CITY COUNCIL AGENDA

Council Chambers, Guelph City Hall, 1 Carden Street

DATE March 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) Guelph’s 2nd Open Guelph Hackathon: Blair LaBelle, General Manager Technology & Innovation, presentation to the following winners:
   • 1st Place – “Adopt-a-Bus Stop” – Team Midnight Illusions Ltd.: Jason Bavington, James Buckley and Victor Janjic
   • 2nd Place – “Green Guelph” – Team AlphaDelta: Abdul Hamdy and Andrew Warkentin
   • 3rd Place – “Waste Sorter” – Team Waste Nots: Adam Doan, Craig Hyatt and Randy Oldham

CONFIRMATION OF MINUTES (Councillor Gordon)

1. That the minutes of the Council Meetings held February 9, 10, 18, 19, 23, 25, 26 and March 5, 2015 and the minutes of the Closed Meetings of Council held February 9, 23, 25, 26 and March 2, and 5, 2015 be confirmed as recorded and without being read.

2. That the minutes of Council meeting as the Shareholder of Guelph Junction Railway and Guelph Municipal Holdings Inc. held February 18, 2015 be confirmed as recorded and without being read.”

CONSENT REPORTS/AGENDA – ITEMS TO BE EXTRACTED

The following resolutions have been prepared to facilitate Council’s consideration of the various matters and are suggested for consideration. If Council wishes to address a specific report in isolation of the Consent Reports/Agenda, please identify the item. The item will be extracted and dealt with separately. The balance of the Consent Reports/Agenda will be approved in one resolution.

Consent Reports/Agenda from:
### Corporate Services Committee

<table>
<thead>
<tr>
<th>Item</th>
<th>City Presentation</th>
<th>Delegations</th>
<th>To be Extracted</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-2015.6</td>
<td></td>
<td>Delegation of “Head” under the <em>Municipal Freedom of Information and Protection of Privacy Act</em></td>
<td></td>
</tr>
</tbody>
</table>

Adoption of balance of Corporate Services Committee First Consent Report – Councillor Hofland, Chair

### Governance Committee

<table>
<thead>
<tr>
<th>Item</th>
<th>City Presentation</th>
<th>Delegations</th>
<th>To be Extracted</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOV-2015.1</td>
<td></td>
<td>Annual Report of the Integrity Commissioner</td>
<td></td>
</tr>
<tr>
<td>GOV-2015.2</td>
<td></td>
<td>Internal Audit Reporting Structure</td>
<td></td>
</tr>
</tbody>
</table>

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

### Infrastructure, Development & Enterprise Committee

<table>
<thead>
<tr>
<th>Item</th>
<th>City Presentation</th>
<th>Delegations</th>
<th>To be Extracted</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDE-2015.4</td>
<td></td>
<td>2014 Annual and Summary Water Services Report (Compliance)</td>
<td></td>
</tr>
</tbody>
</table>

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

### Public Services Committee

<table>
<thead>
<tr>
<th>Item</th>
<th>City Presentation</th>
<th>Delegations</th>
<th>To be Extracted</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS-2015.4</td>
<td></td>
<td>Highways within the City of Guelph’s Jurisdiction Located Outside City Limits</td>
<td></td>
</tr>
</tbody>
</table>

Adoption of balance of Public Services Committee Second Consent Report – Councillor Downer, Chair
ITEMS EXTRACTED FROM COMMITTEES OF COUNCIL REPORTS
AND COUNCIL CONSENT AGENDA  (Chairs to present the extracted items)

Once extracted items are identified, they will be dealt with in the following order:
   1) delegations (may include presentations)
   2) staff presentations only
   3) all others.

Reports from:
• Corporate Services Committee– Councillor Hofland
• Governance Committee – Mayor Guthrie
• Infrastructure, Development & Enterprise Committee – Councillor Bell
• Public Services Committee– Councillor Council Downer

SPECIAL RESOLUTIONS

a) Councillor Bell’s motion for which notice was given January 21, 2015:

That support from the City of Guelph of West Vancouver's recently passed resolution regarding "Gas Pump Labeling" be referred to the IDE committee for consideration.

West Vancouver Resolution:

THAT Council support the following resolution be advanced for consideration at the September 21/25, 2015 Union of British Columbia Municipalities (UBCM) conference and the 2016 Federation of Canadian Municipalities (FCM) convention;

WHEREAS there is evidence that combustion of petroleum products such as gas and diesel in vehicle engines contributes to greenhouse gas emissions that affect natural systems in ways that are injurious to human health and the environment;

AND WHEREAS point-of-sale warning labels have been required for other consumables, such as tobacco products, which has effectively curbed use of harmful products;

THEREFORE BE IT RESOLVED that all vendors of retail petroleum products in Canada be legislated to provide warning labels on all pump handles (pump talkers) and/or pump panels, and that those companies who do not have this feature on their pump handle be obligated to fit them with the plastic sleeves which will allow warning labels to be displayed.
b) Councillor Piper’s motion for which notice was given February 23, 2015:

That the matter of suspending On-Street Parking Policy (#03-003) in order to implement an on-street parking review on Essex Street, between Waterloo and Dublin Streets, be referred to the Infrastructure, Development and Enterprise committee.

BY-LAWS
Resolution – Adoption of By-laws (Councillor Hofland)

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
Held in the Council Chambers, Guelph City Hall on
Monday February 9, 2015 at 6:30 p.m.

Attendance

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

Staff: Mr. A. Horsman, Deputy CAO, Infrastructure, Development & Enterprise
Ms. K. Nasswetter, Senior Development Planner
Ms. L. Sulatycki, Senior Development Planner
Ms. S. Kirkwood, Manager, Development Planning
Mr. T. Salter, General Manager, Planning Services
Mr. S. O’Brien, City Clerk
Ms. J. Sweeney, Council Committee Coordinator

Call to Order (6:30 p.m.)

Mayor Guthrie called the meeting to order.

Authority to Resolve into a Closed Meeting of Council

1. Moved by Councillor Allt
Seconded by Councillor Hofland

That the Council of the City of Guelph now hold a meeting that is closed to the public,
pursuant to Section 239 (2) (b) of the Municipal Act with respect to a personal matter
about an identifiable individual.

CARRIED

Closed Meeting (6:31 p.m.)

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

The following matter was considered:

C.2015.4  Personal Matter About an Identifiable Individual

Rise from Closed Meeting (7:03 p.m.)
Council recessed.

**Open Meeting** (7:07 p.m.)

Mayor Guthrie called the meeting to order.

**Disclosure of Pecuniary Interest and General Nature Thereof**

There were no disclosures.

**Council Consent Agenda**

1. Moved by Councillor Hofland  
   Seconded by Councillor Bell  

   That February 9, 2015 Consent Agenda as identified below, be adopted:

   **CON-2015.2  55 and 75 Cityview Drive North – Proposed Draft Plan of Residential Subdivision and Associated Zoning By-law Amendment (File: 23T-12501/ZC1202) – Ward 1**

   1. That the application from GSP Group on behalf of Debrob Investments Limited for approval of a proposed Draft Plan of Residential Subdivision consisting of 249 to 324 residential units, consisting of 103 single detached dwellings, 28 semi-detached dwellings, 14 on-street townhouse units, and 105-180 multiple residential dwellings, an open space block and a park block, as shown on Attachment 5, of the report dated February 9, 2015 from Infrastructure, Development & Enterprise, applying to property municipally known as 55 and 75 Cityview Drive North and legally described as Part of Lots 25, 31 and 32, Registered Plan 53 and Part of Lot 4, Concession 3, Division “C“, City of Guelph, be approved for a three (3) year period in accordance with Schedule 1 attached.

   2. THAT the application by GSP Group for approval of a Zoning By-law Amendment from the UR (Urban Reserve) Zone, to the R.1D (Single Detached Residential) Zone, R.1D-? (Specialized Single Detached) Zone, R.1C-? (Specialized Single Detached Residential) Zone, R.2 (Residential Semi-Detached/Duplex) Zone, R.2-6 (Residential Semi-Detached/Duplex) Zone, R.3B (Residential On-Street Townhouse) Zone, R.3A-? (Cluster Townhouse) Zone, R.4A-? (Specialized General Apartment) Zone, P.2 (Neighbourhood Park) Zone, P.1 (Conservation Land) Zone and WL (Wetland) Zone to implement a residential Draft Plan of Subdivision comprising 249 to 324 residential units, be approved, as outlined in Schedule 1 attached.

   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 55 and 75 Cityview Drive North.

**CON-2015.3  Proposed Demolition of 315 Victoria Road North – Ward 2**
1. That Report 15-08 regarding the proposed demolition of one (1) single detached dwelling at 315 Victoria Road North, legally described as Concession 6, Division C Part Lot 1; City of Guelph, from Infrastructure, Development and Enterprise dated February 9, 2015, be received.

2. That the proposed demolition of one (1) detached dwelling at 315 Victoria Road North 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 maintain fencing during demolition and construction of the 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.

CON-2015.4 Proposed Demolition of 123 Dawn Avenue – Ward 6

1. That Report 15-06 regarding the proposed demolition of one (1) single detached dwelling at 123 Dawn Avenue, legally described as Plan 555, Part Lot 5; City of Guelph, from Infrastructure, Development and Enterprise dated February 9, 2015, be received.

2. That the proposed demolition of one (1) detached dwelling at 123 Dawn Avenue be approved.

3. That the applicant prepare and submit a Tree Preservation Plan in accordance with the Private Tree Protection By-law to the satisfaction of the General Manager of Planning Services prior to undertaking activities which may injure or destroy regulated trees.

4. 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.

5. 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-2015.5 Proposed Demolition of 86 Kent Street – Ward 3

1. That Report 15-09 regarding the proposed demolition of one (1) single detached dwelling at 86 Kent Street, legally described as Plan 8, Part Lot 1009; City of Guelph, from Infrastructure, Development and Enterprise dated February 9, 2015, be received.

2. That the proposed demolition of one (1) detached dwelling at 86 Kent 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 maintain fencing during demolition and construction of the 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.

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.

44, 56, 66 and 76 Arkell Road Proposed Zoning By-law Amendment (File: ZC1314), Ward 6

Ms. Katie Nasswetter, Senior Development Planner, advised that the purpose of the application is to permit the development of ninety-one (91) residential townhouse dwelling units. She advised that the applicant have revised their application in response to public concerns and this is the second public meeting. She highlighted the special regulations proposed for the site.

Ms. Astrid Clos, on behalf of the applicant, stated this is the second public meeting due to the significant changes made to the application. She advised that an informal meeting was held with the neighbourhood that resulted in many of the changes. She highlighted the revisions made to the application with respect to reduction in the number of units and density, building height, removal of the underground parking, public amenity area and the retention of a hedge along the property boundary.

Mr. Marko Thom, neighbourhood resident, advised that the developer had worked with the neighbours and they felt their concerns were listened to. He requested that the trail along the rear of his property line be moved back slightly and that a fence be erected at the rear of his property to protect his privacy.

Mr. Hugh Whiteley requested recognition that this property is within the Arkell Springs source water protection area in the Official Plan, and requested the development and implementation of a protocol to have Water Services prepare a report specific to the needs as identified in the Arkell Springs source water protection area. He also requested that appropriate zoning be attached to the wildlife corridor to ensure long term sustainability.

Council discussion highlighted the following areas: a cumulative traffic analysis approach on potential impacts of applications along Arkell Road; clarification of how the new housing will
meet the 3% affordable housing goal; confirmation from Solid Waste Services on their ability to service the proposed development.

2. Moved by Councillor Hofland
   Seconded by Councillor Billings
   
   That Report 15-01 regarding a proposed Zoning By-law Amendment application (File ZC1314) by Astrid J. Clos Planning Consultants to permit the development of 91 townhouse dwelling units on the properties known as 44, 56, 66 and 76 Arkell Road and legally described as Part of Lot 6, Concession 8 (formerly Township of Puslinch) City of Guelph and Lots 3, 4, 5 and 6, Registered Plan 514, City of Guelph, from Infrastructure, Development and Enterprise dated February 9, 2015, be received.

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

   CARRIED

265 Edinburgh Road North – Proposed Zoning By-law Amendment (File: ZC1411) – Ward 3

Ms. Lindsay Sulatycki, Senior Development Planner, advised that the purpose of the application was to permit the development of service commercial uses on the subject property. She advised that the applicant applied to the Committee of Adjustment to sever a portion of the property and received provisional consent being granted subject to the property being rezoned. She highlighted the permitted uses under the proposed service commercial zoning, but advised the final uses are not know at this time.

Ms. Nancy Shoemaker, on behalf of the applicant, provided a brief history of the subject property. She requested that the City not impose cash-in-lieu of parkland as the property uses have not changed. She further requested that if cash-in-lieu is required, that it be imposed at the site plan approval stage when the land is being developed.

Council discussion highlighted concern with the liquor store use adjacent to a school property and clarification of the cash-in-lieu of parkland requirement.

3. Moved by Councillor Allt
   Seconded by Councillor Piper
   
   That Report 15-10 regarding a proposed Zoning By-law Amendment application (File: ZC1411) by Black, Shoemaker, Robinson and Donaldson Limited on behalf of the Wellington Catholic District School Board to permit the development of service commercial uses for the property municipally known as 265 Edinburgh Road North and legally described as Part of Lots 4, 5, 6 and 7, Range ‘4’, Division ‘A’, City of Guelph from Infrastructure, Development and Enterprise dated February 9, 2015, be received.

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

   CARRIED
Ms. Lindsay Sulatycki, Senior Development Planner, advised that the purpose of the application was to add specialized service commercial and office uses to the subject property. She highlighted the current uses permitted and the proposed uses.

Ms. Astrid Clos, on behalf of the applicant, suggested that it was the intent when planning the business park to include a service commercial area, but it was decided to include that particular zoning at a later date. She further advised Official Plan Amendment 48 includes policies for service commercial uses. The requested vehicle gas bar and car wash are in addition to what is included in OPA 48 and their uses are being reviewed by the applicant. She stated that the applicant met with the Public Liaison Committee who expressed their concern with these proposed additional uses.

Mr. Bill Luftman of Guelph Lands Holdings Inc., the applicant, provided clarification on the potential use of district energy.

Mr. Hugh Whiteley was present on behalf of Laura Murr, who expressed concern with the proposed vehicle gas bar and car wash use. He expressed concern that these uses are not appropriate for the site as there could be potential risk to the source water.

Ms. Kathy White questioned if the Township of Puslinch was circulated this application.

Council discussion highlighted potential impact to the tax rate; impact on the city’s original uses of the Hanlon Creek Business Park; ground water contamination and impact of containment/retention tanks.

4. Moved by Councillor Billings
   Seconded by Councillor Salisbury

   That Report 15-11 regarding applications to amend the Official Plan and Zoning By-law by Astrid J. Clos Planning Consultants on behalf of Guelph Land Holdings Inc. to add specialized service commercial and office uses on the properties municipally known as 30 and 65 Hanlon Creek Boulevard, and legally described as Blocks 1 and 2, Registered Plan 61M-176, City of Guelph, from Infrastructure, Development and Enterprise dated February 9, 2015, be received.

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

By-laws

5. Moved by Councillor Bell
   Seconded by Councillor Billings

   That By-laws Numbered (2015)-19849 to (2015)-19862, inclusive, are hereby passed.
Notice of Motion

Councillor Allt gave notice that he will be presenting a motion to a subsequent meeting of City Council with respect to affirming its support of the long form census.

Councillor Van Hellemond gave that notice that he will be presenting a motion to a subsequent meeting of City Council with respect to reconsideration of the Trail Master Plan with respect to the Speedvale Avenue Bridge.

Adjournment (8:40 p.m.)

6. Moved by Councillor Gordon
   Seconded by Councillor Allt

   That the meeting be adjourned.

CARRIED

Minutes to be confirmed on March 23, 2015.

__________________________
Mayor Guthrie

__________________________
City Clerk
PART A: DRAFT PLAN OF SUBDIVISION CONDITIONS

"THAT the application by GSP Group on behalf of Debrob Investments Limited for approval of a proposed Draft Plan of Residential Subdivision applying to property municipally known 55 and 75 Cityview Drive North and legally described as Part of Lots 25, 31 and 32, Registered Plan 53 and Part of Lot 4, Concession 3, Division “C”, City of Guelph, be approved, subject to the following conditions:

CITY CONDITIONS

1. That this approval applies only to the draft plan of subdivision prepared by GSP Group., Project No. 13165.40, dated July 30, 2014, as shown on Attachment 5, 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 the City of Guelph By-law (2010)-19058, prior to any tree removal, grading 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 if grading/earthworks is to occur prior to entering into the subdivision agreement.

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 retain a qualified environmental inspector, satisfactory to the City, 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.

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 plans 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. Prior to any grading or site alteration or execution of the subdivision agreement, the Developer shall satisfy the City with respect to managing the expected high groundwater conditions. The Developer is advised that basements and underground parking may not be permitted in this development.
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 prepare an off-site private well monitoring program to the satisfaction of the City and shall implement the program to the satisfaction of the City. The program will be used for pre-development during construction and post-development monitoring.

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 acknowledges that the City does not allow **retaining walls higher than 1.0 metre** abutting existing residential properties without the permission of the City Engineer.

15. The Developer shall prepare an **Environmental Implementation Report (EIR)** based on terms of reference approved by the City and Grand River Conservation Authority (GRCA).

   a. The EIR will provide details with respect to stormwater management and wetland water balance mitigation, detailed tree management plans including compensation plans, detailed habitat management plans for the invasive species removal area, detailed plans for the removal of small wetland areas including bio-salvages as appropriate, detailed landscape plans (by an accredited landscape architect), an up to date wetland limit, education and stewardship information, detailed mitigation plans to support the trail and detailed trail design, a salt management plan, a monitoring plan with identified thresholds as well as any other information to implement recommendations from the Scoped Environmental Impact Study dated August 2014. As well, the EIR 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 October 8, 2014 and the Grand River Conservation Authority comments from their letter dated October 23, 2014.

   b. The Developer shall 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. The Developer will undertake a post-development monitoring program as detailed in the Environmental Implementation Report to the satisfaction of the General Manager of Planning Services. 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.

The Developer shall implement all recommendations of the EIR to the satisfaction of the City and GRCA.

16. 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 consultant to prepare a **Phase 1 Environmental Site Assessment** and any other subsequent phases required, in accordance with Ontario Regulation 153/04, 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, the consultant shall certify that all properties to be conveyed to the City are free of contamination.
17. 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.

18. That 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**

19. 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.

20. The Developer shall have engineering drawings and final reports prepared for the approval of the City Engineer.

21. 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, including reconstruction of Cityview drive to an urban standard. This includes the Developer paying 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. This also includes the Developer paying a share of the cost of left turn lanes at the Grange/Cityview intersection and Starwood/Keating/Fleming intersection.

22. 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.

23. 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.

24. The Developer shall prepare a street tree planting plan and implement such plan to the satisfaction of the City Engineer.

25. The Developer shall pay to the City the cost of installing bus stop pads at locations to be determined by Guelph Transit.

26. The Developer shall provide an On-Street Parking Plan for the subdivision to the satisfaction of the City Engineer.
27. The **site plans for all corner building lots**, as determined by the City, shall be submitted to the City for approval of driveway location.

28. 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.

29. The Developer shall install, at no cost to the City, **chain link fencing** to demarcate private lot lines along the park blocks and walkway blocks and rear lot lines along protected Open Space/Natural Areas. The Developer further agrees that the fencing will be installed following grading operations of the subdivision in accordance with the current standards and specification of the City and to the satisfaction of the General Manager of Parks and Recreation. Further, all property lines must be accurately surveyed and clearly marked in the field prior to establishing all fence line locations. Fences shall be erected directly adjacent to the established property line within the City owned lands.

30. 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 General Manager of Parks and Recreation. 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 General Manager of Parks and Recreation.

31. 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 General Manager of Parks and Recreation. 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 General Manager of Parks and Recreation.

32. The Developer shall be responsible for the cost of design and implementation of the **Open Space Works and Restoration** in accordance with the “Environmental Implementation Report” to the satisfaction of the General Manager of Parks and Recreation. This shall include the submission of drawings and the administration of the construction contract up to the end of the warrantee period completed by a full member of Ontario Association of Landscape Architects (OALA) for approval to the satisfaction of the General Manager of Parks and Recreation. The Developer shall provide the City with **cash or letter of credit** to cover the City’s estimate for the cost of the Open Space works and restoration for the City lands to the satisfaction of the General Manager of Parks and Recreation.

33. The Developer shall be responsible for the design of the **Pedestrian/ Multi-use Trail System** for the Open Space Blocks. This shall include identifying the trail system, detailed design including interpretative signage and submitting drawings to be completed by an Ontario Association of Landscape Architects (OALA) member to the satisfaction of the General Manager of Parks and Recreation and the City Engineer. This shall include the submission of drawings completed by a full member of Ontario Association of Landscape Architects (OALA) for approval to the satisfaction of the General Manager of Parks and Recreation.

34. The Developer shall provide Infrastructure, Development and Enterprise with a **digital file** in AutoCAD - DWG format of DXF format containing the as built information: parcel fabric, street network, grades and contours and landscaping of the park, trails, open space and storm water management blocks.
35. The Developer agrees to provide **temporary signage** describing the existing/proposed park, open space, trail and required fencing on all entrance signs for the development, at the street frontage of the park blocks and open space and entrance/exits of trails, to the satisfaction of the General Manager of Parks and Recreation. The signage shall:

- advise prospective purchasers of dwellings in the area of the type of park, open space and/or trail and level of maintenance of these parcels of land by the City;
- clearly state that the maintenance of the park block and/or trail are the responsibility of the Developer until such time as the City accepts the park and/or trail, and partially releases the associated Letter of Credit; and
- clearly state that all questions relating to the maintenance of the park block and/or trail shall be directed to both Developer and the City.

The signage shall be erected when rough grading on and adjacent to the building lots has begun and must be maintained by the Developer until acceptance of the Blocks by the City. The Developer further agrees that the proposed Park Block, Open Space Block, trails and fencing be identified on any marketing or promotional material.

36. The Developer shall dedicate **Block 123 and Block 124** 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.

37. The Developer shall submit a **geotechnical investigations report**, prepared by a geotechnical engineer certifying that all fill placed on the Parkland has adequate structural capacity to support play structures, swings, pathways, paved courts, sun shelter and other park elements that require footings and foundations, to the satisfaction of the General Manager of Parks and Recreation. This report shall include the following information; block number, locations of test pits, depth of topsoil and fill and top elevations of fill.

38. The Developer shall provide a written **topsoil test report** from a recognized laboratory confirming topsoil compliance with the Parks Planning specifications. The testing shall include, but is not limited to nutrient levels, organic content, heavy metals and pesticides/herbicides (such as Atrazine).

39. The Developer shall submit a report prepared by registered OALA full member **certifying that the landscape work and property demarcation** work have been constructed in accordance with the approved Landscape Plan and Parks Planning Specifications. This report shall be accompanied by ‘As Built’ Landscape Plan stamped by the registered OALA full member. The Developer shall also submit the as-built Landscape Plan in AutoCAD format to the satisfaction of the General Manager of Parks and Recreation.

40. The Developer shall implement the recommendations contained in the **Heritage Impact Assessment** conducted for 75 Cityview Drive North, dated March 25, 2011 and address the resolution of Heritage Guelph at their meeting held June 14, 2011 by incorporating the stone gateposts into the ultimate site development of Block 122, with the site being designed so that the posts frame the main pedestrian entrance from Cityview Drive.

41. The Developer shall **phase the subdivision** to the satisfaction of the City. Such phasing shall conform to the current Development Priorities Plan.

42. The Owner acknowledges and agrees that the dwelling units on the subject site will be constructed to a standard that promotes energy efficiency in order to comply with the **Community Energy Initiative**, to the satisfaction of the City in accordance with the letter attached as Attachment 11 from Infrastructure, Development and Enterprise Report 15-03 dated February 9, 2015.
Conditions to be met prior to registration of the plan

43. 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.

44. The Developer shall enter into a **Subdivision Agreement**, to be registered on title, to the satisfaction of the City Solicitor, which includes all requirements, financial and otherwise to the satisfaction of the City of Guelph.

45. 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”.

46. 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.

47. The Developer shall pay any **outstanding debts** owed to the City.

48. The Developer shall pay **development charges** to the City in accordance with By-law Number (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 thereto.

49. 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”. The signs shall be resistant to weathering and vandalism.

50. 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 specified 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 specified lots are advised that their roof downspout and foundation drain is connected to a foundation storm service on the lot in accordance with a certified design by a Professional Engineer. Disconnection of the roof downspout is not permitted.”

   c. “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.”

   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 Schedule 1...”
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 Street B and Keating Street will be extended at some future date when the adjacent lands are developed”

f. “Purchasers and/or tenants of all lots or units are advised that Street D will be extended at some future date when the adjacent lands are developed”.

g. “Purchasers and/or tenants of all lots or units abutting City owned lands are advised that abutting City owned lands may be fenced in accordance with the current standards and specifications of the City”.

h. “Purchasers and/or tenants of all lots or units abutting City owned lands are advised that no private gates will be allowed into Blocks 123, 124 and 125”.

i. “Purchasers and/or tenants of all lots or units are advised that a public trail will be installed or exists abutting or in close proximity to Lots 1-28 and that public access to this trail will occur between Lots 6-9 and 10 and between Lots 25 and 26” and to the south of Lot 1.

j. “Purchasers and/or tenants of all lots are advised that the Park Block has been retained in its natural condition. Be advised that the City will not carry out regular maintenance such as grass cutting. Periodic maintenance may occur from time to time to support the open space function and public trail system”.

k. “Purchasers and/or tenants of all lots are advised that the Park Block has been designed for active public use and may include sportsfields, playgrounds, trails and other park amenities. Be advised that the City may carry out regular maintenance such as grass cutting. Periodic maintenance may also occur from time to time to support the park functions”.

l. “Purchasers and/or tenants of all lots or units are advised that the boundaries of the open space, walkway and park blocks will be demarcated in accordance with the City of Guelph Property Demarcation Policy. This demarcation will consist of black vinyl chain link fence. The Developer shall also send written notification of proposed demarcation types to any existing homeowners in lots adjacent to open space, walkway and park blocks”.

51. 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.

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 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.

54. That site plans for all corner building lots, as determined by the City Engineer, shall be submitted to the City Engineer for approval of **driveway location**.
55. 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.

56. The Developer shall ensure that the accumulated sediment in the Valleyhaven stormwater management pond is removed and the pond landscaping is implemented, all to the satisfaction of the City Engineer, prior to registration of the portion of the plan that drains into the Valleyhaven pond.

57. The Developer shall submit a Traffic Impact Study addendum to the satisfaction of the City Engineer and shall implement the recommendations of the Study to the satisfaction of the City Engineer.

58. The Developer shall provide a servicing easement in favour of the Upper Grand District School Board to accommodate the external overland flow from the William C. Winegard Public School site to a positive outlet.

59. The Developer shall obtain the external property requirements necessary to construct Street D to Starwood Drive to the satisfaction of the City.

60. The Developer acknowledges and agrees that no development shall occur on Part Blocks 127, 128, 129 and 130 until they are consolidated with adjacent properties to the satisfaction of the City.

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

61. All Stage 1 Services are to be constructed to the satisfaction of the City Engineer.

62. 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.

63. 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.

64. 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.

**AGENCY CONDITIONS:**

65. That prior to any grading or construction on the site and prior to the registration of the plan, the owners or their agents shall submit the following plans and reports to the satisfaction and approval of the Grand River Conservation Authority:

i. A detailed storm water management report in accordance with the 2003 Ministry of Environment Report entitled, “Stormwater Management Practices Planning and Design Manual”. This report should include geotechnical information addressing the infiltration potential on the site. In addition, a storm servicing plan for the site should be included.
ii. An erosion and siltation control plan in accordance with the Grand River Conservation Authority Guidelines for sediment and erosion control, indicating the means whereby erosion will be minimized and silt maintained on site throughout all phases of grading and construction.

iii. Detailed lot grading and drainage plans showing existing and proposed grades.

iv. An Environmental Implementation Report (EIR) to the satisfaction of the Grand River Conservation Authority in consultation with the City. The EIR should include the above noted reports, monitoring and mitigation outlined in these reports.

v. A Development, Interference with Wetlands and Alterations to Shorelines and Watercourses permit under Ontario Regulation 150/06 for any proposed works within the regulated area.

66. That the subdivision agreement between the owners and the municipality contain provisions for:

   a) The completion and maintenance of the works in accordance with the approved plans and reports contained in Condition 65.

67. The Owner shall be required to grant **CN an environmental easement** for operational noise emissions, registered on title to lots within 300 metres of the railway property line.

68. 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.

69. 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.

70. 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 of DXF format containing the following information: parcel fabric and street network.

71. The Developer agrees to **supply and erect a chain link fence**, at the developer’s expense and according to the Board’s specifications, where future residential lots/blocks abut land owned by the **Upper Grand District School Board**.

72. 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.

73. 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.
74. Prior to the registration of the first phase of development, the Developer shall pay the Upper Grand District School Board the costs of opening the chain link fence along the boundary of the William C. Winegard Public School property where it abuts Street B to provide pedestrian access to the school site from Street B.

75. Subject to the approved phasing of the subdivision, the Developer shall pay the City costs of installing and maintaining temporary hard surface walkways within the necessary road allowances in the subdivision to allow future students to access the adjacent school site, to the satisfaction of the City and the Upper Grand District School Board.

76. 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.

NOTES: That this Draft Plan Approval shall lapse at the expiration of 3 years from the date of issuance of Draft Plan approval. That prior to the registration of all or any portion of the plan, the Grand River Conservation Authority shall advise the City in writing how conditions 65 and 66 have been satisfied.

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 69 has been satisfied.

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 53 and 62 have been satisfied.

That prior to the registration of all or any portion of the plan, Canada Post shall advise the City in writing how condition 76 has been satisfied.

That prior to the registration of all or any portion of the plan, the Ministry of Citizenship, Culture and Recreation shall advise the City in writing how condition 18 has been satisfied.
**PART B: ZONING REGULATIONS**

“That the Zoning By-law amendment application be approved and that City Staff be instructed to prepare the necessary amendment to Zoning By-law Number (1995)-14864, as amended, to transfer the subject lands from the UR (Urban Reserve) Zone, as follows:

<table>
<thead>
<tr>
<th>LOTS/BLOCKS</th>
<th>LAND USE</th>
<th>ZONING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Future Development Block 126</td>
<td><strong>Single Detached Residential</strong>&lt;br&gt;Min Lot Frontage - 9 m</td>
<td>R.1D</td>
</tr>
<tr>
<td>Lots 58-68, 76-85, 93-116</td>
<td><strong>Single Detached Residential</strong>&lt;br&gt;Min Lot Frontage - 9 m</td>
<td>R.1D-?</td>
</tr>
<tr>
<td>Lots 1-55</td>
<td><strong>Single Detached Residential</strong>&lt;br&gt;Min Lot Frontage – 12 m</td>
<td>R.1C-?</td>
</tr>
<tr>
<td>Lots 56-57, Future Development Blocks 128-130</td>
<td><strong>Semi-Detached/Single Detached Residential</strong>&lt;br&gt;Min Lot Frontage – 9.5 m</td>
<td>R.2-6</td>
</tr>
<tr>
<td>Lots 69-75, 86-92</td>
<td><strong>Semi-Detached Residential</strong>&lt;br&gt;Min Lot Frontage – 7.5 m</td>
<td>R.2</td>
</tr>
<tr>
<td>Blocks 118, 119</td>
<td><strong>On-Street Townhouse Residential</strong>&lt;br&gt;Min Lot Frontage – 6 m</td>
<td>R.3B</td>
</tr>
<tr>
<td>Blocks 120</td>
<td><strong>Multiple Unit Residential</strong></td>
<td>R.3A-?</td>
</tr>
<tr>
<td>Block 121, 122</td>
<td><strong>Multiple Unit Residential</strong></td>
<td>R.4A-?</td>
</tr>
<tr>
<td>Blocks 123, 124</td>
<td><strong>Neighbourhood Park</strong></td>
<td>P.2</td>
</tr>
<tr>
<td>Block 125</td>
<td><strong>Conservation Land</strong></td>
<td>P.1</td>
</tr>
<tr>
<td>Block 126</td>
<td><strong>Wetland</strong></td>
<td>WL</td>
</tr>
</tbody>
</table>
Minutes of Guelph City Council
Held in Meeting Room C, Guelph City Hall on
Monday February 10, 2015 at 6:00 p.m.

Attendance

Council:  Mayor Guthrie  Councillor Bell
          Councillor MacKinnon  Councillor Gibson
          Councillor Wettstein  Councillor Billings
          Councillor Downer    Councillor Van Hellemend
          Councillor Allt     Councillor Piper

Absent:  Councillor Salisbury
         Councillor Hofland
         Councillor Gordon

Staff:  Ms. A. Pappert, Chief Administrative Officer
        Mr. A. Horsman, Deputy CAO, Infrastructure, Development & Enterprise
        Mr. R. Kerr, General Manager, Intergovernmental
        Mr. I. Panabaker, Corporate Manager, Downtown Renewal
        Mr. A. Chapman, Program Manager, Community Energy
        Mr. P. Cartwright, General Manager, Economic Development
        Ms. C. Chapman, Marketing Coordinator, Economic Development
        Ms. T. Agnello, Deputy City Clerk

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 Enterprise and Economic Development

Mr. Peter Cartwright presented an overview of Prosperity 2020, the City of Guelph ten-year
Economic Development and Tourism Strategy.

Mr. Ian Panabaker outlined the Enterprise Services approach to city building and explained how
the enterprise approach is applied across Economic Development, Downtown Renewal and
Community Energy.

Mr. Alex Chapman discussed Guelph’s economic trends in relation to historic and projected
trends before facilitating a question and answer game relating to the work of Enterprise
Services.

Mr. Ian Panabaker led a facilitated discussion on City Building in Guelph which included the
differences between building from scratch and renovating existing structures/spaces.
Mr. Alex Chapman presented an overview of the Community Energy Program including progress to date and future opportunities.

Mr. Peter Cartwright presented an overview of the City of Guelph economic development strategy.

Mr. Ian Panabaker provided an overview of the Downtown Renewal Program including progress to date and future opportunities.

**Adjournment (8:20 p.m.)**

5. Moved by Councillor MacKinnon  
   Seconded by Councillor Piper  
   That the meeting be adjourned.  
   CARRIED

*Minutes to be confirmed on March 23, 2015.*
Minutes of Guelph City Council  
Held in the Council Chambers, Guelph City Hall on  
Wednesday, February 18, 2015 at 6:00 p.m.

Attendance

Council:  
- Mayor Guthrie  
- Councillor J. Hofland (arrived 7:25)  
- Councillor P. Allt  
- Councillor M. MacKinnon  
- Councillor B. Bell  
- Councillor L. Piper (arrived 7:25)  
- Councillor C. Billings  
- Councillor M. Salisbury  
- Councillor C. Downer  
- Councillor A. Van Hellemond  
- Councillor J. Gordon  
- Councillor K. Wettstein  

Absent:  
- Councillor D. Gibson

Staff:  
- Ms. A. Pappert, Chief Administrative Officer  
- Ms. L. Alonzo, Internal Auditor  
- Ms. K. Gray, Business Performance Specialist  
- Ms. T. Agnello, Deputy City Clerk

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 Internal Audit and Enterprise Risk Management

Loretta Alonzo, Internal Auditor, presented an overview of Enterprise Risk Management (ERM) at the City of Guelph which included the purpose of ERM, Guelph’s ERM Framework, categories of risk and a risk matrix/likelihood scale. Scenarios were used to demonstrate how the risk matrix can be used to measure the overall risk associated with particular projects or programs.

Katherine Gray, Business Performance Specialist, described the general function and purpose of Internal Audit before discussing the six primary types of audits: operational, financial, compliance, information systems, follow-up and special investigations.

Loretta Alzonzo, Internal Auditor, provided a description of the Internal Audit Charter and reporting process.
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 March 23, 2015.

__________________________
Mayor Cam Guthrie

__________________________
Tina Agnello - Deputy City Clerk
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 Shared Agenda Workshop #2

Ms. Ann Pappert, Chief Administrative Officer, gave an overview of the status of the existing strategic plan and explained the corporate priorities that are currently underway and the need to align new information from members with what is currently in progress.

Ms. B. Boisvert, Strategic Planning & Corporate Initiatives, explained the data and information gathered from the first Council Shared Agenda Workshop.

There was discussion regarding affordable housing and social housing.

Ms. Boisvert advised that the “city building” issues Council members heard need to be reconciled with how the City can achieve the goals.

Council members spent some time documenting their top five focus areas that must be on Council’s shared agenda. They discussed what deliverables they want from each of the focus areas.
Ms. Pappert advised that staff will collect the information from the meeting and report back to Council at the next shared agenda session regarding options and next steps.

**Adjournment (7:43 p.m.)**

5. Moved by Councillor Billings  
   Seconded by Councillor Allt  

   That the meeting be adjourned.  

   CARRIED

_Minutes to be confirmed on March 23, 2015._

__________________________
Mayor Cam Guthrie

__________________________
Stephen O’Brien - City Clerk
Minutes of Guelph City Council  
Held in the Council Chambers, Guelph City Hall on  
Monday, February 23, 2015 at 5:30 p.m.

Attendance

**Council:**  
Mayor Guthrie  
Councillor P. Allt  
Councillor B. Bell (arrived at 5:35 p.m.)  
Councillor C. Billings  
Councillor C. Downer  
Councillor D. Gibson  
Councillor J. Gordon  
Councillor L. Piper  
Councillor M. MacKinnon  
Councillor M. Salisbury  
Councillor A. Van Hellemond  
Councillor K. Wettstein

**Staff:**  
Ms. A. Pappert, CAO  
Mr. M. Amorosi, Deputy CAO of Corporate Services  
Mr. A. Horsman, Deputy CAO of Infrastructure, Development & Enterprise  
Mr. D. Thomson, Deputy CAO of Public Services  
Ms. D. Jaques, General Manager, Realty Services/City Solicitor  
Mr. D. Godwaldt, General Manager, Human Resources  
Ms. F. Tranquilli-Nardini, Manager, Staffing & Workforce Planning  
Ms. L. MacIntyre, Manager Compensation/Benefits/HRIS  
Ms. C. Clack, General Manager, Culture & Tourism  
Mr. S. Armstrong, General Manager, Emergency Services/Fire Chief  
Ms. K. Gray, Business Performance Specialist  
Mr. S. O’Brien, City Clerk  
Ms. D. Black, Council Committee Coordinator

---

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

Mayor Guthrie called the meeting to order.

**Authority to Resolve into a Closed Meeting of Council**

1. Moved by Councillor Bell  
Seconded by Councillor Allt

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (d) and (f) of the *Municipal Act* with respect to labour relations or employee negotiations, and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

**Closed Meeting (5:31 p.m.)**

**Disclosure of Pecuniary Interest and General Nature Thereof**

There were no disclosures.

The following matters were considered:
February 23, 2015 Guelph City Council Meeting

C.2015.5 Report of the Public Services Committee – Guelph Storm License Agreement

C.2015.6 Labour Relations or Employee Negotiations

C.2015.7 Labour Relations or Employee Negotiations

Rise and recess from Closed Meeting (6:52 p.m.)

Council recessed.

Open Meeting (7:00 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 Billings
   Seconded by Councillor Bell

   1. That the minutes of the Council Meetings held December 8 and 15, 2015 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, 2015 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, 2015 be confirmed as recorded and without being read.

   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 Reports

Audit Committee First Consent Report

Balance of Audit Committee Consent Items

Councillor Wettstein presented the balance of the Audit Committee First Consent Report.
2. Moved by Councillor Wettstein  
   Seconded by Councillor Allt

   That the balance of the February 23, 2015 Audit Committee First Consent Report as  
   identified below, be adopted:

**AUD-2015.2 2015 Audit Committee Work Plan**


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 & Enterprise Committee First Consent Report**

Balance of Infrastructure, Development & Enterprise Committee Consent Items

Councillor Bell presented the balance of the Infrastructure, Development & Enterprise  
   Committee First Consent Report.

3. Moved by Councillor Bell  
   Seconded by Councillor Salisbury

   That the balance of the February 23, 2015 Infrastructure, Development & Enterprise  
   Committee First Consent Report as identified below, be adopted:

**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.

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

Public Services Committee First Consent Report

Balance of Public Services Committee Consent Items

Councillor Downer presented the balance of the Public Services Committee First Consent Report.

4. Moved by Councillor Downer
   Seconded by Councillor Billings

   That the balance of the February 23, 2015 Public Services Committee First Consent Report as identified below, be adopted:

PS-2015.1  Emergency Response Plan and Emergency Management Program


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.

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

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.

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

Balance of Council Consent Items

5. Moved by Councillor Hofland
Seconded by Councillor Billings

That balance of the February 23, 2015 Consent Agenda as identified below, be adopted:

CON-2015.6 Proposed Demolition of 23 Aberdeen Street, Ward 3

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.

CON-2015.7 Proposed Demolition of 1405 Gordon Street, Ward 6

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.

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.

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

CARRIED
Council Internal Audit First Consent

The following items were extracted:

IA-2015.1 Print Room Audit Report
IA-2015.2 Print Room Audit Management Response

Extracted Items

IA-2015.1 Print Room Audit Report

Ms. Katherine Gray, Business Performance Specialist, provided a brief overview of the print room audit. She clarified the use of standard market quotes used within audits.

5. Moved by Councillor Wettstein
   Seconded by Councillor Van Hellemond

   That the Print Room Audit report CAO-A-1410 dated February 23, 2015 titled “Print Room Audit Report” 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

IA-2015.2 Print Room Audit Management Response

Mr. Stephen O’Brien, City Clerk, noted that management agrees with the recommendations set out in the audit report. He addressed items number four and five which relate to the number of copies of agendas to be distributed and the correlation with overtime hours. He noted staff will work to reduce the volume of colour copies and are working with Information Technology regarding electronic agendas. He advised there is a full meeting management review project being conducted and staff will report back on their findings and recommendations which may include further enhancements to the agenda process.

6. Moved by Councillor Wettstein
   Seconded by Councillor Van Hellemond

   That the February 23, 2015 report titled “Print Room Audit Management Response” (CS-2015.18) 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

Special Resolutions

a) Councillor Allt presented his motion for which notice was given February 9, 2015.
8. Moved by Councillor Allt  
   Seconded by Councillor Gordon  

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.

Councillor Allt provided his rationale for the motion and noted he believes the long form census is a vital tool for planning and business.

There was discussion regarding which committee would be best suited to address the motion.

First Amendment

9. Moved by Councillor Piper  
   Seconded by Councillor Bell  

That the motion regarding the reinstatement of the long form census be referred to the Corporate Services Committee for their consideration and reporting back to Council.

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

Discussion ensued regarding whether the City should refer motions to FCM, AMO and LUMCO.

Ms. Susan Watson, city resident, supports the reinstatement of the long form census. She believes it will provide accurate data for businesses and municipalities to make sound decisions. She believes that privacy issues are minimal and the census should be mandatory again.

Main Motion as Amended

10. Moved by Councillor Allt  
   Seconded by Councillor Gordon  

That the following motion be referred to the Corporate Services 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.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gordon, Hofland, MacKinnon, Piper, Salisbury and Van Hellemont (11)
VOTING AGAINST: Councillors Gibson and Wettstein (2)

CARRIED

b) Councillor Van Hellemont presented his motion for which notice was given February 9, 2015.

9. Moved by Councillor Van Hellemont
Seconded by Councillor MacKinnon

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.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Gibson, Salisbury and Van Hellemont (7)
VOTING AGAINST: Councillors Downer, Gordon, Hofland, MacKinnon, Piper and Wettstein (6)
CARRIED

10. Moved by Councillor Van Hellemont
Seconded by Councillor MacKinnon

That 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, be referred to the Public Services Committee for consideration.

Ms. Yvette Tendick, President of Guelph Coalition for Active Transportation, stated that the earlier objection to the motion by councilors was more due to process than the actual recommendation. She noted that the GRCA property around the Hanlon Creek was originally in the Trail Master Plan and not included in the current trail due to an administrative oversight and the request regarding Speedvale Avenue is for consideration of an underpass. She addressed the administrative process and believes full consideration has not been given to the Speedvale underpass and Council needs to provide direction to staff to investigate further.

It was pointed out that the issue regarding the Hanlon Creek area was not an oversight, but a deliberate decision to wait until after the Niska bridge issue was resolved.

Mr. Evan Ferrari, a cyclist and cycling educator, noted that good cycling infrastructure needs to focus on safe road travel and offroad trails should not be at the expense of road
safety. He is supportive of the underpass if it will not preclude bike lanes on Speedvale Avenue.

Ms. Suzanne Gates, Executive Member, Guelph Hiking Trail Club and Evergreen Seniors Centre Walking Group, supports an underpass at Speedvale Avenue and support the reconsideration of both the Speedvale Avenue underpass and the redevelopment of the GRCA property around the Hanlon Creek. She stated that an underpass would be beneficial for many walkers and cyclists. She advised that the Hiking Trail Club is willing to work with the City and GRCA to accomplish the trail connections.

Discussion ensued regarding resources and capacity for a feasibility study, design construction and environmental assessment. It was noted that each area will require a different approach due to their current status. The issue was raised for the necessity to have the discussion at committee due to the numerous questions that staff cannot answer at this time.

The question was raised about the role of a notice of motion.

It was requested that the motion be separated out into three resolutions to differentiate between the two areas of the City and the funding assistance issue.

10. Moved by Councillor Piper  
    Seconded by Councillor Downer 

    That the Trail Master Plan be reconsidered to encompass the redevelopment of the GRCA property around the Hanlon Creek to include a new trail section be referred to the Public Services Committee for consideration.

    VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Downer, Gibson, Salisbury and Van Hellemend (7)  
    VOTING AGAINST: Councillors Downer, Gordon, Hofland, MacKinnon, Piper and Wettstein (6)  
    CARRIED

11. Moved by Councillor Piper  
    Seconded by Councillor Downer 

    That the Trail Master Plan be reconsidered to include the underpass at the new Speedvale Avenue bridge over the Speed River be referred to the Public Services Committee for consideration.

    VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell, Billings, Downer, Gibson, Gordon, MacKinnon, Piper, Salisbury, Van Hellemend and Wettstein (11)  
    VOTING AGAINST: Councillors Allt and Hofland (2)  
    CARRIED

12. Moved by Councillor Piper  
    Seconded by Councillor Downer 

    That consideration of funding assistance from FCM’s "Green Municipal Fund" for the Trail Master Plan encompassing the redevelopment of the GRCA property around the Hanlon Creek to include a new trail section and the underpass at the new Speedvale Avenue bridge over the Speed River, be referred to the Public Services Committee for consideration.
c) Councillor Billings presented a motion for which notice was given by Mayor Guthrie on December 15, 2014.

Main Motion

13. Moved by Councillor Billings  
    Seconded by Councillor Bell

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.

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

Ms. Susan Watson, city resident, does not support tying tax increases to the rate of inflation because she believes it would be too restrictive and could lead to increased user fees or service cuts to achieve a balanced budget. She would rather see decisions made regarding whether increases are justified, reasonable, supported by sound data and information and whether they have followed a robust process. She addressed the tax deferral program and questioned whether the program is not needed, not known, or if the terms make it inaccessible.

Discussion ensued regarding the current guideline being used and the need to improve the budget process. Various issues were raised regarding the challenges the variables have on determining indices for inflation and a formula. Concerns were raised regarding tying indices to the rate of inflation or Consumer Price Index. The possibility of a budget workshop was suggested.

First Amendment

14. Moved by Councillor Downer  
    Seconded by Councillor Gibson

That the following be referred to the Corporate Services Committee:

That recommendations be brought back to Council on:

1. Define indices for inflation and a recommended formula; and

2. Present options for a revised predictable formula and/or strategies aligned to achieve the formula.
Second Amendment

15. Moved by Councillor Salisbury
Seconded by Councillor Bell

That the following be referred to the Corporate Services Committee:

That recommendations be brought back to Council to define the appropriate indices and a recommended formula.

VOTING IN FAVOUR: Councillors Bell, Piper, Salisbury, and Wettstein (4)
VOTING AGAINST: Mayor Guthrie, Councillors Allt, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon and Van Hellemond (9)

DEFEATED

Clarification was given to staff regarding the work to be done resulting from the motion.

First Amendment Vote

14. Moved by Councillor Downer
Seconded by Councillor Gibson

That the following be referred to the Corporate Services Committee:

That recommendations be brought back to Council on:

1. Define indices for inflation and a recommended formula; and

2. Present options for a revised predictable formula and/or strategies aligned to achieve the formula.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell, Billings, Downer, Gibson, MacKinnon, Piper and Van Hellemond (8)
VOTING AGAINST: Councillors Allt, Gordon, Hofland, Salisbury and Wettstein (5)

CARRIED

Main Motion as Amended

16. Moved by Councillor Billings
Seconded by Councillor Bell

That the following be referred to the Corporate Services Committee:

That recommendations be brought back to Council on:

1. Define indices for inflation and a recommended formula; and

2. Present options for a revised predictable formula and/or strategies aligned to achieve the formula.
VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell, Billings, Downer, Gibson, MacKinnon, Piper and Van Hellemond (8)
VOTING AGAINST: Councillors Allt, Gordon, Hofland, Salisbury and Wettstein (5)
CARRIED

**By-laws**

**Main Motion**

17. Moved by Councillor Downer  
   Seconded by Councillor Gibson

   That By-laws Numbered (2015) - 19863 to (2015) - 19868, inclusive, are hereby passed.

**Deferral**

Councillor Piper made inquiries whether Clause 1 of By-law Number (2015)-19864 was included as a result of public input or an administrative change and she requested the adoption of the by-law be deferred until her question can be addressed.

18. Moved by Councillor Piper  
   Seconded by Councillor Bell

   That the passing of By-law (2015)-19864 be deferred.

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**

19. Moved by Councillor Downer  
   Seconded by Councillor Gibson


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

**Mayor’s Announcements**

During this evening’s City Council meeting, Guelph Mayor Cam Guthrie issued the following statement:

"Earlier this evening, Council provided direction to staff with a mandate to commence collective bargaining with the Guelph Professional Firefighters' Association."
Council was clear in its direction. We hope and expect to negotiate a contract that is fair to our employees whose work we value every day in helping to keep our community safe; a contract that is also fair, reasonable and affordable for our citizens and recognizes the City's capacity to pay.

Council believes firefighters should be paid well for the work they do, and expects the negotiated settlement to be aligned to other City of Guelph union groups’ settlements.

Staff will be reporting back to Council regarding the status of negotiations and recommended next steps at the June 22, 2015 council meeting.”

Notice of Motion

Councillor Piper gave notice that she will be bringing forward a motion to a subsequent meeting regarding Essex Street parking to be referred to the Infrastructure, Development & Enterprise Committee.

Adjournment (10:43 p.m.)

20. Moved by Councillor Billings
    Seconded by Councillor Allt

    That the meeting be adjourned.

CARRIED

Minutes to be confirmed on March 23, 2015.

__________________________
Mayor Guthrie

__________________________
Stephen O’Brien - City Clerk
Minutes of Guelph City Council
Held in the Council Chambers, Guelph City Hall on
Wednesday, February 25, 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 C. Billings
Councillor M. Salisbury
Councillor A. Van Hellemond
Councillor J. Gordon
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 and Enterprise
Ms. S. Purton, Manager, Financial Planning and Budgets
Ms. K. Dedman, General Manager, Engineering Services/City Engineer
Ms. K. Scott, General Manager, Parks and Recreation
Mr. A. McIlveen, Manager of Traffic and Parking
Mr. P. Meagher, General Manager, Guelph Transit
Mr. R. Keller, General Manager, Operations
Mr. D. Wyman, General Manager, Solid Waste
Mr. B. Labelle, General Manager, Technology and Innovation
Mr. D. Kudo, Deputy City Engineer/Manager of Transportation Infrastructure
Mr. M. Neumann, Manager, Forestry
Ms. C. Clack, General Manager, Culture, Tourism and Community Investments
Ms. T. Agnello, Deputy City Clerk
Mr. D. McMahon, Council Committee Coordinator

Open Meeting (6:04 p.m.)

Mayor Guthrie called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Presentation of the 2015-2017 Tax Supported Capital Budget and Forecast

Al Horsman, Deputy-CAO, Infrastructure, Development and Enterprise, presented the 2015-2017 Tax Supported Capital Budget and Forecast. The presentation included a high level budget overview, highlights of major capital projects, challenges, assumptions, sources of funding, and next steps.
Delegations addressing the 2015-2017 Tax Supported Capital Budget and Forecast

Mr. Daren Lin gave a presentation in favour of enforcing and marking 30km/hour school speed zones. He requested that Council move funding associated with the marking of school speed zones from 2016 to 2015.

Ms. Maggie Laidlaw gave a presentation in support of returning $300,000 to the active transportation budget in 2015. Ms. Laidlaw outlined the positive impacts the funding could have by providing commuter/multiuse paths on Speedvale Avenue. In addition, Ms. Laidlaw spoke in favour of funding a new downtown library.

Ms. Yvette Tendick, President of the Guelph Coalition for Active Transport, supported the delegation and presentation given by Mr. Daren Lin before speaking in favour of returning the $300,000 to active transportation. Additionally, Ms. Tendick urged Council to align the capital budget with Council’s Shared Agenda which recognizes trails as a priority.

Ms. Marcia Santen spoke in support of returning $300,000 in active transportation funding to 2015 capital budget.

Ms. Frances Dietrich-O’Connor outlined the need for active transportation infrastructure in Guelph as well as the risks posed by a lack of active transportation infrastructure.

Mr. Patrick Sheridan spoke in favour of returning $300,000 in active transportation funding to the 2015 capital budget. He concurred with the presentations given by Ms. Tendick, Ms. Santen and Ms. Dietrich-O’Connor.

Mr. Gerrit Atkinson concurred with the presentations given by Ms. Tendick, Ms. Santen, Ms. Dietrich-O’Connor, and Mr. Sheridan.

Ms. Richelle Forsey spoke regarding the dangers posed by the lack of active transportation infrastructure on Woodlawn Road. Specifically, Ms. Forsey identified the lack of sidewalks and bike paths as making it dangerous to navigate Woodlawn Road without a car. In addition, she identified the bus stops along Woodlawn Road as hazardous because the lack of pedestrian and cycling infrastructure.

Ms. Anne Gajerski-Cauley spoke about the importance of the downtown library for the hundreds of Guelph children who are home schooled and lack access to a school library. She encouraged Council to provide funding for a larger downtown library in the 2015 capital budget.

Mr. Taylor Moran, a member of the GOT Bike advocacy group, identified himself as an avid cyclist concerned about cuts to active transportation. Mr. Moran outlined the positive benefits cycling tourism has on cities with robust cycling infrastructure. He identified Silvercreek Parkway to Woodlawn road as a gateway to cycling in Guelph and an opportunity to join the cycling tourism trend.

Mr. Cosmo Carere, owner of Speed River Bicycle, discussed the economic value of active transportation and supported returning funding for active transportation to the 2015 budget.

Mr. Dylan White spoke in favour of funding the Woodlawn active transportation corridor in close agreement with Mr. Moran and Mr. Carere.
Council recessed at 7:35pm and reconvened at 7:45pm.

Ms. Mary Anne Young, a member of the GOT Bike advocacy group, concurred with Mr. Moran, Mr. Carere and Mr. White while identifying that the City of Guelph Official Plan supports the argument for active transportation.

Mr. Evan Ferrari indicated he was in agreement with previous delegates who spoke in favour of returning $300,000 in active transportation funding to 2015.

Mr. Ted Pritchard, speaking as part of the Fair Tax Campaign launched by the Canadian Condominium Association, identified a petition that was delivered to Council showing community support for garbage cart collection in condominiums. Mr. Pritchard would like funding identified in the capital budget to go towards purchasing vehicles to deliver garbage cart collection for condominium owners and residents.

Mr. Ken Chupa, a member of the Guelph-Wellington Seniors Association, spoke in favour of increasing the 2015 capital budget to build a south end recreation centre that will serve the needs of seniors and the broader community.

Ms. Susan Watson talked about the increased ability of the community to absorb new tax increases as a result of low unemployment, the decrease in gas prices and the cost of household food thrown out annually compared to a comparable tax increase. Ms. Watson also spoke in favour of reviewing the City’s tax deferral program for low income households so that it was more accessible to those in need.

Ms. Sian Matwey challenged councillors to use Guelph Transit as their primary mode of transportation for one week. Ms. Matwey indicated that many Guelph residents in need are unable to drive or cycle and must rely on transit. She does not support the Guelph transit priority project and suggested new routes, which take into account those who cannot safely walk, drive or bike, are needed.

Mr. Martin Collier recommended that the City adopt a new transportation funding hierarchy that prioritizes the maintenance of current infrastructure before new projects, ensures sustainable transportation modes are considered more important than uninterrupted traffic flow and places a high value on projects that increase quality of life.

Ms. Laura Greenway-Balnar, speaking on behalf of the Community Older Adult Leadership Team, spoke in support of the City of Guelph Older Adult Strategy and the need to include funding for a south end recreation centre in the 2015 capital budget.

**Main Motion**

Moved Councillor Hofland
Seconded by Councillor MacKinnon

1. That the 2015 - 2017 Tax Supported Capital Budget and Forecast, in the amount of $141,433,900, including $50,867,900 for 2015, be received for information.

2. That the 2015 – 2017 Tax Supported Capital Budget be referred to the March 25, 2015 Council meeting for final deliberation and approval of the 2015 requirements.
Mayor Guthrie indicated that Councillors questions should fall into three categories: clarity, impact and intent.

In response to Council discussion staff clarified:

- That returning $300,000 in active transportation funding to the 2015 capital budget will not result in the addition of active transportation infrastructure in 2015 due to a total project cost of $900,000 that has yet to be funded over multiple years. Staff noted that there are a variety of bike and multiuse path projects identified in the capital budget.

- That the City Hall Ice Resurfacer is past its life cycle and requires replacement.

- That the public library reserve is $700,000 and information regarding the impact of moving an additional $250,000 into the reserve will be provided to Council.

- That an inadvertent omission in the Trees for Guelph project was made and the appropriate capital amounts are $25,000 each year in 2015, 2016 and 2017.

- That traffic calming initiatives are unfunded in the 2015 capital budget.

- That the City of Guelph received $150,000 from GO Transit and Metrolinx to support the construction of bus shelters.

- That a recommendation regarding a review of the City of Guelph tax deferral program for low income households may be forwarded by Council to the relevant standing committee for review.

- That $20,000 included in the 2016 school speed zone project is to accommodate growth in the number of schools requiring signage and marking and not to add marking or signage to existing schools.

- That there is no funding for Solid Waste in the 2015-2017 capital budget because it is not required; any additional funding for Solid Waste will be brought forward as part of the operating budget. In addition, clarity was provided regarding the impact of the removal of the Eastview Methane Collector from the 2015 capital budget.

- That there are no projects or initiatives underway to provide garbage cart collection for residents of condominiums and that the $350,000 included in the capital budget is to purchase an additional full size collection vehicle to accommodate population growth.

- That the Information Technology GIS upgrade expansion will come forward as part of the operating budget.

- That the Niska Road Bridge is at the end of its structural life cycle and the funding provided in the capital budget in 2016 is to implement whichever option is recommended by the review and environmental assessment process.

- That no money has been set aside for a south end recreation centre. Funding is pending a completed Request for Proposal of Interest (RFPOI) which will provide more information on the total project costs.
That the beginning of work on a new downtown library and the Baker Street project is approximately three years away.

That the replacement of Guelph Transit fare boxes had been pushed to 2016 because the adoption of the Trapeze Passenger Transportation Management System is behind schedule and no additional staff capacity is available.

That washrooms and/or amenity buildings are being considered as part of the Eastview Park project.

That $100,000 in funding for a parking systems study in 2017 is to complete research into new systems which could be adopted following the implementation of a parking management system this year.

That $400,000 has been allocated in the capital budget for the purchase of new and replacement trees.

That the planning process for parks and playgrounds includes accessibility criteria.

That the Sleeman Sponsorship Program includes tax-supported funds in the amount of $12,000 to provide a stable $70,000 in funding per year.

Staff indicated they would forward the following to Council:

- Cost information relating to the Niska Bridge.
- Research on the impact of urban forestry and green infrastructure on the costs associated with storm water management.
- Information on projects included as part of the Community Energy Plan.
- The impact of a $500,000 deposit to a downtown library reserve fund.
- Information on the York Road project scheduled for 2017.
- Information on the provincially mandated Claire Road and Hanlon interchange, including the payment schedule.

Council identified the following intentions for the 2015 capital budget moving forward:

- To move $500,000 into the Affordable Housing Reserve Fund.
- To move $21,000 and $22,000 in school speed zone funding to 2015.
- To fund storm water in the amount of $1,000,000 in 2015.
- To move the $250,000 allocated in the 2017 traffic calming budget to be distributed in equal parts over 2015, 2016 and 2017.
- To fund the York Road environmental assessment in the amount of $200,000 in 2015
- To restart the sidewalk budget as previously allocated.
- To fund the Woodlawn Road active transportation corridor in the amount of $600,000.
• To explore further options to complete the Woodlawn Road active transportation corridor
• To create a dedicated library reserve fund.
• To explore options to bring together partnerships/relationships that allow us to move forward large capital projects, like the south end recreation centre, downtown library and Baker Street, in shorter time frames than currently forecast.
• To defer spending for the Niska Bridge project by three years.
• To add funding to forestry tree and shrub replacement.

Main Motion

1. That the 2015 - 2017 Tax Supported Capital Budget and Forecast, in the amount of $141,433,900, including $50,867,900 for 2015, be received for information.

2. That the 2015 – 2017 Tax Supported Capital Budget be referred to the March 25, 2015 Council meeting for final deliberation and approval of the 2015 requirements.

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 (10:02 p.m.)

3. Moved by Councillor Billings
   Seconded by Councillor Allt

   That the meeting be adjourned.

   CARRIED

Minutes to be confirmed on March 23, 2015.

__________________________  
Mayor Guthrie

__________________________  
Tina Agnello - Deputy City Clerk
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.

Mr. Horsman, Deputy CAO, Infrastructure, Development & Enterprise, gave brief opening comments to the budget presentations including a breakdown of the distribution of local board’s municipal dollars and applicable pieces of legislation as they relate to the City budget.

Presentation of the 2015 Local Boards and Shared Service Budgets

The Elliott Community

Mr. Trevor Lee, Chief Executive Officer of the Elliott Community, provided information regarding their corporation and the services they provide and outlined the key elements that contributed to their budget decisions.

Ms. Diana Hillier-Stoltz, Director of Finance & Marketing, explained the operational budget, the analysis of their revenue sources and expenses and notated the breakdown of funding for each aspect of their operations. Ms. Hillier-Stoltz then provided greater detail of the long term care operating and capital budgets and the five year capital plan.

Guelph Public Library
Ms. Anne MacKay, Chair, Guelph Public Library Board, spoke about the goals the library has regarding providing services and benefits to the community.

Mr. Steve Kraft, CEO, Guelph Public Library, advised that the 132 year old Guelph library is the oldest public library in Ontario. He highlighted the services of the library including the growing delivery of electronic eBooks, music and magazine services, new programs and delivery of services. He addressed fundraising challenges and spoke to the acquisitions budget. He noted they partner with other libraries to purchase goods in volume at a lower price and they are continually reviewing delivery models.

Councillor MacKinnon left the meeting (7:03 p.m.)

Wellington-Dufferin-Guelph Public Health

Mr. David Kennedy, Director, Finance and Corporate Operations, Wellington-Dufferin-Guelph Health Unit, provided information regarding services Public Health provides and their funding sources. He outlined the breakdown of municipal funding and summarized the challenges they are facing in 2015.

County of Wellington

Mr. Eddie Alton, Social Services Administrator, provided a summary of the County social services programs, caseloads and challenges being faced to meet the needs of the community.

Mr. Ken DeHart, County Treasurer provided a summary of the Social Services, Ontario Works, Social Housing and Child Care Services operating and capital budgets. He addressed the upcoming expiration of the housing providers’ agreements and the potential effect on their budget. He noted there is an increase in funding from the Province and advised the Province now pays for the social benefit programs and explained the trends for the past four years. He advised of the reopening of the Willowdale Centre and spoke to challenges resulting from the provincial change to full day kindergarten. He also clarified that the City will no longer be paying after the month of January 2015 for Wellington Terrace.

Councillor Allt left the meeting. (8:10 p.m)

Council recessed at 8:10 p.m. and reconvened at 8:20 p.m.

Downtown Guelph Business Association

Mr. Marty Williams, Executive Director, Downtown Guelph Business Association (DGBA), explained the Downtown Guelph Business Association mandate and highlighted the various events, promotions and sponsorships they are engaged in, as well as their marketing and membership services. He noted issues and concerns they continue to face and provided highlights from their submitted budget regarding their increase, alignment with the City’s priorities, clarity of cash flow and reduction of the deficit.

Guelph Police Services

Ms. Judy Sorbara, Chair, Guelph Police Services Board, advised their budget was determined based on the 2013-2015 strategic business plan they developed and explained their decision making process.
Acting Chief Jeff DeRuyter, Guelph Police Services, advised they are celebrating their 175th anniversary this year. He provided an overview of the budget development and goals, the service results, key driving forces and a service delivery model breakdown. He noted that they surpassed the City’s capital budget reduction request. He outlined the numerous programs and services they provide and ways they continue to find efficiencies.

He advised that they will work with the City to prioritize enforcement of the school zones and speeding throughout the City as a whole. He stated they have increased the radar equipment and staff training to assist with enforcement.

**Recommendation**

1. Moved by Councillor Piper  
   Seconded by Councillor Downer
   1. That the 2015 Local Boards and Shared Services budgets be received for information.
   2. That the 2015 Local Boards and Shared Services Budgets be referred to the March 25, 2015 Council Meeting for final deliberation and approval.

   **VOTING IN FAVOUR:** Mayor Guthrie, Councillors Bell, Billings, Downer, Gibson, Gordon, Hofland, Piper, Salisbury and Wettstein (10)  
   **VOTING AGAINST:** (0)

   CARRIED

**Adjournment** *(8:59 p.m.)*

3. Moved by Councillor Hofland  
   Seconded by Councillor Billings
   That the meeting be adjourned.

   CARRIED

*Minutes to be confirmed on March 23, 2015.*

__________________________
Mayor Guthrie

__________________________
Tina Agnello - Deputy Clerk
Call to Order (5:00 p.m.)

Mayor Guthrie called the meeting to order.

Authority to Resolve into a Closed Meeting of Council

1. Moved by Councillor Hofland
   Seconded by Councillor Gibson

   That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (c), (d) and (f) of the Municipal Act, with respect to labour relations or employee negotiations, advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and a proposed or pending acquisition or disposition of land by the municipality or local board.

   CARRIED

Closed Meeting (5:01 p.m.)

Disclosure of Pecuniary Interest and General Nature Thereof
There were no disclosures.

The following matters were considered:

**C-2015.10   Labour Relations**

**C-2015.11   Solicitor-Client Privilege and Acquisition or Disposition of land**

*Rise from Closed Meeting (5:48 p.m.)*

Council recessed.

**Open Meeting (6:00 p.m.)**

Mayor Guthrie called the meeting to order.

**Disclosure of Pecuniary Interest and General Nature Thereof**

There were no disclosures.

**Presentation of the 2015 Tax Supported Operating Budget**

Ms. Ann Pappert, Chief Administrative Officer, presented an overview of the proposed 2015 tax supported operating budget. This overview included a brief recap of the budget process and guiding principles.

Mayor Guthrie presented an overview of the proposed 2015 budget for the Office of the Mayor and Council. Councillor Downer presided over the meeting as Acting Mayor while Mayor Guthrie presented the budget.

Mr. Derrick Thomson, Deputy CAO, Public Services, presented an overview of the proposed 2015 Public Services operating budget. He outlined last year’s achievements and focus areas for 2015 on a department-by-department basis. In addition he explained what efforts had been taken to reduce the operating budget to the proposed percentage increase.

Mr. Al Horsman, Deputy CAO, Infrastructure, Development and Enterprise (IDE), presented details of the proposed 2015 IDE operating budget. He outlined the various departments within IDE, focuses for the year and achievements from last year on a department-by-department basis.

Mr. Mark Amorosi, Deputy CAO, Corporate Services, presented an overview of the proposed 2015 Corporate Services operating budget. He outlined the various departments within Corporate Services, opportunities and challenges for the upcoming year, and achievements from last year. In addition he explained what efforts had been taken to reduce the Corporate Services budget to the proposed percentage increase.
Ann Pappert provided a high level overview of the proposed 2015 operating budget for the CAOs Office; this included service area structure, purpose, focuses for the year and achievements from last year. In addition, information was provided on how the CAO achieved the proposed year-over-year budget variance.

Al Horsman provided information on what has been added to the proposed operating budget to create the 3.05% tax increase. This included detailed information on the specific actions being taken and the impact of those actions on the overall operating budget, tax increase and risk management position of the City. This information included descriptions of the purpose and costs associated with full time equivalent (FTE) expansions. In addition, Mr. Horsman provided information on elements of the budget which ensure the City is able to meet its obligations for specific collective agreements with unions or other bodies.

Following the presentation of the proposed 2015 operating budget, Mr. Horsman provided information on what would need to be removed from the proposed budget to reach successively lower tax increase thresholds.

**Main Motion**

Moved Councillor Downer  
Seconded by Councillor Hofland

1. That the 2015 Tax Supported Operating Budget with a net levy & payment in lieu of taxes requirement of $206,303,226 or 3.05% above the 2014 tax levy and payment in lieu of taxes be received for information and referred to the March 25, 2015 meeting for Council consideration; and

2. That user fees and proposed reserve and reserve fund transfers be received and referred to March 25, 2015.

Mayor Guthrie suggested that Councillors categorize their questions to clarify elements of the budget, inquire regarding the impact of specific actions on the budget, or indicate intentions for future budget meetings.

In response to Council discussion staff clarified:

- The cost sharing agreement between the City of Guelph, County of Wellington and Province of Ontario with regard to the provision of shared services such as land ambulance.
- That as the population of Guelph increases it will be become harder to meet the minimum legislated requirements for the provision of emergency services without increases in operating funds.
- That the funding included in the proposed budget for the IMICO property will be used to finalize the sale of the property with potential investors.
- That the current balance of the Rate Stabilization Reserve Fund is $1.8 million, not including a $100,000 deposit included in the proposed 2015 operating budget, which could be used to cover the variance from the 2014 budget.
- That wait times for urban forestry maintenance vary significantly depending on the specific activity requested.
- That the City is not meeting its tree canopy target and more proactive inspection is required in order to meet it in the future.
That the GIS project plan is moving forward despite reductions in proposed 2015 budget.
That the City sets its fuel cost projections at the end of the previous year.
That the Innovation District Strategic Business Development Framework will be completed by a consultant and, if no funding is made available, will be difficult to complete in house.
That the Dragon’s Den program was removed due to financial constraints.
That the new ice resurfacer for the Market Square ice rink has different specifications for maintenance and parts than the current ice resurfacer.
That the Guelph Transit Control Room operates 24/7 for the purposes of scheduling and because late night service on weekend ends only a few hours before morning service begins.
That funding for the development of an asset management framework could be used to develop the framework in house or to hire a third party.
That the capital budget is funded at less than 18% in part to fund operating expenses.
That the 7% average increase in funding for City departments does not take into account a variety of offsets.
That there is a refund policy in place for the rental of sports fields in rain or bad weather.
That the proposed budget increases the average fee for the rental of outdoor spaces by 10%. Sports field fees have gone up ~3% while picnic shelters have increased ~20%.
That funding to begin picking up residential waste from condominiums has not been included in the 2015 budget.
That projected revenues for Guelph Transit over the last three years were too high and the increase in the Guelph Transit budget for 2015 reflects realistic projections for revenue.
That moving funding for school speed zones to 2015 will not impact the operating budget.

Staff indicated they would forward the following to Council:

- A payment schedule for Public Health and City of Guelph debt servicing.
- Information on an expansion that would allow for the pick-up of residential waste from condominiums in 2015.
- An issue paper addressing the façade improvement grants.

Council identified the following intentions for the 2015 operating budget moving forward:

- To ensure the City of Guelph’s ability to meet shared rental housing standards.
- To reinstate Sunday bus service at 2014 levels.
- To debate the merits of extending Guelph Transit Sunday service levels beyond 2014 levels.
- To explore additional options for Guelph Transit service levels.
- To invest in the urban forestry plan.
- To debate the Guelph Innovation District Mitigation Plan and associated budget funding.
- To fund the Dragon’s Den program.
- To move $2,000,000 into the rate stabilization reserve fund.
- To move the budget process and debate for future years to the standing committee level.
- To increase the urban forestry budget to mitigate tree canopy loss.
- To fund the GIS Program Manage FTE expansion.
- To fund the Parks Supervisor FTE expansion.
- To hold the tax increase at 3.05% or lower.
• To examine and vote on every FTE expansion proposition one by one prior to budget approval.
• To consider programs to assist lower income individuals joining organized sports.

Main Motion

1. That the 2015 Tax Supported Operating Budget with a net levy & payment in lieu of taxes requirement of $206,303,226 or 3.05% above the 2014 tax levy and payment in lieu of taxes be received for information and referred to the March 25, 2015 meeting for Council consideration; and

2. That user fees and proposed reserve and reserve fund transfers be received and referred to March 25, 2015.

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

CARRIED

Adjournment (9:04 p.m.)

3. Moved by Councillor Billings  
   Seconded by Councillor Hofland
   
   That the meeting be adjourned.

CARRIED

Minutes to be confirmed on March 23, 2015.

__________________________
Mayor Guthrie

Stephen O’Brien - City Clerk
Minutes of the Meeting of Council as Shareholder of the Guelph Junction Railway Company
Held in the Council Chambers, Guelph City Hall, at 5:30 p.m. on Wednesday, February 18, 2015

Attendance

Council:  Mayor C. Guthrie  Councillor M. Salisbury
Councillor J. Gordon  Councillor K. Wettstein
Councillor P. Allt  Councillor J. Hofland (arrived at 5:33pm)
Councillor B. Bell  Councillor A. Van Hellemond (arrived at 5:33pm)
Councillor C. Downer  Councillor C. Billings (arrived at 5:33)
Councillor D. Gibson  Councillor L. Piper (arrived at 5:35pm)
Councillor M. MacKinnon

Staff:  Ms. A. Pappert, CAO
Ms. D. Jaques, General Manager of Legal and Realty Services/City Solicitor
Ms. T. Agnello, Deputy City Clerk
Mr. D. McMahon, Council Committee Coordinator

Others  Mr. L. Petroczi, General Manager, Guelph Junction Railway Company
Present:  Mr. D. Jenison, Chair, GJR Board of Directors

Open Meeting (5:30 p.m.)

Call to Order

Mayor Guthrie called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

There was no disclosure.

Confirmation of Agenda

1. Moved by Councillor Allt
   Seconded by Councillor Gordon

   That the open meeting agenda of the February 18, 2015 Guelph Junction Railway shareholder meeting be confirmed as written and attached.

   VOTING FAVOUR: Mayor Guthrie, Councillors Mackinnon, Gibson, Allt, Bell, Downer, Salisbury, Wettstein, Gordon (9)
   VOTING AGAINST: (0)

Councillors Hofland, Van Hellemond and Billings arrived.
Confirmation of Minutes

2. Moved by Councillor MacKinnon
   Seconded by Councillor Salisbury

   That the open and closed meeting minutes of the December 15, 2015 Guelph Junction Railway Shareholder meeting be confirmed as written and attached.

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

Councillor Piper arrived.

Council Consent Agenda

The following item was extracted:

GJR-2015.1 - Guelph Junction Railway – Corporate and Governance Restructuring

Extracted Item

2. Moved by Councillor MacKinnon
   Seconded by Councillor Salisbury

   1. That the Corporation file articles of continuance with Industry Canada, continuing the Corporation as if it had been incorporated under the CBCA.

   2. That, subject to the continuance of the Corporation under the CBCA and without affecting the validity of the Corporation or the existence of the Corporation by or under its Charter Documents or the validity of any act done thereunder, the articles of the Corporation are hereby amended to make all changes necessary to conform to the CBCA and such other changes permitted under the CBCA by substituting for the provisions thereof the provisions set out in the Canada articles of continuance, a draft copy of which is attached hereto as Schedule "A".

   3. That the Corporation be and is hereby authorized to change the name of the Corporation by way of filing the articles of continuance from The Guelph Junction Railway Company to Guelph Junction Railway Limited.

   4. That the Articles of Continuance are hereby approved and adopted.

   5. That any officer or director of the Corporation is authorized and directed to do all things and to execute all instruments and documents
necessary or desirable to carry out the foregoing, including, but not limited to, the Articles of Continuance.

6. That the directors may abandon the application to continue under the CBCA without further approval of the shareholders.

7. That the Shareholder Declaration of the City of Guelph relating to Guelph Junction Railway Company dated February 18, 2015 is approved.

8. That by-law #1, being the organizational by-law, enacted by the Board of Directors on January 27, 2015, is approved.

Councillor Billings requested that recommendation 8 be voted on separately.

**Clauses 1-7**

1. That the Corporation file articles of continuance with Industry Canada, continuing the Corporation as if it had been incorporated under the CBCA.

2. That, subject to the continuance of the Corporation under the CBCA and without affecting the validity of the Corporation or the existence of the Corporation by or under its Charter Documents or the validity of any act done thereunder, the articles of the Corporation are hereby amended to make all changes necessary to conform to the CBCA and such other changes permitted under the CBCA by substituting for the provisions thereof the provisions set out in the Canada articles of continuance, a draft copy of which is attached hereto as Schedule "A".

3. That the Corporation be and is hereby authorized to change the name of the Corporation by way of filing the articles of continuance from The Guelph Junction Railway Company to Guelph Junction Railway Limited.

4. That the Articles of Continuance are hereby approved and adopted.

5. That any officer or director of the Corporation is authorized and directed to do all things and to execute all instruments and documents necessary or desirable to carry out the foregoing, including, but not limited to, the Articles of Continuance.

6. That the directors may abandon the application to continue under the CBCA without further approval of the shareholders.

7. That the Shareholder Declaration of the City of Guelph relating to Guelph Junction Railway Company dated February 18, 2015 is approved.
VOTING IN FAVOUR: Mayor Guthrie, Councillors MacKinnon, Hofland, Gibson, Allt, Downer, Bell, Piper, Salisbury, Wettstein, Van Hellemont and Gordon (12)
VOTING AGAINST: Billings (1)  
CARRIED

Clause 8

8. That by-law #1, being the organizational by-law, enacted by the Board of Directors on January 27, 2015, is approved.

VOTING IN FAVOUR: Mayor Guthrie, Councillors MacKinnon, Hofland, Billings, Allt, Downer, Bell, Piper, Salisbury, Wettstein and Gordon (11)
VOTING AGAINST: Councillors Gibson and Van Hellemont (2)  
CARRIED

Adjournment (5:47pm)

3. Moved by Councillor Allt  
Seconded by Councillor MacKinnon

That the meeting be adjourned.  
CARRIED

Minutes to be confirmed on March 23, 2015.

__________________________
Mayor Guthrie
  
__________________________
Council Committee Coordinator
His Worship the Mayor and Councillors of the City of Guelph.

Your Corporate Services Committee beg leave to present their FIRST CONSENT REPORT as recommended at its meeting of March 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 Corporate Services Committee will be approved in one resolution.*

---

**C-2015.6 Delegation of “Head” Under the Municipal Freedom of Information and Protection of Privacy Act**

1. That in accordance with section 3 and subsection 49(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, Act R.S.O., 1990, M.56, as amended under (“MFIPPA”), Council delegates all of its powers and duties as “head” under MFIPPA to the City Clerk.

2. That the Delegation of Authority By-law (2013)-19596 be amended by adding Schedule “CC” to designate the City Clerk as the “Head” for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* as attached as Schedule 1 to the “Delegation of “Head” Under the Municipal Freedom of Information and Protection of Privacy Act* report dated March 2, 2015.

All of which is respectfully submitted.

Councillor June Hofland, Chair
Corporate Services Committee

*Please bring the material that was distributed with the Agenda for the March 2, 2015 Corporate Services Committee meeting.*
STAFF REPORT

TO Corporate Services Committee

SERVICE AREA Corporate Services

DATE March 2, 2015

SUBJECT Delegation of “Head” under the Municipal Freedom of Information and Protection of Privacy Act

REPORT NUMBER CS-2015-19

EXECUTIVE SUMMARY

PURPOSE OF REPORT
To delegate the City Clerk as “Head” for the purposes of the Municipal Freedom of Information and Protection of Privacy Act

KEY FINDINGS
The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) section 3(1) states Council is the “Head” for the purposes of MFIPPA, however Council may designate a staff person, such as the City Clerk, to ensure the efficient and effective management of the City of Guelph personal information holdings and records.

FINANCIAL IMPLICATIONS
None

ACTION REQUIRED
Committee to recommend, and ultimately for City Council to delegate the City Clerk as “Head” for the purpose of the Municipal Freedom of Information and Protection of Privacy Act through an amendment to the delegation of authority By-law.

RECOMMENDATION

1. That in accordance with section 3 and subsection 49(1) of the Municipal Freedom of Information and Protection of Privacy Act, Act R.S.O, 1990, M.56, as amended under (“MFIPPA”), Council delegates all of its powers and duties as “head” under MFIPPA to the City Clerk.

2. That the Delegation of Authority By-law (2013)-19596 be amended by adding schedule “CC” to designate the City Clerk as the “Head” for the
purposes of the Municipal Freedom of Information and Protection of Privacy Act as attached hereto.

BACKGROUND & REPORT

The Municipal Freedom of Information and Protection of Privacy Act also known as MFIPPA was enacted in 1990. The Act designates Council as the “Head” for the purposes of administering the MFIPPA. In an effort to effectively and efficiently coordinate responses to Freedom of Information (“FOI”) requests and to ensure the City of Guelph meets the legislative timeline of 30 days to respond to requests for information, the City Clerk has acted as the head since MFIPPA was enacted in 1990. This report and subsequent amendment to the Delegation Bylaw seeks to formalize this role, as most other municipalities in Ontario have done.

Section 3(1) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), states: “The members of council of a municipality may by by-law designate from among themselves an individual or a committee of the council to act as the “Head” of the municipality for the purposes of this Act.”

Section 49(1) of MFIPPA states, “A “Head” may in writing delegate a power or duty granted or vested in the head to an officer or officers of the institution or another institution subject to such limitations, restrictions, conditions and requirements as the head may set out in the delegation”.

To ensure accountability to Council in response to this delegated authority if approved, the City Clerk, in accordance with MFIPPA, forwards an annual report to the Information and Privacy Commissioner of Ontario and through the Clerks Annual Report.

CORPORATE STRATEGIC PLAN

Organizational Excellence

1.3 Build robust systems, structures and frameworks aligned to strategy

Innovation in Local Government

2.2 Deliver public service better
2.3 Ensure accountability, transparency and engagement

FINANCIAL IMPLICATIONS

As this is formalising an existing administrative procedure there are no financial implications.
None

ATTACHMENTS
ATT-1 Schedule “CC” to Bylaw Number (2013)-19529

Tina McKinnon, Access, Privacy and Records Specialist
Report Author

Approved By
Stephen O’Brien
City Clerk
519.822.1260 x5644
Stephen.obrien@guelph.ca

Recommended By
Mark Amorosi
Deputy CAO
519.822.1260 x2281
mark.amorosi@guelph.ca
DELEGATION OF AUTHORITY TO ACT AS HEAD PURSUANT TO THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Power to be Delegated
To delegate the City Clerk as the “Head” for the purposes of the Municipal Freedom of Information and Protection of Privacy Act,(MFIPPA) as per section 3(1) of the Act.

Reasons in Support of Delegation
- MFIPPA allows Council to delegate their authority as “Head” to administer the provisions of the MFIPPA
- Contributes to the efficient management of the City of Guelph
- Enables the City of Guelph to meet the legislated timelines for compliance with MFIPPA
- Maintains accountability through conditions, limitations and reporting requirements. Staff report to City Council and the Information and Privacy Commissioner of Ontario via an annual report
- Supports the Strategic Plan

Delegate(s)
The following staff or their successors thereof:
- The City Clerk
- A person who is appointed by the City Clerk or selected from time to time by one to act in their stead.

Council to Retain Power
No

Conditions and Limitations
- Exercise of authority will be pursuant to the provisions of the MFIPPA, as amended.

Review or Appeal
The decision of the “Head” is appealable to the Information and Privacy Commissioner of Ontario

Reporting Requirements
Annual information report on the Municipal Freedom of Information and Protection of Privacy Act pursuant to this delegation is made to the Information and Privacy Commissioner annually and, through the City Clerk’s Department annual report, to Council.
CONSENT REPORT OF THE
GOVERNANCE COMMITTEE

March 23, 2015

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

Your Governance Committee beg leave to present their FIRST CONSENT
REPORT as recommended at its meeting of March 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 Governance Committee will be
approved in one resolution.*

**GOV-2015.1 Annual Report of the Integrity Commissioner**

1. That the report of the Integrity Commissioner dated March 3, 2015 be
received.

2. That the Code be amended by the addition of the following clause after the
section entitled Improper Use of Influence:

   “Members should not advocate on behalf of any person at a hearing of an
   adjudicative board (as listed on the City’s web site) and should not contact
   any member of such a board regarding any application before it.”

**GOV-2015.2 Internal Audit Reporting Structure**

1. That internal audits will be reported through to the Audit Committee.

2. That management continue to refine the processes and terms for functional
and administrative reporting by the internal audit function and report back on
any recommended amendments to the *Internal Audit Charter*, in 2015, to the
Governance Committee.

All of which is respectfully submitted.

Mayor Guthrie, Chair
Governance Committee

*Please bring the material that was distributed with the Agenda for the
March 3, 2015 meeting*
TO  Governance Committee
FROM  Integrity Commissioner
DATE  March 3, 2015
SUBJECT  Annual Report of the Integrity Commissioner

SUMMARY

Purpose of Report:
To provide a summary of the activities carried out by the Integrity Commissioner during 2014 and to provide a recommendation regarding Councilors appearing before adjudicative tribunals.

Council Action:
To receive the report of the Integrity Commissioner dated March 3, 2015. To amend the Code of Conduct for members of Council and Local boards (the “Code”)

RECOMMENDATION
That the report of the Integrity Commissioner dated March 3, 2015 be received.

That the Code be amended by the addition of the following clause after the section entitled Improper Use of Influence:

“Members of Council should not advocate on behalf of any person at a hearing of an adjudicative board (as listed on the City’s web site) and should not contact any member of such a board regarding any application before it. Councillors may file a letter with the secretary of such board providing information on an application and infrequently may appear before such board to provide information.”

BACKGROUND

I was appointed Integrity Commissioner for the City of Guelph by By-law on November 28, 2011. My services to the City are covered by Contract number 11-116 which expires on December 31, 2015. I currently serve also as the Integrity Commissioner for Mississauga, Brampton, Oakville and four other municipalities in Ontario.
My duties in Guelph as Integrity Commissioner include the following:

1. To provide advice to individual members of Council, Council as a whole, members of City staff and the public on interpretation of the Code;
2. To conduct inquiries into whether a member has contravened any applicable provision of the Code; and
3. To attempt to settle any complaints between a complainant and member.

REPORT

I received no complaints and carried out no investigations in 2014. This inactivity is a credit to the conduct of all members of Council during the year particularly since the year included a municipal election. The Code of Conduct establishes rules of ethics for Councillors to follow and constitutes an offer to all citizens of the City of Guelph to file complaints if any of them feel that any member of Council or Local Board has failed to follow the Code.

During the year, I participated in meetings of the Integrity Commissioners of Ontario where all of the Commissioners in Ontario discuss items of mutual interest. I hosted the October meeting at the City of Mississauga. I also participated as a panel member in a conference at Osgoode Hall Law School on ethics, with the Integrity Commissioners for Toronto and Ottawa.

This year will be my fifth year serving as Integrity Commissioner for the City and have appreciated the cooperation and support of members of Council and staff throughout the term of the contract.

ADJUDICATIVE TRIBUNALS

A complaint filed in 2013 centered around an appearance by a member of Council at the Committee of Adjustment to oppose a staff recommendation. The complaint was settled but in my report, I advised Council that the Code should be reviewed in relation to Councillors’ relationship with adjudicative tribunals such as the Committee of Adjustment.

The City’s web site lists its “Quasi-Judicial/Adjudicative Committees” as:

Appeals Committee (Licensing)
Committee Of Adjustment
Municipal Election Compliance Audit Committee
Property Standards/Fence Viewers Committee
Well Interference Committee

All of the members of such committees are appointed by Council and tasked with making independent decisions on the basis of fairness and with consistency. Councillors who intervene on behalf of a party at a hearing or privately with one of the members, may be perceived to be using their influence improperly.
I have had occasion to advise another client/municipality on this subject which resulted in considerable debate and two changes to its Code of Conduct. I firstly recommended that Councillors be permitted to file a letter with the secretary of the committee containing information about an application but that no other contact should occur with the members including making representations at the hearing or private contacts. Several months later a Councillor advised Council that it is vital that he appear before the Committee of Adjustment to lock in a down-zoning agreed to by the developer because he was the only person with complete information on the application which he acquired over several years. A second amendment to the Code was approved which prohibited advocacy by a Councillor but permitted infrequent appearances to provide information only.

I recommend that the following section be added to the Code on page 7 after the section headed Improper Use of Influence:

Members of Council should not advocate on behalf of any person at a hearing of an adjudicative board (as listed on the City’s web site) and should not contact any member of such a board regarding any application before it. Councillors may file a letter with the secretary of such board providing information on an application and infrequently may appear before such board to provide such information.

CORPORATE STRATEGIC PLAN

This report supports strategic goal 5: “A community-focused, responsive and accountable government”

FINANCIAL IMPLICATIONS
N/A

DEPARTMENTAL CONSULTATION
N/A

ATTACHMENTS
None.

Prepared and Recommended By:
Robert J. Swayze
Integrity Commissioner
519-942-0070
robert.swayze@sympatico.ca

__________________________
Robert J. Swayze
Integrity Commissioner
EXECUTIVE SUMMARY

SUMMARY OF REPORT
To provide an update and recommendations with respect to staffs’ ongoing review of the reporting structure for the internal audit function.

KEY FINDINGS
1. It is a best practice to have a municipal Internal Auditor report the findings of audits to an Audit Committee.
2. Best practice also states that the position of Internal Auditor reports ‘functionally’ to the Audit Committee and ‘administratively’ to the Chief Administrative Officer. As Guelph evolves the internal audit function, it is timely to clarify and refine what comprises functional and administrative reporting and processes. Staff continue to review these matters in greater detail and will report to Governance Committee in 2015 as part of the term review of the Internal Audit Charter.

FINANCIAL IMPLICATIONS
N/A

ACTION REQUIRED
To approve the recommendations in report CAO-A-1502.

RECOMMENDATION

1. That internal audits will be reported through to the Audit Committee;

And;

2. That management continue to refine the processes and terms for functional and administrative reporting by the internal audit function and report back on any recommended amendments to the Internal Audit Charter, in 2015, to the Governance Committee.
BACKGROUND
Guelph City Council established its internal audit function in July 2012. Its role is to provide a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, controls, policies and processes.

An Internal Audit Charter was created that defines the mandate, scope, authority, independence, responsibility and reporting structure of the function. The Internal Audit Charter is to be reviewed at least once during each term of Council.

Since 2012, the Internal Auditor has functionally reported to the Audit Committee and administratively reported to the Chief Administrative Officer. On May 26, 2014 Council passed the following resolution to temporarily change the reporting structure of the internal audit function:

GOV-2014.10 Internal Audit
1. That the City of Guelph Internal Auditor report to the Committee of the Whole for the remainder of the 2010-2014 Council term; and

2. That the Governance Committee review the reporting relationship for the Internal Auditor on an on-going basis commencing with the next term of Council.

REPORT
The Corporation of the City of Guelph is evolving its internal audit function.

Now into its 3rd year, the organization has embraced this audit function as a tool to support the assessment of operations, policies and business processes. It also provides a professional system for the corporation to address any enterprise risk management of assets.

General Reporting for an Internal Auditor
Through experience with the internal audit function, we are gaining a greater understanding of its role and the differences between an Internal Auditor and an Auditor General. This report serves to provide this clarity.

To be specific, whereas an Auditor General is responsible only to Council and typically performs only value for money type audits, an Internal Auditor has responsibilities to both Council and Management and seeks to improve operations and internal controls as Managements’ business partner.

The current best practice is for an Internal Auditor to report ‘functionally’ to the Audit Committee and ‘administratively’ to the Chief Administrative Officer.
This practice is supported by a survey of 12 municipal comparator cities of which 93% maintain this reporting structure. Guelph’s external auditors (Deloitte) also advise that this is a common reporting structure.

Therefore, Management is confident upon receiving this recent review, to recommend that internal audits will be reported to our Audit Committee as a Standing Committee of Council. This is the first recommendation of this report.

Further consideration: Functional and Administrative reporting
The City of Guelph continues to evolve its organizational systems, structures, processes and practices.

Maintaining the independence of an Internal Auditor is essential and must be done while balancing several management functions. For example, we must ensure that an audit work-plan is coordinated with the annual workload of service areas (this is done through the Executive Team); that the assignment of resources to support audits is successfully budgeted; that the Internal Auditor’s performance review is supported by an informed process; and that we can assure all that a “business partner” role of the internal audit function is well supported throughout the organization to ensure success.

At this time, we wish to continue to explore and delineate, for clarity, the obligations and processes for the internal audit functional and administrative reporting. For example, current research provides the definition of ‘administrative’ oversight as the Chief Administrative Officer providing approvals ‘for items such as vacations, expenses and training.’ Functional oversight means ‘approvals for annual work plans and performance evaluations.’

This continued review will involve the Internal Auditor, the Executive Team and consultation with the Audit Committee prior to returning with recommendations to the Governance Committee. It is intended that this review will satisfy the intent of Council’s May 2014 to “review the reporting relationship of the Internal Auditor on an ongoing basis commencing with the next term of Council.”

Therefore, management recommends that we continue to refine the functional and administrative reporting model for the internal audit function and report back on any recommended amendments to the Internal Audit Charter in 2015, to the Governance Committee.

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
Internal Auditor
Executive Team

COMMUNICATIONS
N/A

Authored and Recommended to Council
Ann Pappert, Chief Administrative Officer, City of Guelph
CONSENT REPORT OF THE
INFRASTRUCTURE, DEVELOPMENT & ENTERPRISE COMMITTEE

March 23, 2015

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

Your Infrastructure, Development & Enterprise Committee beg leave to
present their SECOND CONSENT REPORT as recommended at its meeting of

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-2015.4  2014 Annual and Summary Water Services Report
(Compliance)

1. That Guelph City Council receives and endorses the 2014 Annual and
Summary Water Services Report (compliance).

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 MARCH 3, 2015 INFRASTRUCTURE, DEVELOPMENT &
ENTERPRISE COMMITTEE MEETING.
EXECUTIVE SUMMARY

PURPOSE OF REPORT
As required by provincial legislation, this 2014 Annual and Summary Water Services report (the Report) is a compilation of information that demonstrates to the water system Owner and all stakeholders the ongoing delivery of an adequate and safe supply of drinking water to customers located within the City of Guelph Drinking Water System (Guelph DWS) and the Gazer Mooney Subdivision Distribution System (Gazer Mooney SDS, located in the Township of Guelph/Eramosa). Through the Report, system owners, senior leaders, and customers are informed of the performance of the Water Services Department for the period January 1 to December 31, 2014.

KEY FINDINGS
In 2014, Water Services maintained a high level of regulatory compliance and fulfilled its mandate to deliver both an adequate and safe supply of drinking water to its customers in the City of Guelph and Guelph/Eramosa Township. The results of the 2014 Ministry of the Environment and Climate Change (MOECC) Annual Inspection Report for the Guelph DWS and Gazer Mooney SDS are still pending.

FINANCIAL IMPLICATIONS
All financial implications related to the Report are accounted for in the approved Water Services Operating and Capital Budgets.

ACTION REQUIRED
As mandated by provincial legislation, that Guelph City Council endorse the findings of the Report.

That Water Services continues to comply with applicable regulations and follows industry best practices. That Water Services identifies and prepares for emerging regulations and evolving best practices to ensure the continued cost-effective, efficient provision of adequate and safe municipal drinking water.
STAFF REPORT

RECOMMENDATION
1. That Guelph City Council receives and endorses the 2014 Annual and Summary Water Services Report (compliance).

BACKGROUND
As required by provincial legislation, and in conformance with Water Services’ Quality Management System 12-01 Reporting to Owner policy, Water Services is presenting information to support the Owner’s compliance with section 19 of the Safe Drinking Water Act, 2002: Standard of care, municipal drinking water system. The “Owner” is defined as City Council, the CAO, and the Deputy CAO – Infrastructure, Development and Enterprise. Under the standard of care, the Owner is required to endorse annual water system reports prepared by the system operator (Guelph Water Services).

REPORT

Significant highlights of the report are as follows:

- Water Services had no health-related exceedances of provincial water quality parameters;
- Water Services took reasonable precaution and effort to comply with all provincial regulations;
- Water Services (as the Operating Authority) maintained the requirements for Accreditation, as required under the provincial Municipal Drinking Water Licensing Program, with no significant issues;
- All regulatory microbiological and chemical quality samples were taken by certified operators;
- All tests were performed by accredited, licensed laboratories on water samples collected throughout the drinking water system;
- The system provided approximately 16.6 million cubic meters of treated water (16.6 billion litres) in 2014;
- Implementation of SDWA s.19 “Standard of Care” - On December 31, 2012, Standard of Care provisions under Section 19 of the Safe Drinking Water Act (SDWA), 2002, came into force. City staff, the Mayor and Council received training on this subject in 2011, and will receive a refresher in 2015;
- Water Services experienced three events that were considered “adverse water quality incidents” as defined by the Safe Drinking Water Act; all events were resolved to the satisfaction of the Ministry of the Environment (see Table 1 in the Annual and Summary Report);
- There were no incidents of non-compliance (described in Section A of the Annual and Summary Report) associated with the Guelph Drinking Water System in 2014.
The results of the 2014 MOECC Annual Inspection Report results for the Guelph DWS and Gazer Mooney SDS are still pending.

CORPORATE STRATEGIC PLAN
1.2 Develop collaborative work teams and apply whole systems thinking to deliver creative solutions;
1.3 Build robust systems, structures and frameworks aligned to strategy;
2.3 Ensure accountability, transparency and engagement.

DEPARTMENTAL CONSULTATION
Feedback from Water Services staff (e.g. management, supervisory, compliance, conformance, technical, and operations) was requested on the contents of this report. Comments and feedback submitted have been incorporated into this report.

COMMUNICATIONS
Water Services will continue to make regular reports to Council (i.e. the drinking water system Owners) on the continuing suitability, adequacy and effectiveness of Water Services’ quality management system to ensure the ongoing delivery of an adequate and safe supply of drinking water. Copies of both the Report and Report Card are available on the City’s web site.

ATTACHMENTS
Attachment 1 Annual & Summary Water Services Report – Report Card
Attachment 2 The full report is available on the City’s website at:
http://guelph.ca/living/environment/water/drinking-water/water-testing/
Click on the link for “Annual & Summary Water Services Report – 2014”.

Report Author
Brigitte Roth
Quality Assurance Coordinator

Report Author
John-Paul Palmer
Compliance Coordinator

Recommended By
Peter Busatto
General Manager
Water Services
519-822-1260, ext. 2165
peter.busatto@guelph.ca

Approved By
Albert Horsman
Deputy CAO
Infrastructure, Development and Enterprise
519-822-1260, ext. 5606
al.horsman@guelph.ca
As per the Accessibility for Ontarians with Disabilities Act (AODA), this document is available in an alternate format by e-mailing waterservices@guelph.ca or by calling 519-837-5627.
The purpose of this report card is to provide a high-level summary of the 2014 Annual & Summary Report to several stakeholders. The full version of this report can be accessed online at www.guelph.ca/water.

Any inquiries can be made by e-mailing waterservices@guelph.ca or by calling 519-837-5627.

This report card includes information from both the Guelph Drinking Water System and the Gazer Mooney Subdivision Distribution System for the period of Jan.1 to Dec. 31, 2014 (unless otherwise noted). This report provides information related to responsibilities, scope and accomplishments of the Water Services division. This report also illustrates performance through dashboard and scorecard reporting on key performance indicators.

### REPORT CONTENTS

- **INTRODUCTION** ........................................................................................................................................... 1
- **GOVERNANCE STRUCTURE** .......................................................................................................................... 2
- **OUR DIVISION** ............................................................................................................................................... 3
- **OUR ROLE** .................................................................................................................................................... 4
- **PERFORMANCE SCORECARDS** .................................................................................................................... 6
  - A) INCIDENTS OF REGULATORY NON-COMPLIANCE ............................................................................. 7
  - B) INCIDENTS OF ADVERSE DRINKING WATER TESTS ........................................................................... 7
  - C) DEVIATIONS FROM CRITICAL CONTROL POINT (CCP) LIMITS AND RESPONSE ACTIONS ............ 8
  - D) THE EFFICACY OF THE RISK ASSESSMENT PROCESS ................................................................... 9
  - E) INTERNAL AND THIRD-PARTY AUDIT RESULTS .............................................................................. 10
  - F) RESULTS OF EMERGENCY RESPONSE TESTING ............................................................................. 10
  - G) OPERATIONAL PERFORMANCE AND STATISTICS ........................................................................... 11
  - H) RAW AND TREATED WATER QUALITY .............................................................................................. 15
  - I) TREATED WATER QUALITY – GAZER MOONEY SUBDIVISION DISTRIBUTION SYSTEM ............... 17
  - J) STATUS OF ONGOING AND EMERGING WATER QUALITY / SUPPLY INITIATIVES ...................... 17
  - K) EXPECTED FUTURE CHANGES THAT COULD AFFECT THE DWS OR THE QMS ...................... 19
  - L) CONSUMER FEEDBACK ....................................................................................................................... 26
  - M) RESOURCES NEEDED TO MAINTAIN THE QMS ................................................................................. 27
  - N) THE RESULTS OF INFRASTRUCTURE REVIEW .............................................................................. 27
  - O) OPERATIONAL PLAN CURRENCY, CONTENT AND UPDATES ......................................................... 28
  - P) STAFF SUGGESTIONS ............................................................................................................................ 28
- **WATER SERVICES’ KEY CHALLENGES** ...................................................................................................... 31
The governance structure at the City of Guelph has the departments reporting through standing committees to City Council.

The Water Services Department of the Infrastructure, Development and Enterprise Service Area reports through the Infrastructure, Development and Enterprise (IDE) Committee to City Council.

Owner (City Council, CAO and CAO-IDE) oversight of Water Services’ major policy areas and programs include:

- Financial Plans
- Budgets – Resources and Staffing
- Infrastructure Master Planning
- Major Programs
- Emergency Response
- Customer Service

**Safe Drinking Water** is a shared responsibility between:

- **The Province:**
  - the Ministry of the ENVIRONMENT & CLIMATE CHANGE and
  - the Ministry of HEALTH AND LONG-TERM CARE

- **Public Health:**
  - Wellington-Dufferin-Guelph Public Health (WDGPH)

- **The Municipality’s Drinking Water System Owner:**
  - City of Guelph Council and CAO (Guelph Drinking Water System)
  - Township of Guelph / Eramosa (Gazer Mooney Sub. Dist. Syst.)

- **The Operating Authority:**
  - Guelph Water Services (Accredited Operating Authority)
OUR DIVISION

Water Services is comprised of four functional areas. Divisional goals & objectives are described below:

Management of Water Supply includes:
- Water quality monitoring
- Redundant equipment for critical processes
- Provincially certified operators
- Additional treatment where necessary
- Supply facilities monitored continuously and checked daily
- Treatment systems facilities fully automated and redundant
- Protection from power failures through uninterruptable power supplies and electrical generators
- SCADA system provides for system security and alarms to on-call operator for after-hours issues

Distribution goals are:
- Effective design and build
  - Max. daily use for residential & ICI customers
  - Fire fighting demand
  - Operational redundancy
- Effective operation
  - Pressure management
  - Chlorine residual
  - Flushing and cleaning
- Effective maintenance
  - Timely response to breakdowns
  - Preventive to ensure infrastructure longevity and reliability of service
- Mitigation of distribution system failures
  - Automated monitoring and alarming
  - Competent and trained operators
  - Standard operating procedures
  - After-hours on-call and response program
  - Water Services Emergency Response Plan
OUR ROLE

This section illustrates the scope of responsibility and activities conducted by Water Services.

1. Source Water Protection
   - Grand River Source Protection Plan
   - Guelph Source Water Protection Program
   - Arkell Springs Forest Stewardship Project
     (42,945 trees planted since 2007)
   - Water Conservation & Efficiency Strategy Programs
     - Residential Rebate Programs
     - Blue Built Home
     - ICI Capacity Buyback
     - Water Wagon and tap water promotion
     - Rainwater Harvesting
     - “H20 GO Festival”
   - Outside Water Use By-law
   - Leak Detection Program identified 1,024 m³/day in loss reduction

2. Effective Treatment
   - Class IV Water Distribution & Supply Subsystem
     - 31 facilities for water: sources, supply, treatment, storage or transfer
     - 21 operational groundwater wells and a shallow groundwater collector system
     - 10 sites use chlorination for primary disinfection
     - 3 sites use UV + chlorination for multi-barrier primary disinfection
     - 16.6 billion litres treated (Jan. 1-Dec. 31)
     - 45.5 million litres (avg. daily demand)
     - Automation & redundancies built-in

3. Secure Distribution
   - 6.38 kms aqueduct;
   - ~ 50 million litres water storage capacity:
     - 5 storage reservoirs (~ 48 million litres);
     - 3 water towers (~ 11.2 million litres);
   - 542 kms watermain;
   - 4,062 watermain valves;
   - 2,698 fire hydrants;
   - 41,653 water services and water meters;
   - 2,652 ICI and multi-residential buildings and structures with:
     - 6,149 backflow prevention devices
     - 1,860 premise isolations.

4. Effective Monitoring & Reporting
   - Continuous monitoring
     - all regulatory microbiological and chemical quality samples were taken by certified operators and tests performed by accredited, licensed laboratories, as required by Safe Drinking Water Act

5. Effective Management
   - Municipal Drinking Water Licence,
   - Drinking Water Works Permit,
   - Permits to Take Water,
   - Financial & Infrastructure Plans,
   - DWQMS Accreditation,
   - Risk & Emergency Management,
   - 35 Certified Operators & 24/7 coverage,
   - Quarterly reports to Management to ensure Operators’ ongoing certification,
   - NSF Certification of parts & chemicals,
   - Continual Improvement
Map of Guelph’s Drinking Water System

The map included on this page depicts the two pressure zones that exist in Guelph’s Drinking Water System, along with the location of booster stations, wells, reservoirs and water towers.

There are two main water sources for Guelph’s drinking water system:
- True groundwater, requiring chlorination and
- GUDI-WEF (groundwater under the direct influence of surface water with effective in-situ filtration) requiring chlorination + UV

Owners and Operating Authorities are responsible for ensuring their drinking water systems:
- Provide water that meets all drinking water quality standards.
- Operate in accordance with the Safe Drinking Water Act and its regulations.
- Are kept in a fit state of repair.
- Are appropriately staffed and supervised by qualified persons.
- Comply with all sampling, testing and monitoring requirements.
- Meet all notification and reporting requirements.
**PERFORMANCE SCORECARDS**

The performance scorecards for Water Services consist of both KPIs and Statistics. Both types of measurements are needed to effectively manage the division. Additional information is included in the full version of this update report that can be accessed online at [www.guelph.ca/water](http://www.guelph.ca/water). Performance summaries are provided in the following categories:

a) Incidents of Regulatory Non-Compliance  
b) Incidents of Adverse Drinking-Water Tests  
c) Deviations from Critical Control Point (CCP) Limits and Response Actions  
d) The Efficacy of the Risk Assessment Process  
e) Internal and Third-Party Audit Results  
f) Results of Emergency Response Testing  
g) Operational Performance and Statistics  
h) Raw and Treated Water Quality – Guelph Drinking Water System  
i) Treated Water Quality – Gazer Mooney Subdivision Distribution System  
j) Status of Ongoing and Emerging Water Quality/Supply Initiatives  
k) Expected Future Changes That Could Affect the DWS or the QMS  
l) Consumer Feedback  
m) The Resources Needed to Maintain the QMS  
n) The Results of Infrastructure Review  
o) Operational Plan Currency, Content and Updates  
p) Staff Suggestions  

**DEFINITIONS**

Key Performance Indicator (KPI): A *measurement of the degree or status of progress towards goals and objectives. It is a measurement that you can impact.*

Statistic: A *measurement that provides information on trends or events. You often have minimal impact on statistics, such as number of customer calls or quantity of visits. Statistics inform activity that can impact the key performance indicators.*

Status:

- The results are positive and within target, no action is necessary.  
- The results are in range of the target, but not yet achieving target, some mitigating action may be necessary.  
- The results are outside the target range and corrective actions/initiatives are required to correct performance.
There were no incidents of non-compliance associated with the Guelph Drinking Water System in 2014 (Jan. 01 to Dec. 31).

The results of the 2014 Ministry of the Environment and Climate Change (MOECC) Annual Inspection Report for the Guelph DWS and Gazer Mooney SDS are still pending.

“Adverse Water Quality Incidents” (AWQI) refers to any unusual test result from treated water that does not meet a provincial water quality standard, or situation where disinfection of the water may be compromised. An AWQI indicates that on at least one occasion, a water quality standard was not met. From Jan. 1 – Dec. 31, 2014, there were three adverse water quality incidents (AWQIs) in the Guelph Drinking Water System (DWS) and one AWQI in the Gazer Mooney Subdivision Distribution System (GMSDS). A summary is included below.

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Guelph DWS AWQI #</th>
<th>Location</th>
<th>Description</th>
<th>Corrective Action</th>
<th>Resample Results Good</th>
<th>Deviation from Critical Control Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 28</td>
<td>115902</td>
<td>Burkes POE Sample Tap (S002)</td>
<td>Total Coliform (TC) colony count of 9 at Burkes POE Sample Tap (S002)</td>
<td>Wellington-Dufferin-Guelph Public Health (WDGPH), MOECC, and Spills Action Centre (SAC) notified. Resample results showed non-detect results for TC, E. coli and background at upstream and downstream locations (including S001, D005, and D0250 sample locations). No further action required.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>Feb 24</td>
<td>116157</td>
<td>Eleven samples at various locations</td>
<td>Sodium results ranging from 23 mg/L to 130 mg/L.</td>
<td>Wellington-Dufferin-Guelph Public Health (WDGPH), MOECC, and Spills Action Centre (SAC) notified. Resample results are comparable to initial results. No further action required.</td>
<td>No¹</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>Oct. 6</td>
<td>120786</td>
<td>F. M. Woods</td>
<td>UV Reactor #3 shut down and stopped providing UV dosage for 46 minutes due to UV control systems failure.</td>
<td>Wellington-Dufferin-Guelph Public Health (WDGPH), MOECC, and Spills Action Centre (SAC) notified. GUDIEF sources were diverted. UV disinfection was not provided.</td>
<td>NA</td>
<td>Yes</td>
</tr>
</tbody>
</table>

¹ The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.
This section describes any deviation from essential steps or points in the drinking water system at which control can be applied to prevent or eliminate a drinking water hazard or to reduce it to an acceptable level. These essential steps or points are known as critical control points (CCPs). CCPs are used to identify control measures to address hazards and hazardous events. CCPs are in part stipulated by regulation and in part derived through risk assessment of the Drinking Water System. Deviations from the CCPs are reported to both the Owners and Top Management, and are summarized in the tables included in Section B) Incidents of Adverse Drinking Water Tests. **There was one confirmed deviation from CCP Limits in 2014 from January to December, reported as AWQI #120786** (see Section B above).

Water Services’ Critical Control Points include:
- primary disinfection,
- secondary disinfection, and
- backflow prevention.

---

2 The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.
The annual risk assessment review described in “QMS 07 Risk Assessment” was conducted by members of Water Services’ Continuous Improvement Team on Feb. 12, 2014, subsequently approved at a Management Review Meeting on Apr. 11, 2014 and presented in the “Executive Summary of Risk Assessment Outcomes” table:

<table>
<thead>
<tr>
<th>Process</th>
<th>Hazardous Event</th>
<th>RISK RATING³</th>
<th>City Physical Control Measures</th>
<th>City Operational Control Measures</th>
<th>External Control Measures (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Supply</td>
<td>Source Degradation &amp; Contamination: Private Sources</td>
<td>Moderate</td>
<td>Not Within City Control</td>
<td>+</td>
<td>Private Contamination Sources Regulated by Ontario Ministry of the Environment</td>
</tr>
<tr>
<td></td>
<td>Source Degradation &amp; Contamination: City Sources</td>
<td>Moderate</td>
<td></td>
<td>+</td>
<td>Ontario Environmental Protection Act, Source Protection Plans</td>
</tr>
<tr>
<td></td>
<td>Source Water Infrastructure Failures</td>
<td>Moderate</td>
<td>+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treatment (Chlorination at all sites + UV disinfection where applicable)</td>
<td>Inadequate Chemical Supply</td>
<td>Low</td>
<td></td>
<td></td>
<td>NSF Certification of Chemicals</td>
</tr>
<tr>
<td></td>
<td>Treatment Infrastructure Failure</td>
<td>Low</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Insufficient Primary Disinfection</td>
<td>Moderate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td>Insufficient Secondary Disinfection</td>
<td>Low</td>
<td>+</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Storage Infrastructure Failure</td>
<td>Low</td>
<td>-</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>Distribution</td>
<td>Distribution Infrastructure Failure</td>
<td>Moderate</td>
<td>+</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cross-connection or backflow</td>
<td>Moderate</td>
<td>+</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Insufficient Secondary Disinfection</td>
<td>Moderate</td>
<td>+</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security</td>
<td>Low</td>
<td>+</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unauthorized Entry</td>
<td>Low</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monitoring &amp; Reporting</td>
<td>Low</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Failure of Monitoring Equipment</td>
<td>Low</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power</td>
<td>Moderate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power Failure</td>
<td>Low</td>
<td></td>
<td>+</td>
<td>Mutual Aid Agreements</td>
</tr>
</tbody>
</table>

³ Risk Ratings are based on the risk calculation (likelihood rating x consequence rating), as included in the “QMS 08 Risk Assessment Outcome” document: "Low" risk: 1 to 5; "Moderate" risk: 6 to 11; "High" risk: 12 or higher

⁴ Cells with GREEN highlights indicate that Water Services has determined there are sufficient control measures to adequately control the risks. Items highlighted in YELLOW and RED indicate risk areas that are not sufficiently addressed through existing control measures, and require additional work. + - Improvement being made
E) INTERNAL AND THIRD-PARTY AUDIT RESULTS

Internal auditing and third-party auditing is performed to fulfill the mandatory requirements of the Drinking Water Quality Management Standard (DWQMS). The internal audit is completed using trained internal staff. The purpose of audits is to evaluate the level of conformance of Water Services to the DWQMS. Audits identify both conformance and non-conformance with the DWQMS as well as opportunities for improvement.

The 2014 internal process audits were completed on May 15 to 23, 2014. Internal audit findings are related to QMS orientation training updates for current and any new staff (QMS 04). Various opportunities for improvement suggested by staff were also noted in the internal audit report.

Third-party external on-site audits were completed on Jun. 10 to Jun. 12, 2014. There were no nonconformities identified during this audit. Noted opportunities for improvement by the auditor were related to improving the following processes: communications (QMS 12) and tracking improvement items (QMS 21). These opportunities for improvement will be followed-up on by the auditor at the next on-site audit in Jun. 9-11, 2015.

F) RESULTS OF EMERGENCY RESPONSE TESTING

Emergency response testing is regularly completed as a component covered by the Water Services’ Quality Management System (QMS) to ensure that Water Services maintains a reasonable readiness to deal with emergencies. The ability to deal with emergencies is critical in demonstrating that Water Services has taken a diligent approach to operating the Guelph Drinking Water System. Feedback from this testing and from actual events is gathered during debriefing sessions and improvement items are incorporated into the Water Services Emergency Plan and/or daily operations.

During the winter of 2014, Guelph experienced seventy-six frozen services (with sixty temporary lines installed); the greatest number in one season since 1993. Typically, there have been an average of six frozen service lines per winter season. For each frozen service event, immediate actions were taken by staff to prevent any further complications.

Water Services staff continue to work on closing corrective actions initiated from debriefing sessions related to Winter 2014’s frozen services and ice storm events that occurred in 2013.

Follow-up on longer-term corrective and improvement actions is in progress.
This section describes the various pieces of information that are used to gauge the performance of the Drinking Water System, including reasoning for changes or observations. The following information is related to pumpages:

Summaries of total water pumped, instantaneous flows and capacity (flows and volumes compared to rated capacities) by the City of Guelph from Jan. 01 to Dec. 31 can be found in the full version of the report available at www.guelph.ca/water.

Water Services processed 16,594,145 cubic metres (16.6 billion litres) of water to the distribution system in 2014 (Jan. 01 to Dec. 31). This represents 2.4 per cent more water being supplied to the distribution system in 2014 as compared to the same time period in 2013 and 0.5 per cent more water than in 2012. The average daily water demand was 45,463 cubic metres (45.5 million litres). The maximum day production of water in 2014 was 52,614 cubic metres (52.6 million litres) and occurred on Jun. 17, 2014. The minimum day production of water in the same time period was 32,644 cubic metres (32.6 million litres) and occurred on Dec. 26, 2014.
Water Production vs. Water Consumption vs. Population

The table below depicts the annual maximum pumpages (peak water days), average daily water production, and average daily water consumption rates in cubic metres per day (m³/day) as compared against Guelph’s population.

Water Conservation & Efficiency Program goals include:

- **Reduce water use by 8.7 MLD by 2019**
- **Affordability:** most cost effective source of new water capacity and limit capital and O&M costs
- **Source Sustainability:** sustainability of water supplies, limit impacts of growth and expand life of public supply infrastructure assets
- **Source Optimization:** reduce operational and environmental impacts of peak season demands
- **Compliance:** maintain compliance requirements for PTTWs and Water Opportunities Act.
- **Community Awareness:** foster community awareness regarding water use and stewardship.
- **Emergency Preparedness:** short-term management of water demand and public engagement in emergency scenarios
- **Future Readiness:** best position for City for climate change resiliency

Notes:
2014 Water Consumption values presented above represent annual year to date averages for the period of Jan. 1 to Nov. 30, 2014. 2014 population projection Watson & Associates + annual interpolation (AECOM September 6, 2013)
Collector Flows

The Arkell Spring Grounds Collectors (“Collectors”), one of Guelph’s many water sources, consist of a gravity-fed under-drain system that collects shallow overburden groundwater. This system has been in use since the early 1900s and can represent as much as 40 per cent of the total city-wide daily water production. When the output of this source is reduced, Water Services is required to make up the difference from other water supplies.

The following “Glen Collector Volumes” graph depicts the Glen Collector flow rate in cubic metres per day (m³/day) that is averaged each week.

Throughout the year, the production from this water supply varies from an approximate low of 4,000 cubic metres (4 million litres) up to an approximate high of 20,000 cubic metres (20 million litres) per day.

The Collectors can also be used as a measurable index of the state of the environment (i.e. very dry to very wet) as they respond to rainfall and other environmental conditions.

The volume of water that the Collectors produce is one of the benchmarks used in the decision-making process to determine the appropriate level of outside water use for the City.

The Collectors have produced 3,076,164 cubic metres (3.0 billion litres) of water in 2014 (Jan. 01 to Dec. 31). This represents 13.6 per cent more water as compared to the same time period in 2013 and 42.7 per cent more water than in 2012.
**Distribution System Maintenance (Jan. 1 to Dec. 31):**

<table>
<thead>
<tr>
<th>DISTRIBUTION JOB TYPE</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acoustic Leak – Dry</td>
<td>3</td>
</tr>
<tr>
<td>Blow Off Install</td>
<td>2</td>
</tr>
<tr>
<td>Dig to find leak</td>
<td>3</td>
</tr>
<tr>
<td>Hi/Low Jumper Install</td>
<td>0</td>
</tr>
<tr>
<td>Hydrant Install (WW)</td>
<td>0</td>
</tr>
<tr>
<td>Hydrant Remove</td>
<td>1</td>
</tr>
<tr>
<td>Hydrant Repair</td>
<td>33</td>
</tr>
<tr>
<td>Hydrant Repair Hit</td>
<td>2</td>
</tr>
<tr>
<td>Hydrant Replace (WW)</td>
<td>6</td>
</tr>
<tr>
<td>Hydrant Replace Hit</td>
<td>2</td>
</tr>
<tr>
<td>Leak Detection (km of metallic watermains)</td>
<td>287</td>
</tr>
<tr>
<td>Main Break</td>
<td>77</td>
</tr>
<tr>
<td>Other (e.g. exploratory excavations, miscellaneous repairs, etc.)</td>
<td>10</td>
</tr>
<tr>
<td>Re-route Watermain</td>
<td>0</td>
</tr>
<tr>
<td>Sample Station Install</td>
<td>0</td>
</tr>
<tr>
<td>Sample Station Replace</td>
<td>0</td>
</tr>
<tr>
<td>Service Cut Off</td>
<td>12</td>
</tr>
<tr>
<td>Service Lowered</td>
<td>3</td>
</tr>
<tr>
<td>Service New Install</td>
<td>0</td>
</tr>
<tr>
<td>Service Repair</td>
<td>116</td>
</tr>
<tr>
<td>Service Replace Lead</td>
<td>3</td>
</tr>
<tr>
<td>Service Replace Non-Lead</td>
<td>18</td>
</tr>
<tr>
<td>Valve Install (WW)</td>
<td>2</td>
</tr>
<tr>
<td>Valve Remove</td>
<td>0</td>
</tr>
<tr>
<td>Valve Repair</td>
<td>14</td>
</tr>
<tr>
<td>Valve Replace (WW)</td>
<td>22</td>
</tr>
<tr>
<td>Meters New</td>
<td>417</td>
</tr>
<tr>
<td>Meters Exchanged</td>
<td>617</td>
</tr>
<tr>
<td>Hydrants new/replaced by Eng.</td>
<td>24</td>
</tr>
<tr>
<td>Total City Hydrants</td>
<td>2,698</td>
</tr>
<tr>
<td>Valves new/replaced by Eng. (km)</td>
<td>28</td>
</tr>
<tr>
<td>Total City Main Valves</td>
<td>4,062</td>
</tr>
<tr>
<td>Watermains new/replaced by Eng. (km)</td>
<td>3.25</td>
</tr>
<tr>
<td>Total Watermains Excluding Aqueduct (km)</td>
<td>542.1</td>
</tr>
<tr>
<td>Watermains Cleaned (km)</td>
<td>195.3</td>
</tr>
<tr>
<td>Watermains Re-lined (m)</td>
<td>0</td>
</tr>
</tbody>
</table>

**Major Water Supply Maintenance (Jan. 1 to Dec. 31):**

<table>
<thead>
<tr>
<th>SUPPLY MAJOR MAINTENANCE ACTIVITY</th>
<th>Well Site(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arc Flash &amp; Coordination Study</td>
<td>All sites</td>
</tr>
<tr>
<td>Automatic Transfer Switch parts replacement and connection clean-up</td>
<td>Paisley</td>
</tr>
<tr>
<td>Automatic Transfer Switch Asco controller replacement</td>
<td>Paisley</td>
</tr>
<tr>
<td>Dam Rehabilitation</td>
<td>Arkell Spring Grounds</td>
</tr>
<tr>
<td>Diesel Generator Automatic Transfer Switch Install</td>
<td>Robertson Booster Station</td>
</tr>
<tr>
<td>Diesel Generator Rentals</td>
<td>Burkes, Arkell #14, Robertson Booster Station</td>
</tr>
<tr>
<td>Diesel Generator Service</td>
<td>F.M. Woods (for Caterpillar Generator)</td>
</tr>
<tr>
<td>Diesel Generator Service and Load Test</td>
<td>All Sites</td>
</tr>
<tr>
<td>Door Replacement</td>
<td>F.M. Woods</td>
</tr>
<tr>
<td>Emergency Power Supply Load Break Switch &amp; Connection Cabinet Install</td>
<td>F.M. Woods</td>
</tr>
<tr>
<td>Fence Enclosure Installation for Two Manholes</td>
<td>Private Property (McKenzie Bros., Watson Rd.)</td>
</tr>
<tr>
<td>Gate Installation</td>
<td>Arkell Spring Grounds Main Entrance and Carter Farm Main Entrance</td>
</tr>
<tr>
<td>Gate Repairs</td>
<td>Various sites</td>
</tr>
<tr>
<td>Heater Rental</td>
<td>Speedvale Tower</td>
</tr>
<tr>
<td>Heater Diesel Fuel</td>
<td>Speedvale Tower</td>
</tr>
<tr>
<td>HVAC Preventive Maintenance (annual)</td>
<td>F.M. Woods</td>
</tr>
<tr>
<td>MCC Fuses (6-130 A 5,000 V; and 8-100 A 5,000 V)</td>
<td>F.M. Woods</td>
</tr>
<tr>
<td>MCC Servicing</td>
<td>F.M. Woods, Paisley</td>
</tr>
<tr>
<td>Pump &amp; Motor Rebuild</td>
<td>Paisley (across the line pump #2)</td>
</tr>
<tr>
<td>Pump starter installation with wiring</td>
<td>Paisley (pump #7)</td>
</tr>
<tr>
<td>Pump Piping Replacement</td>
<td>Eramosa River</td>
</tr>
<tr>
<td>Reliability-Centered Maintenance Program (RCMP, ongoing)</td>
<td>All sites</td>
</tr>
<tr>
<td>Snow Removal (seasonal)</td>
<td>Various sites</td>
</tr>
<tr>
<td>Tower Repair with Inspection &amp; Maintenance</td>
<td>Speedvale Tower</td>
</tr>
<tr>
<td>Transformer Replacement</td>
<td>F.M. Woods</td>
</tr>
<tr>
<td>Transformer Servicing</td>
<td>F.M. Woods, Paisley</td>
</tr>
<tr>
<td>Tree Removal (of those that could damage hydro lines)</td>
<td>Arkell Spring Grounds, Carters</td>
</tr>
<tr>
<td>UPS Preventive Maintenance</td>
<td>F.M. Woods</td>
</tr>
<tr>
<td>UV Maintenance</td>
<td>Emma and Water Street Wells</td>
</tr>
<tr>
<td>Waste Line Connections</td>
<td>From Arkell #7 at Waste Line for Arkell #15</td>
</tr>
<tr>
<td>Well Pump Replacement</td>
<td>Helmar Well</td>
</tr>
<tr>
<td>Zone 2 Closed System Upgrade</td>
<td>Paisley Booster Station, Robertson Booster Station, Clythe Booster Station</td>
</tr>
</tbody>
</table>
H) RAW AND TREATED WATER QUALITY

Under the Safe Drinking Water Act (SDWA), municipalities are required to monitor both the raw and treated quality of the source water supplied. This monitoring is performed for both regulatory compliance and due diligence. Any results outside criteria in the table below are reported under section B) Adverse Water Quality Incidents.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Location</th>
<th># Analyses</th>
<th>Criteria</th>
<th># Outside Criteria*</th>
<th>Results Range</th>
<th>Regulatory Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Chlorine Residual</td>
<td>Guelph Zone One</td>
<td>367</td>
<td>0.05-4.0 mg/L</td>
<td>0</td>
<td>0.54-1.06 mg/L</td>
<td>O. Reg. 170/03 Schedule 7-2</td>
</tr>
<tr>
<td>Free Chlorine Residual</td>
<td>Guelph Zone Two</td>
<td>361</td>
<td>0.05-4.0 mg/L</td>
<td>0</td>
<td>0.56-0.98 mg/L</td>
<td>O. Reg. 170/03 Schedule 7-2</td>
</tr>
<tr>
<td>Raw – E. coli</td>
<td>Raw sources, no disinfection</td>
<td>897</td>
<td>n/a</td>
<td>n/a</td>
<td>0-72 cfu/100 mL</td>
<td>O. Reg. 170/03 Schedule 10-4</td>
</tr>
<tr>
<td>Raw – Total Coliform</td>
<td>Raw sources, no disinfection</td>
<td>897</td>
<td>n/a</td>
<td>n/a</td>
<td>0-75 cfu/100 mL</td>
<td>O. Reg. 170/03 Schedule 10-4</td>
</tr>
<tr>
<td>Raw – HPC</td>
<td>Raw sources, no disinfection</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>O. Reg. 170/03 Schedule 10-4</td>
</tr>
<tr>
<td>Raw – Background</td>
<td>Raw sources, no disinfection</td>
<td>897</td>
<td>n/a</td>
<td>n/a</td>
<td>0-240 cfu/100 mL</td>
<td>O. Reg. 170/03 Schedule 10-4</td>
</tr>
<tr>
<td>Raw River – E. coli</td>
<td>Raw sources, no disinfection</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>O. Reg. 170/03 Schedule 10-4</td>
</tr>
<tr>
<td>Raw River – Total Coliform</td>
<td>Raw sources, no disinfection</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>O. Reg. 170/03 Schedule 10-4</td>
</tr>
<tr>
<td>POE – E. coli</td>
<td>Disinfected (&quot;treated&quot;) water at point of entry (POE)</td>
<td>542</td>
<td>0</td>
<td>0</td>
<td>0-9 cfu/100 mL</td>
<td>O. Reg. 170/03 Schedule 10-3</td>
</tr>
<tr>
<td>POE – Total Coliform</td>
<td>Disinfected (&quot;treated&quot;) water at point of entry (POE)</td>
<td>542</td>
<td>0</td>
<td>0</td>
<td>0-9 cfu/100 mL</td>
<td>O. Reg. 170/03 Schedule 10-3</td>
</tr>
<tr>
<td>POE – HPC</td>
<td>Disinfected (&quot;treated&quot;) water at point of entry (POE)</td>
<td>541</td>
<td>n/a</td>
<td>n/a</td>
<td>0-4 cfu/mL</td>
<td>O. Reg. 170/03 Schedule 10-3</td>
</tr>
<tr>
<td>POE – Background</td>
<td>Disinfected (&quot;treated&quot;) water at point of entry (POE)</td>
<td>542</td>
<td>n/a</td>
<td>n/a</td>
<td>0-5 cfu/100 mL</td>
<td>O. Reg. 170/03 Schedule 10-3</td>
</tr>
<tr>
<td>POE – Free Chlorine Residual</td>
<td>Disinfected (&quot;treated&quot;) water at point of entry (POE)</td>
<td>530</td>
<td>0.05-4.0 mg/L</td>
<td>0</td>
<td>0.56-1.29 mg/L</td>
<td>O. Reg. 170/03 Schedule 6-3</td>
</tr>
<tr>
<td>Dist. – E. coli</td>
<td>Disinfected (&quot;treated&quot;) water in Distribution System</td>
<td>1,712</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>O. Reg. 170/03 Schedule 10-2</td>
</tr>
<tr>
<td>Dist. – Total Coliform</td>
<td>Disinfected (&quot;treated&quot;) water in Distribution System</td>
<td>1,712</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>O. Reg. 170/03 Schedule 10-2</td>
</tr>
<tr>
<td>Dist. – HPC</td>
<td>Disinfected (&quot;treated&quot;) water in Distribution System</td>
<td>855</td>
<td>n/a</td>
<td>n/a</td>
<td>0-160 cfu/100 mL</td>
<td>O. Reg. 170/03 Schedule 10-2</td>
</tr>
<tr>
<td>Dist. – Free Chlorine Residual</td>
<td>Disinfected (&quot;treated&quot;) water in Distribution System</td>
<td>1,709</td>
<td>0.05-4.0 mg/L</td>
<td>0</td>
<td>0.25-1.30 mg/L</td>
<td>O. Reg. 170/03 Schedule 6-3</td>
</tr>
<tr>
<td>Raw Source Turbidity</td>
<td>Raw sources, no disinfection</td>
<td>869</td>
<td>n/a</td>
<td>n/a</td>
<td>0.01-0.39 ntu</td>
<td>O. Reg. 170/03 Schedule 7-3</td>
</tr>
<tr>
<td>POE – Free Chlorine Residual</td>
<td>Over 20 monitoring devices – continuous monitoring</td>
<td>1:5mins</td>
<td>0.05 mg/L</td>
<td>0</td>
<td>n/a</td>
<td>O. Reg. 170/03 Schedule 6-5</td>
</tr>
<tr>
<td>UV Dose F.M. Woods</td>
<td>Over 1 monitoring device – continuous monitoring</td>
<td>1:5mins</td>
<td>24 mJ/cm²</td>
<td>AWQI #120786</td>
<td>n/a</td>
<td>MOECC UV Treatment Criteria</td>
</tr>
<tr>
<td>UV Dose Urban Wells</td>
<td>Over 20 monitoring devices – continuous monitoring</td>
<td>1:5mins</td>
<td>40 mJ/cm²</td>
<td>0</td>
<td>n/a</td>
<td>MOECC UV Treatment Criteria</td>
</tr>
</tbody>
</table>
The table below includes relevant information about chemical, organic and inorganic sampling results due to their presence or significance within the Guelph Drinking Water System. Only parameters with Ontario Drinking Water Quality Standards (ODWQS) Maximum Allowable Concentration (MAC) limits and above minimum detection limits (MDL) are included. There was no instance of an adverse result in 2014 (Jan. 1 – Dec. 31). The full version of the Annual & Summary Report provides results for all chemical sampling. Any results outside criteria in the table below are reported under section B) Adverse Water Quality Incidents.

<table>
<thead>
<tr>
<th>Parameter</th>
<th># Samples</th>
<th>Sampling Frequency</th>
<th>Criteria MAC</th>
<th>Criteria ½ MAC</th>
<th># Outside Criteria</th>
<th>Results Range</th>
<th>Average</th>
<th>Regulatory Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trihalomethanes – Distribution System Samples</td>
<td>8</td>
<td>1:3 months</td>
<td>0.100\textsuperscript{a}</td>
<td>n/a</td>
<td>0</td>
<td>&lt; 0.0001</td>
<td>0.0001</td>
<td>O. Reg. 170/03 Schedule 13-6</td>
</tr>
<tr>
<td>Nitrate + Nitrite (as nitrogen)</td>
<td>40</td>
<td>1:3 months</td>
<td>10</td>
<td>5</td>
<td>0</td>
<td>&lt; 0.10</td>
<td>2.53</td>
<td>1.140</td>
</tr>
<tr>
<td>Nitrate + Nitrite (as nitrogen) – Woods’ Raw Sources (Operational Sampling)</td>
<td>26</td>
<td>1:3 months</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>0.27</td>
<td>3.76</td>
<td>1.385</td>
</tr>
<tr>
<td>Nitrate + Nitrite (as nitrogen) – Paisley Raw Source (Operational Sampling)</td>
<td>1</td>
<td>1:3 months</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>1.9</td>
<td>1.9</td>
<td>1.9</td>
</tr>
<tr>
<td>Tetrachloroethylene (perchloroethylene)</td>
<td>137</td>
<td>1:3 months</td>
<td>0.03</td>
<td>0.015</td>
<td>0</td>
<td>&lt; 0.0001</td>
<td>0.0001</td>
<td>O. Reg. 170/03 Schedule 24</td>
</tr>
<tr>
<td>Trichloroethylene</td>
<td>137</td>
<td>1:3 months</td>
<td>0.005</td>
<td>0.0025</td>
<td>0</td>
<td>&lt; 0.0001</td>
<td>0.0021</td>
<td>0.00095</td>
</tr>
<tr>
<td>Trihalomethanes\textsuperscript{b}</td>
<td>144</td>
<td>1:3 months</td>
<td>0.100\textsuperscript{a}</td>
<td>n/a</td>
<td>0</td>
<td>&lt; 0.0002</td>
<td>0.0548</td>
<td>0.01447</td>
</tr>
<tr>
<td>Antimony</td>
<td>1</td>
<td>1:36 months</td>
<td>0.014</td>
<td>0.007</td>
<td>0</td>
<td>&lt; 0.0005</td>
<td>&lt; 0.0005</td>
<td>n/a</td>
</tr>
<tr>
<td>Arsenic</td>
<td>1</td>
<td>1:36 months</td>
<td>0.025</td>
<td>0.0125</td>
<td>0</td>
<td>&lt; 0.001</td>
<td>&lt; 0.001</td>
<td>n/a</td>
</tr>
<tr>
<td>Barium</td>
<td>1</td>
<td>1:36 months</td>
<td>1.0</td>
<td>0.5</td>
<td>0</td>
<td>0.047</td>
<td>0.047</td>
<td>0.047</td>
</tr>
<tr>
<td>Boron</td>
<td>1</td>
<td>1:36 months</td>
<td>5.0</td>
<td>2.5</td>
<td>0</td>
<td>0.012</td>
<td>0.012</td>
<td>0.012</td>
</tr>
<tr>
<td>Cadmium</td>
<td>1</td>
<td>1:36 months</td>
<td>0.005</td>
<td>0.0025</td>
<td>0</td>
<td>0.00011</td>
<td>0.00011</td>
<td>0.00011</td>
</tr>
<tr>
<td>Chromium</td>
<td>1</td>
<td>1:36 months</td>
<td>0.05</td>
<td>0.025</td>
<td>0</td>
<td>&lt; 0.005</td>
<td>&lt; 0.005</td>
<td>n/a</td>
</tr>
<tr>
<td>Mercury</td>
<td>1</td>
<td>1:36 months</td>
<td>0.001</td>
<td>0.0005</td>
<td>0</td>
<td>&lt; 0.0001</td>
<td>&lt; 0.0001</td>
<td>n/a</td>
</tr>
<tr>
<td>Selenium</td>
<td>1</td>
<td>1:36 months</td>
<td>0.01</td>
<td>0.005</td>
<td>0</td>
<td>&lt; 0.002</td>
<td>&lt; 0.002</td>
<td>n/a</td>
</tr>
<tr>
<td>Uranium</td>
<td>1</td>
<td>1:36 months</td>
<td>0.02</td>
<td>0.01</td>
<td>0</td>
<td>0.00064</td>
<td>0.00064</td>
<td>0.00064</td>
</tr>
<tr>
<td>Sodium</td>
<td>27</td>
<td>1:12 months\textsuperscript{c}</td>
<td>20 &amp; 200\textsuperscript{d}</td>
<td>n/a</td>
<td>27</td>
<td>21</td>
<td>150</td>
<td>58.037</td>
</tr>
<tr>
<td>Fluoride</td>
<td>20</td>
<td>1:60 months</td>
<td>1.5 &amp; 2.4\textsuperscript{e}</td>
<td>n/a</td>
<td>0</td>
<td>0.13</td>
<td>0.77</td>
<td>0.292</td>
</tr>
</tbody>
</table>

A – This standard is expressed as a running annual average  
B – This subset of trihalomethane samples represents sampling from treated sources and does not refer to the previous distribution system sampling  
C – Sodium is sampled on a more frequent basis due to the fact that for every treated source except F.M. Woods (currently), sodium levels are above the lower reportable limit of 20 mg/L  
D – The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.
I) TREATED WATER QUALITY – GAZER MOONEY SUBDIVISION DISTRIBUTION SYSTEM

Related to Section H) Raw and Treated Water Quality, this section describes the Regulatory water quality monitoring that has been collected in the Gazer Mooney Subdivision Distribution System in 2014 (Jan. 01 to Dec. 31, 2014). Any results outside criteria in the table below are reported under section B) Adverse Water Quality Incidents.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Location</th>
<th># Analyses</th>
<th>Criteria</th>
<th># Outside Criteria*</th>
<th>Results Range</th>
<th>Regulatory Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Chlorine Residual</td>
<td>Gazer Mooney</td>
<td>365</td>
<td>0.05-4.0 mg/L</td>
<td>0</td>
<td>0.57-1.06 mg/L</td>
<td>O. Reg. 170/03 Schedule 7-2</td>
</tr>
<tr>
<td>Dist. – E. coli</td>
<td>Disinfected (“treated”) water in Distribution System</td>
<td>52</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>O. Reg. 170/03 Schedule 10-2</td>
</tr>
<tr>
<td>Dist.- Total Coliform</td>
<td>Disinfected (“treated”) water in Distribution System</td>
<td>52</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>O. Reg. 170/03 Schedule 10-2</td>
</tr>
<tr>
<td>Dist.– HPC</td>
<td>Disinfected (“treated”) water in Distribution System</td>
<td>52</td>
<td>n/a</td>
<td>0</td>
<td>0-22 cfu/mL</td>
<td>O. Reg. 170/03 Schedule 10-2</td>
</tr>
<tr>
<td>Dist.– Background</td>
<td>Disinfected (“treated”) water in Distribution System</td>
<td>52</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>O. Reg. 170/03 Schedule 10-2</td>
</tr>
<tr>
<td>Dist.– Free Chlorine Residual</td>
<td>Disinfected (“treated”) water in Distribution System</td>
<td>365</td>
<td>0.05-4.0 mg/L</td>
<td>0</td>
<td>0.57-1.06 mg/L</td>
<td>O. Reg. 170/03 Schedule 10-2</td>
</tr>
</tbody>
</table>

J) STATUS OF ONGOING AND EMERGING WATER QUALITY / SUPPLY INITIATIVES

Water Conservation and Efficiency Strategy & Water Supply Master Plan Updates

Water Services continues to implement recommendations of the 2009 Water Conservation and Efficiency Strategy. The following is a summary of aspects implemented between Jan. 1 to Dec. 31, 2014:

- Celebrated Canada Water Week with the second annual H2O GO Festival that included over 400 participants of all ages.
- In collaboration with community partners, organized H2Awesome for 800 students from Guelph elementary schools.
- Completed the review of the City’s Outside Water Use By-law that came into effect Apr. 1, 2014.
- Guelph Transit’s bus wash was constructed to utilize harvested rainwater; where a 40% reduction in water is expected.
Implemented six district metered areas as part of the City’s Leak Detection Program.
Annual leak detection program was launched that found 1,024 m$^3$/day from three significant watermain breaks.
Optimizing existing conservation programs (e.g. Residential Rebate Programs, Blue Built Home, ICI Capacity Buyback)

Source Water Protection Plan

The Lake Erie Source Protection Committee (LESPC) submitted the Proposed Grand River Source Protection Plan to the Ministry of the Environment and Climate Change (MOECC) for review and approval. The LESPC anticipates that the Grand River Source Protection Plan will be approved by the Minister in 2016.
Currently, City staff are working on: the development of education and outreach materials for stakeholders, development of guidelines for the preparation of risk management plans, and working with internal City of Guelph departments to ensure conformance with the proposed policies in the Source Protection Plan. The City is also assessing the data management and information needs that will be required to administer the program once the Source Protection Plan is approved. For more information visit: guelph.ca/sourcewater

Arkell Springs Forest Stewardship Project

The Arkell Spring Grounds cover an area of 804 acres. The area is comprised of old and new forested areas, which makes it necessary for monitoring, maintenance and new planting plans. The objective of the Arkell Springs Forest Stewardship Project is to manage past plantings and prevent losses while monitoring general forest health. Delicate forest stands require continued maintenance and observation to ensure the prevention of any unnecessary and undesired losses.

Since 2007, the Community Environmental Leadership Program (CELP, on a volunteer basis) has planted 16,500 trees on 18 acres, and Bartram Woodlands (on-site contractor) has planted 21,200 trees on another 16 acres. In addition, funding was secured through the Ontario Ministry of Natural Resources’ 50 Million Tree Program—part of the United Nations Billion Tree Campaign. The Ontario portion of the fund is committed to planting 50 million trees by 2025. This funding allowed the City to plant 5,245 seedlings in fields adjacent to Watson Road.

Lead Reduction Plan

In January 2014, based on the success of the MOECC-approved Lead Reduction Plan (LRP), the City formally requested an amendment to its Municipal Drinking Water Licence to remove the references to the regulatory requirements and reporting associated with the City’s lead program.
Regulatory relief from Schedule 15.1 (in its entirety) in exchange for the continued operational programs outlined in the LRP, was granted in Schedule D of the City’s Municipal Drinking Water Licence issue number 6.
89 Lead Verification samples were collected where 6.7% were above 5 µg/L indicating presence of a lead service line, and 5.6% of these samples also exceeded the ODWQS of 10 µg/L.
11 Lead Service Lines were replaced; for a total of 185 privately-owned lead service lines replaced since 2010.
Additional information about all programs under the Lead Reduction Plan can be accessed in the full version of this report at [www.guelph.ca/water](http://www.guelph.ca/water).

**K) EXPECTED FUTURE CHANGES THAT COULD AFFECT THE DWS OR THE QMS**

**Licensing Renewal Process** – The renewal application for the Guelph Drinking Water System Municipal Drinking Water Licence (#017-101) was submitted on Feb. 25, 2014. The application included:

- a) the completed Licence Renewal Application Form;
- b) the Council Resolution related to the approval of the updated Financial Plan (#017-301);
- c) a copy of the e-mail confirming submission of the Financial Plan to MMAH;
- d) a copy of the updated Operational Plan (#017-401);
- e) the Status of Permits to Take Water application for renewals;
- f) updated Raw Water Assessment; and
- g) Guelph Drinking Water System’s Distribution System Information.

Correspondence with the MOECC regarding the finalization of the updated Municipal Drinking Water Licence and Drinking Water Works Permit took place over June and July, 2014. Final documents were issued in August (MDWL) and September (DWWP) and expire in 2019.

**Operational Testing Plan and Adaptive Management Plan (OTP / AMP)** – The purpose of the OTP / AMP is to carry-out a detailed assessment (over three years) of both the Arkell area aquifer and pumping conditions related to the aquifer to determine a sustainable capacity with respect to environmental considerations in the area. Monitoring and data collection / assessment is ongoing, and further extensive monitoring is being performed at Arkell Well #15 to confirm its source water characteristic classification as groundwater.

**GUDI (Groundwater Under the Direct Influence of surface water) Terms of Reference** are under review and may result in classification changes to source waters. The GUDI Terms of Reference are expected in 2016.

**Operator Certification Compliance Management** – the Water Certification Specialist reports to Management on a quarterly basis (and to the Owner bi-annually through this report) regarding the status of Operators’ Certifications. Verifications of qualification are completed 6-months prior to certificate expiries to ensure lead time for Operators’ continued certifications.
Carter Monitoring Program – The Permit to Take Water for Carter Well requires that the Carter Wells be operated at increased levels in conjunction with monitoring in the Torrence Creek Subwatershed. The purpose of the monitoring is to attempt to quantify impacts within this subwatershed.

Water Supply Master Plan – Council unanimously voted to approve an update to the City’s 2007 Water Supply Master Plan on July 28th, 2014. This update forecasts and makes plans for water use and access to a safe and sustainable water supply for our growing community—residential, industrial and commercial—over the next 25 years.

Conservation and demand management remain the key options for meeting our current and future water supply needs, with new groundwater supplies from existing, offline wells, test wells and new wells inside the city limits also helping to meet future needs. Other recommendations and options include improvements to the water planning and approval process, a by-law to restrict new private groundwater supply wells within the City limits, and a possible far future treatment plant for a surface water supply from Guelph Lake.

For more information, please visit guelph.ca/water and follow the Water Supply Master Plan link.

Expiring Permits to Take Water (PTTWs) – Six PTTWs were renewed in 2014. Three PTTWs are scheduled for review and/or renewal in 2015. These include:

1. **Admiral PTTW** (exp. 2014/01/31)
2. **Clythe Well PTTW** (exp. 2014/03/31)
3. **Queensdale PTTW** (exp. 2014/03/31)
4. **Smallfield Well PTTW** (extended exp. 2014/06/30)
5. **Sacco PTTW** (exp. 2014/10/31)
6. **Edinburgh Well PTTW** (exp. 2014/10/31)
7. **Arkell Well No. 1 PTTW** (exp. 2015/05/31)
8. **Burke Well PTTW** (exp. 2015/05/31)
9. **Carter Wells PTTW** (exp. 2015/05/31)


### Legal and Other Requirements Update

<table>
<thead>
<tr>
<th>Date - 2014</th>
<th>Source of Posting / Reference</th>
<th>Title of Legal &amp; Other Requirement</th>
<th>Highlights of posting</th>
<th>Action and Status Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 9</td>
<td>The Star</td>
<td>West Elgin water system employee</td>
<td>A former West Elgin</td>
<td>No action required. This</td>
</tr>
<tr>
<td></td>
<td></td>
<td>jailed for falsifying records</td>
<td>county water system</td>
<td>information was shared</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>operator has been</td>
<td>among Water staff.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>sentenced to 30 days</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>in jail and fined $15,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>000 for falsifying</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>records for a period</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>of five years and</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>failing to report</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>dangerously low</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>chlorine levels.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Additionally, two</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>other employees</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>received $6,000 and</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$4,500 in fines and</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>the municipality was</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>fined $129,000.</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Source of Posting / Reference</td>
<td>Title of Legal &amp; Other Requirement Highlights of posting</td>
<td>Action and Status Update</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Feb. 2</td>
<td>Internal E-mail (Compliance Coord. re: conversation with MOECC)</td>
<td>Compliance Alert – NSF 60/61 are changing. NSF 60/61 Standards that are listed in our MDWL and DWWP are changing. The change is regarding what “low lead” and “no lead” means. MOECC has indicated that if we have inventory (such as meters or brass) that meets the current standards, we will be able to use them up until we renew our License (this year) after which we will have to comply with the new standards regardless of existing inventory. This may impact our purchasing and inventory control.</td>
<td>Feb. 6 - Water Distribution Technician confirmed that our current meter supplier has been compliant to this new standard for years. We specified compliance to NSF 61 Annex F&amp;G as well as NSF 372 in our recent meter tenders.</td>
<td></td>
</tr>
<tr>
<td>Feb. 10</td>
<td>Health Canada re: Toluene, Ethylbenzene and Xylenes in Drinking Water</td>
<td>MOECC Encourages Industry, Municipalities and Conservation Authorities To Implement New Voluntary “Excess Soil” Guidelines The Ontario Ministry of the Environment and Climate Change (MOECC) has released new voluntary guidelines for the handling, transport and temporary storage of “excess soil” generated during construction or redevelopment activities (Guidelines). The MOECC is encouraging municipalities and Conservation Authorities to consider the Management of Excess Soil – A Guide for Best Management Practices when establishing by-laws and issuing permits or approvals. The MOECC anticipates that industry will develop complementary codes of practice to support the Guidelines.</td>
<td>No action required.</td>
<td></td>
</tr>
<tr>
<td>Feb. 13</td>
<td>Willms &amp; Shier Article: New Voluntary &quot;Excess Soil&quot; Guidelines</td>
<td>MOECC/OWWA executive meeting - a follow-up on drinking water quality standards discussion The drinking water quality standards discussion at the February 11 OWWA executive meeting resulted in a few action items for MOECC and the associations. Some information was put together for coordination with core team for their feedback on the proposed standards and potential impacts on drinking water systems.</td>
<td>Forwarded the guideline to staff overseeing excavated soil management.</td>
<td></td>
</tr>
<tr>
<td>Mar. 3</td>
<td>OWWA e-mail</td>
<td>Operator-in-Training Exams at Municipal Operating Authority Sites The Ministry of the Environment will be discontinuing operator certification exams at municipal and operating authority sites as of March 31st, 2014. After this date, applicants must write Operator-in-Training (OIT) exams at a Program Administrator (OWWCO) examination site. OWWCO exam dates and locations are posted at <a href="http://www.owwco.ca">www.owwco.ca</a>. Students enrolled in a college program may still write at an approved college examination site.</td>
<td>Water Supply Technician confirmed for applicable chemicals, Water Services’ 220 sample results are below the lab’s minimum detection limit.</td>
<td></td>
</tr>
<tr>
<td>Mar. 6</td>
<td>OMWA E-mail Communi-cation</td>
<td>Issue 5 of the Municipal Drinking Water Licensing Program Bulletin Includes: Upcoming DWQMS Workshops; DWQMS Workshops – Best Practices; Innovative Operations – DR3 Program; Accreditation Related Appeals – How &amp; Why; Financial Plan Requirements for Municipal Drinking Water Licences</td>
<td>No action required.</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>Ontario.ca</td>
<td>Ministry of the Environment: Minister’s Annual Report on Drinking Water 2013 The Minister’s Annual Report on Drinking Water 2013 includes an overview of Ontario’s drinking water systems’ performance, highlights of our efforts to protect the Great Lakes, and our first report on the progress we have made under the Water Opportunities Act.</td>
<td>No action required.</td>
<td></td>
</tr>
<tr>
<td>Date - 2014</td>
<td>Source of Posting / Reference</td>
<td>Title of Legal &amp; Other Requirement Highlights of posting</td>
<td>Action and Status Update</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------</td>
<td>------------------------------------------------</td>
<td>-------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| April      | Ontario.ca                     | Chief Drinking Water Inspector Annual Report 2011-2012  
Ontario continues to be a world leader on the environmental stage in drinking water protection, conservation and innovative clean water technologies. Our programs complement Ontario’s rigorous legislative requirements. Together, these comprehensive measures and regulations help ensure the safety of our drinking water in Ontario. In reading the report, you will also find that Ontario continues to set the bar for excellence in drinking water protection. | No action required. |
| Apr. 7     | AWWA e-mail                    | Newly Revised AWWA Standard M28 – Rehabilitation of Water Mains is available. | Apr. 11 - Ordered two copies for the two Supervisors of Distribution. |
| Apr. 10    | Ontario.ca Newsroom            | Protecting Timmins-Area Drinking Water  
Ontario has approved the Mattagami Region Source Protection Plan to strengthen local source-to-tap drinking water protection. The plan was developed by the Mattagami Region Source Protection Committee, made up of municipal and community partners, with implementation scheduled for fall 2014. | No action required. |
| Apr. 15    | Health Canada re: Guidance for Issuing and Rescinding Boil Water Advisories | Guidance for Issuing and Rescinding Boil Water Advisories  
The Federal-Provincial-Territorial Committee on Drinking Water (CDW) has assessed the available information on issuing and rescinding boil water advisories for drinking water supplies with the intent of establishing a drinking water guidance document The purpose of this consultation is to solicit comments on this guidance document...All comments must be received before June 16, 2014. | Submitted comment by deadline on behalf of the province-wide Municipal Water / Wastewater Regulatory Committee (MWWRC). |
| Apr. 15    | OETC Newsletter                | Ontario MOECC – Drinking Water Website – Changes  
The MOECC has once again changed their website portal for acquiring forms, documents and interacting with the MOECC. Unfortunately, this change breaks all previous links to documents. Every guideline and form now has a new web address and location within the MOECC website. This change is not for the better as it is now much more difficult to find documents. Over the coming weeks OETC will begin the process of searching out the new locations for these documents and update our website accordingly.  
Reminder – Deadline approaching for municipal registration under Ontario Underground Infrastructure Notification Systems Act – June 19, 2014 deadline for municipal registration. $10,000 penalty for non-compliance. | Need to revisit all internal document links to MOECC forms and update links.  
Ensured registration to Ontario 1 Call by Jun. 19. |
| Apr. 25    | MOECC E-mail                   | Open for your comments: A Guide for Drinking Water System Owners Seeking to Undertake a Backflow Prevention Program  
The Ministry of the Environment is pleased to let you know that a draft version of “A Guide for Drinking Water System Owners Seeking to Undertake a Backflow Prevention Program” is now posted on Ontario’s Environmental Registry for public comment for 45 days. | Apr. 16 - confirmed with Manager of Inspection Services that Guelph’s program meets or exceeds the elements contained in the guide. |
| May 9      | City Media Release             | Media Release: Tribunal grants City’s request for hearing; opens opportunity to address Dolime quarry risks  
The Environmental Review Tribunal has granted the City’s application for leave to appeal the Ministry of Environment’s decision to grant River Valley Developments Inc.’s amended permit to take water at the Dolime quarry. The decision, made May 2, opens up an opportunity to address the City’s long-standing concerns about the risks posed to the City’s water supply by the quarry operations at Wellington Road and the Hanlon Expressway. | |
<table>
<thead>
<tr>
<th>Date</th>
<th>Source of Posting / Reference</th>
<th>Title of Legal &amp; Other Requirement</th>
<th>Highlights of posting</th>
<th>Action and Status Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12</td>
<td>U of Waterloo e-mail</td>
<td>Ontario MOECC releases Optimization Guidance Manual for Drinking Water Systems</td>
<td>The Optimization manual for Drinking Water Systems was developed in response to the increasing need to improve performance, increase capacity and/or reduce operating costs associated with existing Ontario drinking water systems. Operating authorities, consultants, regulatory personnel and others can use this manual to achieve compliance or more consistent and efficient performance from existing water treatment plants and distribution systems. The document is available through MOECC’s Public Information Centre which can be reached toll free at 1- 800-565-4923. Any questions regarding the document itself can be directed to the Project Manager, George Lai, at (416) 327-3528 or <a href="mailto:George.Lai@ontario.ca">George.Lai@ontario.ca</a></td>
<td>Document shared with staff internally.</td>
</tr>
<tr>
<td>Jun. 18</td>
<td>U of Waterloo e-mail</td>
<td>Water Safety in Distribution Systems</td>
<td>The WHO has recently released a 147 page report entitled ‘Water Safety in Distribution Systems.’ It is being described as a reference tool which “has been developed to help water suppliers and regulators who are familiar with the Water Safety Plan approach, enhance their risk assessment and management and investment planning for their water distribution systems.”</td>
<td>Shared with Water Services staff and Manager of Inspection Services.</td>
</tr>
<tr>
<td>Jun. 24</td>
<td>Ontario.ca Newsroom</td>
<td>Ottawa Company Fined $35,000 for Drinking Water System and Sewage Work Violations</td>
<td>Brockville - Following an investigation, 7064512 Canada Ltd. and Tony Giuseppe Coccimiglio were fined $35,000 for failing to comply with regulatory requirements and a ministry order involving a drinking water system and a ministry approval for a municipal sewage works . Ministry staff conducted inspections of the Westport drinking water system. The inspections revealed that the operator’s certificate for Mr. Coccimiglio was not displayed as required. The log book for the facility was not available during the inspection. There also were missing entries and data for the entire facility and the alarm for the low chlorine residual was improperly set. They also failed to comply with a ministry order to report the daily minimum free chlorine residual results and provided false information that the minimum chlorine residual was always above 1 mg/L when in fact it had fallen below that level on numerous occasions.</td>
<td>No action required.</td>
</tr>
<tr>
<td>Summer</td>
<td>OETC Newsletter</td>
<td>Operator Certification Bulletin - Summer 2014</td>
<td>Includes: Requirement Changes for Renewing Drinking Water Operator and Analyst Temporary Certificates; Enhanced Drinking Water Renewal Notifications; CHEATING.... Definitely Not Worth The Risk; Updates from the Walkerton Clean Water Centre; Ridgetown College's Water Quality Technical Program Graduates Have Greater Employability; Training Tools You Can Use; Operator Certification Working Group – Topics at their most recent meetings; Modernizing the Environmental Compliance Approvals Process for Sewage Works; Information - Drinking Water System Owners &amp; Operators on Blue-Green Algae; OIT Exams at Non-municipal Sites...</td>
<td>No action required.</td>
</tr>
<tr>
<td>Aug. 28</td>
<td>Ontario.ca Newsroom</td>
<td>Protecting Mississippi-Rideau-Area Drinking Water – Ontario has approved the Mississippi-Rideau Source Protection Plan to strengthen local source-to-tap drinking water protection. The plan, developed by local municipal and community partners on the Mississippi-Rideau Source Protection Committee, will take effect Jan.1, 2015.</td>
<td></td>
<td>No action required.</td>
</tr>
<tr>
<td>Sep. 11</td>
<td>Ontario.ca Newsroom</td>
<td>Protecting Quinte-Area Drinking Water – Ontario has approved the Quinte Source Protection Plan to strengthen local source-to-tap drinking water protection. The plan, developed by local municipal and community partners on the Quinte source protection committee, will take effect</td>
<td>No action required.</td>
<td></td>
</tr>
<tr>
<td>Date - 2014</td>
<td>Source of Posting / Reference</td>
<td>Title of Legal &amp; Other Requirement</td>
<td>Highlights of posting</td>
<td>Action and Status Update</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------</td>
<td>------------------------------------</td>
<td>----------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Sep. 11</td>
<td>Ontario.ca Newsroom</td>
<td>Protecting Kettle Creek-Area Drinking Water - Ontario has approved the Kettle Creek Source Protection Plan to strengthen local source-to-tap drinking water protection. The plan, developed by local municipal and community partners on the Lake Erie region source protection committee, will take effect Jan. 1, 2015.</td>
<td></td>
<td>No action required.</td>
</tr>
<tr>
<td>Sep. 25</td>
<td>AMO E-mail / Ontario Newsroom</td>
<td>2014 Mandate Letter: Environment and Climate Change: Premier’s instructions to the Minister on priorities for the year 2014. Related to Guelph’s drinking water system, the most relevant statement is related to: &quot;Enhancing Polluter Responsibility&quot; where the legislative framework will be reviewed to ensure that there is a comprehensive approach to holding polluters responsible for decisions that affect the environment.</td>
<td></td>
<td>No action required.</td>
</tr>
<tr>
<td>Sep. 25</td>
<td>AMO E-mail / Ontario Newsroom</td>
<td>2014 Mandate Letter: Natural Resources and Forestry: Premier’s instructions to the Minister on priorities for the year 2014. Related to Guelph’s drinking water system, the most relevant statement is related to: &quot;Managing Aggregates&quot; where stakeholders will be engaged to address the recommendations of the Standing Committee on General Government’s Report on the Review of the Aggregate Resources Act.</td>
<td></td>
<td>No action required.</td>
</tr>
<tr>
<td>Sep. 30</td>
<td>Ontario.ca Newsroom</td>
<td>Protecting Sudbury-Area Drinking Water - Ontario has approved the Sudbury Source Protection Plan to strengthen local source-to-tap drinking water protection. The plan, developed by municipal and community partners on the Sudbury source protection committee, will take effect Apr. 1, 2015.</td>
<td></td>
<td>No action required.</td>
</tr>
<tr>
<td>Sep. 30</td>
<td>Ontario.ca Newsroom</td>
<td>Protecting Catfish Creek-Area Drinking Water - Ontario has approved the Catfish Creek Source Protection Plan to strengthen local source-to-tap drinking water protection. The plan, developed by local municipal and community partners on the Lake Erie region source protection committee, will take effect Jan. 1, 2015.</td>
<td></td>
<td>No action required.</td>
</tr>
<tr>
<td>Oct. 31</td>
<td>Ontario.ca Newsroom</td>
<td>Protecting Trent Conservation Coalition Region Drinking Water - Ontario has approved the Trent Conservation Coalition Source Protection Plans to strengthen local source-to-tap drinking water protection. The plans, developed by local municipal and community partners on the Trent Conservation Coalition source protection committee, will take effect Jan. 1, 2015.</td>
<td></td>
<td>No action required.</td>
</tr>
<tr>
<td>Nov. 7</td>
<td>UW NSERC E-mail</td>
<td>Updated Guidelines for Canadian Drinking Water Quality - Summary Table</td>
<td></td>
<td>No action required.</td>
</tr>
<tr>
<td>Nov. 8</td>
<td>St. Albert Gazette</td>
<td>Tap water release nets $185,000 fine - $185,000 fine ($5,000 under Fisheries Act and $180,000 to Environment Canada’s Environmental Damages Fund) issued to Norelco Contractors Ltd. after 35,000 litres of chlorinated water overflowed into the Sturgeon River from a watermain break in 2012. In a similar recent case, Clark Builders was fined $285,000 for releasing 12 million litres of chlorinated water into the North Saskatchewan River in 2009.</td>
<td></td>
<td>No Action Required</td>
</tr>
<tr>
<td>Nov. 27</td>
<td>Ontario.ca Newsroom</td>
<td>Protecting Kingston-Area Drinking Water - Ontario has approved the Cataraqui Source Protection Plan to strengthen local source-to-tap drinking water protection. The plan, developed by local municipal and community partners on the Cataraqui source protection</td>
<td></td>
<td>No action required.</td>
</tr>
<tr>
<td>Date - 2014</td>
<td>Source of Posting / Reference</td>
<td>Title of Legal &amp; Other Requirement Highlights of posting</td>
<td>Action and Status Update</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------</td>
<td>-------------------------------------------------</td>
<td>-----------------------</td>
<td></td>
</tr>
<tr>
<td>Dec. 3</td>
<td>MOECC Operator Certification E-mail</td>
<td><strong>Requirement Changes for Drinking Water Operator and Water Quality Analyst Temporary Certificates</strong> – Outline of Operator and Analyst training requirements for certificate renewal. From Jan. 1, 2015, if training requirements are not met before certificate expiry, an Operator or Analyst may apply for a temporary certificate with a letter that explains why you could not complete the required training prior to certificate expiry. The Director may issue a temporary certificate renewal for the following reasons: extended illness (documented by physician); severe operational issues which resulted in planned training being cancelled or postponed; training was cancelled by provider; on-the-job practical training submitted was not accepted; Operator / Analyst was on extended leave of absence during the last year of certificate; other reasons approved by the Director.</td>
<td>E-mail was forwarded to all members of Top Management, Technicians and the Training &amp; Certification Coordinator</td>
<td></td>
</tr>
<tr>
<td>Dec. 13</td>
<td>Ontario Gazette</td>
<td><strong>Updates to OWRA O. Reg. 387/04 – “Water Taking and Transfer”</strong>&lt;br&gt;1. Amendments to Ontario Regulation 387/04 under OWRA to:&lt;br&gt;- Manage water takings according to provisions of the Agreement;&lt;br&gt;- Regulate new or increased transfers of water from one Great Lake watershed to another based on standards of the Agreement; and&lt;br&gt;- Retain existing exemptions for watering livestock or for domestic purposes unless a new or increased transfer of 379,000 litres per day or more is established.&lt;br&gt;2. Amendments to Classification of Proposals for Instruments Regulation (O. Reg 681/94 under the Environmental Bill of Rights) to identify that proposals for water transfers would be subject to posting on the Environmental Registry in a manner consistent with existing rules for posting water-taking proposals, including existing exemptions.</td>
<td>No action required.</td>
<td></td>
</tr>
<tr>
<td>Jan. 5, 2015</td>
<td>MOECC E-mail</td>
<td><strong>Municipal operating authorities are required to use AWWA Standard C651 (Disinfecting Water Mains)</strong> for addition, replacement or repair of pipes forming the distribution system, as per condition 2.3.2 of Drinking Water Works Permits. The province has worked with stakeholders to clarify the requirements of C651, and to develop alternative procedures to be used during emergency repairs. The Watermain Disinfection Procedure will result in some changes to the procedures. The document outlines minimum requirements for compliance, and operating authorities will be able to use their discretion to adopt more stringent standard operating procedures. Requirements for disinfection will also apply to temporary watermains, as well as service pipes of 100 mm diameter or greater.</td>
<td>Forwarded internally to all Top Management, Compliance, Technicians, Supply staff. Confirmed at Management Review Meeting on Jan. 27, 2015 that no additional comments are required.</td>
<td></td>
</tr>
</tbody>
</table>
Changes Affecting the Quality Management System (QMS)

QMS 05 – Various initiatives related to Document & Records Control are being implemented, including The Ontario Municipal Records Management System (TOMRMS); requirements to ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act; expiry date tracking of essential documents.

QMS 09 – Water Services is currently working through an organizational review. The Supervisor of Supply Operations and Maintenance and the Manager of Technical Services positions were filled late 2014.

QMS 18 – Employee training on the updated Water Services Emergency Plan (now including incident management systems guidelines) took place in February 2014. Critical Customers Lists are being updated and Crisis Communications guidelines continue to be updated with the help of Wellington-Dufferin-Guelph Public Health.

L) CONSUMER FEEDBACK

The table below represents all customer calls received during office hours and after hours in 2014:

<table>
<thead>
<tr>
<th>Type</th>
<th>Number of Calls</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Locates</td>
<td></td>
<td>1,320</td>
<td>3,835</td>
<td>8,943</td>
</tr>
<tr>
<td>Mainbreak</td>
<td></td>
<td>43</td>
<td>56</td>
<td>124</td>
</tr>
<tr>
<td>Hydrant</td>
<td></td>
<td>18</td>
<td>18</td>
<td>46</td>
</tr>
<tr>
<td>Water Quality</td>
<td></td>
<td>72</td>
<td>113</td>
<td>144</td>
</tr>
<tr>
<td>Service Line Issues</td>
<td></td>
<td>189</td>
<td>146</td>
<td>306</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>61</td>
<td>93</td>
<td>199</td>
</tr>
<tr>
<td>Pressure</td>
<td></td>
<td>55</td>
<td>85</td>
<td>146</td>
</tr>
<tr>
<td>Flushing/Swabbing</td>
<td></td>
<td>25</td>
<td>22</td>
<td>32</td>
</tr>
<tr>
<td>Well Interference Complaints</td>
<td></td>
<td>0</td>
<td>6</td>
<td>2</td>
</tr>
</tbody>
</table>

5 Previous years would count the number of locate requests (which could include 20 service locates); and as of 2013, the total number of locates is tallied (no longer by locate requests).

M) RESOURCES NEEDED TO MAINTAIN THE QMS

Water Services currently has one full-time Quality Assurance Coordinator, who is also the Quality Management System Representative, and access to three Water Services Technicians, the Compliance Coordinator, and a Customer Service Clerk for reporting and documentation requirements of the QMS.

Challenges continue to drive the need for additional resources (such as lead, frozen services, Ontario 1Call, metering, etc.).

N) THE RESULTS OF INFRASTRUCTURE REVIEW

On a monthly basis, Guelph’s Engineering and Water Services departments review the condition of supply and distribution infrastructure and review: inventory, age, CAPS (capital asset prioritization system), criticality, soil type and diameter. From this evaluation, Engineering and Water Services develop a list of priority projects that also considers the priorities of wastewater and road reconstruction projects so that these projects can share the costs of excavation and rehabilitation. The priority list is updated (with considerations included) and presented in Annual Operating Budget and the Tri-Annual Capital Budget processes. New linear infrastructure reviews are primarily driven by Engineering Services.

Annual summaries of road reconstruction, sewer and watermain projects are identified annually on an infrastructure map that is released early spring each year.

An Asset Update Report was prepared to develop a funding strategy and to rate sustainability for various infrastructure programs across the City. Water Services’ sustainability rating is A-.

On July 28th, Guelph City Council unanimously approved the Water Supply Master Plan update. The Master Servicing Study is another infrastructure plan that is updated every five years and is used to identify new and replacement infrastructure priorities to include in the budgeting process. The development of a Facility Master Plan is also in progress, along with new initiatives related to property planning for expansions of facilities or to implement new facilities, as required. The Owner (Council, CAO and Deputy CAO) is updated regarding any deficiencies or gaps.

Backflow Prevention Program

Preservation of drinking water quality within Guelph’s infrastructure is supported by the City of Guelph’s Backflow Prevention Regulations (“By-law”, Number (2008) – 18660). As per the By-law, “Backflow” means the flowing back of or reversal of the normal direction of flow of water. The By-law requires that no connections are made to the City’s water supply without the installation of a backflow prevention device to isolate premises, sources, and zones to prevent cross-
connections in every building or structure where a City water supply or other potable water supply exists. Related to backflow prevention devices, the By-law requires owners to:

- ensure a qualified person conducts annual testing of backflow prevention devices,
- submit test reports within 14 days of the test being conducted for each backflow prevention device,
- survey and resurvey with respect to buildings’ or structures’ cross-connections (1:5 years)

2014 Backflow Report - Number of Letters Sent out for Annual Testing and Re-survey

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Testing - 1st Letter</td>
<td>89</td>
<td>110</td>
<td>93</td>
<td>197</td>
<td>291</td>
<td>166</td>
<td>136</td>
<td>161</td>
<td>129</td>
<td>136</td>
<td>164</td>
<td>124</td>
<td>1,796</td>
</tr>
<tr>
<td>Annual Testing - 2nd Letter</td>
<td>46</td>
<td>62</td>
<td>60</td>
<td>79</td>
<td>96</td>
<td>175</td>
<td>59</td>
<td>75</td>
<td>77</td>
<td>71</td>
<td>70</td>
<td>75</td>
<td>945</td>
</tr>
<tr>
<td>Annual Testing - 3rd Letter</td>
<td>18</td>
<td>20</td>
<td>19</td>
<td>27</td>
<td>29</td>
<td>28</td>
<td>28</td>
<td>30</td>
<td>19</td>
<td>7</td>
<td>34</td>
<td>11</td>
<td>270</td>
</tr>
<tr>
<td>Re-survey &amp; Testing (combined) - 1st Letter</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>29</td>
<td>30</td>
<td>19</td>
<td>30</td>
<td>20</td>
<td>16</td>
<td>1</td>
<td>29</td>
<td>6</td>
<td>270</td>
</tr>
<tr>
<td>Re-survey &amp; Testing (combined) - 2nd Letter</td>
<td>16</td>
<td>30</td>
<td>24</td>
<td>26</td>
<td>24</td>
<td>24</td>
<td>18</td>
<td>23</td>
<td>17</td>
<td>12</td>
<td>0</td>
<td>12</td>
<td>226</td>
</tr>
<tr>
<td>Re-survey &amp; Testing (combined) - 3rd Letter</td>
<td>2</td>
<td>6</td>
<td>9</td>
<td>8</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>9</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>45</td>
</tr>
<tr>
<td>Water Service Disconnected</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of permits for new installations</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>3</td>
<td>1</td>
<td>7</td>
<td>8</td>
<td>2</td>
<td>5</td>
<td>6</td>
<td>5</td>
<td>1</td>
<td>52</td>
</tr>
<tr>
<td>Number of new devices installed</td>
<td>5</td>
<td>4</td>
<td>10</td>
<td>4</td>
<td>3</td>
<td>7</td>
<td>10</td>
<td>3</td>
<td>6</td>
<td>8</td>
<td>6</td>
<td>1</td>
<td>67</td>
</tr>
</tbody>
</table>

O) OPERATIONAL PLAN CURRENCY, CONTENT AND UPDATES

See section “k) Expected Future Changes That Could Affect the DWS or the QMS” for Operational Plan updates.

P) STAFF SUGGESTIONS

Staff suggestions are discussed during staff and operational meetings and taken into account during annual budget processes. The table below includes a listing of various improvement items that were implemented by staff and communicated across Water Services.

<table>
<thead>
<tr>
<th>OFI #</th>
<th>Suggestion Title</th>
<th>Improvement Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-01</td>
<td>New SCADA Operator duties</td>
<td>The new SCADA Operator role was created to improve efficiencies in data review. Supply Operators will be rotated into this position on a monthly basis.</td>
</tr>
<tr>
<td>14-02</td>
<td>Improvements to Supply’s 2014 Work Orders</td>
<td>Supply facilities are now task-based so that these designations remain the same from year to year and the type of work is designated with the Work Order #. Maintenance work orders now have four subcategories: emergency, urgent, corrective and preventive. New tasks include Water Quality Monitoring for SCADA Operator and for Non-Compliance Investigative Sampling.</td>
</tr>
<tr>
<td>OFI #</td>
<td>Suggestion Title</td>
<td>Improvement Action Description</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>14-03</td>
<td>Installation of Pressure Reducing Valve</td>
<td>Operator-based Operations Maintenance is a new work order added.</td>
</tr>
<tr>
<td>14-04</td>
<td>Improved Snow Clearing at Arkell with McKenzie Bros.</td>
<td>Installation of Pressure Reducing Valve at Paisley Well for Queensdale Subdivision isolation - Installed a Pressure Reducing Valve at Paisley Well so that the Queensdale Subdivision could be isolated to allow for a watermain repair on a transmission main.</td>
</tr>
<tr>
<td>14-05</td>
<td>Improved Meter Inventory Tracking</td>
<td>Contacted McKenzie Brothers to assist with large amount of snow clearing at Arkell Spring Grounds.</td>
</tr>
<tr>
<td>14-06</td>
<td>Returned Speedvale Tower PLC and heater to station power and replaced unreliable UPS</td>
<td>The Speedvale Tower PLC and heater was returned to station power to prevent communications to fail repeatedly. The unreliable UPS was also replaced in the PLC cabinet.</td>
</tr>
<tr>
<td>14-07</td>
<td>Improved “Source and Distribution Sampling Procedure”</td>
<td>The “Source and Distribution Sampling Procedure” was improved to include three new elements: 1. Nitrile gloves while handling sample bottles and during the sampling process; 2. Place the necessary empty sample bottles for the sampling event (including a few extra) in plastic re-sealable zipper storage bags within an appropriately sized cooler; 3. When a station POE Booster Pump must be started prior to sampling, allow to run for a minimum of one hour before a sample(s) is taken.</td>
</tr>
<tr>
<td>14-08</td>
<td>Improved University Well Setpoints</td>
<td>Since University’s contribution to overall volume and pressure is more relevant at night, University’s fill and draw time cycles will be run in reverse at night. This will help optimise the low zone performance overnight and keep Burke’s station off.</td>
</tr>
<tr>
<td>14-09</td>
<td>Distribution Map Book in PDF</td>
<td>The Water Distribution Technician has created (in PDF) an electronically searchable distribution map book. A new grid now exists so that all pages are the same scale and at a scale that is easier to read than the previous books. On the first page (of 195 pages) is the index map. Clicking on a grid on this page will take you to that map page. In the bottom-right corner of each map page, is a link to the “Index Map” on the first page.</td>
</tr>
<tr>
<td>14-10</td>
<td>Increased response to “Frozen Services”</td>
<td>With the increase in frozen services this past winter (due to extreme cold leading to deeper than average frost depth), staff spent considerable time investigating frozen services, thawing service lines or installing temporary water services where possible. A web page dedicated to answering frequently asked questions was also developed.</td>
</tr>
<tr>
<td>14-11</td>
<td>New logsheet in Facility Logbooks to document quarterly verifications of facility colorimeters.</td>
<td>A new logsheet exists in the Facility Logbooks to document the quarterly verification of facility colorimeters. The Water Services Master Logbook has a similar section for Operators’ Colorimeter reference checks – these checks are performed by the owners of the individual Colorimeters. Entries for three quarters are provided for in the Logbook and the fourth quarter is covered by the Annual Calibration schedule.</td>
</tr>
<tr>
<td>14-12</td>
<td>Paisley Well Operations &amp; Maintenance Manual clarification re: pump run combinations; and SCADA logic also updated.</td>
<td>Clarified the maximum number of Pumps/Combinations at Paisley Well so as not to exceed the power draw that trips the 400 amp breaker that feeds all of the Booster Pumps (1, 2, 3, 4, 5, 6 and 7) and the Well Pump; as well as the maximum number of Pumps/Combinations with the Well Pump off. Also, the auto logic was updated in SCADA so that when running Vertical Turbine Pumps in Auto, duty pump 4 will no longer start – in order to meet electrical code legal requirements.</td>
</tr>
<tr>
<td>14-13</td>
<td>Clarification of Well Minimum Pumping Levels</td>
<td>Operations and Maintenance Manual sections that refer to the MPLs (Minimum Pumping Levels) at a given site have been replaced by the Operators to reflect the standard ‘3 metres above pump inlet’. There are some Logbooks where the MPL is referenced on each page of the ‘Weekly P.M. Data Sheet’ – the Logbook electronic files were updated to reflect the changes.</td>
</tr>
<tr>
<td>14-14</td>
<td>Various upgrades towards possibility for Zone 2 “Closed Pressure System”</td>
<td>Various upgrades towards implementation of the Zone 2 “Closed Pressure System” includes installation of new equipment; diesel generators’ automatic transfer switches wired and tested; training; pressure monitoring through installation of data loggers at hydrants; and replacement of valves at Robertson Booster Station inlet and point-of-entry. A draft control narrative for Paisley and Robertson under a Zone 2 Closed Pressure System is also proposed.</td>
</tr>
<tr>
<td>14-15</td>
<td>Larger network cabinet implemented</td>
<td>In order to accommodate growing computer &amp; networking needs, the IT department removed the main network cabinet from the Library to a new larger network cabinet in the SCADA server room.</td>
</tr>
</tbody>
</table>
| 14-16 | eRIS SCADA upgrade to new 1.2 release                | New features in the 1.2 release are:  
  - Upgraded Data Query tag selection interface  
  - Upgraded Data Query Charts with new selection features and zoom capabilities |
<table>
<thead>
<tr>
<th>OFI #</th>
<th>Suggestion Title</th>
<th>Improvement Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-17</td>
<td>Manual Booster Operation on Station Re-start Checklist</td>
<td>The ‘Manual Booster Operation Re-start Checklist’ was created to cover all the compliance procedures and necessary documentation required to bring a Facility back on-line after the following: 1. Post Auto Low Chlorine Shutdown Condition. 2. Facility off-line resulting in non-representative values @ Analyzer.</td>
</tr>
<tr>
<td>14-18</td>
<td>Water Meter Testing Pilot</td>
<td>Installed a meter testing station at Water Services for a demonstration project that the metering group is developing.</td>
</tr>
<tr>
<td>14-19</td>
<td>Expansion of the Rainwater Harvesting Rebate Program</td>
<td>The Rainwater Harvesting Rebate Program now offers two different rebates: 1) Seasonal outdoor system: Install an approved rainwater harvesting seasonal tank and receive a one-time rebate of $0.10/litre of tank storage (to a maximum of $400); or 2) All-season indoor/outdoor system: Install an approved all-season rainwater harvesting system and receive a $2,000 rebate.</td>
</tr>
<tr>
<td>14-20</td>
<td>Improved process for Operator comments regarding alarms</td>
<td>The SCADA Operator now completes the twice daily eRIS Facility Trend Reviews; and alarm comments can be limited to “reportable” or “non-reportable” with an indication as to where more information can be found.</td>
</tr>
<tr>
<td>14-21</td>
<td>Increased Emma’s VOC Sampling Schedule to Quarterly</td>
<td>In response to Emma reaching ½ MAC (half of maximum allowable concentration) for VOC’s, the related sampling schedule has been increased to quarterly.</td>
</tr>
<tr>
<td>14-22</td>
<td>Updated Supply Processes using manufacturer instructions to include new MDWL UV requirements.</td>
<td>Updated Supply Processes using manufacturer instructions, to include new requirement in the Municipal Drinking Water Licence (MDWL) related to tracking UV lamp hours so that “…continuous pass-through UV dose is maintained throughout the lifetime of the UV lamps…” Trojan recommends UV sensor verification on a monthly basis and re-calibration of the reference sensor every three years (however, more stringent requirement of annually is required by the MDWL).</td>
</tr>
<tr>
<td>14-23</td>
<td>New Security System at all Water Services Sites</td>
<td>New security system is implemented to keep buildings, equipment and water supply and treatment system safe. By-law will be able to monitor the cameras remotely 24/7 as they already do for many other satellite sites throughout the City to help keep us secure and aware of intruders. Certain staff will also be able to monitor our cameras from here ourselves. Camera recording usage and data retention time will remain consistent with City policy.</td>
</tr>
<tr>
<td>14-24</td>
<td>Arkell Well Houses Inspected and Repaired for Safety Issues</td>
<td>Found snakes’ points of entry at Arkell Well Houses (e.g. #1, #6, #15) and repaired (filled with foam) to prevent re-entry.</td>
</tr>
<tr>
<td>14-25</td>
<td>Chemical-resistant (e.g. Viton) gaskets, o-rings, etc. installed</td>
<td>Outlet four-bolt flanges plumbed in sodium hypochlorite storage tanks leaked when the gaskets (that were evidently not chemical-resistant) broke down. The leaking gaskets were replaced with a chemical resistant product (e.g. Viton) to prevent future leaks. Future replacements of gaskets and o-rings will be of a chemical-resistant nature (e.g. Viton) when they’re interacting with chemicals.</td>
</tr>
<tr>
<td>14-26</td>
<td>Numbered fire extinguishers to better track monthly fire extinguisher inspections</td>
<td>All fire extinguishers now have a numbered identifier. Floor plans are updated with the location of each numbered extinguisher. The information is also organized with extinguisher numbers by building location to facilitate inspection.</td>
</tr>
<tr>
<td>14-27</td>
<td>Paisley monitoring screen updates</td>
<td>Paisley screen updated to show inlet valves Local/Remote status on the main screen. Also cleaned up some font sizes.</td>
</tr>
<tr>
<td>14-28</td>
<td>Zone 2 closed pressure system tested &amp; work instructions developed</td>
<td>Tested new equipment and programming associated with the ‘Zone 2 Closed Pressure System’. The two testing periods (one evening and one weekend) confirmed that Zone 2 could be successfully run as a closed pressure system.</td>
</tr>
<tr>
<td>14-29</td>
<td>Verney Tower cable restraint system inspection</td>
<td>Unistrut performed the inspection of the cable restraint system at Verney Tower.</td>
</tr>
</tbody>
</table>
WATER SERVICES’ KEY CHALLENGES

1. Financial sustainability and affordability.
2. Water demand reduction, optimization and development of local groundwater supplies to support provincially mandated growth.
3. Source protection to ensure quality and quantity sustainability of existing supplies.
4. Infrastructure sustainability and asset management.
5. Maintaining and growing an effective work force.
6. Existing system optimization, including:
   • Adding redundancy to distribution system
   • Adding treatment for Iron & Manganese removal
   • Potential to add treatment for VOC removal
   • Optimization of chlorination to improve water taste
7. Ensuring a lead free water system.
8. Maintaining and improving customer service.
9. Reduction of non-revenue water through leak reduction and accurate metering.
Guelph Water

2014 ANNUAL AND SUMMARY WATER SERVICES REPORT
A&S Report Purpose

1. Provide information to several stakeholders:
   - The Ministry of the Environment & Climate Change
   - City of Guelph and Township of Guelph / Eramosa (Owners)
   - The public

2. Satisfy Safe Drinking Water Act requirements:
   - O. Reg. 170/03 Drinking Water Systems - Section 11 and Schedule 22

3. Scope:
   - Guelph Drinking Water System (Guelph DWS)
   - Gazer Mooney Subdivision Distribution System (Gazer Mooney SDS)
Multi-Barrier Approach

CLEAN WATER ACT, 2006
ONTARIO WATER RESOURCES ACT, 1990

SAFE DRINKING WATER ACT, 2002

Source → Treatment → Reservoirs → Distribution → Consumers
A Multi-Barrier Approach

1. Source Water Protection
2. Effective Treatment
3. Secure Distribution
4. Effective Monitoring & Reporting
5. Effective Management

Source: Conservation Ontario, 2009
Safe Drinking Water: A Shared Responsibility

1. The Province:
The Ministry of the Environment & Climate Change
The Ministry of Health and Long-Term Care

2. Public Health:
Wellington-Dufferin-Guelph Public Health (WDGPH)

3. Drinking Water System Owner:
City of Guelph Council and CAO (Guelph DWS)
Township of Guelph / Eramosa (Gazer Mooney SDS)

4. Accredited Operating Authority:
Guelph Water Services
**Owners and Operating Authorities are responsible for ensuring their drinking water systems:**

- Provide water that meets all drinking water quality standards.
- Operate in accordance with the Safe Drinking Water Act and its regulations.
- Are kept in a fit state of repair.
- Are appropriately staffed and supervised by qualified persons.
- Comply with all sampling, testing and monitoring requirements.
- Meet all notification and reporting requirements.
The Annual & Summary Report
MOST IMPORTANT SECTIONS TO REVIEW:

REPORT CONTENTS

INTRODUCTION .................................................................................................................. 1

GOVERNANCE STRUCTURE .......................................................................................... 2

OUR DIVISION ................................................................................................................ 3

OUR ROLE ...................................................................................................................... 4

PERFORMANCE SCORECARDS ....................................................................................... 6

A) INCIDENTS OF REGULATORY NON-COMPLIANCE .............................................. 7
B) INCIDENTS OF AVERSE DRINKING WATER TESTS ............................................. 7
C) DEVIATIONS FROM CRITICAL CONTROL POINT (CCP) LIMITS AND RESPONSE ACTIONS .............................................................................................................. 8
D) THE EFFICACY OF THE RISK ASSESSMENT PROCESS .................................. 9
E) INTERNAL AND THIRD-PARTY AUDIT RESULTS ............................................... 10
F) RESULTS OF EMERGENCY RESPONSE TESTING .................................................. 10
G) OPERATIONAL PERFORMANCE AND STATISTICS ............................................. 11
H) RAW AND TREATED WATER QUALITY ................................................................. 13
I) TREATED WATER QUALITY – GAZER MOONEY SUBDIVISION DISTRIBUTION SYSTEM ........................................................................................................... 17
J) STATUS OF ONGOING AND EMERGING WATER QUALITY / SUPPLY INITIATIVES .......................................................... 17
K) EXPECTED FUTURE CHANGES THAT COULD AFFECT THE DWS OR THE QMS ...................................................................................................................... 19
L) CONSUMER FEEDBACK ......................................................................................... 26
M) RESOURCES NEEDED TO MAINTAIN THE QMS ................................................... 26
N) THE RESULTS OF INFRASTRUCTURE REVIEW .................................................... 27
O) OPERATIONAL PLAN CURRENT, CONTENT AND UPDATES ................................. 28
P) STAFF SUGGESTIONS ............................................................................................. 28

WATER SERVICES’ KEY CHALLENGES .................................................................... 31
Incidents of Non-compliance

- There were no incidents of noncompliance in 2014.
- The results of the 2014 Ministry of the Environment and Climate Change (MOECC) Annual Inspection Report for the Guelph DWS and Gazer Mooney SDS are still pending.
# Date Guelph DWS AWQI # Location Description Corrective Action
1 Jan 28 115902 Burkes POE Sample Tap (S002) Total Coliform (TC) colony count of 9 at Burkes POE Sample Tap (S002) Wellington-Dufferin-Guelph Public Health (WDGPH), MOECC, and Spills Action Centre (SAC) notified. Re-sample results showed non-detect results for TC, E. coli and background at upstream and downstream locations (including S001, D005, and D0250 sample locations). No further action required.

2 Feb 24 116157 Eleven samples at various locations Sodium results ranging from 23 mg/L to 130 mg/L. Wellington-Dufferin-Guelph Public Health (WDGPH), MOECC, and Spills Action Centre (SAC) notified. Resample results are comparable to initial results. No further action required.

3 Oct. 6 120786 F. M. Woods UV Reactor #3 shut down and stopped providing UV dosage for 46 minutes due to UV control systems failure. Wellington-Dufferin-Guelph Public Health (WDGPH), MOECC, and Spills Action Centre (SAC) notified. GUDIEF sources were diverted. UV disinfection was quickly re-established (with continued chlorination). Surge protection and a power transfer switch fed by two different breakers was installed. No further action was required.

# Date GMSDS AWQI # Location Description Corrective Action
1 Feb 24 116159 Gazer Mooney Lift Station (GM223) Sodium sample and resample results were 26 mg/L and 25 mg/L. Wellington-Dufferin-Guelph Public Health (WDGPH), MOECC, and Spills Action Centre (SAC) notified. Resample results are comparable to initial results. No further action required.
<table>
<thead>
<tr>
<th>Process</th>
<th>Hazardous Event</th>
<th>RISK RATING</th>
<th>City Physical Control Measures</th>
<th>City Operational Control Measures</th>
<th>External Control Measures (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Supply</td>
<td>Source Degradation &amp; Contamination: Private Sources</td>
<td>Moderate</td>
<td>Not Within City Control</td>
<td>+</td>
<td>Private Contamination Sources Regulated by Ontario Ministry of the Environment</td>
</tr>
<tr>
<td></td>
<td>Source Degradation &amp; Contamination: City Sources</td>
<td>Moderate</td>
<td></td>
<td></td>
<td>Ontario Environmental Protection Act, Source Protection Plans</td>
</tr>
<tr>
<td></td>
<td>Source Water Infrastructure Failures</td>
<td>Moderate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treatment (Chlorination at all sites + UV disinfection where applicable)</td>
<td>Inadequate Chemical Supply</td>
<td>Low</td>
<td></td>
<td></td>
<td>NSF Certification of Chemicals</td>
</tr>
<tr>
<td></td>
<td>Treatment Infrastructure Failure</td>
<td>Low</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Insufficient Primary Disinfection</td>
<td>Moderate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td>Insufficient Secondary Disinfection</td>
<td>Low</td>
<td>+</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Storage Infrastructure Failure</td>
<td>Low</td>
<td>-</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>Distribution</td>
<td>Distribution Infrastructure Failure</td>
<td>Moderate</td>
<td>+</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cross-connection or backflow</td>
<td>Moderate</td>
<td>+</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Insufficient Secondary Disinfection</td>
<td>Moderate</td>
<td>+</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>Unauthorized Entry</td>
<td>Low</td>
<td></td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>Monitoring &amp; Reporting</td>
<td>Failure of Monitoring Equipment</td>
<td>Low</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power</td>
<td>Power Failure</td>
<td>Moderate</td>
<td></td>
<td></td>
<td>Mutual Aid Agreements</td>
</tr>
</tbody>
</table>
Annual QMS Activities

• Internal audits completed in May.
  • Audit findings were related to QMS orientation training updates for current and new staff.

• External audit completed in June.
  • Noted opportunities for improvement by the auditor were related to improving the following processes: communications and tracking improvement items.

• Emergency Response Testing took place:
  • Feb. 2014 – AWQI Tabletop Exercise
  • Winter 2014 – with 76 Frozen Services (normally, there are 6 frozen services)
Major Maintenance Work

The A&S Report Card includes table summaries of both Distribution and Supply maintenance work, including:

- Appurtenance (hydrants, valves) repairs and replacements
- Meter installations and exchanges
- Service repairs
- Watermain break repairs
- Diesel generator and electrical improvements
- Site security improvements
- Water tower repair and inspection
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Location</th>
<th># Analyses</th>
<th>Criteria</th>
<th># Outside Criteria*</th>
<th>Results Range</th>
<th>Regulatory Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Chlorine Residual</td>
<td>Guelph Zone One</td>
<td>367</td>
<td>0.05-4.0 mg/L</td>
<td>0</td>
<td>0.54-1.06 mg/L</td>
<td>O. Reg. 170/03 Schedule 7-2</td>
</tr>
<tr>
<td>Free Chlorine Residual</td>
<td>Guelph Zone Two</td>
<td>361</td>
<td>0.05-4.0 mg/L</td>
<td>0</td>
<td>0.56-0.98 mg/L</td>
<td>O. Reg. 170/03 Schedule 7-2</td>
</tr>
<tr>
<td>Raw – E. coli</td>
<td>Raw sources, no disinfection</td>
<td>897</td>
<td>n/a</td>
<td>n/a</td>
<td>0-72 cfu/100 mL</td>
<td>O. Reg. 170/03 Schedule 10-4</td>
</tr>
<tr>
<td>Raw – Total Coliform</td>
<td>Raw sources, no disinfection</td>
<td>897</td>
<td>n/a</td>
<td>n/a</td>
<td>0-75 cfu/100 mL</td>
<td>O. Reg. 170/03 Schedule 10-4</td>
</tr>
<tr>
<td>Raw – HPC</td>
<td>Raw sources, no disinfection</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td>0-4 cfu/mL</td>
<td>O. Reg. 170/03 Schedule 10-4</td>
</tr>
<tr>
<td>Raw – Background</td>
<td>Raw sources, no disinfection</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td>0-4 cfu/mL</td>
<td>O. Reg. 170/03 Schedule 10-4</td>
</tr>
<tr>
<td>Raw River – E. coli</td>
<td>Raw sources, no disinfection</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td>0-55 cfu/mL</td>
<td>O. Reg. 170/03 Schedule 10-4</td>
</tr>
<tr>
<td>Raw River – Total Coliform</td>
<td>Raw sources, no disinfection</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td>0-55 cfu/mL</td>
<td>O. Reg. 170/03 Schedule 10-4</td>
</tr>
<tr>
<td>Raw River – HPC</td>
<td>Raw sources, no disinfection</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td>0-55 cfu/mL</td>
<td>O. Reg. 170/03 Schedule 10-4</td>
</tr>
<tr>
<td>Raw River – Background</td>
<td>Raw sources, no disinfection</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td>0-55 cfu/mL</td>
<td>O. Reg. 170/03 Schedule 10-4</td>
</tr>
<tr>
<td>POE – E. coli</td>
<td>Disinfected (&quot;treated&quot;) water at point of entry (POE)</td>
<td>542</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>O. Reg. 170/03 Schedule 10-3</td>
</tr>
<tr>
<td>POE – Total Coliform</td>
<td>Disinfected (&quot;treated&quot;) water at point of entry (POE)</td>
<td>542</td>
<td>0</td>
<td>0</td>
<td>0-9 cfu/100 mL</td>
<td>O. Reg. 170/03 Schedule 10-3</td>
</tr>
<tr>
<td>POE – HPC</td>
<td>Disinfected (&quot;treated&quot;) water at point of entry (POE)</td>
<td>541</td>
<td>n/a</td>
<td>n/a</td>
<td>0-4 cfu/mL</td>
<td>O. Reg. 170/03 Schedule 10-3</td>
</tr>
<tr>
<td>POE – Background</td>
<td>Disinfected (&quot;treated&quot;) water at point of entry (POE)</td>
<td>542</td>
<td>n/a</td>
<td>n/a</td>
<td>0-5 cfu/100 mL</td>
<td>O. Reg. 170/03 Schedule 10-3</td>
</tr>
<tr>
<td>POE – Free Chlorine Residual</td>
<td>Disinfected (&quot;treated&quot;) water at point of entry (POE)</td>
<td>530</td>
<td>0.05-4.0 mg/L</td>
<td>0</td>
<td>0.56-1.29 mg/L</td>
<td>O. Reg. 170/03 Schedule 10-2</td>
</tr>
<tr>
<td>Dist. – E. coli</td>
<td>Disinfected (&quot;treated&quot;) water in Distribution System</td>
<td>1,712</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>O. Reg. 170/03 Schedule 10-2</td>
</tr>
<tr>
<td>Dist. – Total Coliform</td>
<td>Disinfected (&quot;treated&quot;) water in Distribution System</td>
<td>1,712</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>O. Reg. 170/03 Schedule 10-2</td>
</tr>
<tr>
<td>Dist. – Free Chlorine Residual</td>
<td>Disinfected (&quot;treated&quot;) water in Distribution System</td>
<td>1,709</td>
<td>0.05-4.0 mg/L</td>
<td>0</td>
<td>0.25-1.30 mg/L</td>
<td>O. Reg. 170/03 Schedule 10-2</td>
</tr>
<tr>
<td>Dist. – Background</td>
<td>Disinfected (&quot;treated&quot;) water in Distribution System</td>
<td>855</td>
<td>n/a</td>
<td>n/a</td>
<td>0-160 cfu/100 mL</td>
<td>O. Reg. 170/03 Schedule 10-2</td>
</tr>
<tr>
<td>Raw Source Turbidity</td>
<td>Raw sources, no disinfection</td>
<td>869</td>
<td>n/a</td>
<td>n/a</td>
<td>0.01-0.39 ntu</td>
<td>O. Reg. 170/03 Schedule 7-3</td>
</tr>
<tr>
<td>POE – Free Chlorine Residual</td>
<td>Over 20 monitoring devices – continuous monitoring</td>
<td>1:5mins</td>
<td>0.05 mg/L</td>
<td>0</td>
<td>n/a</td>
<td>O. Reg. 170/03 Schedule 6-5</td>
</tr>
<tr>
<td>UV Dose F.M. Woods</td>
<td>Over 1 monitoring device – continuous monitoring</td>
<td>1:5mins</td>
<td>24 mJ/cm²</td>
<td>AWQI #120786</td>
<td>n/a</td>
<td>MOECC UV Treatment Criteria</td>
</tr>
<tr>
<td>UV Dose Urban Wells</td>
<td>Over 20 monitoring devices – continuous monitoring</td>
<td>1:5mins</td>
<td>40 mJ/cm²</td>
<td>0</td>
<td>n/a</td>
<td>MOECC UV Treatment Criteria</td>
</tr>
<tr>
<td>Parameter</td>
<td># Samples</td>
<td>Sampling Frequency</td>
<td>Criteria MAC</td>
<td>Criteria ½ MAC</td>
<td># Outside Criteria</td>
<td>Results Range</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>--------------------</td>
<td>--------------</td>
<td>----------------</td>
<td>--------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Trihalomethanes – Distribution System Samples</td>
<td>8</td>
<td>1:3 months</td>
<td>0.100&lt;sup&gt;A&lt;/sup&gt;</td>
<td>n/a</td>
<td>0</td>
<td>0.0221</td>
</tr>
<tr>
<td>Nitrate + Nitrite (as nitrogen)</td>
<td>40</td>
<td>1:3 months</td>
<td>10</td>
<td>5</td>
<td>0</td>
<td>&lt; 0.10</td>
</tr>
<tr>
<td>Nitrate + Nitrite (as nitrogen) – Woods’ Raw Sources (Operational Sampling)</td>
<td>26</td>
<td>1:3 months</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>0.27</td>
</tr>
<tr>
<td>Nitrate + Nitrite (as nitrogen) – Paisley Raw Source (Operational Sampling)</td>
<td>1</td>
<td>1:3 months</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>1.9</td>
</tr>
<tr>
<td>Tetrachloroethylene (perchloroethylene)</td>
<td>137</td>
<td>1:3 months</td>
<td>0.03</td>
<td>0.015</td>
<td>0</td>
<td>&lt; 0.0001</td>
</tr>
<tr>
<td>Trichloroethylene</td>
<td>137</td>
<td>1:3 months</td>
<td>0.005</td>
<td>0.0025</td>
<td>0</td>
<td>&lt; 0.0001</td>
</tr>
<tr>
<td>Trihalomethanes&lt;sup&gt;B&lt;/sup&gt;</td>
<td>144</td>
<td>1:3 months</td>
<td>0.100&lt;sup&gt;A&lt;/sup&gt;</td>
<td>n/a</td>
<td>0</td>
<td>&lt; 0.0002</td>
</tr>
<tr>
<td>Antimony</td>
<td>1</td>
<td>1:36 months</td>
<td>0.014</td>
<td>0.007</td>
<td>0</td>
<td>&lt; 0.0005</td>
</tr>
<tr>
<td>Arsenic</td>
<td>1</td>
<td>1:36 months</td>
<td>0.025</td>
<td>0.0125</td>
<td>0</td>
<td>&lt; 0.001</td>
</tr>
<tr>
<td>Barium</td>
<td>1</td>
<td>1:36 months</td>
<td>1.0</td>
<td>0.5</td>
<td>0</td>
<td>0.047</td>
</tr>
<tr>
<td>Boron</td>
<td>1</td>
<td>1:36 months</td>
<td>5.0</td>
<td>2.5</td>
<td>0</td>
<td>0.012</td>
</tr>
<tr>
<td>Cadmium</td>
<td>1</td>
<td>1:36 months</td>
<td>0.005</td>
<td>0.0025</td>
<td>0</td>
<td>0.00011</td>
</tr>
<tr>
<td>Chromium</td>
<td>1</td>
<td>1:36 months</td>
<td>0.05</td>
<td>0.025</td>
<td>0</td>
<td>&lt; 0.005</td>
</tr>
<tr>
<td>Mercury</td>
<td>1</td>
<td>1:36 months</td>
<td>0.001</td>
<td>0.0005</td>
<td>0</td>
<td>&lt; 0.0001</td>
</tr>
<tr>
<td>Selenium</td>
<td>1</td>
<td>1:36 months</td>
<td>0.01</td>
<td>0.005</td>
<td>0</td>
<td>&lt; 0.002</td>
</tr>
<tr>
<td>Uranium</td>
<td>1</td>
<td>1:36 months</td>
<td>0.02</td>
<td>0.01</td>
<td>0</td>
<td>0.00064</td>
</tr>
<tr>
<td>Sodium&lt;sup&gt;C&lt;/sup&gt;</td>
<td>27</td>
<td>1:12 months&lt;sup&gt;D&lt;/sup&gt;</td>
<td>20 &amp; 200&lt;sup&gt;E&lt;/sup&gt;</td>
<td>n/a</td>
<td>27</td>
<td>21</td>
</tr>
<tr>
<td>Fluoride</td>
<td>20</td>
<td>1:60 months</td>
<td>1.5 &amp; 2.4&lt;sup&gt;E&lt;/sup&gt;</td>
<td>n/a</td>
<td>0</td>
<td>0.13</td>
</tr>
</tbody>
</table>
Water Quality / Supply Initiatives

A&S REPORTS PROGRAM UPDATES ON THE FOLLOWING:

• Water Conservation and Efficiency Strategy
• Water Supply Master Plan
• Source Water Protection Plan
• Arkell Springs Forest Stewardship Project
• Lead Reduction Project
• Municipal Drinking Water Licences, Drinking Water Works Permits
• Permits to Take Water
• Operator Certification Compliance Management
• Expected future changes that could affect the Drinking Water System (including an update of Legal & Other Requirements)
• Results of Infrastructure Review
• Staff Suggestions
## Consumer Feedback

<table>
<thead>
<tr>
<th>Type</th>
<th>Number of Calls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Locates</td>
<td>8,943</td>
</tr>
<tr>
<td>Mainbreak</td>
<td>124</td>
</tr>
<tr>
<td>Hydrant</td>
<td>46</td>
</tr>
<tr>
<td>Water Quality</td>
<td>144</td>
</tr>
<tr>
<td>Service Line Issues</td>
<td>306</td>
</tr>
<tr>
<td>Other</td>
<td>199</td>
</tr>
<tr>
<td>Pressure</td>
<td>146</td>
</tr>
<tr>
<td>Flushing/Swabbing</td>
<td>32</td>
</tr>
<tr>
<td>Well Interference Complaints</td>
<td>2</td>
</tr>
</tbody>
</table>
Conclusions

POLICY DIRECTION:

• Owner oversight of major policy areas and programs:
  • Financial Plans
  • Budgets – Resources and Staffing
  • Infrastructure Master Planning
  • Major Programs
  • Emergency Response
  • Customer Service
Council Orientation Workshop

MAY 27, 2015:

• Statutory Standard of Care training for councilors on May 27, 2015.
• “Taking Care of Your Drinking Water” guide for members of municipal councils is used as basis for the workshop, covering:
  • Duties of Owners and Operating Authorities
  • Statutory Standard of Care
  • Guelph Drinking Water System overview
  • Municipal Drinking Water Licence requirements
Guelph Water
THANK YOU!

For more information, see
guelph.ca/water
His Worship the Mayor and
Councillors of the City of Guelph.

Your Public Services Committee beg leave to present their SECOND
CONSENT REPORT as recommended at its meeting of March 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.*

<table>
<thead>
<tr>
<th>PS-2015.4</th>
<th>Highways within the City of Guelph’s Jurisdiction Located Outside City Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>That the Public Services Committee Report PS-15-11 “Highways within the City of Guelph’s Jurisdiction outside City Limits”, dated March 2, 2015, be received.</td>
</tr>
<tr>
<td>2.</td>
<td>That staff be directed to create a Bylaw for Council’s approval to authorize enforcement of City Bylaws on Highways within the City of Guelph’s jurisdiction located outside of City Limits pursuant to Public Services Committee Report PS-15-11 dated March 2, 2015.</td>
</tr>
</tbody>
</table>

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 March 2, 2015 Public Services Committee meeting.*
TO Public Services Committee

SERVICE AREA Public Services

DATE March 2, 2015

SUBJECT Highways Within the City of Guelph’s Jurisdiction Located Outside City Limits

REPORT NUMBER PS-15-11

---

**EXECUTIVE SUMMARY**

**PURPOSE OF REPORT**
To seek Council approval of a Bylaw to permit enforcement of City Bylaws outside of the City limits on Highways in which the City of Guelph has jurisdiction.

**KEY FINDINGS**
The cul-de-sacs on Township land at the west end of Shoemaker Crescent, McCarthy Road, Rosanne Street and West Acres Drive are under the jurisdiction of the City of Guelph.

The City of Guelph’s Bylaws currently do not apply to these areas.

**FINANCIAL IMPLICATIONS**
The cost of conducting the Bylaw enforcement on these lands is provided for within the existing operating budget of the City’s Bylaw Compliance, Security and Licensing Department.

**ACTION REQUIRED**
To receive staff’s report and to direct staff to create a Bylaw to authorize enforcement of City Bylaws on Highways under City of Guelph jurisdiction.

**RECOMMENDATION**

1. THAT the Public Services Committee Report #PS-15-11 “Highways within the City of Guelph’s Jurisdiction outside City Limits”, dated March 2, 2015 be received;
2. THAT staff be directed to create a Bylaw for Council’s approval to authorize enforcement of City Bylaws on Highways within the City of Guelph’s jurisdiction located outside of City Limits pursuant to Public Services Committee Report #PS-15-11 dated March 2, 2015.

BACKGROUND
To assist with City operations such as winter control and waste collection for residents on Shoemaker Crescent, McCarthy Road, Rosanne Street and West Acres Drive, cul-de-sacs (ATT-1) were created at the west end of these Highways. These cul-de-sacs created on Township land have no residences along them and are intended to allow trucks to turn around safely.

REPORT
As residents are unlikely to be aware that the cul-de-sacs located on Shoemaker Crescent, McCarthy Road, Rosanne Street and West Acres Drive are within Township land, most calls for service for Bylaw violations are received by City of Guelph’s Bylaw Compliance staff. Concerns routinely received by staff include illegal parking, depositing of waste, and noise. Concerns that are received by City staff are redirected to Township staff and the Ontario Provincial Police for follow up.

While City Bylaw staff often worked with Township staff to address concerns from residents, staff are unable to enforce as the City’s Bylaws do not extend into Township lands.

In an effort to improve customer service and reduce duplication of efforts, Township and City staff researched this issue. It was determined through records at the Land Registry Office that in 1987 the City of Guelph accepted jurisdiction of these Highways from the Township of Guelph (now the Township of Guelph/Eramosa) and as such, the City of Guelph’s Bylaw staff and the Guelph Police Service are responsible for Bylaw enforcement of these Highways.

Through authority of the Municipal Act, it is staff’s intention to reflect our jurisdiction of these Highways as City Bylaws are reviewed and amended. While the updating of each individual Bylaw is preferred, these reviews and updates may take significant time to conduct and implement. To ensure enforcement can occur immediately by either Bylaw or Police staff, staff are recommending that an interim Bylaw (ATT-2) providing overall authority to apply City Bylaws to these Highways be approved by Council.

CORPORATE STRATEGIC PLAN
This initiative supports the following Strategic Directions:

2.2 Deliver Public Service better.
3.1 Ensure a well-designed, safe, inclusive, appealing and sustainable City.
FINANCIAL IMPLICATIONS
The cost of conducting the Bylaw enforcement on these lands is provided for within the existing operating budget of the City’s Bylaw Compliance, Security and Licensing Department.

DEPARTMENTAL CONSULTATION
Legal and Realty Services
City Clerk’s Office
Guelph Police Service

COMMUNICATIONS
Upon approval of a Bylaw, notice informing residents located on the affected streets will be provided. The notice will inform residents the cul-de-sacs are the jurisdiction of the City of Guelph and are subject to enforcement under the City’s Bylaws. In addition, once approved, a copy of the Bylaw will be posted on the City’s webpage.

ATTACHMENTS
ATT-1 Map of cul-de-sacs
ATT-2 Draft Bylaw

Authorized & Recommended By
Doug Godfrey
Manager Bylaw Compliance, Security & Licensing
Public Services
519-822-1260 ext. 2520
doug.godfrey@guelph.ca

Approved By
Derrick Thomson
Deputy CAO
Public Services
519-822-1260, ext. 2665
derrick.thomson@guelph.ca
HIGHWAYS WITHIN THE CITY OF GUELPH’S JURISDICTION LOCATED OUTSIDE CITY LIMITS – PS-15-11

Attachment 1

Cul-de-sacs
HIGHSWAYS WITHIN THE CITY OF GUELPH’S JURISDICTION LOCATED OUTSIDE CITY LIMITS – PS-15-11

Attachment 2

THE CORPORATION OF THE CITY OF GUELPH

By-law Number (2015) – XXXX

A by-law to make City by-laws apply to City highways located outside the geographic limits of the City.

WHEREAS the City of Guelph has passed various by-laws which apply to highways of the City which are located within the geographic limits of the City;

AND WHEREAS the City has jurisdiction over certain portions of highways of the City which are located outside the geographic limits of the City;

AND WHEREAS the City wishes the by-laws which apply to highways of the City which are located within the geographic limits of the City, also to apply to those portions of highways of the City which are located outside the geographic limits of the City.

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

1. All by-laws of the City which apply to highways of the City which are located within the geographic limits of the City, be and hereby are amended so that they also apply to all portions of highways of the City which are located outside the geographic limits of the City.

2. All by-laws of the City which apply to highways of the City which are located within the geographic limits of the City, shall be interpreted so that they also apply to all portions of highways of the City which are located outside the geographic limits of the City.

3. This by-law shall come into force and take effect on the date this by-law is passed.

PASSED this ___ day of ___ , 2015.

CAM GUTHRIE – MAYOR

STEPHEN O’BRIEN – CITY CLERK
Date: January 14, 2015
From: Brent Leigh
Subject: Gas Pump Warning Label Resolution

RECOMMENDED THAT:

Council support the following resolution be advanced for consideration at the
September 21/25, 2015 Union of British Columbia Municipalities (UBCM) conference
and the June 5/8, 2015 Federation of Canadian Municipalities (FCM) convention:

Whereas there is evidence that combustion of petroleum products such as gas
and diesel in vehicle engines contributes to greenhouse gas emissions that affect
natural systems in ways that are injurious to human health and the environment,
and

Whereas point-of-sale warning labels have been required for other consumables,
such as tobacco products, which has effectively curbed use of harmful products,

Therefore be it resolved that all vendors of retail petroleum products in Canada
be legislated to provide warning labels on all pump handles (pump talkers), and
that those companies who do not have this feature on their pump handle be
obligated to fit them with the plastic sleeves which will allow warning labels to be
displayed.

Purpose

The purpose of this report is to follow-up with direction provided at the January 12, 2015
Council meeting to craft a resolution in support of the delegation of Emily Kelsall and
Rob Shirkey to move gas pump warning labels forward on several fronts.

1.0 Background

1.1 Prior Resolutions

On May 5, 2014 Council resolved:
THAT the delegation from E. Kelsall regarding Climate Change and Warning Labels on Gas Pumps be received for information, with thanks.

1.2 History

On May 5, 2015 a PowerPoint presentation was provided by Emily Kelsall and Rob Shirkey who spoke to the idea of affixing climate change warning labels on gas pumps. Ms. Kelsall also noted that warming of the climate system is unequivocal, that our culture has a fossil fuel addiction, and that the proposed program could empower the public to act through awareness.

Rob Shirkey supported the presentation acknowledging that many pumps are fitted with a plastic sleeve which features a small square panel (pump talker) where advertising is often displayed. Further that his goal is to have all petroleum retail outlets be mandated to fit warning labels on their pumps.

On January 12, 2015 Ms. Kelsall and Mr. Shirkey returned to Council and spoke to the awareness building and success that had been garnered in jurisdictions particularly in California and eastern Canada. The delegation concluded their remarks by requesting that council support Mr. Shirkey working with District staff to craft a resolution that could moved to UBCM and FCM 2015 conventions mandating pump label warnings.

Council supported the request and Councillor Cameron noted that artist Cori Creed had offered to assist with the design or labels. Further, Mayor Smith offered that, through his interests in the petroleum distribution business, he would rebrand the pump talkers at those facilities in which he has influence.

2.0 Policy

2.1 Policy

Should Council approve the above noted resolution it will be moved for policy consideration at UBCM and FCM conventions

2.2 Bylaw

N/A

3.0 Analysis

3.1 Discussion

The procedures for submitting a resolution to UBCM and FCM are process bound. For the UBCM convention we are required to submit our resolutions to LMLGA by March 21, 2015. UBCM must receive the Board endorsed resolution by June 30th for submission at the September 2015 convention.
FCM receive (category C resolutions) and once adopted move to the Executive Committee for review and action. The deadline to receive resolutions for this year’s annual conference is January 25th; therefore staff has made the submission of the above noted draft resolution and will confirm, amend or withdraw based on Council direction.

While the resolution submission processes is evolving staff will work with Ms. Creed and Rob Shirkey to evolve the labeling program and coordinate test installations at outlets directed by the Mayor.

The applicants requested that this report conclude with their thanks to Council for moving this resolution of support to the highest policy forum available to local government, for championing effective labeling through professional graphic assistance and for demonstrating leadership on the ground by supporting the test implementation of warning label pump talkers.

3.2 Sustainability
The actions identified in this report are proposed to contribute meaningfully to environmental sustainability.

3.3 Consultation
The recommendation moving through UBCM and FCM delegate voting process is highly consultative.

3.4 Communications Process
As the actions noted in this report progress the West Vancouver Communications Department will keep the local press and other media outlets advised.

4.0 Options
4.1 As directed by Council

Author: [Signature]

per Brent Leigh
- **BYLAWS** –

<table>
<thead>
<tr>
<th>By-law Number (2015)-19877</th>
<th>To authorize the execution of a Subdivision Agreement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A by-law to authorize the execution of a Subdivision Agreement between The Corporation of the City of Guelph, Guelph Watson 5-3 Inc. and CMLS Financial Ltd. (11 Starwood Drive Subdivision)</td>
<td></td>
</tr>
<tr>
<td>By-law Number (2015)-19878</td>
<td>To authorize the execution of an Amending Subdivision Agreement.</td>
</tr>
<tr>
<td>A by-law to authorize the execution of an Amending Subdivision Agreement between The Corporation of the City of Guelph, Reid’s Heritage Homes Ltd., Laurentian Bank of Canada and Binbrook Holdings Limited. (Pergola Phase 2 Subdivision)</td>
<td></td>
</tr>
<tr>
<td>By-law Number (2015)-19879</td>
<td>To amend the Delegation of Authority By-law to designate the City Clerk as the “Head” for the purposes of the <em>Municipal Freedom of Information and Protection of Privacy Act</em>, as per the First Consent report of the Corporate Services Committee.</td>
</tr>
<tr>
<td>A by-law to amend By-law Number (2013)-19529, being a by-law to delegate authority pursuant to the Municipal Act. (Schedule “CC” – To Act as Head Pursuant to the <em>Municipal Freedom of Information and Protection of Privacy Act</em>)</td>
<td></td>
</tr>
</tbody>
</table>