19845, inclusive, are hereby passed.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Adjournment (1:48 a.m.)

13. Moved by Councillor Billings
Seconded by Councillor Allt

That the meeting be adjourned.

Minutes to be confirmed on February 23, 2015.

CARRIED

Mayor Guthrie

Tina Agnello - Deputy City Clerk

**1750 Gordon Street
Recommended Conditions of Approval**

1. The owner shall enter into a Site Plan Agreement with the City, registered on title, satisfactory to the City Solicitor agreeing to satisfy all required conditions of approval and to develop the site in accordance with the approved plan.
2. The site plan, landscape plans and site grading plans are to be revised to show the same surface materials types and locations; and provide greater detailed grading and drainage information.
3. The plans shall incorporate accessibility parking and entrance features in accordance with the City's Facility Accessibility Design Manual.
4. A traffic geometrics plan, endorsed by a Professional Engineer, is to be provided showing all internal traffic geometry for vehicles accessing the site (i.e. Auto turn radii).
5. The applicant shall provide cost estimates for Landscaping and Works within the municipal Right-of-Way.

50 Law Drive
Recommended Zoning Regulations and Conditions

The property affected by the Zoning By-law Amendment application is municipally known as 50 Law Drive and legally described as Block 220, 61M-18M & Part Lot 16, Plan 468 Designated As Part 1, 61R-11219 Except Part 1, 61R-11967, City of Guelph.

PROPOSED ZONING

The following zoning is proposed (as shown in Attachment 4) for the subject site:

R.1B (Single Detached Residential) Zone

R.1C (Single Detached Residential) Zone

In accordance with Section 5.2 of Zoning By-law (1995)-14864, as amended.

PROPOSED CONDITIONS

The following conditions are provided as information to Council and will be imposed through site plan approval and a site plan agreement with the City registered on title for the subject site:

1. The Owner shall pay to the City, as determined applicable by the Chief Financial Officer/City Treasurer, **development charges** and education development charges, in accordance with the City of Guelph Development Charges By-law (2014)-19692, as amended from time to time, or any successor thereof, and in accordance with the Education Development Charges By-laws of the Upper Grand District School Board (Wellington County) and the Wellington Catholic District School Board, as amended from time to time, or any successor by-laws thereof, prior to this issuance of any building permits, at the rate in effect at the time of the issuance of a building permit.
2. The Owner shall pay **cash in-lieu of parkland** conveyance for the entire development at 5% of the entire property value, under the City of Guelph By-law (1989)-13410, as amended by By-law (1990)-13545, By- Law (2007- 18225), or any successor thereof, prior to the issuance of any building permits.
3. The Owner shall to install a standard black vinyl **chain link fence** at their sole expense along the O'Connor Lane Park property line to the north of the subject property under the City's Property Demarcation Policy to the satisfaction of the Manager of Parks and Open Space and prior to the issuance of any building permits.
4. The Owner shall pay to the City, the City's total cost of reproduction and distribution of the **Guelph Residents' Environmental Handbook**, to all future homeowners or households within the project, with such payment based on a cost of one handbook per residential dwelling unit, as determined by the City, prior to the issuance of any building permit for the lands.
5. The Owner shall submit a **site plan** under Section 41 of the Planning Act to, and have it be approved by the General Manager of Planning Services and the City Engineer, prior to the issuance of a building permit for the new dwellings that indicates:

- a. The **location and design** of the new dwellings drawn in a metric scale; with a front yard setback that is in character with the surrounding area;
 - b. All **trees** on the subject property and also on direct adjacent properties, including the extent of their canopies that may be impacted by the development. The plan should identify trees to be retained, removed and/or replaced and the location and type of appropriate methods to protect the trees to be retained during all phases of construction; and
 - c. **Grading, drainage and servicing** information.
6. The Owner shall not remove any vegetation during the **breeding bird season** (May-July), as per the *Migratory Bird Act*.
 7. The Owner shall install any required **tree protection fencing** on-site and on adjacent City property to the satisfaction of the General Manager of Planning Services, prior to the issuance of any building permits.
 8. Prior to any construction or grading on the lands, the Owner shall have a Professional Engineer or Ontario Land Surveyor design a **grading and drainage plan** for the site, satisfactory to the General Manager/City Engineer.
 9. That the Owner constructs the new buildings at such an elevation that the lowest level of the new buildings can be serviced with a **gravity connection** to the sanitary.
 10. The Owner makes satisfactory arrangements with **Union Gas** for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to the issuance of any building permits.
 11. That the Owner shall make arrangements satisfactory to the Technical Services Department of Guelph Hydro Electric Systems Inc. for the installation of an **underground hydro service** to the proposed new dwellings, prior to the issuance of any building permits.
 12. The Owner shall ensure that all **telephone service and cable TV** service in the Lands shall be underground. The Developer shall enter into a servicing agreement with the appropriate service providers for the installation of underground utility services for the Lands, prior to the issuance of any building permits.
 13. The Owner acknowledge in writing that the City does not allow **retaining walls** higher than 1.0 metre abutting existing residential properties without the permission of the General Manager/City Engineer, prior to the issuance of any building permits.
 14. The Owner shall make satisfactory arrangements with **Union Gas** for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to the issuance of any building permits.

15. The Owner shall ensure that all **telecommunication service and cable TV service** on the lands shall be underground. The Owner shall enter into a servicing agreement as necessary with the appropriate service providers for the installation of underground utility services, prior to the issuance of any building permits.

95 Couling Crescent Recommended Zoning Regulations and Conditions

The property affected by the Zoning By-law Amendment application is municipally known as 95 Couling Crescent and legally described as Lot 34, Registered Plan 61M-184, City of Guelph.

PROPOSED ZONING

The following zoning is proposed for the subject site:

R.2 (Residential Semi-Detached/Duplex Zone) Zone

In accordance with Section 5.2 of Zoning By-law (1995)-14864, as amended.

PROPOSED CONDITIONS

The following conditions are provided as information to Council and will be imposed through site plan approval and a site plan agreement with the City registered on title for the subject site:

1. The Owner shall pay to the City, as determined applicable by the Chief Financial Officer/City Treasurer, **development charges** and education development charges, in accordance with the City of Guelph Development Charges By-law (2014)-19692, as amended from time to time, or any successor thereof, and in accordance with the Education Development Charges By-laws of the Upper Grand District School Board (Wellington County) and the Wellington Catholic District School Board, as amended from time to time, or any successor by-laws thereof, prior to this issuance of any building permits, at the rate in effect at the time of the issuance of a building permit.
2. The Owner shall pay to the City, the City's total cost of reproduction and distribution of the Guelph Residents' **Environmental Handbook**, to all future homeowners or households within the project, with such payment based on a cost of one handbook per residential dwelling unit, as determined by the City, prior to the issuance of any building permit for the lands.
3. The Owner shall submit a **site plan** under Section 41 of the Planning Act to, and have it be approved by the General Manager of Planning Services and the City Engineer, prior to the issuance of a building permit for the new dwellings that indicates:
 - a. The **location and design** of the new dwellings drawn in a metric scale;
 - b. All **trees** on the subject property, including the extent of their canopies that may be impacted by the development. Any trees within the City boulevard must also be shown, including appropriate protective measures to maintain them throughout the development process. The plan should identify trees to be retained, removed and/or replaced and the location and type of appropriate methods to protect the trees to be retained during all phases of construction; and
 - c. Comprehensive **grading, drainage and servicing** information.
4. The Owner shall not remove any vegetation during the **breeding bird season** (May-July), as per the *Migratory Bird Act*.

5. The Owner shall **grade, develop and maintain** the site in accordance with a Site Plan that has been submitted to and approved by the General Manager of Planning Services and the City Engineer.
6. The Owner shall make satisfactory arrangements with the Technical Services Department Guelph Hydro Electric Systems Inc. for the installation of **underground hydro service** to the proposed new dwellings on the lands, prior to the issuance of a building permit, and that all modifications to the existing hydro servicing on Summerfield Drive is to be at the Owner's expense.
7. The Owner shall maintain a **minimum distance of 1.5 metres** between any driveways and pad-mounted **transformers** and **street light poles**, and that any relocations is to be at the Owner's expense.
8. The Owner shall make satisfactory arrangements with **Union Gas** for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to the issuance of any building permits.
9. The Owner shall ensure that all **telephone service and cable TV service** on the lands shall be underground. The Owner shall enter into a servicing agreement as necessary with the appropriate service providers for the installation of underground utility services, prior to the issuance of any building permits.

300 Grange Road Conditions of Draft Plan Approval

THAT the application by Van Harten Surveying Inc. on behalf of Gateway Homes Inc. for a Proposed Draft Plan of Residential Subdivision and associated Zoning By-law Amendment applying to property municipally known as 300 Grange Road, and legally described as Part Lot 6 and 7, Registered Plan 53, Division "C", City of Guelph, to permit 87 dwelling units, **be approved**, subject to the following conditions:

CITY CONDITIONS

1. That this approval applies only to the draft plan of subdivision prepared by Van Harten Surveying Inc., Project No. 98-13068, dated October 6, 2008, including road widenings and reserves.

Conditions to be met prior to grading and site alteration

2. The Developer shall complete a **tree inventory, preservation and compensation plan**, satisfactory to the General Manager of Planning Services in accordance with City of Guelph Bylaw (2010)-19058 prior to any grading, tree removal or construction on the site.
3. The Developer shall obtain a **Site Alteration Permit** in accordance with City of Guelph By-law (2007)-18420 to the satisfaction of the City Engineer.
4. The Developer shall prepare and implement a **construction traffic access and control plan** for all phases of servicing and building construction to the satisfaction of the City Engineer. Any costs related to the implementation of such a plan shall be borne by the Developer.
5. The Developer agrees that no work, including, but not limited to **tree removal, grading or construction**, will occur on the lands until such time as the Developer has obtained written permission from the City Engineer or has entered into a Subdivision Agreement with the City.
6. The Developer shall enter into an **Engineering Services Agreement** with the City, satisfactory to the City Engineer.
7. The Developer shall prepare an overall **site drainage and grading plan**, satisfactory to the City Engineer, for the entire subdivision. Such a plan will be used as the basis for a detailed lot grading plan to be submitted prior to the issuance of any building permit within the subdivision.
8. The Developer shall construct, install and maintain **erosion and sediment control** facilities, satisfactory to the City Engineer, in accordance with a plan that has been submitted to and approved by the City Engineer.
9. The Developer shall provide a qualified **environmental inspector**, satisfactory to the General Manager of Planning Services, to inspect the site during all phases of development

and construction including grading, servicing and building construction. The environmental inspector shall monitor and inspect the erosion and sediment control measures and procedures. The environmental inspector shall report on their findings to the City. For this subdivision, the City recognizes that the environmental inspection can be completed by a qualified engineering inspector to the satisfaction of the City.

10. The Developer shall submit a detailed **Storm Water Management Report and Plans** to the satisfaction of the City Engineer which shows how storm water will be controlled and conveyed to the receiving water body. The report and plan shall address the issue of water quantity and quality in accordance with recognized best management practices, Provincial Guidelines, the City's "Design Principles for Storm Water Management Facilities" and the Storm Water Management Design Report for the applicable watershed. Maintenance and operational requirements for any control and/or conveyance facilities must be described.
11. The Developer shall ensure that any **domestic wells located within the lands be properly decommissioned** in accordance with current Ministry of the Environment Regulations and Guidelines to the satisfaction of the City Engineer. Any **boreholes** drilled for hydrogeological or geotechnical investigations must also be properly abandoned.
12. The Developer shall ensure that the **height of any proposed retaining wall** does not exceed 1.2 metres to the satisfaction of the City Engineer.
13. The Developer shall **stabilize all disturbed soil** within 90 days of being disturbed, control all noxious weeds and keep ground cover to a maximum height of 150 mm (6 inches) until the release of the development agreement on the block/lot so disturbed.
14. The Developer shall carry out an **archaeological assessment** of the subject property and mitigate, through preservation or resource removal, adverse impacts to any significant archaeological resources found. No demolition, grading or any soil disturbances shall take place on the subject property, prior to the issuance of a letter from the Ministry of Citizenship, Culture and Recreation to the City indicating that all archaeological assessment and/or mitigation activities undertaken have met licensing and resource conservation requirements.

Conditions to be met prior to execution of subdivision agreement

15. That any dead ends and open sides of road allowances created by the draft plan be terminated in **0.3 metre reserves**, which shall be conveyed to the City at the expense of the Developer.
16. That with the exception of any share determined by the City to be the City's share in accordance with Its by-laws and policies, the Developer is responsible for the total **cost of the design and construction of all municipal services** within and external to the subdivision that are required by the City to service the lands within the plan of subdivision including such works as sanitary facilities, storm facilities, water facilities, walkways and road works including sidewalks, boulevards and curbs, with the distance, size and alignment of such services to be determined by the City. This also includes the Developer paying a share of the cost of the existing downstream stormwater management system as

determined by the City and a share of the cost of the reconstruction of Grange Road. In addition, the Developer will be required to pay the cost of the design, construction and removal of any works of a temporary nature including temporary cul-de-sacs, sewers, stormwater management facilities, watermains and emergency accesses.

17. Should 23T-07505 proceed before 23T-07502 or vice-versa, the Developer shall construct **temporary turning circles** at the ends of Roads A and B and an **emergency access road** all to the satisfaction of the City.
18. The Developer shall submit a **Geotechnical Report** to the satisfaction of the City Engineer which describes the potential impacts of groundwater and provides recommendations for pavement design and pipe bedding.
19. The Developer shall submit a **Traffic Impact Study** to the satisfaction of the City Engineer and the Developer shall implement to the satisfaction of the City Engineer the recommendations of the **Traffic Impact Study** undertaken for this subdivision and approved by the City Engineer.
20. The Developer shall pay the cost of supplying and erecting **street name and traffic control signs** in the subdivision, to the satisfaction of the City.
21. The Developer shall pay to the City the flat rate charge established by the City per metre of road frontage to be applied to **street tree planting** within the proposed subdivision.
22. The Developer shall pay to the City the cost of installing **bus stop pads** at locations to be determined by Guelph Transit.
23. The Developer shall provide an **On-Street Parking Plan** for the subdivision to the satisfaction of the City Engineer. This Plan shall include on-street parking on Grange Road.
24. The site plans for Lots 1, 2 and 3, and all **corner building lots**, as determined by the City, shall be submitted to the City for approval of driveway location.
25. The Developer shall pay the cost of the installation of one Second Order **Geodetic Benchmark** within the proposed subdivision to the satisfaction of City Engineer.
26. The Developer shall phase the subdivision to the satisfaction of the City of Guelph. Such **phasing** shall conform to the current Development Priorities Plan.
27. The Developer shall **dedicate Block 15 for park purposes** in accordance with the provisions of City of Guelph By-law (1989)-13410, as amended by By-law (1990)-13545, By-Law (2007- 18225) or any successor thereof.
28. The Developer shall be responsible for the cost of design and development of the **"Basic Park Development"** according to the City of Guelph's current "Specifications for Basic Parkland Development", which includes clearing, grubbing, site grading and surface drainage, topsoil and sodding for any phase containing a park block to the satisfaction of the Executive Director of Community and Social Services. The Developer shall provide the

City with cash or letter of credit to cover the City approved estimate for the cost of the Basic Park Development to the satisfaction of the Executive Director of Community and Social Services.

29. The Developer shall be responsible for the cost of design and development of the **demarcation** of all lands conveyed to the City in accordance with the City of Guelph Property Demarcation Policy. This shall include the submission of drawings for approval by the City and the administration of the construction contract up to the end of the warrantee period by an Ontario Association of Landscape Architects (OALA) member to the satisfaction of the Executive Director of Community and Social Services. The Developer shall provide the City with cash or letter of credit to cover the City approved estimate for the cost of development of the demarcation for the City lands to the satisfaction of the Executive Director of Community and Social Services.
30. The Developer shall provide the City with a **digital file** in either AutoCAD - DWG format or DXF format containing the following final approved information: parcel fabric, street network, grades/contours and existing vegetation to be retained in the park.

Conditions to be met prior to registration of the plan

31. The Developer shall obtain approval of the City with respect to the availability of **adequate water supply and sewage treatment capacity**, prior to the registration of the plan, or any part thereof.
32. The registration of the plan, or any part thereof, shall require approval of the City with respect to **adequate sanitary sewer capacity** being available in the downstream trunk sanitary sewer.
33. The Developer acknowledges and agrees that the suitability of the land for the proposed uses is the responsibility of the landowner. The Developer shall retain a Qualified Person (QP) as defined in Ontario Regulation 153/04 to prepare and submit a **Phase 1 Environmental Site Assessment** (and any other subsequent phases required), to assess any real property to be conveyed to the City to ensure that such property is free of contamination. If contamination is found, the consultant will determine its nature and the requirements for its removal and disposal at the Developer's expense. Prior to the registration of the plan, a Qualified Person shall certify that all properties to be conveyed to the City are free of contamination.
34. Prior to the City accepting any real property interests, if contamination is found, the Developer shall:
- a. submit all environmental assessment reports prepared in accordance with the **Record of Site Condition** (O. Reg. 153/04) describing the current conditions of the land to be conveyed to the City and the proposed remedial action plan to the satisfaction of the City;
 - b. complete any necessary remediation work in accordance with the accepted remedial action plan and submit certification from a Qualified Person that the lands to be conveyed to the City meet the Site Condition Standards of the intended land use; and

- c. file a Record of Site Condition (RSC) on the Provincial Environmental Registry for lands to be conveyed to the City.
35. The Developer shall enter into a **Subdivision Agreement**, to be registered on title, satisfactory to the City Solicitor, which includes all requirements, financial and otherwise to the satisfaction of the City of Guelph.
36. That the **road allowances** included in the draft plan be shown and dedicated at the expense of the Developer as public highways and that prior to the registration of any phase of the subdivision, the City shall receive a letter from the O.L.S. preparing the plan that certifies that the layout of the roads in the plan conforms to the City's "Geometric Design Criteria – July 23, 1993".
37. That all **easements, blocks and rights-of-way** required within or adjacent to the proposed subdivision be conveyed clear of encumbrance to the satisfaction of the City of Guelph, Guelph Hydro Electric Systems Inc. and other Guelph utilities. Every Transfer Easement shall be accompanied by a Postponement, satisfactory to the City Solicitor, for any mortgage, charge or lease and such Postponement shall be registered on title by the City at the expense of the Developer.
38. The Developer shall pay any **outstanding debts** owed to the City.
39. The Developer shall pay **development charges** to the City in accordance with By-law Number (2009) – 18729, as amended from time to time, or any successor thereof and in accordance with the Education Development Charges By-laws of the Upper Grand District School Board (Wellington County) and the Wellington Catholic District School Board as amended from time to time, or any successor by-laws thereto.
40. The Developer shall erect and maintain **signs** at specified entrances to the subdivision showing the proposed land uses and zoning of all the lots and blocks within the proposed subdivision and predominantly place on such signs the wording "For the Zoning of all lands abutting the subdivision, inquiries should be directed to Planning Services, City Hall". Further, the signs shall be resistant to weathering and vandalism.
41. The Developer shall place the following **notifications** in all offers of purchase and sale for all lots and/or dwelling units and agrees that these same notifications shall be placed in the City's subdivision agreement to be registered on title:
- a. "Purchasers and/or tenants of all lots are advised that sump pumps will be required for every lot unless a gravity outlet for the foundation drain can be provided on the lot in accordance with a certified design by a Professional Engineer. Furthermore, all sump pumps must be discharged to the rear yard."
 - b. "Purchasers and/or tenants of all lots or units are advised that if any fee has been paid by the purchaser to the Developers for the planting of trees on City boulevards in front of residential units does not obligate the City nor guarantee that a tree will be planted on the boulevard in front or on the side of a particular residential dwelling."

- c. "Purchasers and/or tenants of all lots or units are advised that a transit route may be installed on Grange Road at the discretion of the City. The location of such route and bus stops will be determined based on the policies and requirements of the City. Such bus stops may be located anywhere along the route, including lot frontages."
 - d. "Purchasers and/or tenants of all lots or units located in the subdivision plan, are advised prior to the completion of home sales, of the time frame during which construction activities may occur, and the potential for residents to be inconvenienced by construction activities such as noise, dust, dirt, debris, drainage and construction traffic".
 - e. "Purchasers and/or tenants of all lots or units are advised that the boundaries of the park block will be demarcated in accordance with the City of Guelph Property Demarcation Policy."
42. The Developer shall ensure that all **telephone service and cable TV service** in the plan shall be underground. The Developer shall enter into a servicing agreement with the appropriate service providers to provide for the installation of underground utility services for the Lands.
43. The Developer shall ensure that **street lighting** and underground wiring shall be provided throughout the subdivision at the Developer's expense and in accordance with the policies of the City of Guelph and Guelph Hydro Electric Systems Inc.
44. The Developer shall pay to the City, the total cost of reproduction and distribution of the **Guelph Residents Environmental Handbook**, to all future residents within the plan, with such payment based on a cost of one handbook per residential dwelling unit as determined by the City.
45. That site plans for Lots 1, 2 and 3 and all corner building lots, as determined by the City Engineer, shall be submitted to the City Engineer for approval of **driveway location**.
46. The Developer agrees to eliminate the use of any covenants that would restrict the use of **clotheslines** and that prior to the registration of all or any portion of the plan, the Developer's lawyer shall certify to the General Manager of Planning Services that there are no restrictive covenants which restrict the use of clotheslines.

Conditions to be met prior to the issuance of a building permit

47. The Developer shall submit a report prepared by a Professional Engineer to the satisfaction of the Chief Building Official certifying that all **fill** placed below proposed building locations has adequate structural capacity to support the proposed building. All fill placed within the allowable zoning bylaw envelope for building construction shall be certified to a maximum distance of 30 metres from the street line. This report shall include the following information; lot number, depth of fill, top elevation of fill and the area approved for building construction from the street line.

48. The Developer shall submit a report prepared by a Professional Engineer to the satisfaction of the Chief Building Official providing an opinion on the presence of **soil gases (Radon and Methane)** in the plan in accordance with applicable provisions contained in the Ontario Building Code.
49. All **Stage 1 Services** are to be constructed to the satisfaction of the City Engineer.
50. The Developer shall provide the City with written confirmation from the Engineering Department of **Guelph Hydro** that the subdivision hydro servicing has been completed to the satisfaction of Guelph Hydro.
51. The Owner acknowledges and agrees that the dwelling units on the subject site will be constructed to standard that promotes **energy efficiency** standards in order to comply with the Community Energy Initiative, to the satisfaction of the City.

AGENCY CONDITIONS:

52. The Developer shall ensure that all **telephone service and cable TV service** in the plan shall be underground. The Developer shall enter into a servicing agreement with the appropriate service providers to provide for the installation of underground utility services for the Lands.
53. The Developer and the **Wellington Catholic School Board** shall reach an agreement regarding the supply and erection of signage, at the developer's expense, affixed to the subdivision sign advising potential Separate School supporters of the location of schools serving the area and the current practice of busing students outside the immediate area should schools in the area be at capacity.
54. The Developer agrees to provide the **Upper Grand District School Board** with a digital file of the plan of subdivision in either ARC/INFO export or DXF format containing the following information: parcel fabric and street network.
55. The Developer agrees in the subdivision agreement to **advise all purchasers** of residential units and/or renters of same, by inserting the following clause in all offers of Purchase and Sale/Lease, until such time as a permanent school is assigned:
- "Whereas the Upper Grand District School Board has designated this subdivision as a Development Area for the purposes of school accommodation, and despite the best efforts of the Upper Grand District School Board, sufficient accommodation may not be available for all anticipated students from the area, you are hereby notified that students may be accommodated in temporary facilities and/or bused to a school outside the area, and further, that students may in future have to be transferred to another school.
56. The Developer and the **Upper Grand District School Board** shall reach an agreement regarding the supply and erection of a sign (at the developer's expense and according to Upper Grand District School Board specifications) affixed to the permanent development sign advising perspective residents that students may be directed to schools outside the neighbourhood.

57. The Developer shall satisfy all requirements and conditions of **Canada Post** including advisories and suitable mailbox locations. The developer shall ensure that the eventual lot/home owner is advised in writing by the developer/subdivider/builder that Canada Post has selected the municipal easement to their lot for a Community Mail Box installation and the developer shall be responsible for the installation of concrete pads in accordance with the requirements of Canada Post, in locations to be approved by Canada Post to facilitate the placement of Community Mail Boxes. The concrete pads are to be poured at the time of curb installation within each phase of the subdivision.
58. That prior to the registration of all or any portion of the plan, the **Wellington Catholic District School Board** shall advise the City in writing how condition 51 has been satisfied.
59. That prior to the registration of all or any portion of the plan, **Upper Grand District School Board** shall advise the City in writing how conditions 52, 53 and 54 have been satisfied.
60. That prior to the registration of all or any portion of the plan, **Guelph Hydro Electric Systems Inc**, shall advise the City in writing how conditions 41 and 48 have been satisfied.
61. That prior to the registration of all or any portion of the plan, **Canada Post** shall advise the City in writing how condition 55 has been satisfied.

**170 to 178 Elizabeth Street
Recommended Zoning Regulations and Conditions**

The property affected by the Zoning By-law Amendment application is municipally known as 170 to 178 Elizabeth Street and legally described as Part of Lots 5, 6 and 7 on Registered Plan 263, City of Guelph.

PROPOSED ZONING – R.1D-?

The following zoning is proposed for the subject site:

R.1D (Single Detached Residential) Zone

In accordance with Section 5.1 of Zoning By-law (1995)-14864, as amended.

Permitted Uses

In accordance with Section 5.1.1 of Zoning By-law (1995) – 14864, as amended.

Regulations

In accordance with Section 5.1.2 of Zoning By-law (1995) – 14864, as amended (see excerpt of Table 5.1.2 below), with the following exceptions:

Despite table 5.1.2, Row 7, and Sections 5.1.2.1 and 5.1.2.2, the minimum easterly side yard for dwelling No. 2 shall be a minimum of 2.0 metres and the minimum westerly side yard for dwelling No. 3 shall be a minimum of 2.0 metres.

Despite table 5.1.2, Row 10, and Section 4.20, fences shall not be permitted in the side yard between dwellings.

15006, 15378, 17187, 18116, 19063, 19691

EXCERPT FROM TABLE 5.1.2 - REGULATIONS GOVERNING R.1 ZONES

1	Residential Type	Single Detached Dwellings
2	Zone	R.1D
3	Minimum Lot Area	275 m ²
4	Minimum Lot Frontage	9 metres and in accordance with Sections 5.1.2.5 and 5.1.2.6.
5	Maximum Building Height	3 Storeys and in accordance with Section 4.18.
6	Minimum Front Yard	6 metres and in accordance with Sections 4.6, 4.24, 5.1.2.3, 5.1.2.4 and 5.1.2.7.
6a	Minimum Exterior Side Yard	4.5 metres and in accordance with Sections 4.6, 4.24, 4.28, 5.1.2.3, 5.1.2.4 and 5.1.2.7.

7	Minimum Side Yard 1 to 2 Storeys Over 2 Storeys	0.6 metres and in accordance with Sections 5.1.2.1 and 5.1.2.2.
8	Minimum Rear Yard	7.5 metres or 20% of the <i>Lot Depth</i> , whichever is less and in accordance with Section 5.1.2.4.
9	Accessory Buildings or Structures	In accordance with Section 4.5
10	Fences	In accordance with Section 4.20.
11	Off-Street Parking	In accordance with Section 4.13.
12	Minimum Landscaped Open Space	The <i>Front Yard</i> on any <i>Lot</i> , excepting the <i>Driveway (Residential)</i> shall be landscaped and no parking shall be permitted within this <i>Landscaped Open Space</i> . Despite the definition of <i>Landscaped Open Space</i> , a minimum area of 0.5 metres between the <i>Driveway (Residential)</i> and nearest <i>Lot Line</i> must be maintained as landscaped space in the form of grass, flowers, trees, shrubbery, natural vegetation and indigenous species.
13	Garbage, Refuse and Storage	In accordance with Section 4.9.
14	Garages	For those <i>Lots</i> located within the boundaries indicated on Defined Area Map Number 66, attached <i>Garages</i> shall not project beyond the main front wall of the <i>Building</i> . Where a roofed porch is provided, the <i>Garage</i> may be located ahead of the front wall of the dwelling (enclosing <i>Habitable Floor Space</i> on the first floor) equal to the projection of the porch to a maximum of 2 metres.

PROPOSED CONDITIONS

The following conditions are provided as information to Council and will be imposed through site plan approval and a site plan agreement with the City registered on title for the subject property:

1. Prior to site plan approval, Engineering will require a letter from the Developer to confirm that the proposed single detached home development will not contribute or negatively impact the adjacent properties (including 146 Elizabeth St) with respect to both surface water and groundwater to address the issues raised by residents at the Public Meeting. The letter must be prepared and stamped by a Professional Engineer to the satisfaction of the General Manager/City Engineer.

2. Prior to any construction or grading on the lands, the Developer shall submit a Phase 1 Environmental Site Assessment in accordance with the Record of Site Condition regulation (O. Reg. 153/04 as amended), describing the current conditions of the property known municipally as 170 & 178 Elizabeth Street to the satisfaction of the City. The City also requires the QP responsible for preparing the Phase I ESA report to submit a Reliance letter to indicate that, despite any limitations or qualifications included in the report, the City is authorized to rely on all information and opinion provided in the report.
3. If contamination is found , prior to any construction or grading on the lands, the owner shall complete the following at their expense:
 - a) Submit all environmental assessment reports, including reliance letter, prepared in accordance with the RSC (O. Reg. 153/04, as amended) describing the current conditions of the land to be developed and the proposed remedial action plan to the satisfaction of the City;
 - b) Complete any necessary remediation work in accordance with the accepted remedial action plan and submit certification from a QP that the lands to be developed meet the Site Condition Standards of the intended land use; and,
 - c) File a RSC on the Provincial Environmental Registry for lands to be developed.
4. The Developer will ensure that all domestic wells, boreholes and monitoring wells installed for hydrogeological or geotechnical investigations are properly decommissioned in accordance with current Ministry of the Environment regulations (O.Reg. 903 as amended) and to the satisfaction of the General Manager/City Engineer, prior to any construction or grading on the lands.
5. Prior to any construction or grading on the lands, a strategy must be incorporated and implemented to protect the existing 450mm diameter storm sewer bisecting the subject land from damage during construction to the satisfaction of the General Manager/City Engineer.
6. The Developer shall pay the associated cost to closed circuit television record (CCTV) the existing 450mm diameter storm pipe bisecting the subject lands, and furthermore Engineering will also require that the existing 450mm storm pipe bisecting the subject lands be CCTV before and after construction to ensure the storm pipe has not been compromise.
7. The Developer shall be entirely responsible to pay for repairing the storm pipe bisecting the subject lands if damaged during construction.
8. The Developer acknowledges that the City does not allow retaining walls higher than 1.0-metre abutting existing residential properties without the permission of the General Manager/City Engineer.
9. That the Developer grades, develops and maintains the site in accordance with a *Site Plan* that has been submitted to and approved by the General Manager/City Engineer.

10. Prior to any construction or grading on the lands, the Developer shall construct, install and maintain erosion and sediment control facilities, satisfactory to the General Manager/City Engineer, in accordance with a plan that has been submitted to and approved by the General Manager/City Engineer.
11. That the Developer shall make arrangements satisfactory to the Technical Services Department of Guelph Hydro Electric Systems Inc. for the installation of an underground hydro service to the proposed new dwellings, prior to the issuance of a building permit.
12. That the Developer makes satisfactory arrangements with Union Gas for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to the issuance of any building permits.
13. The Developer shall ensure that all telephone service and cable TV service on the lands shall be underground. The owner shall enter into a servicing agreement with the appropriate service providers for the installation of underground utility services, prior to the issuance of any building permits.
14. The Owner agrees to provide a safety setback of habitable buildings from the railway right-of-way at a minimum of 30 metres in conjunction with a safety berm. The safety berm shall be adjoining and parallel to the railway right-of-way with returns at the ends, 2.5 metres above grade at the property line, with side slopes not steeper than 2.5 to 1.
15. To the satisfaction of CN Railway, or any successor thereof, the Owner shall engage a consultant to undertake an analysis of noise. At a minimum, a noise attenuation barrier shall be adjoining and parallel to the railway right-of-way, having returns at the ends, and a minimum total height of 5.5 metres above top-of-rail. Acoustic fence to be constructed without openings and of a durable material weighing not less than 20 kg. per square metre of surface area. Subject to the review of the noise report, the Railway may consider other measures recommended by an approved Noise Consultant.
16. Ground-borne vibration transmission is to be evaluated in a report through site testing to determine if dwellings within 75 metres of the railway right-of-way will be impacted by vibration conditions in excess of 0.14 mm/sec RMS between 4 Hz and 200 Hz. The monitoring system should be capable of measuring frequencies between 4 Hz and 200 Hz, ± 3 dB with an RMS averaging time constant of 1 second. If in excess, isolation measures will be required to ensure living areas do not exceed 0.14 mm/sec RMS on and above the first floor of the dwelling.
17. The Owner shall install and maintain a chain link fence with a minimum height of 1.83 metres along the mutual property line with CN Railway.
18. The following clause shall be inserted in all development agreements, offers to purchase, and agreements of Purchase and Sale or Lease of each dwelling unit within 300m of the railway right-of-way:

“Warning: Canadian National Railway Company or its assigns or successors in interest has or have a right-of-way within 300 metres from the land the subject hereof. There may be alterations to or expansions of the railway facilities on such right-of-way

in the future including the possibility that the railway or its assigns or successors as aforesaid may expand its operations, which expansion may affect the living environment of the residents in the vicinity, notwithstanding the inclusion of any noise and vibration

attenuating measures in the design of the development and individual dwelling(s). CNR will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid right-of-way."

19. Any proposed alterations to the existing drainage pattern affecting Railway property must receive prior concurrence from the Railway and be substantiated by a drainage report to the satisfaction of the Railway.
20. The Owner shall through restrictive covenants to be registered on title and all agreements of purchase and sale or lease provide notice to the public that the safety berm, fencing and vibration isolation measures implemented are not to be tampered with or altered and further that the Owner shall have sole responsibility for and shall maintain these measures to the satisfaction of CN.
21. The Owner shall enter into an Agreement with CN stipulating how CN's concerns will be resolved and will pay CN's reasonable costs in preparing and negotiating the agreement.
22. The Owner shall be required to grant CN an environmental easement for operational noise and vibration emissions, registered against the subject property in favour of CN.
23. The Developer shall pay cash in-lieu of parkland to the City for the entire development, in accordance with the City of Guelph By-law (1989)-13410, as amended by By-law (1990)-13545, By-Law (2007- 18225), or any successor thereof, prior to issuance of any building permits. In accordance with the section 209-3.(b)(i) of the current Parkland Dedication By-law, money payment in lieu of parkland conveyance will be required at 5% of the entire property value. In this regard, the value of the land shall be determined as of the day before the day the provisional consent was given. The property will be appraised by a qualified real estate appraiser appointed by City and paid for by the Developer.
24. The hydro services for this development shall be underground except for pad-mounted transformers.
25. As required by Guelph Hydro, a space of 3.5 by 3.5 metres must be made available in the boulevard in front of the development for the installation of a low-profile, pad-mounted transformer.
26. A minimum distance of 3.0 metres must be maintained between any dwelling units and pad-mounted transformers.
27. A minimum distance of 1.5 metres must be maintained between any driveways/entrances and street light poles or pad-mounted transformers. Any re-locations required shall be done at the Owner's expense.

28. Hydro supply for this development will be from Elizabeth Street.
29. The Owner shall pay to the City, as determined applicable by the Chief Financial Officer/City Treasurer, development charges and education development charges, in accordance with the City of Guelph Development Charges By-law (2014)-19692, as amended from time to time, or any successor thereof, and in accordance with the Education Development Charges By-law of the Upper Grand District School Board (Wellington County) and the Wellington Catholic District School Board, as amended from time to time, or any successor by-laws thereof, prior to the issuance of any building permits, at the rate in effect at the time of the issuance of a building permit.
30. The Owner shall pay to the City, the City's total cost of reproduction and distribution of the Guelph Residents' Environmental Handbook, to all future homeowners or households within the project, with such payment based on a cost of one handbook per residential dwelling unit, as determined by the City, prior to the issuance of any building permit for the lands.
31. The Owner shall submit a site plan to, and have it be approved by the General Manager of Planning Services and the City Engineer, prior to the issuance of a building permit for the new dwellings that indicates:
 - a. The location and design of the new dwellings; and,
 - b. Grading, drainage and servicing information.
32. The Owner shall prepare elevation and design drawings for the new dwellings and shall submit and have the elevation drawings approved by the General Manager of Planning Services, prior the issuance of a building permit for the new dwellings in order for staff to ensure that the design of the new dwelling respects the character of the surrounding neighbourhood in all aspects including the proposed massing, building setbacks and the size and location of any proposed garage.

**144 Watson Road North
Recommended Zoning Regulations and Conditions**

The property affected by the Zoning By-law Amendment application is municipally known as 144 Watson Road North and legally described as, Part Lot 5, Concession 3, Division C (formerly Guelph Township), designated as Part 2, Reference Plan 61R-10049, City of Guelph.

PROPOSED ZONING

The following zoning is proposed for 144 Watson Road North:

R.4B-? (Specialized High Density Residential) Zone

Regulations

In accordance with Section 4 (General Provisions) and Section 5.4.2 and Table 5.4.2 (Residential Apartment R.4 Zone Regulations) with the following exceptions:

Minimum Off-street Parking

1.2 parking spaces per residential unit.

Minimum Common Amenity Area

6 square metres per residential unit.

PROPOSED CONDITIONS

The following conditions are provided as information to Council and will be imposed through site plan approval, in a Site Plan Control Agreement, registered on title for the subject lands:

1. The Owner shall submit to the City, in accordance with Section 41 of *The Planning Act*, a fully detailed site plan(s), indicating the location of buildings, landscaping, parking, circulation, access, lighting, grading and drainage on the said lands to the satisfaction of the General Manager of Planning Services and the City Engineer, prior to any construction or grading on the lands, and furthermore the Owner agrees to develop the said lands in accordance with the approved plan.
 - a) Further, the Owner commits and agrees that the details of the layout, elevations and design for development of the subject lands shall be in general accordance and conformity with the conceptual development plan attached as Attachment 6 to the December 8, 2014 Planning, Building, Engineering and Environment Report Number 14-65.
 - b) Further, the Owner shall implement the recommendations of the Urban Design Brief, dated December 2013 by Coletara, together with the addendum dated November 5, 2014 and Urban Design staff comments, to the satisfaction of the General Manager of Planning Services.
2. Prior to the issuance of site plan approval, the Owner shall provide the City with written confirmation that development of the subject site will be to a standard that implements energy efficiency in order to support the Community Energy Initiative to the satisfaction of the General Manager of Planning Services in accordance with the letter attached as Attachment 8 to Report 14-65 from Planning, Building, Engineering and Environment dated December 8, 2014.

3. Prior to the issuance of site plan approval for the lands, the Owner shall pay to the City, the City's total cost of reproduction and distribution of the Guelph Residents' Environmental Handbook, to all future households within the project, with such payment based on a cost of one handbook per residential household, as determined by the City.
4. The Owner shall pay to the City, as determined applicable by the Chief Financial Officer/City Treasurer, development charges and education development charges, in accordance with the City of Guelph Development Charges By-law (2014)-19692, as amended from time to time, or any successor thereof, and in accordance with the Education Development Charges By-laws of the Upper Grand District School Board (Wellington County) and the Wellington Catholic District School Board, as amended from time to time, or any successor by-laws thereof, prior to this issuance of any building permits, at the rate in effect at the time of the issuance of a building permit.
5. That prior to site plan approval, the City requires a qualified person (QP_{ESA}) to submit a Reliance letter to indicate that despite any limitations or qualifications included in the Phase 1 ESA report, the City is authorized to rely on all information and opinion provided in the report submitted for the proposed zone change.
6. Prior to site plan approval and prior to any construction or grading on the lands, the Owner shall provide to the City, to the satisfaction of the General Manager/City Engineer, any of the following studies, plans and reports that may be requested by the General Manager/City Engineer:-
 - a. a traffic impact and operations report;
 - b. a functional servicing report;
 - c. a stormwater management report and plans certified by a Professional Engineer in accordance with the City's Guidelines and the latest edition of the Ministry of the Environment's "Stormwater Management Practices Planning and Design Manual" which addresses the quantity and quality of stormwater discharge from the site together with a monitoring and maintenance program for the stormwater management facility to be submitted;
 - d. a geotechnical report certified by a Professional Engineer that analysis the permeability and hydraulic conductivity of the soils and recommends measures to ensure that they are not diminished by the construction and development;
 - i. the geotechnical report shall include boreholes which extend into the native soil layers on site to inform the stormwater management design, particularly as it relates to Low Impact Development techniques;
 - e. a grading, drainage and servicing plan prepared by a Professional Engineer for the site;
 - f. a detailed erosion and sediment control plan, certified by a Professional Engineer that indicates the means whereby erosion will be minimized and sediment maintained on-site throughout grading and construction.

7. The Owner shall, to the satisfaction of the General Manager/City Engineer, address and be responsible for adhering to all the recommended measures contained in the plans, studies and reports outlined in subsections 6 a) to f) inclusive.
8. Prior to site plan approval, Engineering will require confirmation that the proposed site access is safe in relation with the horizontal curve along Watson Road North.
9. Prior to site plan approval, the Owner shall complete a safety audit of the at grade Watson Road North railway crossing to the satisfaction of the General Manager/City Engineer and Goderich Exeter Railway. The Developer shall be responsible for the cost of the safety audit and for implementing the recommendations.
10. The Owner is responsible for its share of the cost of the design and construction of all municipal services within and external to the subdivision that are required by the City to service the lands within the plan as per the City's cost-sharing policies and to the satisfaction of the General Manager/City Engineer. This includes but is not limited to sidewalk on Watson Parkway North and a full urban cross-section on Watson Road North for the limits of the site plan, such works as sanitary facilities, storm facilities, water facilities, walkways and road works including sidewalks, boulevards and curbs, street lighting with the distance, size and alignment of such services to be determined by the General Manager/ City Engineer.
11. That prior to site plan approval, the Owner shall have engineering drawings and final reports prepared for the approval of the General Manager/ City Engineer.
12. That prior to site plan approval, the Owner shall enter into an Engineering Services Agreement with the City, satisfactory to the General Manager/ City Engineer.
13. The Owner shall be responsible for the actual cost of any service laterals required for the lands and furthermore, prior to site plan approval and prior to any construction or grading on the lands, the Developer shall pay to the City, the estimated cost as determined by the General Manager/City Engineer of any service laterals.
14. The Owner pay the actual cost of removing or decommissioning to the satisfaction of the General Manager/City Engineer, any existing sanitary sewers, storm sewers, manholes and/or watermains to the lands that are not going to be used for service laterals. Furthermore, prior to site plan approval and prior to any construction or grading on the lands, the Developer shall pay to the City, the estimated cost as determined by the General Manager/City Engineer of the Developer's share of the cost of the removals and decommissioning works.
15. The Owner shall pay to the City the actual cost of the construction of the new driveway entrances and required curb cuts. Furthermore, prior to site plan approval and prior to any construction or grading on the lands, the Developer shall pay to the City, the estimated cost as determined by the General Manager/City Engineer of the construction of the new driveway entrances and required curb cuts.
16. The Owner shall prepare and implement a construction traffic access and control plan for all servicing and building construction to the satisfaction of the General Manager/City Engineer. Any costs related to the implementation of such a plan shall be borne by the Developer.

17. The Owner constructs, installs and maintains erosion and sediment control facilities, satisfactory to the General Manager/City Engineer, prior to any grading or construction on the lands in accordance with a plan that has been submitted to and approved by the General Manager/City Engineer.
18. The Owner shall provide a qualified environmental inspector, satisfactory to the General Manager of Planning Services and the General Manager/City Engineer, to inspect the site during all phases of development and construction including grading, servicing and building construction. The environmental inspector shall monitor and inspect the erosion and sediment control measures and procedures on a weekly or more frequent basis if required. The environmental inspector shall report on his or her findings to the City on a monthly or more frequent basis.
19. The Owner constructs the new buildings at such an elevation that the lowest level of the new buildings can be serviced with a gravity connection to the sanitary sewer.
20. The Owner grades, develops and maintains the site including the storm water management facilities (including low impact development) designed by a Professional Engineer, in accordance with a Site Plan that has been submitted to and approved by the General Manager/City Engineer. Furthermore the Developer shall have the Professional Engineer who designed the storm water management system certify to the City that he/she supervised the construction of the storm water management system and that the storm water management system was built as it was approved by the City and that it is functioning properly.
21. The Owner will ensure that all boreholes and monitoring wells installed for hydrogeological or geotechnical investigations are properly decommissioned in accordance with current Ministry of the Environment regulations (O.Reg. 903 as amended) and to the satisfaction of the General Manager/City Engineer, prior to site plan approval and prior to any construction or grading on the lands.
22. The Owner acknowledges that the City does not allow retaining walls higher than 1.0-metre abutting existing residential properties without the permission of the General Manager/City Engineer.
23. That 0.3 metre reserves along Watson Parkway and Watson Road North shall be conveyed to the City at the expense of the Owner and to the satisfaction of the General Manager/City Engineer.
24. The Owner shall pay to the City the cost of installing bus stop pads at locations to be determined by Guelph Transit.
25. That all electrical services to the lands are underground and the Owner shall make satisfactory arrangements with Guelph Hydro Electric Systems Inc. for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to site plan approval and prior to any construction or grading on the lands.
26. The Owner makes satisfactory arrangements with Union Gas for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to site plan approval and prior to any construction or grading on the lands.

27. The Owner shall ensure that all telephone service and cable TV service on the Lands shall be underground. The Owner shall enter into a servicing agreement with the appropriate service providers for the installation of underground utility services for the Lands, prior to site plan approval and prior to any construction or grading on the lands.
28. Prior to the issuance of site plan approval, written confirmation shall be received from the General Manager of Solid Waste Resources or his or her designate that the proposed development is in conformance with By-law (2011)-19199, known as the Waste Management By-law.
29. That prior to site plan approval and prior to any construction or grading on the lands, the Owner shall enter into a Site Plan Control Agreement with the City, registered on title, satisfactory to the City Solicitor and the General Manager/City Engineer, covering the conditions noted above.

78 Starwood Drive Recommended Zoning Regulations and Conditions

The property affected by the Zoning By-law Amendment application is municipally known as 78 Starwood Drive and legally described as Part of Lots 4 and 5, Concession 3, Division C, Township of Guelph, Being Parts 11 and 14, 61R-7989, City of Guelph.

PROPOSED ZONING

The following zoning is proposed for 78 Starwood Drive:

R.4B-? (Specialized High Density Residential) Zone

Permitted Uses

In accordance with Section 5.4.1.2, with the following additions:

- Retirement Residential Facility to a maximum of 150 units
- Live/Work Units
- Office
- Medical office
- Retail establishment
- Artist studio
- Gallery
- Personal service establishment
- Convenience store
- Restaurant
- Restaurant (take-out)
- Dry cleaning outlet

The following non-residential uses shall be permitted within a Live-Work Unit in addition to a dwelling unit:

- Art gallery
- Artisan studio
- Financial establishment
- Personal service establishment
- Retail establishment
- Dry cleaning outlet
- Florist
- Medical office (maximum of 1 practitioner)
- Office
- Commercial School

For the purpose of the R.4B-? Zone, the following definitions shall apply:

A "Live/Work Unit" shall mean a dwelling unit within a building, in which the portion of the unit at grade level may be used as a business establishment and whereby each "live" and "work" component within the dwelling unit has an independent entrance from the outside.

A "Street Entrance" shall mean the principal entrance to a business which shall be located in a part of the building facing a public street that is at or within 0.2 metres above or below grade.

Regulations

In accordance with Section 4 (General Provisions) and Section 5.4.2 and Table 5.4.2 (Residential Apartment R.4 Zone Regulations) with the following additions and exceptions:

Minimum Density

- 100 units per hectare

Maximum Density

- 150 units per hectare
- Notwithstanding the permitted maximum density, retirement residential units developed within this zone are permitted to exceed the maximum density to a maximum of 160 units per hectare.

Building Setbacks from Starwood Drive

Minimum - 0.6 metres

Maximum - 5 metres

Building Setbacks from Watson Parkway North

Minimum - 0.6 metres

Maximum - 10 metres, with a portion of any building to be located at a setback between 0.6 metres and 5 metres

Minimum Side Yard

0 metres to address interior side yard setbacks created by the phasing of development

Off-street Parking

- 1.17 spaces per unit (including all non-residential units)
- 0.59 spaces per unit for retirement residential units

Minimum Building Height

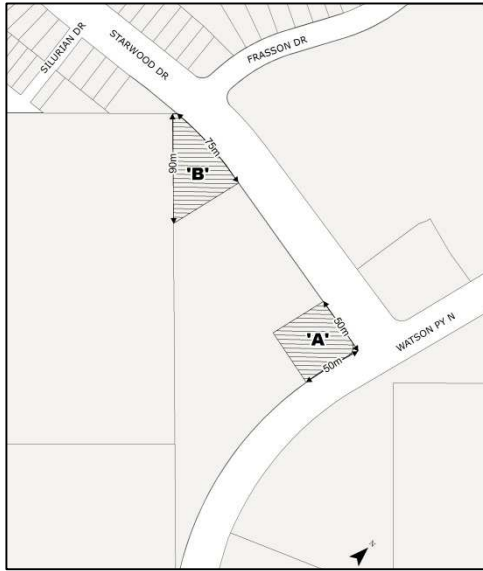
4 storeys, except for the portion of the site shown as Area 'A' in Illustration 1 below (*within 50 metres of the intersecting street line projections on Starwood Drive and Watson Parkway North*), where the minimum building height shall be 6 storeys.

Maximum Building Height

10 storeys, except for the portion of the site shown as Area 'B' in Illustration 1 below, where the maximum building height shall be 4 storeys.

Buildings taller than eight storeys shall have a minimum main wall stepback of 3 metres above the eighth storey.

Illustration 1



Floor Space Index (FSI)

2.5

Location of Parking Areas

- Parking areas shall be permitted within 2 metres of a lot line
- No parking areas shall be located between a building façade and Starwood Drive or Watson Parkway North
- Underground parking spaces shall be permitted within 0.6 metre of a lot line

Minimum Landscaped Open Space

20% of the lot area

Minimum Common Amenity Area

11 square metres per unit

Regulations for Non-Residential Uses

- Buildings fronting on Starwood Drive within 120 metres of the intersecting street line projections at Starwood Drive and Watson Parkway North shall contain ground level non-residential uses.
- Buildings fronting on Starwood Drive within 50 metres of the intersecting street line projections at Starwood Drive and Watson Parkway North shall incorporate ground level commercial uses along Starwood Drive, exclusive of live/work units.
- Street Entrances to non-residential units shall be located facing Starwood Drive
- The first storey of non-residential uses shall have a minimum ceiling height of 3.5 metres above grade

Severability Provision

The provisions of this By-law shall continue to apply collectively to the whole of the subject lands in the R.4B-? Zone, despite any future severance, conveyance, dedication, partition or division for any purpose.

R.4B-? (H) (Specialized High Density Residential) Holding Zone

In accordance with the provisions of the R.4B-? Zone.

H (Holding) Provisions

The Holding symbol shall be removed from the zoning designation by way of an amending zoning by-law following:

- The necessary assembly or consolidation of any lands required to ensure orderly development and satisfactory driveway access in association with abutting developable lands with frontage on Watson Parkway North.

R.1D (H) (Single Detached Residential) Holding Zone

In accordance with the provisions of the R.1D Zone.

H (Holding) Provisions

The Holding symbol shall be removed from the zoning designation by way of an amending zoning by-law when the following has been completed to the satisfaction of the City:

- Make the necessary arrangements for the provision of a public road extension to connect with Starwood Drive.
- Consideration of a walkway block to provide a public connection from Starwood Drive to the proposed trail system within abutting open space lands.
- Sufficient assembly or consolidation of required abutting lands to facilitate orderly development and the future severance of lands to permit the development of full residential lots fronting on Starwood Drive in accordance with the zoning by-law.

PROPOSED CONDITIONS

The following conditions are provided as information to Council and will be imposed through site plan approval:

1. The Owner shall submit to the City, in accordance with Section 41 of *The Planning Act*, a fully detailed site plan(s), indicating the location of buildings, landscaping, parking, circulation, access, lighting, grading and drainage on the said lands to the satisfaction of the General Manager of Planning Services and the City Engineer, prior to Site Plan approval, and furthermore the Owner agrees to develop the said lands in accordance with the approved plan.
 - c) Further, the Owner commits and agrees that the details of the layout, elevations and design for development of the subject lands shall be in general accordance and conformity with the conceptual development plan attached as Attachment 7 to the December 8, 2014 Planning, Building, Engineering and Environment Report Number 14-63.
 - d) Further, the Owner shall implement the recommendations of the Urban Design Brief, dated June 25, 2014, by MSAi, as updated in consultation with City staff, to the satisfaction of the General Manager of Planning Services.

2. Prior to the issuance of site plan approval, the Owner shall provide the City with written confirmation that development of the subject site will be to a standard that implements energy efficiency in order to support the Community Energy Initiative to the satisfaction of the General Manager of Planning Services in accordance with the letter attached as Attachment 11 to Report 14-63 from Planning, Building, Engineering and Environment dated December 8, 2014.
3. Prior to the issuance of site plan approval, the Owner shall submit a Phase 1 Environmental Site Assessment in accordance with the Record of Site Condition regulation (O. Reg. 153/04 as amended), describing the current conditions of the property known municipally as 78 Starwood Drive to the satisfaction of the City. If contamination is found, the consultant will determine its nature and the requirements for its removal and disposal at the Owner's expense.
4. Prior to issuance of a building permit for the property, the Owner shall complete the following:
 - a. file a Record of Site Condition (RSC) on the Ministry of the Environment (MOE) Environmental Site Registry for the property including certification by a Qualified Person as defined by O.Reg. 153/04 that the environmental condition of the property meets the appropriate MOE Site Condition Standards for the intended land use; and,
 - b. Submit the MOE acknowledgment letter for the RSC to the satisfaction of the City.
5. Prior to site plan approval and prior to any construction or grading on the lands, the Owner shall provide to the City, to the satisfaction of the General Manager/City Engineer, any of the following studies, plans and reports that may be requested by the General Manager/City Engineer:
 - a) a traffic impact and operations report;
 - b) a functional servicing report;
 - c) a stormwater management report and plans certified by a Professional Engineer in accordance with the City's Guidelines and the latest edition of the Ministry of the Environment's "Stormwater Management Practices Planning and Design Manual" which addresses the quantity and quality of stormwater discharge from the site together with a monitoring and maintenance program for the stormwater management facility to be submitted;
 - d) a geotechnical report certified by a Professional Engineer that analysis the permeability and hydraulic conductivity of the soils and recommends measures to ensure that they are not diminished by the construction and development;
 - e) a grading, drainage and servicing plan prepared by a Professional Engineer for the site; and
 - f) a detailed erosion and sediment control plan, certified by a Professional Engineer that indicates the means whereby erosion will be minimized and sediment maintained on-site throughout grading and construction.
6. The Owner shall, to the satisfaction of the General Manager/City Engineer, address and be responsible for adhering to all the recommended measures contained in the plans, studies and reports outlined in subsections 5 a) to 4 f) inclusive.
7. The Owner shall pay its share, in accordance with the City's cost-sharing policies and to the satisfaction of the General Manager/City Engineer, of the actual cost of the following works:

- a) removal of the existing road medians on Starwood Drive between Frasson Drive and Watson Parkway and on Watson Parkway to promote connectivity and pedestrian/cyclist movement;
- b) on-street parking, on-street cycling facilities, bus pads, street trees and other pedestrian facilities;
- c) any turning lanes required at the site accesses.

Furthermore, prior to site plan approval and prior to any construction or grading on the lands, the Owner shall pay to the City, the City's estimate of the Owner's share of the cost of the above noted works.

8. The Owner shall be responsible for the actual cost of any service laterals required for the lands and furthermore, prior to site plan approval and prior to any construction or grading on the lands, the Owner shall pay to the City, the estimated cost as determined by the General Manager/City Engineer of any service laterals.
9. The Owner shall pay the actual cost of removing or decommissioning to the satisfaction of the General Manager/City Engineer, any existing sanitary sewers, storm sewers, manholes and/or watermains to the lands that are not going to be used for service laterals. Furthermore, prior to site plan approval and prior to any construction or grading on the lands, the Owner shall pay to the City, the estimated cost as determined by the General Manager/City Engineer of the Owner's share of the cost of the removals and decommissioning works.
10. The Owner shall pay to the City the actual cost of the construction of the new driveway entrances and required curb cuts. Furthermore, prior to site plan approval and prior to any construction or grading on the lands, the Owner shall pay to the City, the estimated cost as determined by the General Manager/City Engineer of the construction of the new driveway entrances and required curb cuts.
11. The Owner shall provide a 15.0-metre radius at the intersection of Starwood Drive and Watson Parkway North as part of the development, prior to site plan approval and prior to any construction or grading on the lands.
12. The Owner shall prepare and implement a construction traffic access and control plan for all servicing and building construction to the satisfaction of the General Manager/City Engineer. Any costs related to the implementation of such a plan shall be borne by the Owner.
13. That the Owner constructs, installs and maintains erosion and sediment control facilities, satisfactory to the General Manager/City Engineer, prior to any grading or construction on the lands in accordance with a plan that has been submitted to and approved by the General Manager/City Engineer.
14. The Owner shall provide a qualified environmental inspector, satisfactory to the General Manager of Planning Services and the General Manager/City Engineer, to inspect the site during all phases of development and construction including grading, servicing and building construction. The environmental inspector shall monitor and inspect the erosion and sediment control measures and procedures, and compliance with the Environment Impact Study on a weekly or more frequent basis if required. The environmental inspector shall report on his or her findings to the City on a monthly or more frequent basis.
15. That the Owner constructs the new buildings at such an elevation that the lowest level of the new buildings can be serviced with a gravity connection to the sanitary sewer.

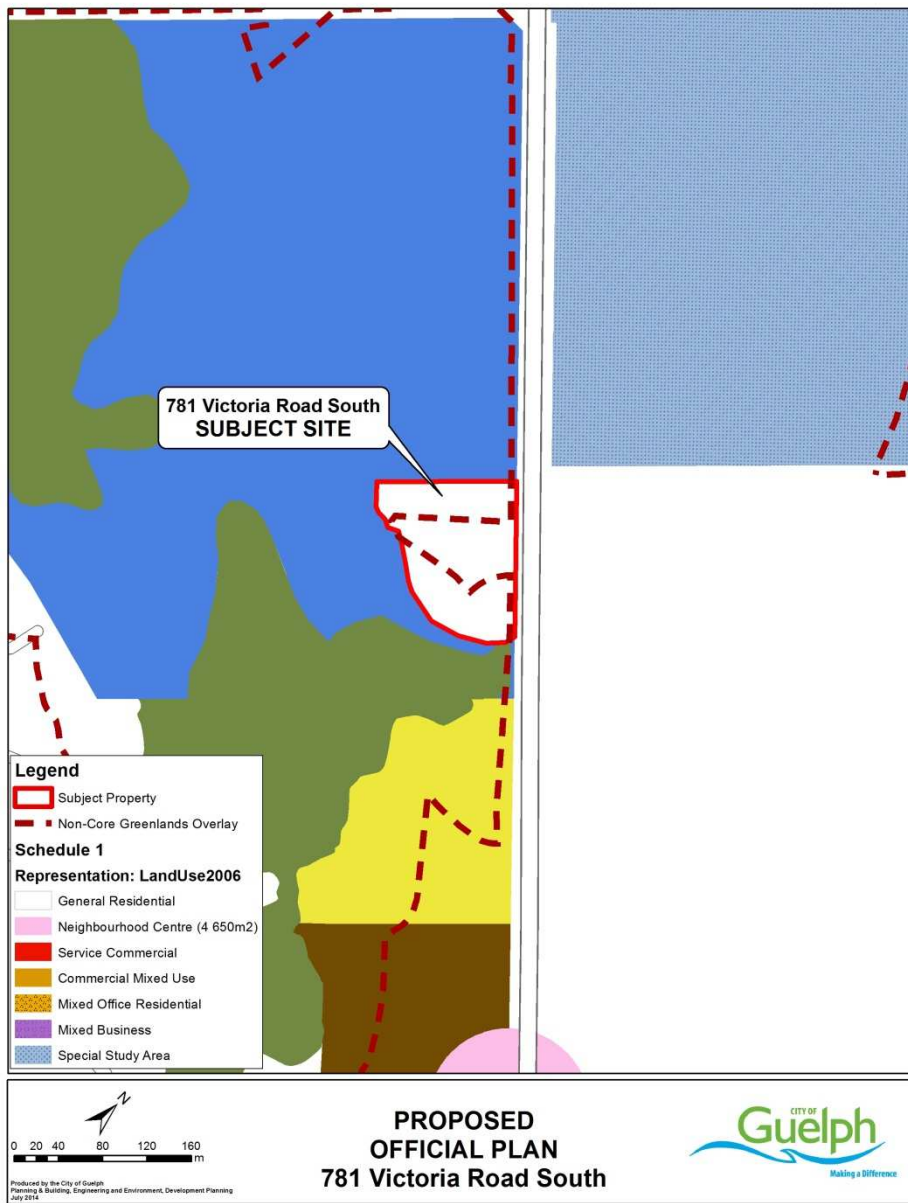
16. That the Owner grades, develops and maintains the site including the storm water management facilities designed by a Professional Engineer, in accordance with a Site Plan that has been submitted to and approved by the General Manager/City Engineer. Furthermore the Owner shall have the Professional Engineer who designed the storm water management system certify to the City that he/she supervised the construction of the storm water management system and that the storm water management system was built as it was approved by the City and that it is functioning properly.
17. That the Owner will ensure that all boreholes and monitoring wells installed for hydrogeological or geotechnical investigations are properly decommissioned in accordance with current Ministry of the Environment regulations (O.Reg. 903 as amended) and to the satisfaction of the General Manager/City Engineer, prior to site plan approval and prior to any construction or grading on the lands.
18. The Owner acknowledges that the City does not allow retaining walls higher than 1.0-metre abutting existing residential properties without the permission of the General Manager/City Engineer.
19. The Owner shall pay to the City the cost of installing bus stop pads at locations to be determined by Guelph Transit.
20. That all electrical services to the lands are underground and the Owner shall make satisfactory arrangements with Guelph Hydro Electric Systems Inc. for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to site plan approval and prior to any construction or grading on the lands.
21. That the Owner makes satisfactory arrangements with Union Gas for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to site plan approval and prior to any construction or grading on the lands.
22. The Owner shall ensure that all telephone service and cable TV service on the Lands shall be underground. The Owner shall enter into a servicing agreement with the appropriate service providers for the installation of underground utility services for the Lands, prior to site plan approval and prior to any construction or grading on the lands.
23. Prior to site plan approval, grading or tree removal, the Owner shall:
 - a. complete an Environmental Implementation Report (EIR) to the satisfaction of the General Manager of Planning. The EIR will provide details with respect to stormwater management and refined wetland water balance, including details on the proposed 60 m infiltration trench, tree management, permanent fencing, naturalization and landscaping, education and stewardship, trails and a salt management plan as well as any other recommendations from the Scoped Environmental Impact Study dated May 2014. As well the EIR will be based on an approved Terms of Reference and will include grading, drainage and erosion and sediment control plans, baseline data to inform the effectiveness monitoring program and will address the Environmental Advisory Committee motion from July 16, 2014 to the satisfaction of the General Manager of Planning.
 - b. complete a Tree Inventory, Preservation and Compensation Plan, satisfactory to the General Manager of Planning Services and in accordance with the City of Guelph Bylaw (2010)-19058 prior to any grading, tree removal or construction on the site.

- c. undertake a post-development monitoring program as detailed in the Environmental Implementation Report to the satisfaction of the General Manager of Planning. The Owner shall provide the City with a letter of credit to cover the City approved cost estimate for the post-development monitoring program to the satisfaction of the General Manager of Planning.
24. Prior to the issuance of site plan approval, written confirmation shall be received from the General Manager of Solid Waste Resources or his or her designate that the proposed development is in conformance with By-law (2011)-19199, known as the Waste Management By-law.
25. Prior to the issuance of site plan approval for the lands, the owner shall pay to the City, the City's total cost of reproduction and distribution of the Guelph Residents' Environmental Handbook, to all future households within the project, with such payment based on a cost of one handbook per residential household, as determined by the City.
26. The Owner shall pay to the City, as determined applicable by the Chief Financial Officer/City Treasurer, development charges and education development charges, in accordance with the City of Guelph Development Charges By-law (2009)-18729, as amended from time to time, or any successor thereof, and in accordance with the Education Development Charges By-laws of the Upper Grand District School Board (Wellington County) and the Wellington Catholic District School Board, as amended from time to time, or any successor by-laws thereof, prior to this issuance of any building permits, at the rate in effect at the time of the issuance of a building permit.
27. The Owner shall enter into an agreement with the City, registered on title, satisfactory to the City Solicitor and the General Manager/City Engineer, covering the conditions noted above.

781 Victoria Road South

Proposed Official Plan Amendment Policies

Amend Schedule 1, Land Use Plan of the Official Plan, as shown below, by changing the land use designation affecting a 1.27 hectare portion of the lands municipally known as 781 Victoria Road South and legally described as Part of Lot 2, Concession 8, (formerly Puslinch Township), City of Guelph, County of Wellington, from the current "Major Institutional" to "General Residential".



General Residential / Housing Policies

- 7.2.2 The City shall encourage and assist, where possible, in the production of an adequate supply and mix of *affordable housing* by:
- a) Expediting the *development* approval process and other administrative requirements;
 - b) Partnering with the private sector and other government levels to implement housing programs;
 - c) Encouraging the provision of *affordable housing* in plans of subdivision that are designed for moderate and lower income households, and, more particularly, for large subdivisions requiring this housing form to be provided to a minimum 25% of the total potential units.
 - d) Encouraging the use of alternative development techniques that can assist in lowering development costs and potentially lower housing costs;
 - e) Promoting a 3 percent *vacancy rate* for rental housing;
 - f) Encouraging the provision of additional rental housing;
 - g) Promoting the provision of *affordable housing*, located near transit, shopping, parks and other community facilities, in order to meet the needs of lower income and senior citizen households;
 - h) Supporting student housing developments conveniently accessible to the University of Guelph;
 - i) Supporting the provision of specialized housing facilities to meet the needs of persons with disabilities.
- 7.2.3 In order to provide for the housing needs of a wide array of socio-economic groups, the City will encourage the development of a variety of housing types and forms in large plans of subdivision.
- 7.2.4 The City shall provide for the creation of *accessory apartments* and other alternative, low impact housing forms for the lower density residential areas of the City. Regulations promoting compatibility of this housing form will be outlined in the *Zoning By-law*.
- 7.2.5 The City will encourage the conversion of suitable non-residential structures to residential accommodation, provided other non-residential land uses in the vicinity would not pose an *adverse effect*.
- 7.2.6 The conversion of a residential building and the conversion or redevelopment of existing non-residential buildings for multiple unit housing will be encouraged, where appropriate. Where the proposed conversion or redevelopment is of a building previously used for industrial, or other use having the potential to have resulted in environmental contamination, the provisions of subsection 5.6 will also apply to the building as well as the property. Such conversions or redevelopment shall require an amendment to the Zoning By-law and satisfy the criteria outlined in policy 7.2.7.

- 7.2.7 Multiple unit residential buildings, such as townhouses, row dwellings and apartments, may be permitted within designated areas permitting residential uses. The following development criteria will be used to evaluate a development proposal for multiple unit housing:
- a) That the building form, massing, appearance and siting are compatible in design, character and orientation with buildings in the immediate vicinity;
 - b) That the proposal can be adequately served by local convenience and neighbourhood shopping facilities, schools, parks and recreation facilities and public transit;
 - c) That the vehicular traffic generated from the proposal can be accommodated with minimal impact on local residential streets and intersections and, in addition, vehicular circulation, access and parking facilities can be adequately provided; and
 - d) That adequate municipal infrastructure, services and amenity areas for the residents can be provided.

General Residential' Land Use Designation

- 7.2.31 The predominant use of land in areas designated, as 'General Residential' on Schedule 1 shall be residential. All forms of residential *development* shall be permitted in conformity with the policies of this designation. The general character of development will be low-rise housing forms. *Multiple unit residential buildings* will be permitted without amendment to this Plan, subject to the satisfaction of specific development criteria as noted by the provisions of policy 7.2.7. Residential care facilities, *lodging houses*, *coach houses* and garden suites will be permitted, subject to the development criteria as outlined in the earlier text of this subsection.
- 7.2.32 Within the 'General Residential' designation, the *net density of development* shall not exceed 100 units per hectare (40 units/acre).
1. In spite of the density provisions of policy 7.2.32 the *net density of development* on lands known municipally as 40 Northumberland Street, shall not exceed 152.5 units per hectare (62 units per acre).
- 7.2.33 The physical character of existing established low density residential neighbourhoods will be respected wherever possible.
- 7.2.34 Residential lot *infill*, comprising the creation of new low density residential lots within the older established areas of the City will be encouraged, provided that the proposed *development* is compatible with the surrounding residential environment. To assess compatibility, the City will give consideration to the existing predominant zoning of the particular area as well as the general design parameters outlined in subsection 3.6 of this Plan. More specifically, residential lot *infill* shall be compatible with adjacent residential environments with respect to the following:
- a) The form and scale of existing residential development;
 - b) Existing building design and height;
 - c) Setbacks;

- d) Landscaping and amenity areas;
- e) Vehicular access, circulation and parking; and
- f) Heritage considerations.

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

9.3 Official Plan Amendments

9.3.1 It is the policy of Council that any provision of this Plan may be amended pursuant to the requirements of the Planning Act.

9.3.2 When considering an application to amend the Official Plan, Council shall consider the following matters:

- a) The conformity of the proposal to the goals and objectives of this Plan;
- b) Suitability of the site or area for the proposed use, especially in relation to other sites or areas of the City;
- c) Compatibility of the proposed use with adjacent land use designations;
- d) The need for the proposed use, in light of projected population and employment targets;
- e) The market feasibility of the proposed use;
- f) The extent to which the existing areas of the City designated for the proposed use are developed or are available for development;
- g) The impact of the proposed use on sewage, water and solid waste management systems, the transportation system, community facilities and the natural environment; and
- h) The financial implications of the proposed development.

9.3.3 Council shall provide information regarding a proposed amendment to the Official Plan to such boards, commissions, agencies and the public that may have an interest in it. Prior to approving a proposed amendment, Council shall afford such organizations and the public an opportunity to submit comments.

9.3.4 Council shall, prior to approving an amendment to this Plan, provide information and hold a public meeting for the purposes of obtaining public input concerning the proposal, subject to the provisions of the Planning Act.

781 Victoria Road South
Recommended Zoning Regulations and Conditions

The property affected by the Zoning By-law Amendment application is municipally known as 781 Victoria Road South and is legally described as Part of Lot 2, Concession 8, (formerly Puslinch Township), City of Guelph, County of Wellington.

PROPOSED ZONING

The following zoning is proposed for 781 Victoria Road South:

R.1B-? (Specialized Single Detached Residential) Zone

In accordance with Section 5.1 of Zoning By-law (1995)-14864, with the following exceptions:

Permitted Uses

- Single detached dwellings on a private condominium road
- Accessory Apartment in accordance with Section 4.15.1
- Home Occupation in accordance with Section 4.19

Regulations

In accordance with Section 5.1.2 and Table 5.1.2 of Zoning By-law (1995)-14864, with the following exceptions:

- Despite Section 4.1 of Zoning By-law (1995)-14864, development may occur on a privately owned street
- Minimum Front Yard of 4.5 metres to front wall of habitable space
- Minimum Exterior Side Yard of 3 metres adjacent to private streets
- Minimum Rear Yard of 5 metres or 20% of the lot depth whichever is less

PROPOSED CONDITIONS

The following conditions that apply to the proposed development are provided as information to Council and will be imposed through the future consent to sever application, site plan approval process and/or draft plan of condominium:

1. The Owner shall submit to the City (including a site plan control agreement registered on title), in accordance with Section 41 of The Planning Act, site plan(s) to the satisfaction of the General Manager of Planning Services and the City Engineer. Furthermore, the Owner agrees to develop the said lands in accordance with the approved plan.
 - a. Further, the Owner commits and agrees that the site plan shall provide enhanced side building principles to be implemented for the proposed single detached dwellings adjacent to Victoria Road.
 - b. Further, the Owner shall implement any noise mitigation measures as required by the full noise report for lots adjacent to Victoria Road.
2. The Owner acknowledges and agrees that the suitability of the land for the proposed uses is the responsibility of the landowner. The Developer shall retain a Qualified Person (QP) as defined in Ontario Regulation 153/04 to prepare and submit a Phase 1 Environmental Site Assessment and any other subsequent phases required, to assess any real property to ensure that such property is free of contamination. If contamination

is found, the consultant will determine its nature and the requirements for its removal and disposal at the Developer's expense. Prior to the site plan approval, a Qualified Person shall certify that all properties to be developed are free of contamination.

3. If contamination is found, the Owner shall:
 - a. submit all environmental assessment reports prepared in accordance with the Record of Site Condition (O. Reg. 153/04) describing the current conditions of the land to be developed and the proposed remedial action plan to the satisfaction of the City;
 - b. complete any necessary remediation work in accordance with the accepted remedial action plan and submit certification from a Qualified Person that the lands to be developed meet the Site Condition Standards of the intended land use; and
 - c. file a Record of Site Condition (RSC) on the Provincial Environmental Registry for lands to be developed.
4. Prior to any severance of the lands and prior to any construction or grading on the lands, the Owner shall have a Professional Engineer design a grading/drainage plan and stormwater management system for the site, satisfactory to the City Engineer.
5. Prior to any severance of the lands and prior to any construction or grading on the lands, the Owner shall update and finalize as required by the City, any or all of the following studies, plans and reports to the satisfaction of the General Manager/City Engineer:
 - a. a geotechnical report certified by a Professional Engineer that analyzes the permeability and hydraulic conductivity of the soils and recommends measures to ensure that they are not diminished by the construction and development;
 - b. a servicing and stormwater management report certified by a Professional Engineer in accordance with the City's Guidelines and the latest edition of the Ministry of the Environment's "Stormwater Management Practices Planning and Design Manual" which addresses the quantity and quality of stormwater management onsite together with a monitoring and maintenance program for the stormwater management facility;
 - c. A detailed erosion and sediment control plan in accordance with the Grand River Conservation Authority Guidelines, certified by a Professional Engineer that indicates the means whereby erosion will be minimized and sediment maintained on-site throughout all phases of grading and construction.
6. The Owner shall, to the satisfaction of the General Manager/City Engineer, address and be responsible for adhering to all the recommended measures contained in the plans, studies and reports outlined in subsections 5 a) to 5 c) inclusive.
7. The Owner shall grade, develop and maintain the site including the storm water management system designed by a Professional Engineer, in accordance with a Development Plan that has been submitted to and approved by the General Manager/City Engineer. Furthermore, the Owner shall have the Professional Engineer who designed the storm water management system certify to the City that he/she

supervised the construction of the storm water management system, and that the storm water management system was approved by the City and that it is functioning properly.

8. Prior to any construction or grading on the lands, the Owner shall construct, install and maintain erosion and sediment control facilities, satisfactory to the General Manager/City Engineer, in accordance with a plan that has been submitted to and approved by the General Manager/City Engineer.
9. The Owner shall pay to the City the actual cost of the construction of the new driveway access, curb cut including boulevard restoration, i.e. topsoil/sod within the right-of-way allowance prior to any severance of the lands and prior to any construction or grading on the lands. Furthermore, prior to any severance of the lands and prior to any construction or grading on the lands, the Owner shall pay to the City the estimated cost of constructing the new driveway access, curb cut, including boulevard restoration, i.e. topsoil/sod within the right-of-way allowance as determined by the General Manager/City Engineer.
10. The Owner shall pay to the City its share of the actual cost of constructing roadworks on Victoria Road across their frontage (781 Victoria Road), including curb and gutter, catchbasins, sidewalks, streetlighting as determined by the City Engineer. Furthermore, prior to any severance of the lands and prior to any construction or grading on the lands, the Owner shall pay the estimated cost of the roadworks as determined by the City Engineer.
11. That prior to any severance of the lands and prior to any construction or grading on the lands, the Owner shall pay to the City, \$151.93/m representing the outstanding owner's share of the cost of the existing watermain on Victoria Road across the frontage.
12. That prior to any severance of the lands and prior to any construction or grading on the lands, the Owner shall pay to the City, \$531.46/m representing the outstanding owner's share of the cost of the existing gravity sanitary sewer on Victoria Road across the frontage.
13. The Owner shall pay to the City the actual cost of any service laterals required and furthermore, prior to any severance of the lands and prior to any construction or grading on the lands, the Owner shall pay to the City the estimated cost of the service laterals, as determined by the General Manager/City Engineer.
14. That the Owner constructs the new buildings at such an elevation that the lowest level of the new buildings can be serviced with a gravity connection to the sanitary.
15. Prior to any severance of the lands and prior to any construction or grading on the lands, the Owner shall deed to the City free of all encumbrances a 3.0-metre (9.84 feet) wide parcel of land for a road widening along the entire frontage of the property.
16. Prior to any severance of the lands and prior to any construction or grading on the lands, the Owner shall have an Ontario Land Surveyor prepare a reference plan identifying the road widening.

17. The Owner shall make satisfactory arrangements with Union Gas for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plant, prior to site plan approval and prior to any construction or grading on the lands.
18. That all electrical services to the lands are underground and the Owner shall make satisfactory arrangements with Guelph Hydro Electric Systems Inc. for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to site plan approval and prior to any construction or grading on the lands.
19. The Owner shall ensure that all telephone service and cable TV service in the Lands shall be underground. The Owner shall enter into a servicing agreement with the appropriate service providers for the installation of underground utility services for the Lands.
20. Prior to the issuance of a building permit, any domestic wells, monitoring wells and boreholes drilled for hydrogeological or geotechnical investigations shall be properly abandoned in accordance with current Ministry of the Environment Regulations and Guidelines. The Owner shall submit a Well Record to the satisfaction of the City Engineer.
21. Prior to issuance of a building permit, the Owner is required to reimburse the City Engineering Department for the cost of reviewing development plans at a rate of 5% of the estimated cost of all the site works.
22. Prior to any severance of the lands and prior to any construction or grading on the lands, the Owner shall:
 - a. complete an Environmental Implementation Report (EIR) to the satisfaction of the General Manager of Planning. The EIR will provide details with respect to stormwater management and wetland water balance, tree management, restoration and enhancement including invasive species removal and education and stewardship information as outlined in the recommendations of the EIS Addendum dated September 19th, 2014. As well the EIR will be based on an approved Terms of Reference and will include grading, drainage and erosion and sediment control plans, salt management plan, baseline data to inform the effectiveness monitoring program and will address the Environmental Advisory Committee motion from May 14, 2014 to the satisfaction of the General Manager of Planning.
 - b. complete a Tree Inventory, Preservation and Compensation Plan, satisfactory to the General Manager of Planning Services and in accordance with the City of Guelph Bylaw (2010)-19058 prior to any grading, tree removal or construction on the site.
 - c. undertake a post-development monitoring program as detailed in the Environmental Implementation Report to the satisfaction of the General Manager of Planning. The developer shall provide the City with a letter of credit to cover the City approved cost estimate for the post-development monitoring program to the satisfaction of the General Manager of Planning should the monitoring program extend beyond registration of the Draft Plan of Condominium.

23. That prior to the issuance of building permits, the Owner shall pay to the City a cash payment in-lieu of conveyance of parkland in accordance with By-law (1989)-13410, as amended by By-law (1990)-13545 and By-law (2007)-18225 or any successor thereof.
24. The Owner shall submit a Noise Impact Study to the satisfaction of the General Manager of Planning Services addressing the potential traffic noise impacts from Victoria Road.
25. The Owner shall pay to the City, as determined applicable by the Chief Financial Officer/City Treasurer, development charges and education development charges, in accordance with the City of Guelph Development Charges By-law (2009)-18729, as amended from time to time, or any successor thereof, and in accordance with the Education Development Charges By-laws of the Upper Grand District School Board (Wellington County) and the Wellington Catholic District School Board, as amended from time to time, or any successor by-laws thereof, prior to this issuance of any building permits, at the rate in effect at the time of the issuance of a building permit.
26. The Owner shall carry out an archaeological assessment of the subject lands and mitigate, through preservation or resource removal, adverse impacts to any significant archaeological resources found. No grading or any soil disturbances shall take place on the subject lands prior to the issuance of a letter from the Ministry of Citizenship, Culture and Recreation to the City indicating that all archaeological assessment and/or mitigation activities undertaken have met licensing and resource conservation requirements.
27. Prior to the issuance of site plan approval, written confirmation shall be received from the General Manager of Solid Waste Resources or his or her designate that the proposed development is in conformance with By-law (2011)-19199, known as the Waste Management By-law.
28. The Owner shall provide the City with written confirmation that the subject site will be developed to a standard that implements energy efficiency in order to support the Community Energy Initiative to the satisfaction of the General Manager of Planning Services in accordance with the letter attached as Attachment 10 to Report 14-59 from Planning, Building, Engineering and Environment dated December 8, 2014.
29. The Owner shall enter into an agreement with the City, registered on title, satisfactory to the General Manager of Planning Services and the City Engineer, covering the conditions noted above and to develop the site in accordance with the approved plans and reports.



**Minutes of Guelph City Council
Held in the Council Chambers, Guelph City Hall on
Monday, December 15, 2014 at 7:00 p.m.**

Attendance

Council: Mayor C. Guthrie
Councillor P. Allt
Councillor B. Bell
Councillor C. Billings
Councillor C. Downer
Councillor J. Gordon
Councillor J. Hofland
Councillor M. MacKinnon
Councillor L. Piper
Councillor M. Salisbury
Councillor D. Gibson
Councillor K. Wettstein

Regrets: Councillor A. Van Hellemond

Staff: Mr. D. Thomson, Deputy CAO, Public Services
Mr. M. Amorosi, Deputy CAO, Corporate Services
Mr. A. Horsman, Deputy CAO, Infrastructure, Development & Enterprise
Ms. K. Dedman, General Manager/City Engineer
Mr. S. O'Brien, City Clerk
Ms. G. van den Burg, Council Committee Coordinator

Call to Order (7:03 p.m.)

Mayor Guthrie called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Confirmation of Minutes

1. Moved by Councillor Allt
Seconded by Councillor Hofland

That the open and closed minutes of the Council Meeting held November 17, 2014; the open minutes of the Inaugural Council Meeting held December 1, 2014 and the Special Council Meeting held December 3, 2014; and the closed meeting minutes of the Special Council Meeting held December 10, 2014 be confirmed as recorded and without being read.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, and Wettstein (12)

VOTING AGAINST: (0)

CARRIED

Consent Reports

Nominating Committee Consent Report

Councillor Hofland presented the Nominating Committee First Consent Report.

The following item was extracted:

NOM-2014.1 2014-2015 Councillor Appointments to Standing Committees, Local Boards and Public Agencies

Closed Meeting of Council as Shareholder of Guelph Junction Railway Co. Consent Report

Councillor Hofland presented the Guelph Junction Railway Co. First Consent Report.

C-GJR-2014.1. Appointment of Members of the Board of Directors

2. Moved by Councillor Hofland
 Seconded by Councillor Allt

That the following individuals be appointed as independent members of the Board of Directors of GJR for the term commencing December 15, 2014 and ending as indicated:

David Clarke - 2016 AGM

John Kelly - 2017 AGM

Stephen Host - 2017 AGM

Ian Brown - 2017 AGM

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, and Wettstein (12)

VOTING AGAINST: (0)

CARRIED

Council Consent Agenda

The following items were extracted:

CON-2014.70 2014 Q3 Capital Budget Monitoring Report CON-2014.71 Q3 2014 Operating Variance

Balance of Council Consent Items

3. Moved by Councillor Billings
 Seconded by Councillor Wettstein

That the balance of the December 15, 2014 Consent Agenda as identified below, be adopted:

CON-2014.72 Sign By-Law Variances – 575 Wellington Street West

1. That the report from Infrastructure, Development and Enterprise dated December 15, 2014 regarding sign by-law variances for 575 Wellington Street West, be received; and
2. That the request for variances from the Sign By-law for 575 Wellington Street West to permit two (2) interchangeable signs, each with clearance of 0.62 metres from the ground surface, be approved.

CON-2014.73 Sign By-Law Variances – 28 Wellington Street East

1. That the report from Infrastructure, Development and Enterprise dated December 15, 2014 regarding sign by-law variances for 28 Wellington Street East, be received; and
2. That the request for variances from the Sign By-law for 28 Wellington Street East to permit three (3) interchangeable building signs to be located 0.92 metres from the ground and to occupy 18.9% of a building face fronting an adjacent property, be approved; and
3. That the request for variances from the Sign By-law for 28 Wellington Street East to permit 3 menu boards on the property, one pre-sell menu with a height of 2.04 metres above the adjacent roadway and two (2) integrated menu boards with a height of 2.72 metres above the adjacent roadway and sign faces of 3.66 square metres each, be approved.

CON-2014.74 Appointment of Members of Council to the Federation of Canadian Municipalities and the Association of Municipalities of Ontario

1. That Councillor Bob Bell be endorsed by City Council to stand for election on the Federation of Canadian Municipalities (FCM) National Board of Directors for the duration of the 2015-2016 term ending in June 2016 and that Council assume all costs associated with this Member's attendance at FCM's quarterly National Board of Directors meetings.
2. That Councillor Cathy Downer be endorsed by City Council to stand for election on the Association of Municipalities of Ontario (AMO) Board of Directors, Large Urban Caucus, for the duration of the 2014-2016 term ending in August 2016 and that Council assume all costs associated with this Member's attendance at AMO's Board of Directors meetings.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, and Wettstein (12)

VOTING AGAINST: (0)

CARRIED

Extracted Items

NOM-2014.1 2014-2015 Councillor Appointments to Standing Committees, Local Boards and Public Agencies

Main Motion

4. Moved by Councillor Hofland
Seconded by Councillor Allt

Audit Committee

1. That Councillors Phil Allt, Mark MacKinnon, Andy Van Hellemond and Karl Wettstein be appointed members of the Audit Committee for a term ending November 30, 2016.

Corporate Services Committee

2. That Councillors Phil Allt, Christine Billings, Mark MacKinnon and June Hofland be appointed members of the Corporate Services Committee for a term ending November 30, 2016.

Infrastructure, Development & Enterprise Committee

3. That Councillors Dan Gibson, Leanne Piper, Mike Salisbury and Bob Bell be appointed members of the Infrastructure, Development and Enterprise Committee for a term ending November 30, 2016.

Public Services Committee

4. That Councillors Christine Billings, James Gordon, Andy Van Hellemond and Cathy Downer be appointed members of the Public Services Committee for a term ending November 30, 2016.

Board of Trustees of the Elliott Community

5. That Councillor James Gordon be appointed to the Board of Trustees of the Elliott for a term ending November 30, 2018.

Grand River Conservation Authority

6. That Councillors Bob Bell and Mike Salisbury be appointed to the Grand River Conservation Authority for a term ending November 30, 2018.

Guelph Police Services Board

7. That Mayor Cam Guthrie and Councillor Leanne Piper be appointed to the Guelph Police Service Board for a term ending November 30, 2018.

Guelph Public Library Board

8. That Councillor James Gordon be appointed to the Guelph Public Library Board for a term ending November 30, 2018.

Macdonald Stewart Art Centre Board of Directors

9. That Councillor Phil Allt be appointed to the Macdonald Stewart Art Centre Board of Directors for a term ending November 30, 2018.

Well Interference Committee

10. That Councillors Phil Allt, Dan Gibson, and Andy Van Hellemond be appointed to the Well Interference Committee for a term ending November 30, 2018.

Downtown Guelph Business Association Board of Management

11. That Councillors Cathy Downer and Dan Gibson be appointed to the Downtown Guelph Business Association Board of Management for a term ending November 30, 2018.

Wellington-Dufferin-Guelph Public Health Board of Directors

12. That Councillors Christine Billings, June Hofland and Mark MacKinnon be appointed to the Wellington-Dufferin-Guelph Public Health Board of Directors for a term ending November 30, 2018.

Amendment

5. Moved by Councillor Billings
Seconded by Councillor Bell

Board of Trustees of the Elliott Community

5. That Councillor James Gordon be appointed to the Board of Trustees of the Elliott for a term ending November 30, **2016**.

Grand River Conservation Authority

6. That Councillors Bob Bell and Mike Salisbury be appointed to the Grand River Conservation Authority for a term ending November 30, **2016**.

Guelph Police Services Board

7. That Mayor Cam Guthrie and Councillor Leanne Piper be appointed to the Guelph Police Service Board for a term ending November 30, **2016**.

Guelph Public Library Board

8. That Councillor James Gordon be appointed to the Guelph Public Library Board for a term ending November 30, **2016**.

Macdonald Stewart Art Centre Board of Directors

9. That Councillor Phil Allt be appointed to the Macdonald Stewart Art Centre Board of Directors for a term ending November 30, **2016**.

Well Interference Committee

10. That Councillors Phil Allt, Dan Gibson, and Andy Van Hellemond be appointed to the Well Interference Committee for a term ending November 30, **2016**.

Downtown Guelph Business Association Board of Management

11. That Councillors Cathy Downer and Dan Gibson be appointed to the Downtown Guelph Business Association Board of Management for a term ending November 30, **2016**.

Wellington-Dufferin-Guelph Public Health Board of Directors

12. That Councillors Christine Billings, June Hofland and Mark MacKinnon be appointed to the Wellington-Dufferin-Guelph Public Health Board of Directors for a term ending November 30, **2016**.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, MacKinnon, Piper, and Wettstein (10)

VOTING AGAINST: Councillors Hofland, Salisbury (2)

CARRIED

Main Motion as Amended

6. Moved by Councillor Hofland
Seconded by Councillor Allt

That the December 15, 2014 Nominating Committee First Consent Report as identified below, be adopted as amended:

NOM-2014.1 2014-2015 Councillor Appointments to Standing Committees, Local Boards and Public Agencies

Audit Committee

1. That Councillors Phil Allt, Mark MacKinnon, Andy Van Hellemond and Karl Wettstein be appointed members of the Audit Committee for a term ending November 30, 2016.

Corporate Services Committee

2. That Councillors Phil Allt, Christine Billings, Mark MacKinnon and June Hofland be appointed members of the Corporate Services Committee for a term ending November 30, 2016.

Infrastructure, Development & Enterprise Committee

3. That Councillors Dan Gibson, Leanne Piper, Mike Salisbury and Bob Bell be appointed members of the Infrastructure, Development and Enterprise Committee for a term ending November 30, 2016.

Public Services Committee

4. That Councillors Christine Billings, James Gordon, Andy Van Hellemond and Cathy Downer be appointed members of the Public Services Committee for a term ending November 30, 2016.

Board of Trustees of the Elliott Community

5. That Councillor James Gordon be appointed to the Board of Trustees of the Elliott for a term ending November 30, **2016**.

Grand River Conservation Authority

6. That Councillors Bob Bell and Mike Salisbury be appointed to the Grand River Conservation Authority for a term ending November 30, **2016**.

Guelph Police Services Board

7. That Mayor Cam Guthrie and Councillor Leanne Piper be appointed to the Guelph Police Service Board for a term ending November 30, **2016**.

Guelph Public Library Board

8. That Councillor James Gordon be appointed to the Guelph Public Library Board for a term ending November 30, **2016**.

Macdonald Stewart Art Centre Board of Directors

9. That Councillor Phil Allt be appointed to the Macdonald Stewart Art Centre Board of Directors for a term ending November 30, **2016**.

Well Interference Committee

10. That Councillors Phil Allt, Dan Gibson, and Andy Van Hellemond be appointed to the Well Interference Committee for a term ending November 30, **2016**.

Downtown Guelph Business Association Board of Management

11. That Councillors Cathy Downer and Dan Gibson be appointed to the Downtown Guelph Business Association Board of Management for a term ending November 30, **2016**.

Wellington-Dufferin-Guelph Public Health Board of Directors

12. That Councillors Christine Billings, June Hofland and Mark MacKinnon be appointed to the Wellington-Dufferin-Guelph Public Health Board of Directors for a term ending November 30, **2016**.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, and Wettstein (12)

VOTING AGAINST: (0)

CARRIED

CON-2014.70 2014 Q3 Capital Budget Monitoring Report

7. Moved by Councillor Bell
 Seconded by Councillor MacKinnon

That FIN-14-46 2014 Q3 Capital Budget Monitoring Report be received for information.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, and Wettstein (12)

VOTING AGAINST: (0)

CARRIED

CON-2014.71 Q3 2014 Operating Variance

8. Moved by Councillor Hofland
 Seconded by Councillor Allt

That report FIN-14-45 2014 Q3 2014 Operating Variance Report be received for information.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, and Wettstein (12)

VOTING AGAINST: (0)

CARRIED

Special Resolutions:

a) Councillor Bell presented his motion for which notice was given November 17, 2014.

Yvette Tendrick, representative of Guelph Coalition for Active Transportation, requested that Council refer Councillor Bell's motion to the Public Services Committee. She noted the

advantages and disadvantages for expanding the Trail Master Plan and highlighted the need for more cycling paths.

Main Motion

9. Moved by Councillor Bell
Seconded by Councillor Billings
 1. That the Trail Master Plan encompass the redevelopment of the GRCA property around the Hanlon Creek to include a new trail sections and the underpass at the new Speedvale Avenue bridge over the Speed River, and consideration of funding assistance from FCM's "Green Municipal Fund" to this regard, be referred to the Public Services Committee for consideration; and
 2. That the standing committee report back to Council with recommendations with respect to the improved Trail Master Plan by the end of April 2015.

Amendment

10. Moved by Councillor Piper
Seconded by Councillor Bell
 1. That the Trail Master Plan encompassing the redevelopment of the GRCA property around the Hanlon Creek to include a new trail sections and the underpass at the new Speedvale Avenue bridge over the Speed River, and consideration of funding assistance from FCM's "Green Municipal Fund" to this regard, be referred to the Public Services Committee for consideration; and

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, and Wettstein (12)

VOTING AGAINST: (0)

CARRIED

Main Motion as Amended

It was requested that the clauses be voted on separately.

11. Moved by Councillor Bell
Seconded by Councillor Billings
 1. That the Trail Master Plan encompassing the redevelopment of the GRCA property around the Hanlon Creek to include a new trail sections and the underpass at the new Speedvale Avenue bridge over the Speed River, and consideration of funding assistance from FCM's "Green Municipal Fund" to this regard, be referred to the Public Services Committee for consideration; and

VOTING IN FAVOUR: Mayor Guthrie, Councillors, Bell, Billings, Gibson, Gordon, and Salisbury (6)

VOTING AGAINST: Councillors Allt, Downer, Hofland, MacKinnon, Piper, and Wettstein (6)

DEFEATED BY TIE VOTE

As a result of the first clause being defeated, the second clause was not considered.

b) Councillor Bell presented his motion for which notice was given November 17, 2014.

That Council reconsider the currently approved Downtown Streetscape Manual with respect to the St. Georges Square Design and total lack of on-street cycling infrastructure.

As a result of the motion not receiving an eligible seconder, the motion was not introduced for consideration.

By-laws

12. Moved by Councillor Bell
Seconded by Councillor Salisbury

That By-laws Numbered (2014)-19846 to (2014)-19847, inclusive, are hereby passed.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, and Wettstein (12)
VOTING AGAINST: (0)

CARRIED

Notice of Motion

Mayor Guthrie gave notice that he will be bringing a motion to the January 19, 2015 Council Workshop Budget Orientation regarding the 2015 Operating Budget.

Adjournment (8:40 p.m.)

13. Moved by Councillor Billings
Seconded by Councillor Gibson

That the meeting be adjourned.

CARRIED

Minutes to be confirmed on February 23, 2015.

Mayor Guthrie

Stephen O'Brien, City Clerk



**Minutes of Guelph City Council
Held in the Council Chambers, Guelph City Hall on
Monday January 19, 2015 at 6:00 p.m.**

Attendance

Council: Mayor Guthrie
Councillor P. Allt
Councillor B. Bell
Councillor C. Billings
Councillor C. Downer
Councillor J. Gordon
Councillor D. Gibson
Councillor M. MacKinnon
Councillor L. Piper
Councillor M. Salisbury
Councillor A. Van Hellemond

Absent: Councillor Hofland
Councillor Wettstein

Staff: Ms. A. Pappert, Chief Administrative Officer
Mr. M. Amorosi, Deputy CAO, Corporate Services
Mr. A. Horsman, Deputy CAO, Infrastructure, Development & Enterprise
Ms. K. Powers, Deputy Treasurer, General Manager Financial Services
Ms. T. Agnello, Deputy City Clerk
Ms. J. Sweeney, Council Committee Coordinator

Call to Order (6:00 p.m.)

Mayor Guthrie called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Introduction to Budgeting and Finance

Mr. Mark Amorosi, Deputy CAO Corporate Services, introduced the presentation and advised of the role of Council and provided a high level definition of a municipal budget.

Ms. Katrina Power, Deputy Treasurer, General Manager Financial Services highlighted the distribution of municipal tax dollars to the various areas and operational revenues generated and expenditures. She provided information on the past 10 years trends. She provided information on the capital budget funding sources and expenditures. She also highlighted the interaction between the Operating and Capital Budgets and the capital budget guideline calculation. She continued by explaining the process once the budget is approved by Council and provided clarification on tax ratio and tax rate.

Mr. Al Horsman, Deputy CAO Infrastructure, Development & Enterprise, gave an overview of the 2015 budget process. He provided a history with respect to the predictable formula and outlined the calculation for the 2015 budget.

Ms. Power advised that the Province regulates the amount of municipal debt and briefly outlined the city debt policy. She also provided information relating to reserve and reserve funds.

1. Moved by Councillor MacKinnon
Seconded by Councillor Van Hellemond

That staff be directed to prepare a list of options available for Council to consider, that aligns the 2015 levy rate increase with the 2014 Ontario rate of inflation.

First Amendment

2. Moved by Councillor Bell
Seconded by Councillor Billings

THAT "levy rate increase" be replaced with "individual tax payer increase".

VOTING IN FAVOUR: Councillors Bell and Billings (2)

VOTING AGAINST: Mayor Guthrie, Councillors Allt, Downer, Gibson, Gordon, MacKinnon, Piper, Salisbury and Van Hellemond (9)

DEFEATED

Second Amendment

3. Moved by Councillor Billings
Seconded by Councillor Bell

That the options that staff bring forward do not include basic fundamental services that residents rely upon, unless they are truly efficiency gains.

VOTING IN FAVOUR: Councillors Bell and Billings (2)

VOTING AGAINST: Mayor Guthrie, Councillors Allt, Downer, Gibson, Gordon, MacKinnon, Piper, Salisbury and Van Hellemond (9)

DEFEATED

Main Motion

4. Moved by Councillor MacKinnon
Seconded by Councillor Van Hellemond

That staff be directed to prepare a list of options available for Council to consider that aligns the 2015 levy rate increase with the 2014 Ontario rate of inflation.

VOTING IN FAVOUR: Councillors Allt, Bell, Billings, Downer, Gibson, MacKinnon, Piper and Van Hellemond (9)

VOTING AGAINST: Councillors Gordon and Salisbury (2)

CARRIED

Adjournment (8:45 p.m.)

5. Moved by Councillor Downer
Seconded by Councillor Allt

That the meeting be adjourned.

CARRIED

Minutes to be confirmed on February 23, 2015.

Mayor Guthrie

Deputy City Clerk

**Minutes of Guelph City Council
Held in the Council Chambers, Guelph City Hall on
Monday, January 21, 2015 at 6:00 p.m.**

Draft Minutes - Subject to Confirmation

Attendance

Council: Mayor C. Guthrie
Councillor B. Bell
Councillor C. Billings
Councillor C. Downer
Councillor J. Gordon
Councillor D. Gibson
Councillor M. MacKinnon
Councillor L. Piper
Councillor M. Salisbury
Councillor A. Van Hellemond

Regrets: Councillor P. Allt
Councillor J. Hofland
Councillor K. Wettstein

Staff: Ms. A. Pappert, Chief Administrative Officer
Mr. M. Amorosi, Deputy CAO, Corporate Services
Mr. D. Thomson, Deputy CAO, Public Services
Mr. B. Coutts, Manager, Court Services
Mr. B. Poole, Chief Building Official
Mr. P. Busatto, Manager, Water Services
Ms. K. Suresh, Manager, Wastewater Services
Mr. S. O'Brien, City Clerk
Ms. G. van den Burg, Council Committee Coordinator

Call to Order (6:00 p.m.)

Mayor Guthrie called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Council Consent Agenda

The following item was extracted:

CON-2015.1 2015 Non-Tax Supported Operating and Capital Budgets

Extracted Item

CON-2015.1 – 2015 Non-Tax Supported Operating and Capital Budgets

Mr. Mark Amorosi, Deputy CAO, Corporate Services, provided an overview of the objectives of the presentation and noted that some calculations have been adjusted to take into consideration a minor change in the Grand River Conservation Authority levy and a reduction in water volume rate resulting from a projected decrease in fuel costs.

Mr. Brad Coutts, Manager, Court Services, Mr. Bruce Poole, Chief Building Official, Mr. Peter Busatto, General Manager, Water Services, Ms. Kiran Suresh, General Manager, Wastewater Services provided a summary of their respective departments 2014 accomplishments, key 2015 department objectives, and explanations for the changes in their 2015 operating budget.

Grand River Conservation Authority (GRCA)

Ms. Jane Mitchell, Chair, and Mr. Joe Farwell, CAO, GRCA, provided an overview of the Grand River Watershed, while Ms. Sonja Radoja, Manager of Corporate Services, GRCA, noted some of the recent financial challenges experienced by the GRCA. The GRCA is currently requesting an increase of 2.5% into the general municipal levy and an increase in the operating levy by 2.8%.

Council recessed at 8:47 p.m. and resumed at 9:00 p.m.

1. Moved by Councillor Bell
Seconded by Councillor Piper

That Council receives and refers to the January 28, 2015 Council meeting:

For Water and Wastewater Services

1. the proposed expansion packages in the net amounts of \$358,900 for Water Services and \$44,600 for Wastewater Services; and
2. the 2015 Water and Wastewater Operating Budgets in the amounts of \$27,064,930 and \$28,811,778 respectively, inclusive of expansions; and
3. the 2015 Water and Wastewater Capital Budgets and 2016-2024 Forecasts in the amounts of \$206,632,200 and \$192,118,600 respectively; and
4. the City of Guelph water volume charge of \$1.52 cents per cubic metre effective March 1, 2015 and the wastewater volume charge of \$1.66 cents per cubic metre, effective March 1, 2015; and
5. the City of Guelph water and wastewater basic service charges be increased as per attached schedule "A" effective March 1, 2015; and
6. the Water Services and Wastewater Services Fees and Services By-law be passed.

For Court Services

7. the 2015 Court Services Operating Budget in the amount of \$3,349,900; and
8. the 2015 Court Services Capital Budget and 2016-2024 Capital Forecast in the amount of \$682,400; and

For Ontario Building Code Administration

9. the 2015 Ontario Building Code Administration Operating Budget in the amount of \$3,006,510 and
10. The 2015 Ontario Building Code Administration Capital Budget and 2016-2024 Capital Forecast in the amount of \$166,000

VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell, Billings, Downer, Gibson, Gordon, MacKinnon, Piper, Salisbury and Van Hellemond (10)

VOTING AGAINST: (0)

CARRIED

Notice of Motion

Councillor Bell gave notice that he will be bringing a motion forward regarding signage at gas pumps.

Adjournment (9:34 p.m.)

2. Moved by Councillor Downer
Seconded by Councillor Gibson

That the meeting be adjourned.

CARRIED

Minutes to be confirmed on February 23, 2015.

Mayor Guthrie

Stephen O'Brien, City Clerk



**Minutes of Guelph City Council
Held in Committee Room C, Guelph City Hall on
Monday January 26, 2015 at 6:00 p.m.**

Attendance

Council: Mayor Guthrie
Councillor P. Allt
Councillor B. Bell
Councillor C. Billings
Councillor C. Downer
Councillor D. Gibson

Councillor J. Gordon
Councillor J. Hofland
Councillor M. MacKinnon
Councillor M. Salisbury
Councillor A. Van Hellemond

Absent: Councillor Piper
Councillor Wettstein

Staff: Mr. M. Amorosi, Deputy CAO, Corporate Services
Mr. D. Thomson, Deputy CAO, Public Services
Ms. T. Agnello, Deputy City Clerk
Mr. D. Godwaldt, General Manager, Human Resources
Ms. F. Tranquilli-Nardini, Manager, Staffing & Workforce Planning

Mayor Guthrie called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Introduction to Labour Relations

Mr. Mark Amorosi, Deputy CAO Corporate Services provided an introduction and a brief summary of the presentation.

Mr. David Godwaldt, General Manager of Human Resources provided an overview of the City Unions, their membership and the expiration of their collective agreements. He highlighted Council's role in collective bargaining and setting the bargaining mandate. He briefly outlined the legislated benefits which the city has no control over and the benefits which the city has limited control.

Ms. Flavia Tranquilli-Nardini, Manager of Staffing & Workforce Planning outlined the bargaining position and process.

Authority to Resolve into a Closed Meeting of Council

1. Moved by Councillor Downer
Seconded by Councillor Gordon

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (d) of the *Municipal Act* with respect to labour relations or employee negotiations.

CARRIED

Closed Meeting (7:15 p.m.)

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

The following matter was considered:

C.2015.1 Labour Negotiations

Rise from Closed Meeting (8:15 p.m.)

Adjournment (8:16 p.m.)

2. Moved by Councillor Gordon
Seconded by Councillor Bell

That the meeting be adjourned.

CARRIED

Minutes to be confirmed on February 23, 2015.

Mayor Guthrie

Deputy City Clerk



**Minutes of Guelph City Council
Held in the Council Chambers, Guelph City Hall on
Wednesday January, 28, 2015 at 6:00 p.m.**

Attendance

Council: Mayor C. Guthrie
Councillor P. Allt
Councillor B. Bell
Councillor C. Billings
Councillor C. Downer
Councillor D. Gibson
Councillor J. Gordon

Councillor J. Hofland
Councillor M. MacKinnon
Councillor L. Piper
Councillor M. Salisbury
Councillor A. Van Hellemond

Absent: Councillor K. Wettstein

Staff: Ms. A. Pappert, Chief Administrative Officer
Mr. M. Amorosi, Deputy CAO, Corporate Services
Mr. D. Thomson, Deputy CAO, Public Services
Mr. A. Horsman, Deputy CAO, Infrastructure, Development & Enterprise
Mr. B. Poole, Chief Building Official
Mr. P. Busatto, General Manager, Water Services
Ms. K. Suresh, General Manager, Wastewater Services
Ms. S. Purton, Manager, Financial Planning and Budgets
Mr. W. Galliher, Manager, Technical Services
Mr. S. O'Brien, City Clerk
Ms. D. Black, Council Committee Coordinator
Mr. D. McMahon, Council Committee Coordinator

Call to Order (6:00 p.m.)

Mayor Guthrie called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Deliberation and Approval of Non-Tax Supported Operating and Capital Budgets

CON-2015.1 2015 Non-Tax Supported Operating and Capital Budgets

1. Moved by Councillor Hofland
Seconded by Councillor Allt

That Council approve the Non-Tax Supported Operating and Capital Budgets as follows:

For Water and Wastewater Services

1. The proposed expansion packages in the net amounts of \$358,900 for Water Services and \$44,600 for Wastewater Services.
2. The 2015 Water and Wastewater Operating Budgets in the amounts of \$27,064,930 and \$28,811,778 respectively, inclusive of expansions.
3. The 2015 Water and Wastewater Capital Budgets and 2016-2024 Forecasts in the amounts of \$206,632,200 and \$192,118,600 respectively.
4. The City of Guelph water volume charge of \$1.52 cents per cubic metre effective March 1, 2015 and the wastewater volume charge of \$1.66 cents per cubic metre, effective March 1, 2015.
5. The City of Guelph water and wastewater basic service charges be increased as per attached schedule "A" effective March 1, 2015.
6. The Water Services and Wastewater Services Fees and Services By-law be passed.

For Court Services

7. The 2015 Court Services Operating Budget in the amount of \$3,349,900.
8. The 2015 Court Services Capital Budget and 2016-2024 Capital Forecast in the amount of \$682,400.

For Ontario Building Code Administration

9. The 2015 Ontario Building Code Administration Operating Budget in the amount of \$3,006,510.
10. The 2015 Ontario Building Code Administration Capital Budget and 2016-2024 Capital Forecast in the amount of \$166,000.

First Amendment

2. Moved by Councillor Mackinnon
Seconded by Councillor Salisbury

That the City of Guelph water volume charge of \$1.61 cents per cubic metre effective March 1, 2015 and the wastewater volume charge of \$1.79 cents per cubic metre, effective March 1, 2015, be approved.

VOTING IN FAVOUR: Councillors MacKinnon, Salisbury and Van Hellemond (3)

VOTING AGAINST: Mayor Guthrie and Councillors Billings, Bell, Allt, Gibson, Hofland, Piper, Gordon and Downer (9)

DEFEATED

Second Amendment

3. Moved by Councillor Billings
Seconded by Councillor Bell

That the Supervisor of Supply Maintenance position be funded for six months instead of 12 and that recommendations number 1 and 2 be reduced by the corresponding dollar amount.

VOTING IN FAVOUR: Mayor Guthrie and Councillors Bell, Gibson and Billings (4)

VOTING AGAINST: Councillors Mackinnon, Allt, Hofland, Piper, Van Hellemond, Gordon, Salisbury and Downer (8)

DEFEATED

Third Amendment

4. Moved by Councillor Gibson
Seconded by Councillor Bell

That the Locates Technical Coordinator position be funded through internal cost recoveries and not through an additional FTE position.

VOTING IN FAVOUR: Councillors Bell and Gibson (2)

VOTING AGAINST: Mayor Guthrie, Councillors Mackinnon, Hofland, Allt, Billings, Downer, Piper, Salisbury, Van Hellemond and Gordon (10)

DEFEATED

Fourth Amendment

5. Moved by Councillor Bell
Seconded by Councillor Gibson

That the FTE Locates Technical Coordinator position be removed and the corresponding \$104,700/year transferred to the contingency reserve.

VOTING IN FAVOUR: Councillors Bell, Gibson, Van Hellemond and Billings (4)

VOTING AGAINST: Mayor Guthrie, Councillors MacKinnon, Hofland, Allt, Downer, Piper, Salisbury and Gordon (8)

DEFEATED

Fifth Amendment

6. Moved by Councillor MacKinnon
Seconded by Councillor Van Hellemond

That the \$220,000 listed in the proposed 2015 Water Services operating budget transfer to contingency line be moved to the capital financing line.

WITHDRAWN

Main Motion

7. Moved by Councillor Hofland
Seconded by Councillor Allt

That Council approve the Non-Tax Supported Operating and Capital Budgets as follows:

For Water and Wastewater Services

1. The proposed expansion packages in the net amounts of \$358,900 for Water Services and \$44,600 for Wastewater Services.
2. The 2015 Water and Wastewater Operating Budgets in the amounts of \$27,064,930 and \$28,811,778 respectively, inclusive of expansions.
3. The 2015 Water and Wastewater Capital Budgets and 2016-2024 Forecasts in the amounts of \$206,632,200 and \$192,118,600 respectively.
4. The City of Guelph water volume charge of \$1.52 cents per cubic metre effective March 1, 2015 and the wastewater volume charge of \$1.66 cents per cubic metre, effective March 1, 2015.
5. The City of Guelph water and wastewater basic service charges be increased as per attached schedule "A" effective March 1, 2015.
6. The Water Services and Wastewater Services Fees and Services By-law be passed.

For Court Services

7. The 2015 Court Services Operating Budget in the amount of \$3,349,900.
8. The 2015 Court Services Capital Budget and 2016-2024 Capital Forecast in the amount of \$682,400.

For Ontario Building Code Administration

9. The 2015 Ontario Building Code Administration Operating Budget in the amount of \$3,006,510.
10. The 2015 Ontario Building Code Administration Capital Budget and 2016-2024 Capital Forecast in the amount of \$166,000.

VOTING IN FAVOUR: Mayor Guthrie, Councillors MacKinnon, Hofland, Allt, Billings, Downer, Bell, Piper, Salisbury, Van Hellemond and Gordon (11)

VOTING AGAINST: Councillor Gibson (1)

CARRIED

Special Resolutions

8. Moved by Councillor Downer
Seconded by Councillor Allt

That staff be directed to bring forward an option in the 2016 Water and Wastewater budgets and rates that would decrease the annual infrastructure gap in a shorter timeline than current recommendations and include the impacts of these changes on the tax supported budget.

First Amendment

9. Moved by Councillor Downer
Seconded by Councillor Gibson

That staff be directed to bring forward an option in the 2016 Water and Wastewater budgets and rates that would eliminate the annual infrastructure gap by 2018 and include the impacts of these changes on the tax supported budget.

VOTING IN FAVOUR: Councillor Mackinnon (1)

VOTING AGAINST: Mayor Guthrie, Councillors Hofland, Gibson, Allt, Billings, Downer, Bell, Piper, Salisbury, Van Hellemond and Gordon (11)

DEFEATED

Main Motion

10. Moved by Councillor Downer
Seconded by Councillor Allt

That staff be directed to bring forward an option in the 2016 Water and Wastewater budgets and rates that would decrease the annual infrastructure gap in a shorter timeline than current recommendations and include the impacts of these changes on the tax supported budget.

VOTING IN FAVOUR: Mayor Guthrie, Councillors MacKinnon, Hofland, Gibson, Allt, Billings, Downer, Bell, Piper, Salisbury, Van Hellemond and Gordon (12)

VOTING AGAINST: None (0)

CARRIED

By-laws

Moved by Councillor Bell
Seconded by Councillor Allt

That By-law Number (2015) - 19848 is hereby passed.

VOTING IN FAVOUR: Mayor Guthrie, Councillors MacKinnon, Hofland., Gibson, Allt, Billings, Downer, Bell, Piper, Salisbury, Van Hellemond and Gordon (12)

VOTING AGAINST: None (0)

CARRIED

Mayor's Announcements

None.

Notice of Motion

None.

Adjournment (7:46 p.m.)

Moved by Councillor Billings
Seconded by Councillor Piper

That the meeting be adjourned.

CARRIED

Minutes to be confirmed on February 23, 2015.

Mayor Guthrie

City Clerk

**CONSENT REPORT OF THE
AUDIT COMMITTEE**

February 23, 2015

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

Your Audit Committee beg leave to present their FIRST CONSENT REPORT as recommended at its meeting of February 3, 2015.

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 Audit Committee will be approved in one resolution.

AUD—2015.2 2015 Audit Committee Work Plan

1. That Report CS-2015-08 2015 Audit Committee Work Plan, be approved.

All of which is respectfully submitted.

Councillor Karl Wettstein, Chair
Audit Committee

***PLEASE BRING THE MATERIAL THAT WAS DISTRIBUTED WITH THE
AGENDA FOR THE FEBRUARY 3, 2015 AUDIT COMMITTEE MEETING.***

STAFF REPORT



TO Audit Committee

SERVICE AREA Corporate Services, Finance

DATE February 3, 2015

SUBJECT 2015 Audit Committee Work Plan

REPORT NUMBER CS-2015-08

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To provide Committee members with a 2015 work plan to guide the Audit Committee agenda for the upcoming year.

KEY FINDINGS

The 2015 work plan ensures that Audit Committee meets all the mandated requirements as set by the approved Audit Committee mandate and charter.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from this report.

ACTION REQUIRED

That Report CS-2015-08 2015 Audit Committee Work Plan be approved.

RECOMMENDATION

That Report CS-2015-08 2015 Audit Committee Work Plan be approved.

BACKGROUND

The Audit Committee has certain mandated responsibilities and duties that are required to be performed either annually or periodically. This work plan ensures that Committee performs all the required duties for the year, and also facilitates a discussion for Committee members to identify other key priorities they would like to focus on in the upcoming year.

REPORT

The 2015 Audit Committee annual work plan is attached to this report in ATT-1 and should be used to guide audit committee agendas through the year.

STAFF REPORT



The scheduled 2015 Audit Committee meeting dates are as follows:

February 3, 2015 – 3:00pm

April 8, 2015 – 3:00pm

June 2, 2015 – 3:00pm

September 8, 2015 – 3:00pm

November 3, 2015 – 3:00pm

Other meetings and training workshops can be scheduled on an as-needed basis.

CORPORATE STRATEGIC PLAN

2.3 Ensure accountability, transparency and engagement

DEPARTMENTAL CONSULTATION

None noted.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from this report.

COMMUNICATIONS

No communication approach is necessary.

ATTACHMENTS

ATT-1 2015 Audit Committee Work Plan

Report Author

Kamran Ali

Senior Corporate Analyst, Financial
Accounting and Reporting

Approved By

Katrina Power
General Manager, Finance &
Deputy Treasurer
519-822-1260 x2289
katrina.power@guelph.ca

Recommended By

Albert Horsman
Deputy CAO
Infrastructure, Development & Enterprise
519-822-1260 x5606
al.horsman@guelph.ca

REPORT CS-2015-08 DATED February 3, 2015

ATTACHMENT 1

2015 Audit Committee Work Plan

External Audit	Frequency			Comments
	Annual	Term	Need	
Review the external auditors' proposed audit scope and approach, including coordination of audit effort with City staff	•			Expected to be completed during the February Audit Committee meeting
Review with management and the external auditors the result of the audit including any difficulties encountered and all other matters required to be communicated to the Committee under Generally Accepted Auditing standards	•			Expected to be completed in June 2015
Resolve any disagreements between management and the external auditors regarding financial reporting			•	Will be addressed if the need arises
At the conclusion of the audit, consult with the external auditors, without the presence of management, regarding internal financial controls, compliance and the fullness and accuracy of the City's financial statements	•			Expected to be completed in June 2015
Ensure the timely presentation of the external auditor's annual audit report to Council	•			Expected to be completed in June 2015
Financial Statements	Annual	Term	Need	Comments
Review significant accounting and reporting issues, including complex or unusual transactions, highly judgmental areas and recent professional and regulatory pronouncements and understand their impact on the financial statements	•			Expected to be completed in June 2015
Review the representation letter provided by management to the external auditors	•			Expected to be completed in June 2015
Prior to the presentation of the annual financial statements to Council, review the financial statements and consider whether they are complete, consistent with information known to committee members and reflect appropriate accounting principles	•			Expected to be completed in June 2015
Recommend to Council the approval and distribution of the annual financial statements	•			Expected to be completed in June 2015
External Auditor Performance and Review	Annual	Term	Need	Comments
Review and confirm the independence of the external auditors by obtaining statements from the auditors on relationships between the auditors and the city, including non-audit services, and discussing the relationships with the auditors	•			Expected to be completed in June 2015
Direct and review the performance evaluation process for the external auditor	•			Expected to be completed in September 2015
Recommend changes to the external auditor's compensation for Council approval			•	New RFP will be required for 2015 as the current contract with Deloitte was for period of (2010-2014)
Periodically determine whether a RFP should be issued to select an external auditing firm. As per the Ontario Municipal Act 2001 section 296(3), the external auditor shall not be appointed for a term exceeding five years			•	New RFP will be required for 2015 as the current contract with Deloitte was for period of (2010-2014)

Participate in the selection of an external auditing firm by reviewing the RFPs and bids received, interviewing potential auditing firms and recommending the external auditor for final approval to the Council			•	New RFP will be required for 2015 as the current contract with Deloitte was for period of (2010-2014). Methodology and evaluation process for evaluating the RFP applicants will be presented to Audit Committee in April 2015
--	--	--	---	--

Compliance	Annual	Term	Need	Comments
Obtain regular updates from management and others (legal counsel, external auditors) regarding compliance with laws and regulations having a material impact on the financial statements including: tax and financial reporting, legal withholding requirements & environmental protection laws and regulations	●			Expected to be completed in June 2015
Review by-laws and policies specifically regulating the conduct of members of council, staff and suppliers			●	Will be addressed if the need arises
Review the findings of any examinations by regulatory agencies and any auditor observations			●	Will be addressed if the need arises
Discuss with the City Solicitor, any significant legal, compliance, or regulatory matters that may have a material effect on the financial statements or the business of the City, or on the compliance policies of the City.			●	Will be addressed if the need arises - City Solicitor also presents a semi-annual legal update to Council
Review the results of management's investigation and follow-up for any instances of non-compliance			●	Will be addressed if the need arises
Review the effectiveness of the system established to ensure compliance			●	Will be addressed if the need arises
Risk Management & Internal Control	Annual	Term	Need	Comments
Understand the scope of the external auditor's review of internal financial control over financial reporting and obtain reports on significant findings and recommendations, together with management's responses and the timing of the disposition of significant findings.	●			Expected to be completed in June 2015 for items relating to the 2014 audit
Consider the effectiveness of the City's internal control system for the safeguarding of assets, including information technology security and control and the adequacy of policies and procedures			●	Expected to be completed in June 2015
Review management and program performance regarding efficiency, effectiveness and economy in the use of resources			●	Will be addressed through internal audit reviews and on an as needed basis.
Review the effectiveness of management reporting systems regarding administrative and program performance.			●	Will be addressed if the need arises
Direct other risk management and internal control projects as identified and referred by Council			●	Will be addressed if the need arises
Reporting	Annual	Term	Need	Comments
Ensure the creation of semi-annual information report to Council on progress achieved by the Committee and any concerns or issues that have been identified. The report shall be prepared by the Committee Chair with input from staff.	●			Mid-year reporting for 2015 expected in September 2015. Committee expected to receive final report for 2015 in February 2016 to be reported to Council
Provide an open avenue of communication between the external auditors and City Council	●			Expected to be completed in June 2015
Adequacy of the City's Resources	Annual	Term	Need	Comments
Review the nature of evolving or developing businesses managed by the City, including those changes occasioned by business or process redesign			●	Will be addressed as the need arises
As new businesses and ventures are embarked on by the City, gain comfort that all appropriate processes have been put in place to evaluate feasibility of the new business and to ensure proper resources, both human and financial, have been provided.			●	Will be addressed as the need arises

	Annual	Term	Need	Comments
Other In conjunction with management and the external auditors, develop an annual work plan for the Committee that identifies priorities, objectives and timelines for key deliverables.	●			Expected to be completed in February 2015
With Council approval, retain independent counsel, accountants, or others to advise the Committee or assist in the conduct of a review.			●	Will be addressed as the need arises
After consultation with the Chief Financial Officer/Treasurer and the external auditors, gain a reasonable assurance, at least annually, of the quality and sufficiency of the City's accounting and financial personnel and other resources.	●			Expected to be completed in June 2015
It is recognized that from time to time, other issues will be referred to the Committee for review and input. These items will be addressed on an as needed basis.			●	Will be addressed as the need arises
Review mandate and make recommendations for change if any		●		Expected to be completed in early 2015 if required
Financial literacy and training	●			As the need arises
<p>Legend: Annual - Audit Committee to review each fiscal year Term - Audit Committee to review each term of Council Need - Audit Committee to review when the need arises</p>				

**CONSENT REPORT OF THE
INFRASTRUCTURE, DEVELOPMENT & ENTERPRISE COMMITTEE**

February 23, 2015

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

Your Infrastructure, Development & Enterprise Committee beg leave to present their FIRST CONSENT REPORT as recommended at its meeting of February 3, 2015.

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 Infrastructure, Development & Enterprise Committee will be approved in one resolution.

IDE-2015.1 Sign By-law Variances – 5 Gordon Street

1. That the report from Infrastructure, Development and Enterprise dated February 3, 2015 regarding sign by-law variances for 5 Gordon Street, be received.
2. That the request for variances from the Sign By-law for 5 Gordon Street to permit six signs (poles with banners perpendicular to the building face) to project 0.63 metres over the public road allowance and range from a height of 1.4m to 2.37m above the ground surface, be approved.

IDE-2015.2 Sign By-law Variances – 80 Stone Road West

1. That the report from Infrastructure, Development and Enterprise dated February 3, 2015 regarding sign by-law variances for 80 Stone Road West, be received.
2. That the request for variances from the Sign By-law for 80 Stone Road West to permit one (1) sign with an area of 15.15m² to be located on the second storey of a building face fronting a public road allowance, be approved.
3. That the request for variances from the Sign By-law for 80 Stone Road West to permit two (2) signs, each with an area of 15.15m² to be located on the second storey of a building face and fronting an adjacent property, be approved.

IDE-2015.3 Sign By-law Variances – 400 Speedvale Avenue East

1. That the report from Infrastructure, Development and Enterprise dated February 3, 2015 regarding sign by-law variances for 400 Speedvale Avenue East, be received.
2. That the request for variances from the Sign By-law for 400 Speedvale Avenue East to permit one (1) sign on the second storey of the building face with an area of 3.5m², be approved.

All of which is respectfully submitted.

Councillor Bell, Chair
Infrastructure, Development &
Enterprise Committee

***PLEASE BRING THE MATERIAL THAT WAS DISTRIBUTED WITH THE
AGENDA FOR THE FEBRUARY 3, 2015 COMMITTEE MEETING.***

STAFF REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE February 3, 2015

**SUBJECT SIGN BY-LAW VARIANCES
5 Gordon Street**

REPORT NUMBER

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To advise Council of Sign By-law variance requests for 5 Gordon Street.

KEY FINDINGS

The City of Guelph Sign By-law Number (1996)-15245, as amended, does not allow building signs in the commercial residential zone to project over the public road allowance. Further, the Sign By-law does not permit building signs that project more than 0.15m to be below 2.4m from the ground surface.

Mr. John Farley has submitted a sign by-law variance application on behalf of Gordon Street CDC to permit six building signs (poles with banners perpendicular to the building face) to project 0.63 metres over the public road allowance and range from a height of 1.4m to 2.37m above the ground surface.

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

- The signage will assist the travelling public in locating each business;
- The two signs located on the Essex Street façade that range from 1.4m to 1.43m above the ground surface have permanent planters placed beneath each which stops anyone from trying to walking underneath them;
- The remaining four signs located on the Gordon Street facade range in a height of 2.1m to 2.37m above the ground surface and do not pose a danger to pedestrian traffic;
- There is an existing encroachment agreement that covers all signage relating to the building;
- The signage does not detract from the appearance of the building, nor does it have a negative impact on the streetscape or surrounding area.

FINANCIAL IMPLICATIONS

N/A

STAFF REPORT

ACTION REQUIRED

To approve the requested Sign By-law variances for 5 Gordon Street.

RECOMMENDATION

1. That the report from Infrastructure, Development and Enterprise dated February 3, 2015 regarding sign by-law variances for 5 Gordon Street, be received.
2. That the request for variances from the Sign By-law for 5 Gordon Street to permit six signs (poles with banners perpendicular to the building face) to project 0.63 metres over the public road allowance and range from a height of 1.4m to 2.37m above the ground surface, be approved.

BACKGROUND

Mr. John Farley had submitted a sign permit application on behalf of Gordon Street CDC at 5 Gordon Street (see "Schedule A – Location Map"). Upon review of the application, it was observed that the six signs project 0.63 metres over the public road allowance and range from a height of 1.4m to 2.43m above the ground surface. The City of Guelph Sign By-law Number (1996)-15245, as amended, does not allow building signs in the commercial residential zone to project over the public road allowance. Further, the Sign By-law does not permit building signs that project more than 0.15m to be below 2.4m from the ground surface. On this basis, the sign permit application was refused.

REPORT

Mr. John Farley has submitted a sign by-law variance application on behalf of Gordon Street CDC to permit six signs to project 0.63 metres over the public road allowance and range from a height of 1.4m to 2.37m above the ground surface; see "Schedule B- Sign Permit Drawings" for illustrations. He has also provided a letter of rationale in support of the variance; please see Schedule C - "Letter of Rationale from Applicant":

The requested variances are as follows:

	By-Law Requirements	Request
Permitted location	The By-Law does not allow building signs in the commercial residential zone to project over the public road allowance	To permit six signs (poles with banners perpendicular to the building face) to project 0.63 metres over the public road allowance
Minimum distance above ground surface	2.4m	To permit a range of height of 1.4m to 2.37m above the ground surface

STAFF REPORT



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

- The signage will assist the travelling public in locating each business;
- The two signs located on the Essex Street façade that range from 1.4m to 1.43m above the ground surface have permanent planters placed beneath each which stops anyone from trying to walking underneath them;
- The remaining four signs located on the Gordon Street facade range in a height of 2.1m to 2.37m above the ground surface and do not pose a danger to pedestrian traffic;
- There is an existing encroachment agreement that covers all signage relating to the building;
- The signage does not detract from the appearance of the building, nor does it have a negative impact on the streetscape or surrounding area.

CORPORATE STRATEGIC PLAN:

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

FINANCIAL IMPLICATIONS:

N/A

DEPARTMENTAL CONSULTATION:

N/A

COMMUNICATIONS:

N/A

ATTACHMENTS

Schedule A	Location Map
Schedule B	Sign Variance Drawings
Schedule C	Letter of Rationale from Applicant

Prepared By:

Bill Bond
Zoning Inspector III
Senior Bylaw Administrator
Building Services
519-837-5615, ext. 2382
bill.bond@guelph.ca

Approved By

Bruce A. Poole
Chief Building Official
Building Services
519-837-5615, ext. 2375
bruce.poole@guelph.ca

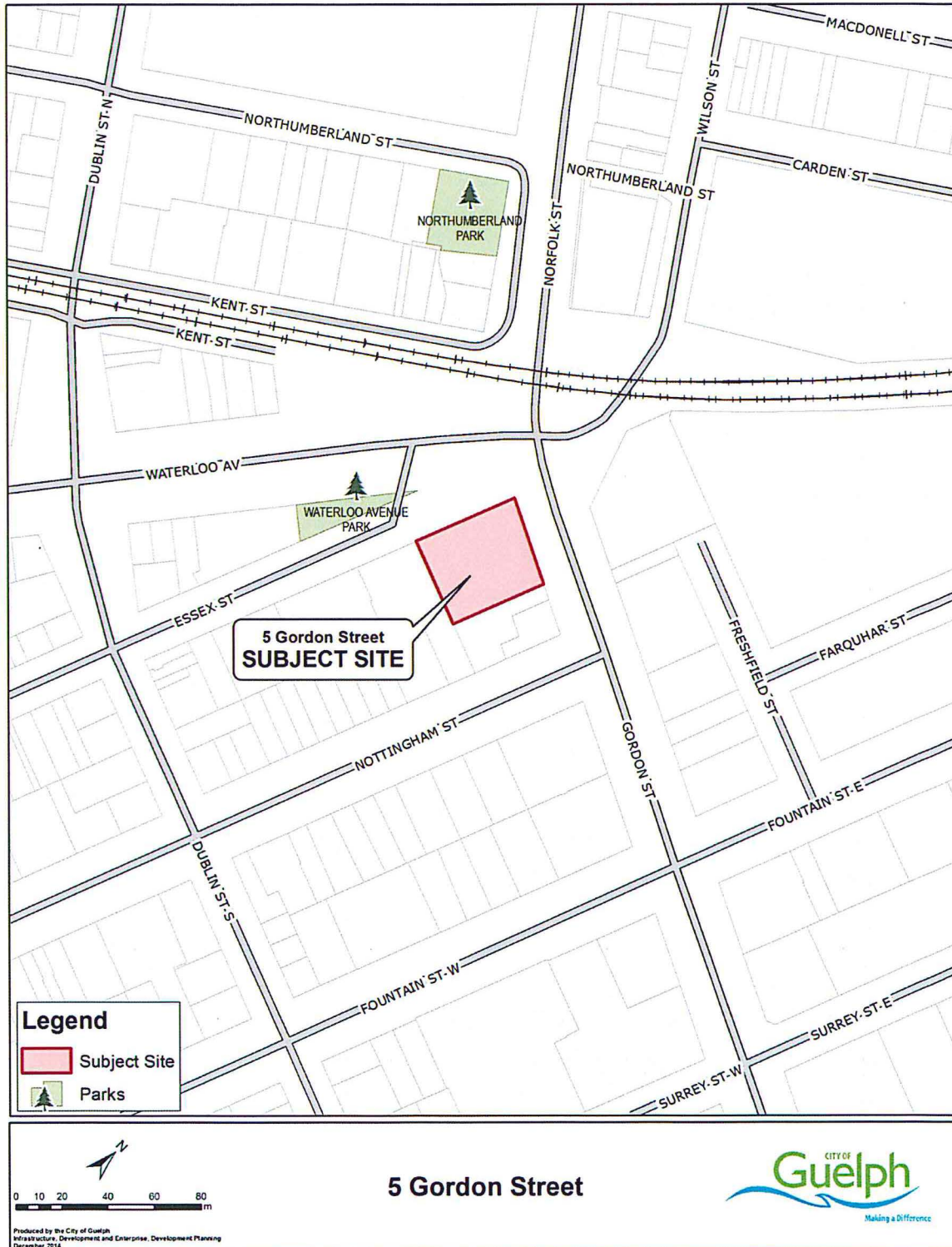
Recommended By:

Patrick Sheehy
Program Manager - Zoning
Building Services
519-837-5615, ext. 2388
patrick.sheehy@guelph.ca

Recommended By

Al Horsman
Deputy CAO
Infrastructure, Development and Enterprise
519-822-1260, ext. 5606
al.horsman@guelph.ca

SCHEDULE A- Location Map

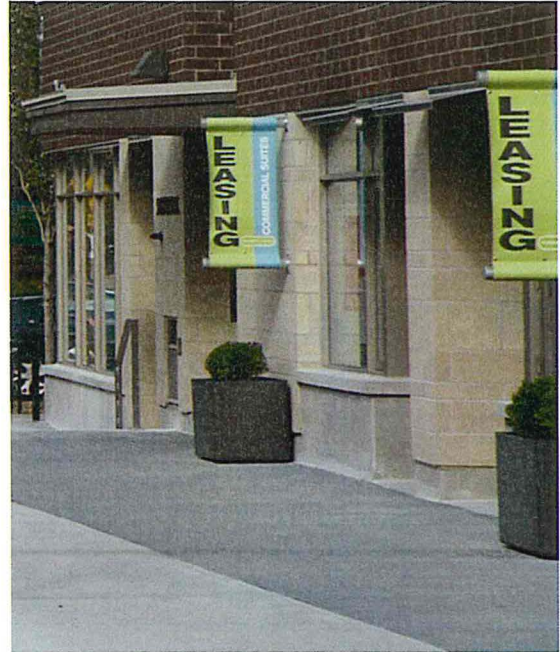


SCHEDULE B- Sign Variance Drawings

Signage



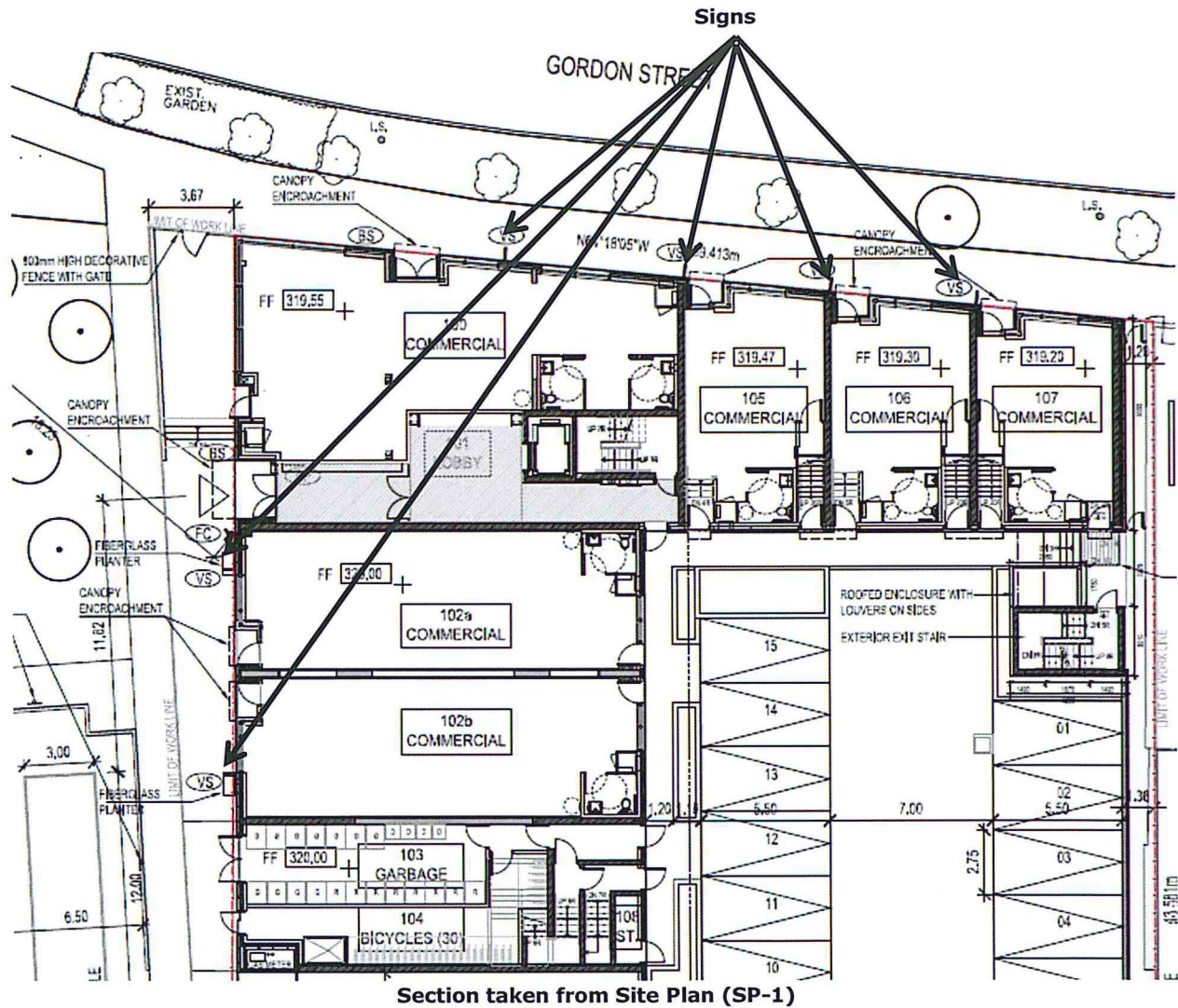
East Elevation



North Elevation

SCHEDULE B- Sign Variance Drawings

Location of Signs on the Building



SCHEDULE B- Sign Variance Drawings

Location of Signs on the Building



Section taken from EP-1 (North Elevation)

STAFF REPORT

SCHEDULE C- Letter of Rationale from the Applicant



35 Mountford Drive, Suite 123
Guelph, Ontario N1E 0G6
Office/cell: 519.994.1221

Date: November 27th, 2014

To: Bill Bond | Zoning Inspector III/Senior By-law Administrator
Planning, Building, Engineering and Environment | Building Services
City of Guelph

From: John Farley, Development Consultant | Creating Homes Inc. (Guelph)
Authorized Agent - Gordon Street CDC (Property Owner)
5 Gordon Street, Guelph ON N1H 4G8

Re: Reasons for a variance from the Sign By-Law

Blade/banner signs, two (2) on Essex Street façade and four (4) on Gordon Street façade will not comply with the current bylaw requiring a 2.4m elevation from grade to sign.

1) Essex Street façade (2 blade signs)

Lowest point of sign to finish grade is 1.5m (see EP-1 North Elevation) with planters installed below at grade disallowing access; pedestrians and cyclists cannot pass under signage. Both (2) signs project 0.06m from the building (see Site Plan SP1).

2) Gordon Street façade (4 blade signs)

Sign at the northernmost end of the building on Gordon Street (outside unit 100) is 2.1m from finish grade to the lowest point of the sign. The other signs along Gordon are all the same size as this one (approximately 710mm (28") tall), which was deemed to be the minimum acceptable size of signage in these locations. The top of all the signs along Gordon Street are installed at the same level but the grade drops as you move south down Gordon which means the clearance between grade and the bottom of the signs increases as you move down Gordon. 2.1m was used as the minimum clearance to the bottom of the northernmost sign on Gordon as this is the minimum headroom clearance required within all building areas and exits (OBC reference 3.4.3.5. Headroom Clearance). The clearance to the lowest point of the other signs along Gordon Street increase as you move south along Gordon from 2.16m to 2.33m to 2.43m as illustrated in the attached elevation (see EP1 East Elevation). All four (4) signs project 0.06m from the building (see Site Plan SP1).

3) All signs were prior approved by City of Guelph, Urban Design and Building Department inspections.

STAFF REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE February 3, 2015

**SUBJECT SIGN BY-LAW VARIANCES
80 Stone Road West**

REPORT NUMBER

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To advise Council of Sign By-law variance requests for 80 Stone Road West.

KEY FINDINGS

The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts signage to the first storey of a building face in an Institutional Zone and to a maximum size of 2.3m². In addition, the Sign By-law does not permit signage within an Institutional Zone to face an adjacent property.

Pride Signs Ltd. has submitted a sign by-law variance application on behalf of Movati Athletic:

- To permit one (1) sign with an area of 15.15m² to be located on the second storey of a building face fronting a public road allowance; and
- To permit two (2) signs, each with an area of 15.15m² to be located on the second storey of a building face and fronting an adjacent property.

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

- The request is reasonable given the surrounding area and the size of building;
- The property is a Specialized Institutional Zone (I.2-4) which permits the use of a commercial "Recreation Centre" – the intent of the regulations within the Sign By-law for Institutional Zones are intended for standard Institutional Zone uses, which this use is not;
- The proposed signage will not face a residential zone;
- The signs are replacing existing larger signage and will be placed in the same locations;
- The proposed location on the second storey will not detract from the appearance of the building; and
- The proposed signs will not have a negative impact on the streetscape or surrounding area.

STAFF REPORT



FINANCIAL IMPLICATIONS

N/A

ACTION REQUIRED

To approve the requested Sign By-law variances for 80 Stone Road West.

RECOMMENDATION

1. That the report from Infrastructure, Development and Enterprise dated February 3, 2015 regarding sign by-law variances for 80 Stone Road West, be received.
2. That the request for variances from the Sign By-law for 80 Stone Road West to permit one (1) sign with an area of 15.15m² to be located on the second storey of a building face fronting a public road allowance, be approved.
3. That the request for variances from the Sign By-law for 80 Stone Road West to permit two (2) signs, each with an area of 15.15m² to be located on the second storey of a building face and fronting an adjacent property, be approved.

BACKGROUND

Pride Signs Ltd. had submitted a sign permit application on behalf of Movati Athletic as part of a rebranding of the Athletic Club at 80 Stone Road West (see "Schedule A - Location Map"). Upon review of the application, it was observed that each of the three signs was proposed to be a size of 15.15m² and be located on the second storey of the building. The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts signage to the first storey of a building face in an Institutional Zone and to a maximum size of 2.3m². In addition, the Sign By-law does not permit signage within an Institutional Zone to face an adjacent property. On this basis, the sign permit application was refused.

REPORT

Pride Signs Ltd. has submitted a sign by-law variance application on behalf of Movati Athletic:

- To permit one (1) sign with an area of 15.15m² to be located on the second storey of a building face fronting a public road allowance; and
- To permit two (2) signs, each with an area of 15.15m² to be located on the second storey of a building face and fronting an adjacent property.

See "Schedule B- Sign Variance Drawings" for illustrations.

The following is a summary of the reasons that have been supplied by the applicant in support of the variance requests (Also see Schedule C - "Letter of Rationale from Applicant"):

STAFF REPORT

- The sign would provide Movati Athletic with good exposure;
- The signs are advertising the business located in the building;
- The signs are replacing existing larger signage and will be placed in the same locations;
- The signs will be compatible with the area businesses; and
- The request is reasonable given the size of the building.

The requested variances are as follows:

	By-Law Requirements	Request
Permitted Size in an Institutional Zone	2.3m ²	15.5m ²
Permitted location on a building face fronting a public road allowance	1 st storey of a building face	2 nd storey of a building face
Permitted location on a building face fronting an adjacent property	Not permitted	To permit 2 signs to front adjacent properties

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

- The request is reasonable given the surrounding area and the size of building;
- The property is a Specialized Institutional Zone (I.2-4) which permits the use of a commercial "Recreation Centre" – the intent of the regulations within the Sign By-law for Institutional Zones are intended for standard Institutional Zone uses, which this use is not;
- The proposed signage will not face a residential zone;
- The signs are replacing existing larger signage and will be placed in the same locations;
- The proposed location on the second storey will not detract from the appearance of the building; and
- The proposed signs will not have a negative impact on the streetscape or surrounding area.

CORPORATE STRATEGIC PLAN:

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

FINANCIAL IMPLICATIONS:

N/A

STAFF REPORT



DEPARTMENTAL CONSULTATION:

N/A

COMMUNICATIONS:

N/A

ATTACHMENTS

Schedule A	Location Map
Schedule B	Sign Variance Drawings
Schedule C	Letter of Rationale from Applicant

Prepared By:

Bill Bond
Zoning Inspector III
Senior By-law Administrator
Building Services
519-837-5615, ext. 2382
bill.bond@guelph.ca

Recommended By:

Patrick Sheehy
Program Manager - Zoning
Building Services
519-837-5615, ext. 2388
patrick.sheehy@guelph.ca

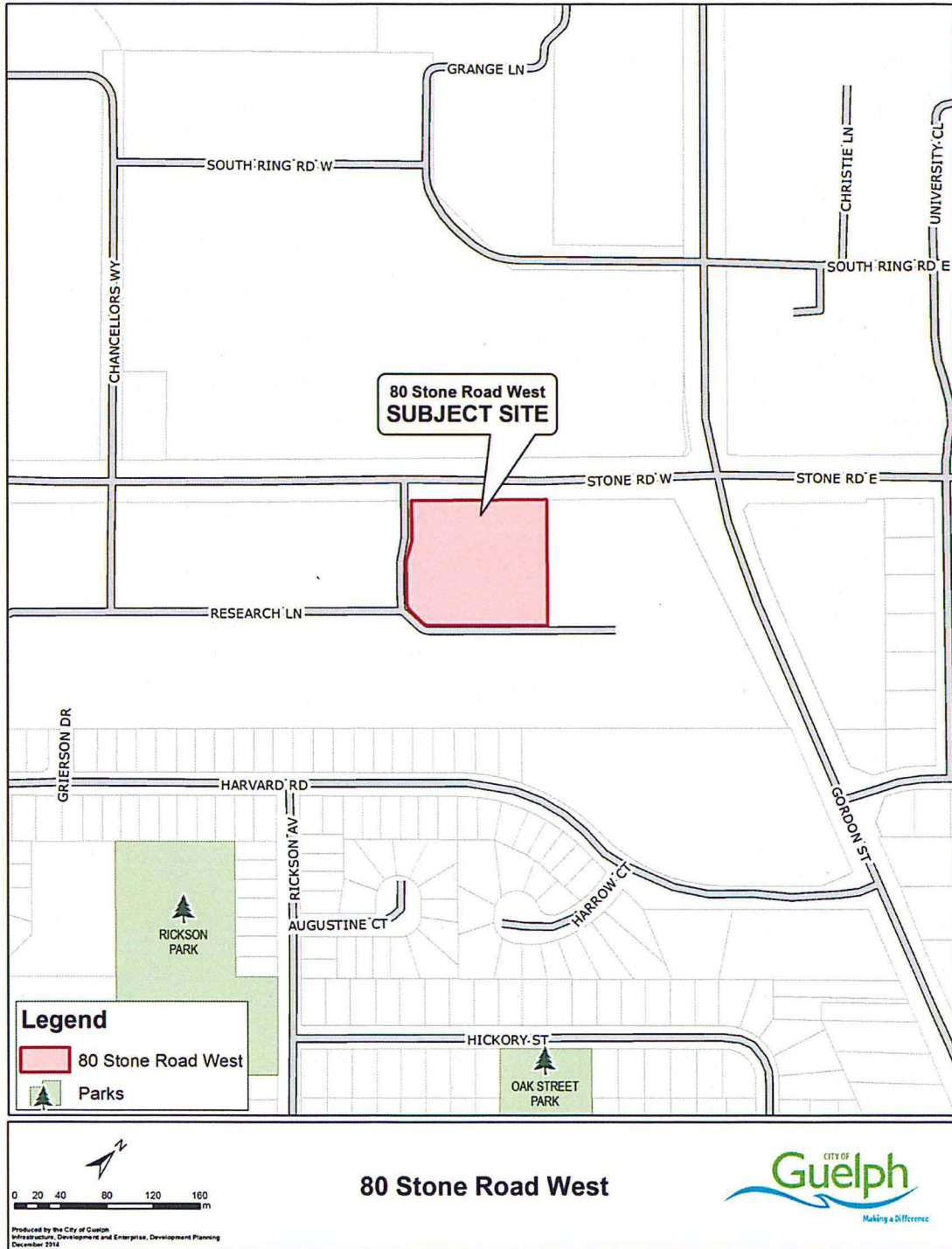
Approved By

Bruce A. Poole
Chief Building Official
Building Services
519-837-5615, ext. 2375
bruce.poole@guelph.ca

Recommended By

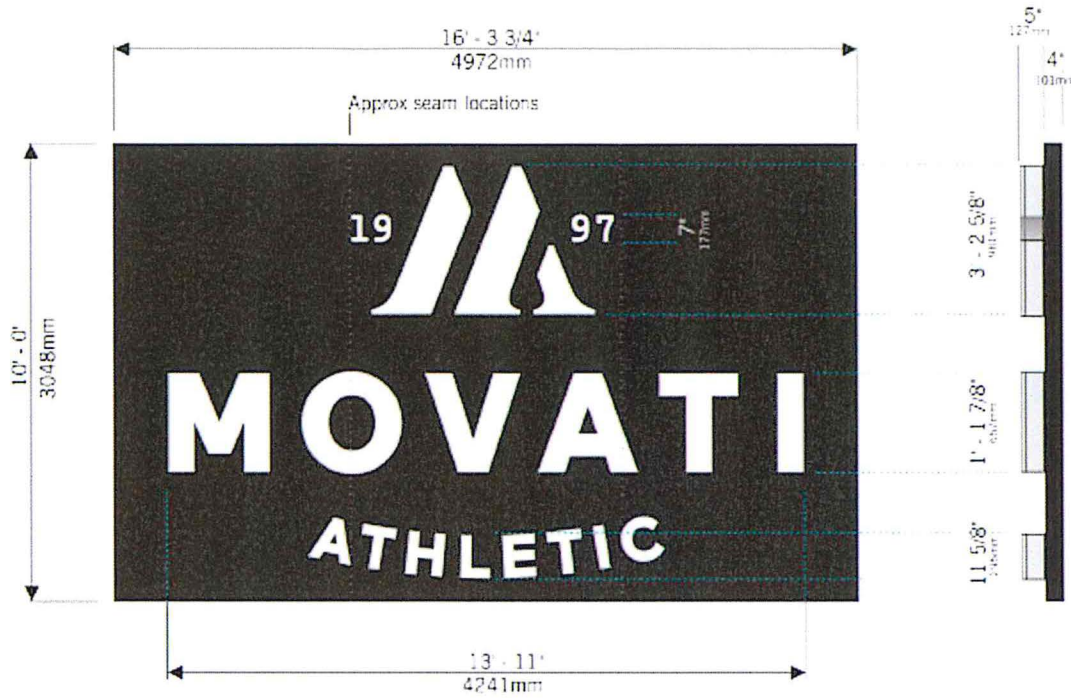
Al Horsman
Deputy CAO
Infrastructure, Development and Enterprise
519-822-1260, ext. 5606
al.horsman@guelph.ca

SCHEDULE A- Location Map



SCHEDULE B- Sign Variance Drawings

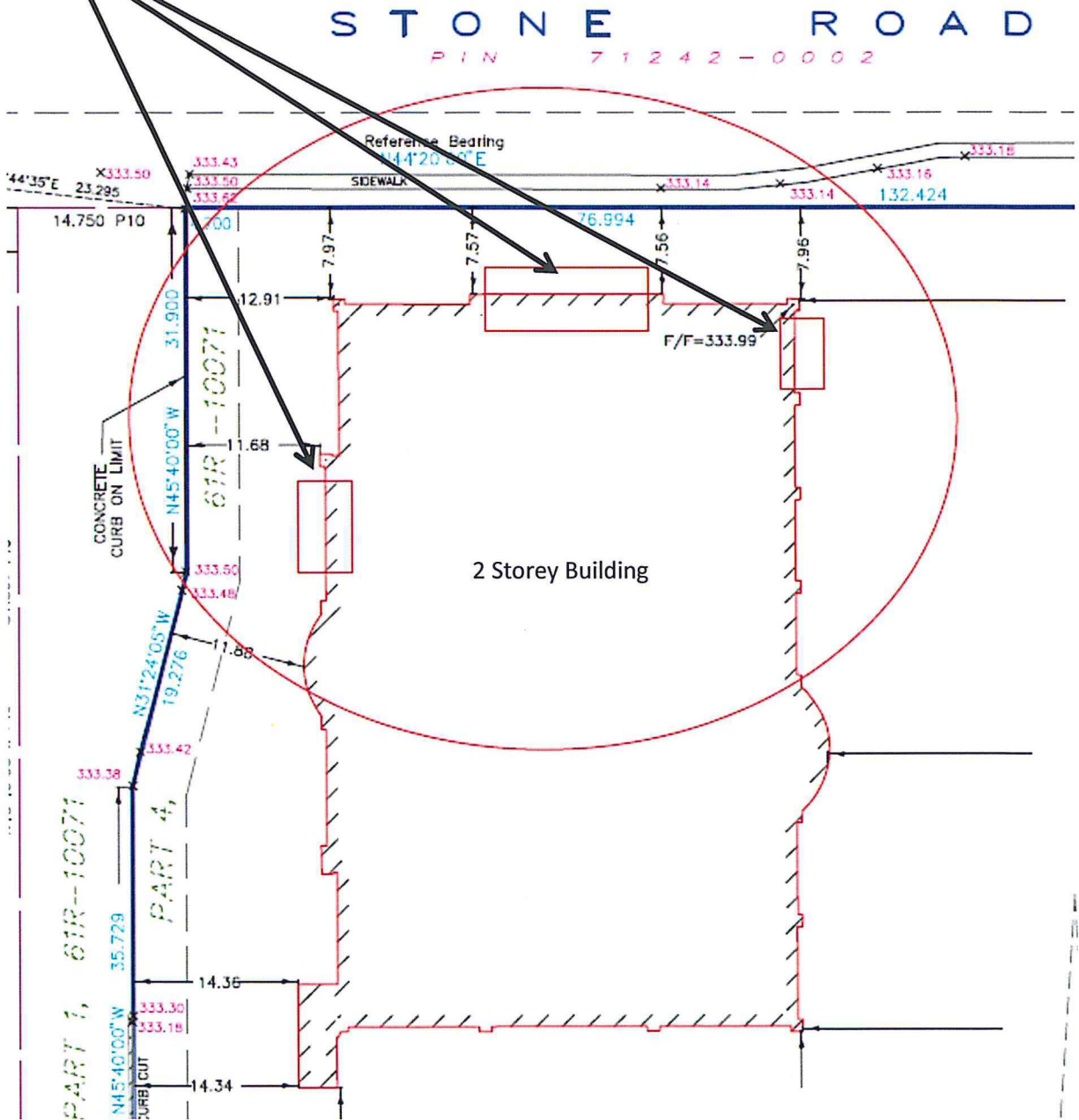
Signage



STAFF REPORT

Proposed Locations of the Signs on the Building

Proposed Signs



Proposed Locations of the Signs on the Building

North Elevation



West Elevation



East Elevation



STAFF REPORT

SCHEDULE C- Letter of Rationale from the Applicant



255 PINEBUSH ROAD, CAMBRIDGE ONTARIO CANADA N1T 1B9
December 22, 2014

PRIDE SIGNS. TEL: 519.622.4040 FAX: 519.622.4031 WWW.PRIDESIGNS.COM

Mr. Bill Bond
City of Guelph
Building Services
1 Carden Street
Guelph, ON N1H 3A1

Dear Bill:

RE: Movati Athletic – 80 Stone Road West, Guelph, ON

Please accept this letter on behalf of our client Movati Athletic regarding a variance request for 3 fascia signs at the above noted location.

The site is located in an Institutional Zone and the proposed signs contravene your Sign Bylaw (1996)-15245, as amended, in the following sections:

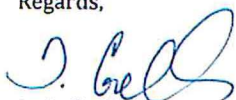
- North Sign:
 - Table 1, Row 5, Column 3, restricts signage to the first storey of a building face;
 - Table 1, Row 5, Column 4, restricts the area of the sign to 2.3m²
- East & West Signs:
 - The sign bylaw does not permit signage within an Institutional Zone to face an adjacent property;

We are proposing 3 sets of channel letters on a backer panel, one each on the North, East and West Elevations. The new signs are part of a rebranding of The Athletic Club changing to Movati Athletic. The signs will have an area of 15.15m² each and will be located in the same locations as the existing signage. Furthermore, the new signs are smaller in area than the existing signs.

Our client feels that the proposed signs would provide them with good exposure within the area. The signs are advertising the business located in the building. The site is surrounded by various commercial properties and will have no negative impact in the area. The signs will be compatible with the area businesses and are of a reasonable request due to the size of the building.

Thank you for your consideration of our request, and should you have any further questions or comments, please do not hesitate to contact me.

Regards,


Isabella Cerelli
Permitting Supervisor

STAFF REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE February 3, 2015

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

REPORT NUMBER

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To advise Council of Sign By-law variance requests for 400 Speedvale Avenue East.

KEY FINDINGS

The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts the location and the size of a sign in an institutional zone to the first storey of a building face and to a maximum size of 2.3m².

Scutt Signs has submitted a sign by-law variance application on behalf of Resurrection Christian Academy to permit a sign on the second storey of the building with an area of 3.5m² at 400 Speedvale Avenue East.

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

- The requested size of 3.5m² is suitable given that the building face is 236.91m²;
- The proposed location on the second storey will not detract from the appearance of the building; and
- The proposed sign will not have a negative impact on the streetscape or surrounding area.

FINANCIAL IMPLICATIONS

N/A

ACTION REQUIRED

To approve the requested Sign By-law variances for 400 Speedvale Avenue East.

RECOMMENDATION

1. That the report from Infrastructure, Development and Enterprise dated February 3, 2015 regarding sign by-law variances for 400 Speedvale Avenue East, be received.
2. That the request for variances from the Sign By-law for 400 Speedvale Avenue East to permit one (1) sign on the second storey of the building face with an area of 3.5m², be approved.

BACKGROUND

Scutt Signs had submitted a sign permit application on behalf of Resurrection Christian Academy at 400 Speedvale Avenue East (see "Schedule A- Location Map). Upon review of the application, it was observed that the sign was proposed to be located on the second storey of the building face with a sign face of 3.5m². The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts the location and the size of a sign in an institutional zone to first storey of a building face and to a maximum of size of 2.3m². On this basis, the sign permit application was refused.

REPORT

Scutt Signs has submitted a sign by-law variance application on behalf of Resurrection Christian Academy to permit a sign on the second storey of the building with an area of 3.5m²; see "Schedule B- Sign Variance Drawings" for illustrations.

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

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

The requested variances are as follows:

	By-law Requirements	Request
Permitted location on a building	1 st storey on a building face fronting a public road allowance	To permit a sign on the 2 nd storey of the building face fronting a public road allowance
Maximum size of sign face permitted	2.3m ²	To permit a sign face of 3.5m ²

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

- The requested size of 3.5m² is suitable given that the building face is 236.91m²;

STAFF REPORT



- The proposed location on the second storey will not detract from the appearance of the building; and
- The proposed sign will not have a negative impact on the streetscape or surrounding area.

CORPORATE STRATEGIC PLAN:

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

FINANCIAL IMPLICATIONS:

N/A

DEPARTMENTAL CONSULTATION:

N/A

COMMUNICATIONS:

N/A

ATTACHMENTS

Schedule A Location Map
Schedule B Sign Variance Drawings

Prepared By:

Bill Bond
Zoning Inspector III
Senior By-law Administrator
Building Services
519-837-5615, ext. 2382
bill.bond@guelph.ca

Approved By

Bruce A. Poole
Chief Building Official
Building Services
519-837-5615, ext. 2375
bruce.poole@guelph.ca

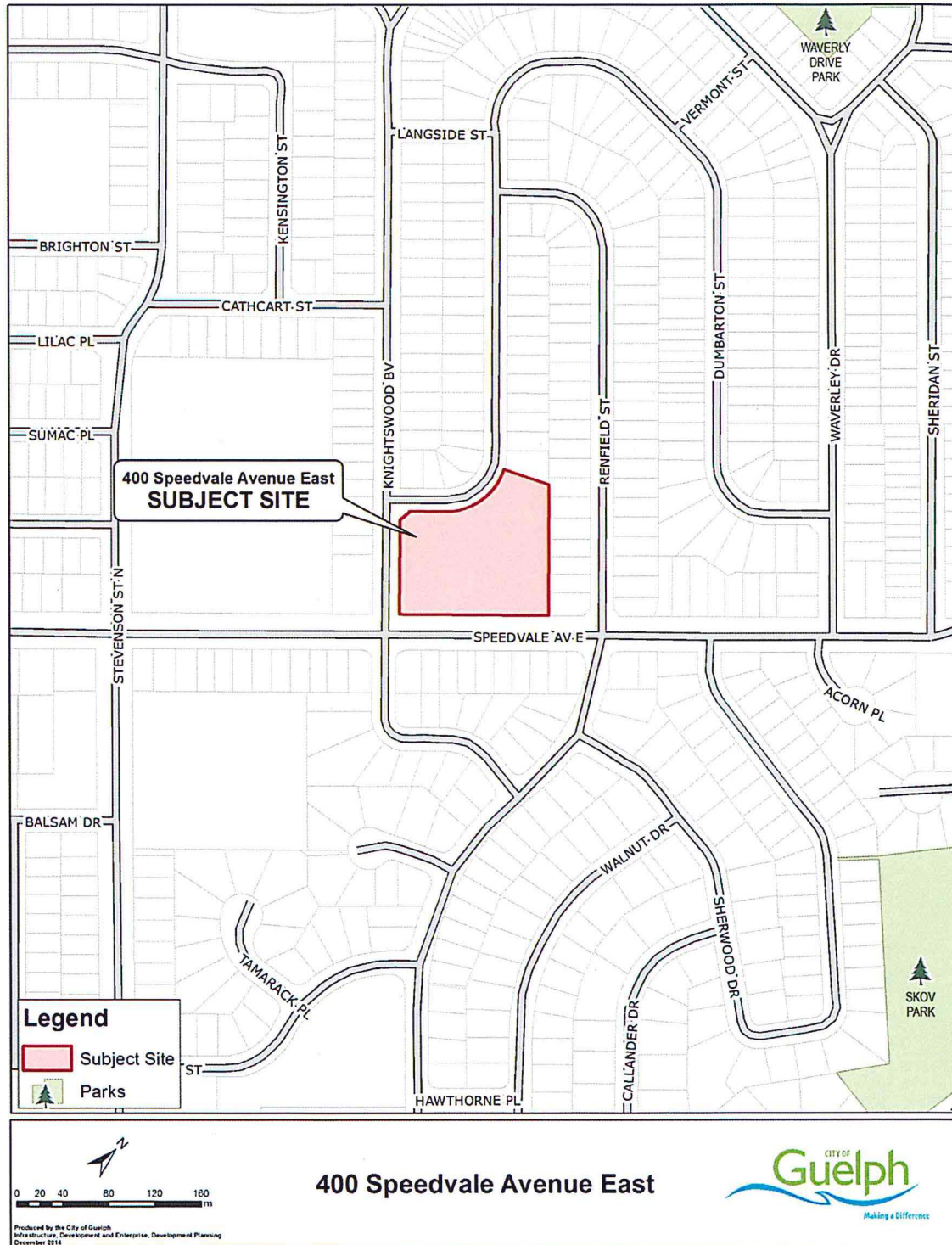
Recommended By:

Patrick Sheehy
Program Manager - Zoning
Building Services
519-837-5615, ext. 2388
patrick.sheehy@guelph.ca

Recommended By

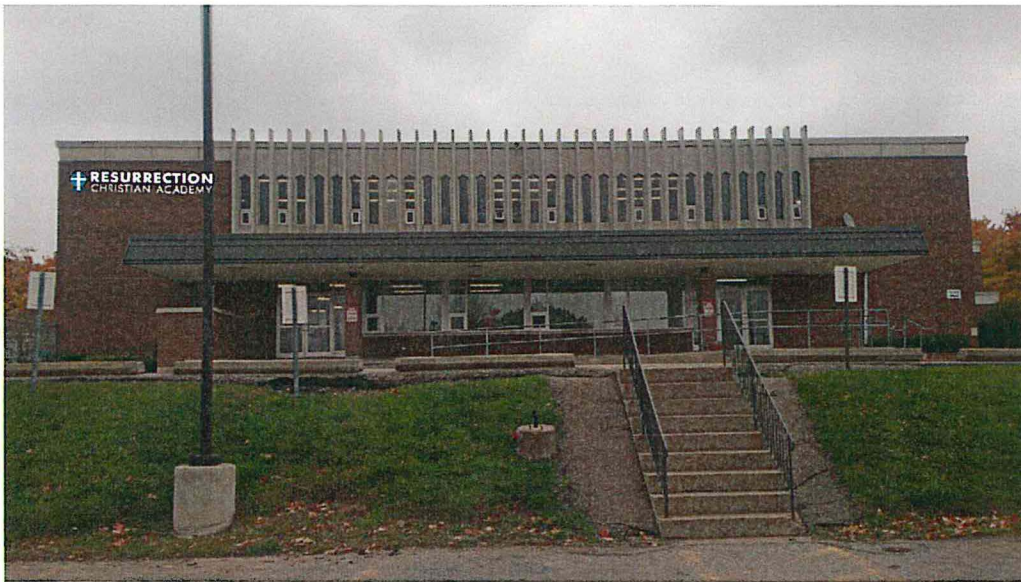
Al Horsman
Deputy CAO
Infrastructure, Development and Enterprise
519-822-1260, ext. 5606
al.horsman@guelph.ca

SCHEDULE A- Location Map



SCHEDULE B- Sign Variance Drawings

Proposed location on the building



Proposed sign



RESURRECTION
CHRISTIAN ACADEMY

3.5m²

**CONSENT REPORT OF THE
PUBLIC SERVICES COMMITTEE**

February 23, 2015

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

Your Public Services Committee beg leave to present their FIRST
CONSENT REPORT as recommended at its meeting of February 5, 2015.
(rescheduled from February 2, 2015)

*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 Public Services
Committee will be approved in one resolution.*

**PS-2015.1 Emergency Response Plan and Emergency Management
Program**

1. That the Public Services Report # PS-15-02 "Emergency Response Plan and
Emergency Management Program" dated February 2, 2015, be received.
2. That the bylaw adopting the 2015 Emergency Response Plan and Emergency
Management Program be approved, **as amended, to add the term "Fire
Chief" wherever the term "General Manager of Emergency Services"
appears within the document.**

**PS-2015.2 Revised Tourism Advisory Committee Terms of
Reference**

1. That the Public Services Report # PS-15-04 "Revised Tourism Advisory
Committee Terms of Reference" dated February 2, 2015, be received.
2. That the revised terms of reference for the Tourism Advisory Committee,
be approved.

All of which is respectfully submitted.

Councillor Cathy Downer, Chair
Public Services Committee

***Please bring the material that was distributed with the Agenda for the
February 5, 2015 (rescheduled from February 2, 2015) Public Services
Committee meeting.***

STAFF REPORT



TO Public Services Committee

SERVICE AREA Emergency Services

DATE February 2, 2015

SUBJECT Emergency Response Plan and Emergency Management Program

REPORT NUMBER PS-15-02

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To seek Council approval of a bylaw adopting the 2015 Emergency Response Plan and Emergency Management Program

KEY FINDINGS

Due to the recent corporate organizational structure changes, the functions of the Emergency Operations Control Group (EOCG) have been reviewed in order to ensure it is effective and sustainable. Findings of the review determined that changing the make-up of the EOCG to reflect the new structure would provide both effectiveness and sustainability.

The change to the make-up of the EOCG requires an update of the City of Guelph Emergency Response Plan. When the Plan is changed it is a requirement of the Emergency Management and Civil Protection Act that it be adopted by bylaw.

FINANCIAL IMPLICATIONS

N/A

ACTION REQUIRED

Adoption of the 2015 Emergency Response Plan and Emergency Management Program.

RECOMMENDATION

1. THAT the Public Services Report # PS-15-02 "Emergency Response Plan and Emergency Management Program" dated February 2, 2015 be received.
2. THAT the bylaw adopting the 2015 Emergency Response Plan and Emergency Management Program be approved.

STAFF REPORT



BACKGROUND

In response to the corporate organizational structure changes, Emergency Services undertook a review of the functions of the EOCG to ensure optimal effectiveness and efficiency.

The City of Guelph Emergency Response Plan exists to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the City of Guelph when faced with an emergency.

It enables a centralized, controlled and coordinated response to emergencies in the City of Guelph, and meets the legislated requirements of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9.

The City of Guelph Emergency Management Program exists to provide for necessary training, public education and specialized facilities in support of Emergency Management activities and in accordance with the Emergency Management and Civil Protection Act and Ontario Regulation 380/04.

The Emergency Response Plan and Emergency Management Program are reviewed on a yearly basis.

REPORT

In late 2014 Emergency Services undertook a review of the EOCG for both effectiveness and sustainability. Changes to the plan are required to support recent corporate organizational structure changes (and to be inclusive of the three Corporate Service areas).

CORPORATE STRATEGIC PLAN

- 1.3 Organizational Excellence: Build robust systems, structures and frameworks aligned to strategy

DEPARTMENTAL CONSULTATION

CAO's Office

STAFF REPORT



COMMUNICATIONS

Upon passage of the bylaw the Emergency Response Plan will be provided to the Office of the Fire Marshal and Emergency Management (Emergency Management Ontario). Further it will be placed on guelph.ca where it will be available for reading and download. It will also be made available in all Guelph Library branches.

ATTACHMENTS

ATT-1 Bylaw with attached Emergency Response Plan and Emergency Management Program

Report Author: Harry Dunning, Manager of Administration & Emergency Preparedness

Approved By
Shawn Armstrong
General Manager and Fire Chief
519-822-1260 extension 2125
shawn.armstrong@guelph.ca

Recommended By
Derrick Thomson
Deputy CAO, Public Services
519-822-1260 extension 2665
derrick.thomson@guelph.ca

THE CORPORATION OF THE CITY OF GUELPH

By-law Number (2015)-?????

A by-law to to adopt an Emergency Management Program and an Emergency Response Plan for the protection of public safety, health, the environment, critical infrastructure and property.

WHEREAS the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E-9, requires the development and implementation of an emergency management program by the council of a municipality which must consist of:

- a City of Guelph emergency response plan;
- training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- public awareness on risks to public safety and on public preparedness for emergencies; and
- any other element required by the standards for emergency management programs established by the Province of Ontario.

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

1. The Emergency Management Program attached hereto as Schedule “A” to this by-law, is hereby adopted.
2. The City of Guelph Emergency Response Plan attached hereto as Schedule “B” to this by-law, is hereby adopted.

Passed this ??th day of ?????? 2015.

Cam Guthrie, Mayor

Stephen O'Brien, City Clerk

Schedule “A” to By-law (2015)-?????

City of Guelph

Emergency Management Program

Emergency Management Program

The City of Guelph Emergency Management Program shall be established annually, and in order to meet the essential level of emergency preparedness established by the Province of Ontario, shall consist of:

1. Designation of a community emergency management coordinator.
2. Formation of a community emergency management program committee.
3. Publication of an approved community emergency response plan.
4. Development of an appropriate community emergency operations centre
5. Identification of critical infrastructure.
6. Conduct annual training for the emergency operations control group and emergency operations centre staff.
7. Conduct of an annual exercise to evaluate the community emergency response plan.
8. Identification of individuals to act as community emergency information staff.
9. Development and implementation of a community emergency management public education program.
10. Conduct an annual review of the community emergency management program.
11. Conduct hazard identification and risk assessment.

Schedule “B” to By-law (2015)-?????

City of Guelph

Emergency Response Plan



CITY OF GUELPH

EMERGENCY RESPONSE PLAN

2015

Updated

December, 2014

Glossary of Terms

CAO -	Chief Administrative Officer
CEMC -	Community Emergency Management Coordinator
CEMPC -	Community Emergency Management Program Committee
EMCPA -	Emergency Management and Civil Protection Act RSO 1990
EMS -	Emergency Medical Services
EOC -	Emergency Operations Centre
EOCG -	Emergency Operations Control Group
ERP -	Emergency Response Plan
GFD -	Guelph Fire Department
GPS -	Guelph Police Service
GRCA -	Grand River Conservation Authority
GWEMS -	Guelph Wellington Emergency Medical Services
HIRA -	Hazard Index and Risk Assessment
ICS -	Incident Command System
IMS -	Incident Management System
MCSCS -	Ministry of Community Safety and Correctional Services
MOH -	Medical Officer of Health
MP -	Member of Parliament
MPP -	Member of Provincial Parliament
ODRAP -	Ontario Disaster Relief Assistance Program
OFMEM-	Office of the Fire Marshal and Emergency Management (Emergency Management Ontario)
PEOC -	Provincial Emergency Operation Centre
PIO -	Public Information Officer
POO -	Province of Ontario
WSIA -	Workplace Safety and Insurance Act

Deputy CAO PS – Deputy CAO Public Services

Deputy CAO CS – Deputy CAO Corporate Services

Deputy CAO ID – Deputy CAO Infrastructure, Development

TABLE OF CONTENTS

PART 1: INTRODUCTION 4

PART 2: AIM 5

PART 3: AUTHORITY 7

 Definition of an Emergency 7

 Action Prior to Declaration..... 8

PART 4: EMERGENCY NOTIFICATION PROCEDURES 9

 A Declared Community Emergency 9

 Requests for Assistance 10

PART 5: EMERGENCY OPERATIONS CONTROL GROUP 11

 Emergency Operations Control Group (EOCG) 11

 Staffing Model..... 13

 Emergency Operations Centre..... 16

 Operating Cycle 16

 Emergency Operations Control Group Responsibilities 16

 Deployment model..... 18

 Goals..... 19

 Reporting relationships 19

Annex Documents

 Annex A..... 24

 Annex B..... 26

 Annex C..... 27

 Annex D..... 28

CITY OF GUELPH EMERGENCY RESPONSE PLAN

PART 1: INTRODUCTION

Emergencies are defined as situations or the threat of impending situations abnormally affecting the lives and property of our society, which by their nature require a coordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by the agencies as normal day-to-day procedures.

Such emergencies could include floods, tornadoes, wind storms, blizzards, ice storms, explosions, aircraft or rail crashes, toxic or flammable gas escapes, building collapses, uncontrollable fires, or any threat of the foregoing in which immediate remedial action will be required by the City of Guelph. The most likely community risks to the City of Guelph are:

- 1) Severe Weather (including Tornadoes and Ice Storms).
- 2) Hazardous Material releases from fixed or mobile sites.
- 3) Human Health Emergencies.

The population of Guelph is approximately 120,000 residents (138,000 when University students are included).

In order to protect residents, businesses and visitors, the City of Guelph requires a coordinated emergency response by a number of agencies under the direction of the Emergency Operations Control Group. These are arrangements and procedures distinct from the normal, day-to-day operations carried out by emergency response agencies.

The City of Guelph Community Emergency Management Program Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the City of Guelph important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the City of Guelph Emergency Response Plan may be viewed at City Hall and the Library Branches. A copy of the plan and other important emergency management information may be viewed and copied at www.guelph.ca.

PART 2: AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the City of Guelph when faced with an emergency.

It enables a centralized, controlled and coordinated response to emergencies in the City of Guelph, and meets the legislated requirements of the Emergency Management and Civil Protection Act.

Familiarity and Responsibilities

All members of Council, the Executive Team, members of the Emergency Operations Control Group (and alternates), and designated personnel must be familiar with this Emergency response Plan. These persons must be prepared to act, exercising due diligence, in the best interests of the community, carrying out their duties and responsibilities described in this plan.

These responsibilities include:

1. Policy and Strategic Direction
2. Site Support and Consequence Management
3. Information Collection, Evaluation and Distribution
4. Coordination of Response Agencies, and Municipal Resources
5. Resource Management
6. Internal and External Communications

Community Hazard Risk Analysis

The Office of the Fire Marshal and Emergency Management (Emergency Management Ontario), through Ontario Regulation 380/04, requires that each community conduct an assessment of risks faced in the community. The prescribed standard tool for evaluating these risks in the community is known as a HIRA – Hazard Identification and Risk Assessment.

The assessment is done by the Community Emergency Management Program Committee, and is reviewed annually. The risk assessment is based in the practical history of the community. This is done through a community scan to determine what hazards exist in the community. Once identified and measured in a historical perspective, the likelihood of an incident and the consequences of it occurring in the community are evaluated.

It is possible to have a potential incident that is unlikely to occur, with severe consequences. It is also possible to have an incident that is very likely to occur, with minimal consequences.

There are many types of emergencies which the City of Guelph is prepared to deal with. The HIRA for the City of Guelph indicates that the most likely are:

- 1) Severe Weather (including Tornadoes and Ice Storms).
- 2) Hazardous Material releases from fixed or mobile sites.
- 3) Human Health Emergencies.

This Emergency Response Plan forms the framework to respond to the identified risks for the community, and also allows the flexibility to respond to any hazardous situation that may occur from time to time. The Emergency Response Plan can be tailored to match the incident through use of appropriate subject matter expertise. This framework also provides political oversight and accountability through the involvement of the Head of Council.

PART 3: AUTHORITY

The Emergency Management and Civil Protection Act (EMCPA) R.S.O. 1990, c. E-9 is the legal authority for this emergency response plan in Ontario.

The EMCPA states that the:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

As enabled by the Emergency Management and Civil Protection Act this emergency response plan and its' elements are:

- Issued under the authority of the City of Guelph By-Law(2015) #????? and
- Filed with the Office of the Fire Marshal and Emergency Management (Emergency Management Ontario), Ministry of Community Safety and Correctional Services.
- Sets out the procedures for notification of the Emergency Operations Control Group
- Assigns responsibilities to municipal employees and identified persons as required

Definition of an Emergency

The EMCPA defines an emergency as:

“An emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise”.

In plain language, an emergency situation affects the safety or health of the public at large, the environment, property, critical infrastructure or economic stability of the community. When an emergency occurs, the initial and prime responsibility for the provision of immediate emergency response rests with the local municipality. Every emergency is a local emergency, and the response is lead locally. The Emergency Response Plan is required to facilitate orderly and effective coordinated responses to emergency situations.

The Emergency Operations Control Group (EOCG) and the municipal Emergency Operations Centre (EOC) are at the disposal of the municipality during an emergency. The EOC is a properly equipped facility that provides space to facilitate municipal

response to extraordinary circumstances. The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of coordinating any phase of an emergency: monitoring an incident at an early stage, supporting response and recovery efforts at an incident site, and for the purpose of maintaining services to the community.

Action Taken Prior to a Declaration of Emergency

When an emergency exists but has not yet been declared to exist by the Head of Council, City of Guelph employees must take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the citizens and visitors to the City of Guelph.

The actions taken must be done in good faith, exercising due diligence in their responsibilities, and be consistent with the standard response goals established in this Emergency Response Plan:

1. The Safety and Health of All Responders
2. Save Lives
3. Reduce Suffering
4. Protect Public Health
5. Protect Critical Infrastructure
6. Protect Property
7. Protect the Environment
8. Reduce Economic and Social Losses

PART 4: EMERGENCY NOTIFICATION PROCEDURES

Upon receipt of a warning of a real or potential emergency, a member of the Emergency Operations Control Group or alternate will immediately contact the City of Guelph Police Duty Supervisor to request that the notification system be activated and the required members of the EOCG or Incident Management System (IMS) team convene at the Primary EOC, the Alternate EOC, or any other place they are required.

Upon receipt of the warning, the Guelph Police Duty Supervisor will notify all members of the Emergency Operations Control Group (EOCG) through the approved contact methods, and provide a synopsis of the emergency situation, and request that the required members convene or remain available to monitor the situation as required.

Upon being notified of the need to convene, it is the responsibility of all EOCG officials to notify their staff and affiliated volunteer organizations who may be required for response or support of the ongoing operations, and recovery efforts.

Where a threat of an impending emergency exists, the EOCG will be notified and placed on standby and requested to enhance their situational awareness through monitoring of the impending emergency situation.

A Declared Community Emergency Exists

The Head of Council is responsible for declaring an emergency. This decision is usually made in consultation with other members of the EOCG.

Upon declaring an emergency, the Head of Council will ensure notification of:

- The Office of the Fire Marshall and Emergency Management (Emergency Management Ontario), Ministry of Community Safety and Correctional Services and the Province of Ontario through the Provincial Emergency Operations Centre
- City Council
- The Public
- Neighbouring community officials as required
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- Any affected agency or municipality with whom a mutual aid or mutual assistance agreement exists and had been invoked to provide assistance to the City of Guelph

A community emergency may be terminated at any time by:

- The Head of Council or the Council.

When terminating an emergency, the Head of Council will ensure notification of:

- The Office of the Fire Marshall and Emergency Management (Emergency Management Ontario), Ministry of Community Safety and Correctional Services
- City Council members
- The Public
- Neighbouring community officials as required
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- Any affected agency or municipality with whom a mutual aid or mutual assistance agreement had been invoked
- The Province of Ontario and The Office of the Fire Marshall and Emergency Management (Emergency Management Ontario) through the Provincial Emergency Operations Centre

Requests for Assistance from the Province or another Municipality

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority at the local level.

Mutual aid /mutual assistance agreements are in place with neighbouring municipalities, and at the request of the EOC Commander, requests can be made for resources or support from those municipalities as needed (utilizing the agreed upon methodology). This can occur at any time, before, during or after an emergency situation should the resources be needed by the City of Guelph.

A request for assistance from the Province of Ontario, or for resources of the Government of Canada, will be made through The Office of the Fire Marshall and Emergency Management (Emergency Management Ontario) and the Provincial Emergency Operations Centre. This contact will be ongoing, and made through the Liaison Officer at the request of the EOC Commander.

All requests for other municipal, provincial or federal resources have a potential financial impact to the City of Guelph. The primary deciding factor for the request of these resources will be found in the guiding principles of the standard response goals:

1. The Safety and Health of All Responders
2. Save Lives
3. Reduce Suffering
4. Protect Public Health
5. Protect Critical Infrastructure
6. Protect Property
7. Protect the Environment
8. Reduce Economic and Social Losses

PART 5: EMERGENCY OPERATIONS CONTROL GROUP

Background

In 2012 and prior, the Emergency Operations Control Group followed the “Arnprior Model” of emergency management. As an entire group, they reviewed the circumstances associated to an emergency situation, provided advice on the declaration of emergency to the head of council, and engaged in consensus based decisions to provide support to the site of the emergency. This model worked well to stimulate discussion, evaluate options, and make consensus based decisions. Among the responsibilities of the control group in this model, was to ensure continued municipal services to the area of the community unaffected by the emergency.

In January 2009, Emergency Management Ontario first published the Incident Management System doctrine for Ontario in the IMS for Ontario (2009). The vision of this doctrine was that Ontario have a standardized Incident Management System that would provide functional interoperability at all levels of government. The goal of the Incident Management System is to provide an efficient, flexible, and consistent process and structure that can be scaled up or down in size as needed to manage incidents. This IMS doctrine should be used by all levels of government, emergency response organizations, communities, ministries, non-government organizations (NGOs), and the private sector.

Within Ontario, the emergency management environment is comprised of a diverse mix of emergency management organizations, many of which have implemented or are implementing an incident management system (IMS), invariably based on the Incident Command System (ICS) that was developed within the fire service. Using ICS, they function exceptionally well carrying out their own mandate.

No individual service or organization has the ability to conduct all aspects of incident management. Therefore, the need to coordinate response efforts when working jointly is generally recognized. Nevertheless, there has been a variance of approaches within Ontario, a lack of standardized tools to manage incidents, and hence no single province-wide system to ensure effective coordination.

This doctrine does not involve regulated implementation, nor does it compel an organization to change its response system. Yet, lessons from past incidents continue to indicate the ever-pressing need for all organizations to be integrated into a standardized incident management system (IMS). IMS is recommended for managing all incidents. Wide-scale stakeholder implementation of the IMS in Ontario is the desired outcome.

To achieve a standardized IMS that cuts across organizational boundaries may necessarily involve cultural shifts, over time, among some incident management practitioners. This IMS doctrine builds on the strength of current systems by retaining the ICS component and structure. There is wide buy-in for this approach, and coupled with training, province-wide implementation is envisaged over time.

Source: IMS for Ontario, 2009

Current Status

The members of the EOCG no longer operate utilizing the “Arnprior model”, but now will have assigned tasks and responsibilities dependent on their roles and expertise. The EOCG retains its responsibility for all aspects of Emergency Management in Guelph as assigned to it in legislation and regulation. The EOCG members will be assigned to roles and responsibilities suited to their unique background and expertise while dealing with emergency circumstances.

All members of the EOCG play their part, contributing to the successful prevention, preparation, mitigation, response and recovery phases of dealing with an emergency or incident. EOCG members will be deployed into the IMS model, utilizing their knowledge skills and abilities to populate it.

Leadership and guidance is provided through the EOC Commander. This is normally the CAO, but may be delegated to a subject matter expert (SME) from the Executive Group or other management level.

The EOCG members now fill the responsibilities of populating the 5 functional sections: Command, Operations, Planning, Logistics, and Administration and Finance as required. The flexibility in the IMS deployment model allows for as many sections or as few sections to be deployed as are needed to support operations. The following page has an example of how EOCG members may be deployed as a Control Group in response to an emergency situation.

In the sections following, the responsibilities of all members of the EOCG are laid out. Each member of the EOCG retains operational input over their individual agencies, in addition to their overall EOCG responsibilities to operate as a control group in support of emergencies within the City or when required to support mutual assistance agreements with other municipalities.

EOC STAFFING MODEL (deployed as needed, in coordinated stages)

HEAD OF COUNCIL

Mayor or Alternate

EXECUTIVE GROUP/EOCG

Mayor or Alternate
CAO or Alternate
Deputy CAO PS
Deputy CAO CS
Deputy CAO ID

Medical Officer of Health
Chief of Police
General Manager Emergency Services
Wellington County Administrator of Social Services
Chief Operating Officer Guelph Hydro

EOC COMMANDER
Deputy Commander
Issues Management/ PIO
Risk Management / Safety

CAO*and/or designate
CEMC or alternate
Manager of Corporate Communications
Legal representative / Health and Safety manager or coordinator
Assigned Duty Officer of the day

Liaison Officer

OPERATIONS CHIEF

Operations:

(situational)
Police Chief or alternate *
Fire Chief or alternate *
EMS Chief or alternate
General Manager Public Works or alternate
COO Guelph Hydro*or alternate
Transit GM or alternate
Administrator of Wellington Social Services* or alternate
Medical Officer or Health* or alternate
General Manager of Water Services or alternate
General Manager of Wastewater Services or alternate
General Manager of Engineering Services or alternate
SME's as required

PLANNING CHIEF

Planning:

(situational)
Police support members
Fire support members
EMS support members
Transit GM
Waste water support
Water support

Human resources support
SME's as required

LOGISTICS CHIEF

Logistics:

Manager of Procurement or alternate
CS staff
SME's as required

FIN/ADMIN CHIEF

Finance SME as designated
SME's as required

*indicates an EOCG member in a deployed role

Emergency Operations Control Group Members

The emergency response will be directed and controlled by the Emergency Operations Control Group (EOCG) – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The EOCG consists of the following officials:

- ❖ Mayor, or alternate
- ❖ Chief Administrative Officer, or alternate
- ❖ Deputy CAO Public Services, or alternate
- ❖ Deputy CAO Corporate Service, or alternate
- ❖ Deputy CAO Infrastructure, Development, or alternate
- ❖ Medical Officer of Health or alternate
- ❖ Chief of Police or alternate
- ❖ General Manager of Emergency Services or alternate
- ❖ Chief Operating Officer of Guelph Hydro or alternate
- ❖ Administrator of Wellington County Social Services, or alternate

- ❖ Additional personnel called or added to the EOCG **may** include:
 - ❖ The Office of the Fire Marshall and Emergency Management (Emergency Management Ontario) Representative
 - ❖ Grand River Conservation Authority Representative
 - ❖ Liaison staff from provincial ministries
 - ❖ Community Emergency Management Coordinator, or alternate
 - ❖ Red Cross Representative
 - ❖ School Board Officials
 - ❖ Hospital Officials
 - ❖ Any other officials, experts or representatives from the public or private sector as deemed necessary by the EOCG

The Emergency Operations Control Group will normally utilize the Incident Management System, with members filling or delegating the roles of:

- ❖ Command
- ❖ Operations
- ❖ Planning
- ❖ Logistics
- ❖ Administration and Finance

The EOCG may function with a limited number of persons filling only the roles that are required, depending upon the nature of the emergency. While the EOCG may not require the presence of all the people listed as members, all members must be notified of the activation of the EOCG, so that they may monitor the developing situation and responses.

Emergency Operations Centre

Upon notification required members of the EOCG will report to the primary Emergency Operations Centre (EOC) unless notified of a change of venue to the alternate EOC. In the event the alternate EOC cannot be used, the EOCG will be advised to attend another appropriate location.

Operating Cycle

Members of the EOCG will gather at regular intervals to inform each other of actions taken and problems encountered. The CAO will normally fill the role of EOC Commander. In some instances, the CAO will facilitate this role by delegating to an Executive Group member (or other level of management) who is a subject matter expert. The EOC Commander will establish the frequency of meetings of the IMS Section Chiefs. Meetings will normally consist of situational awareness updates for current operations, and planning for ongoing and future operations. The Chiefs of the Operations, Planning, Logistics and Finance sections will normally attend these operating cycle meetings.

Emergency Operations Control Group Responsibilities

The members of the Emergency Operations Control Group (EOCG) are likely to be responsible for the following overarching actions or decisions:

1. Providing Policy and Strategic Direction
2. Site Support and Consequence Management
3. Information Collection, Evaluation, and Distribution
4. Coordination of Agencies and/or Departments
5. Resource Management
6. Internal and External Communications

Additionally, through the IMS system as appropriate, Emergency Operations Control Group members are responsible for the following:

- ❖ Providing support as required to Site Incident Command
- ❖ Confirming the Site Incident Commander (Operations Chief)
- ❖ Utilizing the Incident Management System appropriately
- ❖ Ensuring that systems and services are maintained in the City areas not affected by the ongoing emergency operations

- ❖ Provide support to secure the emergency /incident site to establish crowd control, facilitate emergency operations access / egress, and prevent injuries / casualties
- ❖ Ensure the earliest possible response and overall control of emergency operations
- ❖ Supporting immediate actions to eliminate sources of potential danger within the affected area
- ❖ Ensuring coordinated acquisition and distribution of emergency resources, supplies and equipment
- ❖ Establishing an Emergency Operations Centre and any other necessary emergency operations control facilities, reception / evacuation centres, etc.
- ❖ Arranging Pre-Hospital Care and transport of casualties to hospitals and / or designated sites outside the designated site area
- ❖ Providing timely, factual, and official information to the emergency operations officials, media, public, and individuals information
- ❖ Evacuating any building that poses a threat to public safety
- ❖ Providing for a total or partial controlled evacuation of the City, as required
- ❖ Providing emergency food, lodging, clothing, and essential social services and assistance to persons affected by the incident and to emergency services personnel involved in the incident responses as required
- ❖ Arranging for assistance from private, voluntary, non-profit and government and non-governmental organizations and agencies as appropriate
- ❖ Commencement of coordinated recovery activities
- ❖ Authorization of expenditures
- ❖ Restoration of essential services.
- ❖ Ensuring all employed persons (and volunteers as deemed appropriate as per section 71 of the WSIA) shall be covered for the duration of the declared emergency under the Workplace Safety and Insurance Act, so long as it is declared by the head of council. (In the event of the foregoing, the City of Guelph shall require registration of the volunteer(s) to record that they are, in fact, volunteering on behalf of the City of Guelph, during the declared emergency).
- ❖ Ensuring that contingency planning activities take place in response to community risks identified through the Hazard Index and Risk Assessment tools.
- ❖ Acting as a member of the Executive Group or other role in the IMS structure at the EOC.

Deployment model

In this deployment of the EOC, consistent with the established international practices of the Incident Management System, only the sections of the EOC required will be activated. Primarily, this will be the Command and Operations sections. The initial decision on the activation level is made by the EOCG member or alternate authorizing the EOC deployment.

Planning, Logistics, Finance, PIO, Risk Management / Safety, and Liaison will only be activated as needed when the assigned tasks are not able to be contained within the EOC Command or Operations sections.

Stage 1 response = Head of Council, EOC Command and Operations Section

Stage 2 response = Head of Council, EOC Command, Operations Section and all other required sections staffed

Stage 3 response = Full EOCG turnout, all sections PLUS executive group

Notification of an emergency will be made to all members or alternates to advise them of the incident and the level of EOCG activation.

Stage 1 Response

Less serious/routine emergencies will be a stage 1 response. The stage 1 response will encompass emergencies commencing on the lower end of the spectrum, and may be borderline as to whether or not they can be handled by the first response and normal city resources, through to more complicated but low impact or short duration emergencies. Each emergency, during the normal operating cycle meetings, will be consistently re-evaluated to determine if the continuing response category is valid, or if the response should be up-scaled to engage more IMS sections, and/or the Executive Group. All activations of the EOC will commence at a stage 1 response, and will be reviewed as part of the first operating cycle meeting, scaling the response to a stage 2 or 3 as required. See the stage 1 diagram contained at Annex D.

Stage 2 & 3 Response

Emergencies that are complicated or have extremely high impact on the community will require a stage 2 or stage 3 response from the outset. These will include emergency situations that immediately require resources that exceed normal City capacities or involve outside agencies.

A Stage 2 response will exceed the Stage 1 response by engaging the required IMS sections as needed. In most instances, the planning section will be the first section engaged beyond a stage 1 response, but all areas may be engaged as required. The EOC Commander may at any time delegate an appropriate subject matter expert from

the Executive Group to assist with the ongoing guidance and leadership for the control group. See the Stage 2 & 3 diagram contained at Annex D.

In a complicated emergency, where the overall impact on the community is severe, extraordinary measures are required, or where coordination with outside agencies (example: PEOC, Transportation Safety Board, Canadian Nuclear Safety Commission) are engaged, an immediate Stage 3 response, with the Executive Group in attendance is appropriate.

The EOC Commander may escalate or de-escalate the EOC staffing as required, and may at any time assemble the Executive Group for briefing or advice.

Response Goals

The following are established goals of this Emergency Management Program:

1. The Health and Safety of All Responders
2. Save Lives
3. Reduce Suffering
4. Protect the public health
5. Protect critical infrastructure
6. Protect property
7. Protect the environment
8. Reduce the economic and social losses in the community

Reporting Relationships

The following reporting relationships and area responsibilities have been established in this plan.

EOC Commander



The EOC Commander is responsible for the overall functioning of the EOC, ensuring that adequate and knowledgeable members are given the responsibility of section chiefs: Operations, Planning, Logistics, Administration and Finance.

The EOC Commander briefs members of the Executive Group, and consults with them for guidance as required. The EOC Commander confirms the appointments of section chiefs, and approves Incident Action Plans

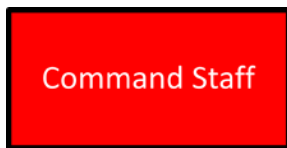
The EOC Commander establishes operating cycles, and approves all current Incident Action Plans. The EOC Commander maintains situational awareness, and directs all efforts in a manner consistent with the Response Goals.

The EOC Commander appoints members to act as the Deputy Commander, Risk / Safety Officer, the Liaison Officer, and the Public Information Officer.

The EOC Commander is responsible for the effectiveness of the overall operations of the Emergency Operations Centre.

Deputy Commander

The role of deputy commander of the EOC will normally be filled by the CEMC or alternate who will act in an advisory capacity to the EOC Commander and the EOCG. May be required to assume the duties of the EOC Commander in their absence. Ensures efficient internal information / communication processes. Facilitates resolution of internal staffing / personnel challenges.



Risk / Safety Officer

The Risk/Safety Officer (if activated) is a member of the EOC Commander's staff, and reports to the EOC Commander. If this position is not activated, the EOC Commander assumes these responsibilities. The Risk/Safety Officer monitors and assesses current operations to be an advocate for worker safety. The Risk/Safety Officer also provides the EOC Commander with recommendations about risks and liabilities to the City of Guelph. The Risk/Safety Officer in the EOC maintains contact with the Risk/Safety Officer at the site (if activated).

Liaison Officer

The Liaison Officer (if activated) is a member of the EOC Commander's staff, and reports to the EOC Commander. If this position is not activated, the EOC Commander assumes these responsibilities. The Liaison Officer is responsible for establishing and maintaining communication with the Provincial Emergency Operations Centre and any other EOC's of other municipalities as required. The Liaison Officer seeks out and invites to the EOC any other agencies or subject matter experts required by the EOC.

Public Information Officer (Issues Management)

The Public Information Officer (PIO) (if activated) is a member of the EOC Commander's staff, and reports to the EOC Commander. If this position is not activated, the EOC Commander assumes these responsibilities. The PIO is the primary conduit of information to the general public from the EOC. The PIO establishes and maintains information flow to the media and public, ensures that information releases are provided promptly, and establishes a media centre as required. The PIO also monitors news media and other sources to ensure correct information is being conveyed through media and other means. The PIO will also provide background materials for media if required.

Operations Section Chief



Reports to the EOC Commander and is responsible for briefing the EOC Commander and section chiefs to maintain situational awareness of ongoing efforts to mitigate and respond to the emergency. The Operations Chief is confirmed by the EOC Commander.

The Operations Section Chief maintains direct contact with the Site Commander and coordinates the support response to assist the site. The Operations Section will liaise closely with the Planning Section (when activated) to assist in planning for future operational periods and Incident Action Plans for future use. The Operations Section Chief has a close working relationship with the Planning Section Chief, and ensures that the Planning Section maintains situational awareness of the current operational status.

Operations Section Members

Members of the Operations Section report to the Operations Section Chief, and they are responsible for the execution of the current Incident Action Plan.

Planning Section Chief



Reports to the EOC Commander and is responsible for briefing the EOC Commander and section chiefs as required at operating cycle meetings. The Planning Section Chief

is confirmed by the EOC Commander. The Planning Section Chief has a close working relationship with the Operations Section Chief to allow for the identification of future needs, and develops options for future operational periods in consultation with the members of the planning section.

Planning Section Members

The Planning section members report to the Planning Section Chief, and produce Incident Action Plans (IAP) for future operational periods. Planning Section members monitor the current situational status; develop Incident Action Plans for future operational periods that include options for those future operational periods.

Logistics Section Chief



Reports to the EOC Commander and is responsible for briefing the EOC Commander and section chiefs as required at operating cycle meetings. The Logistic Section Chief is confirmed by the EOC Commander. The Logistics Sections Chief coordinates all requests for resources.

Logistics Section Members

The Logistics Section members report to the Logistics Section Chief, and are responsible for logistic functions for current and future operational periods.

Finance and Administration Section Chief



Reports to the EOC Commander and is responsible for briefing the EOC Commander and section chiefs as required at operating cycle meetings. The Finance and Administrative section will maintain financial records of employee time and materials used to support the site operations.

Finance and Administration Section Members

The Finance and Administration Section members report to the Finance and Administration Section Chief, and are responsible for all financial and administrative duties as assigned for previous, current and future operational periods.

Executive Group Members



All members of the Emergency Operations Control Group are members of the Executive Group. The Executive Group makeup is determined by the response required to the emergency. Normally, Emergency Operations Control Group members not deployed into the IMS system in Command, Operations, Planning, Logistics or Finance and Administration will have duties in the Executive Group. Members of the Executive Group can be named as the EOC Commander or other functional positions. Members of the Executive Group are available to provide policy advice and guidance to the EOC Commander when extraordinary measures are taken by the EOCG.

Annex A to the Emergency Response Plan

Incident Management System (IMS)

The Incident Management System (IMS) is a standardized approach to emergency management that utilizes a common organizational structure to encompass personnel, facilities, equipment, procedures, and communications. IMS recognizes that every emergency has similar management functions that must be carried out. These management functions must occur regardless of the size of the emergency, the number of personnel affected, or the resources available. IMS is the methodology utilized to manage the emergency response. IMS is utilized as a best practice in many areas of the world, and is based in recognized standards in North America. IMS is flexible in its approach, able to scale up or down in the size and scope of support offered to the emergency site according to the needs of the site. IMS has been recommended for use by Emergency Management Ontario, and ensures that municipalities and regions are utilizing the same approach to dealing with emergency situations, and utilizing common terminology during the management of emergencies.

IMS essentially consists of 5 functions:

1. Command
2. Operations
3. Planning
4. Logistics
5. Finance and Administration

In a widespread or sweeping emergency that affects the entire community, all response efforts may be directed from the Emergency Operations Center (EOC), and these responses would include both tactical and strategic responses. In this instance, the EOC Commander may also fill the role as the Incident Commander.

Annex B is a chart showing the overall structure of Guelph's IMS response. The nature of IMS allows for the activation of only the portions of the structure that are required. All emergency response/support will have an EOC Commander and Operations section.

Deployment model

In this deployment of the EOCG, consistent with the established international practices of the Incident Management System, only the sections of the EOCG that are required will be activated. Primarily, this will be the Commander and Operations sections. Planning, Logistics, Finance, PIO, Safety, and Liaison will only be activated as needed when the assigned tasks are not able to be contained within the EOC Commander or Operations sections.

Stage 1 response = Mayor, EOC Commander, and Operations Section

Stage 2 response = Mayor, EOC Commander, Operations Section and all other required sections staffed

Stage 3 response = Full EOCG turnout, all sections PLUS executive group

Notification of an emergency will normally be made to all EOCG members or alternates to advise them of the incident and the level of EOCG activation.

Stage 1 Response

Less serious/routine emergencies will be a stage 1 response. The stage 1 response will encompass emergencies commencing on the lower end of the spectrum, and may be borderline as to whether or not they can be handled by the first response and normal city resources, through to more complicated but low impact or short duration emergencies. Each emergency, during the normal operating cycle meetings, will be consistently re-evaluated to determine if the continuing responses category is valid, or if the response should be up-scaled to engage more IMS sections, and/or the Executive Group. All activations of the Control Group will commence at a stage 1 response, and will be reviewed as part of the first operating cycle meeting, scaling the response to a stage 2 or 3 as required.

Stage 2 & 3 Response

Emergencies that are complicated or have extremely high impact on the community will require a stage 2 or stage 3 response from the outset. These will include emergency situations that immediately require resources that exceed normal City capacities or involve outside agencies.

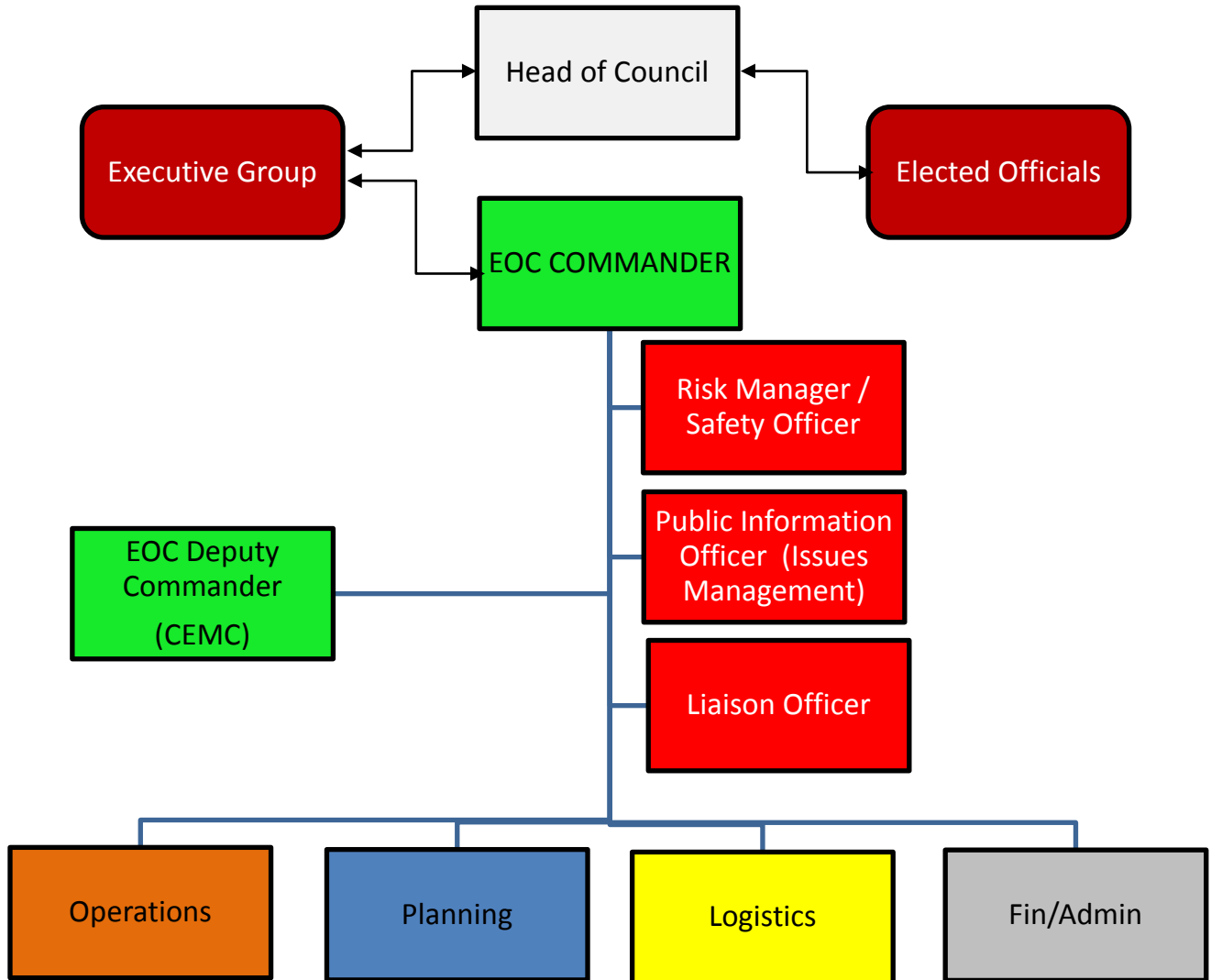
A Stage 2 response will exceed the Stage 1 response by engaging the required IMS sections as needed. In most instances, the planning section will be the first section engaged beyond a stage 1 response, but all areas may be engaged as required. The EOC Commander may at any time delegate an appropriate subject matter expert from the Executive Group to assist with the ongoing guidance and leadership for the control group.

In a complicated emergency, where the overall impact on the community is severe, extraordinary measures are required, or where coordination with outside agencies (example: PEOC, Transportation Safety Board, Canadian Nuclear Safety Commission) are engaged, an immediate Stage 3 response, with the Executive Group in attendance is appropriate.

The EOC Commander may escalate or de-escalate the EOC staffing as required, and may at any time assemble the Executive Group for briefing or advice.

Appendix B to the Emergency Response Plan

Reporting Relationships in the Incident Management System structure



Annex C to the Emergency Response Plan

Operations/Operating cycle

During an activation of the Emergency Operations Centre, operations will be conducted in an operating cycle. The tempo of operations and the frequency of the operating cycle will be determined by the EOC Commander or alternate.

In general, the tempo of operations established will require the EOC Commander and the Section Chief's to schedule regular briefing/update meetings to maintain situational awareness across the areas of responsibility, and review priorities and support levels being provided by the EOC to the Site.

In a community wide emergency, when the EOC may take the overall lead during the emergency, these operating cycle meetings will determine both strategic and tactical priorities as the incident progresses.

The operating cycle has the following main areas that are to be addressed:

1. Planning – the time required to assess the situation and develop the incident action plan for the next operational period.
2. Action – the time necessary to implement the plan, evaluate the results and support the emergency response activities.
3. Reporting – the Operations Cycle meeting where the Section Chief's and EOC Commander report on and review the current status of the emergency, assess the results and validity of the current operational plan including any new strategies required, and the confirmation of existing priorities, and identification of any emerging priorities.

At the conclusion of the operating cycle meeting that has reviewed the current status, and the incident action plan for the following operational period, the planning section will begin to plan for future support of the operations section.

Appendix D to the Emergency Plan

EOC Activation Levels 1-3

LEVEL 1 ACTIVATION:

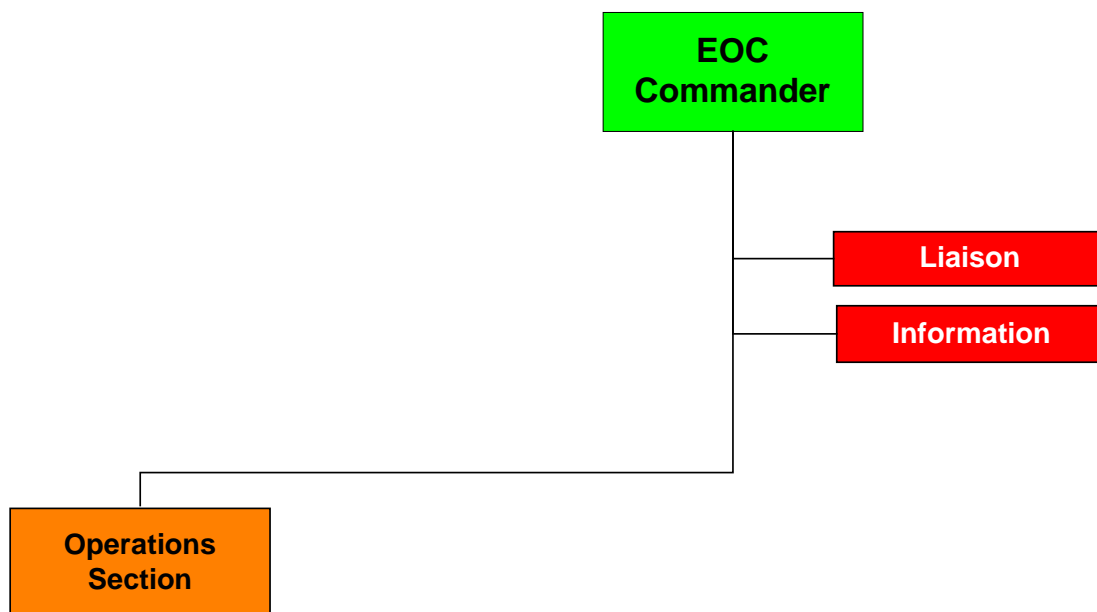


Figure 1: Level 1 Activation of the EOC. Conducting routine operations and monitoring.

LEVEL 2 ACTIVATION:

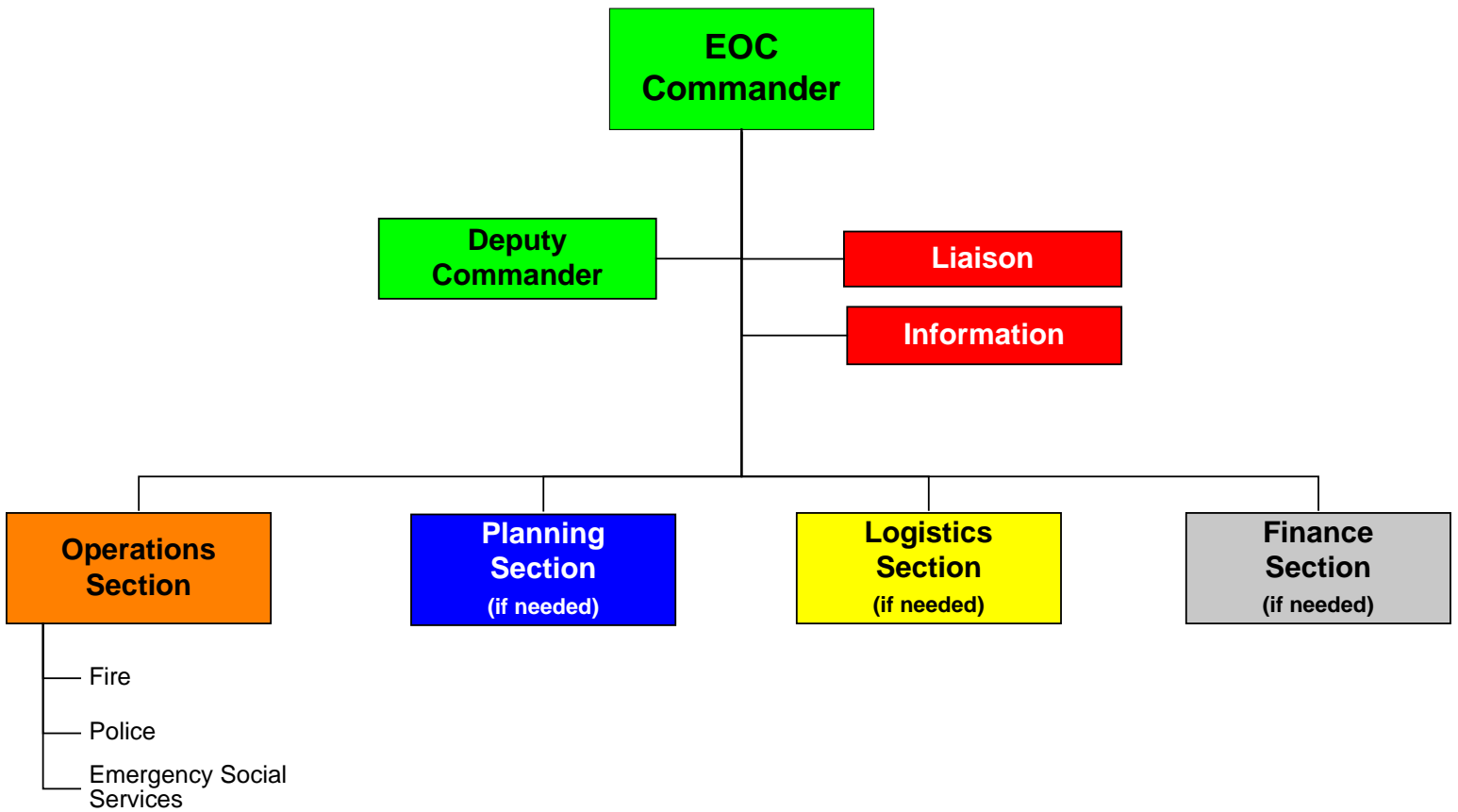


Figure 2: Level 2 Activation of the EOC. Enhanced operations and monitoring.

LEVEL 3 ACTIVATION

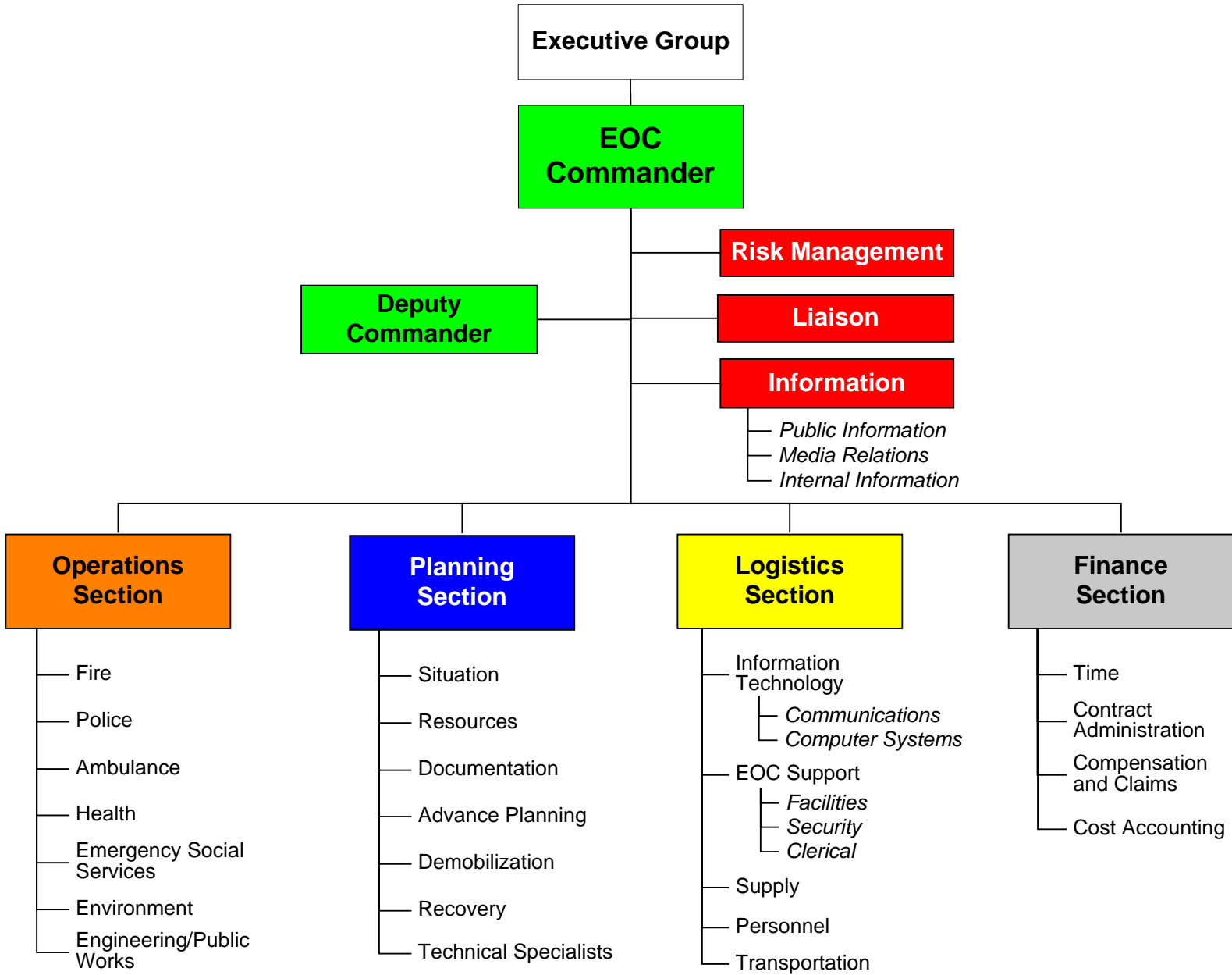


Figure 3: Level 3 Activation of the EOC: Full activation of all areas when sustained ongoing operations are likely to occur.

STAFF REPORT



TO Public Services Committee

SERVICE AREA Public Services – Culture and Tourism

DATE February 2, 2015

SUBJECT Revised Tourism Advisory Committee Terms of Reference

REPORT NUMBER PS-15-04

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To recommend revisions to the terms of reference for the Tourism Advisory Committee.

KEY FINDINGS

The original terms of reference for the Tourism Advisory Committee are limiting and do not allow for important community organizations and/or representatives to participate in the current committee structure. Broadening the terms of reference will allow for more qualified applicants to come forward and generate a larger pool for committee selection.

FINANCIAL IMPLICATIONS

There are no financial implications.

ACTION REQUIRED

Receive the staff report and approve the revisions to the terms of reference.

RECOMMENDATION

1. THAT the Public Services Report # PS-15-04 "Revised Tourism Advisory Committee Terms of Reference" dated February 2, 2015 be received
2. THAT the revised terms of reference for the Tourism Advisory Committee be approved

STAFF REPORT



BACKGROUND

In August 2014, City Council approved the formation of a Tourism Advisory Committee. The goals and objectives for the committee are to advise on the implementation of the recommendations of the 2014 Tourism Operational Review and to provide advice and recommendations to Council and staff that support the growth and development of tourism in Guelph.

Under the original terms of reference, the first call for applicants for the Tourism Advisory Committee only received seven applications. One of the limiting factors was the requirement that applicants reside within the City of Guelph, which eliminated applications from some individuals who work for businesses based in Guelph but whose home address is not within the city. As a result, there were not enough applicants to fill the vacant positions and staff could not make recommendations to the Striking Committee for appointment.

REPORT

As per the attached revised terms of reference (ATT-1), staff recommends a committee of ten community appointees, representing each of the following tourism sectors: Accommodation, Food & Beverage, Attractions, Transportation, Arts & Culture, Festivals & Events, Sport, Retail, Conference Services. The terms of reference have also been revised to include one representative from the Downtown Guelph Business Association in an ex-officio capacity.

Additionally, the terms of reference were changed in order to allow applicants whose business or organization is based in Guelph to apply, but whose home mailing address may not be within the city. The focus of the committee is the growth and development of the tourism industry, and so the revised requirement ensures that the business interests of organizations represented on the committee are from within the city of Guelph.

CORPORATE STRATEGIC PLAN

Innovation in Local Government

- 2.2 Deliver Public Service better
- 2.3 Ensure accountability, transparency and engagement

City Building

- 3.2 Be economically viable, resilient, diverse and attractive for business
- 3.3 Strengthen citizen and stakeholder engagement and communications

DEPARTMENTAL CONSULTATION

City Clerk's Office – Committee consultation

STAFF REPORT

COMMUNICATIONS

N/A

ATTACHMENTS

ATT-1 Revised Terms of Reference – Tourism Advisory Committee

Report Author

Stacey Dunnigan
Supervisor, Tourism Services



Approved By

Colleen Clack
General Manager
Culture & Tourism
519-822-1260 ext. 2588
colleen.clack@guelph.ca

Recommended By

Derrick Thomson
Deputy CAO
Public Services
519-822-1260 ext. 2665
derrick.thomson@guelph.ca

Advisory Committee Name: Tourism Advisory Committee

Parent Standing Committee: Public Services Committee

Number of Members: Ten (10) public appointees. One (1) each from the following sectors of the Guelph tourism industry:

1. Accommodation
2. Food & Beverage
3. Attractions
4. Transportation
5. Arts & Culture
6. Festivals & Events
7. Sport
8. Retail
9. Conference Services
10. Downtown Guelph Business Association – Ex-Officio

Date of Formation: April 2015

Expiration Date: N/A

Staff Liaison Support Position: Supervisor of Tourism Services

Service Area/Department: Culture and Tourism/Public Services

Meeting Frequency: The Committee will meet a minimum of four times during the year. Additional meetings may be called to address specific project requirements.

Applicable Legislation/By-Law: N/A

Link to Corporate Strategic Plan: City Building – 3 .3 Strengthen citizen and stakeholder engagement and communications.

Frequency of Reporting to Council: Annually

Mandate: The Tourism Advisory Committee will provide strategic input and advice to Council and Staff on matters pertaining to destination development and tourism service delivery in the City of Guelph, as guided by the 2014 Tourism Operation review.

Goals/Objectives:

- Advise on the implementation of the recommendations of the 2014 Tourism Operational Review;
- Provide advice and recommendations to Council and Staff on matters affecting the tourism industry.

Special Skills required for members: Committee members shall have professional and/or volunteer experience related to at least one of the following disciplines: tourism destination development and management, marketing, advertising and promotion, market research, entrepreneurship, small business, and cultural development. Committee members can reside outside the City of Guelph, but the businesses and/or organization they represent must be located in Guelph. They shall demonstrate a significant knowledge of Guelph and its tourism industry.

Budget: N/A

**CONSENT OF
THE COUNCIL INTERNAL AUDIT**

February 23, 2015

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

Your Internal Auditor begs leave to present her FIRST CONSENT.

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 Council Internal Audit Consent will be approved in one resolution.

IA-2015.1 Print Room Audit Report

That the Council receive the Print Room Audit report.

IA-2015.2 Print Room Audit Audit Management Response

That the February 23, 2015 report titled "Print Room Audit Management Response" (CS-2015.18) be received.

All of which is respectfully submitted.

STAFF REPORT



TO	Council
SERVICE AREA	CAO Administration
DATE	February 23, 2015
SUBJECT	Print Room Audit Report
REPORT NUMBER	CAO-A-1410

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To provide Council with the findings and recommendations of the Print Room operational (value-for-money) audit completed in September 2014.

KEY FINDINGS

The print room provides a means of producing large volumes of copy and print material internally. Although staff resources are sufficient to complete the work these resources could be better utilized to provide increased support to Council members as well as the City Clerk's office.

The print room operates effectively and efficiently and outsourcing this function would increase costs and reduce the flexibility of current production timelines.

FINANCIAL IMPLICATIONS

There are potential costs associated with the findings and recommendations.

ACTION REQUIRED

Council to receive the audit report.

RECOMMENDATION

1. That Council receives the Print Room Internal Audit report.

BACKGROUND

At the request of the City Clerk an operational audit of the print room was approved as part of the Internal Audit Work Plan for 2014.

The print room operates as a work area within the City Clerk's department and is equipped to serve staff located at City Hall through the printer network. The budget for the print room is managed by the City Clerk's office and is approximately

STAFF REPORT



\$36,000 per year. This is a zero-based, fully recovered operating budget whereby user departments are charged back for the paper and printing costs.

REPORT

The following objectives were established for this operational audit.

1. Assess efficiency and effectiveness of existing processes
2. Assess staff workload and capacity
3. Evaluate the existing level of service and impacts to customers
4. Evaluate the process for zeroing out the print shop budget
5. Assess viability of optional service delivery models

The scope of the audit includes:

- Financial Analysis of business unit (3-year historical)
- Cost of outsourcing vs. in-house production
- Corporate-wide outsourcing expenditures by service area (3-year historical)
- Cost recovery analyses for copy paper
- Staff interviews – process review

A brief overview of Findings and Recommendations is highlighted in the chart below. A full list of Findings and Recommendations is contained in the Internal Audit Report (attached).

Finding	Recommendation
The print room operates effectively and efficiently and outsourcing this function would increase costs and reduce the flexibility of current production timelines.	The City should continue to operate the print room internally.
The current process for distribution of agendas and packages is complex, labour intensive and often wasteful as the recipients often do not need all of the information they receive. This results in substantial paper waste. The average number of packages produced is between 35 and 40. All of these documents are available online and are easily accessed by staff.	Distribution lists prepared by the Committee Coordinators should be limited to Council and Committee members and the Executive Team. All other staff should print the documents they require through the online resources available. Alternatively, Clerks' staff should distribute the packages electronically as PDF files so recipients can choose which documents to print. This would reduce the number of packages being produced by over 50%. <u>Only 20 packages would be required</u> resulting in time savings.

STAFF REPORT

<p>Submission deadlines for Clerks are not adhered to resulting in staff working overtime to get the agendas and packages out on time. Records provided by Clerk's report that nearly 50% of all reports are submitted late.</p>	<p>The deadlines for submission of reports to Clerks should be considered firm with few exceptions. Senior management should strive to ensure that these deadlines are met in all but the most urgent situations.</p>
<p>Paper purchases are not made exclusively from the designated vendor which may result in higher costs for copy paper.</p>	<p>Management should not approve any purchases for copy paper unless they are made through the designated vendor.</p>
<p>The Committee Coordinators currently each spend an average of 15 to 24 hours per month in the print room preparing agendas and packages for Council, Committees, Media and Staff. This equates to approximately 2 ½ days for each of 3 Committee Coordinators. This is not value-added work given the job grade and experience level of these staff that are trained to provide support to Council, their assigned Standing Committees and the City Clerk's Office.</p>	<p>If current work processes and volumes continue unchanged, it is recommended that management consider hiring a part-time resource for approximately 2 days per week solely for the purpose of producing agendas and packages.</p> <p><i>This option is only viable if the time saved for Committee Coordinators is effectively reassigned to more value-added work such as increased support to Council and Committees and the City Clerk's Office. This will also reduce overtime costs.</i></p> <p>If recommendation # 4 is fully implemented there would be no requirement for additional resources as the average number of packages would be reduced from approximately 40 to 20.</p>

Work Processes:

The work processes in the print room generally appear to be efficient and effective. The equipment meets current capacity requirements and staff are easily able to complete their tasks. The physical demands of working in the print room are a challenge due to heat, fumes and standing for long periods on concrete flooring. The fatigue mats provided are badly worn and should be replaced.

Outsourcing Analysis

The research conducted for the audit indicates that outsourcing the production of Council and Committee packages would not provide a cost-effective option. Using standard market quotes for quick printing services the following costs were estimated:

STAFF REPORT

Document (all black & white):

Size: 8.5" x 11"
Colour: black & white
Paper: 20lb white bond
Pages: 466 (=233 double sided sheets)
Finishing: 3 hole drill
40 sets = \$690.00 +HST

Document (90% black & white / 10% colour):

Size: 8.5" x 11"
Colour: black & white / full colour
Paper: 20lb white bond
Pages: 466 (=233 double sided sheets)
Finishing: 3 hole drill / collate
40 sets = approx. \$1,280.00 +HST

The current costs for producing this same package of materials internally are approximately \$250 including staff time, paper and cost per copy.

It is therefore recommended that the City continue to produce these materials using the internal print room.

Conclusion:

The internal print room is an effective and efficient means of producing large volumes of copy and print material. Although staff resources are sufficient to complete the work these resources could be better utilized to provide increased support to Council members as well as the City Clerk's office. Some of the additional work that has been identified by management includes improved web updates, improved monitoring of report deadlines and agenda management.

If the existing printing processes are continued it would be more efficient to add a part-time resource for the sole purpose of producing Council and Committee packages.

By changing the work processes and reducing the volume of copy and print work currently being produced, the existing staff resources would be adequate and the additional capacity could be used for the additional tasks identified by management.

STAFF REPORT

CORPORATE STRATEGIC PLAN

1.3 Organizational Excellence – Build robust systems, structures and frameworks aligned to strategy.

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

DEPARTMENTAL CONSULTATION

N/A

COMMUNICATIONS

N/A

ATTACHMENTS

Appendix A - CAO-A-1410, Print Room, Internal Audit Report

Report Author: Loretta Alonzo, Internal Auditor



Recommended By

Loretta Alonzo
Internal Auditor
519-822-1260, ext. 2243
loretta.alonzo@guelph.ca



APPENDIX "A" – REPORT CAO-A-1410

PRINT ROOM

AUDIT REPORT

FINAL

September 23, 2014

Prepared by: Loretta Alonzo, Internal Auditor

Table of Contents

Executive Summary 3

Objectives 4

Scope..... 4

Methodology..... 4

Findings and Recommendations 5

Financial Analysis..... 6

Work Process Analysis 7

Outsourcing Analysis 8

Conclusion..... 8

Next Steps..... 9

Executive Summary

At the request of the City Clerk in 2013, an operational audit of the print room was approved as part of the Internal Audit Work Plan for 2014.

The print room operates as a work area within the Clerk's department and is equipped to serve staff located at City Hall through the printer network. There are four (4) printer/copiers (2 black and white, 2 colour) and print jobs may be routed to any of these units from within the network.

These high capacity, high speed units are intended to produce large print jobs that would otherwise occupy the departmental machines for long periods preventing other staff from using them.

The print room is primarily used by the Committee Coordinators in Clerk's to prepare agendas and packages for Council, Standing Committees, Media and Staff. In the past there was a full-time staff person assigned to the print room to handle all print functions but this position was made redundant in 2010.

The budget for the print room is managed by the City Clerk's office and is approximately \$36,000 per year. This is a zero-based, fully recovered operating budget whereby user departments are charged back for the paper and printing costs. The actual costs are marked up using a formula that fluctuates based on the total number of users in order to bring the print room budget to zero. Therefore, the more users utilizing the print room, the less they are charged and conversely, if fewer users utilize the print room, the higher the cost per user.

Financial analysis of data supplied by the vendor indicates that the total costs for printing on all units located at City Hall were approximately \$52,300 for the 12 months ending July 31, 2014. This includes both black and white and colour printing on approximately 52 machines.

The majority of printers are leased and the contract terms include black and white toner cartridges at no charge and colour toner cartridges at market price.

Paper purchases are made throughout the organization and pricing is negotiated as part of a provincial purchasing group agreement that ensures the lowest prices for paper when using the designated vendor.

The audit evaluated the work load and capacity of Clerk's staff with respect to the time spent in the print room and found that the average number of hours that staff spend printing and collating print jobs is between 15 and 24 hours per month.

Research conducted for this audit included a market comparison of external print costs to internal print room operating costs. It is clearly apparent that internal production costs are significantly less than third-party providers and therefore it is recommended that the print room at City Hall should continue to provide existing services.

While there are opportunities for improvement the audit research and analysis has concluded that the print room operates efficiently and effectively.

Objectives

The following objectives were established for this operational audit.

1. Assess efficiency and effectiveness of existing processes
2. Assess staff workload and capacity
3. Evaluate the existing level of service and impacts to customers
4. Evaluate the process for zeroing out the print shop budget
5. Assess viability of optional service delivery models

Scope

The scope of the audit includes:

- Financial Analysis of business unit (3-year historical)
- Cost of outsourcing vs in-house production
- Corporate-wide outsourcing expenditures by service area (3-year historical)
- Cost recovery analyses for copy paper
- Staff interviews – process review

Out of Scope:

- Printer – Copier Contracts and Pricing
- Departmental analysis of printing-copying

Methodology

The following research and analysis was undertaken for the audit:

- Time study of staff print room functions
- Financial analysis of print room budget, actual and historical costs
- Staff interviews (5)
- Cost per copy analysis (based on information from vendor billings)
- Verification of cost recovery calculations and departmental chargebacks
- Analyses of all outsourced printing costs

Findings and Recommendations

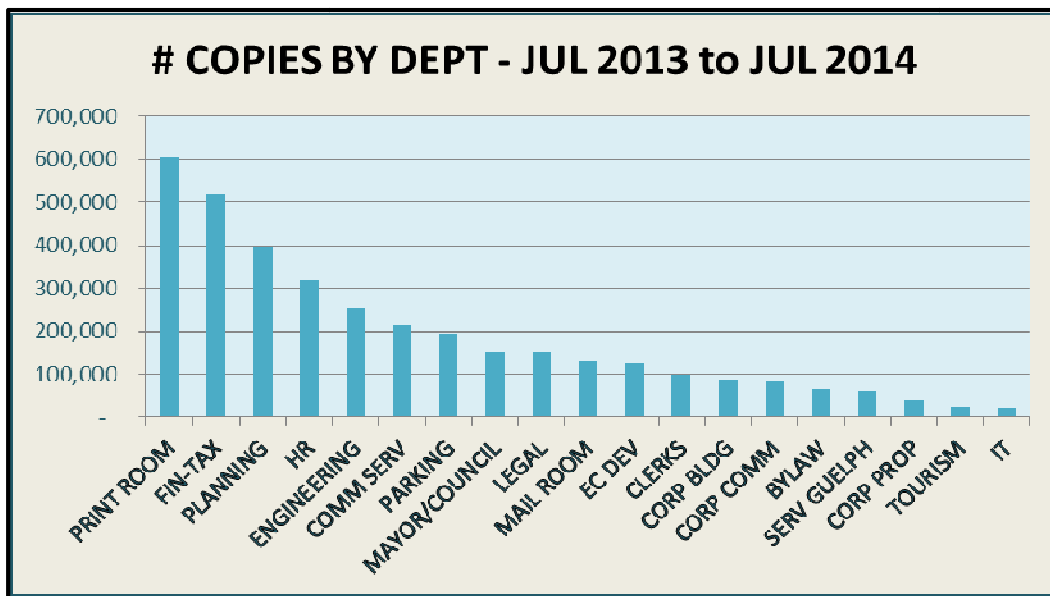
	Finding	Recommendation
1.	The print room operates effectively and efficiently and outsourcing this function would increase costs and reduce the flexibility of current production timelines.	The City should continue to operate the print room internally.
2.	Print room supplies are not secured and are often taken by other departments without appropriate charges allocated for paper, toner and other supplies.	Toner and paper should be locked in the back storage area. The door should have a lock installed and only Clerk's staff should have access to this area.
3.	Paper purchases are not made exclusively from the designated vendor which may result in higher costs for copy paper.	Management should not approve any purchases for copy paper unless they are made through the designated vendor.
4.	The current process for distribution of agendas and packages is complex, labour intensive and often wasteful as the recipients often do not need all of the information they receive. This results in substantial paper waste. The average number of packages produced is between 35 and 40. All of these documents are available online and are easily accessed by staff.	<p>Distribution lists prepared by the Committee Coordinators should be limited to Council and Committee members and the Executive Team. All other staff should print the documents they require through the online resources available. Alternatively, Clerks' staff should distribute the packages electronically as PDF files so recipients can choose which documents to print.</p> <p>This would reduce the number of packages being produced by over 50%. <u>Only 20 packages would be required</u> resulting in time savings.</p>
5.	The Committee Coordinators currently each spend an average of 15 to 24 hours per month in the print room preparing agendas and packages for Council, Committees, Media and Staff. This equates to approximately 2 ½ days for each of 3 Committee Coordinators. This is not value-added work given the job grade and experience level of these staff who are trained to provide support to Council, their assigned Standing Committees and the City Clerk's Office.	<p>If current work processes and volumes continue unchanged, it is recommended that management consider hiring a part-time resource for approximately 2 days per week solely for the purpose of producing agendas and packages.</p> <p><i>This option is only viable if the time saved for Committee Coordinators is effectively reassigned to more value-added work such as increased support to Council and Committees and the City Clerk's Office. This will also reduce overtime costs.</i></p> <p>If recommendation # 4 is fully implemented there would be no requirement for additional resources as the average number of packages would be reduced from approximately 40 to 20.</p>

6.	Reports and documents submitted to Clerk's for inclusion in Council and Committee packages are not always received electronically. Hard copies must be copied and then inserted manually which further complicates the printing process and they must then be physically filed in archives.	All documents should be submitted to Clerks electronically for consistency, ease of access and storage and general efficiency. Electronic signatures should be used by all senior management when submitting their reports to Clerks.
7.	The new high-speed printers have many features that improve efficiency and reduce production time but staff have not been fully trained to use the units to full capacity.	Committee Coordinators and other staff using the print room machines frequently should receive advanced training from the vendor in order to utilize all the available features of the equipment.
8.	Submission deadlines for Clerks are not adhered to resulting in staff working overtime to get the agendas and packages out on time. Records provided by Clerk's report that nearly 50% of all reports are submitted late.	The deadlines for submission of reports to Clerks should be considered firm with few exceptions. Senior management should strive to ensure that these deadlines are met in all but the most urgent situations.

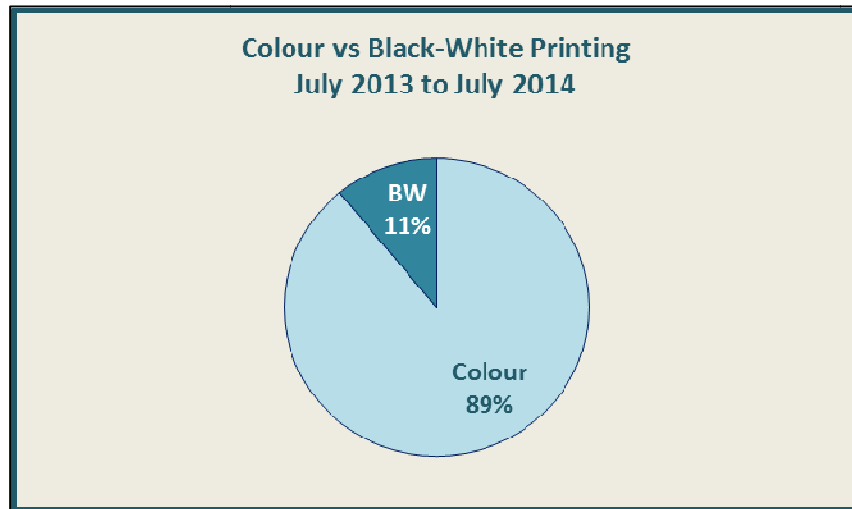
Financial Analysis

The following chart illustrates the number of copies by department for printers located at City Hall.

Chart 1



The total number of copies produced at City Hall for the 12 months ended July 2014 is 3,531,827. The number of colour copies was 3,144,556 and the remaining 387,272 were black and white copies as illustrated in Chart 2 below.



The cost per copy varies and is determined by the model of printer and the type of toner cartridges required for each unit. The average cost per copy for ALL units located **at City Hall is .016 and the actual total printing costs for the 12 months ended July 2014 are \$52,359. This does not include the cost of copy paper.**

If colour printing were reduced by 50% the potential savings would be approximately \$25,000 per year. It is possible to program the printers to require an entry code to print in colour and this is an option management may choose in order to reduce costs in their departments.

The purchase of copy paper has been negotiated through a provincial buying group to ensure large volume pricing is as low as possible. When the City purchases paper through the designated vendor these prices are guaranteed. If individual departments purchase paper through other sources they may be paying a higher cost per carton for copy paper. It may not be well communicated throughout the organization that ALL paper purchases must be made through the designated vendor and preferably, all paper purchases should be made through the Clerk's office.

Total paper purchases from 2011 to June 2014 are as follows:

2011	\$16,064	2012	\$18,655
2013	\$10,524	2014	\$ 8,215

Work Process Analysis

The work processes in the print room generally appear to be efficient and effective. The equipment meets current capacity requirements and staff are easily able to complete their tasks.

There are periodic issues with other users sending print jobs to the print room equipment and not coming to pick their materials up immediately. If machines become jammed with no one in attendance, other print jobs will not be processed and it is most often left to the Clerk's staff to tend the equipment and sort out the print jobs.

The physical demands of working in the print room are a challenge due to heat, fumes and standing for long periods on concrete flooring. The fatigue mats provided are badly worn and should be replaced.

Outsourcing Analysis

The research conducted for the audit indicates that outsourcing the production of Council and Committee packages would not provide a cost-effective option.

Using standard market quotes for quick printing services the following costs were estimated:

Document (all black & white):

Size: 8.5" x 11"

Colour: black & white

Paper: 20lb white bond

Pages: 466 (=233 double sided sheets)

Finishing: 3 hole drill

40 sets = \$690.00 +HST

Document (90% black & white / 10% colour):

Size: 8.5" x 11"

Colour: black & white / full colour

Paper: 20lb white bond

Pages: 466 (=233 double sided sheets)

Finishing: 3 hole drill / collate

40 sets = approx. \$1,280.00 +HST

The current costs for producing this same package of materials internally are approximately \$250 including staff time, paper and cost per copy.

It is therefore recommended that the City continue to produce these materials using the internal print room.

Conclusion

The internal print room is an effective and efficient means of producing large volumes of copy and print material. Although staff resources are sufficient to complete the work these resources could be better utilized to provide increased support to Council

members as well as the City Clerk's office. Some of the additional work that has been identified by management includes improved web updates, improved monitoring of report deadlines and agenda management.

If the existing printing processes are continued it would be more efficient to add a part-time resource for the sole purpose of producing Council and Committee packages.

By changing the work processes and reducing the volume of copy and print work currently being produced, the existing staff resources would be adequate and the additional capacity could be used for the additional tasks identified by management.

Next Steps

Management is requested to provide their response to the audit findings and recommendations by October 31, 2014. A template for the management response will be forwarded separately.

This audit report will be presented to Council in early 2015.

STAFF REPORT



TO Audit Committee

SERVICE AREA Corporate Services

DATE February 23, 2015

SUBJECT Print Room Audit Management Response

REPORT NUMBER CS-2015-18

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To provide management's response to the Print Room Audit.

KEY FINDINGS

Management agrees with all of the recommendations and offers commentary in the attachment.

FINANCIAL IMPLICATIONS

There are minor budgetary implications associated with select recommendations from the Internal Auditor. These costs will be carried through the 2015 operating budget when approved by Council.

ACTION REQUIRED

That the Audit Committee receive this report.

RECOMMENDATION

That the February 33, 2015 report titled "Print Room Audit Management Response" (CS-2015-69) be received.

BACKGROUND

On February 24, 2014, Council approved the 2014 Internal Audit Work Plan. Included in the work plan was the "Clerk's - Print Shop" operational (value for money) audit.

The Print Room is housed on the 4th floor of City Hall and falls under the auspices of the City Clerk's Office. The Print Room is equipped to serve staff at City Hall through the corporate network and is also used when compiling agenda materials for Council and its Standing Committees. The Print Room operates on a zero-based, fully recovered operating budget whereby user departments are charged back for the paper and printing costs.

STAFF REPORT

REPORT

The following objectives were established for Print Room operational audit.

1. Assess efficiency and effectiveness of existing processes
2. Assess staff workload and capacity
3. Evaluate the existing level of service and impacts to customers
4. Evaluate the process for zeroing out the print shop budget
5. Assess viability of optional service delivery models

The scope of the audit includes:

- Financial Analysis of business unit (3-year historical)
- Cost of outsourcing vs. in-house production
- Corporate-wide outsourcing expenditures by service area (3-year historical)
- Cost recovery analyses for copy paper
- Staff interviews – process review

A full list of the Internal Auditor's findings and recommendations, as well as management's response, are contained in the "Management Response – Print Room Audit" report as attached.

The Internal Auditor set forth eight (8) recommendations, which management fully supports. Most notably the Print Room Audit confirms that the City continue to deliver print room services internally and not move to an outsourced process for this job requirement.

In addition, the Internal Auditor has highlighted some of the challenges faced by the City Clerk's Office with respect to agenda development and production, most specifically related to the number of hard copies of agendas that are printed and with the timely submission of final staff reports. The recommendations contained within the Internal Auditor's report and the management response and commitment to follow-through on these recommendations will serve to improve agenda production timelines. In keeping with the City's recently adopted Leadership Charter, the City Clerk's Office will be diligent in observing agenda deadlines with an eye towards leading with a shared community mindset, communicating clearly and being accountable to stakeholders.

CORPORATE STRATEGIC PLAN

1.3 Organizational Excellence – Build robust systems, structures and frameworks aligned to strategy.

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

DEPARTMENTAL CONSULTATION

N/A

STAFF REPORT



FINANCIAL IMPLICATIONS

There will be minor budgetary implications in order to address some of the Internal Auditor's recommendations. These are linked to security (installation of locks) and training (securing print vendor for training of staff). These costs will be funded through the 2015 City Clerk's Office operating budget when approved by Council.

COMMUNICATIONS

N/A

ATTACHMENTS

Appendix A - Management Response Print Room Audit

Stephen O'Brien
Report Author

"Original signed by Stephen O'Brien"

"original signed by Mark Amorosi"

Approved By

Stephen O'Brien
City Clerk
519-822-1260 ext. 5644
stephen.obrien@guelph.ca

Recommended By

Mark Amorosi
Deputy CAO – Corporate Services
519-822-1260 ext. 2281
mark.amorosi@guelph.ca

Management Response – Print Room Audit

APPENDIX A

	FINDING	RECOMMENDATION	MANAGEMENT RESPONSE	TIMELINE
1	The print room operates effectively and efficiently and outsourcing this function would increase costs and reduce the flexibility of current production timelines.	The City should continue to operate the print room internally.	Agree The City Clerk's Office will continue to offer the services provided by the Print Room.	N/A
2	Print room supplies are not secured and are often taken by other departments without appropriate charges allocated for paper, toner and other supplies.	Toner and paper should be locked in the back storage area. The door should have a lock installed and only Clerk's staff should have access to this area.	Agree The City Clerk's Office will work with Corporate Property staff to arrange to have a lock installed on the storage room in the Print Shop.	Q2 2015
3	Paper purchases are not made exclusively from the designated vendor which may result in higher costs for copy paper.	Management should not approve any purchases for copy paper unless they are made through the designated vendor.	Agree The City Clerk's Office will issue internal corporate communication to remind Department Heads that paper purchases should be limited to the City's designated vendor. This reminder can be issued annually or bi-annually.	Q1 2015
4	The current process for distribution of agendas and packages is complex, labour intensive and often wasteful as the recipients often do not need all of the information they receive. This results in substantial paper waste. The average number of packages produced is between 35 and 40. All of these documents are available online and are easily accessed by staff.	Distribution lists prepared by the Committee Coordinators should be limited to Council and Committee members and the Executive Team. All other staff should print the documents they require through the online resources available. Alternatively, Clerks' staff should distribute the packages electronically as PDF files so recipients can choose which documents to print. This would reduce the number of packages being produced by over 50%. <u>Only 20 packages would be required</u> resulting in time savings.	Agree, with comment. Beginning with the 2014-2018 term of Council, the City Clerk's Office will limit hard copy printing of the Standing Committee and Council agendas to Council/Committee members and Executive Team members. Despite being a reduction, there is still a considerable amount of time required to setup hard copy print of agendas and assemble any copies. True time savings will not be fully realized until an electronic system is implemented. Clerk's staff will investigate this through the Meeting Management Review project.	Q1 2015
5	The Committee Coordinators currently each spend an average of 15 to 24 hours per month in the print room preparing agendas and packages for Council, Committees, Media and Staff. This equates to approximately 2 ½ days for each of 3 Committee Coordinators. This is not value-added work given the job grade and experience level of these staff who are trained to provide support to Council, their assigned	If current work processes and volumes continue unchanged, it is recommended that management consider hiring a part-time resource for approximately 2 days per week solely for the purpose of producing agendas and packages. <i>This option is only viable if the time saved for Committee Coordinators is effectively reassigned</i>	Agree, with comment In agreeing with Recommendation #4, the City Clerk's Office will not be required to hire an additional part-time resource. Additional value added work will include more attention to quality control processes associated	Beginning with 2014-2018 term (Q1 2015)

	Standing Committees and the City Clerk's Office.	<p><i>to more value-added work such as increased support to Council and Committees and the City Clerk's Office. <u>This will also reduce overtime costs.</u></i></p> <p>If recommendation # 4 is fully implemented there would be no requirement for additional resources as the average number of packages would be reduced from approximately 40 to 20.</p>	<p>with agenda production, improvements to posting timelines to the website and improved document control processes which includes follow-ups for late report submissions.</p> <p>Reduction in the number of agendas produced in hard copy will save some time but may not equate to substantial savings in OT. Much of City Clerk's OT stems from the delivery of late reports and not from printing of hard copy agendas.</p>	
6	Reports and documents submitted to Clerk's for inclusion in Council and Committee packages are not always received electronically. Hard copies must be copied and then inserted manually which further complicates the printing process and they must then be physically filed in archives.	All documents should be submitted to Clerks electronically for consistency, ease of access and storage and general efficiency. Electronic signatures should be used by all senior management when submitting their reports to Clerks.	<p>Agree</p> <p>The City Clerk's Office will issue internal corporate communication to advising staff to submit reports electronically and will advise Department Heads and Executive Team Members that staff reports should be submitted with digital signatures.</p>	Beginning with 2014-2018 term (Q1 2015)
7	The new high-speed printers have many features that improve efficiency and reduce production time but staff have not been fully trained to use the units to full capacity.	Committee Coordinators and other staff using the print room machines frequently should receive advanced training from the vendor in order to utilize all the available features of the equipment.	<p>Agree</p> <p>The City Clerk's Office will work with the printer vendor to establish a time for advance function training for all Committee Coordinators and select staff in the City Clerk's Office.</p>	Q2 2015
8	Submission deadlines for Clerks are not adhered to resulting in staff working overtime to get the agendas and packages out on time. Records provided by Clerk's report that nearly 50% of all reports are submitted late.	The deadlines for submission of reports to Clerks should be considered firm with few exceptions. Senior management should strive to ensure that these deadlines are met in all but the most urgent situations.	<p>Agree</p> <p>The City Clerk's Office will issue regular internal corporate communication to advise Department Heads and Executive Team Members of report submission deadlines. The City Clerk and/or Deputy City Clerk will develop standardized processes and escalations through which late submission reports will be addressed.</p>	End of Q1 2015

CONSENT AGENDA

February 23, 2015

His 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>CON-2015.6 PROPOSED DEMOLITION OF 23 ABERDEEN STREET, WARD 3</p> <ol style="list-style-type: none">1. That Report 15-14 regarding the proposed demolition of one (1) single detached dwelling at 23 Aberdeen Street, legally described as Plan 29, Part Lot 5, City of Guelph, from Infrastructure, Development and Enterprise dated February 23, 2015, be received.2. That the proposed demolition of one (1) detached dwelling at 23 Aberdeen Street be approved.3. That the applicant be requested to erect protective fencing one (1) metre from the dripline of any existing trees on the property or on adjacent properties which can be preserved as identified on the approved Tree Protection Plan prior to commencement of demolition and maintain fencing during demolition and construction of new dwelling.4. That the applicant be requested to contact the General Manager of Solid Waste Resources, within Infrastructure, Development and Enterprise regarding options for the salvage or recycling of all demolition materials.	Approve
<p>CON-2015.7 PROPOSED DEMOLITION OF 1405 GORDON STREET, WARD 6</p> <ol style="list-style-type: none">1. That Report 15-15 regarding the proposed demolition of one (1) single detached dwelling at 1405 Gordon Street, legally described as	Approve

Puslinch Concession 7, Part Lot 7, Registered Plan 61R10352, Part 1, City of Guelph, from Infrastructure, Development and Enterprise dated February 23, 2015, be received.

2. That the proposed demolition of one (1) detached dwelling at 1405 Gordon Street, be approved.
3. That the applicant be requested to erect protective fencing at one (1) metre from the dripline of any existing trees on the property or on adjacent properties which may be impacted by demolition activities.
4. That the applicant be requested to contact the General Manager of Solid Waste Resources, within Infrastructure, Development & Enterprise regarding options for the salvage or recycling of all demolition materials.

attach.

STAFF REPORT



TO City Council

SERVICE AREA Infrastructure, Development and Enterprise

DATE February 23, 2015

**SUBJECT Proposed Demolition of 23 Aberdeen Street
Ward 3**

REPORT NUMBER 15-14

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To provide background and a staff recommendation related to a request for demolition approval of one (1) single detached dwelling.

KEY FINDINGS

One (1) existing single detached dwelling is proposed to be replaced with one (1) new single detached dwelling, resulting in no net loss of residential dwelling units.

FINANCIAL IMPLICATIONS

None.

ACTION REQUIRED

Council is being asked to approve the demolition request.

RECOMMENDATION

1. That Report 15-14 regarding the proposed demolition of one (1) single detached dwelling at 23 Aberdeen Street, legally described as Plan 29, Part Lot 5; City of Guelph, from Infrastructure, Development and Enterprise dated February 23, 2015, be received;
2. That the proposed demolition of one (1) detached dwelling at 23 Aberdeen Street be approved;
3. That the applicant be requested to erect protective fencing at one (1) metre from the dripline of any existing trees on the property or on adjacent properties which can be preserved as identified on the approved Tree Protection Plan prior to commencement of demolition and maintain fencing during demolition and construction of the new dwelling;

STAFF REPORT



4. That the applicant be requested to contact the General Manager of Solid Waste Resources, within Infrastructure, Development and Enterprise regarding options for the salvage or recycling of all demolition materials.

BACKGROUND

An application to demolish one (1) single detached dwelling at 23 Aberdeen Street was received on December 17, 2014 by Infrastructure, Development and Enterprise. The existing detached garage is to remain.

The subject property is located to the east side of Edinburgh Road North and north of Paisley Road. The subject property is zoned R.1B (Residential Single Detached), which permits single detached dwellings, accessory apartments, bed and breakfast establishments, day care centres, group homes, home occupations and lodging houses Type 1. The applicant is requesting to demolish the existing dwelling on the subject property and subsequently construct a new detached dwelling (see location map and site photos on Attachments 1 and 2). The proposed concept drawing for the replacement dwelling is included in Attachment 3 for information.

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.

Cultural Heritage Resources

23 Aberdeen Street is not designated under the Ontario Heritage Act and has not been listed (as non-designated) in the City of Guelph's *Municipal Register of Cultural Heritage Properties* according to Section 27 of the Ontario Heritage Act. The property was included in the Couling Inventory and is, therefore, recognized as a built heritage resource according to Guelph's Official Plan.

The City of Guelph's Official Plan Policy 4.8.1 (4) states – the City recognizes that properties within the city that have been identified in the Couling Building Inventory may have cultural heritage value or interest. The properties identified in the Couling Building Inventory may be considered by Council for listing on the *Municipal Register of Cultural Heritage Properties* and designation under the *Ontario Heritage Act*. According to OP Policy 4.8.5 (5) - All properties identified on the Couling Building Inventory that have not been listed on the Municipal Register [...] shall be considered as potential built heritage resources until considered otherwise by Heritage Guelph.

Section 27, Subsection 4 of Part IV of the *Ontario Heritage Act* states that restriction on demolition applies only if the property is listed in the register before any application is made for a permit under the *Building Code Act, 1992* to demolish or remove a building or structure located on the property.

STAFF REPORT



The Senior Heritage Planner has conducted an interior site visit with the owner for photographic documentation and to assess the integrity of the property's potential heritage attributes. Although the subject building has retained its original single-storey, side gable roof form (a characteristic that contributes to an understanding of the historical streetscape of Aberdeen St, formerly Oxford St W), so many unsympathetic alterations have been made that the building has not retained any significant heritage attributes. The property does not meet any of the three criteria to determine cultural heritage value established by Regulation 9/06 under the *Ontario Heritage Act*. Planning staff do not recommend that Council move to protect the subject property by designation under the *Ontario Heritage Act* and staff have no objection to proposed demolition.

At their meeting of December 8, 2014, Heritage Guelph passed the following motions:

"THAT while Heritage Guelph supports the retention of built heritage resources, Heritage Guelph has no intention of recommending that Council designate the existing dwelling at 23 Aberdeen Street under the Ontario Heritage Act.

AND THAT Heritage Guelph recommends the retention and protection of the century sugar maple tree in the front yard."

Tree Protection

The subject property is less than 0.2 hectares in size and, therefore is not regulated by the Private Tree Protection By-law. It is staff's preference to maintain and protect the urban forest and canopy where possible, in accordance with Official Plan policies. As such, the owner is encouraged to preserve any trees. Staff recommend that the owner erect protective hoarding around any trees on the property prior to demolition activities and maintain the hoarding throughout the construction of the new dwelling. For this property, a Tree Preservation Plan has already been provided and reviewed by staff. It provides locations for protective tree hoarding to ensure protection of the street tree and private trees in the rear yard.

The approval of the demolition application is recommended as the existing dwelling is not a significant cultural heritage resource, and is proposed to be replaced with a new detached dwelling. Therefore, there will be no overall loss of residential stock proposed as a result of this application.

CORPORATE STRATEGIC PLAN

City Building – Strategic Directions 3.1: Ensure a well-designed, safe, inclusive, appealing and sustainable City.

FINANCIAL IMPLICATIONS

None

STAFF REPORT



DEPARTMENTAL CONSULTATION

The City's Senior Heritage Planner and Environmental Development Planner were consulted regarding the proposed demolition permit.

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

Attachment 1 - Location Map

Attachment 2 - Site Photos

Attachment 3 - Proposed Concept for Replacement Dwelling

Prepared By:

Randy Harris
Administrator of
Planning Technical Services

Approved By:

Sylvia Kirkwood
Manager of Development Planning

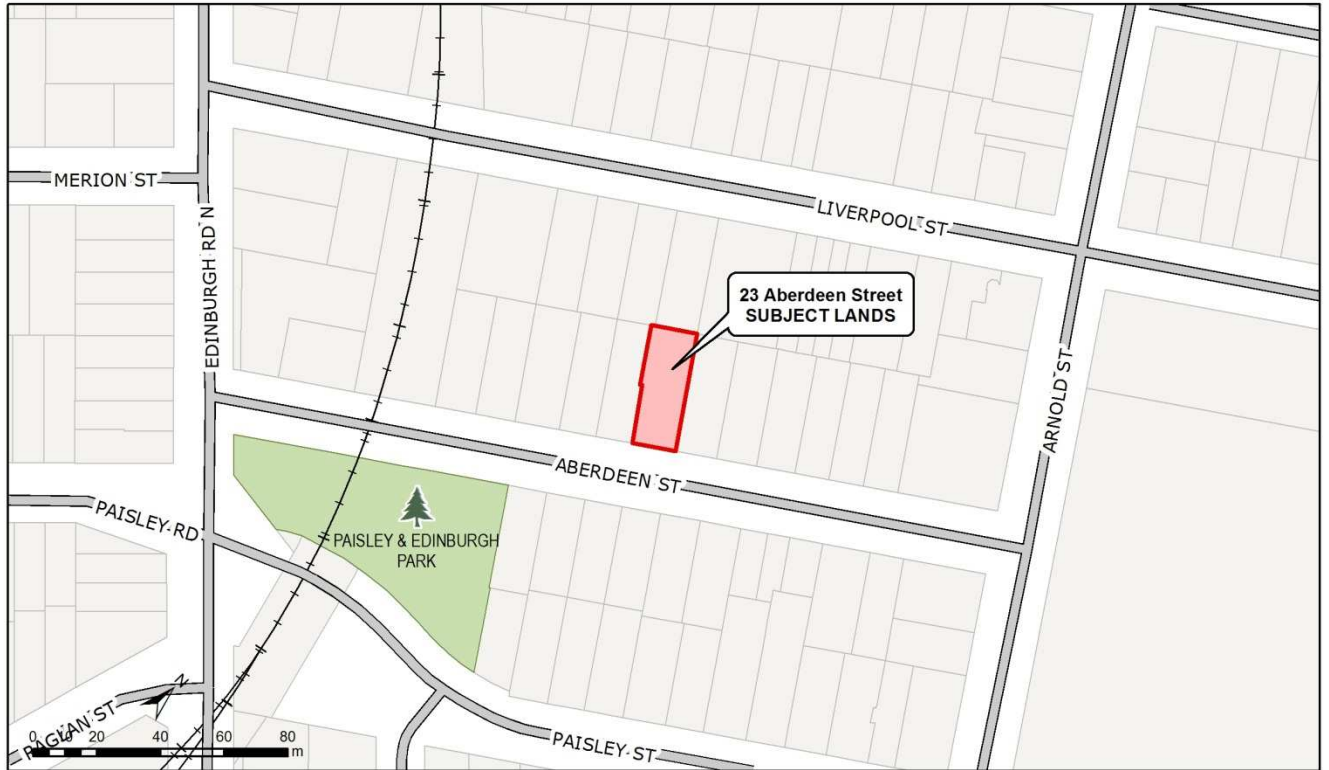
Approved By

Todd Salter
General Manager
Planning Services
519-822-1260, ext.2395
todd.salter@guelph.ca

Recommended By

Al Horsman
Deputy CAO
Infrastructure, Development and
Enterprise
519-822-1260, ext. 5606
al.horsman@guelph.ca

ATTACHMENT 1 – Location Map



ATTACHMENT 2 – Site Photos

Aerial Photograph



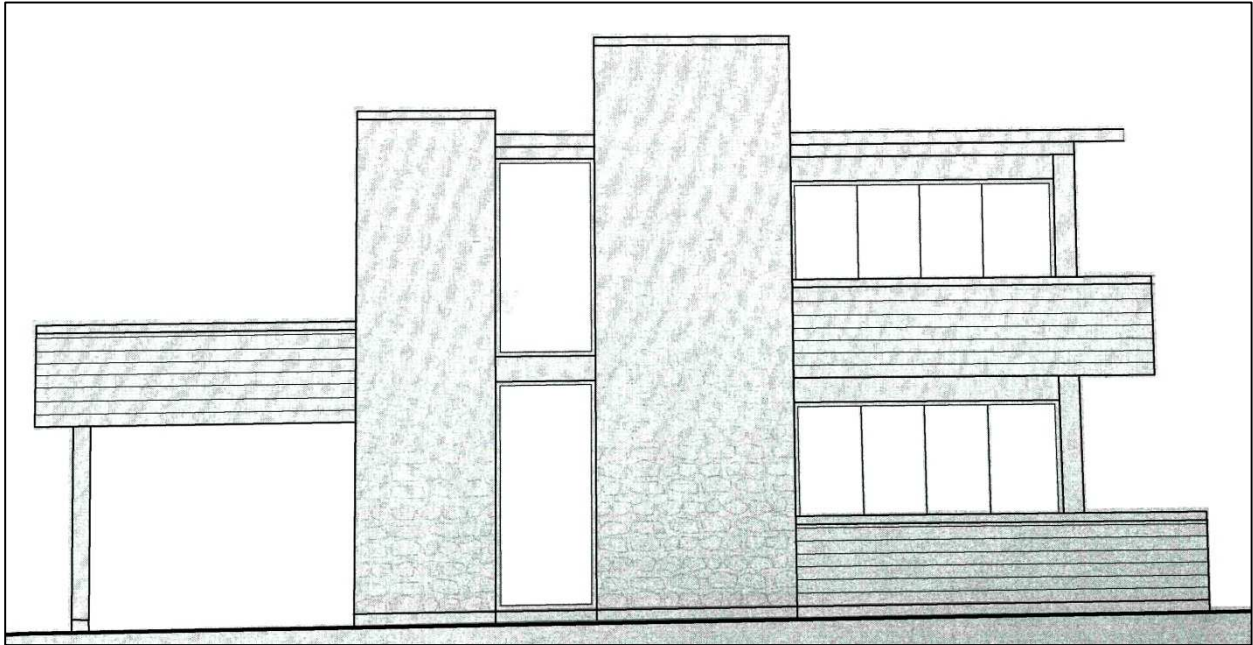
Photos of 23 Aberdeen Street



(Photos taken by K. Orsan January 2015)

STAFF REPORT

ATTACHMENT 3 – Proposed Concept for Replacement Dwelling



Proposed Front Elevation

STAFF REPORT



TO City Council

SERVICE AREA Infrastructure, Development and Enterprise

DATE February 23, 2015

**SUBJECT Proposed Demolition of 1405 Gordon Street
Ward 6**

REPORT NUMBER 15-15

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To provide background and a staff recommendation related to a request for demolition approval of one (1) single detached dwelling.

KEY FINDINGS

One (1) existing single detached dwelling is proposed to be replaced with ten (10) new on-street townhouse dwellings, resulting in a net gain of nine (9) residential dwelling units. A Site Plan Application is currently being processed to permit the ten (10) new on-street townhouse dwellings.

FINANCIAL IMPLICATIONS

None.

ACTION REQUIRED

Council is being asked to approve the demolition request.

RECOMMENDATION

1. That Report 15-15 regarding the proposed demolition of one (1) single detached dwelling at 1405 Gordon Street, legally described as Puslinch Concession 7 Part Lot 7 Registered Plan 61R10352 Part 1; City of Guelph, from Infrastructure, Development and Enterprise dated February 23, 2015, be received;
2. That the proposed demolition of one (1) detached dwelling at 1405 Gordon Street be approved;
3. That the applicant be requested to erect protective fencing at one (1) metre from the dripline of any existing trees on the property or on adjacent properties which may be impacted by demolition activities;

STAFF REPORT



4. That the applicant be requested to contact the General Manager of Solid Waste Resources, within Infrastructure, Development and Enterprise regarding options for the salvage or recycling of all demolition materials.

BACKGROUND

An application to demolish one (1) single detached dwelling, one (1) detached garage and one (1) detached shed at 1405 Gordon Street was received on December 22, 2014 by Building Services, Infrastructure, Development and Enterprise.

The subject property is located to the east side of Edinburgh Road North and north of Paisley Road. The subject property is zoned R.3A-36 (Site Specific Residential Townhouse), which permits Maisonette dwellings, Stacked Townhouses, Cluster Townhouses, On-Street Townhouses, Home Occupations and Accessory Uses. The applicant is requesting to demolish the existing dwelling along with a detached garage and shed on the subject property and subsequently construct ten (10) on-street townhouse units. A Site Plan application (file number SP15A002) was submitted on January 6, 2015 (see location map, site photos and Site Plan on Attachments 1, 2 and 3).

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.

Cultural Heritage Resources

The subject property is not designated under the *Ontario Heritage Act* and is not listed in the City of Guelph's *Municipal Register of Cultural Heritage Properties* under Section 27 of the *Ontario Heritage Act*. The subject property has not been identified as a built heritage resource in the City's Couling Building Inventory. Therefore, Heritage Planning staff has no objection to the proposed demolition.

Tree Protection

The subject property is less than 0.2 hectares in size and, therefore is not regulated by the Private Tree Protection By-law. There are many mature trees on site which contribute to the urban forest canopy. It is staff's preference to maintain and protect the urban forest and canopy where possible. As such, the owner is encouraged to preserve any trees throughout the demolition process. If trees are to be retained, a tree protection zone (TPZ) will need to be established where protective tree hoarding would be installed to protect the trees. Staff are recommending that the owner erect protective hoarding around any trees on the property prior to demolition activities and maintain the hoarding throughout the construction of the new dwelling. As part of the Site Plan process, (SP15A002) the City's Environmental Planner has requested the applicant submit a tree

STAFF REPORT



preservation plan to identify trees to be removed as well as protected during the redevelopment of the site.

The approval of the demolition application is recommended as the existing dwelling is not a significant cultural heritage resource, and is proposed to be replaced with ten on-street townhouse dwellings. Therefore, there will be no overall loss of residential stock proposed as a result of this application.

CORPORATE STRATEGIC PLAN

City Building – Strategic Directions 3.1: Ensure a well-designed, safe, inclusive, appealing and sustainable City.

FINANCIAL IMPLICATIONS

None

DEPARTMENTAL CONSULTATION

The City's Senior Heritage Planner and Environmental Development Planner were consulted regarding the proposed demolition permit.

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

Attachment 1 - Location Map

Attachment 2 - Site Photos

Attachment 3 – Site Plan

Prepared By:

Randy Harris
Administrator of
Planning Technical Services

Approved By:

Sylvia Kirkwood
Manager of Development Planning

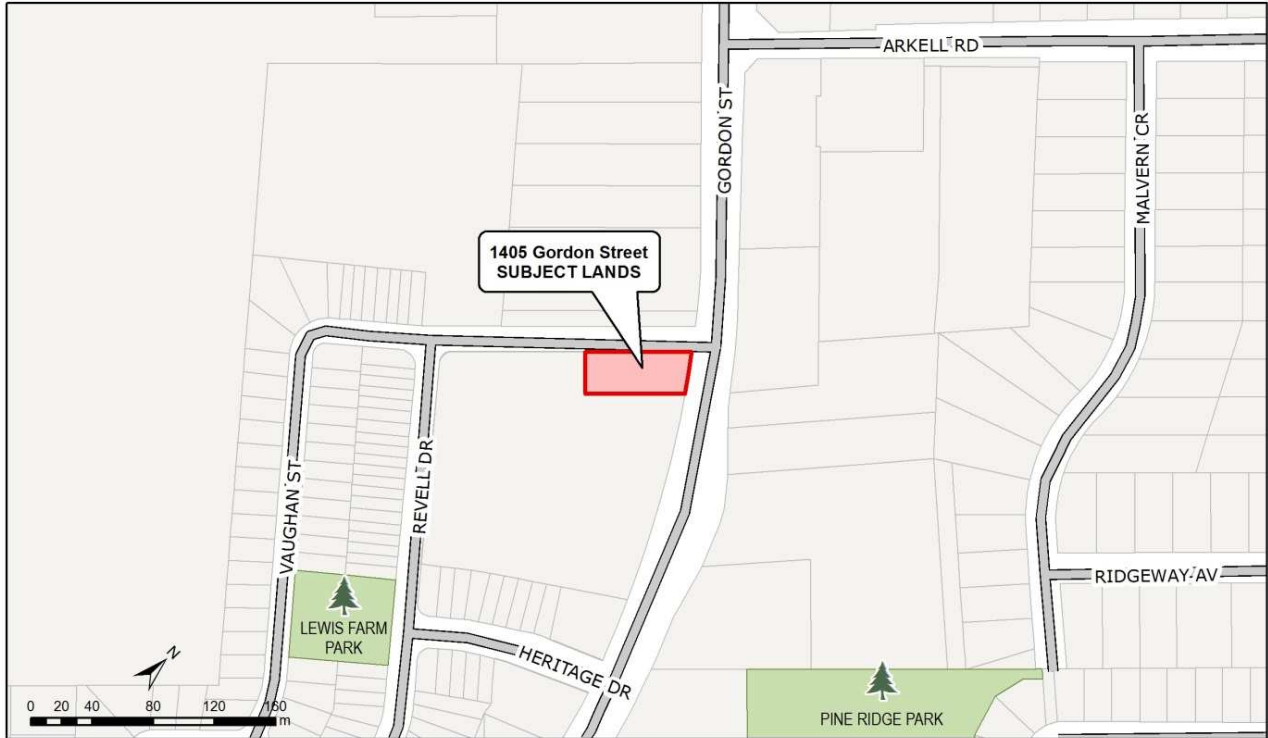
Approved By

Todd Salter
General Manager
Planning Services
519-822-1260, ext.2395
todd.salter@guelph.ca

Recommended By

Al Horsman
Deputy CAO
Infrastructure, Development and
Enterprise
519-822-1260, ext. 5606
al.horsman@guelph.ca

ATTACHMENT 1 – Location Map



ATTACHMENT 2 – Site Photos

Aerial Photograph



Photos of 1405 Gordon Street

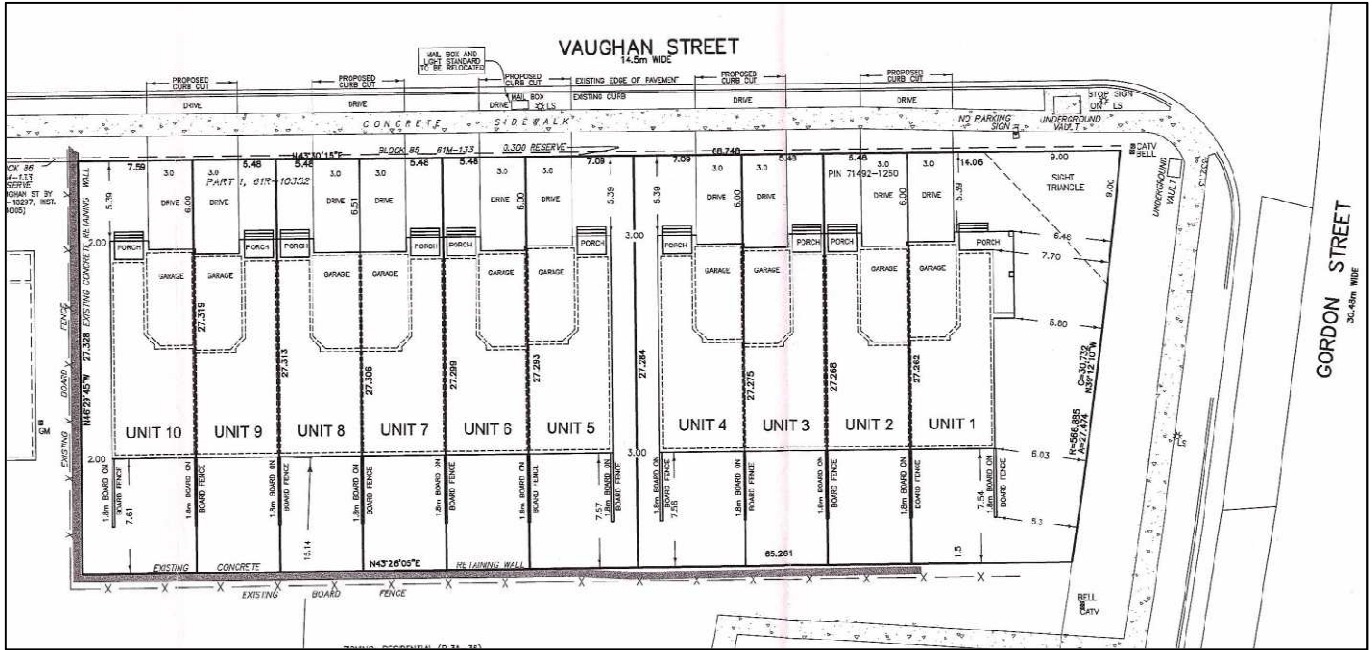


(Photos taken by K. Orsan January 2015)

STAFF REPORT

ATTACHMENT

3 – Site Plan



BYLAWS

- February 23, 2015 -

<p>By-law Number (2015)-19863 A by-law to provide for an interim tax levy and to provide for the payment of taxes.</p>	<p>To provide for an interim tax levy and the collection of taxes.</p>
<p>By-law Number (2015)-19864 A by-law to amend By-law Number (2002)-17017 and to adopt Municipal Code Amendment #521 amending Chapter 301 of the City of Guelph's Municipal Code. (to amend the No Parking Schedule XV; and to amend the 15 Minutes/Public Loading Zones Schedule XVIII by amending the 15 minute/public loading zones within the downtown core from being in effect at all times, to being in effect from 8 am to 6pm, Monday to Saturday</p>	<p>To amend the Traffic By-law.</p>
<p>By-law Number (2015)-19865 A by-law to authorize the execution of a Municipal Capital Facility Agreement between the City of Guelph and Wellington-Dufferin-Guelph Health Unit and to exempt the applicable land from taxes levied for municipal and school purposes.</p>	<p>To authorize the execution of an agreement.</p>