

CITY COUNCIL AGENDA



DATE June 27, 2011 – 7 p.m.

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

**O Canada
Silent Prayer
Disclosure of Pecuniary Interest**

PRESENTATION

- a) Commanding Officer Lieutenant-Colonel K.P.J. Doyle with respect to the 11th Field Regiment and their role.
- b) Peter Busatto presentation of the Ontario Water Works Association (OWWA) Water Efficiency Award of Excellence – Public Sector Award to Mayor Farbridge
- c) Presentation of the “I Love Guelph Tap Water” youth video contest winners.
- d) Guelph Junction Railway – presentation of Annual Report

CONFIRMATION OF MINUTES (Councillor Findlay)

“THAT the minutes of the Council Meetings held May 24, 25, 30 and June 7, 2011 and the minutes of the Council meetings held in Committee of the Whole on May 24, 30 and June 7, 2011 be confirmed as recorded and without being read.”

CONSENT REPORTS/AGENDA – ITEMS TO BE EXTRACTED

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

Consent Reports/Agenda from:

Audit Committee			
Item	City Presentation	Delegations	To be Extracted
AUD-1 2010 City of Guelph Audited Financial Statements			

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

Community & Social Services Committee			
Item	City Presentation	Delegations	To be Extracted
CSS-1 Special Events Coordination & Logistics			
CSS-2 Guelph Public Library Bookmobile Service Review		<ul style="list-style-type: none"> • Kitty Pope, CEO Guelph Public Library • Alan Pickersgill, Chair, Guelph Public Library Board • Virginia Gillham, Chair, Friends of the Library 	√
CSS-3 Discretionary Social Services Funeral Directors Fees Update			
CSS-4 Guelph Vision for a Complete Community: A Conversation Document	<ul style="list-style-type: none"> • Barbara Powell 		√
CSS-5 Public Art Policy			
CSS-6 Fireworks Permit Request from Pine Ridge East Community			

Adoption of balance of Community & Social Services Committee Sixth Consent Report - Councillor Laidlaw, Chair

Corporate Administration, Finance & Emergency Services Committee			
Item	City Presentation	Delegations	To be Extracted
CAFES-1 Lease Agreement – Guelph Humane Society			
CAFES-2 Proposed Sale of Land and Easement			

	Tricar Developments Inc.			
CAFES-3	Lawn Bowling License Agreement			
CAFES-4	Lease Agreement – Kidsability Centre for Child Development – West End Community Centre			
CAFES-5	2010 Operating Budget Variance Report as at December 31, 2010			

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

Operations & Transit Committee			
Item	City Presentation	Delegations	To be Extracted
OT -1	Animal Control Agreement	<ul style="list-style-type: none"> • Gaynor Fletcher • Barbara Miller • Dr. Kate Flanigan 	✓
OT -2	Transit Advisory Committee		
OT -3	Snow Angels Program		
OT -4	Open Air Urinals – Pilot Conclusion		

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

Planning & Building, Engineering and Environment Committee			
Item	City Presentation	Delegations	To be Extracted
PBEE-1	Sign By-law Variance for 951 Gordon Street (Manhattan Music Club and Pizza Bistro)		
PBEE-2	Notice of Intention to Designate 81 Farquhar Street, Pursuant to the		

	Ontario Heritage Act			
PBEE-3	Notice of Intention to Designate 72 Farquhar Street (Drill Hall), Pursuant to the Ontario Heritage Act			
PBEE-4	Stormwater Management Master Plan			
PBEE-5	The Highland Companies' Melancthon Township Quarry Proposal – Assessment of Impact to Guelph's Water Supply			
PBEE-6	City of Guelph Water Conservation Program – Benefits Overview	<ul style="list-style-type: none"> Wayne Galliher 		√
PBEE-7	Notice of Intention to Designate 2162 Gordon Street (Marcolongo Farm) Pursuant to the Ontario Heritage Act			
PBEE-8	Residential Waste Collection Service Review			

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

Council Consent Agenda			
Item	City Presentation	Delegations	To be Extracted
A-1)	129 Baxter Drive – Upcoming Ontario Municipal Board Hearing (A-1/11), Ward 6		
A-2)	387 Ironwood Road – Upcoming Ontario Municipal Board Hearing (A-13/11),		

	Ward 6			
A-3)	Purchase of Four (4) Conventional Buses from City of Guelph Contract No. 11-107			
A-4)	PPP Canada – Wilson Street Parking Facility – Information Report			
A-5)	1897 Gordon Street (Bird Property): Proposed Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment (File 23T-08505/OP0801/ZC0306) – Ward 6			
A-6	Request to Assign Part of License Agreement Between the City of Guelph and Ecotricity Guelph Inc. Regarding Solar Photovoltaic Installations			

Adoption of balance of the Council Consent Agenda – Councillor

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

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

Once extracted items are identified, they will be dealt with in the following order:

- 1) *delegations (may include presentations)*
- 2) *staff presentations only*
- 3) *all others.*

Reports from:

- Audit Committee – Councillor Wettstein

-
- Community & Social Services – Councillor Laidlaw
 - Corporate Administration, Finance & Emergency Services – Councillor Hofland
 - Operations & Transit – Councillor Findlay
 - Planning & Building, Engineering and Environment – Councillor Piper
 - Council Consent – Mayor Farbridge

SPECIAL RESOLUTIONS

BY-LAWS

Resolution – Adoption of By-laws (Councillor)

QUESTIONS

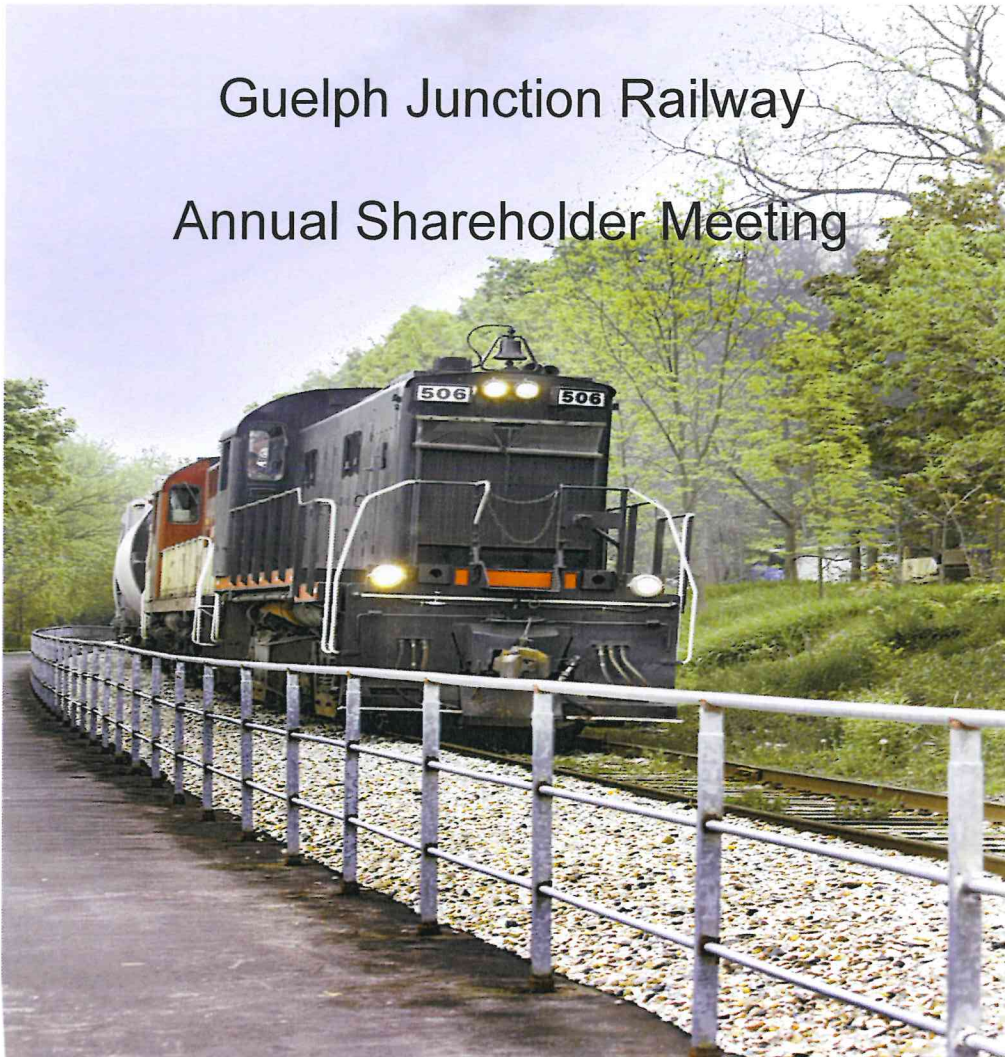
MAYOR’S ANNOUNCEMENTS

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

NOTICE OF MOTION

ADJOURNMENT

Guelph Junction Railway Annual Shareholder Meeting



New Trans Canada Trail Section along G.J.R. Right of Way

June 27th, 2011

**Prepared By:
Guelph Junction Railway**

Guelph Junction Railway Company

c/o City Hall, 1 Carden Street
Guelph, Ontario, Canada N1H 3A1
Tel: (519) 836-4848 Fax: (519) 837-5636



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1. President's Statement
2. Board of Directors and Corporation Officers
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4. Goals and Performance Objectives
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6. 2010 Year End Financial Summary
 - a. Financial executive summary
 - b. Budget performance and variance report
 - c. Statement of material breach of shareholder declaration or violation of law
 - d. Audited statements as prepared by Deloitte and Touche

Guelph Junction Railway Company

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June 27th, 2011

Mayor Karen Farbridge
And
Members of Council

RE: Guelph Junction Railway Annual Shareholder Meeting

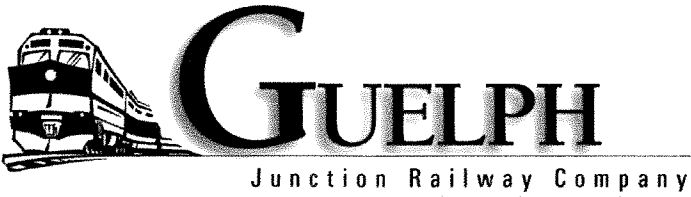
In fiscal terms 2010 showed some positive economic growth as industry sought to recover from the world wide recession. Although a year to year increase of 20% in railcar traffic shows promise, one must remain cautious in that current traffic levels still have not fully recovered to pre recession levels. The Guelph Junction Railway in a prudent and conservative business approach continued with its Recessionary Action Plan which matched expenditures to revenues to maintain positive cash flow while meeting corporate objectives. I am happy to say that this was again successful and the Guelph Junction Railway is well positioned for participation in further economic recovery.

Looking ahead, we continue to see tremendous opportunities. The Guelph Junction Railway will continue to align itself with the City's Strategic Plan. We believe that growth will come from the emerging green energy sector, new agri-food business, increased existing customer production and brown field redevelopment. As the economy continues to recover, the Guelph Junction Railway stands ready to offer Guelph's industries low environmental impact, sustainable and economically competitive customized rail transportation services.

Ben Boehm, P.Eng.
President
Guelph Junction Railway

Guelph Junction Railway Company

c/o City Hall, 1 Carden Street
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Board of Directors and Corporate Officers

Board of Directors

David Jennison– Chairman

John Carroll - Vice Chairman

Leanne Piper– Director

Paul Smith – Director

David Clarke – Director

Stephen Host– Director

Cam Guthrie – Director

Andy Van Hellemond – Director

Jim Furfaro– Director

Corporate Officers

Ben Boehm, P.Eng. – President

Susan Aram – Secretary Treasurer

Tom Sagaskie – General Manager

Guelph Junction Railway Company

c/o City Hall, 1 Carden Street

Guelph, Ontario, Canada N1H 3A1

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**GUELPH JUNCTION RAILWAY
2010 YEAR END
FINANCIAL REPORT**

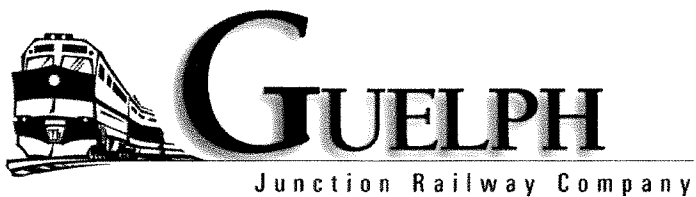
Prepared by the Guelph Junction Railway

Guelph Junction Railway Company

c/o City Hall, 1 Carden Street

Guelph, Ontario, Canada N1H 3A1

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Financial Executive Summary

	2009	2010	Business Plan Projections
Revenue	\$ 1,141,487	\$ 1, 502,502	\$ 1,131,800
Expenses	\$ 1,166,183	\$ 1,365,222	\$ 1,131,400
Profit (Loss)	(\$ 24,696)	\$137,280	\$ 400

Guelph Junction Railway Company

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2010 Overview and Future Challenges

2010 Overview

Railcar traffic in 2010 showed a 20% increase over 2009 totals. Although this shows promise in that it appears an economic recovery is underway, overall traffic has yet to fully recover to pre recession levels. During 2010 the Guelph Junction Railway continued with its Recessionary Action Plan carefully matching expenditures to revenues. This action allowed the railway to operate in a positive cash flow situation meeting all its financial obligations, Transport Canada Operating Standards and maintaining shareholder value. As demand for local products increases, so will the demand for rail transportation services.

Environmental Benefit Indices

The Guelph Junction Railway monitors its positive environmental effects as a performance indicator of its benefit to the community. Local industries by utilizing rail transportation with its greater fuel efficiency can create significant greenhouse gas reductions as well as other savings related to truck movements over roads. In 2010 the City's industries consumed 145,113 tonnes of material which was moved by the Guelph Junction Railway and its inner connected Class 1 National Railway Carriers. This total movement by rail, an average of 2500 km per load resulted in a saving of 12,800 tonnes of greenhouse gas emissions when compared to overland trucking. This rail utilization avoided 14,024,640 km of highway trucking which saved a total of \$960,000 in marginal highway costs as calculated the US DOT Highway Cost Schedule. In Ontario alone utilizing rail avoided 3,869,600 km of highway truck travel and saved \$199,000 in highway costs.

Within the City of Guelph itself 7,486 transport truck trips representing 263,424 km of local road travel was avoided saving the City \$59,600 in marginal road maintenance costs. This local move alone accounted for 170,240 kg of greenhouse gas savings.

Future Challenges

Although indicated in the graph below, some economic recovery appears to be underway. The railway's long range financial planning itself has conservatively estimated that a full recovery to 2007 pre recession levels will not occur until approximately 2012. On a forward looking positive note, all the railway's customers have weathered the recession to date and they themselves remain well positioned to participate in the economic recovery. Additionally, the railway continues to work in cooperation with existing customers who wish to increase their business and we expect positive financial impacts from this to begin in 2012.

Guelph Junction Railway Company

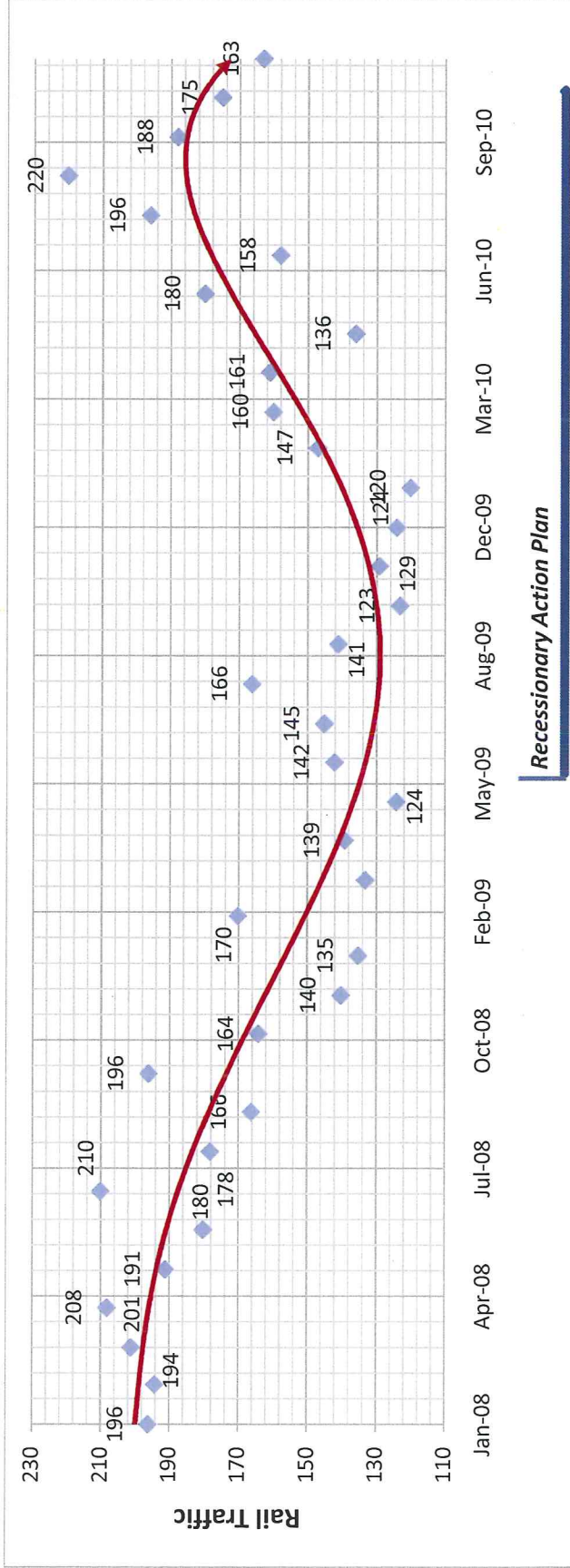
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Junction Railway Company

Rail Traffic Trends

January 2008 – December 2010



Guelph Junction Railway Company
 c/o City Hall, 1 Carden Street
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Goals and Performance Objectives

The Guelph Junction Railway's Board of Directors has set the following goals and objectives to guide its governance:

	Objective Met (Red/Yellow/Green)
1. Railway operations, growth and business development shall be undertaken so as to be supportive of the congruent with the City's strategic objectives.	Green
2. Business affairs shall be conducted in the best interests of the Community the railway serves.	Green
3. Current infrastructure and asset value shall be maintained to ensure continuous service within regulatory requirements and to cater to continuously evolving industry standards.	Green
4. Revenue base shall be grown by consistently seeking to increase current customer traffic and by seeking out new customers through existing and new service agreements.	Green
5. New facilities and business opportunities shall be developed to augment the asset value and annual traffic for the future.	Yellow
6. The railway shall conduct its affairs as a good corporate citizen and neighbor.	Green

The governance of the railway is monitored through the following performance measures:

1. Maintenance of safety and regulatory standards as measure by positive results from regulatory audits and a zero tolerance for accidents;	Green
2. Maintenance of a positive cash flow;	Green
3. Maintenance or growth of annual rail car traffic counts;	Green
4. Maintenance or growth of the environmental benefit index provided by the railroad using Federal or Provincial indices (e.g. Greenhouse gas counts, truck miles saved) as applicable.	Green

Guelph Junction Railway Activities which support City Strategic Objectives

- **1.4 Sustainable transportation approach...** *connectivity to all parts of North America*
- **1.6 Balanced tax assessment ratio...** *new business development in all industrial/inner city zones*
- **3.1 Sustainable local employment opportunities...** *our customers employ 2100*
- **3.6 City as tourist destination...** *supporting Guelph Junction Express tourist train excursions*
- **5.4 Partnerships to achieve strategic goals...** *city owned railway, opportunities to grow through acquisitions and partnerships with other short-line railways and customers.*
- **6.2 Less greenhouse gas emissions...** *railway as primary industrial transportation method*
- **6.0 Leader in conservation and resource protection...** *GJR is working with Advanced Micro Polymers Ltd. in testing bio degradable vegetation control products*

Budget Performance and Variance Report

<u>Revenue</u>	<u>Actual</u>	<u>Budget</u>	<u>Business Plan Projection</u>	<u>Actual/ budget/Variance</u>
Freight Movement	\$1,084,691	\$995,700	\$995,700	
Non Freight/Recoverable	\$417,811	\$136,100	\$136,100	
Total	\$1,502,502	\$1,131,800	\$1,131,800	+33%
<u>Expenses (less interest, taxes, depreciation)</u>				
Freight Movement and maintenance	\$877,270	\$862,200	\$862,200	
Audit	\$11,559	\$11,500	\$11,500	
Administration/Office/Audit/insurance/, etc	\$134,554	\$164,000	\$164,000	
Third party recoverable	\$187,417	\$0	\$0	
Subtotal	\$1,210,800	\$1,037,700	\$1,037,700	
Net Earnings	\$291,702	\$94,100	\$94,100	
Less Interest/Taxes & Depreciation	\$154,422	\$93,700	\$93,700	
Total	\$137,280	\$400	\$400	+34,320
Profit (Loss)	\$137,280	\$400	\$400	

Statement of material breach of the Shareholders Declaration on violation of law

In accordance with Section 6.2 of the Shareholder Declaration the Board of Directors of the Guelph Junction Railway advises Council that no material breach of the requirements of the Shareholder Declaration or violation of law has occurred.

Guelph Junction Railway Company

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Financial statements of

Guelph Junction Railway Company

December 31, 2010

Guelph Junction Railway Company

December 31, 2010

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Independent Auditor's Report

To the Shareholder of
Guelph Junction Railway Company

We have audited the accompanying financial statements of Guelph Junction Railway Company, which comprise the balance sheet as at December 31, 2010, and the statements of net income (loss) and retained earnings and of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Guelph Junction Railway Company as at December 31, 2010, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Deloitte & Touche LLP

Chartered Accountants
Licensed Public Accountants
May 12, 2011

Guelph Junction Railway Company

Statement of net income (loss) and retained earnings

year ended December 31, 2010

	2010	2009
	\$	\$
Revenue		
Freight movement	1,084,691	890,268
Non-freight movement	339,605	153,349
Grant revenue (Note 6)	15,681	10,614
Amortization of deferred capital contributions	42,312	44,075
Other	20,213	43,181
	1,502,502	1,141,487
Expense		
Audit	11,559	11,651
Amortization	140,956	139,472
Freight movement and track maintenance	877,270	766,713
Administration and office	148,020	119,165
Lease	-	85,902
Other	187,417	43,280
	1,365,222	1,166,183
Net income (loss) for the year	137,280	(24,696)
Retained earnings, beginning of year	5,584,351	5,609,047
Retained earnings, end of year	5,721,631	5,584,351

Guelph Junction Railway Company

Balance sheet

as at December 31, 2010

	2010	2009
	\$	\$
Assets		
Current assets		
Cash	329,045	347,242
Accounts receivable	311,396	240,245
Prepaid expenses	350	350
Inventory	16,569	35,618
	657,360	623,455
Property, plant and equipment (Note 3)	6,380,157	6,384,834
	7,037,517	7,008,289
Liabilities, share capital and surplus		
Current liabilities		
Accounts payable and accrued liabilities	103,193	55,700
Deferred revenue	2,655	-
Due to City of Guelph (Note 4)	194,540	310,428
	300,388	366,128
Deferred capital contributions (Note 5)	1,015,497	1,057,809
	1,315,885	1,423,937
Share capital	1	1
Retained earnings	5,721,631	5,584,351
	5,721,632	5,584,352
	7,037,517	7,008,289

Guelph Junction Railway Company

Statement of cash flows year ended December 31, 2010

	2010	2009
	\$	\$
Operating activities		
Cash from operations		
Net income (loss)	137,280	(24,696)
Items not affecting cash		
Amortization of deferred capital contributions	(42,312)	(44,075)
Amortization of property, plant and equipment	140,956	139,472
Changes in non-cash operating working capital components		
Increase in accounts receivable	(71,151)	(6,890)
Decrease in inventory	19,049	-
Increase (decrease) in accounts payable and accrued liabilities	47,493	(33,938)
Increase in deferred revenue	2,655	-
	233,970	29,873
Investing activity		
Acquisition of property, plant and equipment	(136,279)	(82,779)
Financing activity		
(Decrease) increase in due to City of Guelph	(115,888)	101,629
(Decrease) increase in cash during the year	(18,197)	48,723
Cash, beginning of year	347,242	298,519
Cash, end of year	329,045	347,242

Guelph Junction Railway Company

Notes to the financial statements

December 31, 2010

1. Description of business

Guelph Junction Railway Company (the "Company") was incorporated under the laws of Canada in 1884. The Company is wholly owned by The City of Guelph and is exempt from income taxes. The Company is engaged in the rail and related transportation business in Southwestern Ontario.

2. Significant accounting policies

Private enterprises are not required to apply the following Sections of the CICA Handbook: 3855, Financial Instruments – Recognition and Measurement; 3862, Financial Instruments – Disclosures; and 3863, Financial Instruments – Presentation, which would otherwise have applied to the financial statements of the Company for the year ended December 31, 2010. The Company has elected to use this exemption and accordingly, has applied the requirements of Section 3860, Financial Instruments – Disclosure and Presentation, of the CICA Handbook.

The financial statements have been prepared in accordance with Canadian generally accepted accounting principles ("GAAP") and reflect the following policies:

Revenue recognition

The Company recognizes revenue when persuasive evidence of an arrangement exists, delivery has occurred or the services have been provided and when collection is reasonably assured.

Inventory

Inventory is valued at the lower of cost and net realizable value on a first-in, first-out basis.

Property, plant and equipment

Property, plant and equipment are recorded at cost. Amortization is calculated using the declining-balance method at rates calculated to amortize the cost of the assets over their estimated lives. The amortization rates are as follows:

Tracks	4%
Structures	4%
Other	4%

Deferred capital contributions

Deferred capital contributions are revenues received specifically for the purchase of certain property, plant and equipment assets and are deferred and amortized over the life of the related asset.

Impairment of long-lived assets

Long-lived assets are tested for recoverability whenever events or changes in circumstances indicate that their carrying amount may not be recoverable. An impairment loss is recognized when their carrying value exceeds the total undiscounted cash flows expected from their use and eventual disposition. The amount of the impairment loss is determined as the excess of the carrying value of the asset over its fair value.

Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Significant estimates used within these financial statements include the allowance for doubtful accounts and the useful lives and carrying value of property, plant and equipment. Actual results could differ from those estimates.

Guelph Junction Railway Company

Notes to the financial statements

December 31, 2010

2. Significant accounting policies (continued)

Future accounting changes

New accounting framework

The CICA has issued a new accounting framework applicable to Canadian private enterprises. The Canadian Accounting Standards Board (AcSB) confirmed that publicly accountable enterprises will be required to adopt IFRS in place of Canadian GAAP effective January 1, 2011. Early adoption of these standards is permitted. As The Company is wholly owned by the City of Guelph, it is designated as a Government Business Enterprise and is required to report under International Financial Reporting Standards; however, the impact of the transition has not yet been determined.

3. Property, plant and equipment

			2010	2009
	Cost	Accumulated amortization	Net book value	Net book value
	\$	\$	\$	\$
Land	2,997,210	-	2,997,210	2,997,210
Tracks	3,923,549	1,053,386	2,870,163	2,853,475
Structures	481,328	147,993	333,335	347,223
Other	305,083	125,634	179,449	186,926
	<u>7,707,170</u>	<u>1,327,013</u>	<u>6,380,157</u>	<u>6,384,834</u>

4. Related party transactions

The Company is wholly owned by The City of Guelph. The City pays certain expenses and receives revenues on behalf of the Company for which the Company reimburses the City. During the year, these net expenses for which the Company reimbursed the City amounted to \$259,762 (2009 - \$111,947). Additional payments in 2010 totaling \$115,888 were made to repay the amount owing to the City from prior years. The Company also paid the City \$22,000 (2009 - \$19,390) in office rent and administration fees for the year, and in 2009 the Company paid the City \$85,902 related to an operating lease of certain property which expired in 2009. These transactions were made in the normal course of business and have been recorded at the exchange amounts.

5. Deferred capital contributions

	2010	2009
	Net book value	Net book value
	\$	\$
Deferred contributions - gross	1,217,582	1,217,582
Less: accumulated amortization	(202,085)	(159,773)
	<u>1,015,497</u>	<u>1,057,809</u>

6. Grant revenue

During the year, the Company received grant funding from the Ministry of Agriculture, Food and Rural Affairs totaling \$15,681 (2009 - \$10,614) as part of the Rural Economic Development Program to engage the services of professional engineers to assess and inspect five railway bridges.

Guelph Junction Railway Company

Notes to the financial statements

December 31, 2010

7. Financial instruments

Credit risk

Credit risk is the risk that counterparties will fail to act as contracted. The Company is exposed to credit risk through its trade accounts receivable. The Company provides credit to its customers in the normal course of its operations. There is no particular concentration of risk to the distribution of customers and the procedures for the management of credit risks.

Fair value

At year-end, the carrying amounts reported in the balance sheet for cash, accounts receivable, accounts payable and accrued liabilities, and due to the City of Guelph approximate fair value, due to their short-term nature.

8. Comparative figures

Certain 2009 comparative figures have been reclassified in order to conform to the presentation adopted in the current year.

Council Caucus Room
May 24, 2011 5:30 p.m.

A meeting of Guelph City Council.

Present: Mayor Farbridge, Councillors Bell, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond and Wettstein

Absent: Councillors Burcher and Dennis

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Dr. J. Laird, Executive Director of Planning, Engineering & Environmental Services; Ms. A. Pappert, Executive Director of Community & Social Services; Ms. T. Agnello, Acting Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

1. Moved by Councillor Hofland
Seconded by Councillor Guthrie

THAT the Council of the City of Guelph now hold a meeting that is closed to the public with respect to:

Proposed Land Exchange Stockford Road / Grange Road / Lee Park

S. 239 (2) (c) Proposed or pending acquisition or disposition of land.

Potential Litigation Matter

S. 239 (2) (e) Litigation or Potential Litigation, including matters before Administrative Tribunals.

Property Value

S. 239 (2) (c) Proposed or pending acquisition or disposition of land.

Litigation Matter

S. 239 (2) (e) Litigation or Potential Litigation, including matters before Administrative Tribunals.

Litigation Matter

S. 239 (2) (e) Litigation or Potential Litigation, including matters before Administrative Tribunals.

Personal Matter about an Identifiable Individual

S. 239 (2) (b) Personal matters about an identifiable individual.

License Agreement for use of Certain City Lands

S. 239 (2) (c) Proposed or pending acquisition or disposition of land.

Carried

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

.....
Mayor

.....
Acting Clerk

Council Caucus Room
May 24, 2011 5:32 p.m.

A meeting of Guelph City Council closed to the public.

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

Absent: Councillor Dennis

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Dr. J. Laird, Executive Director of Planning, Engineering & Environmental Services; Ms. A. Pappert, Executive Director of Community & Social Services; Dr. J. Laird, Executive Director of Planning & Building, Engineering & Environment; Ms. T. Agnello, Acting Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

There were no declarations.

S. 239 (2) (c) Proposed or pending acquisition or disposition of land

- 1. Moved by Councillor Kovach
Seconded by Councillor Hofland

Mr. M. Amorosi

THAT the report of the Manager of Realty Services

Ms. D. Jaques

entitled 'Proposed Land Exchange Stockford Road / Grange Road / Lee Park' dated May 24, 2011 be received for information.

Carried

S. 239 (2) (c) Proposed or pending acquisition or disposition of land

Mr. H. Loewig
Mr. M. Amorosi
Ms. D. Jaques

2. Moved by Councillor Laidlaw
Seconded by Councillor Burcher
THAT the report of the Manager of Realty Services and Corporate Manager of Community Energy in respect of a proposed License Agreement between the City of Guelph and Ecotricity Guelph Inc. to use certain City-owned lands for solar photovoltaic installations be received for information.

Carried

S. 239 (2) (e) Litigation or Potential Litigation

Mr. M. Amorosi
Ms. D. Jaques

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

Carried

S. 239 (2) (c) Proposed or pending acquisition or disposition of land

Ms. A. Pappert

4. Moved by Councillor Laidlaw
Seconded by Councillor Wettstein
THAT Report #CSS-ACE-1118 titled 'Property Value – 6 Dublin Street', be received for information.

Carried

S. 239 (2) (e) Litigation or Potential Litigation

Mr. Amorosi
Ms. D. Jaques

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

Carried

S. 239 (2) (e) Litigation or Potential Litigation

Mr. M. Amorosi
Ms. D. Jaques

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

Carried

Personal Matters about an Identifiable Individual

The Mayor addressed this item.

The meeting adjourned at 6:55 o'clock p.m.

.....
Mayor

.....
Acting Clerk

Council Chambers
May 24, 2011

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

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

Absent: Councillor Dennis

Staff Present: Mr. H. Loewig, Chief Administrative
Officer; Dr. J. Laird, Executive Director of Planning &
Building, Engineering & Environment; Ms. A. Pappert,
Executive Director of Community & Social Services; Mr.
Michael Anders, Acting Executive Director, Operations &
Transit; Ms. T. Agnello, Acting Clerk; and Ms. J. Sweeney,
Council Committee Co-ordinator

**DECLARATIONS UNDER MUNICIPAL CONFLICT OF
INTEREST ACT**

Councillor Burcher declared a possible pecuniary interest
with regards to Clause 3 of the Planning & Building,
Engineering & Environment Committee Report with

respect to 3-7 Gordon Street and 28-36 Essex Street – Brownfield Redevelopment Community Improvement Plan – Environmental Study Grant Requests, because she owns property in the vicinity and did not discuss or vote on the matter.

CONFIRMATION OF THE MINUTES

1. Moved by Councillor Bell

Seconded by Councillor Findlay

THAT the minutes of the Council meetings held on April 26, May 3 and 9, 2011 and the minutes of the Council meetings held in Committee of the Whole on April 26, May 3 and 9, 2011 be confirmed as recorded and without being read.

VOTING IN FAVOUR: Councillors Bell, Burcher, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

CONSENT REPORTS AND AGENDAS

The Chair of Community & Social Services Committee advised that Clause 2 with respect to Discretionary Social Services Funeral Directors' Fees Update is requested to be referred back to the Committee.

Councillor Laidlaw presented the balance of the Community & Social Services Committee Fifth Consent Report.

2. Moved by Councillor Laidlaw

Seconded by Councillor Piper

THAT the balance of the May 24, 2011 Community & Social Services Committee Fifth Consent Report as identified below, be adopted:

a) Sustainable Neighbourhood Engagement Framework Update

Ms. A. Pappert

THAT Report #CSS-CESS-1116 "Sustainable Neighbourhood Engagement Framework Update, dated May 10, 2011, be received, as amended, by amending Section B-3 to state as follows:

"Facilitate Steering Committee Work Group to develop new NSC and NG staffing plan, including review of CD Worker positions."

AND THAT staff be directed to work with the Neighbourhood Support Coalition (NSC) Steering Committee to reach a decision about the long-term status of the Neighbourhood Support Coalition to become either an independent non-profit organization, or enter into a long-term relationship with a Host Organization, and to carry out the decision as described in the SNEF Implementation Plan in this report;

AND THAT in the event that the decision is to pursue a long-term relationship with a Host Organization, that the Executive Director of Community and Social Services and the City Clerk be authorized to enter into a contractual agreement with the host organization for an initial period up to 24 months, with the purpose of implementing the framework, with an annual review to follow.

VOTING IN FAVOUR: Councillors Bell, Burcher, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

Discretionary Social Services Funeral Directors' Fees Update

3. Moved by Councillor Laidlaw
Seconded by Councillor Piper

Ms. A. Pappert

THAT the matter of Discretionary Social Services Funeral Directors' Fees Update be referred to the June 14th, 2011 meeting of the Community & Social Services Committee.

VOTING IN FAVOUR: Councillors Bell, Burcher, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

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

- CAFES-1 501 Wellington Street West (Sleeman Manor)

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

4. Moved by Councillor Hofland
Seconded by Councillor Wettstein
THAT the balance of the May 24, 2011 Corporate Administration, Finance & Emergency Services Committee Fourth Consent Report as identified below, be adopted:

a) **Clair Road Emergency Services Centre – Naming Issue**

Mr. S. Armstrong

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

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

b) **Land Ambulance Governance and Accountability**

Mr. S. Armstrong

THAT staff be directed to develop a Land Ambulance Service agreement between the City of Guelph and the County of Wellington;

AND THAT the agreement recognizes principles contained in attachment #1 of this report;

AND THAT a report containing the draft agreement be returned to the Corporate Administration, Finance and Emergency Services Committee for review.

VOTING IN FAVOUR: Councillors Bell, Burcher, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

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

5. Moved by Councillor Findlay
Seconded by Councillor Bell
THAT the May 24, 2011 Operations & Transit Committee Fourth Consent Report as identified below, be adopted:

a) **Temporary Allowance of Exotic Animals**

Mr. D. McCaughan

THAT the Operations & Transit Committee Report 'Temporary Allowance for Exotic Animals', OT051122 dated May 16, 2011, be received;

AND THAT exemption from By-law (1988)-12960 be granted to the operators of the Faery Fest and Peregrine International to have exotic animals within the City limits for the purpose of staging educational bird of prey shows during the Faery Fest June 17, 18 and 19, 2011.

b) **Tree Donation Program**

Mr. D. McCaughan

THAT the Operations & Transit Committee Report OT051119 'Tree Donation Program', be received;

AND THAT the Tree Donation Program outlined in Operations & Transit Committee Report OT01119 be approved and implemented;

AND THAT staff review the memorial plaques process, including timeline and report back to committee.

VOTING IN FAVOUR: Councillors Bell, Burcher, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

The following items were extracted from the Planning & Building, Engineering & Environment Committee Third Consent Report to be voted on separately:

- PBEE-3 3-7 Gordon Street and 28-36 Essex Street – Brownfield Redevelopment Community Improvement Plan – Environmental Study Grant Requests

Councillor Piper presented the balance of the Planning & Building, Engineering & Environment Committee Third Consent Report.

6. Moved by Councillor Piper

Seconded by Councillor Burcher

THAT the balance of the May 24, 2011 Planning & Building, Engineering & Environment Committee Third Consent Report as identified below, be adopted:

a) **Annual Increase of Building Permit Fees**

Dr. J. Laird
Mr. J. Riddell

THAT Council approve the Permit Fees attached as Appendix A to the "Annual Increase of Building Permit Fees" report, effective June 1, 2011;

AND THAT the Report No. 11-35 on Annual Increase of Building Permit Fees from Planning & Building, Engineering & Environment dated April 18, 2011, be received.

b) **Sign By-law Variance for 124 Woodlawn Road West (Kelsey's Restaurant)**

Dr. J. Laird
Mr. J. Riddell

THAT Report 11-44, regarding a sign variance for 124 Woodlawn Road West from Planning & Building, Engineering and Environment, dated May 16, 2011, be received;

AND THAT, the request for a variance from the Sign By-law for 124 Woodlawn Road West to permit one freestanding sign with a separation distance of 20 metres from an existing freestanding sign on another site in lieu of the required 30 metres, be approved.

c) **Updated Municipal Waste Management By-law**

Dr. J. Laird

THAT Council approve and enact the new "Municipal Waste Management By-law", as amended and attached to the report to Council;

AND THAT By-law (2003)-17070, as amended, be repealed.

VOTING IN FAVOUR: Councillors Bell, Burcher, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

Consent Agenda

The following items were extracted from the May 24, 2011 Consent Agenda to be voted on separately:

- A-1 Proposed Demolition of 24 Crestwood Place
- A-3 New Guelph Civic Museum – 6 Dublin Street Property
- A-5 Community Energy: 2010 Accomplishments – 2011 Work Plan Summary

- A-7 Norm Jary Park Playground Retrofit in Association with Sinking Ship Production Inc.

7. Moved by Councillor Kovach
Seconded by Councillor Laidlaw

THAT the balance of the May 24, 2011 Council Consent Agenda as identified below, be adopted:

a) **Proposed Land Exchange – Stockford Road / Grange Road / Lee Park**

Mr. M. Amorosi
Ms. D. Jaques

THAT the Mayor and Clerk be authorized to execute a Land Exchange Agreement between the City and the Upper Grand District School Board in respect of lands in the vicinity of Grange Road and Stockford Road as identified in the report of the Manager of Realty Services dated May 24, 2011 and based on the terms and conditions as outlined in the Closed Meeting report of the Manager of Realty Services dated May 24, 2011;

AND THAT staff be authorized to take all steps necessary to effect the stopping-up and closing of Stockford Road and part of Grange Road and bring forward any required by-laws for the consideration of Council;

AND THAT staff be authorized to bring forward any by-laws necessary to deem the lands comprising Plan 462 to be not part of a registered plan of subdivision.

b) **Guelph Royals Negotiations Update**

Ms. A. Pappert

THAT Report #CSS-PRPF-1119 "Guelph Royals Negotiations Update", dated May 24, 2011, be received;

AND THAT the Council directs staff to proceed with the negotiations on the basis of the principles contained within the Report #CSS-PRPF-1119;

AND THAT the Mayor and Acting City Clerk be authorized to sign any agreements related to negotiations between the City and the Guelph Royals, subject to the satisfaction of the Executive Director, Community and Social Services.

c) **License Agreement between the City of Guelph and Ecotricity Guelph Inc. to Allow Use of Certain City Lands for Solar Photovoltaic Installations**

Mr. R. Kerr
Mr. H. Loewig
Ms. D. Jaques
Mr. M. Amorosi

THAT in respect of a proposed License Agreement between the City of Guelph and Ecotricity Guelph Inc. to use certain City-owned lands for solar photovoltaic installations:

- a) The Mayor and Clerk be authorized to execute the License Agreement;
- b) The Corporate Manager of Community Energy be directed to review Feasibility and other Plans, in consultation with the City Solicitor and appropriate City Staff, and be authorized to approve installations proposed by Ecotricity under the License Agreement; and
- c) That revenues generated from the proposed License Agreement be directed to a reserve fund for the Community Energy Initiative.

VOTING IN FAVOUR: Councillors Bell, Burcher, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

DELEGATIONS

501 Wellington Street West (Sleeman Manor)

Mike Salisbury of Earthartist Planning & Design was present on behalf of the owners of 501 Wellington Street West (Sleeman Manor). He provided a brief history of the Sleeman Manor and reviewed the location of the property. He requested that the City consider the potential development of the site. He suggested that a feasibility study would explore the possible roles for City involvement, options for preferred redevelopment, development incentives, promotion and marketing.

Councillor Hofland presented Clause 1 that was extracted from the Corporate Administration, Finance & Emergency Services Committee Fourth Consent Report.

8. Moved by Councillor Hofland
Seconded by Councillor Wettstein

Dr. J. Laird

THAT staff be directed to review the proposal submitted by Earthartist Planning and Design on behalf of the owner, with respect to the potential redevelopment of 501 Wellington Street West and report back to the Corporate Administration, Finance & Emergency Services Committee on development opportunities of this area.

VOTING IN FAVOUR: Councillors Bell, Burcher, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

Community Energy: 2010 Accomplishments – 2011 Work Plan Summary

The Corporate Manager, Community Energy reviewed the principles, objectives, goals and targets of the Community Energy Plan. He outlined new approaches relating to governance, partnerships, cooperation and agreements. He provided information on various projects, proposals, planning and local economy activities.

9. Moved by Councillor Burcher
Seconded by Councillor Findlay

Mr. R. Kerr
Mr. H. Loewig

THAT the Community Energy report regarding 2010 accomplishments and a 2011 work plan, dated May 3, 2011, be received.

VOTING IN FAVOUR: Councillors Bell, Burcher, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

Norm Jary Park Playground Retrofit in Association with Sinking Ship Productions Inc.

The General Manager of Park Maintenance & Development provided information with respect to the Sinking Ship Productions "Giver" series. He advised that Norm Jary Park Playground redevelopment has been chosen for the televised program. He further advised that filming is scheduled to start on June 27th for 3 days.

10. Moved by Councillor Findlay
Seconded by Councillor Laidlaw

Mr. D. McCaughan

THAT the Operations and Transit Report OT052411 Norm Jary Park Playground and Sinking Ship Productions Inc. dated May 24, 2011, be received;

AND THAT Council approve the proposal, and authorize the City Clerk to execute a location agreement with Sinking Ship Productions Inc. as a condition to retrofit the

Norm Jary Park playground with the assistance of the community.

VOTING IN FAVOUR: Councillors Bell, Burcher, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

Councillor Piper presented Clause 3 that was extracted from the Planning & Building, Engineering & Environment Committee Third Consent Report.

3-7 Gordon Street and 28-36 Essex Street – Brownfield Redevelopment Community Improvement Plan – Environmental Study Grant Requests

11. Moved by Councillor Piper
Seconded by Councillor Guthrie

Dr. J. Laird
Mr. J. Riddell
Ms. S. Aram
Ms. D. Jaques
Mr. M. Amorosi

THAT Planning & Building, Engineering and Environment Report No. 11-43, dated May 16, 2011 regarding requests for financial assistance pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the properties known municipally as 3-7 Gordon Street and 28-36 Essex Street be received;

AND THAT the requests for financial assistance made by Creating Homes Inc., on behalf of Gordon Street Co-operative Development Corporation and Market Green Developments Inc., under the Environmental Study Grant program pursuant to the Brownfield Redevelopment Community Improvement Plan for the properties known municipally as 3-7 Gordon Street and 28-36 Essex Street, in an amount up to 50% of the cost of the follow-up Phase 2 Environmental Site Assessments to an upset total of \$10,000 for each site and up to 50% of the cost of Remedial Work Plans, if necessary, to an upset total of \$10,000 for each site be approved;

AND THAT staff be directed to proceed with the finalization of Environmental Study Grant agreements with Gordon Street Co-operative Development Corporation and Market Green Developments Inc. or any subsequent owners to the satisfaction of the General Manager, Building & Planning Services and the City Solicitor;

AND THAT the Mayor and Clerk be authorized to sign the Environmental Study Grant agreements.

VOTING IN FAVOUR: Councillors Bell, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, Wettstein and Mayor Farbridge (11)

VOTING AGAINST: (0)

Councillor Burcher did not vote on the matter due to her declared possible pecuniary interest.

Carried

Proposed Demolition of 24 Crestwood Place

Dr. J. Laird
Mr. J. Riddell

12. Moved by Councillor Furfaro
Seconded by Councillor Kovach
THAT Report 11-47 regarding the proposed demolition of a detached dwelling at 24 Crestwood Place, City of Guelph, from Planning & Building, Engineering and Environment, dated May 24, 2011, be received;

AND THAT the proposed demolition of the detached dwelling at 24 Crestwood Place, be approved.

VOTING IN FAVOUR: Councillors Bell, Burcher, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Van Hellemond, Wettstein and Mayor Farbridge (11)

VOTING AGAINST: Councillor Piper (1)

Carried

New Guelph Civic Museum – 6 Dublin Street Property

Ms. A. Pappert
Mr. J. Stokes
Ms. D. Jaques
Ms. S. Aram

13. Moved by Councillor Piper
Seconded by Councillor Findlay
THAT Report #CSS-ACE-1117, dated May 24, 2011 and titled "New Guelph Civic Museum - 6 Dublin Street Property", be received;

AND THAT staff proceed with the sale of the property located at 6 Dublin Street South by way of listing with a real estate broker;

AND THAT the proceeds of the sale be designated to offset any cost overrun on the construction of the new Civic Museum.

VOTING IN FAVOUR: Councillors Bell, Burcher, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

BY-LAWS

14. Moved by Councillor Burcher
Seconded by Councillor Wettstein
THAT By-laws Numbered (2011)-19199 to (2011)-19215,
inclusive, are hereby passed.

VOTING IN FAVOUR: Councillors Bell, Burcher, Findlay,
Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van
Hellemond, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

ADJOURNMENT

The meeting adjourned at 8:20 o'clock p.m.

Minutes read and confirmed June 27, 2011.

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Mayor

.....
Acting Clerk

Room C, City Hall
May 25, 2011, 6:00 p.m.

Council convened in special session for the purpose of a strategic planning workshop at 6:00 p.m.

Present: Mayor Farbridge, Councillors Bell, Burcher, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond, and Wettstein

Absent: Councillors Dennis, and Kovach

Staff Present: Mr. H. Loewig, Chief Administrative Officer, Mr. M. Amorosi, Executive Director of Corporate and Human Resources, Dr. J. Laird, Executive Director of Planning, Engineering & Environmental Services; General Manager of Planning & Building Services; Mr. D. McCaughan, Executive director, Operations and Transit Hannah, Manager of Development Planning; Ms. A Pappert, Executive Director, Community and Social Services; Ms. B. Boisvert, Corporate Manager, Strategic Planning and Corporate Initiatives; and Ms. T. Agnello, Acting City Clerk

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

There was no declaration of pecuniary interest.

**STRATEGIC PLAN WORKSHOP
PART 2: SERVICE REVIEW**

Mayor Farbridge provided an overview of the city's internal and external services and explained that some are mandatory and others discretionary. She noted the differences between service reviews and operational reviews and explained that sometimes they intersect.

Dr. C. Bart of the Degroote School of Business was present to lead Council in a workshop on the following matters:

- Council confirmed the draft priority goals
- Council was guided through discussions and a debrief of remote exercise #2 regarding City Services

Dr. Bart led Council through an exercise regarding setting SMART objectives (specific, measurable, acceptable, realistic, and timely).

Next Steps

He identified remote exercise #3 to take place next regarding a management exercise about services

Council recessed at 8:25pm and reconvened at 8:40pm.

NEXT MEETING - July, 13 2011

ADJOURNMENT

The meeting adjourned at 9:13 o'clock p.m.

Minutes read and confirmed June 27, 2011.

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Mayor

.....
Acting Clerk

395 Southgate Drive, Guelph
May 30, 2011 6 p.m.

A meeting of Guelph City Council.

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

Absent: Councillor Burcher

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Dr. J. Laird, Executive Director of Planning, Engineering & Environmental Services; Mr. R. Kerr, Corporate Manager, Community Energy; and Ms. T. Agnello, Acting Clerk

Also Present: Guelph Hydro Inc. Board of Directors – Jasmine Urisk, Jane Armstrong, Robert Aumell, Brian Cowan, Rob Fennell, Judy Fountain, Barbara Leslie, and Bill Koornstra

Guelph Hydro staff– Barry Chuddy, CEO; Kazi Marouf, COO; Seymour Trachimovsky, Corporate Secretary; Ian Miles Chief Financial Officer; Arlen Molyneaux, Director Engineering; Matt Weninger, Director of Metering & Conservation; Erik Veneman, Director of Operations; and Dan Amyot, Manager of Information Systems

1. Moved by Councillor Laidlaw
Seconded by Councillor Kovach

THAT the Council of the City of Guelph now hold a meeting that is closed to the public with respect to:

Company Business Review

S. 239 (2) (g) A matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act.

2010 Financial Statements

S. 239 (2) (g) A matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act.

Citizen Appointments as Directors of Guelph Hydro Inc.

S. 239 (2) (b) Personal matters about an identifiable individual.

Appointment of Auditors

S. 239 (2) (b) Personal matters about an identifiable individual.

Other Matters

S. 239 (2) (g) A matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act.

Carried

The meeting adjourned at 6:01 o'clock p.m.

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Mayor

.....
Acting Clerk

395 Southgate Drive, Guelph
May 30, 2011 6:02 p.m.

A meeting of Guelph City Council closed to the public.

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

Absent: Councillor Burcher

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Dr. J. Laird, Executive Director of Planning, Engineering & Environmental Services; Mr. R. Kerr, Corporate Manager, Community Energy; and Ms. T. Agnello, Acting Clerk

Also Present: Guelph Hydro Inc. Board of Directors – Jasmine Urisk, Jane Armstrong, Robert Aumell, Brian Cowan, Rob Fennell, Judy Fountain, Barbara Leslie, and Bill Koornstra
Guelph Hydro staff– Barry Chuddy, CEO; Kazi Marouf, COO; Seymour Trachimovsky, Corporate Secretary; Ian Miles Chief Financial Officer; Arlen Molyneaux, Director Engineering; Matt Weninger, Director of Metering & Conservation; Erik Veneman, Director of Operations, and; Dan Amyot, Manager of Information Systems

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

There were no declarations.

S. 239 (2) (g) A matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act.

The Committee was provided with information with respect to the company business review by Jasmine Urisk, Barry Cuddy and Kazi Marouf.

S. 239 (2) (g) A matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act.

The Committee was provided with information with respect to the 2010 fiscal year by Ian Miles.

PASSED IN COUNCIL
BY SPECIAL
RESOLUTION

- 1. Moved by Councillor Laidlaw
Seconded by Councillor Hofland
THAT the audited financial statements of Guelph Hydro Inc. for the year ended December 31, 2010, as prepared and reported upon by the Corporation's auditors, be received.

Carried

S. 239 (2) (b) Personal matters about an identifiable individual.

PASSED IN COUNCIL
BY SPECIAL
RESOLUTION

- 2. Moved by Councillor Laidlaw
Seconded by Councillor Hofland
THAT Jane Armstrong be reappointed as a Director of Guelph Hydro Inc. for a three year term expiring at the Annual General Meeting of the Shareholder in 2014;

AND THAT William Koornstra be reappointed as a Director of Guelph Hydro Inc. for a three year term expiring at the Annual General Meeting of the Shareholder in 2014;

AND THAT Judy Fountain be appointed as a Director of Guelph Hydro Inc. for a three year term expiring at the Annual General Meeting of the Shareholder in 2014;

AND THAT Dr. Jan Carr be appointed as a Director of Guelph Hydro Inc. for a three year term expiring at the Annual General Meeting of the Shareholder in 2014 with the appointment commencing at the time that Mayor Farbridge steps down from the Guelph Hydro Inc. Board to assume role of Chair of the Guelph Municipal Holding Company.

Carried

S. 239 (2) (b) Personal matters about an identifiable individual.

PASSED IN COUNCIL
BY SPECIAL
RESOLUTION

- 1. Moved by Councillor Kovach
Seconded by Councillor Piper
THAT the recommendation by the Board of Guelph Hydro Inc. to appoint KPMG LLP as auditors of the Corporation to hold office until the next annual meeting of the Shareholder of the Corporation, be approved.

Carried

The meeting adjourned at 8:41 o'clock p.m.

.....
Mayor

.....
Acting Clerk

395 Southgate Drive, Guelph
May 30, 2011

Council reconvened in formal session at 8:42 p.m.

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

Absent: Councillor Burcher

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Dr. J. Laird, Executive Director of Planning, Engineering & Environmental Services; Mr. R. Kerr, Corporate Manager, Community Energy; and Ms. T. Agnello, Acting Clerk

- 1. Moved by Councillor Kovach
Seconded by Councillor Hofland
- a) **Financial Statements for year ended December 31, 2010**

Ms. J. Urisk

THAT the audited financial statements of Guelph Hydro Inc. for the year ended December 31, 2010, as prepared and reported upon by the Corporation's auditors, be received.

b) Appointment of Directors of Guelph Hydro Inc.

Ms. J. Urisk
Ms. T. Agnello

THAT Jane Armstrong be reappointed as a Director of Guelph Hydro Inc. for a three year term expiring at the Annual General Meeting of the Shareholder in 2014;

AND THAT William Koornstra be reappointed as a Director of Guelph Hydro Inc. for a three year term expiring at the Annual General Meeting of the Shareholder in 2014;

AND THAT Judy Fountain be appointed as a Director of Guelph Hydro Inc. for a three year term expiring at the Annual General Meeting of the Shareholder in 2014;

AND THAT Dr. Jan Carr be appointed as a Director of Guelph Hydro Inc. for a three year term expiring at the Annual General Meeting of the Shareholder in 2014 with the appointment commencing at the time that Mayor Farbridge steps down from the Guelph Hydro Inc. Board to assume role of Chair of the Guelph Municipal Holding Company.

c) Appointment of Auditor for Guelph Hydro Inc.

Ms. J. Urisk
Ms. S. Aram

THAT the recommendation by the Board of Guelph Hydro Inc. to appoint KPMG LLP as auditors of the Corporation to hold office until the next annual meeting of the Shareholder of the Corporation, be approved.

Carried

ADJOURNMENT

The meeting adjourned at: 8:45 o'clock p.m.

Minutes read and confirmed June 27, 2011.

.....
Mayor

.....
Acting Clerk

Council Caucus Room
June 7, 2011 6:30 p.m.

A meeting of Guelph City Council.

Present: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Kovach, Van Hellemond and Wettstein

Absent: Councillors Burcher, Hofland, Laidlaw and Piper

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Dr. J. Laird, Executive Director of Planning & Building, Engineering and Environment; Mr. B. Burchett, General Manager, Parks and Recreation, Program and Facilities; Ms. D. Jaques, General Manager, Legal/Realty Services/City Solicitor; and Ms. T. Agnello, Acting City Clerk

- 1. Moved by Councillor Kovach
Seconded by Councillor Furfaro

THAT the Council of the City of Guelph now hold a meeting that is closed to the public with respect to:

Potential Litigation Matter

S. 239 (2) (e) Litigation or Potential Litigation, including matters before Administrative Tribunals.

Carried

The meeting adjourned at 6:31 o'clock p.m.

.....

Mayor

.....

Acting City Clerk

Council Caucus Room
June 7, 2011 6:32 p.m.

A meeting of Guelph City Council closed to the public.

Present: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Kovach, Van Hellemond and Wettstein

Absent: Councillors Burcher, Hofland, Laidlaw and Piper

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Dr. J. Laird, Executive Director of Planning & Building, Engineering and Environment; Mr. B. Burchett, General Manager, Parks and Recreation, Program and Facilities; Ms. D. Jaques, General Manager, Legal/Realty Services/City Solicitor; and Ms. T. Agnello, Acting City Clerk

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

There were no declarations.

S. 239 (2) (e) Litigation or Potential Litigation

- | | | |
|---------------------------------|---|---------|
| Mr. M. Amorosi
Ms. D. Jaques | 1. Moved by Councillor Kovach
Seconded by Councillor Guthrie
THAT staff be given direction with respect to a litigation matter. | Carried |
| Mr. M. Amorosi
Ms. D. Jaques | 2. Moved by Councillor Furfaro
Seconded by Councillor Dennis
THAT staff be given direction with respect to a litigation matter. | Carried |
| Mr. M. Amorosi
Ms. D. Jaques | 3. Moved by Councillor Furfaro
Seconded by Councillor Guthrie
THAT staff be given direction with respect to a litigation matter. | Carried |
| Mr. M. Amorosi
Ms. D. Jaques | 4. Moved by Councillor Wettstein
Seconded by Councillor Kovach
THAT the report received from Legal Services dated June 7, 2011 regarding a litigation matter be received. | Carried |
| PASSED IN COUNCIL
BY SPECIAL | 5. Moved by Councillor Kovach
Seconded by Councillor Findlay
THAT Council rise and report the following motion as a special resolution in Council open session: | |

RESOLUTION

WHEREAS The Mayor has not yet received a response from the Minister of Health in respect to the presentation delivered to the Premier regarding the City’s concerns with the Board of Health for Wellington-Dufferin-Guelph and the City’s proposal for resolving these concerns;

AND WHEREAS The City has not received a response from the County of Wellington, the County of Dufferin or the Ministry of Health and Long-Term Care to its notice of intention to withdraw from the Wellington-Dufferin-Guelph health unit.

THEREFORE BE IT RESOLVED THAT:

1. The City Solicitor be directed to continue with the court action, including the injunction application, currently before the court.
2. The Mayor be requested to follow up with the Premier’s office and the Minister of Health and Long-Term Care.

The meeting adjourned at 7:00 o’clock p.m.

.....
Mayor

.....
Acting City Clerk

Council Chambers
June 7, 2011

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

Present: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Kovach, Van Hellemond and Wettstein

Absent: Councillors Burcher, Hofland, Laidlaw and Piper

Staff Present: Dr. J. Laird, Executive Director of Planning & Building, Engineering & Environment; Mr. J. Riddell, General Manager of Planning & Building Services;

Ms. T. Agnello, Acting City Clerk; and Ms. D. Black,
Assistant Council Committee Co-ordinator

**DECLARATIONS UNDER MUNICIPAL CONFLICT OF
INTEREST ACT**

CONSENT AGENDA

1. Moved by Councillor Furfaro
Seconded by Councillor Kovach
THAT the June 7, 2011 Council Consent Agenda, as
identified below, be adopted:

a) **587 Victoria Road North: Proposed Zoning
By-Law Amendment (ZC0610) – Ward 2**

Ms. N. Shoemaker
Dr. J. Laird
Mr. J. Riddell
Ms. D. Jaques
Ms. S. Aram
Mr. M. Amorosi
Mr. D. McCaughan

THAT Report 11-23 regarding a proposed Zoning By-law
Amendment application by Northview Estates (Guelph)
Ltd. (ZC0610) for property municipally known as 587
Victoria Road North, City of Guelph, from Planning &
Building, Engineering and Environment dated June 7,
2011, be received;

AND THAT the application by Black Shoemaker Robinson
and Donaldson Limited on behalf of Northview Estates
(Guelph) Ltd. for approval of a Zoning By-law Amendment
to rezone the lands from the UR (Urban Reserve) Zone to
the R.3B (On-Street Townhouse) Zone, to allow the
development of 14 on-street townhouse dwelling units, be
approved, subject to the recommended zoning and
conditions outlined in Schedule 2 of the Planning &
Building, Engineering and Environment Report 11-23
dated June 7, 2011.

b) **Water Street Reconstruction, Contract No. 2-
1114**

Dr. J. Laird
Ms. S. Aram

THAT the tender of Drexler Construction Ltd., Rockwood
be accepted and that the Mayor and Clerk be authorized
to sign the agreement for Contract 2-1114 for the Water
Street Reconstruction contract for a total tendered price
of \$1,950,000.00, with actual payment to be made in
accordance with the terms of the contract;

AND THAT Water Street be closed to through traffic
during the reconstruction.

c) **Fireworks Approval for Canada Day – July 1,
2011**

Mr. D. McCaughan
Mr. S. Armstrong

THAT the request from the Rotary Club of Guelph to
provide a fireworks display at Riverside Park on July 1,

Mr. B. Stewart
Chief Davis

2011 be approved subject to the Rotary Club of Guelph meeting the terms and conditions of the Guelph Fire Department;

AND THAT the Rotary Club of Guelph obtains liability coverage in the amount of \$5,000,000 with the City of Guelph named as an additional insured party, and to provide a certificate indicating such coverage to be submitted to the City of Guelph at least two weeks prior to the event;

AND THAT the City of Guelph accepts no responsibility for any liability that arises out of granting this permission for use of City property and facilities.

VOTING IN FAVOUR: Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Kovach, Van Hellemond, Wettstein and Mayor Farbridge (9)

VOTING AGAINST: (0)

Carried

PLANNING PUBLIC MEETING

Mayor Farbridge announced that in accordance with The Planning Act, Council was now in a public meeting for the purpose of informing the public of various planning matters.

DELEGATIONS

1820 Gordon Street South: Proposed Zoning By-law Amendment (File ZC1108) - Ward 6

Mr. A. Hearne, Senior Development Planner, advised the applicant is wishing to increase the building size restriction, but not the overall property restrictions so they may secure an anchor tenant.

Mr. Glen Wellings, on behalf of the applicant, advised that they are requesting the building size cap be removed in order to attract an anchor and they are in discussions with a company interested in locating a theatre at this location. He stated they will be building to the silver LEEDS standard.

2. Moved by Councillor Findlay
Seconded by Councillor Wettstein

Dr. J. Laird
Mr. J. Riddell

THAT Report 11-48 regarding a proposed Zoning By-law Amendment application by FCHT Holdings (Ontario) Corporation (ZC1108) for property municipally known as 1820 Gordon Street South, City of Guelph, from Planning

& Building, Engineering and Environment dated June 7, 2011, be received.

VOTING IN FAVOUR: Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Kovach, Van Hellemond, Wettstein and Mayor Farbridge (9)

VOTING AGAINST: (0)

Carried

1897 Gordon Street (Bird Property): Proposed Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment (File 23T-08505/OP0801/ZC0306) – Ward 6

Mr. Chris DeVriendt, Senior Development Planner, advised that this application has previously come before council because the plans have been modified to include additional lands along the northerly boundary of the plan to accommodate the extension of Poppy Drive from Gosling Gardens to Gordon Street. He stated that staff are requesting the proposal be considered for decision at the June 27, 2011 Council meeting.

He advised the main revisions to the plan are:

- Removal of the stub road abutting the southerly property boundary as a potential future street extension to the adjacent lands to the south;
- Incorporation of three additional apartment blocks to increase the total number of units from 67 to 152;
- Increase the size of Open Space Block 27 to accommodate the wetland pocket at the westerly boundary of the site.

Mr. John Valeriotte, on behalf of the applicant, outlined the process to date and encouraged Council to approve the application at the June 27, 2011 Council meeting.

Ms. Astrid Clos, on behalf of the applicant, stated that the concerns for the Savannah Sparrow have been addressed in condition #13 and advised they have an approved Environmental Impact Study. She stated the density of the plan has increased, and the driveway location was moved to over 30m from Gordon Street. She also stated that the two apartment blocks may be consolidated into one which could result in a shared driveway even further from Gordon Street. She also advised that they will be building to energy star rating at a minimum for the detached dwellings.

Dr. Hugh Whiteley requested that the proposal be referred back to staff because he believes there are deficiencies in the proposed plan. He stated there is a contradiction between maintaining natural heritage versus approval of the application and staff need to take into account all information and most current information. He believes the Hanlon Creek Watershed Study (HCWP) must be used for a full and complete Environmental Study. He said that there must be a study completed that states original boundaries, why they existed and explain their functions and then demonstrate how the new boundaries can function equally well. He stated that there needs to be additional reviews to maintain the natural heritage.

Ms. Judy Martin advised she had the following concerns:

- a lack of a secondary plan for the area so the development of the site is premature;
- the plan violates the Hanlon Creek Watershed Plan and the Natural Heritage Study;
- over two and a half acres of tree canopy will be removed which is the habitat for the Savannah Sparrow;
- the recommendations of the environmental planner have not been met to maintain existing plantation and natural landscaping and the small size makes the natural heritage vulnerable;
- the property needs to be recognized as improved linkage;
- lack of buffers to protect amphibian species; and
- there is no map of archaeological resources applying to the site.

Staff will:

- provide clarification regarding the environmental issues when the matter is considered for decision at Council;
- provide maps to provide context regarding what is in existence on the adjacent properties

Staff advised that the lands are already designated general residential so they feel development is acceptable and a process to develop the Clair/Maltby secondary plan will be started within the next two years.

3. Moved by Councillor Kovach
Seconded by Councillor Guthrie

Dr. J. Laird
Mr. J. Riddell

THAT Report 11-30 regarding a Proposed Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment for property municipally known as 1897 Gordon Street, from Planning & Building, Engineering and Environment dated June 7, 2011, be received;

AND THAT the application by Astrid J. Clos Planning Consultants on behalf of Thomasfield Homes Limited for approval of a Proposed Draft Plan of Residential Subdivision comprising 209 units, as shown on Schedule 3, applying to property municipally known as 1897 Gordon Street and legally described as Part of Lot 11, Concession 7 (Geographic Township of Puslinch), City of Guelph, be placed on the City Council agenda of June 27, 2011 for a decision;

AND THAT the application by Astrid J. Clos Planning Consultants on behalf of Thomasfield Homes Limited for approval of an Official Plan Amendment to re-designate Blocks 23, 24 and 25 from the current "General Residential" Official Plan designation to the "High Density Residential" Official Plan designation affecting the lands municipally known as 1897 Gordon Street and legally described as Part of Lot 11, Concession 7 (Geographic Township of Puslinch), City of Guelph, be placed on the City Council agenda of June 27, 2011 for a decision;

AND THAT the application by Astrid J. Clos Planning Consultants on behalf of Thomasfield Homes Limited for approval of a Zoning By-law Amendment from the Agricultural (A) Zone in the Township of Puslinch Zoning By-law to the Specialized R.1C-18 (Single Detached Residential) Zone, a Specialized R.3A-? (Cluster Townhouse) Zone, a Specialized R.4A-? (General Apartment) Zone for each of the three apartment blocks, and the P.1 (Conservation Land) Zone to implement a residential Draft Plan of Subdivision comprising 209 units, be placed on the City Council agenda of June 27, 2011 for a decision.

VOTING IN FAVOUR: Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Kovach, Van Hellemond, Wettstein and Mayor Farbridge (9)

VOTING AGAINST: (0)

Carried

CAO Profile and Competencies

Mr. Robert Johnston, Organization Consulting Ltd., provided a brief synopsis of steps taken thus far and the process to date of the CAO search.

4. Moved by Councillor Kovach
Seconded by Councillor Findlay
THAT the CAO Profile and Competencies working document be approved as amended as follows:

Mayor Farbridge
Ms. D. Nixon

- i) THAT the second bullet point of the Key Responsibilities – Leadership section state as follows:
"Create within the Executive Team and City Staff, an openness to new ideas, encouraging innovation and implementing a culture of accountability for actions and results – evaluating outcomes and determining the most effective use of resources"
- ii) THAT the last bullet point in the Profile section state as follows:
"Wants to have fun and enjoy their role in the community – has a sense of humour"
- iii) THAT the fifth bullet point in the Stakeholder Input Summary – Change/transformation leader section state as follows:
"Protects their team – failure happens. Use as a learning tool. Build, don't bash"
- iv) THAT any gender reference be gender neutral.

VOTING IN FAVOUR: Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Kovach, Van Hellemond, Wettstein and Mayor Farbridge (9)

VOTING AGAINST: (0)

Carried

BY-LAWS

- 5. Moved by Councillor Dennis
Seconded by Councillor Findlay
THAT By-laws Numbered (2011) - 19216 to (2011) - 19224, inclusive, are hereby passed.

VOTING IN FAVOUR: Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Kovach, Van Hellemond, Wettstein and Mayor Farbridge (9)

VOTING AGAINST: (0)

Carried

SPECIAL RESOLUTIONS

- 6. Moved by Councillor Kovach
Seconded by Councillor Furfaro
WHEREAS The Mayor has not yet received a response from the Minister of Health in respect to the presentation delivered to the Premier regarding the City's concerns with the Board of Health for Wellington-Dufferin-Guelph and the City's proposal for resolving these concerns;

Mr. M. Amorosi
Ms. D. Jaques
Mayor Farbridge

AND WHEREAS The City has not received a response from the County of Wellington, the County of Dufferin or the Ministry of Health and Long-Term Care to its notice of intention to withdraw from the Wellington-Dufferin-Guelph health unit.

THEREFORE BE IT RESOLVED THAT:

- 1.The City Solicitor be directed to continue with the court action, including the injunction application, currently before the court.
- 2.The Mayor be requested to follow up with the Premier’s office and the Minister of Health and Long-Term Care.

VOTING IN FAVOUR: Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Kovach, Van Hellemond, Wettstein and Mayor Farbridge (9)

VOTING AGAINST: (0)

Carried

ANNOUNCEMENTS

ADJOURNMENT

The meeting adjourned at 8:30 'clock p.m.

Minutes read and confirmed June 27, 2011.

.....
Mayor

.....
Acting City Clerk

Recommended Zoning and Conditions

"THAT the application by Black Shoemaker Robinson and Donaldson Limited on behalf of Northview Estates (Guelph) Ltd. for approval of a Zoning By-law Amendment to rezone lands municipally known as 587 Victoria Road North, from the current UR (Urban Reserve) Zone to the R.3B (On-Street Townhouse) Zone, to allow the development of 14 on-street townhouse dwelling units, be approved, in accordance with the following permitted uses, regulations and conditions:

Permitted Uses

On-street townhouse

Home Occupation in accordance with Section 4.19

Accessory Use in accordance with Section 4.23

Regulations

In accordance with Section 5.3.2

Conditions

1. The owner shall submit to the City, in accordance with Section 41 of The Planning Act, a fully detailed site plan, indicating the location of buildings, landscaping, parking, circulation, access, building elevations, grading, drainage, and servicing for the said lands, to the satisfaction of the City, prior to the issuance of the building permit, and furthermore the Owner agrees to develop the said lands in accordance with the approved plan.
2. Prior to site plan approval and prior to any construction or grading on the lands, the developer shall submit a detailed storm water management report and plans to the satisfaction of the City Engineer which demonstrates how storm water will be controlled and conveyed.
3. That the developer grades, develops and maintains the site including the storm water management facilities designed by a Professional Engineer, in accordance with a Site Plan that has been submitted to and approved by the City Engineer. Furthermore, the owner shall have the Professional Engineer who designed the storm water management system certify to the City that he/she supervised the construction of the storm water management system, and that the storm water management system was approved by the City and that it is functioning properly.
4. The Owner shall pay to the City, as determined applicable by the Chief Financial Officer/City Treasurer, development charges and education

- development charges, in accordance with the City of Guelph Development Charges By-law (2004)-17361, as amended from time to time, or any successor thereof, and in accordance with the Education Development Charges By-laws of the Upper Grand District School Board (Wellington County) and the Wellington Catholic District School Board, as amended from time to time, or any successor by-laws thereof, prior to Site Plan Approval, at the rate in effect at the time of the issuance of a building permit.
5. Prior to site plan approval and prior to any construction or grading on the lands, 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.
 6. Prior to site plan approval and prior to any construction or grading on the lands, the owner shall have a Professional Engineer design a grading and drainage plan for the site, satisfactory to the City Engineer.
 7. The developer shall pay to the City the actual cost of constructing, installing or removal of any service laterals required and furthermore, prior to site plan approval, the developer shall pay to the City the estimated cost of the service laterals, as determined by the City Engineer.
 8. The developer shall pay to the City the actual cost of the construction of the new driveway entrance(s) and the required curb cut, prior to any construction or grading on the lands, prior to site plan approval the developer shall pay to the City the estimated cost as determined by the City Engineer of constructing the new driveway entrance and the required curb cut.
 9. The owner shall construct the new buildings at such an elevation that the lowest level of the new buildings can be serviced with a gravity connection to the sanitary.
 10. Storm laterals should be provided for the townhouse units just as was provided for the neighbouring lots in the Northview Estates Subdivision. The design engineer is to confirm that the 100 year hydraulic grade line is lower than the underside of footing.
 11. That the developer makes satisfactory arrangements with Union Gas for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to site plan approval.

12. That all electrical services to the lands are underground and the developer shall make satisfactory arrangements with Guelph Hydro Electric Systems Inc. for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to site plan approval.
13. That all telephone and Cable TV service to the lands be underground and the developer shall enter into a servicing agreement with Bell Canada providing for the installation of underground telephone service, prior to site plan approval.
14. That any domestic wells, septic systems and boreholes drilled for hydrogeological or geotechnical investigations shall be properly abandoned in accordance with current Ministry of the Environment Regulations and Guidelines to the satisfaction of the City Engineer.
15. Prior to the issuance of site plan approval for the lands, the owner shall pay to the City, the City's total cost of reproduction and distribution of the Guelph Residents' Environmental Handbook, to all future households within the project, with such payment based on a cost of one handbook per residential household, as determined by the City.
16. The Owner shall meet all the requirements of Guelph Hydro Electric Systems Inc., including the relocation of existing hydro services and the installation of new hydro services and shall enter into any agreements required by Guelph Hydro in order to fully service the said lands with hydro facilities to the satisfaction of Guelph Hydro, prior to the issuance of site plan approval for the lands.
17. That the Owner shall complete any requirements of Canada Post including the provision of a centralized mail facility, at the owner's expense, prior to site plan approval.
18. The Owner shall construct the 14 dwelling unit development to meet or exceed the ENERGY STAR standard.
19. That prior to site plan approval, the owner shall enter into an agreement with the City, registered on title, satisfactory to the City Solicitor, covering the conditions noted above and to develop the site in accordance with the approved plans and reports.

**CONSENT REPORT OF THE
AUDIT COMMITTEE**

June 27, 2011

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

Your Audit Committee beg leave to present their SECOND CONSENT REPORT as recommended at its meetings of June 7, 2011.

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

1) 2010 City of Guelph Audited Financial Statements

THAT the Finance Report FIN-11-20 dated June 7, 2011 entitled "2010 Audited Consolidated Financial Statements and 2010 Financial Highlights" be received;

AND THAT the 2010 Consolidated Financial Statements for The Corporation of the City of Guelph, as audited by Deloitte and Touche, LLP, be approved;

AND THAT staff provide unaudited and unconsolidated financial statements be provided starting in 2012 for 2011 year.

AND THAT staff report back on the status of implementation of recommendations within the auditor's letter of recommendations, including a timeline.

All of which is respectfully submitted.

Councillor Karl Wettstein, Chair
Audit Committee

INTERNAL MEMO



DATE June 27, 2011
TO **City Council**
FROM Finance
SUBJECT **Amendment to the Audited Consolidated Financial Statements
(since approved by Audit Committee on June 7, 2011)**

At the June 7, 2011, Audit Committee meeting, Audit Committee received the audited consolidated financial statements as an attachment to report FIN-11-20 and has recommended them to Council for approval.

Since that meeting there has been one amendment to these audited financial statements stemming from Report FIN-11-23 to the Corporate Services, Administrative, Finance and Emergency Services Committee on June 13, 2011 relating to which reserves the 2010 year end operating surplus has been allocated.

The amendment is that \$400,000 of the Water user-pay surplus of \$1,038,059 be allocated to the Water Stabilization Reserve instead of the full surplus going to the Water Capital Reserve. Due to the timing of submission deadlines for the two meetings, this change was unable to be reflected in the statements for the June 7, 2011 audit committee meeting.

This amendment impacts the financial statements in two ways and can be viewed in the attachments to this memo:

- The first is on page 22, Note 14 Accumulated Surplus
- The second is on page 32 & 33, Schedule 4 to the Financial Statements

This does not have a significant impact on the financial statements, rather just a reallocation of funds within the reserves.

Susan Aram
Acting Treasurer
Finance

T 519-822-1260 x 2300
E saram@guelph.ca

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

14. Accumulated surplus

The accumulated surplus is comprised of the following components:

	2010	2009
	\$	\$
Reserves set aside for specific purpose by Council:		
for employee future benefits	16,488	15,148
for stabilization	8,053	7,151
for administration and maintenance	3,583	2,442
for human resources and other contingencies	2,016	1,501
Reserves set aside by The Elliott		
for capital financing purposes	237	119
for building and equipment maintenance	220	1,324
Reserves set aside by Downtown Guelph Business Association		
for contingency	99	107
Reserves set aside by Wellington-Dufferin-Guelph Public Health		
for capital financing purposes	627	265
for contingency	184	183
Total reserves - Schedule 4	31,507	28,240
Reserve funds set aside for specific purpose by Council:		
for equipment replacement	6,539	3,199
for capital financing purposes	73,130	53,829
for industrial development	2,582	2,260
for working capital and other	16,328	3,119
Total reserve funds - Schedule 4	98,579	62,407
Total reserves and reserve funds	130,086	90,647
Invested in tangible capital assets	873,419	795,228
Investment in Guelph Hydro Inc.	66,753	65,442
Investment in Guelph Junction Railway Company	5,722	5,584
Guelph Hydro Inc. loan receivable	-	30,000
Operating fund	(135,746)	(107,907)
Unfunded liabilities		
Employee future benefits and related liabilities	(31,277)	(29,087)
Landfill post closure liability	(6,000)	(6,600)
Total	772,871	752,660
Accumulated surplus	902,957	843,307

In accordance with the City's policy for reserve funds, interest is earned on the average reserve fund balance for the year at the average internal rate of return earned during the year. In 2010 \$821 (2009 - \$nil) of interest was earned by the reserve funds and is recorded as a decrease in investment income and an adjustment to the ending accumulated surplus. In 2009, it was decided that due to the economic downturn and the poor returns on investments, that no interest would be allocated to the reserve funds.

City of Guelph

Consolidated schedule of reserves and reserve funds - Schedule 4

December 31, 2010

('000's)

Code	Description	2010	2009
		\$	\$
Reserves:			
For Employee Future Benefits:			
100	Sick Leave - Fire	3,371	3,084
101	Sick Leave - Police	3,339	3,258
102	Sick Leave - Library	852	788
103	Sick Leave - CUPE 241	2,017	1,237
209	Vacation Accrual Reserve	5,123	5,122
330	WSIB	1,526	1,498
338	Land Ambulance Severance	260	161
		16,488	15,148
For Stabilization:			
131	Employee Benefit Stabilization	2,726	3,040
180	Tax Rate Stabilization	1,671	1,355
181	Water Rate Stabilization	2,114	1,214
182	Waste Water Rate Stabilization	1,542	1,542
		8,053	7,151
For Administration and Maintenance:			
184	Insurance	1,080	781
188	Building Services	978	449
206	Building Operating Maintenance	100	-
193	Ontario Municipal Board	681	545
194	Downtown Improvements	200	200
195	Election Costs	183	341
196	Joint Job Evaluation Committee	206	91
345	Westminster Woods	35	35
210	Information Technology Licences	100	-
205	Investment Strategy	20	-
		3,583	2,442
For Human Resources and Other Contingencies			
198	Operating Contingency	602	302
207	Human Resource Contingency	322	-
197	Human Resource Negotiations	59	29
191	Salary Gapping	1,033	1,170
		2,016	1,501
Consolidated Entities			
	Reserves - The Elliott	457	1,443
	Reserves - Downtown Guelph Business Association	99	107
	Reserves - Wellington-Dufferin-Guelph Public Health	811	448
Total Reserves		31,507	28,240

City of Guelph

Consolidated schedule of reserves and reserve funds - Schedule 4

December 31, 2010

('000's)

Code	Description	2010	2009
		\$	\$
Reserve Funds:			
	For Equipment Replacement		
111	Fire	624	286
113	Transit	686	670
115	Police	427	205
116	Waste Management	945	415
118	Computers	866	410
121	Play Equipment	397	96
124	Operations Fleet	2,594	1,117
		6,539	3,199
	For Capital Financing		
150	Capital Taxation	697	1,331
151	Capital Parking	3,589	3,823
152	Capital Waterworks	16,385	16,827
153	Capital Wastewater	22,522	17,293
155	Capital Landfill Compensation	139	233
156	Capital DC Exemption	2,248	372
157	Capital Library	1,025	658
158	Capital Police	2,068	2,103
162	Capital Sleeman Centre	29	22
164	Capital Roads	1,063	70
165	Capital Stormwater	205	124
166	Capital Park Planning	51	27
167	Capital Policy Planning	38	-
168	Capital Economic Development	40	-
169	Capital Operations	363	-
170	Capital Recreation	99	(4)
171	Capital Culture	(13)	-
172	Capital Transit	275	25
173	Capital Fire	198	-
175	Capital Corporate Property	99	-
176	Capital Info Services	149	-
177	Capital Museum	40	-
186	Capital Waste Management	292	12
189	GSEC Capital Reserve	31	16
340	Capital River Run	158	107
120	POA Relocation	172	167
159	Accessibility	393	450
160	Road Infrastructure	2,312	2,000
161	Public Transit Improvements	801	965
192	Heritage Redevelopment	673	440
200	Investing Ontario Act	4,122	5,494

COMMITTEE REPORT



TO **Audit Committee**

SERVICE AREA The Office of the CAO
DATE June 7, 2011

**SUBJECT 2010 Draft Audited Consolidated Financial Statements
and 2010 Financial Highlights**

REPORT NUMBER FIN-11-20

RECOMMENDATION

1. THAT the Finance Report FIN-11-20 dated June 7, 2011 entitled "2010 Draft Audited Consolidated Financial Statements and 2010 Financial Highlights" be received.
2. That the 2010 Draft Consolidated Financial Statements for the Corporation of the City of Guelph as audited by Deloitte and Touche LLP be forwarded to Council for approval.

BACKGROUND

The approval of the audited 2010 Consolidated Financial Statements satisfies two of the Audit Committee's key responsibilities.

- Ensuring management's financial reporting practices are assessed objectively, the consolidated financial statements are properly audited and any problems identified in the audit are satisfactorily resolved.
- The annual consolidated financial statements, including the selection of appropriate accounting policies and practices, are approved by Council.

REPORT

Throughout this report, please refer to appendix A to this report for references to the Consolidated Financial Statements.

Overview of the Reporting Entity – These Consolidated Statements have been prepared in accordance with the Public Sector Accounting Board (PSAB) Standards. This reporting basis requires that in addition to the City's departments and external boards (Guelph Public Library Board and Guelph Police Services Board); the operations of The Elliot and The Downtown Guelph Business Association are fully consolidated. It also requires the City to consolidate its proportionate share (46%) of the Wellington-Dufferin-Guelph Public Health Unit. Finally, the City wholly owns the shares of Guelph Hydro Inc. and Guelph Junction Railway Corporation and as a

result these entities have been designated as Government Business Enterprises. This requires that these entities be included in the consolidated financial statements on the modified equity basis which means that the carrying value of the net assets of the investees are shown on the face of the City's Statement of Financial Position as an investment.

Consolidated Statement of Financial Position – The Consolidated Statement of Financial Position is a summary of the City's assets and liabilities as well as the ending accumulated surplus which includes the reserves and reserve funds.

The City's net financial position is a key indicator of its overall fiscal condition. It is calculated as the difference between the financial assets and the liabilities. In 2010, the City is in a net financial asset position, with assets exceeding liabilities by \$26m, an \$18m decrease from 2009. This decrease is primarily the result of the receipt of \$30m in loan proceeds from Guelph Hydro Inc. and the City's investment in significant capital projects during 2010 shown through an increase in both accounts payable and accrued liabilities and deferred contributions directly attributable to these projects.

Although having a minor negative impact on the net financial asset position, this capital investment did have a significant positive impact on the net non-financial asset position. This can be seen through the increase in tangible capital assets of \$78m over 2009. In total, \$119m of capital spending was undertaken in 2010 compared to the average annual spending of approximately \$70m. This high level of spending was achieved through receiving special one-time funding from the federal and provincial governments of \$27m in their response to the economic downturn. It was also achieved through the hard work of dedicated employees to manage these additional projects as well as manage the significant amount of reporting required to these levels of government in order to receive these funds. The governments extended the deadline for the completion these projects until October 2011 and so there is an additional \$17.5m of these one-time funds expected in the next year when the majority of these projects are finalized.

Overall, this Consolidated Statement of Financial Position highlights that even with the extraordinary capital spending; the net cash/investment position is essentially unchanged, no new debt was taken on (although there is expected to be approximately \$30m issued in 2011), the current debt was reduced by \$10m and the City reserves/reserve funds were increased by \$36m. This is a position that the City is proud to present for this fiscal 2010 year.

Consolidated Statement of Operations and Accumulated Surplus – The Consolidated Statement of Operations and Accumulated Surplus reflects, above all else, that the City ended in a net surplus position for 2010. It also details the significant components of revenues and expenses and shows these components as compared to the approved council budget.

Due to these consolidated financial statements being prepared in accordance with the PSAB standards, they will not be comparative to the revenues and expenses as reported to council during the year for budget deliberations and interim financial

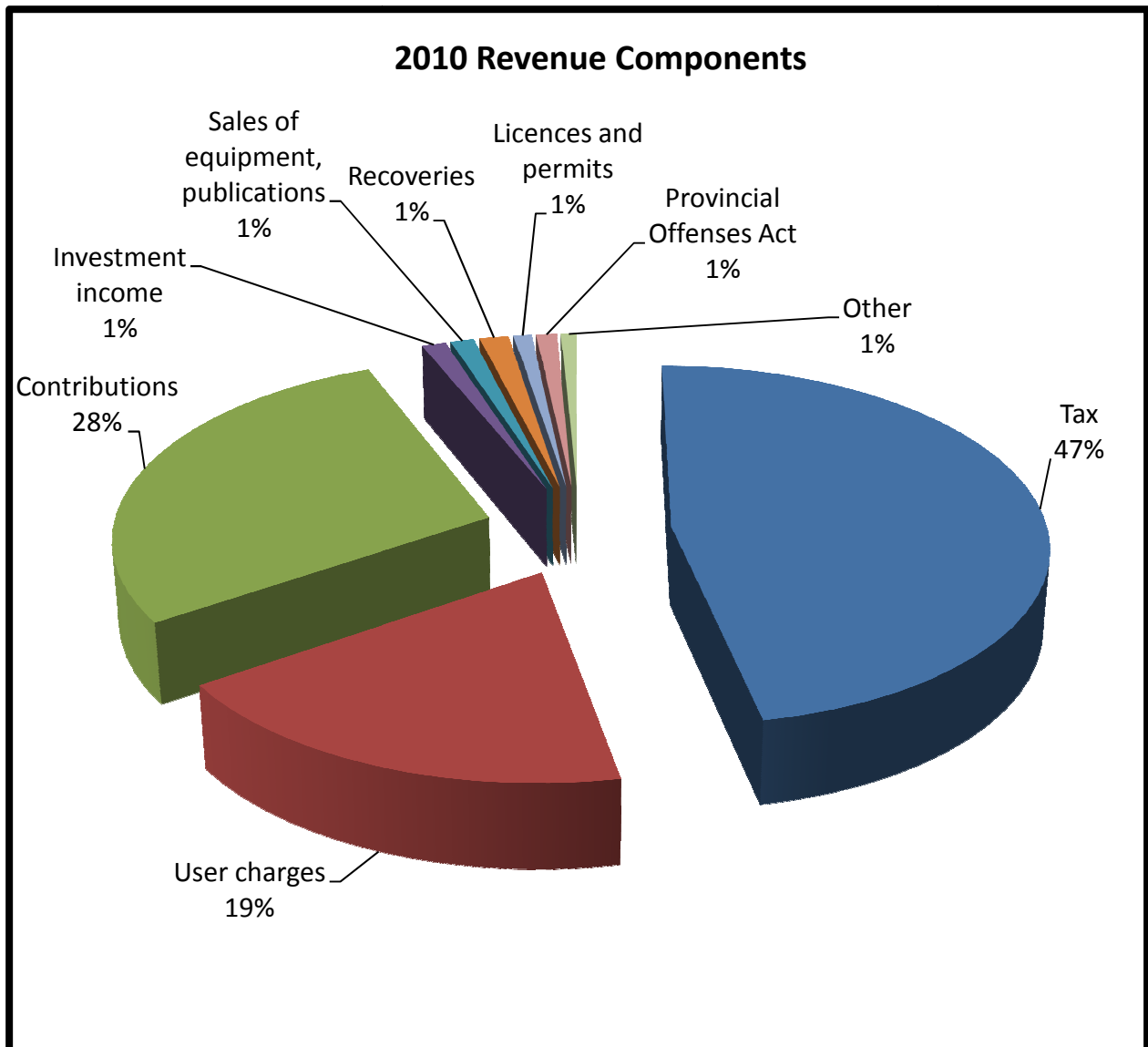
reporting. Some of the major items that drive the non-comparability are amortization of tangible capital assets; changes in employee future benefit costs and revenues associated with capital projects. In essence there are two surpluses; one from PSAB accounting and one from cash-based budgeting. Both are telling the same story, just in a different presentation. The major differences stem from the accounting for debt repayment, consolidated entities and tangible capital asset accounting.

The following is the reconciliation between the ending PSAB surplus of \$59m to the ending 2010 tax supported and user pay surplus' of \$3.2m:

Ending Surplus - PSAB		58,991
Add: Amortization of tangible capital assets - City only	39,050	
Less: Revenues related to tangible capital assets	(58,638)	
Add: Capital fund expenses not capital in nature	3,541	
Add: Loss on disposal of tangible capital assets	<u>419</u>	(15,628)
Add: Change in employee future benefits	2,605	
Less: Change in landfill post close costs	(600)	
Add: Loss on fair market value of SWAP Debt	126	
Add: Interest on debt funded by DC reserves	598	
Less: Repayment of debt principal - excluding DC debt	<u>(7,659)</u>	(4,930)
Add: The Elliot loss	970	
Less: Downtown Guelph Business Association surplus	(8)	
Less: G-W-D Public Health Unit surplus @ 46%	(805)	
Less: Gain on Government Business Enterprises	<u>(1,448)</u>	(1,291)
Less: Operating fund transfers to reserves	(38,244)	
Add: Operating fund transfers from reserves	<u>4,346</u>	(33,898)
		3,244
Ending Surplus - Tax supported		1,539
Ending Surplus - User pay		<u>1,705</u>
		3,244
Difference		-

Revenues

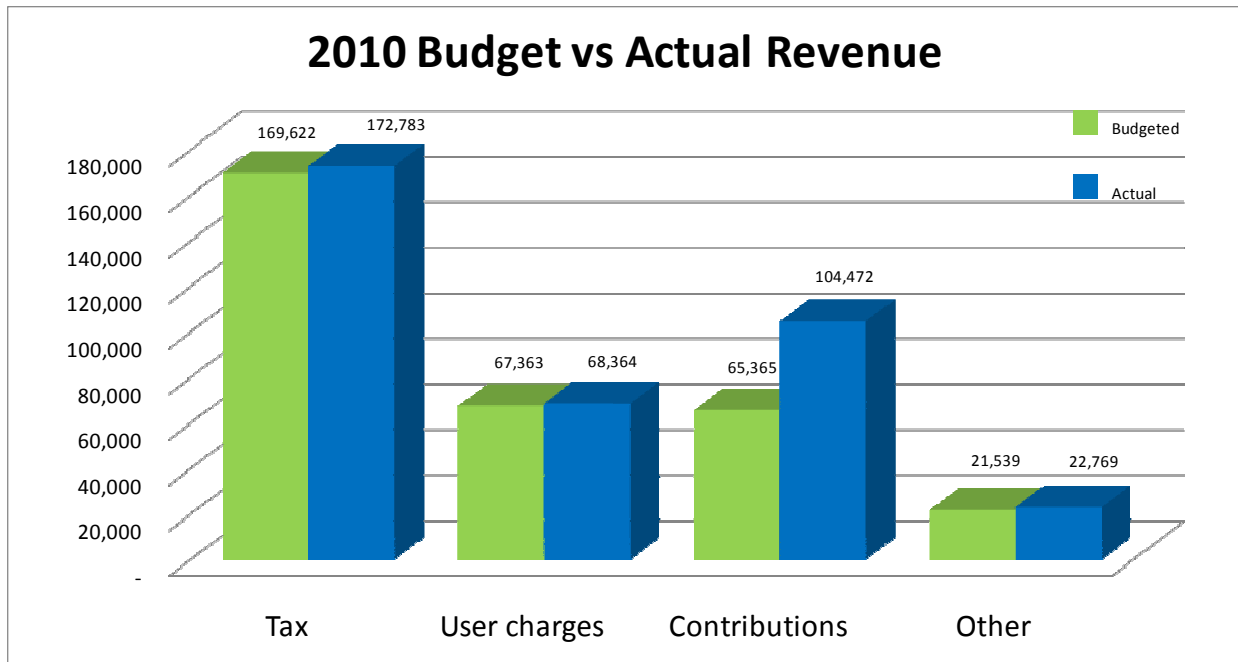
Consolidated revenues are comprised of the following components:



Tax revenue continues to be the largest source of income for the City followed by contribution revenues and user charges. As shown on the Statement of Consolidated Operations, contribution revenues consist of revenues from the Federal and Provincial Governments, other municipalities and developers. From 2009, contributions have increased from 22% of total revenue 28% mostly due to the one-time grants received from the Federal and Provincial governments for infrastructure renewal. In total in 2010, \$27m is included in revenue relating to these grants compared to \$1.5m in 2009. As noted earlier in this report, due to an extension for the deadline for completion of these projects until October 2011, an additional \$17.5m is expected in 2011. The contribution revenue also includes developer contributions that were used to fund capital expenditures incurred during

the year. These revenues increased from \$10.6m to \$17m in 2010 which is again reflective of the increased capital spending.

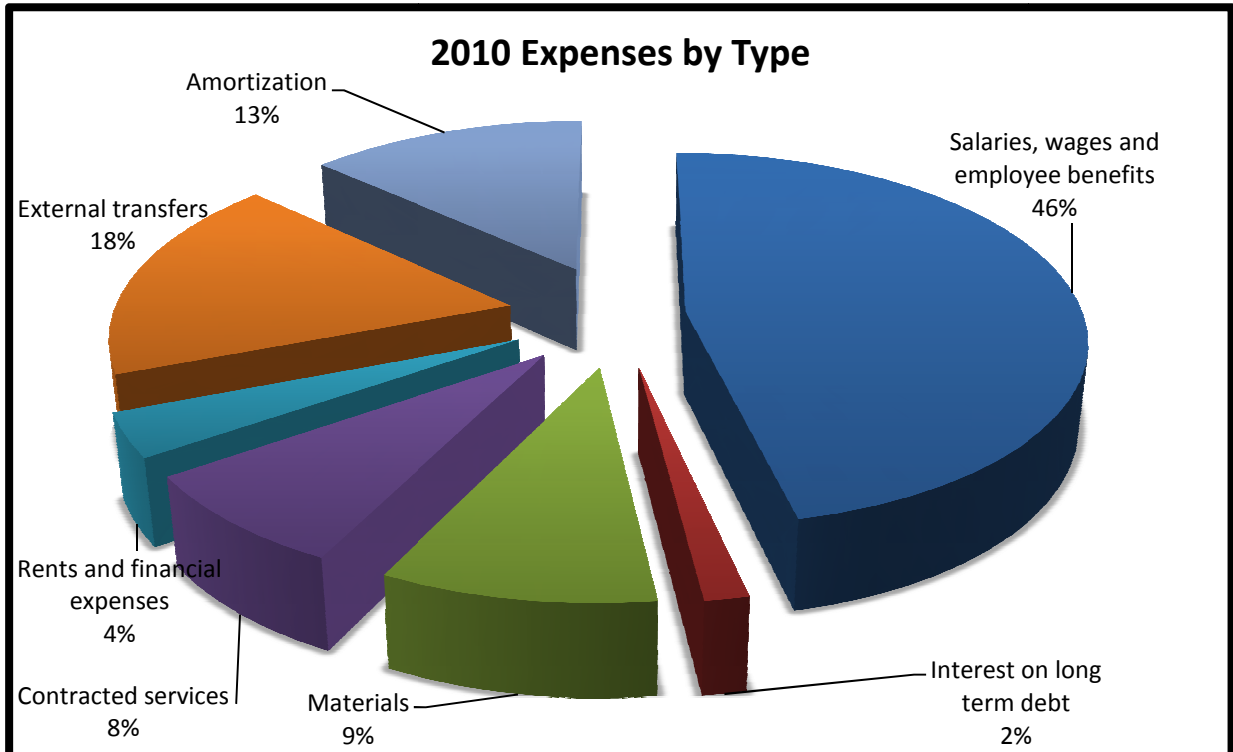
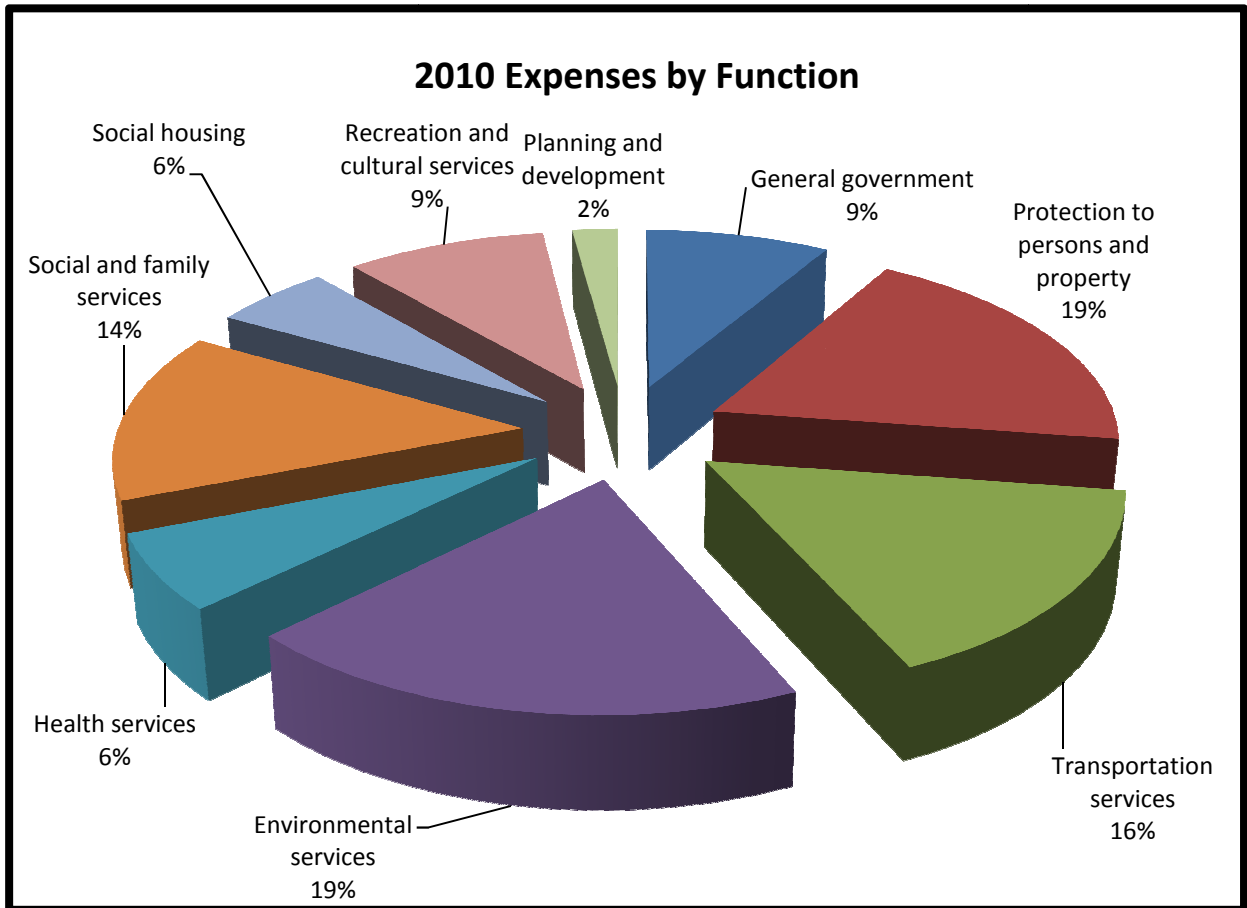
One additional revenue line to highlight is return to a gain position in 2010 for the Investment in Government Business Enterprises. Due to a change in accounting policy standards for Guelph Hydro Inc. in 2009, a loss of \$9m was picked up in the prior year. The 2010 gain of \$1.4 is more reflective of a normal year.



This chart was included to highlight that the budget to actual revenues as presented on the Consolidated Statement of Operations has a significant variance in the contribution revenue category. This is a result of how the capital projects related to the one-time infrastructure funding were budgeted. These projects were all budgeted in the 2009 budget and as such, the 2010 budgeted numbers for both the capital revenues and the capital spending are lower than actual. The same is expected to be true for 2011 as these projects are completed by the October deadline.

Expenses:

Consolidated expenditures are comprised of the following:



Year over year the categories and types of expenditures incurred by the City are largely unchanged. Salaries, wages and benefits continues to be the most significant component of the City's costs, followed by external transfers and amortization. External transfers substantially consist of the payments made to the County of Wellington for social services and Wellington Terrace as well as payments made to the Health Unit.

The operations of the Downtown Guelph Business Association are included in the planning and development category, The Elliot's operations are included in social and family services and the City's proportionate share of the Health Unit's expenses are reflected in health services. All intercompany transactions have been eliminated in these Consolidated Financial Statements.

For additional details on the revenues and expenses of the City please refer to Note 16 of the Consolidated Financial Statements for details on the expenses by type and to Schedules 1 and 2 to the Consolidated Financial Statements for a full breakout of revenues and expenses by functional area.

Accumulated Surplus:

Accumulated Surplus is the excess of the City's total assets over their total liabilities. A full break down of the Accumulated Surplus can be found in Note 14 to the Consolidated Financial Statements.

The two most significant components of the Accumulated Surplus are the Reserves/Reserve Funds and the Investment in Tangible Capital Assets. Further detail will be provided later in this memo regarding the Reserves and Reserve Funds. The investment in the tangible capital assets has increased by the net of the total spending of \$119m less amortization of capital assets of \$40m.

Consolidated Statement of Change in Net Financial Assets – This statement shows the changes in net financial assets as discussed earlier on the Consolidated Statement of Financial Position. Overall it highlights what accounted for decrease in the net financial assets from 2009 of \$18m.

Also included on this schedule are the budgeted amounts for certain line items which was a new requirement starting in 2009 when the financial statements were first required to reflect the value of the City's tangible capital assets. 2010 was the first year in which a "PSAB" budget was attempted which accounts for the variance on the amortization of tangible capital assets line item. The variance on the acquisition of tangible capital assets has been discussed earlier and relates to the infrastructure renewal projects being budgeted in 2009.

Consolidated Statement of Cash Flows - This statement provides an excellent summary of what cash was generated during the year and where it was physically spent. This statement's purpose is to reconcile the ending surplus as shown on the Consolidated Statement of Operations and Accumulated Surplus back to the actual ending cash on hand at the end of the fiscal year (as shown on the Consolidated Statement of Financial Position).

The first section highlights the cash earned from normal operations and starts with the net surplus of \$59m and adds/subtracts out items that were non-cash in nature. These non-cash revenues and expenses include amortization, gains/losses on the Government Business Enterprises, allowances on the investments and the fair market value of the SWAP debt. This section shows that from normal operations, \$95m of net cash was generated in 2010 (as compared to \$58m in 2009).

In the next two sections, the investing, financing and capital cash transactions are showing where this \$95m was spent. The major areas for 2010 were to purchase/build tangible capital assets, repay debt and increase the City's investment portfolio. In addition, the investing areas shows the \$30m loan proceed from Guelph Hydro Inc. which also helped pay for the above items.

Overall, the City's cash position did drop from 2009 by \$13m but this is offset by the increase in the investment portfolio and in total would be substantially unchanged from the prior year.

This Statement highlights that the City did use a significant amount of cash in the current year to fund capital projects and although no new debt was issued in 2010, there is a plan to issue additional debenture debt of approximately \$30m in 2011.

Reserves and Reserve Funds – Attached to the Consolidated Financial Statements in Schedule 4 is a breakdown of every reserve and reserve fund and the balance as at December 31, 2010 and 2009. It highlights that total reserves and reserve funds have increased from 2009 by \$39m. The net amount contributed through normal operations was \$6m plus the \$30m of proceeds received from the Guelph Hydro Inc. loan and \$3m transferred from the ending surplus.

As a rule of thumb, the capital reserves funds should be increased by at a minimum of the amount equal the amortization of tangible capital assets. Total amortization was \$40m compared to the \$42m that was funded to the capital reserve funds through transfers from operating and capital (excludes the \$30m proceeds from the monetization of the Guelph Hydro loan). Based on this analysis, the minimum funding requirements of these capital reserves were met but management and Council need to keep in mind that the minimum amount is based on historic cost and not the future replacement cost it will take to maintain and replace these assets. Looking forward to the future, management needs to continue to focus on increasing these capital reserves to ensure that the life cycling and growth needs are being addressed.

There is currently a recommendation before council to approve the increase to the reserves originating from the 2010 operating surplus of \$3m. The Consolidated Financial Statements currently include these transfers as recommended and are outlined as follows:

Tax Support Surplus of \$1.5m

- \$249k to the Police Relocation (capital) reserve fund
- \$74k to the Library Relocation (capital) reserve fund
- \$300k to the Ontario Municipal Board reserve
- \$300k to the Insurance reserve
- \$300k to the Operating Contingency reserve
- \$316k to the Tax Rate Stabilization reserve

User Pay Surplus of \$1.7m

- \$638k to the Water Capital reserve fund
- \$400k to the Water Rate Stabilization fund (Not currently reflected in the FS)
- \$667k to the Wastewater Capital reserve fund

Currently the Financial Statements reflect that \$1,038K was transferred to the Water Capital reserve fund but due to a late change, \$400k of this was reallocated to the Water Rate Stabilization reserve. Pending no changes by council relating to these transfers, Note 14 and Schedule 4 to the Financial Statements will be changed to reflect this \$400k transfer; otherwise if Council changes any of allocations above further the Consolidated Financial Statements will need to be updated.

Net Debt – Attached to the Consolidated Financial Statements in Schedule 3 is a breakdown of the debt what projects it was used to fund. In addition, Note 11(c) to the Consolidated Financial Statements includes a repayment summary that shows what revenues will be used to repay this debt: the tax base, user pay and other, or developer contributions.

Employee Future Benefits – Employee Future Benefits comprises of WSIB, Sick leave and Post retirement benefits as outlined in Note 10 to the Consolidated Financial Statements. These liabilities are calculated by an external actuary based on data obtained from Management. The data used to compute these liabilities includes the balances of employee sick leave hours, Worker's Health and Safety claims history, # of employees per union group and all the various terms of all the union contracts. It also factors in certain assumptions including a discount rate, health care inflation rates, prescription drug rates, and average service life of the employees.

In 2010, a full valuation was required for all three components as is mandated by PSAB reporting (full valuation required every 3 years and the last one was in 2006). In the interim years an extrapolation of this data is used to estimate the liabilities.

In 2010 the increase in this liability is significant at \$2.6m which can be attributed to the following reasons:

- a) Provincial off-loading of Land Ambulance operations - this accounts for the most significant part of the increase and results from the union contract inherited by the City when the Province moved the Land Ambulance operations to Municipal jurisdiction.

All employees that fall under this union agreement hired on or before June 30, 2009 are eligible for a severance payment upon retirement based on employment service years up to a maximum. It represents approximately \$1m of the total increase.

- b) Increase in # of employees, sick leave hour balances and wage rates since last valuation in 2006 – Based on the current draft report received from the actuaries, total members went from 1,270 in 2006 to 1,443 in 2010 (Increases in EMS, Police and 241). Average salary went from \$55,305 to \$62,022 and total sick leave entitlement went from 704,938 hours to 795,096 hours. Please note that these figures are weighted averages based on union membership and also include non-active members (retired but still eligible) and should not be used for any other purpose than for calculating this estimated liability.
- c) Decrease in the discount rate used for Post retirement benefits and sick leave – the discount rate should reflect the City’s average long-term cost of borrowing and is used to present value the estimated liability and calculate the annual interest cost of this liability. Based on the guidance from the actuary, the discount rate was lowered to 4.75% from 5.0% given their experience in the market. This is also consistent with their approach for other municipalities. A decrease in the discount rate = an increase in the liability.

It is important to highlight that in total for the employee future benefit accruals of \$31m (this expected future liability of \$26m plus the vacation accrual of \$5m), the City currently only has reserves set aside to fund this liability totaling \$16m. The reserves compared to the liabilities break down as follows:

	Liability	Reserve	Under (Over) Funded
Vacation Accrual	4,940	5,123	(183)
WSIB Liability	3,233	1,526	1,707
Sick Leave Liability	9,409	9,579	(170)
Post Retirement Benefits	13,413	260	13,153
	30,995	16,488	14,507

As shown above, the City is underfunded by approximately \$14m for these liabilities. This has been identified by management as an area of concern and adjustments have been made in 2011 to fund these reserves at a higher rate than in the past.

CORPORATE STRATEGIC PLAN

5.3 Open, accountable and transparent conduct of municipal business

FINANCIAL IMPLICATIONS

An unqualified opinion on the City's Consolidated Financial Statements will assist the City in obtaining a fair credit rating and are useful in making financial decisions.

COMMUNICATIONS

Final copies of the 2010 Consolidated Financial Statements along with a full annual report will be available on the City's web page upon approval by Council in June 2011.

ATTACHMENTS

Appendix A: 2010 Draft Consolidated Financial Statements
Appendix B: 2010 Deloitte and Touche Audit Findings Report

Signed by:

Signed by:

Prepared By:

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susan.aram@guelph.ca

Consolidated financial statements of

City of Guelph

December 31, 2010

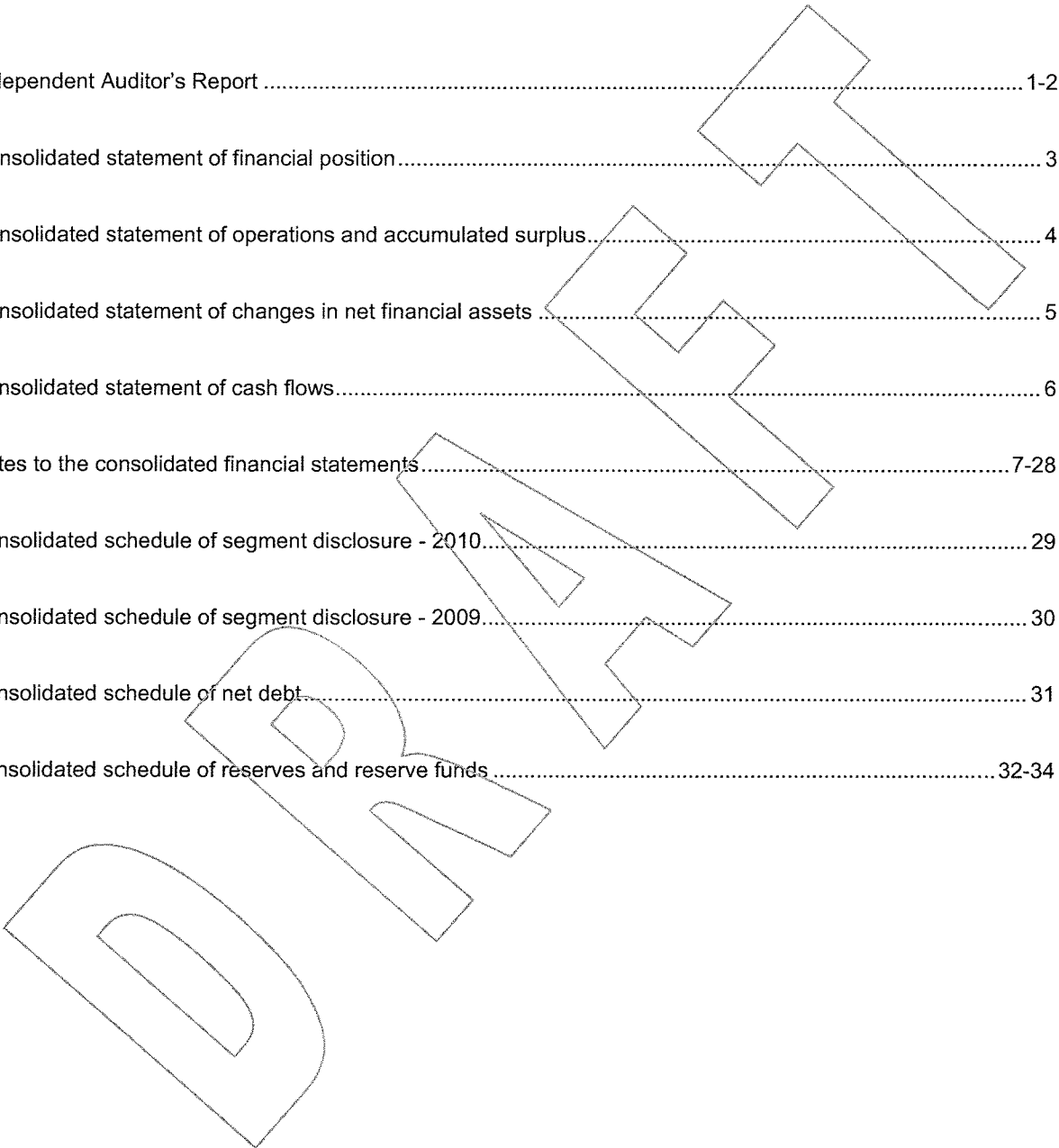
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City of Guelph

December 31, 2010

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Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers of the
City of Guelph

We have audited the accompanying consolidated financial statements of City of Guelph, which comprise the consolidated statement of financial position as at December 31, 2010, and the consolidated statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of City of Guelph as at December 31, 2010 and the results of its operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Accountants
Licensed Public Accountants
Kitchener, Ontario
June 27, 2011

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City of Guelph

Consolidated statement of financial position

as at December 31, 2010

('000's)

	2010	2009
	\$	\$
Financial assets		
Cash	43,727	56,643
Investments (Note 4)	73,135	58,896
Taxes receivable	7,481	7,648
Accounts receivable	39,941	21,072
Developer agreement receivables	1,004	458
Loans and notes receivable	1,312	30,358
Investment in Guelph Junction Railway Company (Note 5)	5,722	5,584
Investment in Guelph Hydro Inc. (Note 6)	66,753	65,442
	239,075	246,101
Liabilities		
Accounts payable and accrued liabilities	43,497	31,216
Accrued interest payable	777	841
Vacation and other employee benefits payable (Note 7)	5,421	5,637
Other deferred revenue	10,336	8,887
Deferred contributions (Note 8)	23,294	17,792
Employee future benefits (Note 10)	25,856	23,450
Net debt (Note 11)	97,279	106,777
Landfill post-closure liability (Note 12)	6,000	6,600
	212,460	201,200
Net financial assets	26,615	44,901
Non-financial assets		
Tangible capital assets (Note 13)	873,419	795,228
Inventory	2,452	2,689
Prepaid expenses	471	489
	876,342	798,406
Contingencies (Note 19)		
Commitments and guarantees (Note 20)		
Accumulated surplus (Note 14)	902,957	843,307

City of Guelph

Consolidated statement of operations and accumulated surplus
year ended December 31, 2010
('000's)

	2010 Budget (Note 22)	2010 Actual	2009 Actual
	\$	\$	\$
Revenues			
Taxation and user charges			
Property taxation - own purpose	162,955	165,391	157,143
Property taxation - education purposes	-	61,727	61,046
Property taxation - Downtown Guelph Business Association	412	412	412
Taxation from other governments	4,862	5,500	4,767
Penalties and interest on taxes	1,393	1,480	1,460
	169,622	234,510	224,828
Less: Amounts received or receivable for school boards (Note 3)	-	(61,727)	(61,046)
	169,622	172,783	163,782
User charges	67,363	68,364	66,979
Contributions			
Government of Canada	5,780	20,340	6,975
Province of Ontario	42,792	57,321	42,893
Municipal	8,930	8,255	5,582
Developers	7,572	17,873	10,836
Other	291	683	1,109
	132,728	172,836	134,374
Other			
Investment income	5,583	4,184	7,161
Donations	946	890	360
Sales of equipment, publications	3,136	4,073	3,202
Recoveries	5,195	5,082	7,144
Licences and permits	2,757	3,107	2,931
Provincial Offences Act revenues	3,115	3,675	2,959
Other fines	752	752	641
Gain (loss) on disposal of tangible capital assets	55	(442)	(14)
Income (loss) from Government Business Enterprises	-	1,448	(9,357)
	21,539	22,769	15,027
Total revenues	323,889	368,388	313,183
Expenses			
General government	26,645	26,060	23,851
Protection services	57,378	58,286	57,100
Transportation services	49,270	49,576	47,577
Environmental services	58,438	59,987	57,549
Health services	20,047	19,523	19,279
Social and family services	43,194	43,961	43,408
Social housing	17,480	16,753	14,135
Recreation and cultural services	28,390	28,595	26,838
Planning and development	5,775	6,457	6,634
Total expenses	306,617	309,198	296,371
Excess of revenues over expenses for the year	17,272	59,190	16,812
Accumulated surplus, beginning of year	843,307	843,307	878,152
Adjustments (Note 2)	-	-	(51,593)
Add: Interest on / transfers to reserves and reserve funds	-	821	(4)
Less: Minority interest in Health Unit tangible capital assets	-	(361)	(60)
Accumulated surplus, end of year	860,579	902,957	843,307

The accompanying notes are an integral part of this financial statement.

City of Guelph

Consolidated statement of changes in net financial assets year ended December 31, 2010 ('000's)

	2010 Budget (Note 22)	2010 Actual	2009 Actual
		\$	\$
Excess of revenue over expenses for the year	17,272	59,190	16,812
Amortization of tangible capital assets	36,000	40,811	35,342
Acquisition of tangible capital assets	(63,047)	(119,742)	(69,255)
Loss on disposal of tangible capital assets	-	442	14
Proceeds on disposal of tangible capital assets	55	298	229
Minority interest in Health Unit tangible capital assets	-	(361)	(60)
Interest earned on reserve funds	800	821	(4)
Change in inventory	-	237	76
Change in prepaid expenses	-	18	68
Decrease in net financial assets for the year	(8,920)	(18,286)	(16,778)
Net financial assets, beginning of year	44,901	44,901	61,678
Net financial assets, end of year	35,981	26,615	44,901

The accompanying notes are an integral part of this financial statement.

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City of Guelph

Consolidated statement of cash flows year ended December 31, 2010 ('000's)

	2010	2009
	\$	\$
Operating activities		
Excess of revenues over expenses for the year	59,190	16,812
Items not affecting cash:		
Amortization of tangible capital assets	40,811	35,342
Loss on disposal of tangible capital assets	442	14
Allowance on asset backed investment	565	578
Gain on interest rate swap contracts	(139)	(533)
(Income) loss from Government Business Enterprises	(1,448)	9,357
Employee future benefit expenses	2,406	1,340
Landfill post-closure (recovery) expenses	(600)	900
Changes in non-cash working capital:		
Taxes receivable	167	(414)
Accounts receivable	(18,869)	(8,813)
Developer agreement receivables	(546)	(458)
Inventory	237	76
Prepaid expenses	18	68
Accounts payable and accrued liabilities	12,420	3,703
Accrued interest payable	(64)	-
Vacation and other benefits payable	(216)	650
Other deferred revenue	1,449	(260)
Cash provided by operating	95,823	58,362
Capital and investing activities		
Acquisition of tangible capital assets	(119,742)	(69,255)
Minority interest in Health Unit tangible capital assets	(361)	(60)
Proceeds from disposal of tangible capital assets	298	229
Change in loans and notes receivable	29,046	(310)
Net investment acquisitions	(14,804)	(24,200)
Cash used by capital and investing	(105,563)	(93,596)
Financing activities		
Proceeds from new debt issued	379	34,870
Repayment of debt principal	(9,878)	(8,529)
Interest earned on reserve funds	821	(4)
Net change in deferred contributions	5,502	(3,113)
Cash (used) provided by financing	(3,176)	23,224
Decrease in cash for the year:	(12,916)	(12,010)
Cash, beginning of year	56,643	65,653
Cash, end of year	43,727	53,643

The accompanying notes are an integral part of this financial statement.

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

1. Significant accounting policies

The consolidated financial statements of the City of Guelph (the "City") have been prepared by management in accordance with Canadian public sector accounting standards. Significant accounting policies adopted by the City are as follows:

Reporting entity

The consolidated financial statements reflect the financial assets, liabilities, operating revenues and expenses and changes in investment in tangible capital assets of the reporting entity. The reporting entity is comprised of those City functions or entities which have been determined to comprise a part of the aggregate City operations based upon control exercised by the City, except for the City's government businesses which are accounted for on the modified equity basis of accounting.

Consolidated entities

In addition to the general City departments, the reporting entity includes the following:

Guelph Public Library Board
Guelph Police Services Board
Downtown Guelph Business Association
The Elliott

All interfund assets, liabilities, revenues and expenses have been eliminated. The Elliott's fiscal year ends March 31, which does not coincide with the City's fiscal year end. The Elliott has been consolidated using the fiscal year ending March 31, 2010.

Proportionately consolidated entities

The City reports only its share of assets, liabilities and results of operations of any government partnerships in which it participates. The City participates in the Wellington-Dufferin-Guelph Public Health Unit to the extent of 46% (2009 - 46%) based on population, as stated in agreement with the other participants.

Modified equity basis entities

The investments in Guelph Hydro Inc. and Guelph Junction Railway Company are accounted for on a modified equity basis, consistent with the generally accepted accounting principles for the treatment of government business enterprises. Under the modified equity basis, the business enterprise's accounting principles are not adjusted to conform to those of the City, and inter-organizational transactions and balances are not eliminated. Under the modified equity basis of accounting, the carrying value of the investment in subsidiaries is adjusted to reflect the City's share of the net asset change of the investee.

Non-consolidated entities

The following local boards are not consolidated:

School Boards
Guelph General Hospital Commission
Guelph Cemetery Commission
Guelph Non-Profit Housing

Accounting for school board transactions

The taxation and other revenues with respect to the operations of the school boards are reflected in the Consolidated Statement of Operations and Accumulated Surplus but with no effect on the accumulated surplus since the total is also shown as a deduction from revenue.

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

1. Significant accounting policies (continued)

Reporting entity (continued)

Accounting for school board transactions (continued)

In addition, the expenditures, assets and liabilities with respect to the operations of the school boards are not reflected in these financial statements except to the extent that any over or under levies are reported on the Consolidated Statement of Financial Position as part of "accounts payable and accrued liabilities" or "accounts receivable".

Basis of accounting

Accrual basis of accounting

Revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that gave rise to the revenues; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services or the creation of an obligation to pay.

Taxes receivable and related revenues

Property tax billings are prepared by the City based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by the City Council, incorporating amounts to be raised for local services and amounts the City is required to collect on behalf of the Province of Ontario in respect of education taxes. A normal part of the assessment process is the issuance of supplementary assessment rolls, which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the City determines the taxes applicable and renders supplementary tax billings. Taxation revenues are recorded at the time the tax billings are issued. Assessments and the related property taxes are subject to appeal. Tax adjustments as a result of appeals are recorded when the result of the appeal process is reasonably certain. The City is entitled to collect interest and penalties on overdue taxes. The revenues are recorded in the period the interest and penalties are levied. Tax revenue is recorded net of reductions. Taxes receivable are reported net of any expense or allowance for doubtful accounts.

Reserves and reserve funds

Certain amounts, as approved by City Council, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and/or from reserves and reserve funds are recorded as an adjustment within accumulated surplus.

Deferred revenue and deferred contributions

Deferred revenues represent user charges and fees which have been collected but for which the related services or expenditures have yet to be performed. These revenues will be recognized in the fiscal year the services or expenditures are performed.

Deferred contributions represent developer contributions and other contributions that have been contributed for a specific purpose and for which the related expenditure or services have yet to be performed. These amounts are recognized in the same period that the related expenditure or service has occurred.

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

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1. Significant accounting policies (continued)

Basis of accounting (continued)

Tangible capital assets

- (i) Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated lives as follows:

Land improvements	- 20 to 75 years
Buildings	- 10 to 75 years
Machinery and equipment	- 3 to 25 years
Vehicles	- 5 to 15 years
Sanitary sewers infrastructure	- 50 to 80 years
Storm sewer infrastructure	- 15 to 80 years
Transportation infrastructure	- 20 to 80 years
Waterworks infrastructure	- 5 to 80 years

In 2010, certain of the estimated lives were changed from 2009 to better reflect their actual usage.

The City has various capitalization thresholds, so that individual tangible capital assets of lesser value are expensed, unless the assets have significant value collectively (pooled assets). Examples of pools are desktop and laptop computers, police equipment, traffic signals, streetlights, and fire equipment.

- (ii) Land purchased for service delivery purposes is recorded as a tangible capital asset at cost. Any land cost premium incurred or discount received related to expropriation will be included as part of the asset to be constructed and amortized over its' useful life.
- (iii) Tangible capital assets received as contributions are recognized at their fair value at the date of receipt, and correspondingly recognized as revenue in that period. Similarly, contributions of assets to a third party are recorded as an expense equal to the net book value of the tangible capital asset as of the date of transfer.
- (iv) Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of asset are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Employee future benefit obligations

The cost of future benefits earned by employees is actuarially determined using the projected benefit method prorated on service and assumptions of mortality and termination rates, retirement age and expected inflation rates.

Past service costs from plan amendments, if any, are deferred and amortized on a straight-line basis over the average remaining service life of active employees at the date of the amendment. Actuarial gains and losses on the accrued benefit obligation arise from differences between the actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit obligation. The excess of the net actuarial gains or losses over 10% of the benefit obligation is amortized over the average remaining service life of active employees.

Government transfers

Government transfers are recognized in the financial statements in the period in which the events giving rise to the transfer occur, providing that the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

1. Significant accounting policies (continued)

Basis of accounting (continued)

Investment income

Investment income earned on available funds and loans receivable are reported as revenue in the period earned. Investment income earned on deferred contributions is recorded as an increase to deferred contributions. Investment income earned on reserves and reserve funds are recorded as an increase in accumulated surplus.

Use of estimates

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Significant items subject to such estimates and assumptions include valuation allowance for asset backed investments, valuation allowances for receivables, certain accrued liabilities and obligations related to employee future benefits and the carrying value of tangible capital assets. Actual results could differ from these estimates.

Future accounting changes

Effective for fiscal periods beginning on or after April 1, 2012, all governments will be required to adopt Public Sector Accounting Board Handbook ("PSAB") Section 3510, Tax Revenue. This standard provides guidance to governments on the accounting and reporting of tax revenue in the financial statements.

Effective for fiscal periods beginning on or after April 1, 2012, all governments will be required to adopt Public Sector Accounting Board Handbook ("PSAB") Section 3410 Government Transfers. This standard provides guidance to governments for the accounting and reporting of government transfers from both the transferring government and the recipient government in the financial statements.

Effective for fiscal periods beginning on or after April 1, 2014, all governments will be required to adopt PSAB Section 3260, Liability for Contaminated Sites. This standard provides guidance on how to account for and report a liability associated with the remediation of contaminated sites, defines which activities would be included in the liability for remediation, establishes when to recognize and how to measure a liability for remediation and provides guidance on financial statement presentation and disclosure.

The City is currently in the process of evaluating the potential impact of adopting these standards.

2. Restatement of 2009 comparative figures

During the 2010 year, it was found that certain assets and liabilities reported in the 2009 consolidated financial statements contained misstatements and therefore have been adjusted for retroactively in the comparative figures of these consolidated financial statements.

It was found that certain tangible capital assets were included in both "assets under construction" as well as in their specific asset category and has been adjusted for retroactively. One of the long-term debt instruments owed by the City since 2006 was found to meet the definition of a hedge in accordance with the accounting standards and as such an adjustment to reflect the fair market value of the loan has been recorded retroactively. It was also found that a long-term loan receivable was excluded from the Consolidated Statement of Financial Position in 2009 and prior years and as such has been adjusted for retroactively in the current statements. Finally, there were two other minor retroactive adjustments related to the consolidated entities and the presentation of the interest/transfers to reserves and the minority interest the City holds in the Health Unit tangible capital assets. The net impact of these adjustments on the 2009 surplus was minimal and as such no adjustment has been included.

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

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2. Restatement of 2009 comparative figures (continued)

The total impact of correcting these items in the 2009 comparative figures is as follows:

	As previously reported	Adjustment	2009 As restated
	\$	\$	\$
Tangible capital assets	876,386	(81,158)	795,228
Loans and notes receivable	358	30,000	30,358
Developer receivables	(458)	916	458
Accounts payable and accrued liabilities	(29,977)	(1,239)	(31,216)
Accumulated surplus, beginning of year	(878,152)	51,592	(826,560)
Interest/transfers to reserves and reserve funds	-	(4)	(4)
Minority interest in Health Unit tangible capital assets	-	(60)	(60)
Accumulated surplus, end of year	(894,964)	51,656	(843,308)

3. Operations of school boards

The taxation, other revenues, expenses and levies of the school boards are comprised of the following:

	2010	2009
	\$	\$
Taxation	61,725	61,044
Payment in lieu	2	2
	61,727	61,046
Requisitions	(61,727)	(61,046)
Net levy for the year	-	-

Included in accounts receivable are levies owing from the school board totaling \$577 (2009 - \$63).

4. Investments

Investments are recorded at cost. The cost and market values are as follows:

	2010		2009	
	Market	Cost	Market	Cost
	\$	\$	\$	\$
Short-term investments	49,804	49,785	34,541	33,433
Long-term investments	24,182	23,350	24,018	25,463
	73,986	73,135	58,559	58,896

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

4. Investments (continued)

In 2009, a restructuring plan was implemented to convert frozen short term asset-backed commercial paper to long term notes of various classes with terms matching the maturity of the underlying assets. As a result of the exchange, the City recorded the new carrying value (increase of \$64) but recognized the highly speculative nature of any ultimate payment of principal at maturity by booking a provision for impairment. The impairment is recorded net of the cost of the long-term investments and is estimated to be 49% of the investment cost or \$1,143 (2009 - 25% or \$578).

5. Investment in Guelph Junction Railway Company

The following table provides condensed supplementary financial information for the Guelph Junction Railway Company (the "Railway") for the year ended December 31:

	2010	2009
	\$	\$
Financial position		
Current assets	657	623
Property, plant and equipment	6,380	6,385
Total assets	7,037	7,008
Current liabilities	300	366
Deferred capital contributions	1,015	1,058
Total liabilities	1,315	1,424
Net assets	5,722	5,584
Results of operations		
Revenues	1,503	1,141
Operating expenses	1,365	1,166
Net income (loss)	138	(25)
Retained earnings, beginning of year	5,584	5,609
Retained earnings, end of year	5,722	5,584

Related party transactions

The City pays certain expenses and receives certain revenues on behalf of the Railway for which the Railway reimburses the City periodically. During the year, these net expenses reimbursed to the City amounted to \$260 (2009 - \$112). Additional payments in 2010 of \$116 were made to the City to repay the amount owing from prior years. The total amount owing to the City at year end is \$195 (2009 - \$310) and is included as part of loans and notes receivable.

The Railway also paid the City \$22 (2009 - \$19) in administration fees and in 2009, the Railway paid the City \$86 related to an operating lease for certain property which expired in 2009. These transactions were made in the normal course of business and have been recorded at the exchange amounts.

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

6. Investment in Guelph Hydro Inc.

The City of Guelph owns 100% of Guelph Hydro Inc (the "Company"), which in turn owns 100% of Guelph Hydro Electric Systems Inc., Ecotricity Guelph Inc. and over 99% of Wellington Electric Distribution Company Inc. The following table provides condensed supplementary financial information for the Company for the year ended December 31:

	2010	2009
	\$	\$
Financial position		
Current assets	73,069	36,532
Property, plant and equipment	101,591	93,623
Future income taxes	9,512	9,646
Total assets	184,172	139,801
Current liabilities	23,575	51,123
Customer deposits	4,090	3,671
Long-term debt	65,462	-
Regulatory liabilities	15,315	10,794
Other long-term liabilities	8,977	8,771
Total liabilities	117,419	74,359
Total shareholder's equity	48,576	48,576
Net assets	18,177	16,866
Total Investment	66,753	65,442
Results of operations		
Revenues	145,217	123,541
Cost of sales	117,710	96,819
Operating expenses	22,749	20,808
Impairment of property, plant and equipment	-	2,984
Income taxes	1,947	3,488
Total expenses	142,406	124,099
Net income (loss)	2,811	(558)
Retained earnings, beginning of year	16,866	26,143
Adjustment due to change in accounting policy	-	(6,469)
Dividends	(1,500)	(2,250)
Retained earnings, end of year	18,177	16,866

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

6. Investment in Guelph Hydro Inc. (continued)

Related party transactions

The Company pays certain expenses and receives certain revenues on behalf of the City related to customer water billings for which the Company remits to the City bi-monthly. During the year, these net revenues remitted amounted to \$36,477 (2009 - \$32,513). Amounts owing to the City related to these transactions total \$6,623 (2009 - \$6,185) and are included in accounts receivable. During the year, the Company repaid 100% of a loan owing to the City of \$30,000 and also paid interest on this loan totaling \$1,708 (2009 - \$1,830), which is included in investment income on the Consolidated statement of operations and accumulated surplus.

Dividend income was received from the Company of \$1,500 (2009 - \$2,250) and is also reported as part of investment income. These transactions were made in the normal course of business and have been recorded at the exchange amounts.

7. Vacation & other employee benefits payable

This accrual includes accrued vacation pay and other payroll liabilities including banked overtime and statutory days in lieu. A reserve has been accumulated to fund this liability and totals \$5,122 (2009 - \$5,122).

8. Deferred contributions

The following funds have statutory restrictions and as such are classified as deferred contributions:

	Beginning balance 2009	2010 Inflows	2010 Outflows	Ending balance 2010
	\$	\$	\$	\$
Development charges	14,585	19,280	17,020	16,845
Grants	2,884	37,817	34,588	6,113
Other	323	264	251	336
	17,792	57,361	51,859	23,294

The development charges funds are used to fund growth related capital expenditures. The grants include federal gas tax funds, provincial gas tax funds, infrastructure stimulus funds, federal public transit funds and Ontario bus replacement funds. Each of the grants has a specified set of guidelines that outlines how the funds can be utilized.

9. Pension agreement

The City makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS) which is a multi-employer plan, on behalf of the 1,577 (2009 - 1,555) members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The multi-employer plan is valued on a current market basis for all plan assets.

The amount contributed to OMERS for 2010 is \$7,586 (2009 - \$7,242) for current service (of which 50% is a cost of the City and is reported as an expense on the Consolidated Statement of Operations and Accumulated Surplus).

As at December 31, 2010, the City has no obligation under the past service provisions of the OMERS agreement.

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

9. Pension agreement (continued)

As at December 31, 2010 the OMERS plan is in a deficit position of \$4.5 billion (2009 - \$1.5 billion), which will be addressed through the temporary contribution rate increases implemented during 2010 and achieving a rate of return above 6.5% on net assets.

10. Employee future benefits

Employee future benefits are future liabilities of the City to its employees and retirees for benefits earned but not taken as at December 31, 2010 and consist of the following:

	2010	2009
	\$	\$
Workplace Safety and Insurance ("WSIB")	3,233	2,913
Sick leave	9,409	8,923
Post retirement benefits	13,214	11,614
	25,856	23,450

a) Liability for Workplace Safety & Insurance ("WSIB")

The City is a Schedule II employer under the Workplace Safety and Insurance Act. As a Schedule II employer, the City assumes the liability for any award made under the Act.

The significant actuarial assumptions adopted in estimating the City's WSIB liabilities are as follows:

- Discount rate 5% (2009 - 5%)
- Expected future WSIB payments per lost time injury 52% (2009 - 61%)
- Health care inflation CPI + 4% (2009 - CPI + 4%)
- WSIB Administration Rate 22% (2009 - 25%)
- Lost time injury count 46 (2009 - 36)

Information about the City's WSIB liability is as follows:

	2010	2009
	\$	\$
Accrued benefit obligation, beginning of year	3,740	3,423
Current service cost	690	600
Interest	188	171
Actuarial loss	-	147
Benefits paid	(669)	(601)
Accrued benefit obligation, end of year	3,949	3,740
Unamortized net actuarial loss	(716)	(827)
	3,233	2,913

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

10. Employee future benefits and other liabilities (continued)

a) Liability for Workplace Safety & Insurance ("WSIB") (continued)

Information about the City's WSIB expenses recognized in the period are as follows:

	2010	2009
	\$	\$
Current period benefit cost	690	600
Amortization of net actuarial loss from December 31, 2009	15	-
Amortization of net actuarial loss from December 31, 2006	96	97
Interest expense	188	171
	989	868

A comprehensive actuarial valuation of the future liability for WSIB benefits was conducted as at December 31, 2009 and has been extrapolated to estimate the liability for the 2010 through 2012 period. The next required valuation will be as of December 31, 2012.

A reserve in the amount of \$1,526 (2009 - \$1,498) has been accumulated to fund this liability.

b) Liability for sick leave

Under the sick leave benefit plan, unused sick leave can accumulate for certain employees and these employees may become entitled to a cash payment when they leave the City's employment.

The significant actuarial assumptions adopted in estimating the City's sick leave liabilities are as follows:

- Discount rate 4.75% (2009 - 5%)
- Inflation rate 2% (2009 - 2%)

Information about the City's sick leave liability is as follows:

	2010	2009
	\$	\$
Accrued benefit obligation, beginning of year	8,863	8,440
Current service cost	739	706
Interest	423	423
Net actuarial gain	-	(60)
Benefits paid	(672)	(646)
Accrued benefit obligation, end of year	9,353	8,863
Unamortized net actuarial gain	56	60
	9,409	8,923

Information about the City's sick leave expenditures recognized in the period are as follows:

	2010	2009
	\$	\$
Current period benefit cost	739	706
Amortization of net actuarial gain	(4)	-
Interest expense	423	423
	1,158	1,129

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

10. Employee future benefits and other liabilities (continued)

b) Liability for sick leave (continued)

The measurement date of the sick leave liability coincides with the City's fiscal year. A comprehensive actuarial valuation was completed as of December 31, 2009 and the next required valuation will be as of December 31, 2012.

A reserve in the amount of \$9,579 (2009 - \$8,366) has been accumulated to fund this liability.

c) Post retirement benefits

The City provides dental and health care benefits between the time an employee retires under OMERS, or retires at a normal retirement age, up to the age of 65.

The significant actuarial assumptions adopted in estimating the City's liabilities are as follows:

- Discount rate 4.75% (2009 - 5%)
- Consumer price index 2.0% (2009 - 2.0%)
- Prescription Drugs Trend Rate 7.67% reducing 4.0% per year to reach 4.0% per year starting in 2019 (2009 - no change)
- Dental and other Medical Trend Rates 4% (2009 - 4%)

Information about the City's employee future employee benefits are as follows:

	2010	2009
	\$	\$
Accrued benefit obligation, beginning of year	13,335	10,995
Current service cost	584	525
Plan amendment	1,014	-
Net actuarial loss	-	1,721
Interest	629	551
Benefits paid	(750)	(457)
Accrued benefit obligation, end of year	14,812	13,335
Unamortized net actuarial loss	(1,598)	(1,721)
	13,214	11,614

Since the prior valuation as at December 31, 2006, the operations of the Land Ambulance were transferred from the Province of Ontario to the City. This transfer of responsibility resulted in the City inheriting a group of employees with certain contractual obligations and the impact of this is reflected in the plan amendment of \$1,014 in current year.

Information about the City's employee future benefit expenses recognized in the period are as follows:

	2010	2009
	\$	\$
Current period benefit cost	584	525
Cost of plan amendment	1,014	-
Amortization of net actuarial loss	123	-
Interest expense	629	551
	2,350	1,076

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

10. Employee future benefits and other liabilities (continued)

c) Post retirement benefits (continued)

The measurement date of the employee future benefits coincides with the City's fiscal year. An actuarial comprehensive valuation was completed as of December 31, 2010 and the next required valuation will be as of December 31, 2013.

There is currently a reserve of \$260 set up to fund this liability.

11. Net debt

a) The balance of the net debt reported on the consolidated statement of financial position is comprised of the following:

	2010	2009
	\$	\$
Total debt incurred by the City including those incurred on behalf of related organizations and outstanding at the end of the year amount to	99,009	110,122
Less: debt recoverable from school boards	(1,730)	(3,345)
Net debt at the end of the year	97,279	106,777

b) The net debt is comprised of the following components:

	2010	2009
	\$	\$
Operating line of credit - bearing interest at prime plus 0.25%	1,750	1,370
Demand loan - interest only at 3.7%, maturing in 2011	10,000	10,000
Debentures - repayable at rates ranging from 0.095% to 6.0% and maturing from 2011 through 2031	71,636	79,993
Long-term loans - repayable at rates ranging from 3.7% to 7.5% and maturing from 2011 through 2025	11,207	12,622
Banker's acceptance, interest at 4.87% fixed through a swap transaction, repayable quarterly, maturing 2015 with option to refinance for an additional ten years, net of transaction costs	2,686	2,792
Total	97,279	106,777

Included in accounts payable and accrued liabilities is \$1,532 (2009 - \$1,671) representing the fair market value of the interest rate swap contracts held by the City.

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

11. Net debt (continued)

c) The net debt is repayable in the following periods and will require funding in those periods as follows:

	2011-2015	2016 onwards
	\$	\$
General taxation revenues	17,376	27,637
User pay and other revenues	17,818	2,123
Developer contribution revenues	20,208	12,117
	<u>55,402</u>	<u>41,877</u>

All net debt is payable in Canadian dollars.

d) Total charges during the year for net debt are as follows:

	2010	2009
	\$	\$
Principal repayments	9,878	8,529
Interest	4,519	5,014
	<u>14,397</u>	<u>13,543</u>

12. Landfill post-closure liability

The City owns one landfill site. This landfill site was closed in 2003. The liability for post-closure costs has been reported on the consolidated statement of financial position. The liability was calculated based upon the present value of estimated post-closure costs discounted to December 31, 2010 at a factor of 5.0% (2009 - 5.15%) per annum. Post-closure care is estimated to be required for 35 years from the date of site closure.

The estimated expenditures for post-closure care as at December 31, 2010 is \$6,000 (2009 - \$6,600).

There are no reserve funds established to fund this liability as at December 31, 2010.

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

13. Tangible capital assets

2010

Cost	Balance, beginning	Additions	Disposals	Balance, end
	of year			of year
	\$	\$	\$	\$
Land	29,243	186		29,429
Land improvements	8,382	1,104		9,486
Buildings	172,466	20,527		192,993
Machinery and equipment	92,532	14,462	(460)	106,534
Vehicles	60,517	3,223	(3,278)	60,462
Infrastructure				-
Sanitary sewers & waste water	244,945	1,433		246,378
Storm water	162,892	643		163,535
Transportation	293,296	19,399		312,695
Waterworks	175,728	7,738		183,466
Assets under construction	77,757	51,027		128,784
	1,317,758	119,742	(3,738)	1,433,762
Accumulated amortization	Balance, beginning	Amortization	Disposals	Balance, end
	of year			of year
	\$	\$	\$	\$
Land improvements	3,026	261		3,287
Buildings	48,681	6,080		54,761
Machinery and equipment	60,540	8,943	(428)	69,055
Vehicles	25,505	6,666	(2,570)	29,601
Infrastructure				-
Sanitary sewers & waste water	99,773	4,287		104,060
Storm water	35,804	3,715		39,519
Transportation	167,522	5,762		173,284
Waterworks	81,679	5,097		86,776
	522,530	40,811	(2,998)	560,343
Net book value	Balance, beginning			Balance, end
	of year			of year
	\$			\$
Land	29,243			29,429
Land improvements	5,356			6,199
Buildings	123,785			138,232
Machinery and equipment	31,992			37,479
Vehicles	35,012			30,861
Infrastructure	-			-
Sanitary sewers & waste water	145,172			142,318
Storm water	127,088			124,016
Transportation	125,774			139,411
Waterworks	94,049			96,690
Assets under construction	77,757			128,784
	795,228			873,419

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

13. Tangible capital assets (continued)

2009

Cost	Balance, beginning of year	Additions	Disposals	Balance, end of year
	\$	\$	\$	\$
Land	29,142	101	-	29,243
Land improvements	4,740	3,642	-	8,382
Buildings	131,485	40,981	-	172,466
Machinery and equipment	88,738	6,275	(2,481)	92,532
Vehicles	46,494	14,340	(317)	60,517
Infrastructure				
Sanitary sewers & waste water	237,294	7,721	(70)	244,945
Storm water	157,807	5,486	(101)	162,892
Transportation	285,928	8,343	(975)	293,296
Waterworks	176,425	(673)	(24)	175,728
Assets under construction	94,418	(16,661)	-	77,757
	1,252,471	69,255	(3,968)	1,317,758
Accumulated amortization	Balance, beginning of year	Amortization	Disposals	Balance, end of year
	\$	\$	\$	\$
Land improvements	2,828	217	(19)	3,026
Buildings	43,404	5,307	(30)	48,681
Machinery and equipment	53,397	8,355	(1,212)	60,540
Vehicles	21,822	4,129	(446)	25,505
Infrastructure				
Sanitary sewers & waste water	102,951	6,011	(9,189)	99,773
Storm water	33,729	2,145	(70)	35,804
Transportation	165,108	5,170	(2,756)	167,522
Waterworks	67,674	4,008	9,997	81,679
	490,913	35,342	(3,725)	522,530
Net book value	Balance, beginning of year			Balance, end of year
	\$			\$
Land	29,142			29,243
Land improvements	1,912			5,356
Buildings	88,081			123,785
Machinery and equipment	35,341			31,992
Vehicles	24,672			35,012
Infrastructure				
Sanitary sewers & waste water	134,343			145,172
Storm water	124,078			127,088
Transportation	120,820			125,774
Waterworks	108,751			94,049
Assets under construction	94,418			77,757
	761,558			795,228

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

14. Accumulated surplus

The accumulated surplus is comprised of the following components:

	2010	2009
	\$	\$
Reserves set aside for specific purpose by Council:		
for employee future benefits	16,488	15,148
for stabilization	7,653	7,151
for administration and maintenance	3,583	2,442
for human resources and other contingencies	2,016	1,501
Reserves set aside by The Elliott		
for capital financing purposes	237	119
for building and equipment maintenance	220	1,324
Reserves set aside by Downtown Guelph Business Association		
for contingency	99	107
Reserves set aside by Wellington-Dufferin-Guelph Public Health		
for capital financing purposes	627	265
for contingency	184	183
Total reserves - Schedule 4	31,107	28,240
Reserve funds set aside for specific purpose by Council:		
for equipment replacement	6,539	3,199
for capital financing purposes	73,530	53,829
for industrial development	2,582	2,260
for working capital and other	16,328	3,119
Total reserve funds - Schedule 4	98,979	62,407
Total reserves and reserve funds	130,086	90,647
Invested in tangible capital assets	873,419	795,228
Investment in Guelph Hydro Inc.	66,753	65,442
Investment in Guelph Junction Railway Company	5,722	5,584
Guelph Hydro Inc. loan receivable	-	30,000
Operating fund	(135,746)	(107,907)
Unfunded liabilities		
Employee future benefits and related liabilities	(31,277)	(29,087)
Landfill post closure liability	(6,000)	(6,600)
Total	772,871	752,660
Accumulated surplus	902,957	843,307

In accordance with the City's policy for reserve funds, interest is earned on the average reserve fund balance for the year at the average internal rate of return earned during the year. In 2010 \$821 (2009 - \$nil) of interest was earned by the reserve funds and is recorded as a decrease in investment income and an adjustment to the ending accumulated surplus. In 2009, it was decided that due to the economic downturn and the poor returns on investments, that no interest would be allocated to the reserve funds.

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

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15. Contributions to other entities

Contributions made to other entities during the year greater than \$100 are as follows:

	2010	2009
	\$	\$
Grand River Conservation Authority	1,356	1,267
Hospice Wellington	272	200
Guelph General Hospital	200	200
Wellington Terrace	166	166
MacDonald Stewart Art Centre	175	165
Humane Society	414	372
Municipal Property Assessment Corporation	1,478	1,435
	<u>4,061</u>	<u>3,805</u>

16. Expenditures by type

The following is a summary of the current expenditures reported on the Consolidated Statement of Operations and Accumulated Surplus by the type of expenditures:

	2010	2009
	\$	\$
Salaries, wages and employee benefits	143,603	137,991
Interest on net debt	4,665	4,326
Materials	28,846	28,871
Contracted services	24,883	28,081
Rents and financial expenses	11,593	11,874
External transfers	54,797	49,886
Amortization of tangible capital assets	40,811	35,342
	<u>309,198</u>	<u>296,371</u>

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

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17. Government partnerships

The City's share of the results of the Wellington-Dufferin-Guelph Public Health's financial activities for the year and its financial position at December 31 are included in the consolidated financial statements using proportionate consolidation and include the amounts as follows:

	2010	2009
	\$	\$
Assets	2,051	1,683
Liabilities	1,268	1,242
Net financial assets	783	441
Tangible capital assets	137	69
Prepaid expenses	28	7
Balance	165	76
Accumulated surplus	948	517
Revenues	8,047	7,391
Expenditures	7,241	7,275
Excess of revenue over expenses	806	116
Accumulated surplus, beginning of year	517	458
Transfer to reserves	(13)	3
Minority interest in tangible capital assets	(361)	(60)
Accumulated surplus, end of year	949	517

During the year, the City contributed \$2,246 (2009 - \$2,026) towards its share of the costs of the partnership.

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

18. Shared service agreements

Certain programs as mandated by provincial legislation are managed by neighboring municipalities on behalf of the City and certain programs are also managed by the City on behalf of other municipalities.

The City's share of revenues and expenditures from social service programs managed by Wellington County are as follows:

	2010	2009
	\$	\$
Revenues		
Social housing	2,944	2,225
Child care	7,255	7,399
Social services	12,419	11,079
	<u>22,618</u>	<u>20,703</u>
Expenditures		
Social housing	16,226	13,623
Child care	9,199	9,601
Social services	19,520	20,716
	<u>44,945</u>	<u>43,940</u>
Net expenditures	<u>(22,327)</u>	<u>(23,237)</u>

The City's share of revenues and expenditures from programs managed by the City are as follows:

	2010	2009
	\$	\$
Revenues		
Land Ambulance	3,214	3,223
Provincial offences act	1,987	1,471
	<u>5,201</u>	<u>4,694</u>
Expenditures		
Land Ambulance	6,591	6,089
Provincial offences act	973	951
	<u>7,564</u>	<u>7,040</u>
Net expenditures	<u>(2,363)</u>	<u>(2,346)</u>

The City's share of the net expenditures for all the above programs, are included in the Consolidated statement of operations and accumulated surplus.

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

19. Contingencies

- a) In 2008, Urbacon Buildings Group Corp. served a Statement of Claim against the City pursuant to the Construction Lien Act seeking damages in excess of \$12,000 and punitive and other damages totaling over \$7,000. The City has filed a Statement of Defense and Counterclaim claiming damages in the amount of \$5,000.
- b) During 2010 charges were laid against the City under the Occupational Health and Safety Act relating to a 2009 incident. The maximum fine that could be imposed under this matter is \$1,875.
- c) During 2010 and 2011, there were various Claims filed against the City in relation to development charge disputes that total \$2,480. The City has either filed a Statement of Defense or intends to file a Statement of Defense in relation to these matters.
- d) The County of Wellington served a claim for \$4,000,000 against the City in 2009 alleging a breach of contract with respect to payments owing for Wellington Terrace. The City has a counterclaim with respect to this matter and has filed a notice of Intent to Defend.
- e) From time to time, the City may be involved in other claims in the normal course of business. Management assesses such claims and where considered likely to be material exposure and, where the amount of the claim is quantifiable, provisions for loss are made based on management's assessment of likely outcome. The City does not provide for claims that are considered unlikely to result in a significant loss, claims for which the outcome is not determinable or claims where the amount of loss cannot be reasonably estimated. Any settlements or awards under such claims are provided when reasonably determinable.

20. Commitments and guarantees

The City has guaranteed \$900 non-revolving facility for Guelph Community Sports which is supported by Council resolution authorizing provision of such guarantee in favour of Guelph Community Sports. The City believes that this guarantee will not have any significant unfavorable impact on its financial position and consequently no provision has been made in the consolidated financial statements.

Wellington-Dufferin-Guelph Public Health has leased premises under a variety of leases of which the longest expires on April 30, 2031. The minimum lease payments over the next five years are as follows:

	\$
2011	529
2012	543
2013	121
2014	115
2015	115
	1,423

Other contractual obligations include:

Hospice Wellington

The City has committed grants to Hospice Wellington through 2012 with an outstanding amount of \$400 (2009 - \$600) payable annually in instalments of \$200. This grant is to assist with capital renovation costs incurred to open their new location.

Guelph General Hospital

The City has committed grants to Guelph General Hospital through 2012 with an outstanding amount of \$400 (2009 - \$600) payable annually in instalments of \$200. This grant is to assist with the capital purchase of a new MRI machine.

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

20. Commitments and guarantees (continued)

MacDonald Stewart Arts Centre

The City has committed a capital grant of \$20 to MacDonald Stewart Arts Centre for soffit replacement (2009 - \$20 for the HVAC replacement). Additionally, the City has committed to operating grants for 2011 totalling \$168 (2009 - \$168)

Other

The City has committed to providing various grants to organizations in the community totalling \$330 (2009 - \$332).

21. Subsequent event

In March 2011, the City was granted a temporary injunction to halt any further costs being incurred by the Wellington-Dufferin-Guelph Public Health on a specific project related to the construction of a new facility. In April 2011, the City gave notice to the Province of Ontario and the Counties of Wellington and Dufferin of its intention to withdraw from the Wellington-Dufferin-Guelph Public Health partnership. The implications of these events are yet to be determined.

22. Budget figures

Budgets are established to set tax rates or to finance projects which may be carried out over one or more years. Budget figures have been translated to reflect changes in PSAB standards on the Consolidated Statement of Operations and Accumulated Surplus by adjusting for amortization of tangible capital assets, including the consolidated entities and excluding budgeted amounts for the debt principal repayment and reserve transfers. Budget figures have not been audited.

23. Segmented information

The City of Guelph is a diversified municipal government institution that provides a wide range of services to its citizens, including police, fire, ambulance, transit and water. For management reporting purposes, the City's operations and activities are organized and reported by activity and reserves. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

Although City services are provided by internally defined departments, the City has chosen to remain consistent with the Ontario Financial Information Return (FIR) and the nine functional areas that it prescribes. This will allow comparability between our Schedule of Segment Disclosure and several schedules on the FIR that already require full segment disclosure of operating expenditures and limited disclosure of current operating revenues.

The services that have been separately disclosed in the segmented information are defined by the compositional requirements of the FIR, and some examples of these along with the services they provide are as follows (Schedule 1 and 2):

General Government

Governance (election management, Council, Council support, Office of the Mayor).

Corporate management (CAO, taxation, accounting, budgeting communication, legal, corporate properties and real estate).

Protection services

Police, Fire, 911 service, POA Act, building and structural inspection, by-law enforcement, animal control, and conservation authority.

City of Guelph

Notes to the consolidated financial statements

December 31, 2010

(\$000's)

23. Segmented information (continued)

Transportation services

Roadways – including asphalt resurfacing and crack sealing, line painting, sweeping, traffic operations and maintenance of roadside areas, culverts and bridges.

Winter control, street lighting, parking and public transit.

Environmental services

Sanitary sewer, storm sewers, waterworks, solid waste collection, disposal and recycling.

Health services

Public health services, provision of ambulance service.

Social housing

Social housing program costs.

Social and family services

General assistance and childcare programs, contributions to homes for the aged, The Elliot operations.

Recreation and cultural services

Parks, recreational facilities, recreational programs, libraries, museums, River Run Centre, Farmers Market and other cultural services.

Planning and development services

Planning and zoning, Committee of Adjustment, Visitor Centre and economic development for commercial and industrial, and Downtown Guelph Business Association operations.

Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation and payments-in-lieu are apportioned to current fund services based on the fund segment's net surplus, and general program support costs are apportioned based on a percentage of total expenditure by segment.

24. Comparative figures

Certain comparative figures have been reclassified in order to present them in a form comparable to those for 2009.

City of Guelph

Consolidated schedule of segment disclosure - Schedule 1
 year ended December 31, 2010
 (Unaudited)

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Social and Family Services	Social Housing	Recreation and Cultural Services	Planning and Development	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenues										
Taxation	172,783	-	-	-	-	-	-	-	-	172,783
User charges	274	804	10,702	42,141	1	8,019	-	5,743	680	68,364
Contributions	5,188	4,907	24,842	21,162	14,469	23,017	2,944	5,736	2,207	104,472
Other										
Investment income	4,125	-	-	47	7	-	-	-	5	4,184
Donations	17	17	224	2	2	7	-	640	0	890
Sales of equipment, publications	1	23	17	2,737	-	86	-	1,205	4	4,073
Recoveries	425	711	1,345	560	354	279	189	772	447	5,082
Licences and permits	261	2,818	-	28	-	-	-	-	-	3,107
Provincial offences act	-	3,675	-	-	-	-	-	-	-	3,675
Other fines	-	-	752	-	-	-	-	-	-	752
Gain (loss) on disposal of tangible capital assets	(13)	104	(505)	-	(28)	-	-	-	-	(442)
Income from Government Business Enterprises	1,448	-	-	-	-	-	-	-	-	1,448
	184,492	13,059	37,377	66,677	14,803	31,408	3,133	14,096	3,343	368,388
Expenses										
Salaries, wages and employee benefits	10,632	50,343	24,619	15,412	14,925	7,738	-	16,371	3,563	143,603
Interest on net debt	2,333	272	358	485	5	-	-	741	471	4,665
Materials	1,331	1,571	10,222	9,110	956	1,848	-	3,462	346	28,846
Contracted services	3,832	2,210	3,639	9,383	987	688	480	2,281	1,383	24,883
Rents and financial expenses	5,739	450	712	2,962	630	145	-	879	76	11,593
External transfers	2,009	1,242	68	1,357	1,474	31,831	16,272	470	104	54,797
Internal charges	(5,885)	1,158	(2,327)	5,216	328	3	1	1,747	359	-
Amortization of tangible capital assets	6,069	1,070	12,885	16,062	218	1,708	-	2,644	155	40,811
	26,060	58,286	49,576	59,987	19,523	43,961	16,753	28,595	6,457	309,198
Excess of revenues over expenses (expenses over revenues)	158,432	(45,227)	(12,199)	6,690	(4,720)	(12,553)	(13,620)	(14,499)	(3,114)	59,190

City of Guelph

Consolidated schedule of segment disclosure - Schedule 2 year ended December 31, 2009 (Unaudited)

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Social and Family Services	Social Housing	Recreation and Cultural Services	Planning and Development	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenues										
Taxation	163,782	-	-	-	-	-	-	-	-	163,782
User charges	369	799	9,950	41,360	1	7,910	-	5,932	658	66,979
Contributions	924	1,430	14,020	9,575	13,920	22,103	2,225	2,858	340	67,395
Other										
Investment income	7,075	-	-	42	3	-	-	-	41	7,161
Donations	-	26	24	-	-	10	-	300	360	360
Sales of equipment, publications	4	43	22	1,912	-	87	-	1,131	3	3,202
Recoveries	2,767	339	706	188	-	229	1,905	795	215	7,144
Licences and permits	270	2,623	-	38	-	-	-	-	-	2,931
Provincial offences act	-	2,959	-	-	-	-	-	-	-	2,959
Other fines	-	-	641	-	-	-	-	-	-	641
Gain (loss) on disposal of tangible capital assets	21	95	(37)	(66)	-	-	-	(27)	-	(14)
Income from Government Business Enterprises	(9,357)	-	-	-	-	-	-	-	-	(9,357)
	165,855	8,314	25,326	53,049	13,924	30,339	4,130	10,989	1,257	313,183
	6.73%	34.82%	17.28%	10.91%	10.46%	5.65%	0.00%	11.28%	2.87%	
Expenses										
Salaries, wages and employee benefits	9,293	48,045	23,844	15,059	14,430	7,798	-	15,568	3,954	137,991
Interest on net debt	2,683	108	440	226	1	-	-	860	8	4,326
Materials	845	1,263	10,151	9,527	1,259	1,986	-	3,419	421	28,871
Contracted services	4,144	2,561	3,770	11,442	1,112	716	457	2,248	1,631	28,081
Rents and financial expenses	5,871	480	964	2,221	738	759	-	766	75	11,874
External transfers	1,898	875	64	1,267	1,100	30,483	13,678	416	105	49,886
Internal charges	(6,034)	1,700	(1,473)	3,955	549	4	-	1,008	291	-
Amortization of tangible capital assets	5,151	2,068	9,817	13,852	90	1,662	-	2,553	149	35,342
	23,851	57,100	47,577	57,549	19,279	43,408	14,135	26,838	6,634	296,371
Excess of revenues over expenses (expenses over revenues)	442,004	(48,786)	(22,251)	(4,500)	(5,355)	(13,069)	(10,005)	(15,849)	(5,377)	16,812

City of Guelph

Consolidated schedule of net debt - Schedule 3

December 31, 2010

('000's)

Bylaw	Project description	Term	Maturity date	Interest rates	2010	2009
					\$	\$
Debentures:						
16393	West End Community Centre	10	5-Sep-10	6.15% to 6.375%	-	380
16393	Land Acquisition - Cerniuk	10	5-Sep-10	6.15% to 6.375%	-	236
16393	Waste Water Treatment Plant Expansion Stage 1	10	5-Sep-10	6.15% to 6.375%	-	259
18000	Road Projects - Gordon, Stone, Victoria, Ward 1, Clair	5	20-Apr-11	4.25% to 4.45%	889	1,772
18000	Centennial Pool Reconstruction	5	20-Apr-11	4.25% to 4.45%	53	105
18000	Bus Storage Area Expansion	5	20-Apr-11	4.25% to 4.45%	99	196
18000	Transfer Station & Public Drop Off Facility	5	20-Apr-11	4.25% to 4.45%	51	102
18000	East End Fire Station	5	20-Apr-11	4.25% to 4.45%	157	313
18000	Pride Upgrade	5	20-Apr-11	4.25% to 4.45%	16	31
16732	On behalf of the Elliott	10	15-Nov-11	3.10% to 5.95%	14,000	14,890
16751	Roads - Woolwich: Speedvale to Woodlawn	10	10-Dec-11	2.80% to 6.00%	378	126
16751	West End Community Centre	10	10-Dec-11	2.80% to 6.00%	65	407
16751	Hanlon West Business Park	10	10-Dec-11	2.80% to 6.00%	209	1,632
16751	Waste Water Treatment Plant Expansion 1	10	10-Dec-11	2.80% to 6.00%	839	730
17536	On behalf of the Elliott	10	15-Sep-14	2.75% to 5.20%	1,130	1,381
18622	Social Services Building Renovation	10	25-Sep-18	3.25% to 4.70%	2,249	2,487
18622	Police HQ Renovations	10	25-Sep-18	3.25% to 4.70%	1,045	1,155
18622	Road Projects - Gordon, Victoria, Cardigan, Clair	10	25-Sep-18	3.25% to 4.70%	4,417	4,884
18622	Bus Storage Area Expansion	10	25-Sep-18	3.25% to 4.70%	151	167
18622	Organic Waste Facility - Roof Repairs	10	25-Sep-18	3.25% to 4.70%	413	457
18105	New City Hall	25	28-Aug-31	5.237%	17,804	18,262
18105	New POA Court	25	28-Aug-31	5.237%	5,021	5,151
18898	Road Projects - Gordon, Victoria, Eramosa	10	25-Nov-19	.095 % to 4.60%	693	761
18898	South End Station	10	25-Nov-19	.095 % to 4.60%	6,071	6,666
18898	New City Hall	10	25-Nov-19	.095 % to 4.60%	2,095	2,300
18898	Land Purchase - Library	10	25-Nov-19	.095 % to 4.60%	774	850
18898	Public Drop Off Facility	10	25-Nov-19	.095 % to 4.60%	197	216
18898	Transit Terminal Road Upgrades	10	25-Nov-19	.095 % to 4.60%	1,700	1,866
18898	Watermain Projects - Laird, Arkell, Scout Camp	10	25-Nov-19	.095 % to 4.60%	5,795	6,363
18898	Waste Water Treatment Plant Facility Upgrade	10	25-Nov-19	.095 % to 4.60%	5,325	5,848
					71,636	79,993
Other loans:						
	The Elliott Line of Credit	Demand	NA	prime + .25%	1,750	1,370
	The Elliott Bankers Acceptance - SWAP	10	25-Jun-15	4.87	2,686	2,792
	Mortgage RBC - Sleeman Centre	10	1-May-17	4.957%	4,867	5,495
	Private Mortgages HCBP	10	28-Jun-11	7.50%	288	833
	CIBC Loan - Sleeman Centre - SWAP	18.8	1-Sep-25	6.38%	6,052	6,294
	RBC Interest only loan	Demand	31-Dec-11	3.70%	10,000	10,000
Net Debt before the school boards					97,279	106,777
14882	Separate School Board	15	14-Jul-10	6.75% to 8.875%	-	600
15316	Public School Board	15	1-Nov-11	3.375% to 6.95%	400	800
15648	Public School Board	15	18-Dec-12	4.50% to 6.20%	884	1,294
15648	Separate School Board	15	18-Dec-12	4.50% to 6.20%	446	651
	Less: Receivable from School Boards				(1,730)	(3,345)
Recoverable from School Boards					-	-
Total Net Debt					97,279	106,777

City of Guelph

Consolidated schedule of reserves and reserve funds - Schedule 4

December 31, 2010

('000's)

Code	Description	2010	2009
		\$	\$
Reserves:			
For Employee Future Benefits:			
100	Sick Leave - Fire	3,371	3,084
101	Sick Leave - Police	3,339	3,258
102	Sick Leave - Library	852	788
103	Sick Leave - CUPE 241	2,017	1,237
209	Vacation Accrual Reserve	5,123	5,122
330	WSIB	1,526	1,498
338	Land Ambulance Severance	260	161
		16,488	15,148
For Stabilization:			
131	Employee Benefit Stabilization	2,726	3,040
180	Tax Rate Stabilization	1,671	1,355
181	Water Rate Stabilization	1,714	1,214
182	Waste Water Rate Stabilization	1,542	1,542
		7,653	7,151
For Administration and Maintenance:			
184	Insurance	1,080	781
188	Building Services	978	449
206	Building Operating Maintenance	100	-
193	Ontario Municipal Board	681	545
194	Downtown Improvements	200	200
195	Election Costs	183	341
196	Joint Job Evaluation Committee	206	91
345	Westminster Woods	35	35
210	Information Technology Licences	100	-
205	Investment Strategy	20	-
		3,583	2,442
For Human Resources and Other Contingencies			
198	Operating Contingency	602	302
207	Human Resource Contingency	322	-
197	Human Resource Negotiations	59	29
191	Salary Gapping	1,033	1,170
		2,016	1,501
Consolidated Entities			
	Reserves - The Elliott	457	1,443
	Reserves - Downtown Guelph Business Association	99	107
	Reserves - Wellington-Dufferin-Guelph Public Health	811	448
Total Reserves		31,107	28,240

City of Guelph

Consolidated schedule of reserves and reserve funds - Schedule 4

December 31, 2010

('000's)

Code	Description	2010	2009
		\$	\$
Reserve Funds:			
For Equipment Replacement			
111	Fire	624	286
113	Transit	686	670
115	Police	427	205
116	Waste Management	945	415
118	Computers	866	410
121	Play Equipment	397	96
124	Operations Fleet	2,594	1,117
		6,539	3,199
For Capital Financing			
150	Capital Taxation	697	1,331
151	Capital Parking	3,589	3,823
152	Capital Waterworks	16,785	16,827
153	Capital Wastewater	22,522	17,293
155	Capital Landfill Compensation	139	233
156	Capital DC Exemption	2,248	372
157	Capital Library	1,025	658
158	Capital Police	2,068	2,103
162	Capital Sleeman Centre	29	22
164	Capital Roads	1,063	70
165	Capital Stormwater	205	124
166	Capital Park Planning	51	27
167	Capital Policy Planning	38	-
168	Capital Economic Development	40	-
169	Capital Operations	363	-
170	Capital Recreation	99	(4)
171	Capital Culture	(13)	-
172	Capital Transit	275	25
173	Capital Fire	198	-
175	Capital Corporate Property	99	-
176	Capital Info Services	149	-
177	Capital Museum	40	-
186	Capital Waste Management	292	12
189	GSEC Capital Reserve	31	16
340	Capital River Run	158	107
120	POA Relocation	172	167
159	Accessibility	393	450
160	Road Infrastructure	2,312	2,000
161	Public Transit Improvements	801	965
192	Heritage Redevelopment	673	440
200	Investing Ontario Act	4,122	5,494

City of Guelph

Consolidated schedule of reserves and reserve funds - Schedule 4

December 31, 2010

('000's)

Code	Description	2010	2009
		\$	\$
Reserve Funds (continued):			
201	ISF - City Share Water	1,010	(164)
202	ISF - City Share Waste Water	1,161	(147)
203	RINC City Share	734	-
331	Road Widening	930	921
190	Building Life Cycle	802	663
353	Waterworks DC Exempt	915	-
354	Wastewater DC Exempt	764	-
352	Greenhouse Gas	408	-
341	Locomotive 6167	1	1
199	City Infrastructure Fund	6,142	-
		12,867	1,274
For Industrial Development:			
332	Industrial Land	2,562	2,245
350	Transportation Demand Management	20	15
		2,582	2,260
For Working Capital and Other			
119	Affordable Housing	581	633
122	Brownfields Strategy	546	321
135	Museum Development	56	56
136	McCrae House Development	130	126
137	Moon-Mckeigan	13	12
138	Library Bequests	170	168
351	Hydro Note	13,738	-
208	Social Housing	1,094	1,803
		16,328	3,119
Total Reserve Funds		38,316	9,852
Total Reserves and Reserve Funds		69,423	38,092

Deloitte.

Year-end communication
City of Guelph

DRAFT



For the year ended December 31, 2010
Presented to the Audit Committee
June 7, 2011

June 7, 2011

Private and confidential

To the Chairman and members of the Audit Committee of City of Guelph

Dear Audit Committee Members:

Report on audited annual financial statements

We have performed an audit of the consolidated financial statements of City of Guelph as of and for the year ended December 31, 2010, in accordance with Canadian generally accepted auditing standards (“GAAS”) and expect to issue our audit report thereon dated June 27, 2011.

This report summarizes our findings during the audit. Our audit has been conducted in accordance with the Audit Plan that was presented to the Audit Committee members at the meeting on March 7, 2011.

Use of our report

This report is intended solely for the information and use of the Audit Committee, management and others within City of Guelph and is not intended to be, and should not be, used by anyone other than these specified parties. Accordingly, we disclaim any responsibility to any other party who may rely on it.

We would like to express our appreciation for the cooperation we received from the officers and employees of City of Guelph with whom we worked to discharge our responsibilities.

We look forward to discussing this report summarizing the outcome of our audit with you and answering any questions you may have.

Yours very truly,

Chartered Accountants
Licensed Public Accountants

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Executive summary

This report summarizes the main findings arising from our audit.

Audit findings

Audit results

Our audit of the financial statements is designed to obtain reasonable, rather than absolute, assurance as to whether the financial statements are free of material misstatement.

There were no significant departures from the audit planning and risk assessment described in the audit plan, which we presented on March 7, 2011.

A detailed description of our audit results has been included on pages 5 and 6 of this report.

Status of our audit

We expect to be in a position to render our audit opinion dated June 27, 2011 on the consolidated financial statements of City of Guelph following approval of the Consolidated financial statements by the City Council and the completion of the following outstanding procedures :

- Receipt of signed management's representations letter
- Receipt of legal letters
- Receipt of final financial statements for Guelph Hydro Inc.
- Receipt of final actuarial reports from Nexus Actuarial Consultants
- Completion of the Engagement Quality Control review
- Approval of consolidated financial statements by City Council

Audit findings

Audit risks

In accordance with our audit plan, our procedures focused on the following areas that we identified as risks of material misstatements in the current year:

- Accounts Payable and Accrued Liabilities
- Actuarially Determined Liabilities
- Contingencies
- Council and Senior Management expenses
- Estimates
- Infrastructure Stimulus Fund
- Payroll
- Procurement process
- Reserves and Reserve Funds
- Revenue/Deferred Revenue
- Shared services with County of Wellington
- Taxation Revenue

There were no substantive changes in the risks identified in our audit plan.

We have summarized the results of our audit procedures for each of these risk areas on page 7 of this report.

Fraud and illegal acts

Based on the procedures we performed as recommended by CAS 240, *The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements*, we are not aware of any illegal acts or fraudulent events with respect to City of Guelph during the year.

Significant accounting policies

The City's significant accounting policies are set forth in Note 1 to the December 31, 2010 financial statements.

We believe management's selection of accounting policies to be appropriate under Canadian GAAP. Our views on the significant quantitative and qualitative aspects of these accounting policies are presented on page 10 of this report.

Management judgment and accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. These judgments are normally based on knowledge and experience about past and current events, assumptions about future events and interpretations of the financial reporting standards.

During the year ended December 31, 2010, management advised us that there were no significant changes in accounting estimates or in judgments relating to such estimates.

Audit adjustments and uncorrected misstatements

In accordance with Canadian GAAS, we request that misstatements be corrected. We have aggregated all uncorrected misstatements greater than \$292,500 (2009 - \$290,000), and those that are quantitatively insignificant but qualitatively significant, in the appendices attached to the management representation letter. All proposed uncorrected audit adjustments were reviewed with management and were determined by management to be immaterial, individually and in the aggregate, to the financial statements taken as a whole. Adjustments identified as a result of the audit and corrected by management are also summarized in the appendices attached to the management representation letter.

Audit findings

Adjusted and unadjusted disclosure deficiencies

A summary of unadjusted disclosure deficiencies is included in the appendices attached to the management's representations letter.

Management has concluded that the financial statements are not materially misstated as a result of these unadjusted disclosure deficiencies, and we concur with management's assessment.

Independence

We have developed appropriate safeguards and procedures to eliminate threats to our independence or to reduce them to an acceptable level.

As required under GAAS, we have reported all relationships and other relevant matters that, in our professional judgment, may reasonably be thought to bear on our independence and confirmed our independence to the Audit Committee for the year ended December 31, 2010 in Appendix 3.

Representations letter

A draft version of the representations letter to be signed by management is included in Appendix 4.

Conclusion

We intend to issue an unmodified audit report on the Consolidated financial statements of City of Guelph for the year ended December 31, 2010 once the outstanding items referred to above are satisfactorily completed and the Consolidated financial statements are approved by the City Council.

A draft version of our Auditor's report is included in Appendix 1.

Other matters

Fees

We communicated our proposed audit fees of \$112,500 in our detailed audit engagement letter. There have been no changes to our proposed fee.

Communications

As a part of our audit plan, we committed to communicate certain matters to the Audit Committee on an annual basis or as specified events occur.

A summary of our communications is provided in Appendix 5.

Audit scope and findings

We have prepared the following comments to assist you in fulfilling your oversight responsibilities of the financial reporting and disclosure process for which management of City of Guelph is responsible.

In accordance with Canadian GAAS, our audit is designed to enable us to express an opinion on the fairness of the presentation of the City of Guelph's annual financial statements prepared in accordance with Canadian public sector accounting standards.

Changes to the audit plan

The December 31, 2010 audit was conducted in accordance with our audit plan, which was presented to the Audit Committee. We confirm that there have been no significant amendments to the audit scope and approach communicated in the audit plan.

Group audit

We are auditors of all the entities within the group, with the exception of those mentioned below. The following table describes the work performed by other auditors and our involvement with that work:

Entity	Significance	Other auditors	Work performed	Our involvement
Guelph Hydro Inc.	Significant	KPMG LLP	Full Audit	Review of the financial statements and summary of conclusions reached.
The Elliott	Not significant	KPMG LLP	Full Audit	Review of the financial statements.

No restrictions have been placed on the scope of our audit. In performing the audit, we were given full and complete access to the accounting records, supporting documentation and other information requested.

Status of matters reported in the prior year

We have considered and followed up on the significant matters reported in the prior year to the City of Guelph Audit Committee and in reports to management, where appropriate. Most of the issues raised have been adequately addressed.

Use of the work of experts

As planned, Deloitte and outside experts assisted in the audit to the extent we considered necessary:

IT specialists	participated in evaluating internal controls and in using our computerized audit applications
Commodity Tax experts	helped assess the adequacy of the City's accounting for input tax credits
Actuarial experts	helped assess the adequacy of the defined benefit obligation

Consultation with other accountants

Management has informed us that City of Guelph has not consulted with other accountants about auditing or accounting matters.

Discussions held in connection with our retention

Throughout the year, we held routine discussions with management regarding the application of accounting principles or auditing standards in connection with transactions that occurred and/or are contemplated, or other reassessments of current circumstances. In our judgment, such discussions were not held in connection with our retention as auditors.

Related party transactions

Related party transactions are disclosed in Notes 5 and 6 to the consolidated financial statements.

We have not identified any related party transactions that are not in the normal course of operations and that involve significant judgments by management concerning measurement or disclosure.

Litigation

Details surrounding all litigation involving the City have been appropriately disclosed in Note 19 to the Financial Statements.

Legal and regulatory compliance

Management is responsible for ensuring that City of Guelph's operations are conducted in accordance with laws and regulations. The responsibility for preventing and detecting non-compliance rests with management.

The auditor is not and cannot be held responsible for preventing non-compliance with laws and regulations.

The legal and regulatory non-compliance matters reported below are restricted to those that came to our attention during the course of our substantive procedures and should not be considered to be exhaustive.

Our procedures did not identify any areas of material non compliance with laws and regulations by City of Guelph.

Post-balance sheet events

Management is responsible for assessing subsequent events up to the date of the release of the financial statements.

At the date of finalizing this report, we are not aware of any significant post balance sheet events.

Other information in the annual reports to shareholders

We will read the other information in City of Guelph's Annual Report and to the inhabitants of the City of Guelph. If we note a material inconsistency, or if we obtain any knowledge of a material misstatement of fact in the other information, we will discuss this matter with management and, if appropriate, with the Audit Committee.

Audit risks

Our audit plan identified certain areas, which we refer to as significant audit risks. There have been no changes to these risks nor have any additional risks been identified since our previous communication. The results of our audit work on these risks are set out below:

Risks

Areas of risk	Our audit response	Our conclusion
<p>Accounts Payable and Accrued Liabilities</p> <p>Description: Accounts payable and accrued liabilities may be understated due to improper cut-off.</p>	<ul style="list-style-type: none"> • Test disbursements subsequent to year-end to determine the reasonableness of accounts payable and accrued liabilities. • Test the supporting assumptions for accruals. • Review the outcome of prior year estimates and accruals. 	No material misstatements detected.
<p>Actuarially Determined Liabilities</p> <p>Description: Actuarial liabilities may be misstated due to improper inputs used in valuation. In addition, the financial statement disclosure may not contain all required items.</p>	<ul style="list-style-type: none"> • Review actuary report, including related assumptions. • Ensure appropriate accounting treatment has been applied. • Review related financial statement note disclosure for accuracy and completeness. • Communicate with actuary on our reliance on their report for audit purposes. 	No material misstatements detected.
<p>Contingencies</p> <p>Description: Contingent liabilities are not properly accrued for or disclosed in the financial statements.</p>	<ul style="list-style-type: none"> • We will contact the Municipality's external law firms to obtain the status of any outstanding claims and review evaluation of claims to ensure proper recognition. 	No material misstatements detected. Disclosure is complete and accurate.
<p>Council and Senior Management expenses</p> <p>Description: Council and Senior management may expense items not in line with City expense policy.</p>	<ul style="list-style-type: none"> • Review of sample of expense reports for validity and proper approval. 	Expenses tested were appropriate and in line with City Policy.

<p>Estimates Description: Management estimates are not calculated in accordance with GAAP or properly supported.</p>	<ul style="list-style-type: none"> • Test the supporting assumptions for estimates. • Review the outcome of prior year estimates and accruals. 	<p>Management estimates are reasonable.</p>
<p>Infrastructure Stimulus Fund Description: Funding spent on projects under ISF is not in line with the City's procurement policy.</p>	<ul style="list-style-type: none"> • Test contracts to determine if monies received should be reported as revenue or deferred revenue. • Substantive testing on expenditures. • Perform compliance testing on procurement policy. 	<p>infrastructure stimulus funds were deferred or recognized as appropriate.</p>
<p>Payroll Description: Payroll expense is not accurately recorded.</p>	<ul style="list-style-type: none"> • Focused detail testing on payroll expenditures and accruals. • Substantive testing on variances. 	<p>Payroll expense is reasonable for the year ending December 31, 2010.</p>
<p>Procurement process Description: The City is not acting in compliance with the approved procurement policy.</p>	<ul style="list-style-type: none"> • Perform compliance testing on procurement policy. 	<p>Expense amounts tested for the 2010 fiscal year are in line with the City's procurement policy.</p>
<p>Reserves and Reserve Funds Description: Transfers to and from reserves and reserve funds have been completed without council approval.</p>	<ul style="list-style-type: none"> • Substantive testing on the continuity and material transactions to determine if transfers are in accordance with Council approvals and applicable legislative requirements. 	<p>No material misstatements detected. Transfers selected for testing were done with approval of council.</p>
<p>Revenue/Deferred Revenue Description: Revenue recognition/cut-off issue relating to amounts to be deferred.</p>	<ul style="list-style-type: none"> • Review grants charges, contributions or other monies received during the year and determine if the amount should be recorded as revenue or as deferred revenue. 	<p>Deferred revenue balances as at December 31, 2010 are reasonable.</p>
<p>Shared services with County of Wellington Description: Validity of expenses being charged to the City.</p>	<ul style="list-style-type: none"> • Substantive testing on expenditures. • Confirmations were sent to the County of Wellington to agree revenue and expense amounts for the 2010 year. 	<p>Amounts stated in the 2010 financial statements are reasonable.</p>
<p>Taxation Revenue Description: Management's estimate of allowance for doubtful accounts is reasonable is understated.</p>	<ul style="list-style-type: none"> • Recalculation of assessments based on verified property value and tax rates. • Review and evaluate Management's estimate of the allowance for doubtful accounts to ensure it is reasonable and consistent. This will include review of assumptions /supporting documents used to determine estimate, a retrospective review and testing of subsequent receipts. 	<p>Allowance for doubtful accounts is reasonable at December 31, 2010.</p>

Internal control matters

We obtained an understanding of internal control relevant to the audit, however not all controls are relevant to every audit. We evaluated the design of controls relevant to the audit and determined whether they have been implemented. We are not, however, required in a non-integrated audit to determine whether all relevant controls are operating effectively. Although not required by Canadian GAAS, we may decide that, for a particular engagement, it makes sense to rely on the effective operation of some controls to determine our planned substantive procedures we will perform. In such cases, we would go beyond evaluating the design of relevant controls and determining whether they have been implemented to also test whether the controls on which we intend to rely are operating effectively.

In our audit of City of Guelph's consolidated financial statements, we planned to and were able to rely on internal controls in the following areas:

- Expenditure Cycle
- Payroll Cycle
- Budget Cycle

Canadian GAAS require us to report to the Audit Committee any significant deficiencies that have come to our attention. Our comments are in Appendix 2.

Significant accounting practices

Significant accounting policies are those that are most important to the portrayal of City of Guelph's financial condition and the results of operation.

In the course of our audit of the financial statements, we considered the qualitative aspects of the financial reporting process, including items that have a significant impact on the relevance, reliability, comparability and understandability of the information included in the financial statements.

Changes in accounting policies

During the year ended December 31, 2010, there were no significant changes in previously adopted accounting policies or their application.

Significant accounting policies

We prefer not to provide written communications with respect to the quality of accounting practices, unless specifically requested by the Audit Committee. Instead, our preference is to communicate our views about significant qualitative aspects of City of Guelph's accounting practices, including accounting policies, accounting estimates and financial statement disclosures, through an oral discussion among the Audit Committee, management, and us.

We will meet with you to discuss our views about the quality, not just the acceptability, of City of Guelph's accounting practices as applied in its financial reporting. Objective criteria have not been developed to aid in the consistent evaluation of the quality of an entity's accounting policies as applied in its financial statements. However, we will discuss with you the consistency of City of Guelph's accounting policies and their application, and the clarity and completeness of City of Guelph's financial statements, which include related disclosures. We will also discuss any items that may significantly affect the faithfulness, verifiability, and neutrality of the accounting information included in the financial statements. Such items include:

Management judgment and accounting estimates

In our judgment, the significant accounting estimates made by management are in all material respects, free of possible management bias and of material misstatement. The disclosure in the consolidated financial statements around estimation uncertainty is in accordance with GAAP and is appropriate to the particular circumstances of City of Guelph.

Appendix 1 – Draft version of our Auditor’s report

Our report on the financial statements is expected to be in the following form. However, the final form may need to be adjusted to reflect the final results of our audit.

Independent Auditor’s Report

To the Members of Council,
Inhabitants and Ratepayers of the
Corporation of the City of Guelph:

We have audited the accompanying consolidated financial statements of the City of Guelph, which comprise the consolidated statement of financial position as at December 31, 2010, and the consolidated statements of operations and accumulated surplus, changes in net financial assets and of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management’s Responsibility for the consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian public sector accounting standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the City of Guelph as at December 31, 2010 and the results of its operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

(To be signed Deloitte & Touche LLP)

Chartered Accountants
Licensed Public Accountants
June 27, 2011
Kitchener, Ontario

Appendix 2 – Letter of recommendations



Deloitte & Touche LLP
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Audit Committee of the City of Guelph,

We have recently completed our examination of the consolidated financial statements of City of Guelph for the year ended December 31, 2010.

Our audit was designed to provide a cost-effective basis for formulating an opinion on your financial statements. As part of our examination, we reviewed and evaluated relevant aspects of the systems of internal control and the accounting systems to the extent we considered necessary to make an evaluation of such systems and procedures in accordance with Canadian GAAS.

The main purpose of our systems review was to assist in determining the nature, extent and timing of our audit tests and to establish the degree of reliance, which we could place on selected controls; it was not to determine whether internal controls were adequate for management's purposes.

While the audit did not include an in-depth evaluation of all systems or all aspects of any individual system and should not, therefore, be relied upon to identify all significant internal control deficiencies, or all errors, irregularities or inefficiencies that might occur, we undertake to report such matters to you when they come to our attention. Our comments relating to these and other matters are below.

1. Lease schedules

Observation (carried forward from 2009)

A central lease schedule is not maintained in the finance department for leases executed by the City of Guelph. There are policies related to entering into lease arrangements; but there is no central tracking mechanism for reporting purposes.

Implication

Classifications of leases recorded improperly could lead to misstatements on the financial statements, as financial liabilities may be understated if not all leases have been captured correctly. Additionally, future lease payments are a required disclosure in the Notes to the Financial Statements and there is a potential that the City would not have complete information for this reporting.

Recommendation

A centralized lease schedule should be created and maintained for all leases (both capital and operating) held by the City. This schedule should be reviewed by Finance annually to ensure the liability reported on the year-end financial statements is correct and the appropriate lease disclosures are complete.

Management response

We agree that currently there is no centralized summary of leases although we don't believe that it would be overly significant as the City does not normally enter into lease arrangements. We agree that it is required information needed for disclosure in the financial statements and that having a central listing would allow finance to ensure the City has not misclassified a capital lease. The finance group will develop a listing during 2011 to address this item going forward.

2. Cash

Observations

Cheque payments received by mail are currently opened by the clerk who also enters the payment information into the general ledger.

Implication

The lack of segregation of duties may result in the misappropriation of assets.

Recommendation

It is recommended that the City designate a certain employee in finance open the mail, and create a daily log of all cheques received. The cheques can then be forwarded to another clerk to be entered into the G/L.

Management response

We agree with this observation and this was also identified through an internal audit of cash management during 2010. The results of the cash management audit will be presented to the executive team in 2011 and we will be addressing the risk as outline above from a corporate perspective, not just specifically in finance.

3. Grant revenue

Observation

There is currently a procedure in place with respect to grants whereby departments are required to notify finance when they apply for a grant. Finance has a designated person who keeps a central log of these grants and monitors and records these grants during the year. Due to the decentralized accounting for revenue transactions, there is a risk that a department could apply for a grant that finance was not notified about.

Implications

There is a risk of a revenue misstatement if there was a grant that was a receivable but not known to finance at the end of a fiscal year.

Recommendation

We recommend that the City develop a formal policy that would be posted on the finance intranet regarding the process for grant applications which includes a notification being sent to the finance department when a grant application was approved by the funder. Although Finance receives notification once the grant monies are received in the bank, including them in the application process would allow for more accurate recording of transactions and improved asset management.

Management response

We agree that there is a risk that finance may not be notified of grant revenue that is approved and expected to be received. We have an individual that is responsible for the central tracking of grants but a formal policy would help ensure the departments are aware that finance is to be notified when a grant application has been approved. We will commit to drafting a formal policy during 2011 and educate the departments of this process. We are also hoping that the new departmental analysts will make sure Finance is notified in a timely manner.

4. Deferred revenue

Observation

The accounting for revenue is not centralized in finance and is the responsibility of each department. This decentralized practice was highlighted during our testing of the deferred revenue. The first observation related to the engineering department deferred revenue account where it was noted that this account continues to grow each year with new deposits collected but that aged amounts are not being reconciled regularly. There is currently no process to determine when the amounts should be taken into income other than by matching it to when the expense was incurred.

The second observation related to a subdivision tree planting account which has the same observation as the above. This account continues to grow each year with the new deposits received but it is not monitored on a regular basis to bring these revenues into income other than by estimating the % completion of the projects at the end of the year.

Thirdly, related to the general deferred revenue account, it is up to the departments to notify finance if they have any revenue that needs to be deferred. Since departments are responsible for all revenue transactions, finance would not be aware of any revenues that should be deferred due to external restrictions or otherwise unless they were notified.

Implications

The above could lead to a misstatement of revenue. The lack of monitoring of these deposits on a regular basis and assessing the aged amounts could also lead to financial loss to the City if work was not performed as required or due to the delay of the projects being completed, they cost significantly more than the original deposit collected.

Recommendation

For the first two observations we recommend that a process be developed by the departments that would improve the monitoring of these revenues. A policy should be developed to address the aged deposits and finance should be consulted to ensure the departments are accounting for these deferred revenues in accordance with applicable accounting guidelines. Additionally, the departmental clerks may need to meet with finance on a more regular basis to ensure finance has a thorough understanding of the accounting that is being done at that level.

For the third observation, given the decentralized nature of the accounting of revenue, education of the department analysts may be the only mitigating control to address this risk.

Management response

We agree with these observations and are aware that the decentralized nature of the revenue accounting has implications from a financing reporting perspective. Within the current system, finance does not have the authority or the capacity to take on the accounting functions for every department. In the 2011 budget, funding was approved to hire a number of departmental analysts that will be more directly linked with departments while still reporting to Finance and that will have the skill set needed to manage this accounting. With these additional analysts that will have the required in-depth understanding of their assigned departments, the control over the revenue reporting will be strengthened substantially. Finance will meet with the owners of the two noted accounts above and work to develop a process that will address the risks identified.

5. Tangible Capital Assets – Impairment policy

Observations

The City of Guelph has a published set of Accounting Guidelines on their intranet that address the impairment of Tangible Capital Assets (TCA's) but these guidelines are not included in the formal TCA policy. Also, it was noted that an impairment review for TCA's was not completed in 2010.

Implication

This could lead to an overstatement of assets as a result of having obsolete or damaged tangible capital assets recorded on the statement of financial position at their cost less accumulated amortization when they should be written down to net recoverable amount.

Recommendation

The TCA policy should specifically address asset impairment (even if it is addressed in a set of accounting guidelines) and an annual review should be completed by finance to ensure the appropriate valuation of the carrying value of the assets.

Management response

We agree with these comments and have made substantial progress in the area of accounting for tangible capital assets since 2009. Finance has currently hired a Senior Corporate Financial Analyst (as approved in the 2011 budget) that will be specializing in the area of asset management from both a reporting and budgeting perspective and it will be the responsibility of this position to complete this annual review. As we feel the accounting guidelines are posted publicly with the TCA Policy, there is no need to re draft the current policy and will take this comment into consideration in the future.

6. Tangible Capital Assets – Disposals

Observations

During our testing of tangible capital assets it was noted that there were few internal controls to account for the disposal of tangible capital assets at the City, from a financial reporting perspective. Currently disposals are only recorded when the finance department is notified by another department that the transaction has occurred.

Implication

As Finance is not always notified of asset disposals, the City may have disposed of items on the asset listing for which amortization is still being recorded. This would lead to an overstatement of assets.

Recommendation

A process should be established for all asset disposals whereby Finance must be notified to ensure the disposal is recorded correctly and on a timely basis. Additionally, periodic communication should be distributed to each department confirming if a group of assets is still in use or if there have been any disposals. This should be reviewed and approved by a department manager.

Management response

We agree that the accounting for disposals of tangible capital assets is a process that needs to be addressed. The City has the appropriate policies in place to manage how and when a department can dispose of an asset but no supporting process to have that information sent to finance. It will be the responsibility of the newly hired Senior Corporate Financial Analyst to develop this process and educate the departments.

7. Tangible Capital Assets – Capitalization of assets

Observations

During our testing of the controls over capitalization of tangible capital assets it was noted that the trigger for the capitalization of an asset is the finance department receiving a signed project closing form from the department indicating that a project is complete and ready to be capitalized. It was noted that several of the assets capitalized did not have a signed project closing form and upon further investigation it was noted that this was due to finance knowing that the asset was “in use” even though the project was not closed. Many times a project is not closed due to outstanding funding issues, minor additional costs or a variety of other reasons even though for the purpose of the accounting standards the asset is “in use” and should begin to be depreciated.

Implication

As a result of the current process, finance has been undertaking the time consuming task of reviewing each individual capital project at year end to ensure that any completed projects have been appropriately capitalized. This may lead to a misstatement in the depreciation expense as there is risk that the depreciation will not begin at the date the asset is put into use, but the date the project has been closed (and in some circumstances this a substantially different date).

Recommendation

The City should revisit their current process to ensure that it supports the capitalization of assets at the date they are put into use in order to be compliant with the accounting standards. This may be achieved through re-emphasizing to the departments and the new department analysts the need to close projects on timely basis. There may also be a need for each department to review all their open projects at year end to determine if there are any that are ‘in use’ but not closed and notify finance about these projects. A signed form could be required annually by finance from each department to confirm all their projects are accounted for appropriately.

Management response

We agree with the observations and the suggested recommendations as noted above and feel that these can be easily implemented going forward. The new Senior Corporate Financial Analyst as described previously will be designated the responsibility to ensure the gap between the project closing date and the date an asset is put into use is narrowed and to implement a year end procedure to address any open projects that have this issue. Finance will also work with the newly hired departmental analysts, who will have an in-depth understanding of these projects, to emphasize the reporting implications of timely project closing.

Appendix 3 – Independence



Deloitte & Touche LLP
4210 King Street East
Kitchener ON N2P 2G5
Canada

Tei: 519-650-7600
Fax: 519-650-7601
www.deloitte.ca

June 7, 2011

The Chairman and members of the Audit Committee
The City of Guelph

Dear Members:

We have been engaged to audit the consolidated financial statements of the City of Guelph (the City) for the year ending December 31, 2010.

Canadian generally accepted auditing standards (GAAS) require that we communicate in writing with you regarding our compliance with relevant ethical requirements regarding independence as well as all relationships and other matters between the City, our Firm and network firms that, in our professional judgment, may reasonably be thought to bear on our independence. We are also required to communicate the related safeguards that have been applied to eliminate identified threats to independence or reduce them to an acceptable level.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the appropriate provincial institute / ordre and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We confirm to you that the engagement team and others in the firm as appropriate, the firm and, when applicable, network firms have complied with relevant ethical requirements regarding independence.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising June 10, 2010, the date of our last letter.

Member of Deloitte Touche Tohmatsu Limited

The City of Guelph
June 7, 2011
Page 2

We are not aware of any relationships between the City and our Firm, including any network firms that, in our professional judgment, may reasonably be thought to bear on independence, that have occurred from June 10, 2010 to June 7, 2011.

The total fees charged to the City for audit services will be \$112,500 during the period covered by the financial statements.

GAAS requires that we confirm our independence to those charged with governance in the context of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario. Accordingly, we hereby confirm that we are independent with respect to the City within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario as of June 7, 2011.

This report is intended solely for the use of the audit committee, members of council, management, and others within the City and should not be used for any other purposes.

We look forward to discussing with you the matters addressed in this letter at our upcoming meeting on June 7, 2011.

Yours very truly,

Chartered Accountants
Licensed Public Accountants

Appendix 4 – Draft representations letter

DRAFT

June 27, 2011

Deloitte & Touche LLP
4210 King St E
Kitchener ON N2P 2G5

Dear Sirs:

Subject: Consolidated financial statements for the year ended December 31, 2010

This representation letter is provided in connection with the audit by Deloitte & Touche LLP ("Deloitte" or "you") of the consolidated financial statements of the City of Guelph (the "City" or "we" or "us") for the year ended December 31, 2010 (the "Financial Statements") for the purpose of expressing an opinion as to whether the Financial Statements present fairly, in all material respects, the financial position, results of operations, and cash flows of the City in accordance with Canadian public sector accounting standards ("PSAB").

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the Financial Statements would influence the decision of a reasonable person relying on the Financial Statements.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial statements

1. We have fulfilled our responsibilities as set out in the terms of the engagement letter between the City and Deloitte dated November 24, 2010 for the preparation of the Financial Statements in accordance with PSAB. In particular, the Financial Statements are fairly presented, in all material respects, and present the financial position of the City as December 31, 2009 and December 31, 2010 and the results of its operations and cash flows for the years then ended in accordance with PSAB.
2. In preparing the Financial Statements in accordance with PSAB, management makes judgments and assumptions about the future and uses estimates. The completeness and adequacy of the disclosures related to estimates are in accordance with PSAB. The City has appropriately disclosed in the Financial Statements the nature of measurement uncertainties that are material, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the Financial Statements.

Significant assumptions used in making estimates are reasonable and appropriately reflect management's intent and ability to carry out specific courses of action on behalf of the entity. The measurement methods, including the related assumptions and models, used in determining the estimates were appropriate, reasonable and consistently applied in accordance with PSAB and appropriately reflect management's intent and ability to carry out specific courses of action on behalf of the entity.

There are no changes in management's method of determining significant estimates in the current year.

3. With regard to the fair value measurements and disclosures of certain assets, liabilities, we believe that:
 - a. The measurement methods, including the related assumptions and models, used in determining fair value were appropriate, reasonable and consistently applied in accordance with PSAB.
 - b. The completeness and adequacy of the disclosures related to fair values are in accordance with PSAB.
 - c. No events have occurred subsequent to December 31, 2010 that require adjustment to the fair value measurements and disclosures included in the Financial Statements.
 - d. They appropriately reflect management's intent and ability to carry out specific courses of action on behalf of the City when relevant to the use of fair value measurements or disclosures.
4. All related party relationships and transactions (including associated amounts receivable and payable) have been appropriately accounted for and disclosed in the Financial Statements in accordance with the requirements of PSAB.
5. We have completed our review of events after December 31, 2010 and up to the date of this letter. All events subsequent to the date of the Financial Statements and for which PSAB requires adjustment or disclosure have been adjusted or disclosed. Accounting estimates and disclosures included in the financial statements that are impacted by subsequent events have been appropriately adjusted.
6. We believe that the effects of any uncorrected Financial Statement misstatements pertaining to the latest period presented, are immaterial, both individually and in the aggregate, to the Financial Statements taken as a whole. A list of the uncorrected misstatements aggregated by you is attached in Appendix A.
7. Management has completed its assessment of the ability of the City to continue as a going concern and in making its assessment did not identify any material uncertainties related to events or conditions that may cast significant doubt upon the City's ability to continue as a going concern, which would require disclosure in the Financial Statements. In assessing whether the going concern assumption is appropriate, management took into account all available information about the future, which is at least, but is not limited to, twelve months from the balance sheet date, their plans for future action and the feasibility of these plans.
8. We have disclosed to you all known, actual or possible litigation and claims, whether or not they have been discussed with our lawyers, whose effects should be considered when preparing the Financial Statements. As appropriate, these items have been disclosed and accounted for in the Financial Statements in accordance with PSAB.

Information provided

9. We have provided you with:
 - a. Access to all information of which we are aware that is relevant to the preparation of the Financial Statements, such as records, documentation and other matters;
 - b. Additional information that you have requested from us for the purpose of the audit; and,
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
10. All transactions have been recorded in the accounting records and are reflected in the Financial Statements.
11. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
12. We have disclosed to you the results of our assessment of the risk that the Financial Statements may be materially misstated as a result of fraud.

13. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or
 - c. Others where the fraud could have a material effect on the Financial Statements.
14. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's Financial Statements and all knowledge of concerns, or allegations of potential errors in the selection of accounting policies or the recording of transactions affecting the City that have been communicated by employees, former employees, analysts, regulators, or others, whether written or oral.
15. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the Financial Statements.
16. We have disclosed to you all communications from:
 - a. taxation authorities concerning assessments or reassessments that could have a material effect on the Financial Statements; and
 - b. regulatory agencies concerning noncompliance with or potential deficiencies in, financial reporting requirements. We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
17. We have disclosed to you any change in the City's internal control over financial reporting that occurred during the current year that has materially affected, or is reasonably likely to materially affect, the City's internal control over financial reporting.
18. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware, including guarantees, non-monetary transactions, transactions for no consideration and participation in a defined benefit plan that shares risks between group entities.

Independence matters

For purposes of paragraph 19, "Deloitte" shall mean Deloitte & Touche LLP and Deloitte Touche Tohmatsu Limited, its member firms and the affiliates of Deloitte & Touche LLP, Deloitte Touche Tohmatsu Limited and its member firms.

19. The City has not caused Deloitte's independence to be impaired by hiring or promoting a former or current Deloitte partner or professional employee in an accounting role or financial reporting oversight role that would cause a violation of the Canadian independence rules or other applicable independence rules. Prior to the City having any substantive employment conversations with a former or current Deloitte engagement team member the City has held discussions with Deloitte and obtained approval from the Audit Committee.

Various matters

20. The following have been properly recorded and, when appropriate, adequately disclosed and presented in the Financial Statements:
 - a. economic dependence on another party;
 - b. losses arising from sale and purchase commitments;
 - c. agreements to buy back assets previously sold;
 - d. provisions for future removal and site restoration costs;

- e. financial instruments with significant individual or group concentration of credit risk, and related maximum credit risk exposure;
- f. sales with recourse provisions;
- g. sales incentives, including cash consideration provided to customers and vendor rebates;
- h. arrangements with financial institutions involving compensating balances or other arrangements involving restriction on cash balances and line-of-credit or similar arrangements;
- i. all impaired loans receivable;
- j. loans that have been restructured to provide a reduction or deferral of interest or principal payments because of borrower financial difficulties

Title to assets

21. The City has satisfactory title to and control over all assets, and there are no liens or encumbrances on such assets. We have disclosed to you and in the Financial Statements all assets that have been pledged as collateral.

Plans or intentions affecting carrying value/classification of assets and liabilities

22. We have disclosed to you all plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the Financial Statements.

Liabilities and contingencies

23. We have disclosed to you all liabilities, provisions, contingent liabilities and contingent assets, including those associated with guarantees, whether written or oral, and they are appropriately reflected in the Financial Statements.

Loans and receivables

24. The City is responsible for determining and maintaining the adequacy of the allowance for doubtful notes, loans, and accounts receivable, as well as estimates used to determine such amounts. Management believes the allowance is adequate to absorb currently estimated bad debts in the account balance.

Inventories

25. Provision has been made to reduce inventories to estimated net realizable value when that amount is lower than cost. All reversals of write-down of inventories, arising from an increase in net realizable value, have been recognized as a reduction in the amount of inventories recognized as an expense in the period in which the reversal occurred. All inventories are the property of the City and do not include any items consigned to it, any items billed to customers, or any items for which the liability has not been recorded.

Investments

26. The City's investments in Master Asset Vehicle notes (which replaced third party non-bank asset backed commercial paper) have been appropriately presented and are recorded at fair value.

Long-lived assets

27. With respect to the City's long-lived assets, we have recognized and recorded the fair value of all legal obligations associated with the retirement of those related assets.

Environmental liabilities/contingencies

28. We have considered the effect of environmental matters on the City and have disclosed to you all liabilities, provisions or contingencies arising from environmental matters. All liabilities, provisions, contingencies and commitments arising from environmental matters, and the effect of environmental matters on the carrying values of the relevant assets are recognized, measured and disclosed, as appropriate, in the Financial Statements.

Employee future benefits

29. Employee future benefit costs, assets, and obligations have been properly recorded and adequately disclosed in the Financial Statements including those arising under defined benefit and defined contribution plans as well as termination arrangements. We believe that the actuarial assumptions and methods used to measure defined benefit plan assets, liabilities and costs for financial accounting purposes are appropriate in the circumstances.
30. We have disclosed to you any intentions of terminating any of our pension plans, or taking any other action that could result in an effective termination or reportable event for any of the plans. We have disclosed to you any occurrences that could result in the termination of any of our pension or multi-employer plans to which we contribute.

Work of management's experts

31. We agree with the work of management's experts in evaluating the Employee Future Benefits and have adequately considered the competence and capabilities of the experts in determining amounts and disclosures used in the Financial Statements and underlying accounting records. We did not give any, nor cause any, instructions to be given to management's experts with respect to values or amounts derived in an attempt to bias their work, and we are not aware of any matters that have impacted the independence or objectivity of the experts.

Compliance with contractual agreements

32. We have disclosed to you, and the City has complied with all aspects of contractual agreements that could have a material effect on the Financial Statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt

Yours very truly,

City of Guelph

Sue Aram, Acting Treasurer

Appendix A

UNCORRECTED MISSTATEMENTS		Pre-Tax Correcting Entry				Total Should Equal 0
		Balance Sheet		Income Statement		
		Assets Dr (Cr)	Liabilities, Dr (Cr)	Retained Earnings Beg of Year Dr (Cr)	Other Equity A/Cs Dr (Cr)	Income Statement Dr (Cr)
CURRENT YEAR MISSTATEMENTS						
Known Misstatements (CY)						
Tangible Capital Asset Disposal Error		442,126				(442,146)
Template Row						0
Total Known Misstatements (CY)		442,126	0		0	(442,146)
Likely Misstatements (CY)						
Template Row						0
Total Likely Misstatements (CY)		0	0		0	0
Total Known + Likely Current-Year Misstatements (CY)		442,126	0		0	(442,146)

Hydro uncorrected Misstatement
 In connection with the audit of Gueph Hydro Inc, there was an uncorrected misstatement identified by their auditor, KPMG. This misstatement related to 2009 and the future income tax assets on the company's timing differences associated with settlement variance accounts. As a result of this adjustment regulatory liabilities are overstated by \$600,000 and retained earnings are understated by \$600,000. There is no impact on the income in the current period as there was an appropriate future tax charge on the changes in settlement variance accounts during the year.

Appendix 5 – Communication requirements

In our audit plan presented, we committed to communicate certain items to the Audit Committee on an annual basis or as specified events occur. These items are summarized below.

Required communication	Comments
1. Our responsibilities under GAAS.	Audit plan presented on March 7, 2011 on page 2.
2. Our audit strategy and scope, including approach to auditing financial information of components of the group audit and our planned involvement in work performed by component auditors.	Audit plan presented on March 7, 2011 on page 3.
3. Management judgment and accounting estimates.	Management judgment and accounting estimates on page 2
4. Financial statement adjustments.	Audit adjustments and uncorrected misstatements included in Appendix A to the Management representation letter.
5. Uncorrected misstatements.	Audit adjustments and uncorrected misstatements included in Appendix A to the Management representation letter.
6. Significant accounting policies.	Significant accounting policies on page 10.
7. Alternative treatments for accounting policies and practices that have been discussed with management during the current audit period.	No alternative significant accounting policies were noted.
8. Our views about significant qualitative aspects of the City's accounting practices, including accounting policies, accounting estimates and financial statement disclosures.	Significant accounting practices – see page 10 of this report
9. Our responsibility for other information in documents containing audited Consolidated financial statements, any procedures performed, and the results.	Other information in the annual reports to taxpayers
10. Disagreements with management.	None.
11. Our views about significant matters that were the subject of consultation with other accountants.	None.
12. Significant difficulties, if any, encountered during the audit.	None.

Required communication	Comments
<p>13. All deficiencies in Internal Control over Financial Reporting (ICFR) that existed as of the date of management's assessment and were concluded to be material weaknesses or significant deficiencies in ICFR.</p> <p>All deficiencies in ICFR of a lesser magnitude communicated to management.</p>	<p>No material weaknesses or significant deficiencies in ICFR noted.</p> <p>See Letter of recommendations in Appendix 2.</p>
<p>14. Material written communications between management and us.</p>	<p>Engagement letter dated November 24, 2010</p>
<p>15. All relationships between City of Guelph and us that, in our professional judgment, may reasonably be thought to bear on independence.</p>	<p>Independence letter - Appendix 3</p>
<p>16. A statement that, in our judgment, the engagement team and others in the firm as appropriate, the firm and, when applicable, network firms have complied with relevant ethical requirements regarding independence.</p>	<p>Independence letter - Appendix 3</p>
<p>17. Illegal or possibly illegal acts.</p>	<p>None noted.</p>
<p>18. Fraud or possible fraud identified through the audit process.</p>	<p>None noted.</p>
<p>19. Significant transactions inconsistent with ordinary business, including related party transactions.</p>	<p>None noted.</p>
<p>20. Non-compliance with laws and regulations that come to the auditor's attention.</p>	<p>None noted.</p>
<p>21. If we became aware that the oversight of the City's external financial reporting and internal control over financial reporting by the City's Audit Committee Members is ineffective, we committed to communicate that information in writing to the Board of Directors.</p>	<p>None noted.</p>
<p>22. Limitations placed on our scope.</p>	<p>None noted.</p>
<p>23. Written representations the auditor is requesting.</p>	<p>Draft management's representations letter - Appendix 4</p>

Appendix 6 – Standard-setting update as of April 2011

Public sector accounting standards

	Final Standard	Effective Date
	<p>Introduction to Public Sector Accounting Standards - Government Not-for-Profit Organizations</p> <p>The Introduction to Public Sector Accounting Standards was amended to require that, for purposes of their financial reporting, government not-for-profit organizations should adhere to the standards for not-for-profit organizations in the CICA Public Sector Accounting (PSA) Handbook or the standards in the CICA PSA Handbook without Sections PS 4200 to PS 4270.</p>	January 1, 2012
	<p>Introduction to Public Sector Accounting Standards – Government Business Enterprises</p> <p>The introduction to Public Sector Accounting Standards was amended to confirm that, for purposes of their financial reporting, government business enterprises should adhere to the standards applicable to publicly accountable enterprises in the CICA Handbook – Accounting Part 1. The government business-type organization category of government organizations was eliminated and Appendix B was removed.</p>	January 1, 2011
	<p>Section PS 2100 (Revised), Disclosure of Accounting Policies</p> <p>PSAB approved an amendment to Section PS 2100, <i>Disclosure of Accounting Policies</i>, to deal with recent changes to the source of accounting standards applied by various types of organizations in Canada.</p>	January 1, 2011
	<p>Section PS 2125, First-time Adoption of Public Sector Accounting Standards by Government Organizations</p> <p>This new Section establishes recognition, measurement, presentation and disclosure standards relating to adoption by a government organization of the CICA Public Sector Accounting Handbook for the first time.</p>	January 1, 2011
UPDATED	<p>PS 2601, Foreign Currency Translation</p> <p>This new standard takes into consideration the final recommendations of the Financial Instruments project and the conceptual framework, to ensure consistent accounting standards, including with respect to remeasurement gains and losses.</p>	GOE: April 1, 2012 Gov: April 1, 2015
	<p>Section PS 3260, Liability for Contaminated Sites</p> <p>This new Section establishes recognition, measurement and disclosure standards for liabilities relating to contaminated sites of governments and those organizations applying the CICA Public Sector Accounting Handbook.</p>	April 1, 2014

Public sector accounting standards

	Final Standard	Effective Date
	<p>Section PS 3410 (Revised), Government Transfers</p> <p>PSAB approved a final standard to replace existing Section PS 3410, which establishes standards on how governments should account for and report government transfers to individuals, organizations and other governments from both a transferring government and a recipient government perspective.</p>	April 1, 2012
UPDATED	<p>PS 3450, Financial Instruments</p> <p>This new accounting standard provides guidance on the recognition, measurement, presentation and disclosure of financial instruments, including derivatives, by government organizations.</p>	<p>GOE: April 1, 2012</p> <p>Gov: April 1, 2015</p>
	<p>Section PS 3510, Tax Revenue</p> <p>This new Section establishes recognition, measurement, presentation and disclosure standards relating to tax revenue reported in financial statements.</p>	April 1, 2012
	<p>Section PS 3800, Government Assistance</p> <p>In June 2010, this Section has been withdrawn as a result of the adoption of IFRSs by certain government organizations. Section PS 3800 will remain in effect until the adoption of IFRSs for fiscal periods beginning on or after January 1, 2011, unless a government organization has elected early adoption.</p>	Withdrawn – January 1, 2011
	<p>Section PS 4200 – PS 4270, Government Not-for-profit Organizations</p> <p>The PSAB approved the inclusion of the PS 4200 to PS 4270 series of standards into the PSA Handbook for use by government organizations applying the standards for not-for-profit organizations.</p>	January 1, 2012

Appendix 7 – Deloitte resources a click away

At Deloitte, we are devoted to excellence in the provision of professional services and advice, always focusing on client service. To this end, we have developed numerous resources, which contain relevant and timely information for our clients and are accessible by our clients. Included below is an overview of these resources. These resources are available through the Deloitte Portal (www.deloitte.com/ca/portal).

Other resources		
Canadian resources	Audience	Description and frequency
Centre for Corporate Governance www.corpgov.deloitte.ca	<ul style="list-style-type: none"> • Audit Committee members • Board members • CEO/CFO • Internal auditor • Legal counsel 	<p>Web site specifically designed to help board members with their responsibilities.</p> <p>It provides the latest information on regulatory and legislative developments, accounting and financial reporting, board roles and responsibilities, and best practices.</p>
DeloitteLINK www.deloitte.com/ca/DeloitteLINK	<ul style="list-style-type: none"> • CFO • V-P Finance • Controller • Financial reporting team 	Weekly e-newsletter that helps the finance team to stay on top of standard-setting initiatives.
Deloitte Update www.deloitte.com/ca/update	<ul style="list-style-type: none"> • CFO • V-P Finance • Controller • Financial reporting team 	Learning webcasts offered throughout the year featuring Deloitte professionals discussing critical issues that affect your business.
Directors' Series www.deloitte.com/ca/DirectorsSeries	<ul style="list-style-type: none"> • Audit Committee members • CEO/CFO • Internal auditor • Legal counsel 	The Directors' Series are held as live satellite broadcasts in locations across the country four or five times per year. They provide Canadian corporate directors with an opportunity to keep up with their learning requirements in a time of frequent change and new demands.

Other resources

<p>Integrity in the Spotlight</p>	<ul style="list-style-type: none"> • Audit Committee members • CEO/CFO • Internal auditor • Legal counsel 	<p>Second edition of a book on Audit Committee effectiveness, co-authored by retired Deloitte partner Jim Goodfellow and Maureen Sabia, chair of the Audit Committee at Canadian Tire. The book is a useful tool for discussions with your Audit Committee.</p>
<p>On the Agenda</p>	<ul style="list-style-type: none"> • Audit Committee members • CEO/CFO • Internal auditor • Legal counsel 	<p>Bi-monthly e-newsletter that advises directors about recent developments affecting their responsibilities, including the points of view of Deloitte professionals.</p>
<p>Standard-Setting Activities Digest www.deloitte.com/ca/standards</p>	<ul style="list-style-type: none"> • CFO • V-P Finance • Controller • Financial reporting team 	<p>Monthly online updates on recent developments in standard-setting from a comprehensive list of standard-setting organizations.</p>
<p>IFRS transition resources</p>	<p>Audience</p>	<p>Description and frequency</p>
<p>Shifting gears</p>	<ul style="list-style-type: none"> • Board members • Audit Committee members • V-P Finance CFO • Controller 	<p>Quarterly newsletter on IFRS.</p>
<p>www.DeloitteIFRS.ca</p>	<ul style="list-style-type: none"> • Audit Committee members • Board members • CEO/CFO • Internal auditor • Legal counsel 	<p>Deloitte Canada Web site information devoted to IFRS.</p>
<p>IFRS Insights</p>	<ul style="list-style-type: none"> • CFO • Financial professionals 	<p>This monthly publication covers a spectrum of key issues related to IFRS and includes: news on the latest developments on IFRS, practical suggestions for companies addressing IFRS, updates on the regulatory environment, and references to relevant tools and resources.</p>

Other resources

IASPlus web site
(www.iasplus.com)

- Board members
- Audit Committee members
- CEO/CFO
- Controller
- Financial reporting team
- Other accounting professionals

Website designed by Deloitte Touche Tohmatsu to provide the most comprehensive information on the web about international financial reporting.

IFRS in Focus Newsletter

- Board members
- Audit Committee members
- CEO/CFO
- Controller
- Financial reporting team
- Other accounting professionals

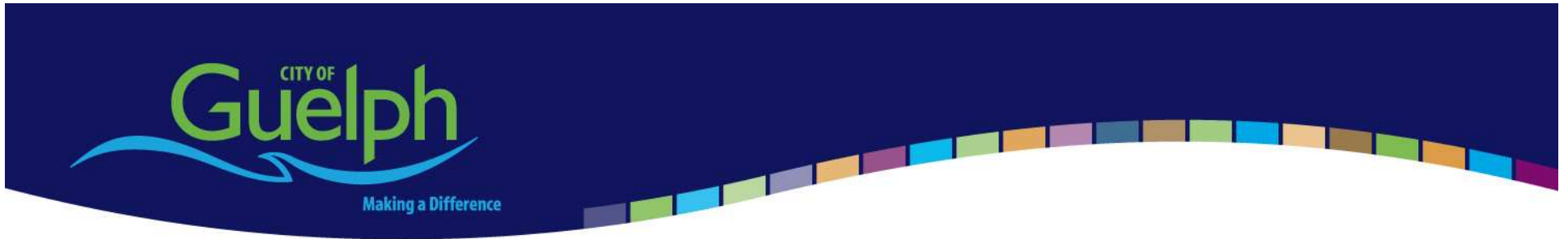
Monthly newsletter which summarizes recent Standards and Interpretations and proposals.

www.deloitte.ca

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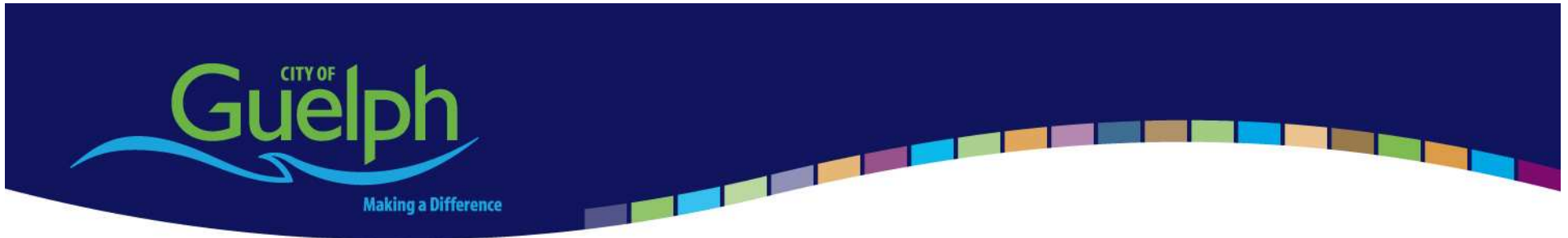
Navigating through the Consolidated Financial Statements

Presented to Audit Committee by Finance

June 7, 2011

Agenda

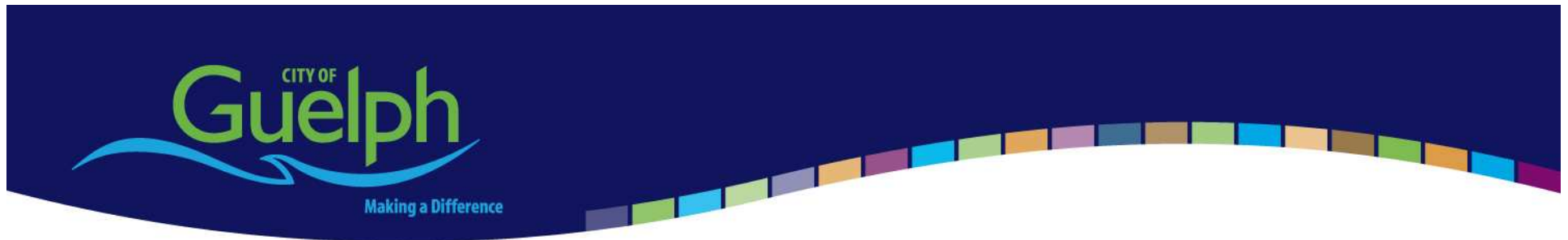
1. General Concepts
2. Statement of Financial Position
3. Statement of Operations and Accumulated Surplus
4. Statement of Cash Flows



General Concepts

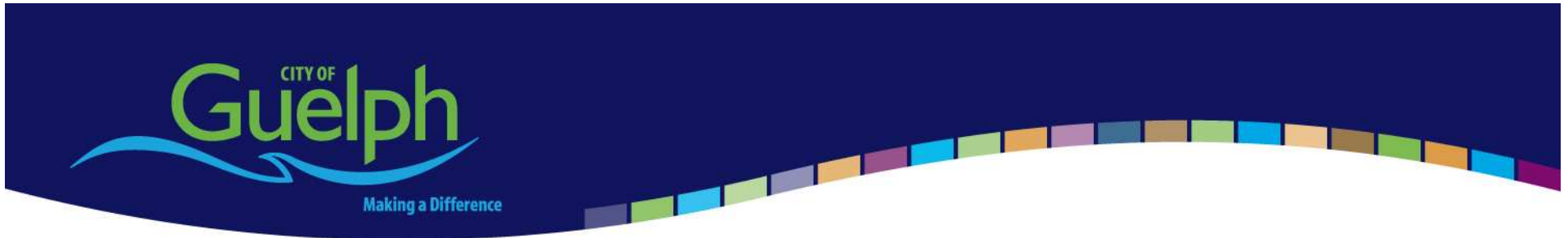
What entities are included in the statements?

- Consolidated entities:
 - Library Board, Police Board, Downtown BIA and The Elliot
- Proportionately consolidated entities:
 - Public Health Unit
- Modified Equity basis entities:
 - Guelph Hydro and Guelph Junction Railway



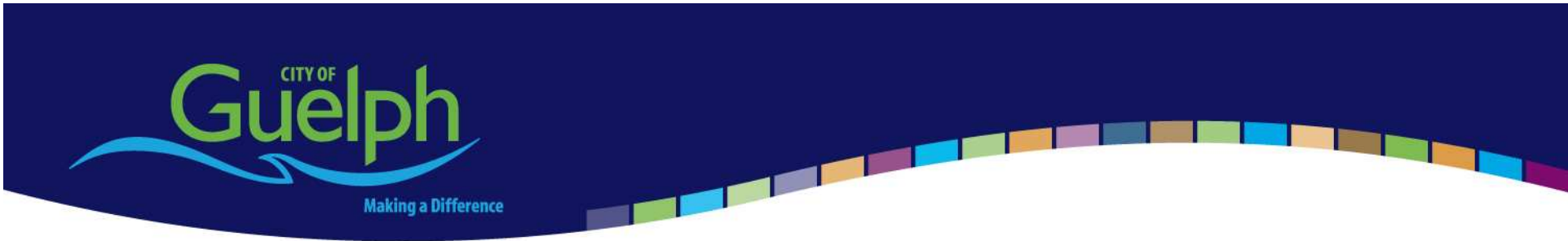
Why are these statements prepared?

- These statements are prepared so that Council and the public get a full picture of the financial health of the organization
- They include all the assets and liabilities of the City and provide explanations in the notes for more complex items



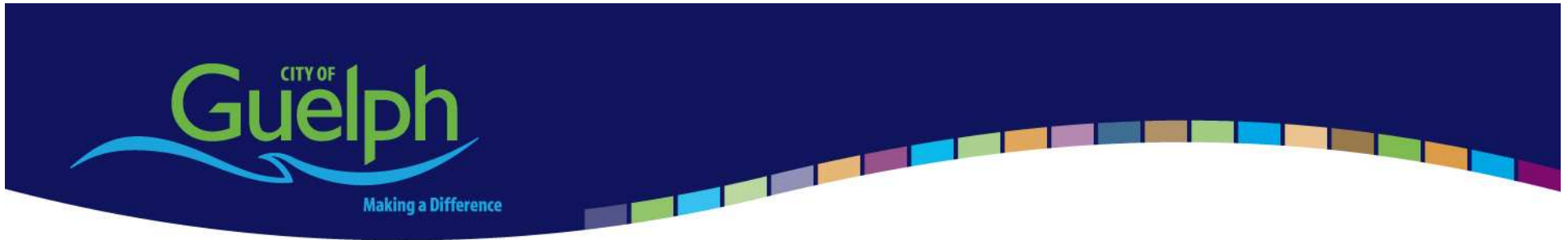
PSAB Standards

- Provides for **consistency** and **comparability** of reporting between all governments and their agencies
- Ensures **completeness** and **transparency** of financial information for the stakeholders



Reconciliation of PSAB surplus to operating surpluses

Ending Surplus - PSAB	58,991
Less: Differences related to tangible capital assets	(15,628)
Less: Differences related to debt, investments & liabilities	(4,930)
Less: Differences related to the consolidated entities	(1,291)
Less: Differences related to reserve transfers	(33,898)
	<u>3,244</u>
Ending Surplus - Tax supported	1,539
Ending Surplus - User pay	<u>1,705</u>
	3,244
Difference	-



Agenda

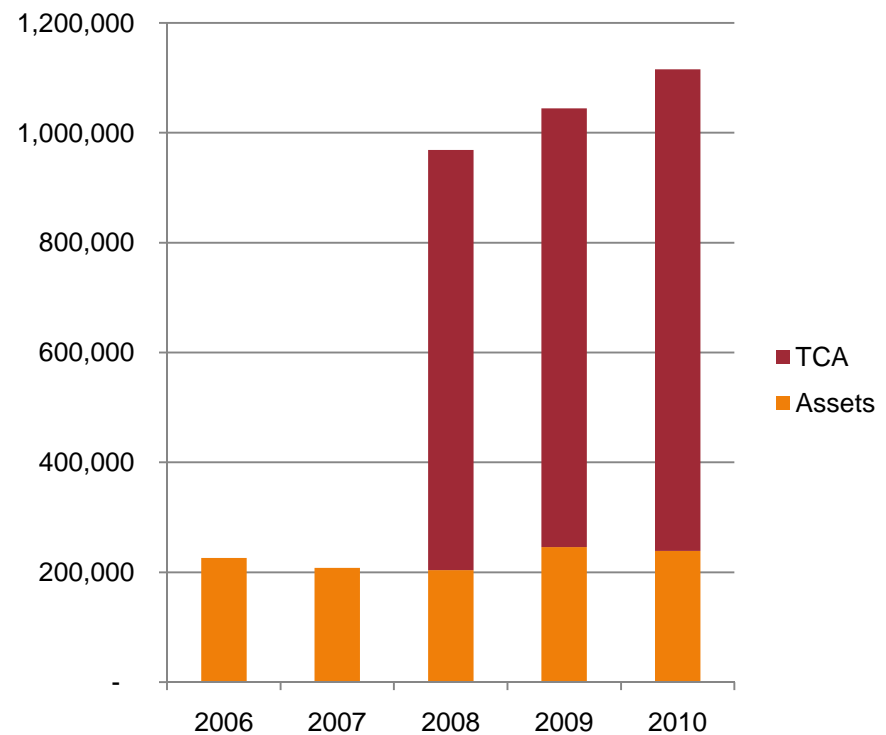
1. General Concepts
- 2. Statement of Financial Position**
3. Statement of Operations and Accumulated Surplus
4. Statement of Cash Flows

Statement of Financial Position

Assets:

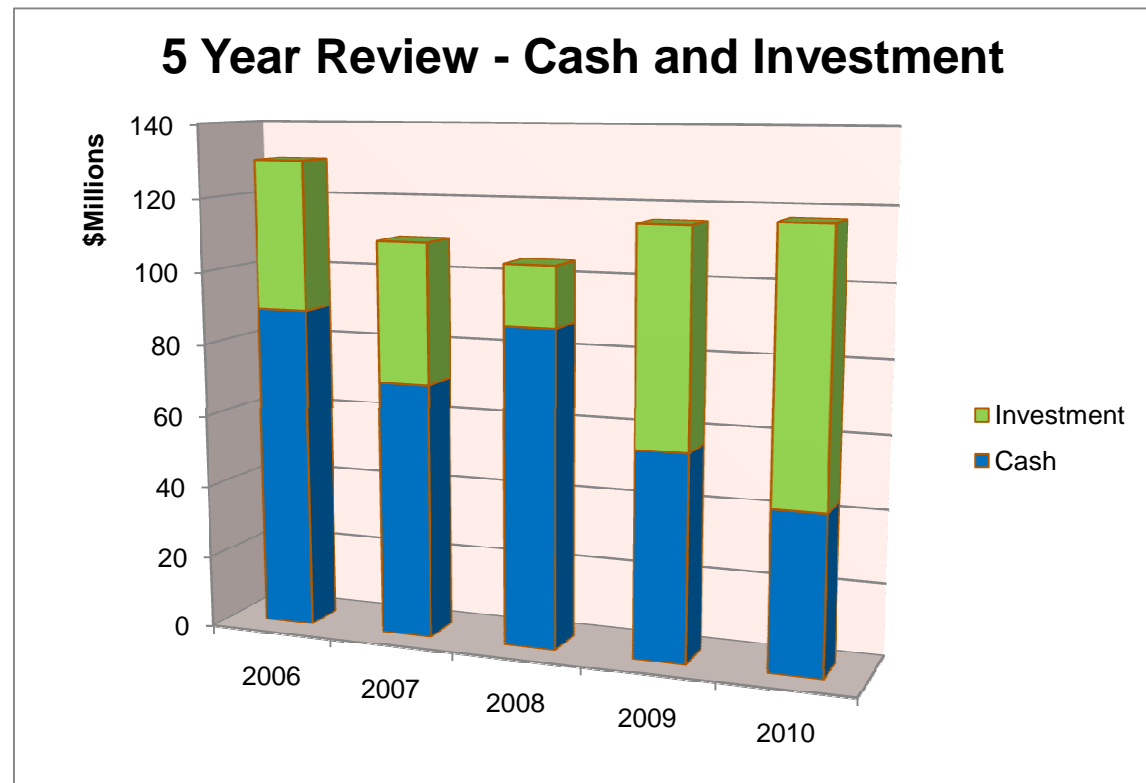
- Cash and investments
- Accounts receivable
- Loans and notes receivable
- Investment in GBE's
- Tangible capital assets

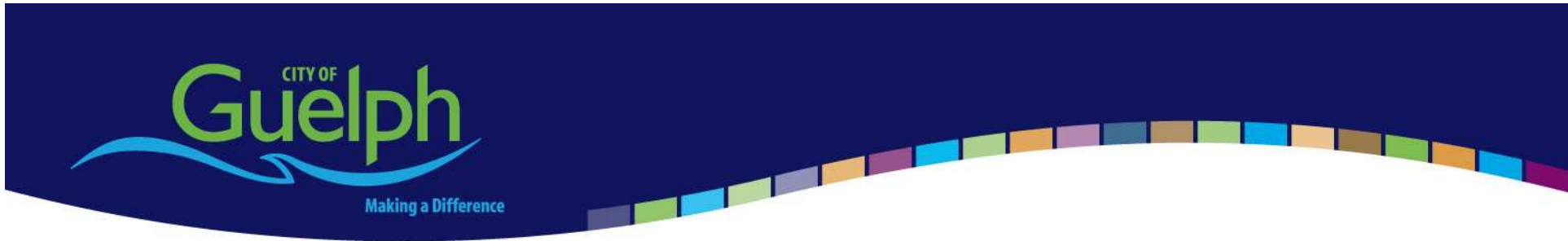
**Assets - 5 Year Review
(\$'000s)**



Cash and Investments

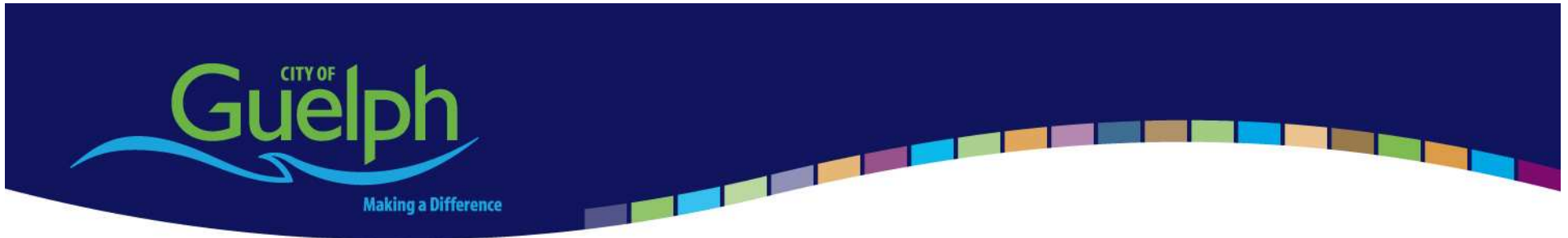
- Liquidity
- Capital Spending
- Planned 2011 debt issuance
- Reserves and Reserve Funds





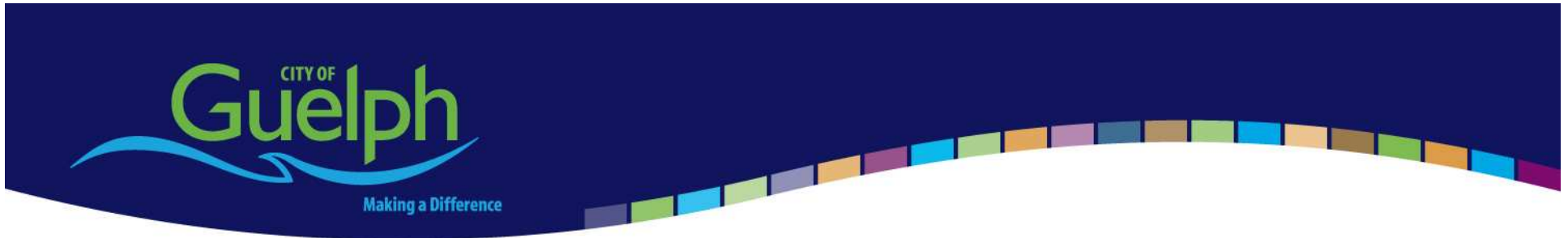
Accounts Receivable

Account	2010	2009	Trend
Accounts Receivable	\$39,941	\$21,072	+ 90%
Accounts Payable	\$43,497	\$31,216	+ 39%
Revenues (excluding tax)	\$195,605	\$149,401	+ 31%



Loans and Notes receivable

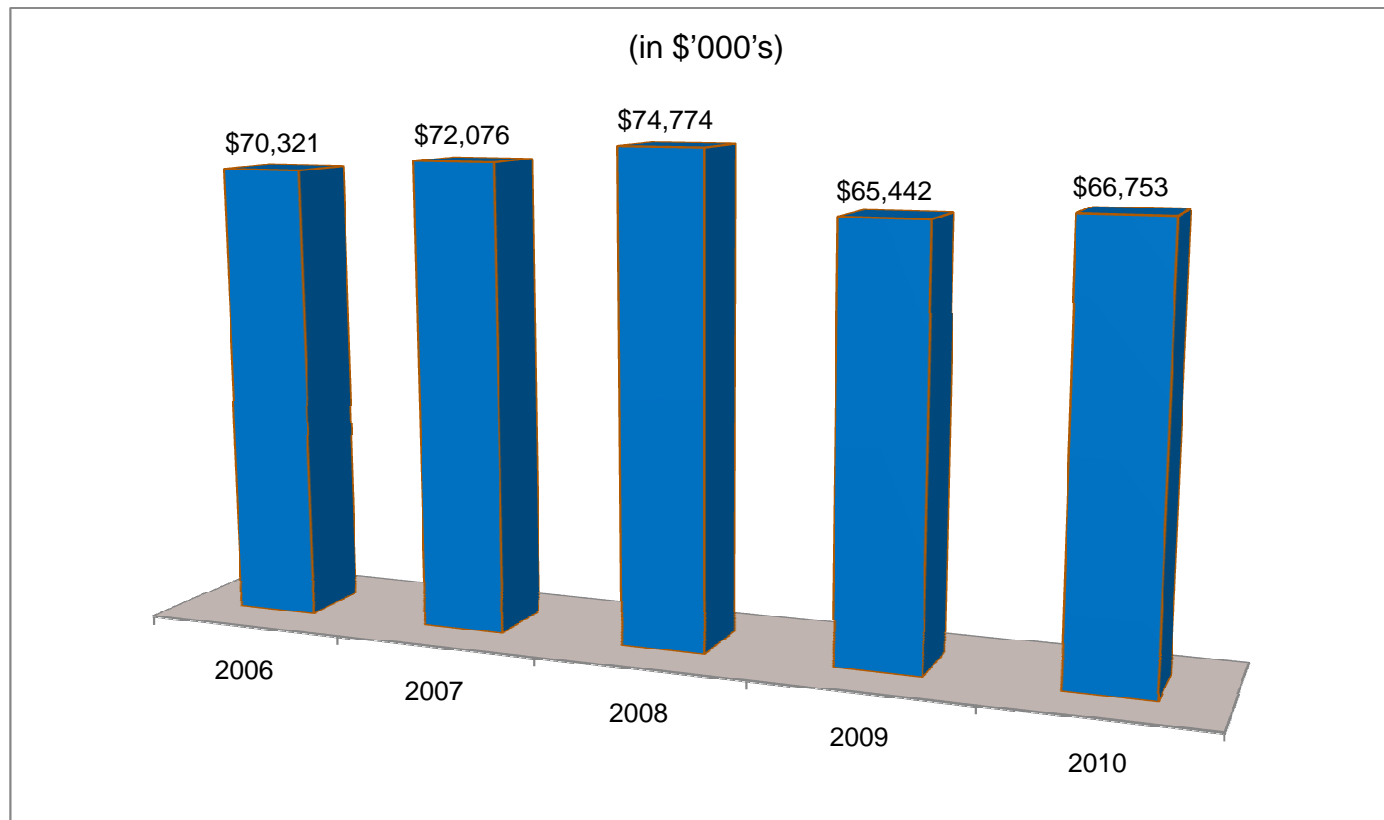
- Monetization of Guelph Hydro long-term note receivable - \$30,000,000
- 2010 balance includes a receivable from Guelph Junction Railway and a long-term receivable related to a development agreement.



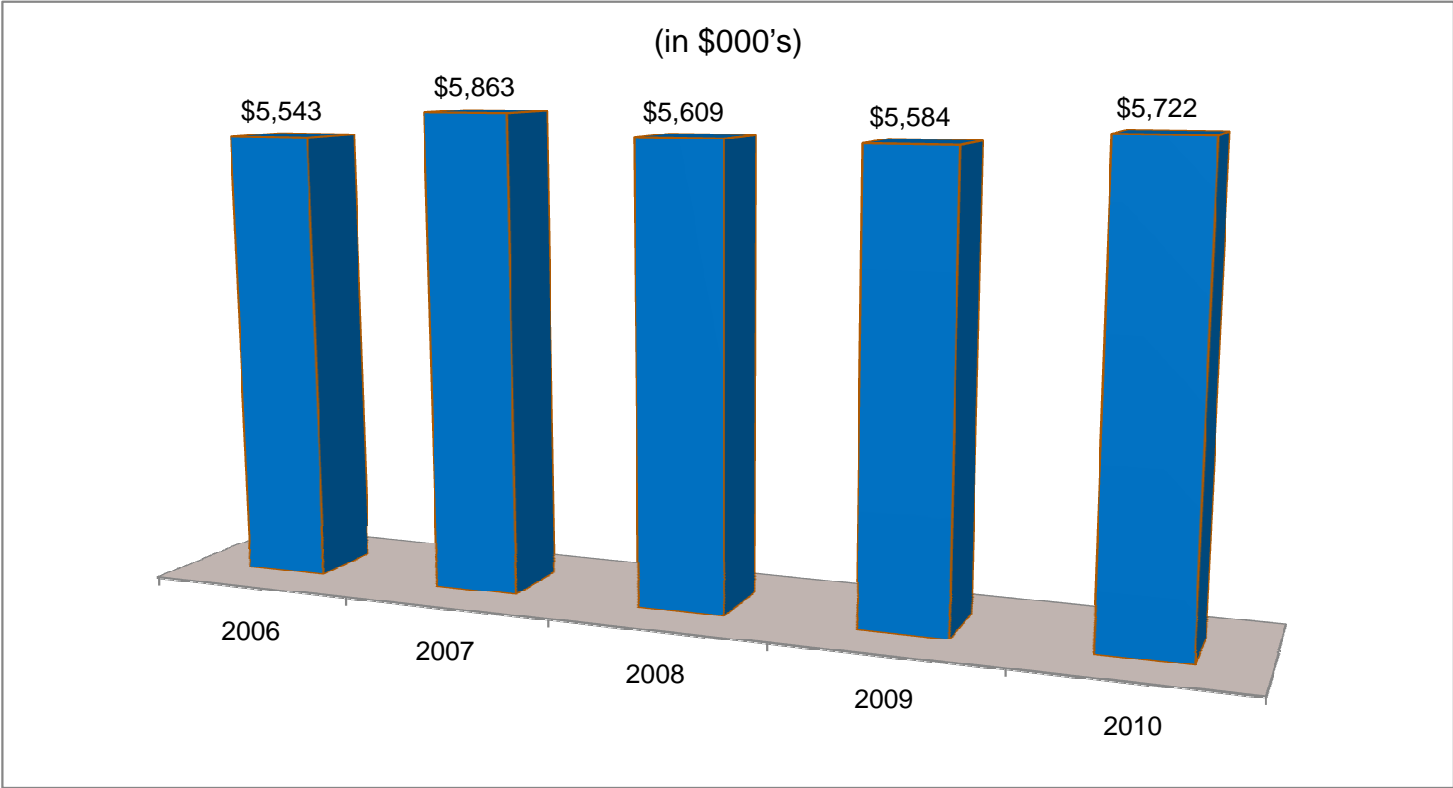
Investment in GBE's

- The City wholly owns the shares of both Guelph Hydro Inc and Guelph Junction Railway Corporation
- Defined as a Government Business Enterprise (GBE) for PSAB Financial Reporting Purposes
 - GBE's are required to adopt International Financial Reporting Standards in 2011 (Hydro 2012)
 - May cause a fluctuation in the City's investment when this adoption goes through
- Please refer to Notes 5 and 6 to the FS for discussion

Investment in Guelph Hydro – 5 Year Overview

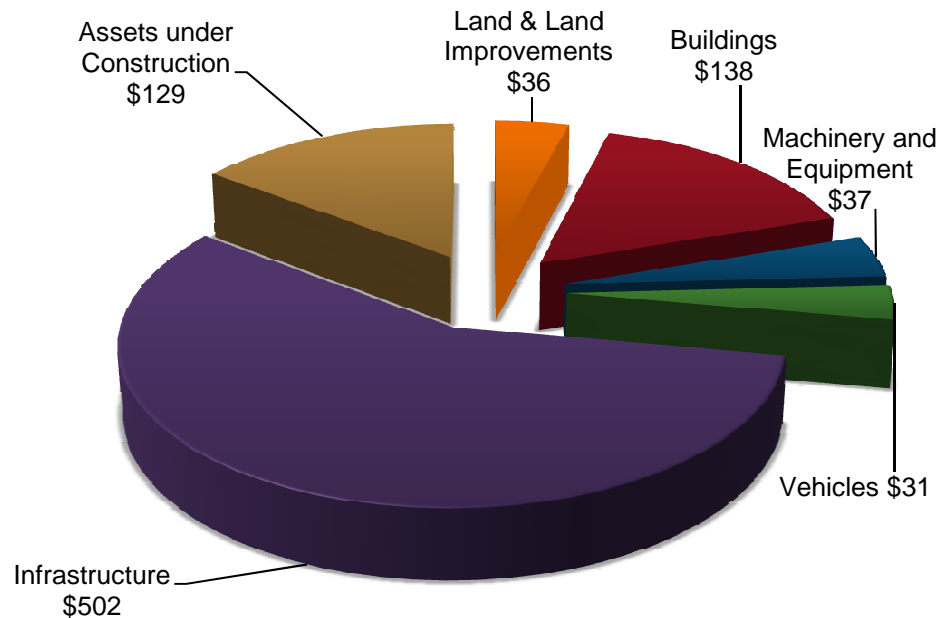


Investment in Guelph Junction Railway – 5 Year Overview



Tangible Capital Assets

(in \$millions)



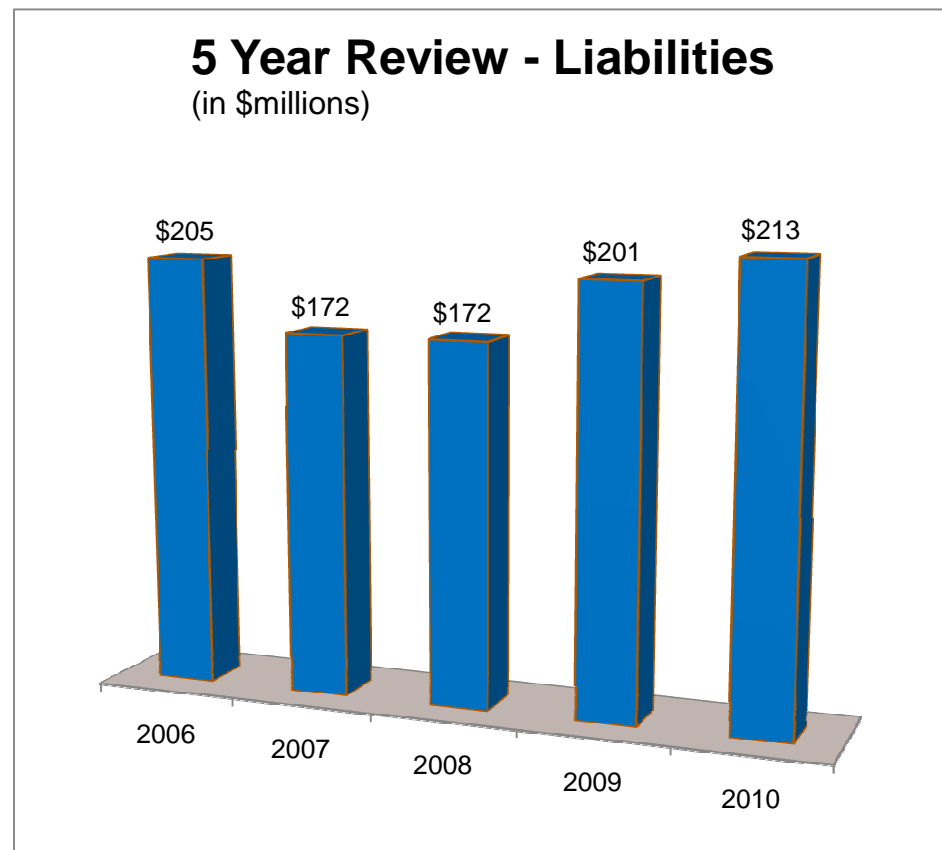
Cap Spending Highlights

- \$59m Roads, Water Mains and Waste Water Infrastructure
- \$11.5m Organics Waste Facility
- \$7.8m POA Courthouse
- \$6.3m Civic Museum
- \$6.7m South End Emergency Station
- \$6.8m Hanlon Creek Business Park

Statement of Financial Position

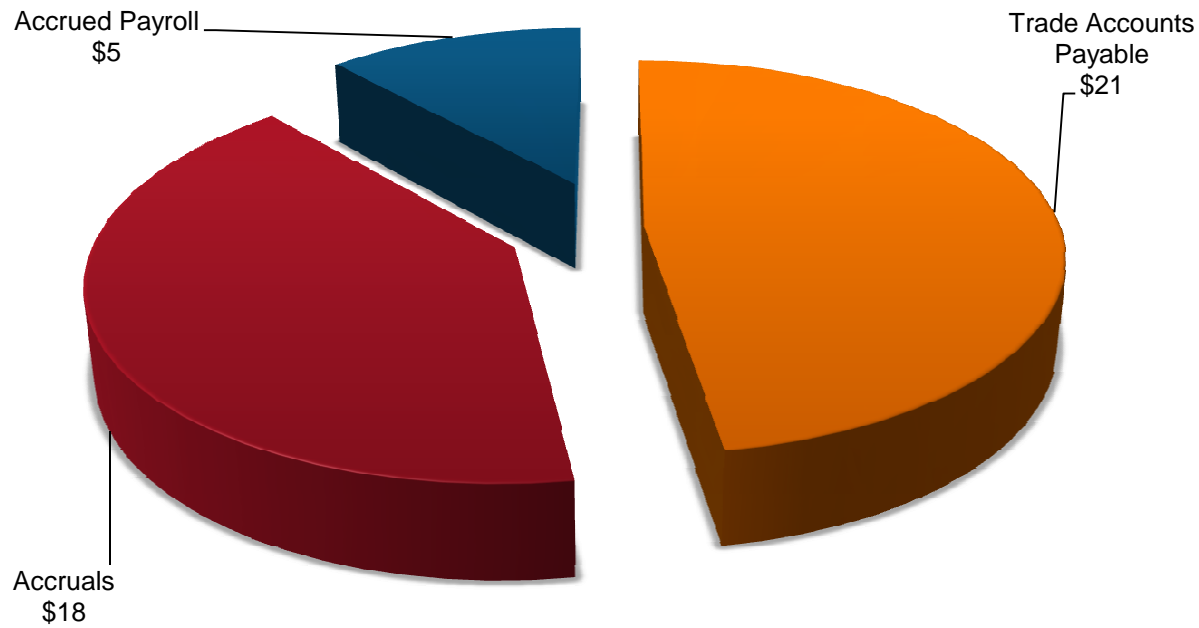
Liabilities:

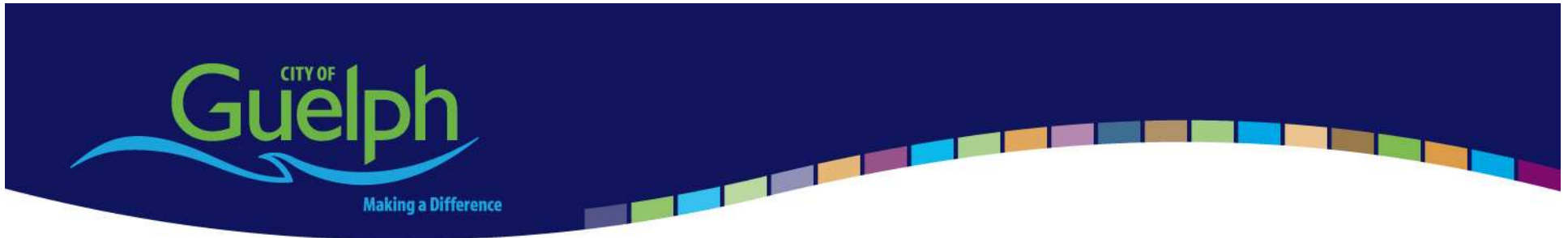
- Accounts payable and accrued liabilities
- Other deferred revenues vs. deferred contributions
- Employee future benefits and vacation payable
- Landfill-post closure liability



Accounts Payable and Accrued Liabilities

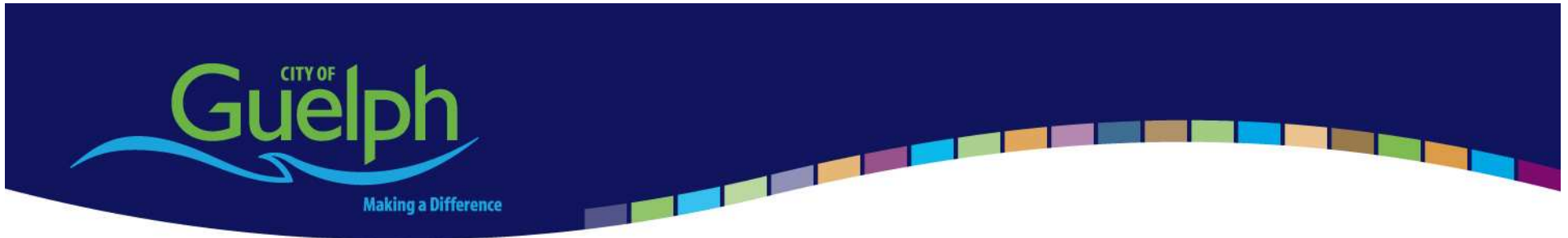
(in \$millions)





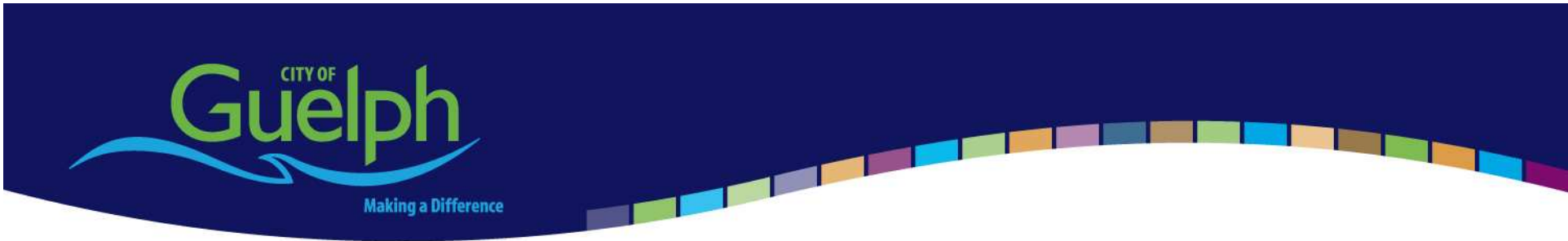
Deferred Contributions

- Required by legislation to record separately
- Revenue is recognized when the related expense is incurred
- Includes developer contributions and special provincial and federal grants (Federal and Provincial Gas Tax as well as the ISF and RINC stimulus grants)
- Please refer to Note 8 to the F/S for discussion



Other deferred revenues

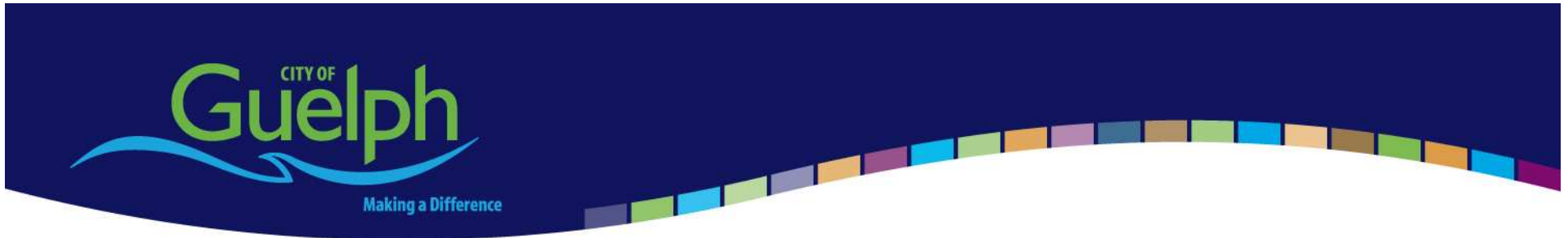
- Revenue is deferred when its use is externally restricted by the nature of the revenue
- Includes tax revenues collected in 2010 in advance of the 2011 fiscal year
- Other components include deposits collected in advance of work being performed and Recreational program fees collected in advance of the 2011 programs



Employee Future Benefits and Vacation Payable

Please refer to Note 10 in the FS for the discussion

	Liability	Reserve	Under (Over) Funded
Vacation Accrual	4,940	5,123	(183)
WSIB Liability	3,233	1,526	1,707
Sick Leave Liability	9,409	9,579	(170)
Post Retirement Benefits	13,413	260	13,153
	<hr/>		
	\$ 30,995	\$ 16,488	\$ 14,507



Landfill post-closure liability

- Specific requirement by the PSAB Handbook to estimate how much it will cost a government to fund the post-closing environmental clean up costs
- Please refer to Note 12 to the FS
- The City closed its landfill in 2003 and at that time it was estimated that it would take 35 years to fully clean up this site

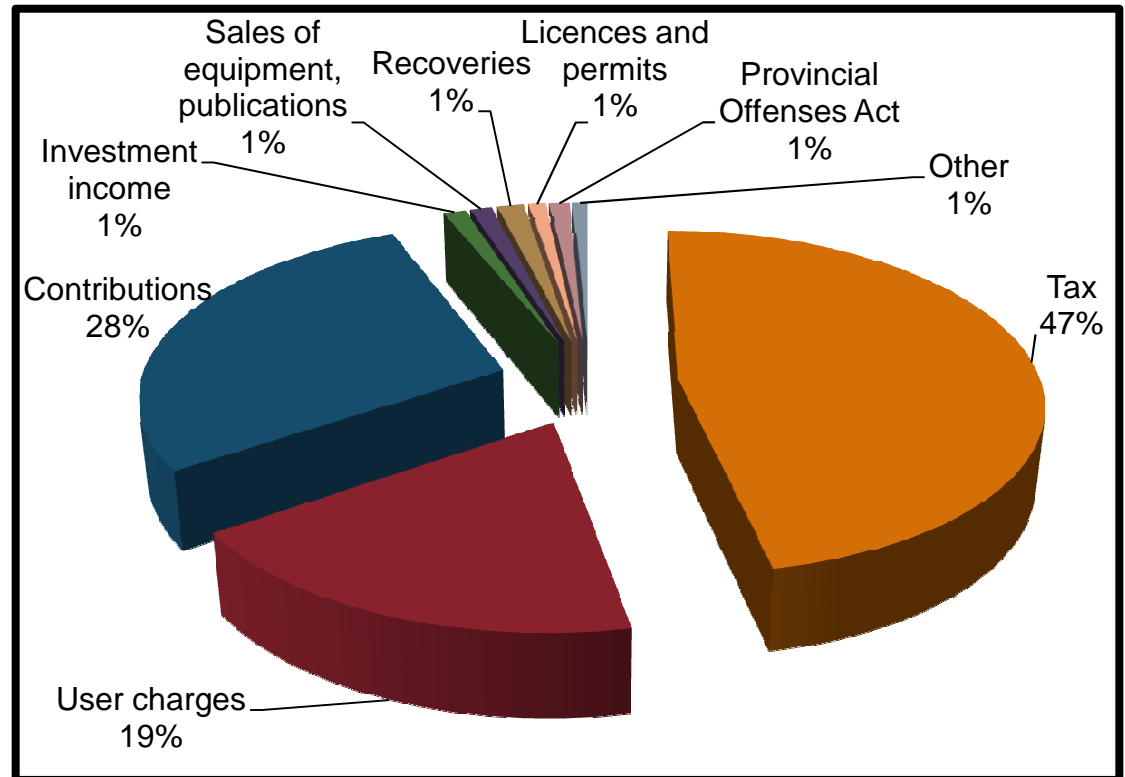
Agenda

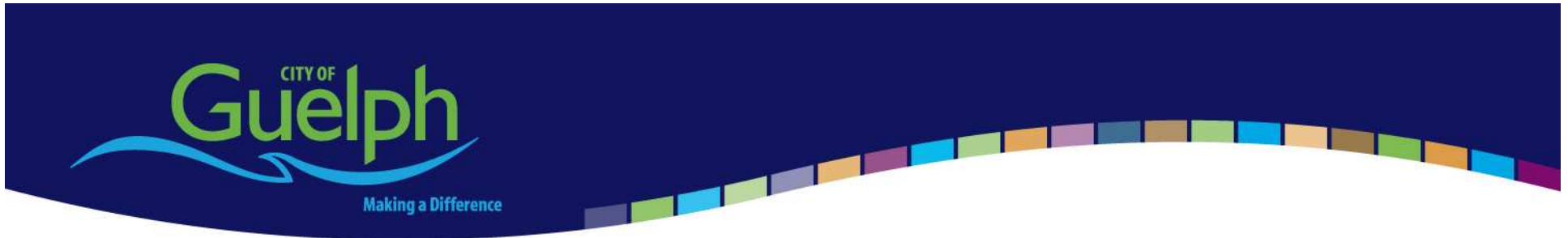
1. General Concepts
2. Statement of Financial Position
- 3. Statement of Operations and Accumulated Surplus**
4. Statement of Cash Flows

Statement of Operations and Accumulated Surplus

2010 Revenues:

- Tax revenues
- User charges
- Contributions
- Investment income
- Recoveries





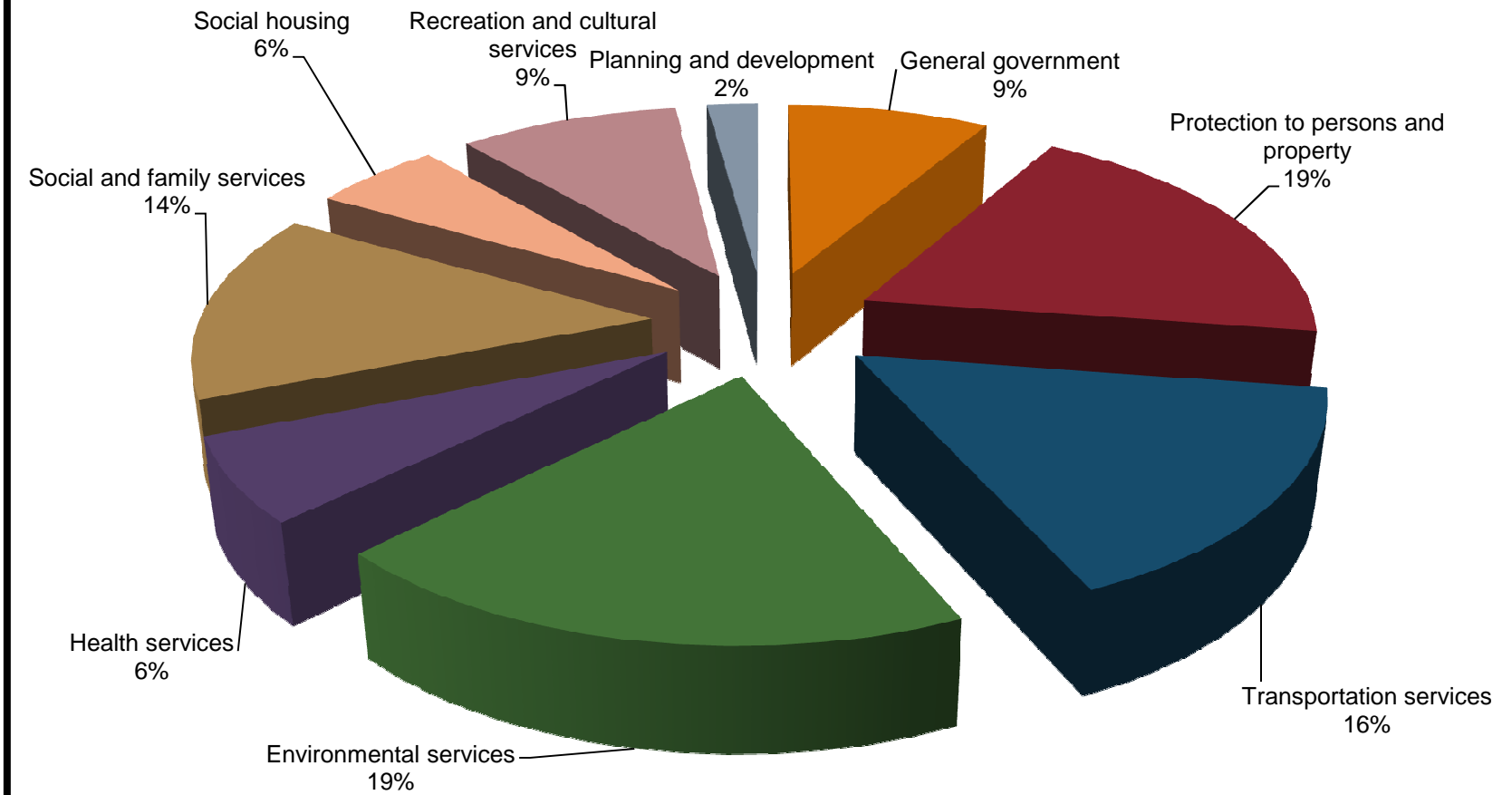
Statement of Operations and Accumulated Surplus

2010 Expenses:

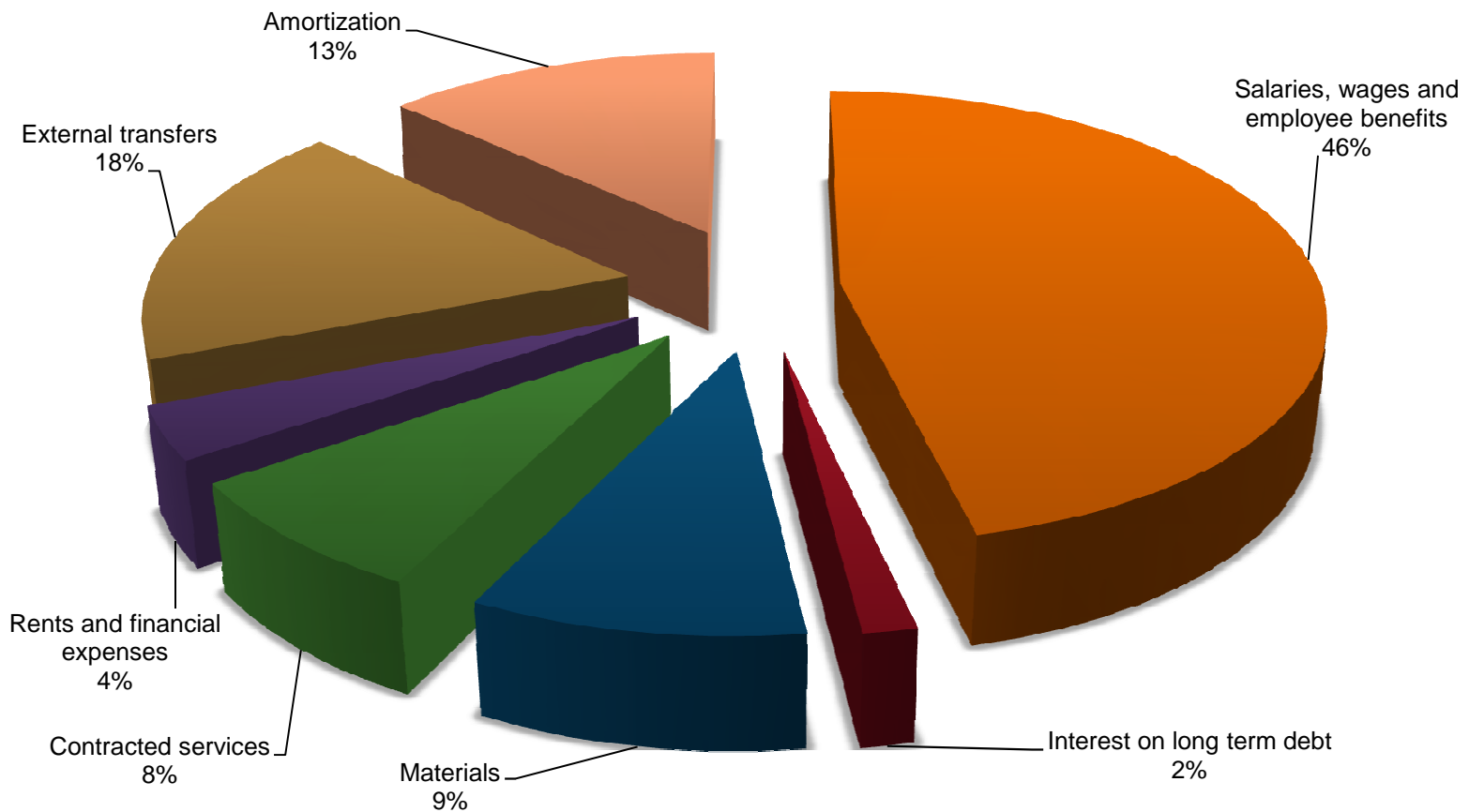
- Please see Note 23 for the operations included in each category
- Please see Note 16 for expenses by type
- Please see Schedules 1 & 2 for the full disclosure of revenues and expenses by type and by segment

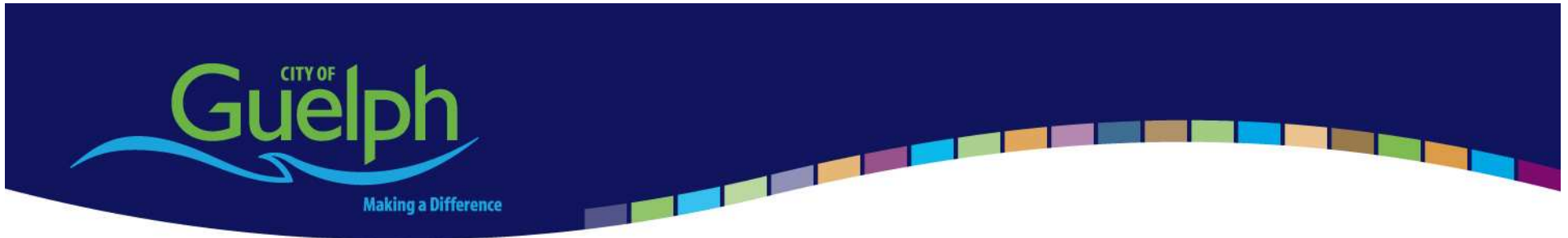


2010 Expenses by Function



2010 Expenses by Type

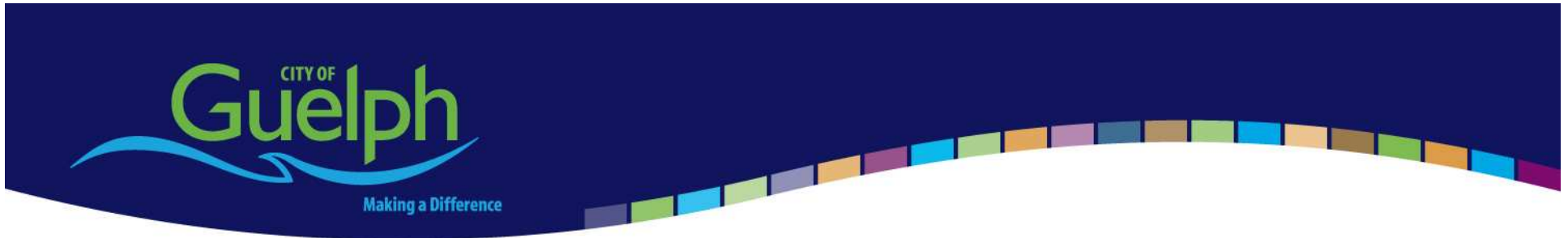




Statement of Operations and Accumulated Surplus

Accumulated Surplus:

- Excess of the City's assets over its liabilities
- See Note 2 for Details on the Adjustment to Opening Accumulated Surplus
- See Note 14 for a breakdown of the significant components of accumulated surplus
- See Schedule 4 for a complete listing of all the City's reserves and reserve funds

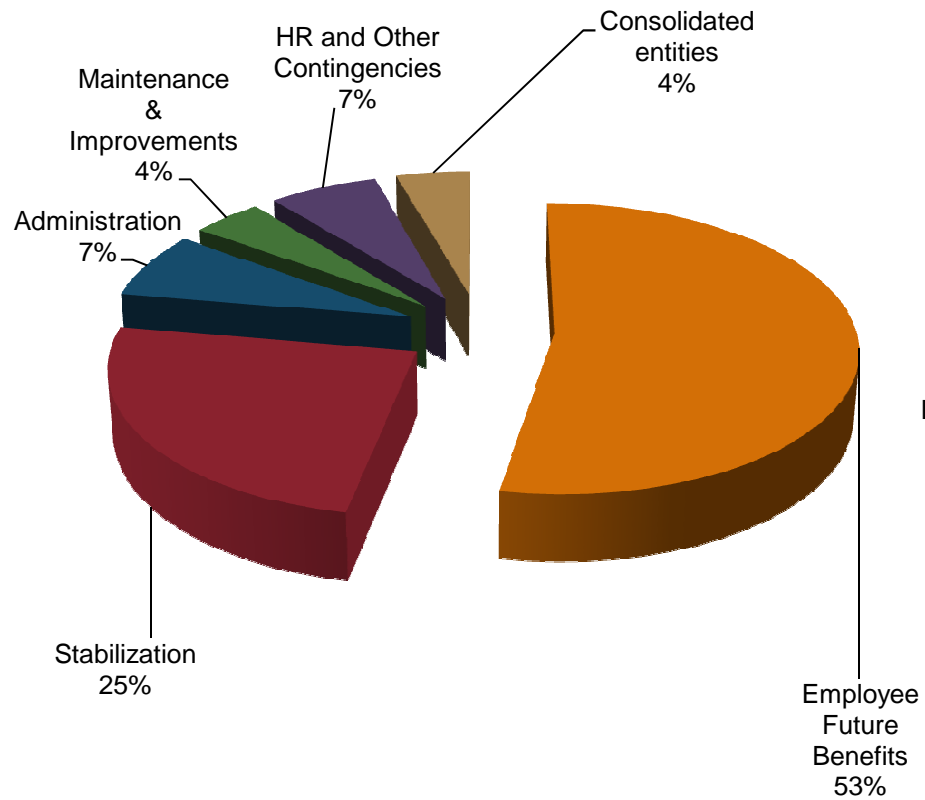


Accumulated Surplus - Components

- Reserves and Reserve Funds: \$130,086
- Invested in Tangible Capital Assets: \$873,419
- Invested in GBE's: \$72,475
- Employee benefits and landfill gross liabilities: \$(37,277)
- Working Capital: \$(135,746)
 - Other assets: \$39,437
 - Net debt: \$(97,279)
 - Other liabilities: \$(77,904)

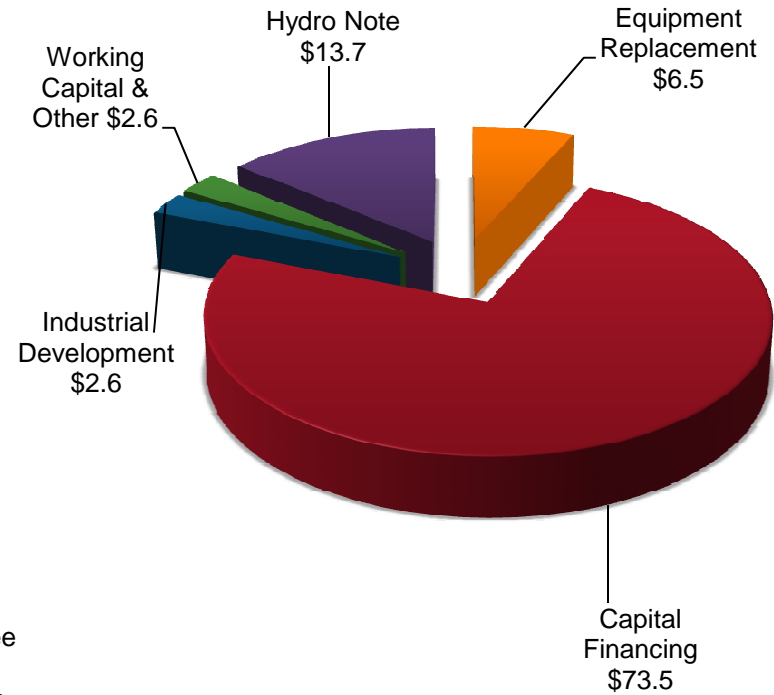
Reserves

(in \$000's)

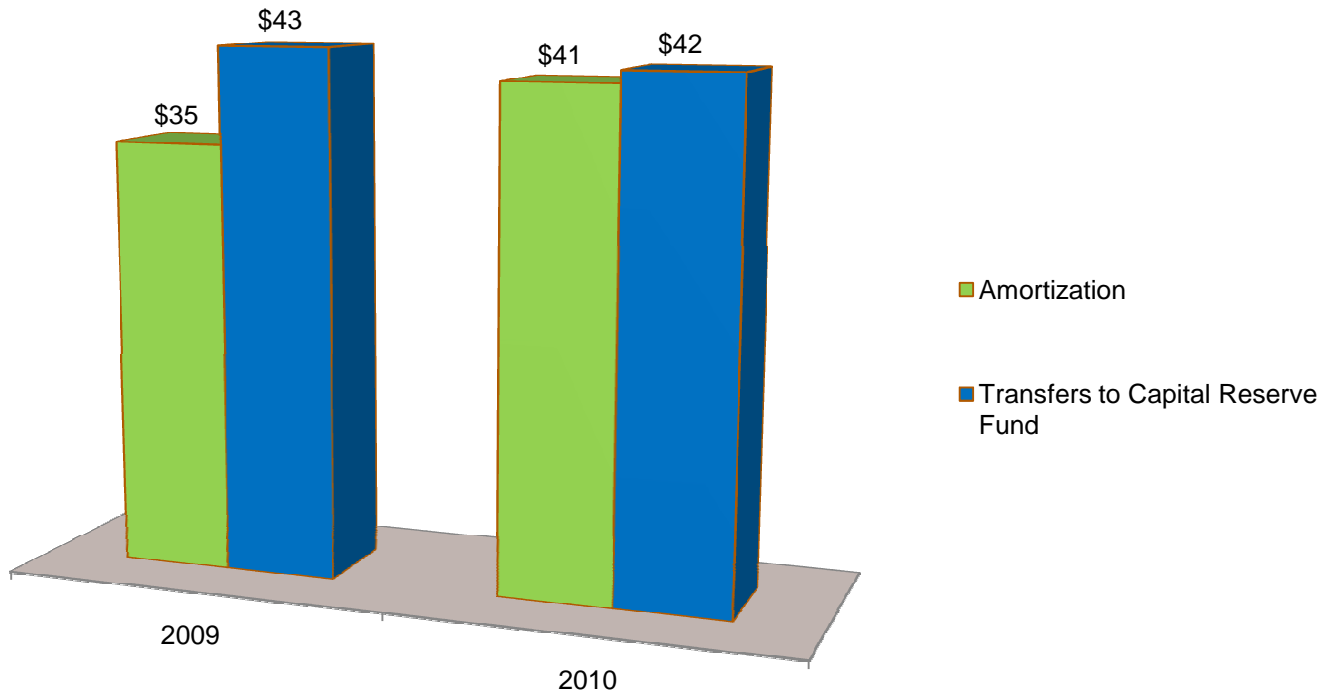


Reserve Funds

(in \$000's)

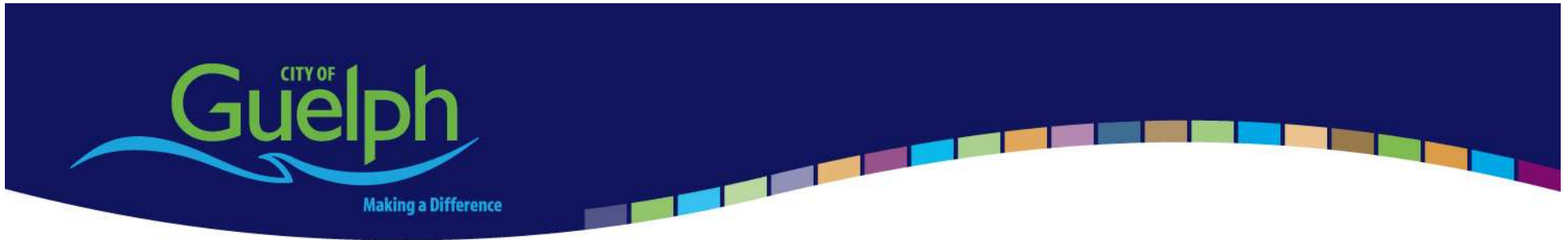


Amortization versus Transfers to Capital Reserve Fund (in \$millions)



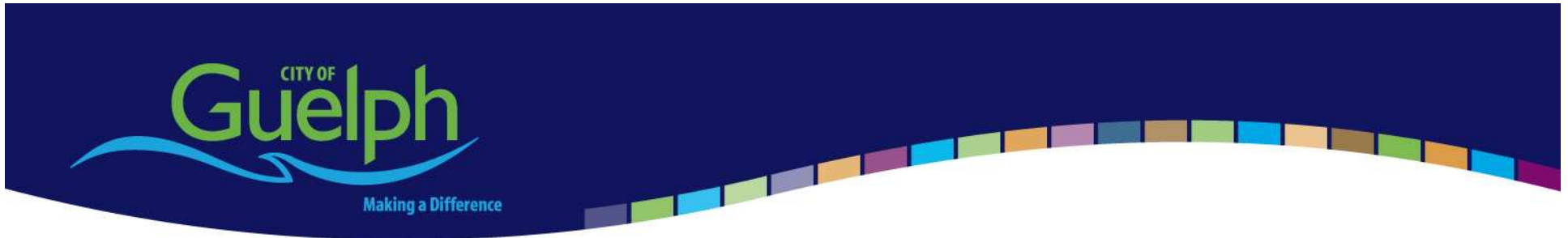
Agenda

1. General Concepts
2. Statement of Financial Position
3. Statement of Operations and Accumulated Surplus
- 4. Statement of Cash Flows**



Statement of Cash Flows

- Total cash generated from operations:
\$95,823
- Total cash used in capital and investing activities: \$(105,563)
- Total cash used in financing activities:
\$(3,175)



Conclusion

Overall the financial statements highlight that 2010 was a successful year and the City of Guelph is proud of its financial position

- Paid down \$9.8m of debt principal
- Invested \$119m in tangible capital assets
- Ended in a net surplus position in both PSAB and cash-based operating budget
- Increased the reserves by \$39.4m

**CONSENT REPORT OF THE
COMMUNITY & SOCIAL SERVICES COMMITTEE**

June 27, 2011

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

Your Community & Social Services Committee beg leave to present their
SIXTH CONSENT REPORT as recommended at its meeting of June 14, 2011.

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

1) Special Events Coordination & Logistics

THAT Report #CSS-ACS-1123 entitled "Special Events Coordination & Logistics"
dated June 14, 2011, be received;

AND THAT staff proceed with operating the special events and logistics functions
with an expected variance of approximately \$15,000 to meet current demand;

AND THAT the special events coordination and logistics service function be referred
to the corporate service review process for consideration.

2) Guelph Public Library Bookmobile Service Review

THAT report CSS-ACE-1125 dated June 14, 2011 regarding the Guelph Public
Library Bookmobile Service be received;

AND THAT \$120,000 be allocated from the Library Capital Reserve Fund for the
purpose of continuing the bookmobile service until the end of 2011.

3) Discretionary Social Services Funeral Directors Fees Update

THAT Report #CSS-CESS-1115 "Discretionary Social Services Funeral Directors
Fees Update", dated May 10, 2011 be received;

AND THAT the City funding for 100% municipally-funded discretionary funeral
services be increased by 20% to align with the County of Wellington's Funeral
Directors Fees funding.

**4) Guelph Vision for a Complete Community: A Conversation
Document**

THAT the document titled "Guelph Vision for a Complete Community: A
Conversation Document" identified in staff report #CSS-ADM-1122 and dated June
14, 2011, be approved in principle, to be used as a platform for initiating
conversations related to the Guelph Community Well Being Plan.

5) Public Art Policy

THAT report #CSS-ACE-1121 dated June 14, 2011 regarding the Public Art Policy for Guelph be approved;

AND THAT the Public Art Policy as attached to this report be approved;

AND THAT the Public Art Reserve Fund be established, with funding to the reserve for the first three years coming from the allocation of \$100,000 of the previous year's operating surplus, if a surplus is available;

AND THAT staff be directed to establish a Public Art Committee as a subcommittee of the Cultural Advisory Committee.

6) Fireworks Permit Request from Pine Ridge East Community

THAT the request from the Pine Ridge East Neighbourhood Association to provide a fireworks display at Colonial Park on June 30, 2011 be approved subject to the Pine Ridge East Neighbourhood Association meeting the terms and conditions of the Guelph Fire Department and City Staff prior to the event;

AND THAT the Pine Ridge East Neighbourhood Association obtains liability coverage for the event and fireworks in the amount of \$5,000,000 with the City of Guelph named as an additional insured party, and to provide a certificate indicating such coverage to be submitted to the City of Guelph prior to the event;

AND THAT the City of Guelph accepts no responsibility for any liability that arises out of granting this permission for use of City property and facilities.

All of which is respectfully submitted.

Councillor Laidlaw, Chair
Community & Social Services Committee

Please bring the material that was distributed with the Agenda for the June 14, 2011 meeting.

COUNCIL REPORT



TO **Guelph City Council**

SERVICE AREA Community and Social Services – Administration & Customer Service

DATE June 14, 2011

SUBJECT Special Events Coordination & Logistics

REPORT NUMBER CSS-ACS-1123

SUMMARY

Purpose of Report: To provide Council with information regarding the operating pressures with event coordination and logistics services.

Council Action: Council consider the recommendation that staff proceed with operating the services at an expected variance for 2011 and that the special event coordination and logistics service function be referred to the corporate service review process for consideration.

RECOMMENDATION

THAT Report# CSS-ACS-1123, titled Special Events Coordination & Logistics, dated June 14, 2011 be received;

AND THAT staff proceed with operating the special events and logistics functions with an expected variance of approximately \$15,000 to meet current demand;

AND THAT the special events coordination and logistics service function be referred to the corporate service review process for consideration.

BACKGROUND

Events have been held in the City for decades with the historical practice of having each service area responsible for coordinating any logistics required for their particular concern. The City's evolution to a more formalized special events coordination process first began in 2007 with the maturity of our outdoor sports tournaments and the necessary planning and logistical support required behind the scenes to make these events run smoothly.

Council first approved funding with 2007 budget for a casual 4 month part time position which worked 20 hours a week between May – September and helped to coordinate 170 events that year with the primary focus on events inside a park.

In 2008 this person coordinated 213 events and in 2009, Council approved funding for a permanent .6FTE part-time employee which coordinated some 250 events inside our parks.

In 2010 it became evident that our community had transformed their view of where an event could be held and what a special event is. Special events had evolved from the traditional festivals and sports tournaments held in our parks to expand on the public roadways and squares, sidewalks, public buildings and structures to general public open spaces for films, street walks, races, family picnics, private weddings, charity fundraisers, themed based events, for profit ventures and many others. In 2010 we successfully held some 383 events across all public lands.

This change in acceptance from where our community can hold special events is a good news story which we are proud to highlight. Having both an increase in charity and private groups requesting the use of our public lands can only strengthen our neighbourhoods, speaks to the sense of community pride we display in our city as well as provides some local economic benefits.

However, with this growth and change in scope to holding special events on all public lands, come pressures in identifying appropriate jurisdiction authorities, managing insurance and risk mitigation, redefining the service delivery model and challenging compliance with municipal by-laws and legislation.

REPORT

Special events come in all shapes and sizes. In the absence of any guiding principles or formal framework staff evaluate every application on the basis of the activities that will be taking place on city owned public lands. Past practice required event organizers contact and deal directly with multiple departments for their respective jurisdictional authority pertaining to any by-law or legislation.

This model may have served well in the past when events were fewer in numbers, less complex in their activities and traditionally held in designated areas, but with the change in community usage of our public lands, staff identified the following deficiencies and gaps;

- Inconsistent or non-existent application of insurance and risk management methodology putting the city to a potential high liability status,
- Jurisdiction of authority boundaries,
- Conflicting or non-compliance to municipal by-laws,
- Inadequate neighbourhood impact analysis and/or consultation

To help streamline the process for event organizers and provide a consistent oversight for all events held on all city owned public lands, a service delivery model change was made in mid-2010 which introduced a one-window entry point intake office for all special event applications.

This seemed to have a positive change for event organizers having one point of contact for all their inquiries and application. However, it soon became evident the 0.6FTE staff resource handling this function was overwhelmed with managing the growth of events and administering the complexity in the nature of activities being requested.

The purpose of the special events coordination and logistics function is to facilitate that all users of our public lands follow appropriate by-laws, health and safety legislation and to protect the interests of the neighbours, the event organizers, their attendees, and the City.

To help manage the increased demand for these services for this summer, management will be authorizing staff overtime to ensure appropriate risk management and by-law compliance is followed for all events on all public lands.

Furthermore staff recommends that Council consider referring the special events coordination and logistics functions to the corporate service review process. This opportunity should allow for a more detailed assessment of all the issues, roles, responsibilities and expectations and service standards to be address for the long term.

CORPORATE STRATEGIC PLAN

Goal 2 – A healthy and safe community where life can be lived to the fullest
Goal 4 – A vibrant and valued arts, culture and heritage identity

FINANCIAL IMPLICATIONS

To meet current by-law requirements, ensure appropriate risk management, maintain current a consistent level of service for all public lands, we anticipate a forecasted negative year end variance of approximately \$15,000 in additional staffing costs.

DEPARTMENTAL CONSULTATION

Operations & Transit – Parks Maintenance & Development
Operations & Transit – Traffic & Parking
Chief Administrator Office – Downtown Renewal
Chief Administrator Office – Economic Development & Tourism

COMMUNICATIONS

N/A

ATTACHMENTS

None

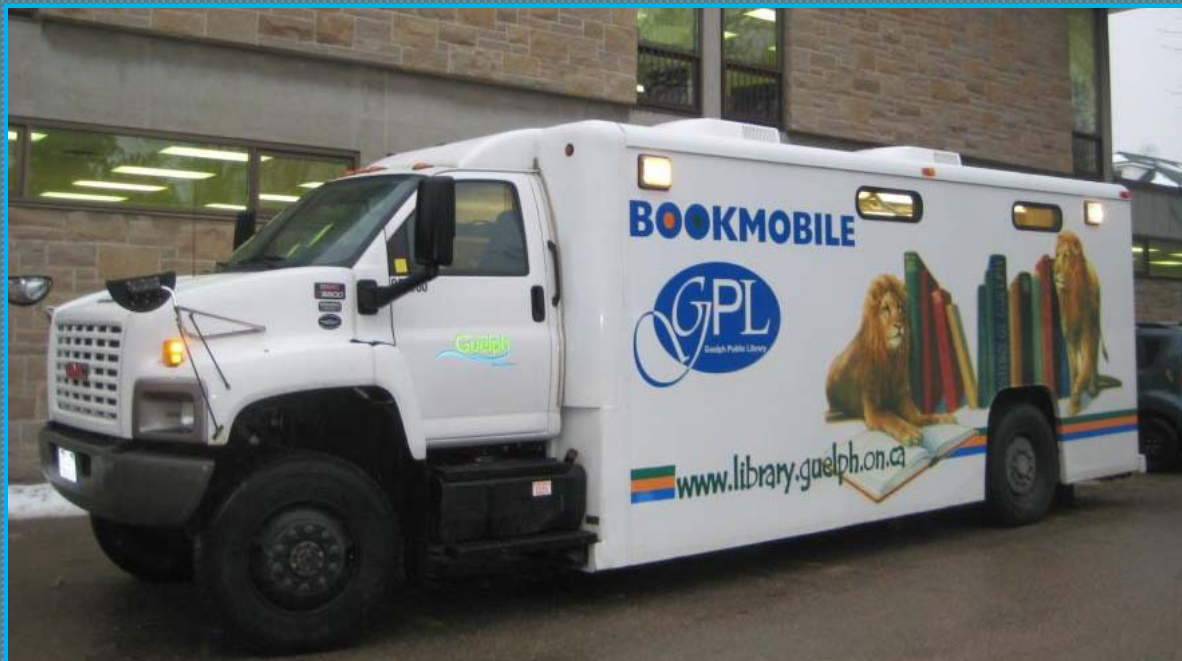
**Prepared By:**

Peter C. Avgoustis
Manager,
Administration & Customer Service
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Recommended By:

Bob Burchett
Acting Executive Director
Community and Social Services
519-822-1260 ext. 2664
bob.burchett@guelph.ca

Guelph Public Library Bookmobile Service Review



Bookmobile Usage

Over 3,000 regular users

Checked out over 45,000 items

On the road 5 days a week including evenings and Saturdays

21 weekly stops at:

- 7 senior residences

- 4 day care centers

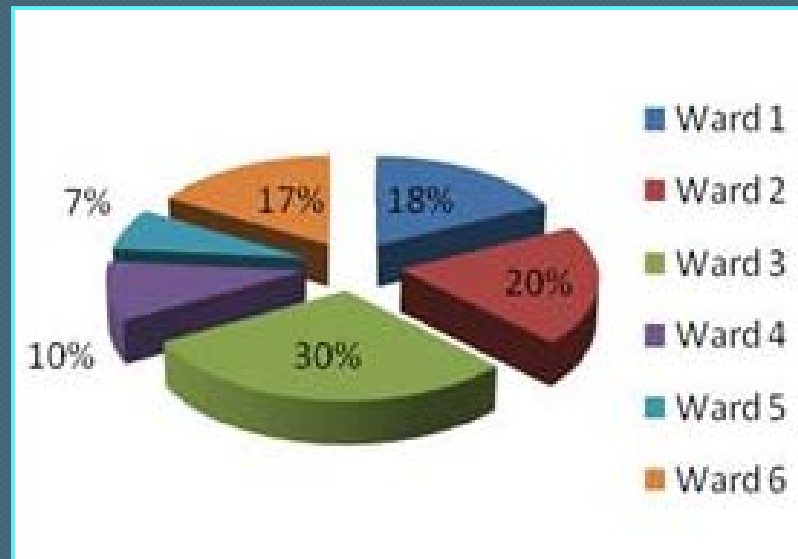
- 3 afterschool programs

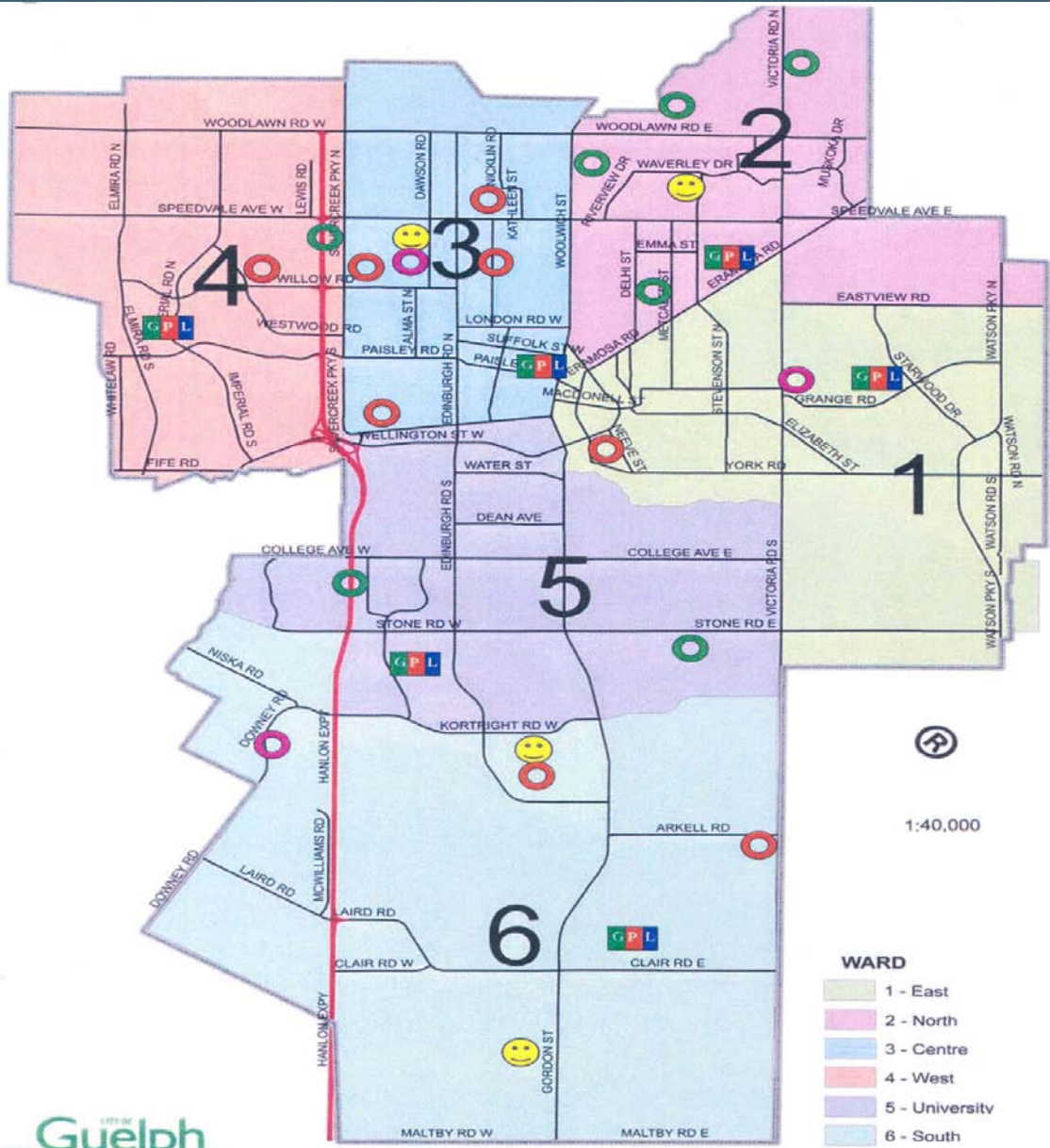
- 7 other locations i.e. Shelldale Centre



Bookmobile Stops...

The Bookmobile stops in every ward across the city, with highest usage in neighbourhoods with large after school programs and senior residences.





1:40,000

- WARD**
- 1 - East
 - 2 - North
 - 3 - Centre
 - 4 - West
 - 5 - University
 - 6 - South

- GPL Branches
- Daycares
- Senior Residences
- After-school
- Other

City of Guelph
Making a Difference
 Datum: NAD83
 Projection: UTM Zone 17
 August 4, 2006 (Revised August 3, 2010)

The City of Guelph, its employees and agents, are not responsible for guaranteeing the validity of the information displayed on this map. Users should not rely on this information for navigation or other critical decisions. Users should verify the accuracy of the information for their intended use.

Bookmobile Circulation

Date	Items circulated	Circulation / month	Change
2011 Jan - April	15,359	3,837	+18%
2010 Jan - April	13,028	3,257	+25%
2009 Jan - April	10,381	2,595	

Review Process

SWOT Analysis with library customers and staff

Community meetings with over 200 people

665 individuals commented on the service

Benchmarking against
Sarnia
Lethbridge
Strathcona County

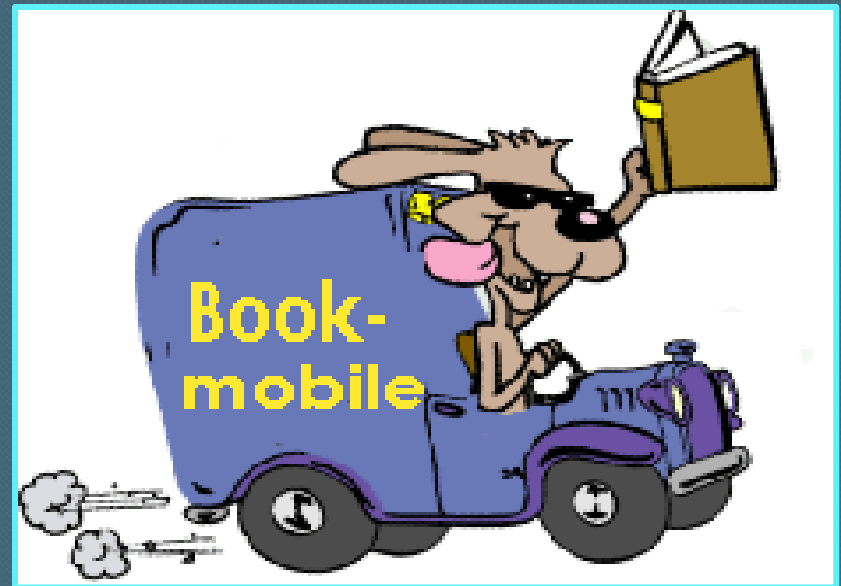


We looked at the vehicle...

2005 GMC modified van with 37,500 km

Owned and mechanically sound

Garage leased until 2016



We investigated alternate revenue sources...

Sponsorship and partnership opportunities

Fundraising event for the Bookmobile

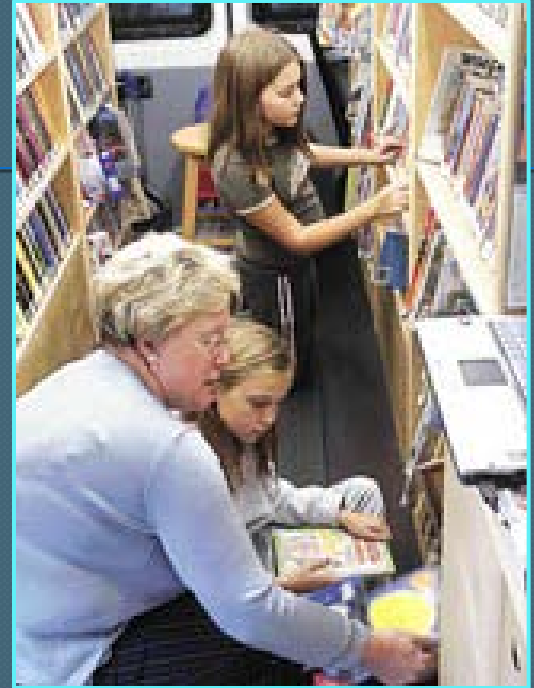
Payroll Deduction Program

Planned Giving Program



Recommendations...

1. As part of the GPL Strategic Plan, evaluate the Bookmobile service on an ongoing basis.
2. Develop a new Community Outreach Department to serve those who cannot get to the library.

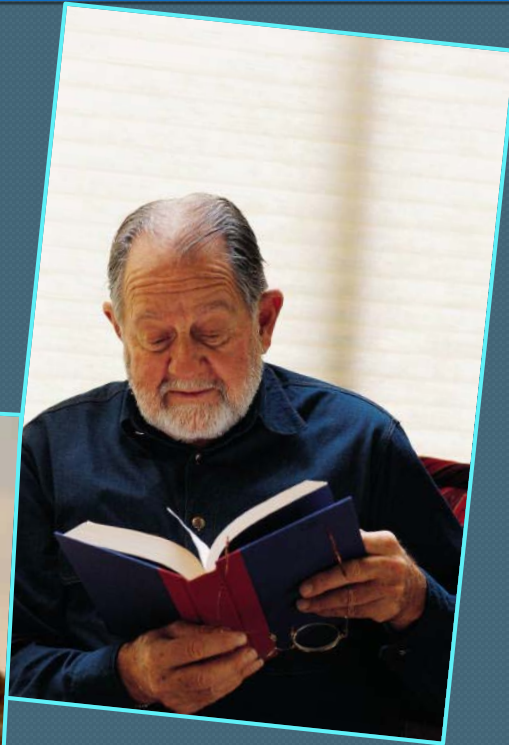


Recommendations....

3. Test a variety of alternate revenue sources.
4. Continue Bookmobile funding
July – December 2011 at a cost of \$120,000.



Keep the Bookmobile on the road



COMMITTEE REPORT



TO **Community and Social Services Committee**

SERVICE AREA Community and Social Services – Arts, Culture & Entertainment Division

DATE June 14, 2011

SUBJECT Bookmobile Service

REPORT NUMBER CSS-ACE-1125

SUMMARY

Purpose of Report: This report provides members of Council with staff's response to the report submitted from the Guelph Public Library, entitled Guelph Public Library Bookmobile Service Review. This staff report recommends the continuation of the Bookmobile service through the remainder of 2011, with funding coming from the Library Capital Reserve Fund.

Council Action: To approve the continuation of the Bookmobile Service provided by the Guelph Public Library through to the end of 2011, and to refer the Bookmobile service to the 2012 operating budget deliberation process.

RECOMMENDATIONS

THAT report #CSS-ACE-1125 dated June 14, 2011 regarding the Guelph Public Library Bookmobile Service be approved;

AND THAT funding in the amount of \$120,000 be approved to continue the operation of the Bookmobile through to the end of 2011;

AND THAT the \$120,000 be allocated from the Library Capital Reserve Fund;

AND THAT the future operation of the Bookmobile beyond December 31, 2011 be referred to the 2012 operating budget deliberation process.

BACKGROUND

As part of the 2011 budget deliberations, Council passed a motion that stated:
THAT the bookmobile be funded for 6 months at a cost of \$120,000 during which time an analysis is completed on the feasibility of continuing this service.

The Guelph Public Library undertook a Bookmobile Service Review and the findings of that review are being presented to the Community and Social Services Committee on June 14, 2011.

REPORT

After reviewing the report submitted by the Guelph Public Library, Community & Social Services staff is recommending that funding be approved to continue the Bookmobile service through to the end of 2011, and the future operation of the Bookmobile service beyond December 31, 2011 be referred to the 2012 operating budget deliberation process.

CORPORATE STRATEGIC PLAN

The Guelph Public Library Bookmobile Service supports the following City of Guelph strategic goals:

- 2.1 A complete community with services and programs for children, youth and adults of all ages.
- 2.5 Comprehensive life-long learning opportunities
- 3.4 Highest per capita use of city libraries, museums and cultural facilities among any comparable Canadian city.

FINANCIAL IMPLICATIONS

Funding to continue this service throughout 2011 will come from the Library Capital Reserve Fund. Finance has reviewed this reserve fund and confirmed that there is sufficient uncommitted funds available for this activity.

DEPARTMENTAL CONSULTATION

Finance Department

COMMUNICATIONS

Communications regarding the Bookmobile Service will be coordinated through the Guelph Public Library staff.

ATTACHMENTS

None



Prepared By:

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General Manager of Arts, Culture &
Entertainment
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colleen.clack@guelph.ca



Recommended By:

Bob Burchett
Acting Executive Director
Community & Social Services
519-822-1260 ext. 2664
bob.burchett@guelph.ca



Tuesday May 24, 2011

Councillor Maggie Laidlaw
City Hall
1 Carden Street,
Guelph, Ontario N1H 3A1

Dear Councillor Laidlaw and the Community and Social Services Committee

Re: Guelph Public Library Bookmobile Service Review

It is our pleasure to present to you the Guelph Public Library Bookmobile Service Review. The GPL board at its May 17, 2011 meeting made the following motion:

Moved by M. McFadzen seconded by K. Saunders that the Guelph Public Library Board; accept the GPL Bookmobile Service Review as amended, refer the report to the Community & Social Services Committee and request they support the request for \$120,000 . The motion was carried unanimously.

For your reading pleasure, a digital copy of the Bookmobile Service Review can be found at

http://www.library.guelph.on.ca/attachments/Bookmobile_Task_Force_Final_Report.pdf

The Guelph Public Library would like to thank The City of Guelph for the opportunity to do this operational review. We look forward to discussing the report further with you and the Community and Social Service Committee on Tuesday June 14th.

Sincerely

Alan Pickersgill
GPL Chair
alan@sentex.net

Kitty Pope
GPL CEO
kpope@library.guelph.on.ca

cc. City Clerk's Office
Councillor I. Findlay
Ann Pappert, CSS Executive Director



TO **Community & Social Services Committee**

DATE Tuesday May 24, 2011

SUBJECT Guelph Public Library
Bookmobile Service Review

SUMMARY

Purpose of Report: To present the findings of the Guelph Public Library Bookmobile Service Review.

Requested Council Action: The City of Guelph allocates \$120,000 to the Guelph Public Library.

REQUEST

That the Guelph Public Library Bookmobile Service Review dated May 17, 2011 be accepted by the Community and Social Services Committee and referred to Council.

BACKGROUND

The Guelph Public Library Bookmobile serves library customers who cannot come to the library: seniors, pre-schoolers and after school program participants. The bookmobile circulates over 45,000 items per year to its 3,000 members at 21 stops across the city.



Guelph City Council requested a review of the Guelph Public Library (GPL) Bookmobile service during the 2011 budget deliberations. March 22, 2011, the Guelph Public Library launched a task force to evaluate and draft recommendations. The review included: SWOT analysis, focus groups, Town Hall meetings, benchmarking research and significant public dialogue. The Task Force explored every avenue to discover new and innovative revenue and sponsorship opportunities. Over 665 individuals communicated with the Guelph Public Library and City Councillors about the Bookmobile service between March and May 2011 with 92% supporting its continuation.

The Bookmobile Service Review was accepted by the Guelph Public Library Board May 17, 2011 and forwarded to the City of Guelph Community and Social Services Committee for their consideration.

REPORT

The Guelph Public Library Board was truly honoured and humbled by the outpouring of support for the bookmobile. The community is passionate about the service and clearly sees it as one of the services that make Guelph, uniquely Guelph. Serving those who cannot get to the library is an essential service of the Guelph Public Library. The issue for the Board was how GPL could continue to serve this demographic and how will the service evolve as this population ages and their numbers expand. **After careful deliberation, the GPL Board has concluded that for the next five years, the Bookmobile is the most effective means to serve library customers who cannot come to the library.**

The Guelph Public Library Board at its May 17, 2011 meeting accepted the following recommendations:

- 1. As part of the GPL strategic planning process, review and evaluate the Bookmobile service, to assess what is the appropriate model to provide service to those who cannot get to the library.**
- 2. Develop a new Community Outreach Department Plan by June 2016 to serve those who cannot get to the library.**
- 3. Test a variety of alternate revenue sources.**
- 4. Continue Bookmobile funding July – December 2011 at a cost of \$120,000.**

and made the following motion:

Moved by M. McFadzen seconded by K. Saunders that the Guelph Public Library Board; accept the GPL Bookmobile Service Review as amended, refer the report to the Community & Social Services Committee and request they support the request for \$120,000 . Carried unanimously

The Guelph Public Library would like to thank The City of Guelph for the opportunity to do this operational review and to chart a responsible evaluation of the bookmobile service.

Together we are making a difference!

CORPORATE STRATEGIC PLAN

The Guelph Public Library Bookmobile Service Review supports the following City of Guelph strategic goals:

2.1 A complete community with services and programs for children, youth and adults of all ages



- 2.5 Comprehensive life-long learning opportunities
- 4.3 Highest per capita use of city libraries, museums and cultural facilities among any comparable Canadian city.
- 5.1 The highest municipal customer service satisfaction rating of any comparable sized Canadian community.

FINANCIAL IMPLICATIONS

The Guelph Public Library Board requests the City of Guelph allocate \$120,000 to the Guelph Public Library.

COMMUNICATIONS

See the attached Bookmobile Service Review

Appendix: Newspaper Articles pages 19-26 for a complete listing.

http://www.library.guelph.on.ca/attachments/Bookmobile_Task_Force_Final_Report.pdf

ATTACHMENTS

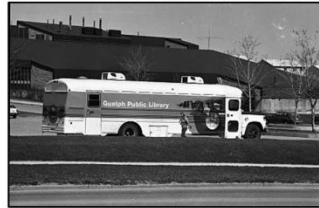
Attached is a print copy of the GPL Bookmobile Service Review

A digital copy of the GPL Bookmobile Service Review is available at:

http://www.library.guelph.on.ca/attachments/Bookmobile_Task_Force_Final_Report.pdf

If you have any questions or require further clarification, do not hesitate to contact me. I look forward to the opportunity to discuss the report with the Community and Social Services Committee on June 14th 2011.

Kitty Pope
CEO
Guelph Public Library
519-824-6220 ext 226
kpope@library.guelph.on.ca



Guelph Public Library Bookmobile Service Review

Final Report
May 17, 2011



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Guelph Public Library

Bookmobile Service Review

I. Executive Summary

The Guelph Public Library Bookmobile serves library customers who cannot come to the library: seniors, pre-schoolers and after school program participants. The bookmobile circulates over 45,000 items per year to its 3,000 members at 21 stops across the city. Over 665 individuals communicated with the Guelph Public Library and City Councilors about the Bookmobile service between March and May 2011, with 92% supporting its continuation.

The Bookmobile Task Force makes the following recommendations:

1. **As part of the GPL strategic planning process, the GPL Board will evaluate the Bookmobile service, to assess what is the appropriate model to provide service to those who cannot get to the library.**
2. **Develop a new Community Outreach Department Plan by June 2016 to serve those who cannot get to the library.**
3. **Test a variety of alternate revenue sources.**
4. **Continue Bookmobile funding July – December 2011 at a cost of \$120,000.**

The Guelph Public Library is truly honored and humbled by the outpouring of support for the bookmobile service. The community is passionate about the service and clearly sees it as one of the services that make Guelph, uniquely Guelph.

The Bookmobile Task Force has, after careful deliberation concluded that for the next five years, the Bookmobile is the most effective means to serve library customers who cannot come to the library. Additionally, efforts to develop alternate revenue streams, plus create partnerships and sponsorship opportunities will be actively pursued.

The Guelph Public Library would like to thank The City of Guelph for the opportunity to do this operational review and to chart a responsible and cost effective evaluation of the bookmobile service.

Together we are making a difference!



II. Background History

A. Task Force Process

Guelph City Council requested a review of the Guelph Public Library (GPL) Bookmobile service during the 2011 budget deliberations. March 22, 2011, the Guelph Public Library launched a task force consisting of:

- Robin Tunney, Director of Branch and Bookmobile Services
- Dan Atkins, Manager , Bullfrog Branch & Bookmobile
- Steven Kraft, Director of Adult Services
- Sharron Turner, Manager, West End Branch
- Lisa Cunningham, Communications Department
- Cathy McInnis, Deputy CEO
- Kitty Pope, CEO

to evaluate and draft recommendations . The Bookmobile Task Force report will be presented to the Guelph Public Library Board May 17, 2011 and then forwarded to the City of Guelph Community and Social Services Committee for their consideration. It is the hope of the Task Force that the Bookmobile Service Review will then be referred to Guelph City Council.

The review process included: SWOT analysis, focus groups, Town Hall meetings, benchmarking research and significant public dialogue. The Task Force explored every avenue to discover new and innovative opportunities, including the exploration of sponsorships and partnerships.

B. Bookmobile Demographics

Guelph Public Library has provided the community with Bookmobile service for over thirty five years. The current bookmobile has been on the road five days a week since 2006. In 2010 it checked out over 45,000 items to over 3,000 members at 21 weekly stops. The Bookmobile has 5,000 resources (books, magazines and audio visual resources) for customers who cannot get to a library. The GPL bookmobile stops at:

- 7 senior residences
- 4 day care centers
- 3 afterschool programs
- 7 other locations i.e. Shelldale Centre's new Canadians and English as a Second Language Learners, after school stops.

The Bookmobile also provides: a “pre-branch test” for growing areas of the city, “on the spot” library services for special events and a high profile bulletin board to promote reading and lifelong learning across the city.

BOOKMOBILE CHECKOUTS

Date	Items circulated	Circulation / month	Change
2011 Jan-April	15,359	3,837/month	+18%
2010 Jan-April	13,028	3,257/month	+25%
2009 Jan-April	10,381	2,595/month	

Bookmobile Use by Ward

The Bookmobile stops in every ward across the city, with highest usage in the areas with large after school programs and senior residences. (See Appendix ix for map)

The centrally located Ward One had high levels of bookmobile use in 2010. The stop on Starwood and Grange was the only library service available to the east end subdivision prior to May 2010 and was a very successful pilot project for the new East End Library.

In Ward Two there is a concentration of senior’s residences including: the Elliott, Riverside Glen and the Guelph Lake Commons. There are over 4,100 seniors in this area, many with mobility challenges. They make heavy usage of the bookmobile service and are very vocal about retaining the service.

The Bookmobile’s heaviest usage comes in Ward Three which includes the Shelldale Centre. The Bookmobile stops at several large after school programs including the : Parent and Child Drop-In program, Play groups, Kindergarten readiness programs, plus speech assessment and therapy programs for preschool children with language delays. For this group, the Hanlon Expressway is a barrier to the West End Branch Library and (as we have heard from many residences) the Main Library is not within walking distance.

The Bookmobile in Ward Four serves two distinct population groups. The Lutheridge Seniors Residence and a neighborhood after hours stop at Westwood Public School. The Bookmobile’s main focus at Westwood is to serve the lower income residents of the town houses and apartment buildings on Westwood Road. Additionally, in the winter

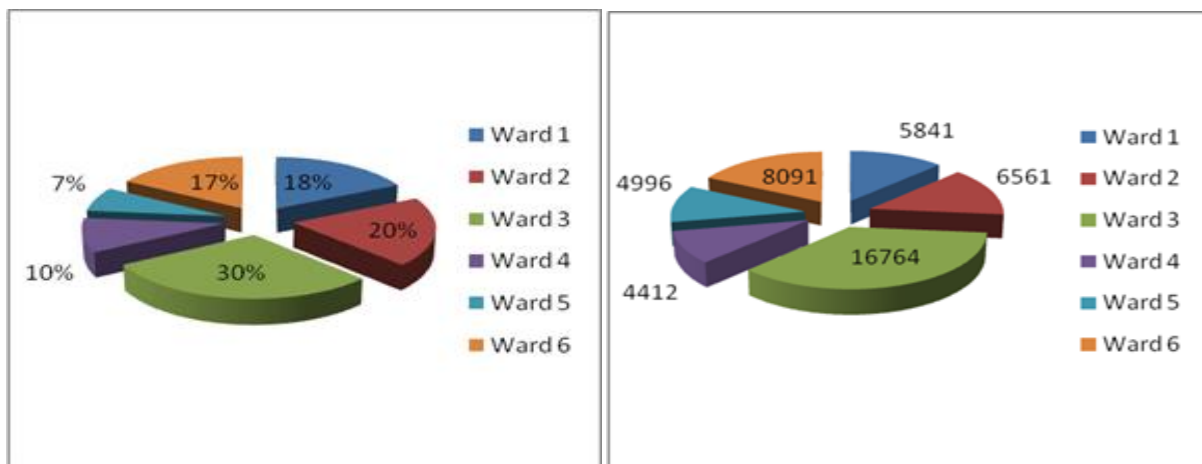
the Bookmobile serves the children using Westwood Park for recreational purposes such as tobogganing and skating.

Ward Five Bookmobile stops serve Wellington Park Terrace and the Village by the Arboretum, which make particularly heavy year around use of the large print and audio resources on board.

Ward Six is Guelph’s largest ward and has three Bookmobile stops. Downey Road Plaza serves a large group of library customers who live west of the Hanlon Expressway. Like in Ward Three, the Hanlon is a barrier to library service. The Downey Road stop is from 3-5 on Thursdays serving both elementary and day care students, particularly around Rickson Ridge Public School. Finally, the stop at Arkell Crossings (Arkell and Victoria) targets the underserved area surrounding the Arkel Plaza which is currently a pilot project stop.

Percentage of BKM patrons per Ward

Number of BKM checkouts per Ward



a. Bookmobile SWOT Analysis

To initiate the review process and talk to community groups, the task force undertook a SWOT analysis that prioritized the Strengths, Weaknesses, Opportunities and Threats affecting the Bookmobile Service. The over **50** board members and staff contributing to the SWOT discussions told us repeatedly that; accessibility and excellent customer service are the Bookmobile’s greatest strength and hallmark.

Discussions regarding weaknesses focused on internal issues such as parkability and comfort while opportunities highlighted the ability of the Bookmobile to bring books and services to those who cannot get to a library. The Focus Groups also recognized the opportunities the Bookmobile provides for sponsorship and the need to develop a clear and well-communicated marketing plan. It is not surprising that the major Threat to the service is a lack of funding and lack of understanding about the service and who it serves.

SWOT Analysis Chart

	STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
1	Accessibility. The Bookmobile extends customer access to those who cannot get to a library	The vehicle is large and difficult to park.	To reach the growing Senior population and those who cannot get to a library	Lack of stable funding
2	Provides excellent “high touch” opportunity to connect face to face with customers	Non users are unaware of its value	A great opportunity for sponsorships and partnerships	Poorly understood service by non users
3	The Bookmobile is in good condition and totally paid for	Operates 27.5 hours per week. A regular branch operates 62 hours	Provides “ branch library ” in areas that are expanding rapidly	Lack of Promotion signage, public awareness
4	Ambassador and mobile billboard publicizing the GPL	In cold weather it is not conducive to long visits	The GPL Bookmobile service is loved by Guelph!	Vehicle is five years old

III. Bookmobile Research

A. Summary of Community Discussions

The Task Force attended four meetings, three Town Hall meetings and a senior citizen community meeting attended by over **200** people. The Task Force did a SWOT Analysis at four meeting and asked the following questions:

1. Does the bookmobile serve the correct audience with the correct collection?
2. Are the hours of operation appropriate?
3. How can we make the service more cost-effective and still serve those who cannot get to a library?
4. Who would be most affected should the Bookmobile service be discontinued?

At the meetings participants were particularly concerned about continuation of the service but also the possibility of expanding the service and the Bookmobile collections.

The Task Force also attended three Town Hall Meetings. On March 30th, Ward One Councillors Furfaro and Bell invited the library CEO to discuss the Bookmobile and answer questions. The audience of over **75** people was interested in the usage and location of bookmobile stops in the ward and the resources carried on the bookmobile.

The Ward Two Town Hall meetings were held during April by Councillors Finlay and Van Hellemond at the Elliott and the Guelph Lake Commons Retirement Living. (See Appendix ii: Newspaper Articles for details) Approximately **90** people attended the Ward Two meetings. The majority of the audiences were senior citizens but a few residents from the community and Guelph Public Library staff were also there. They asked questions about the library budget, usage and collection. For many, immobility has made it impossible to walk in a park and they no longer have the need of bike lanes however, the Bookmobile is the one city service they use. They clearly articulated the hope that their Councilors will support the bookmobile.

The Guelph Mercury and Guelph Tribune's coverage of the bookmobile has been overwhelmingly positive. The Mercury printed a number of letters to the editor about how the Bookmobile service has affected people's lives and of the importance of this crucial service.

The overwhelming response from the community illustrates the negative impact that the discontinuation of Bookmobile service would have.

- **305** comments were received on the Guelph Public Library's on-line survey
- **92 %** of the comments were in favour of continuing the service
- **8 %** were either undecided or not in favour of continuing the service

The GPL also received three petitions signed by a total of **166** people:

- The Elliott Community 56 signatures
- Guelph Lake Commons Retirement Living 54 signatures
- St. Joseph's Health Centre 56 signatures

GPL and City Councillors received **41** emails from Guelph residents about the bookmobile service and there were **16** letters sent from the residents of the Village by the Arboretum. Each email or letter was individually responded to, with over 90% passionate about retaining the service. Over **950** children assembled and decorated bookmobile cut-outs at the six library branches and on the bookmobile to show their support of the service. GPL also received **43** letters/drawings/posters from the Shelldale Centre and the Kensington Daycare illustrating what the Bookmobile service means to them. (See Appendix iii: Community Comments/Surveys for details).

We also received hundreds and hundreds of comments from our customers expressing their concern and support for the service. Many said they had not used the bookmobile, but when they need it, they want to know it will be there in the future. Other customers shared stories about how it significantly improved the lives of their parents or children. They were passionate about how the Bookmobile makes Guelph a better place to live!

In total over **665** individuals commented about the Bookmobile service between March and May 2011.

B. Summary of Benchmarking

A Bookmobile Benchmarking Survey (see attached Appendix iv) was developed to collect comparative information about bookmobile services across Canada. Libraries surveyed included:

- Sarnia Public Library in Lambton County, Ontario
- Lethbridge Public Library in southern Alberta
- Strathcona County Library in Northern Alberta.

Sarnia and Lethbridge bookmobile services were selected because they have a similar population base to Guelph. Strathcona was selected because they recently acquired a new Bookmobile which gives them a unique perspective. The Benchmark Average ** listed on the following chart is the total statistic from the three benchmark libraries divided by three to reveal an average.



Bookmobile Service Comparisons

	Guelph	Benchmark Average**	Notes
Population served	123,000	82,487	
Service area	Urban service	Urban, County and rural service	Strathcona predominately rural
Area served	87 Km	518 Km	Covers County service
Bookmobile budget	\$238,600	N/A	GPL bookmobile 3% of library budget
Resources	5,000	4,054	Includes books, magazines and av
Hours of operation	1,400	986	Per year
Stops per week	21	13	GPL also has 2 biweekly stops
Evening stops per week	4	1.8	
Saturday stops	3	0	Per week
Types of stops			
Senior	30%	3%	
Day cares	30%	6 %	1 of the 3 bookmobiles visit daycares
Schools	0%	18 %	
Community	40%	73%	GPL community stops are at schools in the evening not during school hours
Circulation/year	46,665	42,678	
Circulation/hour	35	43	GPL averages lower /hour circulation because it is open 414 hours longer /year
Staff	2.5 FTE	2 FTE	GPL has 7 more stops /week and operates evenings and weekends
Vehicle			
Size	35 ft	38 ft	All designed for bookmobile purposes
Km/year	10,000	12,600	
Mileage	11	11	11 miles/gallon or 22 liters/100km

Benchmarking Summary

Every bookmobile service is unique, however:

- The Strathcona bookmobile travels over 22,000 Km per year in a new vehicle and most stops are rural while the Lethbridge serves a rural and urban area. Both Guelph and Sarnia bookmobiles serve urban communities.
- All of the bookmobiles have a computerized library circulation system on board but Lethbridge is networked live to the library catalogue. Guelph currently has a “pilot project” to provide on-line live service.
- Guelph and Strathcona sponsor Bookmobile programs and special events. Story times and summer programs are offered but Guelph also offers senior programs in the form of outside cafes, lectures and book talks.
- Strathcona intends to keep their Bookmobile service. Sarnia and Lethbridge are researching alternate models such as small storefront branches and mall kiosks.

Areas where GPL Bookmobile service excels:

1. Provides Bookmobile service; days, evenings and weekends.
2. Provides Bookmobile programs and special events, that actively promote a healthy lifestyle and lifelong learning
3. Provides Bookmobile service to “at risk” neighbourhoods and to those with mobility issues that prevent them from visiting a branch library.

Areas where the GPL Bookmobile service can improve:

1. Provide “live” on-line service to the library catalogue. This is more efficient and provides better real time service to customers.
2. Provide the public access to the internet / WiFi on the Bookmobile.
3. Search out new sources for funding, sponsorship and partnerships.

KEY ISSUES

A. The Vehicle

- The Bookmobile was purchased through an insurance claim on December 14, 2005 for \$212,223. It is completely paid for.
- The Bookmobile is 5 years old; has 37,500 kms and gets 11 miles/gallon.

- Guelph Public Works Department has certified that the Bookmobile is mechanically sound (barring unforeseen circumstances) for 5 years, to June 2016. (See Appendix vii: PW Vehicle Evaluation for Details)
- This highly modified vehicle, a 2005 GMC C6500 will be difficult to sell. Bookmobiles, when they do sell – garner less than 32% of fair market value (See Appendix v: Bookmobiles for Sale) The GPL Bookmobile would likely get no more than \$22,000 if sold.
- The Bookmobile garage is currently leased until June 2016.
- The Bookmobile provides a fully paid for billboard. The cost of this type of advertising is \$2,500/month. (See Appendix vi: Billboard Cost)

Even if the bookmobile service was cancelled as of June 30, 2011 there would be ongoing expenses of \$40,700 (See Appendix re Coasting pages 40-41) to cover staff layoffs, housing and selling the vehicle.

B Alternate Revenue Sources

The Bookmobile Task Force also investigated alternate revenue sources and sponsorship opportunities that would provide additional support for the service. The Task Force is offering a variety of sponsorship opportunities, including:

- Sponsoring 1 bookmobile stop per week at \$10,000/year
- Supporting the bookmobile collections by purchasing a 200 volume collection of: picture book, large print or audio books at a cost of \$4,800 - \$9,000/year.

They contacted the following; corporations, service groups and agencies to explore possible sponsorships and/or partnership opportunities:

- large local corporations
- Royal City Lions Club
- Rotary Club of Guelph
- Meals on Wheels
- Guelph Mobility
- Guelph Transit

The results of these discussions are very encouraging. The Task Force is currently in dialogue with two large local corporations who are active community supporters who have encouraged GPL to draft official requests for their consideration.

The Royal City Lions Club and the Rotary Club of Guelph were also optimistic in regard to sponsoring special programs on the GPL Bookmobile. The fiscal year for both of these service groups begins July 1st at which time the Task Force will pursue sponsorship opportunities.

The other community organizations the Task Force approached were unable to commit any funds to the Bookmobile for the foreseeable future. They did however, express their sincere interest in the project and a willingness to consider partnership opportunities in the future. The Task Force will continue to look for and work with potential Bookmobile partners.

V. RECOMMENDATIONS AND ACTION PLAN 2011-2016

Based on the SWOT Analysis, the economic realities of 2011 and dialogue with the community, the following recommendations are:

The Bookmobile Task Force makes the following recommendations:

1. **As part of the GPL strategic planning process, review and evaluate the Bookmobile service, to assess what is the appropriate model to provide service to those who cannot get to the library.** The current economic climate makes the sale of this unique, highly modified vehicle at fair market value very unlikely.
 - The Bookmobile is fully paid for and has been evaluated by Guelph Public Works Mechanics to have a life expectancy of five years (barring unforeseen issues).
 - The lease on the Bookmobile garage expires in June 2016

2. **Develop a new Community Outreach Department Plan by June 2016 to serve those who cannot get to the library.**

The new service model will: facilitate outreach to senior residences, daycare centers and community centers with on-site library facilities. Staff will coordinate: on-site library services volunteer training and test a home delivery service for the home bound.

3. **Test a variety of alternate revenue sources.**

Fundamental to exploring alternate revenue is hiring a Fund Development Coordinator to establish a variety of revenue generating programs.

 - **Planned Giving Program** to facilitate the transfer of funds to GPL from wills and estates. This is a long term project but GPL will start the process by talking to tax and estate lawyers.

 - Test a **Payroll Deduction Program** whereby employees can make a regular donation (i.e. \$5 / month) to GPL that is automatically deducted from their pay. (i.e. the PDP established by the Collingwood Public Library)

- **Test alternate revenue sources** such as: rental of library meeting rooms, advertising on the website, developing appropriate “sell through” products
- Develop **an annual fund raising event for the bookmobile.**

4. Continue Bookmobile funding July – December 2011 at a cost of \$120,000.

VI Summary

The Guelph Public Library is truly honoured and humbled by the outpouring of support for the bookmobile service. The community is passionate about the bookmobile service and clearly sees it as one of the unique things that make Guelph, Guelph.

The Bookmobile Task Force has concluded that for the next five years, the Bookmobile is the most effective means to serve customers who cannot come to the library. The Bookmobile is paid for, let’s use it until it is no longer serviceable, we have our money’s worth out of it and then migrate to a new service model. We expect this to be in June 2016.

As a result of the Bookmobile Service Review, the Guelph Public Library will: evacuate the bookmobile service as part of the strategic planning process, develop a new department to serve those who cannot get to the library. The Board also requests \$120,000 from the City of Guelph to continue the service for the period of June to December of 2011 and will include the Bookmobile service in the annual GPL budget 2012-2016. Efforts to generate alternate revenue sources plus create partnerships and sponsorship opportunities will be actively pursued.

The Guelph Public Library would like to thank the City of Guelph for the opportunity to do this operational review and to chart a responsible and effective future for the Bookmobile service.



Together we are making a difference!

APPENDICIES

Appendix i: SWOT Analysis

SWOT with BKM Task Force 3 March 2011 @ WSB

Present: The BKM Task Force: Dan Atkins, Lisa Cunningham, Steve Kraft, Robin Tunney, Sharron Turner. Visitors-Tom Brenndorfer, Cathy Taylor

Internal Factors

Strengths	Weaknesses
1. Fulfills mission statement to provide equal service to all Guelph residents	1. Size of vehicle limits where it can be stationed
2. Ambassador for library providing outreach	2. Low financial return if sold- depreciated
3. Multi-service, not just delivery	3. Not green
4. versatile and flexible because of mobility	3. No service to business
Bookmobile is paid off	3. limited online service- not live on Polaris
Wheel chair accessible	Not combined with outreach
A community centre	Expensive maintenance
Attractive vehicle	High cost to circulate per book
	Limited open hours-travel time, closed Fridays
	High rent on garage

External Factors

Opportunities	Threats
1. A growing aged population	1. Easy target to eliminate, depriving the most vulnerable Guelph residents of service
2. Connect with underserved areas & marginalized people	2. Branch Libraries drive bookmobile out of neighbourhoods.
3. Service to newly developed areas, quickly	3. General perception that bookmobile is dated and unable to provide good service
Cheaper to run than a branch	More tech savvy people wanting E-resources
Can target specific groups	

Key Issues

1. Not combined with Outreach which would increase its function and role
2. Off road on Fridays and would be available to be used in promoting itself and the library at other events.

SWOT with BKM Task Force

7 March 2011@ WSB

Present: The BKM Task Force- Dan Atkins, Steve Kraft, Robin Tunney,
Bookmobile/Bullfrog Branch Staff

Internal Factors

Strengths	Weaknesses
1.A mobile billboard, advertising the library	1.Only vehicle of its type in existence
2.Provides personalized customer service	2.Takes time to establish new stops (signage an issue)
3.Multi-service, not just delivery	2.Not on Polaris (ILS)
3.Friendly, knowledgeable VERY PASSIONATE Staff	2.Excluded from Summer Reading Club
3.Most up-to-date collection in GPL	3.Inconsistency due to maintenance
Provides limited programming	Limited by size and safety issues
	Weather –both a driving issue and a circulation issue

External Factors

Opportunities	Threats
1.Able to promote the library at events: Canada Day; Ribfest etc.	1.Staff, board members, and city council are uneducated as to extent of BKM services
2.Reaches the vulnerable	2.Vulnerable to the economy
3. A flexible, mobile branch	3.Weather
A small (unthreatening) environment	

Key Issues

1. The potential to promote the GLP at all city events
2. Staff feels that city councillors, the library board and the GPL staff are ignorant of the service that the bookmobile provides
3. Staff feels the economy is a real threat to the bookmobile

SWOT with BKM Task Force

8 March 2011@ MBA

Present: The BKM Task Force- Dan Atkins, Steve Kraft, Robin Tunney, Sharron Turner

Branch Managers: Barb Baxter, Nancy Clark, Glenda Duffin, Colleen Lipp

Internal Factors

Strengths	Weaknesses
1.Mobility (all aspects- flexible locations, billboard)	1.GPL staff need to be educated about BKM service
2.Dynamic staff	2.Limited Collection re: size of vehicle
3.Fresh collection	3. Underused outreach
3.Own the vehicle and in good mechanical condition	4. Misunderstood service

External Factors

Opportunities	Threats
1.Partnerships	1.No access to ILS (Polaris)
2. Special Events (Multi-cultural festival etc.)	2.Vulnerable to the economy (City Council)
3. Outreach for other services (shut-ins; e-books, genealogy)	3.Lack of promotion in (signage, public awareness)

Key Issues

1. The potential to promote the GLP at all city events
2. City councillors, the library board and the GPL staff are ignorant of the services that the bookmobile provides
3. The economy is a real threat to the bookmobile and promotion of our services could eliminate this threats.

SWOT with BKM Task Force

15 March 2011@ Main Library

Present: The Bookmobile Task Force- Dan Atkins, Steve Kraft, Robin Tunney, Sharron Turner, Cathy McInnis, Kitty Pope, Library Board Members

Internal Factors

Strengths	Weaknesses
1.Serves growing areas; gives pre-branch test	1.Costly vehicle (mechanically)
2."High Touch" opportunity. Really loved!	2.Labour intensive service model
3.Community Builder	3. Not understood by non users

External Factors

Opportunities	Threats
1.Outreach (special community events)	1.Vulnerable to economy (City Council)
2. Branding (mobile billboard)	2.Perception that people don't read "REAL" books
3. Sponsorships/partnerships (Lion's, Rotary)	3.Uniformed/Outdated information about BKM

Key Issues

1. The Bookmobile is a community builder in growing areas of Guelph.
2. Lack of up-to-date information within the community and among City Councilors about the Bookmobile makes it vulnerable to the economy.
3. The Bookmobile's provides branding opportunity at events and festivals.

Appendix ii: Newspaper Articles

local

Guelph Mercury ■ Wednesday, April 6, 2011 ■ A3

Bookmobile service under scrutiny

Scott Tracey, Mercury staff

GUELPH — A pair of town hall meetings this week for Ward 2 residents will largely focus on the future of the Guelph Public Library's Bookmobile service.

The meetings will be held at two retirement homes where residents have been vocal in their opposition to a suggestion to take the mobile lending service off the road to save money.

"A lot of these residents don't have the same mobility as other residents do, so I thought we would bring the town hall to them," explained Ward 2 councillor Ian Findlay, who organized the meetings.

The meetings will be held Wednesday at the Elliott Community on Metcalfe Street and Thursday at Guelph Lake Commons on Victoria Road North. Both meetings start at 7 p.m. and are expected to run a couple of hours.

Findlay said his north-end ward has "a high concentration of seniors" who have expressed "a lot of support" for the Bookmobile.

Chief librarian Kitty Pope and other library staff will be on hand to collect feedback and answer questions.

Pope said yesterday she has received a petition signed by 108 residents of Guelph Lake Commons and a letter signed by 39 residents of the Elliott.

"They are both huge users of the Bookmobile," she said.

"Their main concern is losing something they really value," Findlay's fellow Ward 2 councillor, Andy Van Hellemond, said of the Bookmobile.

During budget deliberations, councillors approved just half of the \$240,000 annual cost of running the service. A service review is underway and staff will report back to the library board.

A report will then go to the community and social services committee in June "and then we're hoping city council will approve keeping it on the road for the rest of the year," Pope said, adding councillors will also see a "revised service plan" aimed at reducing the cost of the service.

Findlay said given the level of feedback since budget night about proposals to scrap the Bookmobile service, he would not be surprised if the town hall meetings draw a wide audience.

"Everyone is welcome," he said. "I represent Ward 2 and it's my job to put these meetings on, but certainly any city resident is welcome to come."

stracey@guelphmercury.com

“A lot of these residents don't have the same mobility as other residents do.”

IAN FINDLAY
WARD 2 COUNCILLOR

Guelph Mercury ■ Thursday, March 24, 2011 ■ A

Bookmobile benefits outweigh expense

My mother had four children fairly close in age. To say she had her hands full would be an understatement so it's not surprising that family outings when we were younger were somewhat of a rare occurrence. Bringing all four of us out to public places was likely more of a hassle than it was worth. We rarely went to restaurants or to the movies or anywhere else where we might disrupt other people. However, one place my mother did take us regularly was the Guelph Public Library's Bookmobile.

Once a week after dinner we would make the 10-minute walk with our books in tow to the large book-filled bus parked at the nearby school. I remember struggling to climb the huge steps leading up into the library on wheels and staring down the aisle at the large number of books staff managed to cram into such a small space. I was always satisfied with the selection, but that could also be because I had stepped into an actual library only a handful of times.

My two brothers also enjoyed the trips to the Bookmobile. Although instead of picking out books, they preferred to spend their time jumping up and down on the floor trying to shift the weight of the bus. I found this rather annoying. The constant rocking made my book search difficult, especially when the odd novel would come tumbling off the shelf. But the staff person never seemed to mind. He or she would just sit quietly behind the desk at the back of the bus and wait patiently for the five of us to check out our books.



DEIRDRE HEALEY
born and raised

My mom was always quick to seek out these enormously fat hardcover novels for herself before helping my younger sister choose hers. I, on the other hand, was left to do my own picking. When we first started going I would peruse the children's section in search of the *Little Miss* and *Mr. Men* book series. Then I moved on to slightly more mature plots — if stories about cheerleading, dating and high school can be considered mature — and would check out books from the *Sweet Valley High* series. Eventually my taste in books became a bit dark and I graduated to reading horror novels and anything written by V.C. Andrews.

Thanks to the beloved Bookmobile, I had the opportunity to read a variety of books during my childhood. It was in that cramped bus that I was able to feed my enthusiasm for reading. I can honestly say I would never have been such an avid reader if it weren't for my mother taking me to the Bookmobile.

The Bookmobile has been travelling around the city for the past 35 years, but recent funding cuts have jeopardized its continued service. The library has managed to secure enough money to keep it running for the next six months, but its future is unknown. It's estimated that about 3,000 people, mostly seniors, are currently using the service. One argument for shutting it down is there are not enough library branches scattered throughout the city that people no longer require having the books brought to their neighbourhood.

But what about the people who don't live near a library, are unable to access transportation to get to a library or who have four kids and find the idea of piling them all into the car and letting them run loose in a huge library somewhat daunting?

Obviously, keeping the Bookmobile running would be for the minority. But shutting it down could mean taking away the simple pleasure of reading for that minority. For some seniors, books are one of their few enjoyment and being able to check out books from the Bookmobile is an affordable and easy thing to do. For others, having access to library books at the Bookmobile helps keep their minds active and enables them to maintain a level of independence. And although a majority of Bookmobile users are seniors, I am sure there are still families with young children making weekly treks to the Bookmobile like my family did more than 20 years ago. I don't think we should deprive these kids of the chance to explore the world of books, even if they may be reading *Sweet Valley High* novels, or today's equivalent — the *Twilight* series.

Deirdre Healey is a local writer and communications specialist.

Bookmobile service gets strong backing at meeting

Joanne Shuttleworth,
Mercury staff

GUELPH — The folks who came to a Ward 2 Town Hall meeting Wednesday evening made it very clear where they stand on the bookmobile.

"This is something that Guelph has that other communities don't have," said Penny Dryburgh. "It's such a wonderful service. Don't get rid of it."

She was born in Guelph and now lives in Burlington but she intends to move back to Guelph one day and still has family and friends in the city.

"I'm hearing the stories these people are telling you of how important the bookmobile is to them. It would be such a loss. And generally speaking, once something is lost, you never get it back again," Dryburgh said.

Ward 2 councillors Ian Findlay and Andy Van Hellemond hosted the meeting, at The Elliott Community on Metcalfe Street.

➤ SEE LIBRARY ON PAGE A6

local

Chief librarian 'buoyed' by support

➤ LIBRARY FROM PAGE A1

Councillors June Hofland, Jim Furfaro and Cam Guthrie were also in attendance along with some 50 people.

Findlay introduced Kitty Pope, chief librarian, who explained that city council has directed library staff to study the cost of operating the bookmobile and look for efficiencies.

Funding for the bookmobile has been cut as of June, but a strong report could sway council and see funding restored. Residents of the Elliott delivered a petition with nearly 50 names in support of continuing funding. A survey on the library's website indicates 85 per cent of citizens support the bookmobile too, Pope said.

People at the meeting spoke passionately about how important it is to have books to read and for the books to be delivered to them. Many were in wheelchairs or used walkers and don't drive anymore.

"I know," Pope said. "People who don't use the service themselves don't see the value. But I know you value it. You are the folks who read a book a day."

Findlay said library staff had been "scrambling" to get the service review done before the funding runs out.

"We are just asking for a review," Van Hellemond added. "I don't think it will be a problem keeping it going, in my point of view. I know how valuable it is to you."

Pope said she is buoyed by the response from the community.

"It's such an essential part of people's lives," she said. "Council is listening and I find that encouraging. This is our opportunity to make the case."

A second town hall meeting will be held Thursday night at 7 p.m. at Guelph Lake Commons, on Victoria Road North.

Some facts about the bookmobile:

- It costs \$240,000 annually to operate; serves 3,000 users; employs 2.5 staff; operates like a branch library.
- It carries some 5,000 different materials, including books, videos, audio books and e-books.
- The clientele is mainly seniors, preschoolers and daycare centres, and new subdivisions with no library branch.

Users urged to voice thoughts in campaign to save Bookmobile

Thana Dharmarajah, Mercury staff

GUELPH — The Guelph Public Library's Bookmobile service is struggling to stay afloat as it has lost half of its funding for 2011.

The library's chief executive officer Kitty Pope said earlier this month during city council's budget discussions the Bookmobile was about to be scrapped but managed to secure funding for another six months.

The Guelph Public Library Board is currently performing a service review of the Bookmobile services, which have been provided in the city for the last 35 years. Locations of the Bookmobile's 19 stops are listed on the library's website.

"It is essentially for those who can't get to us," Pope said, adding those included seniors, daycare staff and communities where there aren't library services. "People say we've got good bus service ... a senior with a walker has a pretty hard time getting on a bus."

Notices in the library's main branch urge residents to voice their thoughts on the Bookmobile to city councillors, media and non-profit organizations.

Pope said the Bookmobile will also

March 30.

She hopes to head to council in June with a plan on how to make the service efficient, while serving the city's residents.

The Bookmobile services affect about 3,000 library patrons, Pope said.

"For a senior citizen in a (seniors') residence, this is their last link to a life they used to have," she said.

The Friends of the Guelph Public Library have assisted the library by providing \$1,000 as a grant to help fund the review of the Bookmobile.

"It is such a short-sighted target ... to look at for finding money," Virginia Gillham, chair of the library friends group, said. "It is the most vulnerable clientele."

City councillor Leanne Piper said that through the review of the Bookmobile service, the city will hopefully hear the stories of those who use the mobile library.

"We don't see the impact," she said. "When those stories start to come out, you realize this is a service that has an amazing impact on individual lives."

Piper said she sees the need for the Bookmobile and believes studying what other communities are doing will be beneficial.

mercuryeditorials

Thursday, March 31, 2011

Guelph Mercury

8-14 Macdonell Street, Guelph, Ontario N1H 6P7

general manager, David
managing editor, Phil Andr

Library bookmobile is a cultural centre

Dear editor;

The benefits that the Guelph Public Library's bookmobile brings to the community far outweigh the cost of maintaining it. The bookmobile is one of those gems that collectively make *Guelph a better place in which to live.*

Even with the opening of new library branches, there are some neighbourhoods that still don't have easy access to them. Senior citizens, parents with small children, and people on low fixed incomes can have difficulty getting to this important community resource, particularly when the weather is bad.

For them, the bookmobile is a portable cultural and social centre.

For my family, the bookmobile provides a weekly Tuesday evening outing for my daughter and my five-year-old grandson. No need for the car or a bus. They take a short walk around the corner to June Avenue School where the bookmobile is parked. They come home with a new batch of books and videos.

It's an excursion my grandson looks forward to, especially since the people in the bookmobile have come to know him by name.

Discontinuing the bookmobile

might save a few dollars, but the community would be the worse for it.

It brings to mind that old saying about knowing the price of everything, and the value of nothing.

Ed Butts
Guelph

Save the city's bookmobile

I was extremely disappointed to read about Coun. Gloria Kovach's recent budget motion to stop funding the Guelph Public Library bookmobile. Bookmobiles serve citizens who, for a variety of reasons, have limited access to transportation, entertainment and research tools – seniors, low-income families and the differently abled, just to name a few. And simply dispensing with what Coun. Leanne Piper insightfully referred to as this "travelling ambassador for the library system" would be a disservice and an insult to those patrons.

Beyond this obvious point, it behooves us to consider the role of city council in relation to the autonomy of the library. I recognize council's obligation to balance the budget, but the motion targeting the bookmobile is more than an effort to save money at the expense of citizens who, in many cases, struggle to be heard in public debate. It's a motion to interfere with how the library

serves. I am surprised to hear that the councillor considers herself qualified to interfere in this way, and I worry that were such a motion passed, Guelph would be setting a dangerous precedent.

Libraries are among the last arbiters of democratic information, and the bookmobile is evidence of that democracy at work in Guelph. Libraries are supposed to be for all citizens, and I applaud the GPL's ongoing efforts to serve patrons whose physical, geographical or socio-economic challenges might otherwise stand in the way of their access to all of the library's resources.

I encourage council to take seriously the expertise of the librarians working to achieve a sustainable future for this invaluable public service.

Suzanne Rintoul
Guelph

Trib, 29-Mar-11

Library bookmobile given a reprieve of four months

Council has decided to fund the public library's bookmobile for four more months, and then look again at whether the service should continue.

The library started a review of the bookmobile service last month, but the review isn't finished yet, said chief librarian Kitty Pope.

Coun. Gloria Kovach's motion to stop funding the bookmobile service was defeated 7-6 on Wednesday night. However, Coun. Bob Bell's later motion to fund it for four more months passed 7-6.

The bookmobile, which Pope said is used mostly by seniors, costs \$238,000 a year to operate. Its staff – the full-time equivalent of 2 ½ jobs – would be laid off if the bookmobile is grounded, she said.

Bell said the bookmobile isn't needed so much anymore, with library branches now in all areas of the city and the Internet supplying so much information to people's homes. The library budget is "substantial because of all the branch locations, and I think the bookmobile should go," he said.

However, other councillors defended the bookmobile. "It's a well-used and well-loved service in this city," said Coun. Maggie Laidlaw.

"This is a travelling ambassador for the library system," said Coun. Leanne Piper.

The library asked council for \$7.8 million

in 2011 – a 9.3% budget increase, partly caused by the cost of operating the new east end branch.

A motion by Coun. Cam Guthrie to freeze the library budget at 2010 levels, except for contractual obligations and the extra cost of running the east end branch, was defeated 9-4.

However, council did vote to axe two proposed new full-time jobs at the library – a marketing and communications coordinator and a computer network engineer.

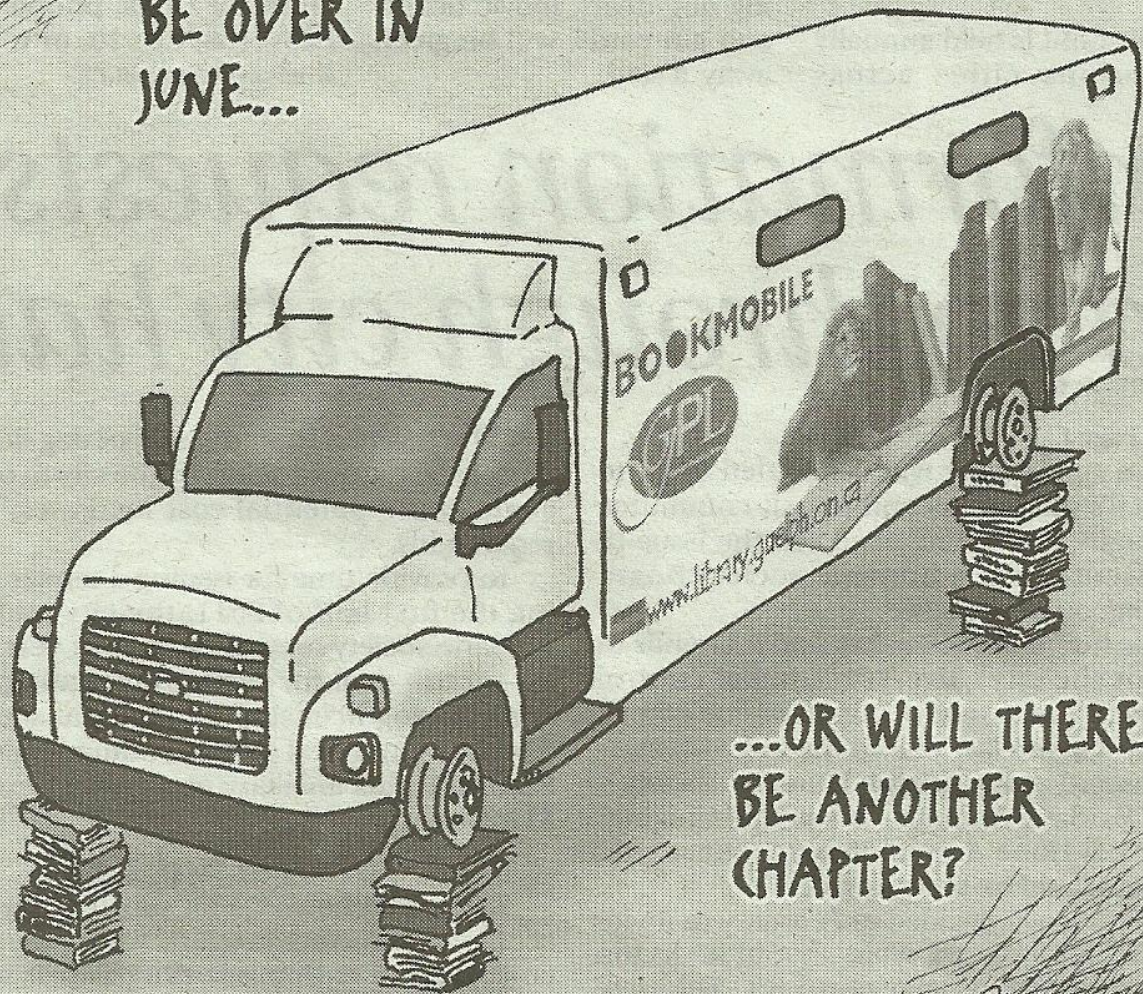
However, three new half-time jobs to boost evening staffing at the Bullfrog Mall, Scottsdale and West End branches were approved when Guthrie's motion to axe them lost on a 6-6 tie vote, with Piper temporarily out of the council chamber.

These three branches currently have only one adult and one teenager on duty from 5 p.m. to 8 p.m., which Pope said she considered a "health and safety" issue.

Guthrie's motion to add \$25,000 to library revenues by increasing late fees by 10 per cent was approved on an 8-5 vote.

Although the library now gets \$250,000 a year from late fees, these fines are not intended as a revenue generator or as a way to "penalize" library users, Pope said. She said the intent of late fees is to "get stuff back" so that other people can borrow books and other library items.

WILL THE STORY
BE OVER IN
JUNE....



...OR WILL THERE
BE ANOTHER
CHAPTER?

Bob 2011

Bookmobile visit highlight of week growing up

I think that when you have children of your own, it is natural to reflect on your own childhood experiences and compare that to the experiences of your own children.

Those things that I enjoyed most while growing up are things I try to recreate for my own kids.

I grew up in the Hadati Road townhouse complex off of Victoria Road, and this complex was everything that I would have wanted growing up as a child.

There were many other kids living in this complex, so chances were that within 100 yards there were a number of other kids ready and waiting at any time to play.

It was always very clear to us where our boundaries were. We could not go outside of this townhouse complex without permission, a parent calling their little ones home for dinner could be heard throughout the entire complex and when it started to get dark, that was the sign the hide-and-seek game was over and it was time to call it a day.

We had our very own play structure and swings — shared with the other kids of the complex — and we had “the biggest” pool and ice rink available to us, since the Victor Davis Recreation Centre was right across the road.

My parents were always giving my sister and I change so that we could go swimming or skating and we spent many summer afternoons splashing around in the pool with our friends.

My memories are very fond of my childhood — dancing in rain showers, putting on



SUSAN FARRELLY
community
editorial board

backyard theatre productions, riding my Big Wheel, enjoying our pets, playing Atari games and laughing. Lots of laughing.

Another favourite past-time was visiting the Bookmobile when it came for its weekly scheduled visit to the Victor Davis Recreation Centre. This used to be the highlight of my week.

We rarely visited any of the public libraries while growing up — the Bookmobile was my public library.

Many of my classmates at that age wanted to be teachers when they grew up, but not me. I wanted to work in the Bookmobile. I wanted to be the one driving the book bus and using the stamper to check out books.

I would spend large amounts of time perusing the books on the shelf, fondling the spines, smelling the freshly printed paper and would take stock of what books were added to the selection since last week. I loved everything about the Bookmobile.

My sister ended up being the one who worked at the Guelph Public Library and actually worked in the coveted Bookmobile once in awhile. I was not secretive about my dream to work in the Bookmobile so this became a point

of teasing between us as I could hardly hide my envy as a young adult.

I never did realize this childhood dream of mine, but one thing was certain . . . my love of literature took hold in those early days.

I often take my own children to various libraries now and they thoroughly enjoy these visits.

We even visited the Bookmobile, and they thought that was very exciting. I had not been in the Bookmobile since I was a child, and I was surprised at how much smaller it seemed.

As a child, I remember it being larger than life. It looked a little different after all of those years, but I still felt like this was true home library.

The reality is that even a few shelves of books are all that is needed to inspire and engage.

It is important to realize that not everyone can get to our public libraries on their own — especially children. The Bookmobile offers a very important service in our community and this should not be underestimated.

So, along with making sure my children have visited the Bookmobile, they skate and swim at local recreation centres, they enjoy their pets, they play the Wii.

We do need to work on dancing in the rain and backyard theatre productions, though. Plus, does anyone know where I can find a Big Wheel these days?

Susan Farrelly is a member of the Guelph Mercury Community Editorial Board.

Appendix iii: Community Comments

Bookmobile services continued: **yes**

Postal Code: **N1E2W5**

bellandhume@gmail.com Says:

the bookmobile provides a great service. My 95 year old grandmother feels isolated since service has been cancelled to her senior's housing building at 130 Grange street. Cut the raise to the mayor and the councilors in order to restore and increase bookmobile service. karen bell robin hume

Bookmobile services continued: **yes**

Postal Code:

Says:

I grew up in the 'lower-income' side of Guelph in the 90's (Willow west- Dawson area). My parents were always busy working and had no car so heading to the downtown Guelph Library wasn't always feasible. I remember always looking forward to afterschool on Mondays as the bookmobile would come. I believe the bookmobile is one of the main ports to my education success and love for learning - I'm currently a Master's student at the University of Guelph. It taught me how to be responsible at a young age(keeping my library card safe and return books by the due date), but most importantly, the books I was able to sign out and read served as a gateway to imagine and dream of great things. Please keep the bookmobile running in Guelph to enrich the minds of all young children in Guelph - they are our future too.

Bookmobile services continued: **yes**

Postal Code: **N1H 6W5**

jenhillen@gmail.com Says:

As an Early Childhood Educator at a local child care centre, I have the honour of encouraging a love of books and reading with young children. I feel strongly about both literacy and the importance of the crucial first years in child development. If a love for reading can be developed at this time, it can set the stage for a lifelong appreciation of literacy. As Dr.Seuss said in "I Can Read with My Eyes Shut!" "The more you read, the more things you will know. The more that you learn the more places you'll go." The children in the group I am currently teaching are older (5- and 6-year olds) and can easily get bored or feel they are being treated as babies in a daycare environment. We have recently started walking to the Bookmobile every week. Every child is excited to choose a book and then we read all of the books all week long. There is a genuine excitement to read together. The children all know Trish and are happy to see her. Trish has also noticed the enthusiasm of the children. The excitement and enthusiasm comes from being out in the community and having control over the books they reading. This opportunity will be taken from us without the bookmobile. I know eight children and one teacher who will be very disappointed.

From: Ian.Findlay@guelph.ca [<mailto:Ian.Findlay@guelph.ca>]
Sent: April 3, 2011 8:40 AM
To: tlcbecker@rogers.com
Cc: Pope, Kitty
Subject: RE: Save The Bookmobile

Thanks for your words of support for the Bookmobile.

I will pass them along to the Chief Librarian to be attached to the public comments portion of the service review.

Cheers,

Ian

For what's happening in Ward 2, check out:

<http://ward2guelph.wordpress.com/>

From: tlcbecker@rogers.com [<mailto:tlcbecker@rogers.com>]
Sent: April 2, 2011 3:41 PM
To: Mayors Office; Bob Bell; Jim Furfaro; Andy VanHellemond; Ian Findlay; June Hofland; Maggie Laidlaw; CamGuthrie@guelph.ca; Gloria Kovach; Lise Burcher; Karl Wettstein; Todd Dennis
Subject: Save The Bookmobile

Good Afternoon:

I am writing to voice my opinion regarding discontinuing services of The BookMobile in Guelph.

As the mother of 2 small children, who uses the Bookmobile services regularly, I think it is an unfortunate idea to eliminate these services. While we also use the West End Branch of the library, the children love the idea of the Bookmobile. The Bookmobile provides excitement for Thursday afternoons and allows the children to read a greater number of books within a month because of the close proximity and convenience of the Bookmobile's services. When I moved to the South End of Guelph, I was thrilled to see that the city of Guelph still offered the services of a Bookmobile. It brought back fond memories of the Bookmobile I frequented with friends and cousins in Kitchener as a child.

Any means to keep a child reading, developing and expanding his/her knowledge and education is surely a worthwhile service to save in our community. Should we not, as a city and a community offer this service to our children? I believe we should. Am I correct in my understanding that it is a \$250,000 service to the city of Guelph per year? If so, that amount seems so minimal... compared to some of the other ways our tax dollars are spent! Plus, it impacts so many people in the community, not just children.

Please reconsider,
A concerned mom

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on paper

"I Love all the
books that come
to us"
-Olivia



PETITION FROM THE RESIDENT'S OF ST. JOSEPH'S HEALTH CENTRE

* KEEP THE BOOKMOBILE SERVICE *

This petition expresses our concerns about the potential elimination of the BOOKMOBILE service. We use this service regularly and many of us have mobility limitations. Going to a library is not a viable option. We need and want the BOOKMOBILE to continue.

Date	Print Name	Signature	Date	Print Name	Signature
Apr 9/11	Robert Davis	[Signature]	Apr 9/11	Ana Dowd	[Signature]
"	Filly Senes	[Signature]	"	By Guignon	[Signature]
"	Harold Patterson	[Signature]	"	Manda Mann	[Signature]
"	Brady Dillard	[Signature]	"	Joanne Denny	[Signature]
"	Kate Therese	[Signature]	"	Hanna Juaska	[Signature]
"	Jesa McMahon	[Signature]	"	Janet Rence	[Signature]
"	Linda Pellow	[Signature]	"	Gummy (Mrs)	[Signature]
Apr 9/2011	[Signature]	[Signature]	"	[Signature]	[Signature]
Apr 9/11	[Signature]	[Signature]	Apr 9/11	CHRIS PUGH	[Signature]
Apr 11	John Churcher	[Signature]	"	Angie P. Thomas	[Signature]
Apr 9/11	W Fabbian W. Z. Pan	[Signature]	"	Ch. Layton	[Signature]
"	D. Underwood	[Signature]	"	Kathy Warrington	[Signature]
"	Maria Johnson	[Signature]	"	SALLY COPE	[Signature]
"	Arnold Bruce	[Signature]	"	X NARY WALCH SMITH	[Signature]
"	Delina Fraser	[Signature]	"	MARY 2	[Signature]
"	M. Isler	[Signature]	"	[Signature]	[Signature]
"	Christine Laywell	[Signature]	"	Ronald Johnson	[Signature]
"	Nora Thompson	[Signature]	"	Manis Johnson	[Signature]
"	Rick Thompson	[Signature]	"	Martha Berendse	[Signature]
"	John Thompson	[Signature]	"	Sharon Fuller	[Signature]
"	[Signature]	[Signature]	"	Melissa McQueen	[Signature]
"	[Signature]	[Signature]	"	Amye Robinson	[Signature]
"	[Signature]	[Signature]	"	Eileen Maston	[Signature]
"	Edith Schofield	[Signature]	"	Daniel Murphy	[Signature]
"	A.L. LESINS	[Signature]	"	[Signature]	[Signature]
"	H. LESINS	[Signature]	"	Keith Robinson	[Signature]
	Dacia Fraser	Dacia Fran		Dacia Cheryl Dickson	[Signature]

March 14, 2011

Ms. Kitty Pope, CEO
Guelph Public Library
400 Norfolk Street
Guelph ON N1H 4J6

Dear Ms. Pope:

As residents of the Elliott Community, we are responding to the decision to discontinue the Library's Bookmobile Services in order to help reduce the total tax levy for the City of Guelph.

Although keeping the levies at the lowest rate possible is of utmost concern, we fear canceling this service will impose a great hardship on many Guelph residents. Individuals unable to get to their local library due to permanent handicaps such as people in wheel chairs or the legally blind, illness or weather conditions, will be unable to obtain reading material. For these persons, reading is essential for their rehabilitation and/or inclusion in society.

We urge you to reconsider this decision.

Sincerely,

Donald Barnum - Chair Residents Council
H. Brode Suite #473 170 Metcalfe St
James M. Robinson Room 475
HAZER Naylor
Dorothy McMurtry Rm 456, 170 Metcalfe St
Evelyn Simpson Room 484
Deanna Sobara
Ken Reeve, The Elliott Community
Walter E. Duth, Suite 466, Mollingham
G. Jean Elliott Lisa Wilson

over

Edwin B. In Anony 461 → Metcalfe St.

Katalin Trudel 54 Devere Drive

Robert V. Hamer

Ruth West 470 Nottingham

Mistie Garoffa 496 170 Metcalfe St

Francis Fabian 454

Joanne Dayl 496

Julia M. Allen 496

Doy. Ritchie

Helen Kelly

Samuel Reich

Stewart Robertson

Sandra Butler

Ed. Holburn

Joanne Stenrod

Leslie Green

Phyllis Dunt 459 Nottingham

Page 4, Ms. Kitty Pope, March 14, 2011

Sabrina Gapsill.....

Shannon Fryer
Bladep Trilbe
Guy Ritchie
Sandy Burkett
Doris Legault
Helen Hansen
Jean Stewart
Ken Doughty
Duncan McParlane

Appendix iv: Benchmarking

Guelph Public Library Bookmobile Evaluation – Bench Mark Survey – 2011

STATISTICS	Guelph Public Library	Lethbridge Public Library	Lambton County Public Library	Strathcona County Library
Address	100 Norfolk St Guelph, Ont. N1H 4J6	810 5 th Ave S Lethbridge, AB, T1J 4C4	787 Broadway St Wyoming, ON N0N 1T0	401 Festival Lane, Sherwood Park, AB T8A 5P7
Website	www.library.guelph.on.ca	www.lethlib.ca	www.lclmg.org	www.sclibrary.ab.ca
CEO	Kitty Pope	Todd Gniissios	Robert Tremain	Sharon Siga
City Population	123,00	86,659	71,419 (Sarnia) 128,201 (Sarnia/Lambton county)	89,382
# sq Km city	86.72 sq Km	127.19 sq km	164 sq km	1,265 sq Km County
BUDGET				
Total Lib. system Budget	\$7,799,400	2010: \$6,513,770	\$5,373,204	\$8,297,409
Total BKM Budget	\$238,600	N/A	n/a	\$334,616
Total System wide Collection size & materials budget	389,940 items \$1,166,100 budget	291,214 items LPL 2011: \$586,318 (including periodicals and databases)	460,928 items \$719,366 budget	215,000 items \$575,981
Total BKM Collection size & materials budget	5,246 items \$44,700 budget	11,100 items 2010: \$16,780	n/a - do not have a separate collection. Use Sarnia Branch collection	Borrow block loans from the main library ..mainly purchase paperbacks and high demand items for our adult collection.
CIRCULATION & MATERIALS				
Total system circulation	1,831,174 (2010)	LPL 2010: 503,146 Chinook Arch Region 2010: 1,177,745	996,322 (2010)	1,116,442 (2010)
Total BKM circulation	46,665)	52,375	10,660	65,000 estimated
BKM circ. per hr. of operation	35/hr	39/hr	12/hr	78/hr average
Average Size of collection carried on the BKM & type of Collection	3,000 items on board + 2,000 in reserve	5,300 items -	2,863	4,000
STAFF				
# BKM staff	2.5	1.5	1.5	2.7 FTE
Level of staff on BKM	2 Full time Library Technicians, .5 clerk, 1 page	1 fulltime Library Assistant (tech equivalent) 1 20 hr/week clerk Additional driver and clerk staffing	1 FT clerk .5 clerk	1 Full time Coordinator 5 Part-time operators There are two operators on the bus most of the time.
MEMBERSHIPS				
Total Memberships System Wide	76,985 – Total members 46,813 – Active (used within 2yrs)	Chinook Arch region: 80,755 LPL members: 47,895 LPL members active (past 2 yrs):	70,160 - total members 33,424 - active (used within 2 years)	12,291 – Active - We have cards are used by more than one member, so this is not an accurate count .
Total BKM Membership	3,000 – Total members	2,302 total members	393 - total members	1600 – Total members
BRANCHES & BKM HOURS OF OPERATION				
# of branches	Main Library & 5 Branches	Main library & 1 branch	26 branches	Main Library
# of BKMs	1	1	1	1
# of BKM stops per schedule	21	School year: 21 Summer: 16	7	12 regular stops
# of alternate schedules	Schedule remains the same each season	School year and summer	none	Regular schedule remains the same year round.

Length, Frequency & hours of service	1 or 2 hr stops Once each week Daycares – every 3 rd week Day & evening hrs Mon to Thurs, Sat. all day, Closed Friday and Sunday.	45 to 90 minutes Most stops are weekly; Tuesday night alternates every other week.	2 or 2.5 hour stop - once per week. Mornings or afternoon. No evening or weekend stops	1 – 1.5 hours Weekly for regular stops. Weekly or every 3 rd week for special visits. Day & evening hrs Mon – Friday
Average # of system wide hrs open per year	Average 20,000 – total Main & 1 branch –open 67 hrs per week 4 branches open 62 hrs per week	Main branch: 70.5 Hrs/wk winter 67 Hrs/wk summer Crossings Branch - 67 Hrs/wk	39,468 - total	Main library - open 69 hrs per week (175 days) or 3552 hours
Avg. # of BKM hours open per year	1,400	1,350	780	830
BOOKMOBILE OPERATION				
Type of stops & % of schedule	Seniors 30 % Daycares 30% Schools 0 % Community 45 %	Schools: approx. 50 % Community 50 % (11)	All community stops. No daycares or school stops	Seniors 5.5% Daycares 19% Schools 5.5% (also a public stop) Community 70%
Criteria for establishing a BKM stop	Community Need: Senior residences Daycares High density low income Unserved areas	Community need: Accessibility School/programs low-income areas Small rural areas that don't have library service	Community need Senior residence near by Low income areas	Community Need rural communities special visits to preschools and seniors residences.
BKM History	Began in 1976 – this is our 3 rd vehicle	Began in 1985. This is the original vehicle. Fundraising underway for a new vehicle, spring 2012 target for on the road.	n/a	Began in 1982 – this is our 3 rd vehicle
Size & type of vehicle	35 ft long – 12 ft wide – one door – cab and box one unit	37 ft long, single unit, two doors (front and rear) Includes bathroom (staff only)	Elf bookmobile. Cab & box one unit	40' long, 102" wide (8.5 feet) – one door – low floor transit bus
Is the BKM accessible?	Yes – motorized ramp	No	Yes - motorized ramp	Yes – motorized ramp
What is your ILS?	POLARIS	Sirsi-Dynix Symphony	Vubis	Horizon
Is ILS networked to the BKM? (Partially or fully?)	No – we work off-line on Polaris	Yes – connected through cell phone towers.	No - work offline. Download data later	No – we work off-line with PC Reliance on Horizon
Does BKM have internet access? How do you communicate with home base?	Yes - for staff use only 2 laptops to access Polaris and the internet and one cell phone for communication	Yes – staff computer had internet and ILS access (no connection to library LAN Email and cell phone, phone is internal library use only	no	Yes. staff laptop, two Tough Book public laptops and two iPads for staff/public Cell phone
AVG # of miles travelled per year	10,000	6,000	n/a	10,000
Do you travel outside the city? (% of stops in the county or Metro areas)	No	Yes – one stop just outside of Lethbridge in the town of Coalhurst every other Friday	No	Yes, serve mainly the rural area, but urban stops are growing.
Who are your target audiences?	Seniors/Daycares At risk neighborhoods	Elementary schools, general community	Seniors Low income neighborhoods	Residents outside the urban area , Seniors /Daycares
What are the goals or mandate of your BKM service?	provide outreach service to those citizens who are underserved due to mobility or monetary issues. - To gage our community; the BKM locations “test the waters” and are often an indication for future branch locations.	provide library service to those who may not easily be able to access the library - through school partnerships, provide library service to children whose parents may not be able to bring them to the library .	provide outreach service to those citizens who have mobility or monetary issues	Our motto is “Part of the Service, Part of the Community”. We carry library services out into the community and we advocate for the Library by becoming members/partners in the community.
What services does your BKM provide?	Circulation/Place and deliver requests/ reference service	Circulation; place and pick up holds; reference; public internet	Circulation, reservations, reference service	Circulation/Readers Advisory/Requests Reference services

Does your BKM provide programs?	Yes – story times at our daycares /summer crafts for children/outdoor tea parties with the senior residences	No – just summer sign-up for self-guided summer reading program	No	Yes Story times reading games
Does your system also provide other Outreach Services in your community?	Yes we have a volunteer delivery service to homebound patrons.	Yes: Volunteer homebound program “Books on the Move” deposit collection to seniors Partnership with University to train storytellers	Yes - volunteer delivery to housebound	Yes - volunteer delivery to housebound
FUTURE PLANS				
How would you serve your BKM target audiences if you did not have a BKM?	We are currently investigating other possible means of delivering the service. small “deposit” collections and training volunteers	Storefront branches in far north and south sectors of the city – not currently economically feasible	No plans. Currently working on a strategic plan which will address this service	Investigating kiosks for busy public spaces such as transit stations and sports centers.
What is the long term strategic plan for your BKM service?	plan called for an evaluation of our BKM service once our final neighbourhood branch put in place in 2010.	Replace existing BKMB with additional capabilities wheelchairs and strollers, accessible, public internet programming, ability to move modular shelving	n/a	just designed and built our new low-floor bus locally plan to continue service for 20 – 30 years
Do you plan to replace your BKM as needed?	It is unlikely that a BKM of our current size would be replaced.	Yes	n/a	Yes.
Would you consider another type of mobile service?	Yes – this is currently under investigation.	Has not been considered to date	n/a	Unlikely.
Is there any sponsorship, fund raising associated with your BKM?	No- we are currently exploring ideas for possible sponsorship.	Fundraising currently underway for new BKMB, primarily grants and corporate donations	no	Last October, we received \$300,000 in funding from Shell Canada Ltd. over 5 years.
Have you completed any studies on your BKM service? Do you plan any?	No – this is our first review of our BKM service – individual stops are evaluated each year	Not within past decade	no	Our Library’s Plan of Service includes conducting a series of consultations to explore the values and needs of the community.
What are the challenges facing your BKM service now and in the future?	Proposed budget cuts.	Replacing aging vehicle Perception that it’s just for elementary schools and children Retirement of staff	municipalities provide the facilities, but in this case the county is providing full funding for a service which only serves city residents.	high level of support at all levels – library, board, council and public.
How do you promote your BKM service? An	Website Bookmarks/posters in the neighbourhoods School Visits	Website, schedule handouts at branches and community events, existing partnerships with schools.	Website posters	Website Posters School visits Newspaper partner with other community agencies, Spring Reading Program
Other comments		on public satisfaction surveys, BKMB has the most positive comments Board has decided to fundraise to replace BKMB IFLA Mobile Library Guidelines: http://www.ifla.org/publications/ifla-professional-reports-123		
Contact person	Sharron Turner	Elisabeth Hegerat	Carol Gardiner	Diana Balbar
Email address	sturner@library.guelph.on.ca	elisabeth.hegerat@lethlib.ca	carol.gardiner@county-lambton.on.ca	dbalbar@sclibrary.ab.ca
Date compiled	March 18, 2011	April 8, 2011	April 12, 2011	

Appendix v: Used Bookmobile Sales



"Bridging the gap between you and success!"

BOOKMOBILE FOR SALE



The Burnham Memorial Library in Colchester, Vermont is offering for sale a 28-foot, custom-manufactured OBS, Inc. bookmobile. This bookmobile was purchased in 2002 as part of a Mobile Library Literacy project funded via the Institute of Museum and Library Services (IMLS) and the Vermont Department of Libraries. Therefore, no federal funds can be used in the purchase of this vehicle.

Manufacturer: OBS, Inc. (Canton, Ohio)

Model: Concept 2000

Year: 2003

Make: Blue Bird

Model: STFE3600-2708

Delivered to Colchester, Vermont from factory: January 2003

Current Condition: Excellent

Current mileage: 14,250 (approx.)

Onan generator for interior/exterior lighting; heat; air conditioning

Includes shoreline battery

Includes electronically controlled side awning and steps

Wired for 6 laptop computers; no satellite or internet technology included

Cost of new vehicle delivered from factory (January 2003): \$138,537.00

Current market value of vehicle in May 2008: \$92,452.00*

* Estimate provided by Barb Ferne of OBS, Inc. in an email dated 5/12/08.

The vehicle is available for sale to a library/library system or literacy mobile delivery program.

Sale Price of Vehicle: \$26,183

Available immediately and will be sold as is.

Contact: Library Director

Burnham Memorial Library

Colchester, Vermont 05446

info@burnham.lib.vt.us

802-879-7576

w196 s8406 plum creek boulevard
muskego, wisconsin 53150-8170 usa
PHONE: 262.679.9096
FACSIMILE: 262.679.2066
VEHICLESUCCESS.com

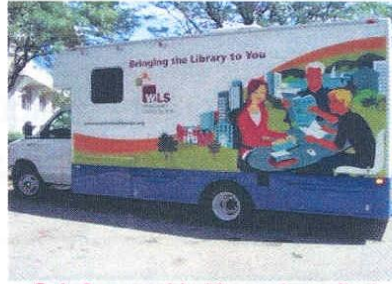
Used Bookmobiles



Brand New Demonstrator - Ultra GREEN!

Rare manufacturer's demo unit!
The latest in eco-friendly and efficiency features including solar (no generator), LED lighting, easy access door, and modular shelving!

Year: 2009	Mileage: 3,500
Length: 24' (approx.)	Price: \$139,000
Fuel: Diesel	Location: Montana
Manufacturer: Meridian SV	Sales Sheet: DOWNLOAD



Only 3 years old with very low miles!

"Like New" condition with wheelchair lift and exterior awning.
Save thousands \$\$\$ over new! Don't miss out on this one!

Year: 2008	Mileage: 13,000
Length: 28' (approx.)	Price: \$89,900
Fuel: Gasoline	Location: New York
Manufacturer: Farber SV	Sales Sheet: DOWNLOAD



New Listing - Great Condition!

Wheelchair accessible with low miles! Tires and body in excellent condition!

Year: 2001	Mileage: 53,045
Length: 38' (approx.)	Price: \$59,500
Fuel: Diesel	Location: California
Manufacturer: Farber SV	Sales Sheet: DOWNLOAD



New Lower Price - Extra Low Floor!

Only 8 years old with very low mileage!
Includes single color full paint job!

Year: 2002	Mileage: 31,000
Length: 28' (approx.)	Price: \$75,000 \$59,500
Fuel: Gasoline	Location: Montana
Manufacturer: Farber SV	Sales Sheet: DOWNLOAD



Brand New Generator!

Dual patron doors, wheelchair accessible and classic wood shelving!

Year: 2001	Mileage: 66,500
Length: 32' (approx.)	Price: \$55,000
Fuel: Diesel	Location: Oregon
Manufacturer: MSV	Sales Sheet: DOWNLOAD



New Paint & Rear Jump seat!

Great tires and new transmission in 2006! Take it home today!

Year: 1998	Mileage: 91,588
Length: 32 (approx.)	Price: \$34,100
Fuel: Diesel	Location: Ohio
Manufacturer: Farber SV	Sales Sheet: DOWNLOAD

Appendix vi: Costing

Comparison between the current bookmobile service and a community outreach service. The Bookmobile is very cost effective as it enables customers to share one collection of 5,000 books/av and magazines, whereas a serie of deopsit colelctiosn requires significantly more books/av resources.

	Bookmobile	Community Outreach	Notes
REVENUE	None	\$6,000	\$1,200 fee per year for a deposit collection in a senior or daycare facility. 2016 5 deposits \$6,000 2017 10 deposits \$12,000 2018 15 deposits \$18,000 2019 20 deposits \$24,000
Total Revenue		\$6,000	
EXPENDITURES			
STAFFING	2.5 FTE 1 coordinator 1 driver ½ clerk \$164,500	2.5 FTE 1 coordinator 1 trainer ½ clerk \$164,500	
RESOURCES	5,000 volumes on the bookmobile \$44,700	10,000 resources in 20 collections Print \$89,400 Audio books \$2,500 E books \$2,500 \$94,400	Will test the potential of early e book usage by senior customers.
VEHICLE	Gas/maintancece \$8,500 Grarage rental \$5,900 \$13,100	None	
TECHNOLOGY/ COMMUNICATIONS	\$2,400	staff computers \$2,400 20 computers \$12,000	To access collections and train volunteers To access library catalogue and check in and out material
OTHER Janitorial Supplies Advertising Signage	\$5,400	Delivery of collections \$18,000 4 Volunteer workshops @ \$700 \$2,800 Signage \$1,200	
TOTAL EXPENSES	\$230,100	\$295,300	
- Revenue		-\$6,000	
TOTAL ANNUAL COST	\$230,100	\$289,300	\$59,200 difference
Start up costs		1 vehicle \$20,000 Delivery boxes \$5,300	

**Ongoing costs July to December 2011 if the bookmobile service
was cancelled June 30, 2011**

	July-December 2011
STAFFING	
benefits and layoffs	\$26,500
RESOURCES	None
VEHICLE	
Insurance/garage rental	\$12,000
To sell vehicle	\$2,200
TECHNOLOGY/ COMMUNICATIONS	None
TOTAL on going EXPENSES	\$40,700
Revenue from the sale of the Bookmobile	\$22,000

Tunney, Robin

From: Ellen Crystal [ellencrystal@rogers.com]
Sent: March 11, 2011 9:19 AM
To: Tunney, Robin
Subject: Guelph Spring Transit Advertising Sale !!!

Reg. \$1,100 / 4 weeks

Sale \$1,000 / 4 weeks

You save \$1,300 !!!

Full Wrap

Reg. \$2,500 / 4 weeks

Sale \$2,200 / 4 weeks

You save \$3,900 !!!

If you would like additional information including sample pictures and our rates on interior space, please contact me at your earliest convenience.

Thank you.

Ellen Crystal
Media Sales
Sambrook Media Corp.
Direct: 905-619-3480
Toll Free: 866-415-0024
www.sambrookmedia.com
ellen@sambrookmedia.com

C

Appendix vii: Vehicle Report

Unit 05550 Library Bookmobile

On Apr 28th the unit was brought in to PW for an assessment.

Findings: Minor body damage and corrosion at the rear skid plate.

At some point in the year we will have address a few mirror repairs to the exhaust, frame and mounts to the drop box. In approximately a year it will need some front end repairs.

I have sent out oil samples for the engines, drop box, transmission and differential. I have not received the results as of yet.

The rest of the unit is in excellent working condition including the wheel chair ramp and the air system for the suspension. I fell the unit should be able to operate for at least 5 years.

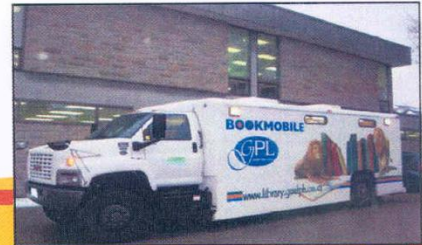
Larry Stradiotto



Larry Stradiotto
Lead Hand, Fleet
T 519-822-1260 x 2029
E larry.stradiotto@guelph.ca

Appendix ix: Promotional Material

Guelph Public Library Bookmobile Schedule



Monday

Daycares	9:30 - 10:45
The Elliott Community	11:00 - 12:00
Shelldale Centre	3:00 - 5:00
Marilyn Drive Condominiums	6:00 - 8:00

Tuesday

Lutheridge Senior Residence	9:45 - 10:45
Wellington Park Terrace Senior Residence	11:00 - 12:00
Riverside Glen / Parkside Christian Village	2:45 - 3:45
Victoria Grange Plaza	4:00 - 5:00
June Avenue Public School	6:00 - 8:00

Wednesday

St. Joseph's Health Centre	9:45 - 11:45
Village by the Arboretum	3:00 - 5:00
Rickson Ridge Public School	6:00 - 8:00

Thursday

Victor Davis Memorial Court	9:45 - 10:45
Orange Hall on Waterloo Avenue.	11:00 - 12:00
Downey Road Plaza	3:00 - 5:00
Arkell Crossings Plaza	6:00 - 8:00

Friday

CLOSED for servicing

Saturday

Guelph Lake Commons Senior Residence	10:00 - 11:30
Willow West Mall	1:45 - 2:45
Westwood Public School	3:00 - 4:00

Sunday

CLOSED

Phone 519-829-4401 for more information.



How Can I HELP?

- 1) Phone, email, or write a letter to Guelph's City Councillors and your local media outlets. Speak out and voice your concerns...We must KEEP our Bookmobile Services!
- 2) Visit www.library.guelph.on.ca to participate in our Bookmobile Service Survey. Let us know what you think!
- 3) Contact the Guelph Public Library CEO – Kitty Pope at 1-519-824-6220 ext. 220 or kpope@library.guelph.on.ca

Bookmobile Facts:

- Over 4,500 volumes are available on the Bookmobile
- Serves over 3,000 customers circulating over 40,000 resources
- Stops at 23 daycares, senior residences, after-school stops, un-served locations every week



1976 - The first GPL Bookmobile Service is added.

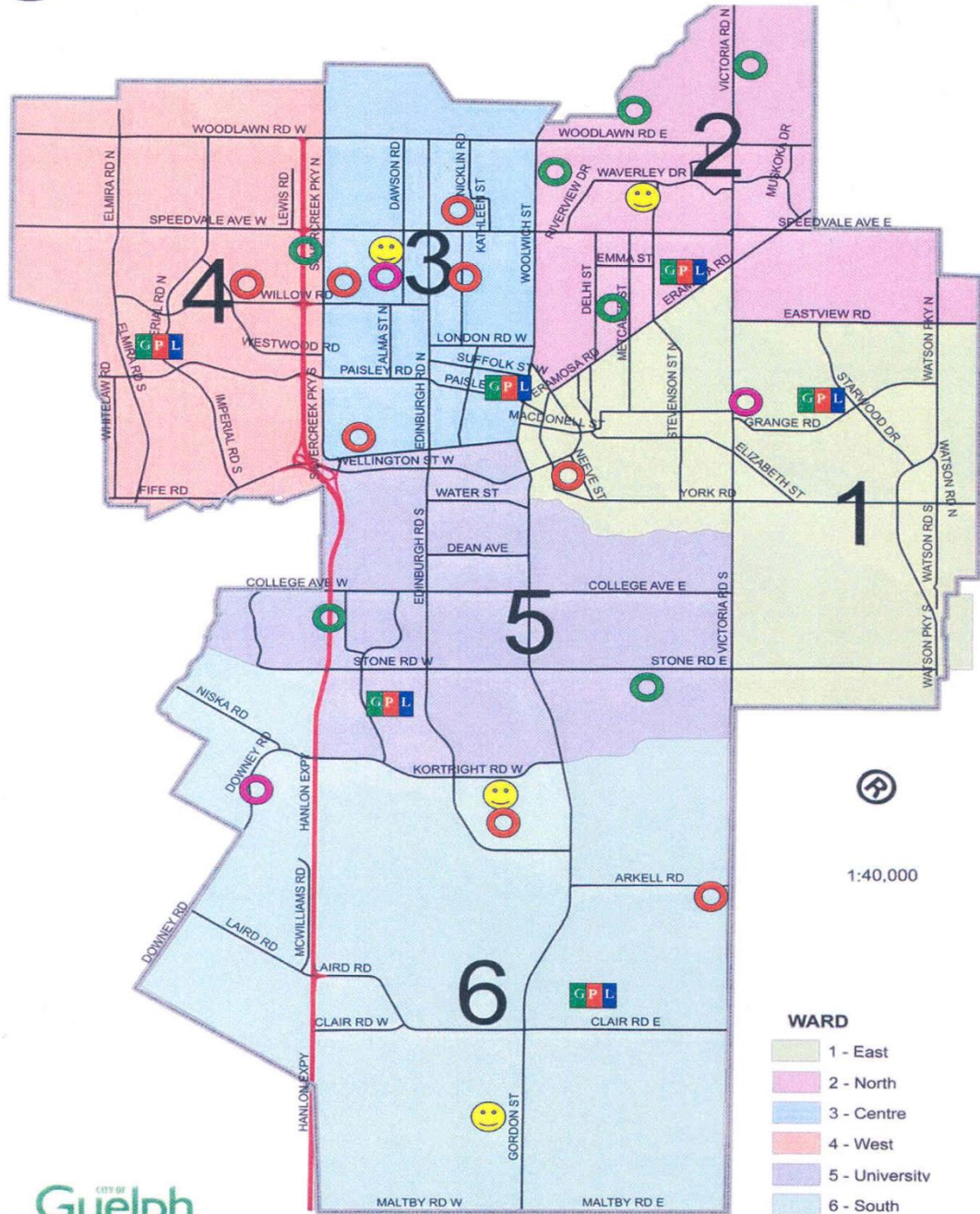


1987 - The original Bookmobile is replaced.



January 2006 - The current GPL Bookmobile is added.

Guelph Public Library Bookmobile Stops



1:40,000

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COMMITTEE REPORT



TO **Community and Social Services Committee**

SERVICE AREA Community Engagement and Social Services Liaison
DATE May 10, 2011

SUBJECT **Discretionary Social Services Funeral Directors Fees Update**

REPORT NUMBER CSS-CESS-1115

SUMMARY

Purpose of Report

To provide an update on the request from funeral directors for an increase in their rates, one of the discretionary social services costs shared with the County of Wellington.

Committee Action

To receive Report # CSS-CESS-1115 and consider the recommendation that status quo funding be maintained at 2010 levels for discretionary funeral services grants for the 2011 year.

RECOMMENDATION

That Report # CSS-CESS-1115 "Discretionary Social Services Funeral Directors Fees Update," dated May 10, 2011 be received and approved by Community and Social Services;

AND THAT status quo funding be maintained at 2010 levels for discretionary Funeral Services for the 2011 year.

BACKGROUND

Report # FIN-10-05 notes that there are a number of discretionary social services programs that the City and County has supported for a number of years which are not mandated by provincial legislation. These programs have traditionally been administered by the County. Some programs involve provincial subsidy, some are funded jointly by the City/County and some are funded solely by the City. In 2011 the total budget for these discretionary programs is \$3,965,000 of which the City's portion is \$958,000. Funeral Services form part of these discretionary programs.

Guelph City Council, at their February 22, 2010 meeting directed staff to:
"maintain stable funding in 2010 for the City's portion of discretionary Social Service Programs".

The specific costs and historic funding arrangements for funeral services are outlined in the County of Wellington Social Services Committee Report, dated October 13, 2010. This report followed a request from Funeral Directors for a 20% increase in funeral rates in each of the next two years (Appendix 1). In this report, the Special Services Manager noted that: "funeral rates were increased significantly in the early 1990's. Since that time the yearly increases have been minimal and have not accommodated the increases experienced by the funeral homes. For the last 4 years the increase has been 3% yearly and the County of Wellington is currently paying \$3,321 per funeral", a survey of 56 regions, places County funding in the top 20 regions (Wellington is #18), (Appendix 2).

The report goes on to note that: "These are not the only costs the County pays for a funeral...there are costs over the basic amount they are requesting. As well the County is responsible for cemetery costs which are capped at \$1000." Finally the report notes that: "This office is responsible for approximately 40 funerals a year of which two thirds are covered at the 80/20 cost share with the 20% being split between the City and the County based on residency. One third of the funerals are paid out at 100% discretionary benefits for people who are on fixed incomes and allocated to the City or County based on residency". Further, the report notes that "Staff pursues all possible reimbursement from the deceased person's estates, i.e. bank accounts, CPP death benefits."

In 2010 the cost of funeral services was \$65,092. Twenty eight funerals were covered at an 80/20 cost share for the amount of \$18,598 and 14 were paid at 100% of discretionary benefits for a cost of \$46,494 (Appendix 3).

The City received a letter from the Clerk's Office, County of Wellington dated November 3, 2010 advising the City that the following resolution had been approved by Wellington County Council at its October 28, 2010 meeting:

" That the request of the funeral directors for a 20% increase in funeral rates in each of the next two years be approved;" and

"That the Council of the City of Guelph be requested to determine the extent to which the City is prepared to fund the cost of discretionary funeral services on an on going basis and that such direction be provided to the County of Wellington and the funeral directors by November 30, 2010". At the time of receipt, the City advised the County that, "subject to S. 275 of the Municipal Act, it was not possible for this matter to be considered by Council before the end of the Council term on November 30th, and that the correspondence would be forwarded to the first committee meeting for discussion and recommendation to Council in the new year."

To this end, the matter was discussed at Community Social Services Committee meeting, January 11, 2011 and Committee carried the motion:

"THAT the correspondence from County of Wellington with respect to Funeral Director Funding be referred to staff to investigate and report back to the Committee." This was then referred to Finance staff.

REPORT

The City and County of Wellington are continuing their negotiations on the delivery of discretionary social services by the County of Wellington in their capacity as CMSM. These negotiations are outlined in report # CSS-CESS-1113. This report notes that the discretionary services are divided into a number of categories A - G and that funeral services would fall into category D - discretionary services with a wide range of other services including the provision of wheelchairs, dentures, incontinence pads, etc. The 2011 County of Wellington budget notes that the total funding for this category of discretionary benefits is \$181,000 of which the City's portion is \$104,000. These negotiations are proceeding on the premise that funding for groups or individuals in receipt of these funds will remain status quo for 2011 at 2010 levels.

The County formally requested (in a letter dated November 3, 2010), that the City determine the extent to which it was prepared to fund the cost of discretionary funeral services on an ongoing basis. This request was raised at the January 11 meeting of CSS regarding the Funeral Directors fees and was referred to Finance staff to investigate and report back to Committee.

Following this investigation, it is staff opinion that funding levels for discretionary funeral services should maintain the status quo in 2011. This recommendation is also consistent with Council's response during the 2011 budget deliberations to the requests from the Wellington-Guelph Drug Strategy and Poverty Elimination Task Force for more funding.

CORPORATE STRATEGIC PLAN

Goal 5: A community- focused responsive and accountable government

FINANCIAL IMPLICATIONS

Funeral costs are found in provincially cost shared discretionary benefits and in 100% municipally funded discretionary benefits. Based on information from the County of Wellington, the 2011 budget which includes the 20% increase to funeral directors are as follows:

City - provincially cost shared discretionary benefits gross expenditure \$61,500 with a net cost to the City of \$11,600

City - 100% municipally funded discretionary benefits gross expenditure \$20,000 (net cost also \$20,000)

Accordingly, if the recommendation to remain at the status quo is approved, the 2011 budget savings would be 20% of \$31,600 (\$6,320). The actual savings will vary by the number of funerals. The requested increase per funeral for 2011 is \$664 and for 2012 \$797.

DEPARTMENTAL CONSULTATION

The Finance Department has reviewed the report.

ATTACHMENTS

Appendix 1: Request from Funeral Directors

Appendix 2: Survey of 56 Regions
Appendix 3: Four Year Funeral Trend



Prepared By:
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General Manager of Community Engagement
Community Engagement and Social Services
Liaison
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“original signed by Margaret Neubauer”

Recommended By:
Margaret Neubauer
Chief Financial Officer/
City Treasurer
519-822-1260 x 5606
margaret.neubauer@guelph.ca



Recommended By:
Ann Pappert
Executive Director
Community & Social Services
519-822-1260 x 2665
Ann.pappert@guelph.ca

Thursday, October 7, 2010

The following is a breakdown of what each funeral home in the county charges any family requesting similar style of services to those outlined in our agreement. This is for the full style of services and casket as outlined.

Heritage Funeral Homes	5345.00
Hardy-Lee Funeral Home	5420.00
Hendrick Funeral Home	5365.00
John Thomson & Son	5190.00
Graham A. Giddy Funeral Homes	5192.00
Crawford Funeral Home	5910.00
Butcher Family Funeral Home	5290.00
Garrett Funeral Chapel	5295.00
Gilbert MacIntyre & Son Funeral Home	4970.00
Gilchrist Chapel	<u>5057.00</u>
	\$53034.00

Divide by 10 Funeral Homes=**\$5303.40** average cost for the county residents

<i>CASKET</i>	<i>\$556.00</i>
<i>EMBALMING</i>	<i>\$227.00</i>
<i>REMOVAL</i>	<i>\$169.00</i>
<i>FUNERAL COACH</i>	<i>\$196.00</i>
<i>CLERGY CAR</i>	<i>\$126.00</i>
<i>FUNERAL HOME FACILITIES</i>	
<i>Basic Required</i>	<i>\$249.00</i>
<i>Facilities for service/or services from place of worship</i>	<i>\$346.00</i>
<i>Visitation</i>	<i>\$190.00</i>
<i>FUNERAL DIRECTOR, STAFF & SERVICES</i>	
<i>Arrangements and Required Services</i>	<i>\$483.00</i>
<i>Visitation</i>	<i>\$136.00</i>
<i>Conducting of Services</i>	<i>\$343.00</i>
<i>Register Book and Acknowledgement Cards</i>	<i>\$ 61.00</i>
<i>Documentation</i>	<i>\$239.00</i>
	<i>\$3321.00</i>

Average loss per call per funeral per funeral home \$1982.40

We are requesting an increase of 20% (\$664 for 2011) (\$797 in 2012) in *each* of the next two years in order to bring fees paid by the County closer to the actual charged by the Funeral Homes, and which would raise us closer to a similar level for those counties/regions providing similar style of services.

On behalf of the Wellington County Funeral Directors

Doug Gilchrist

Graham Giddy

Mike MacIntyre Sr.

2010 - SURVEY OF SOCIAL SERVICES FUNERAL RATES BY REGION

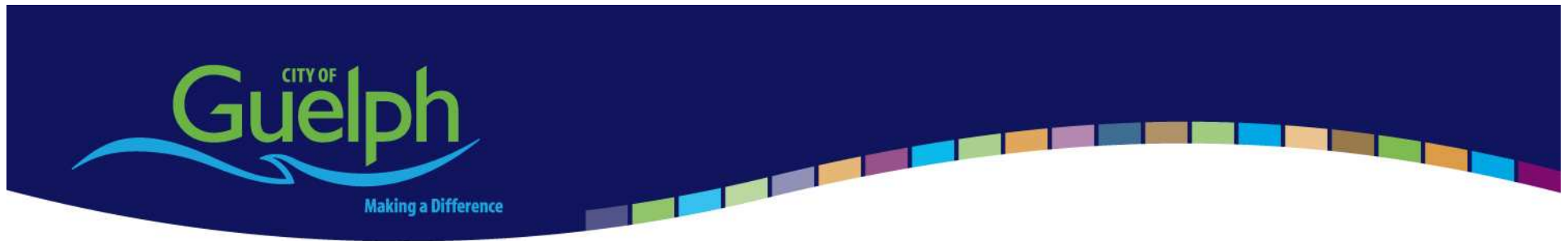
COUNTY/REGION CITY/MUNICIPALITY	TRADITIONAL SERVICE ALLOWANCE	CEMETERY ALLOWANCE			
Lanark	5,169.00	750.00			
Brantford	5,027.78	Actual			
Oxford	4,994.85	Actual			
Bruce	4,834.44	1,200.00			
Leeds & Grenville	4,809.00	Actual			
St. Thomas	4,883.00	1,500.00			
Algoma DSSAB	3,500.00	Included			
Grey	3,944.00	Actual			
Prescott & Russell	3,900.00	Actual			
Kawartha Lakes/Haliburton	3,685.00	Actual			
Timiskaming DSSAB	3,600.00	1,285.00			
Durham	3,500.00	1,000.00			
Rainy River DSSAB	3,500.00	Included			
Prince Edward	3,500.00	Included			
Lennox & Addington	3,500.00	Included			
Renfrew	3,250.00	Included			
Thunder Bay DSSAB	3,250.00	Actual			
Wellington	3,224.00	1,000.00			
Kenora DSSAB	3,200.00	Included			
Huron	3,053.00	1,000.00			
Perth	3,035.00	Actual			
Bruce	3,035.00	Actual			
Oxford	4,745.11	Actual			
Stratford	3,035.00	Actual			
Windsor-Essex	3,000.00	1,000.00			
Hastings	3,000.00	Included			
Kingston	2,925.25	1,000.00			
Haldimand-Norfolk	2,900.00	1,000.00			
Nipissing	2,800.00	1,000.00			
Niagara	2,700.00	1,000.00			
Cochrane DSSAB	2,600.00	Actual			
Lambton	2,518.00	Actual			
Peel	2,500.00	1,000.00			
Chatham-Kent	2,463.00	Actual			
London	2,455.00	1,000.00			
Dufferin	2,410.00	1,000.00			
Waterloo	2,400.00	1,500.00			
York	2,389.00	Actual			
Ottawa	2,370.00	1,000.00			
Toronto	2,319.32	1,000.00			
Halton	2,318.00	1,000.00			
Hamilton	2,288.10	1,000.00			
Simcoe	2,250.00	1,120.00			
Peterborough-City	2,250.00	1,000.00			
Parry Sound	2,250.00	Included			
Manitoulin-Sudbury DSSAB	2,250.00	Included			
Cornwall	2,250.00	1,000.00			
Alexandria-Eastern	2,250.00	783.20			
London-Middlesex	2,220.00	1,000.00			
Peterborough	2,137.50	1,000.00			
Northumberland	1,950.00	1,000.00			
Muskoka	1,907.00	1,100.00			
Sault St. Marie DSSAB	1,700.00	907.00			
Northumberland-Brett	1,500.00	1,000.00			
Sudbury CSM	1,089.65	1,000.00			
Hearst-Northern District	Same as Public	Same as Public			

Appendix 3: Four Year Funeral Trend

Total Number of Clients assisted with Funeral/Burial Services (2008-2010)

- Statistics based on the date of death

Municipality/Cost Category	2007	2008	2009	2010
County of Wellington – Cost Shared with Province	8	4	9	11
County of Wellington – 100% Discretionary Cost	8	11	5	9
City of Guelph – Cost Shared with Province	19	22	15	28
City of Guelph – 100% Discretionary Cost	9	14	9	14
Totals	44	51	38	62

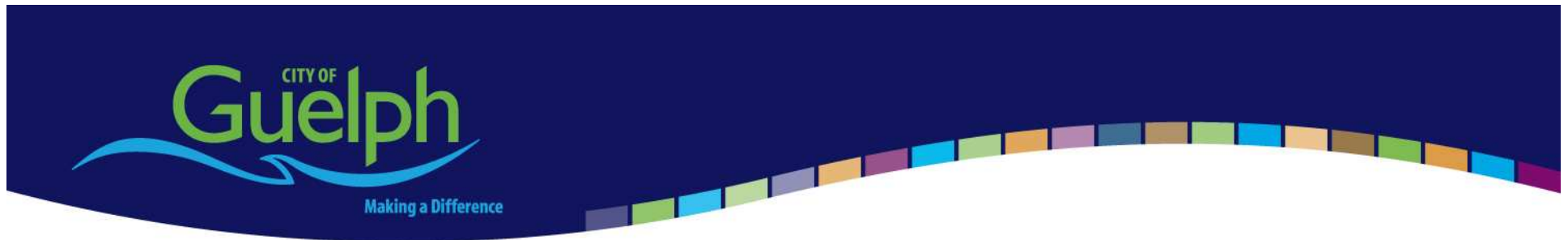


Guelph Vision for a Complete Community

A Conversation Document....

Guelph City Council

June 27, 2011

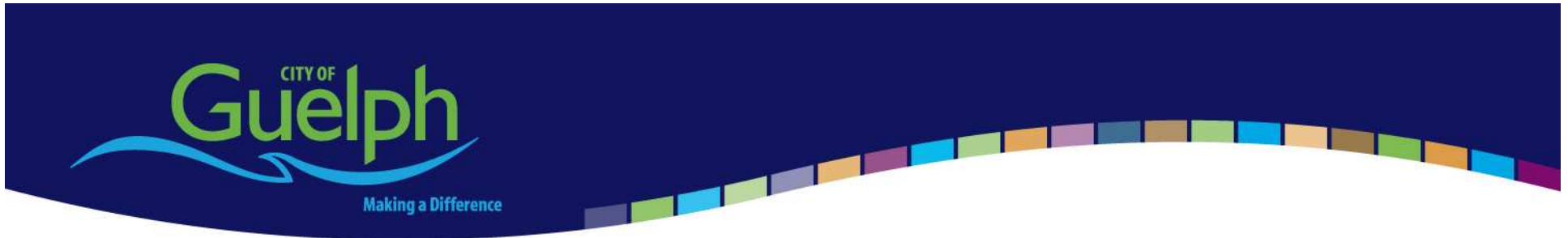


Purpose:

- Begin a conversation...Guelph as a “Complete” Community

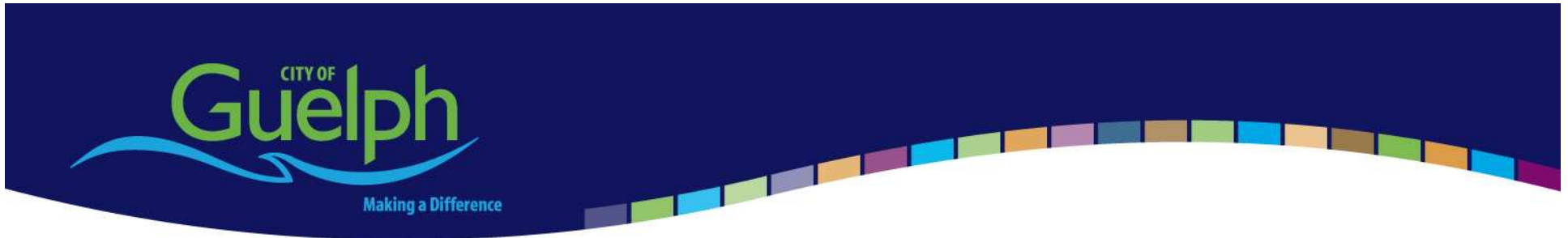
Objective:

- Present a case (‘connect the dots’)
- Involve residents, families, neighbourhoods, business, organizations, partners, other levels of government
- Identify specific, measurable benefits for Guelph



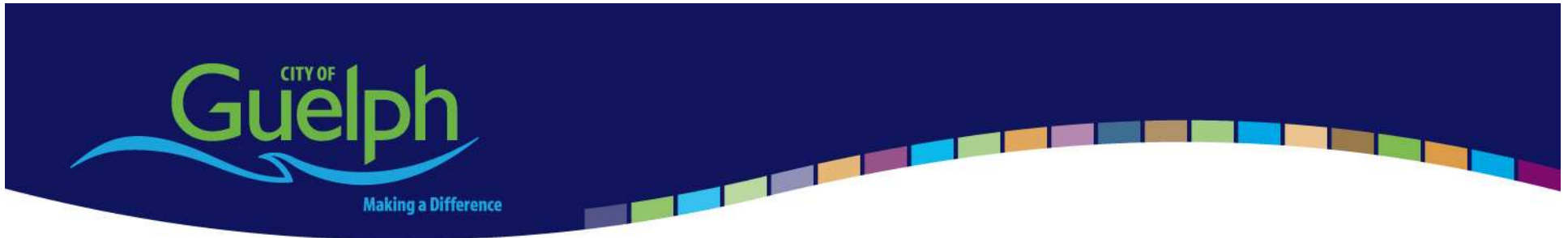
Current Situation

- Community concerns regarding current service planning and delivery and resourcing
 - silos, gaps, duplication, significant funding
- Win/lose scenario
 - litigation, arbitration, governance challenges
- Inherent differences between rural & urban
 - circumstances, pressures, values, approach
- Capacity to deal with complexity



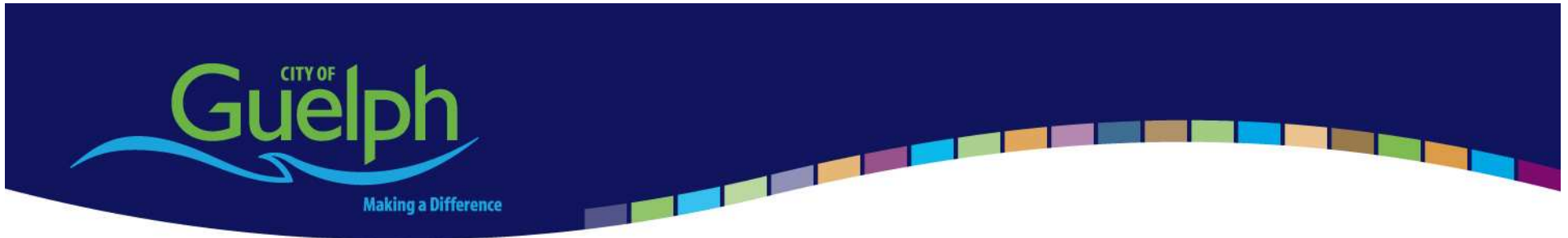
External Pressures (Drivers) Impacting Guelph

- Growing urban centre – 125,000 growing to 175,000
- Increasing complexity of urban issues
- Unpredictability of global markets
- Desire to increase coordination at local level



Internal Pressures (Drivers) Impacting Guelph

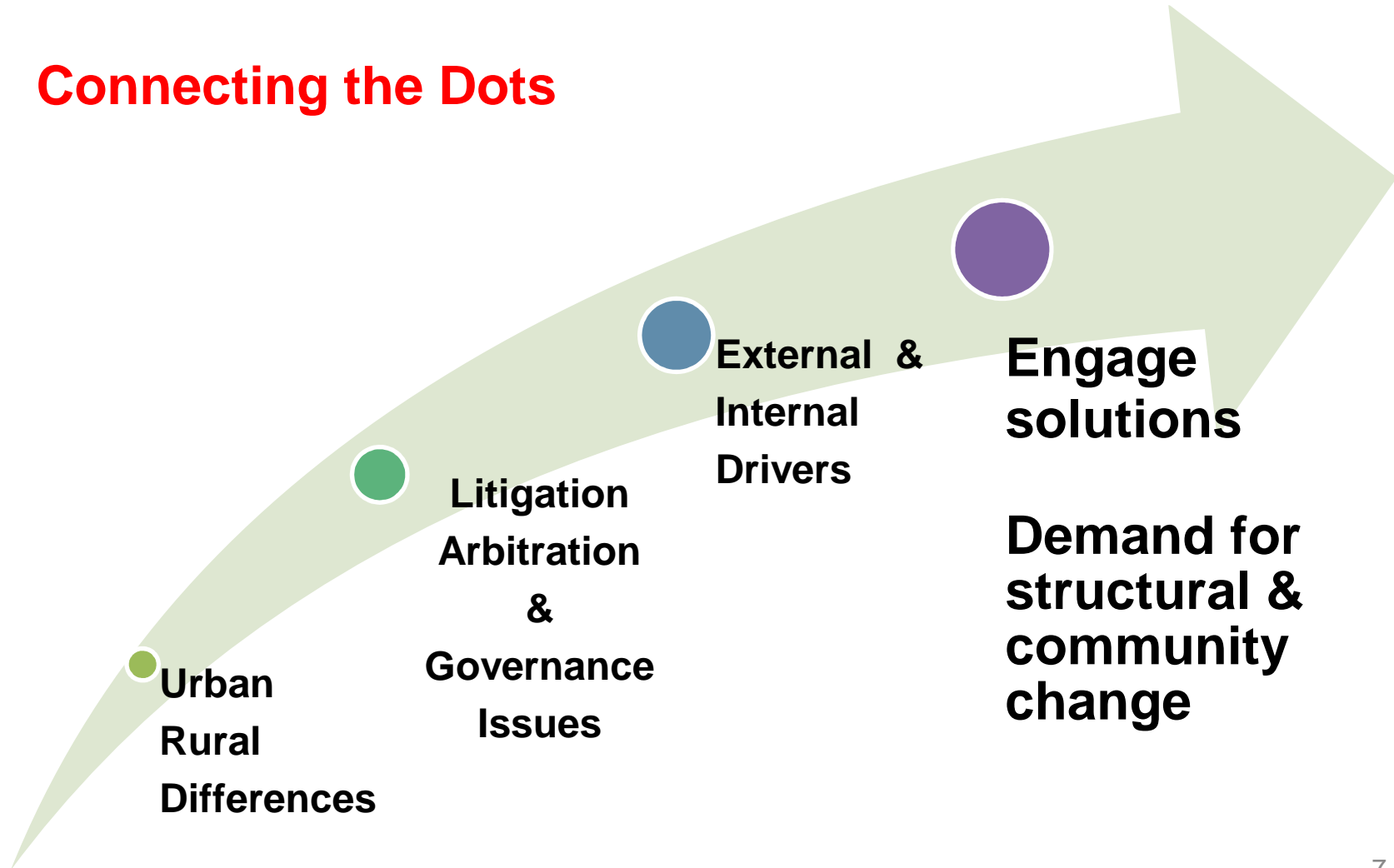
- Changing expectations of constituents
 - accountability, transparency, value for public dollars spent
 - New expectations of government
 - flatter, agile, stream-lined, pluralistic, adaptable, emergent networks, tech-enabled
- versus**
- hierarchical, centralized, unitary, top down, siloed

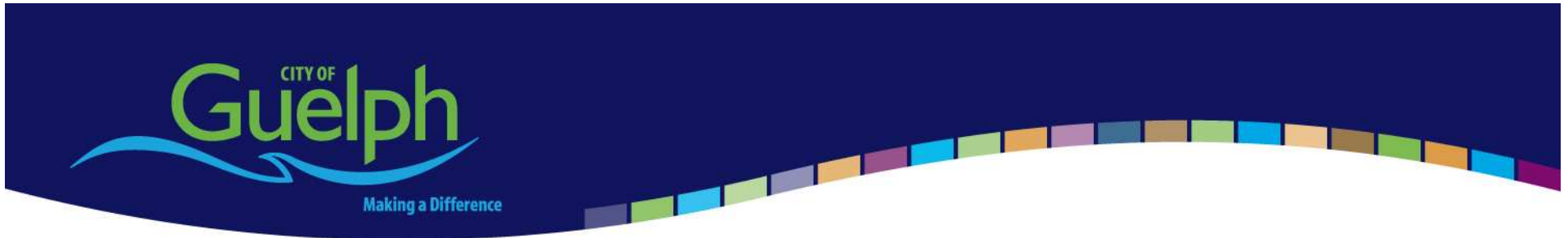


Internal Pressures (Drivers)...continued

- Rapidly changing technology and communication tools for connecting with residents
- Opportunities to do business differently
 - social entrepreneurial & social benefit options
 - partnerships & collaborations
- Declining resources with increased demand

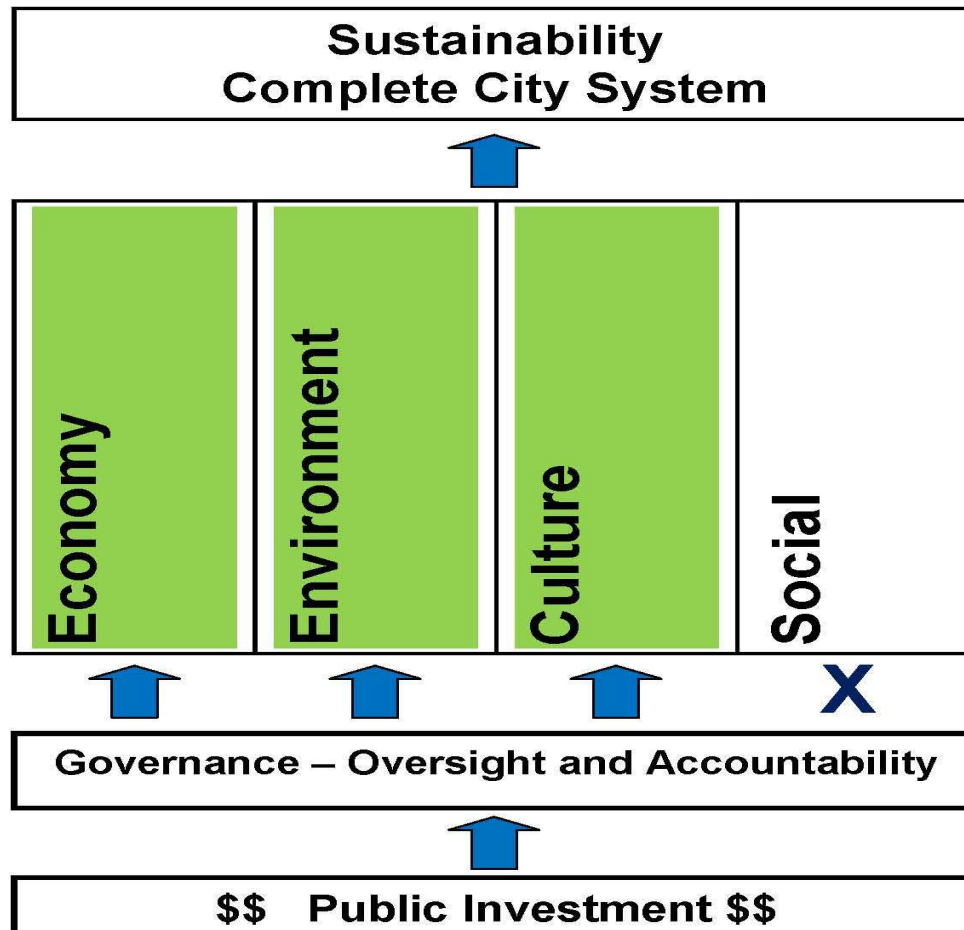
Connecting the Dots





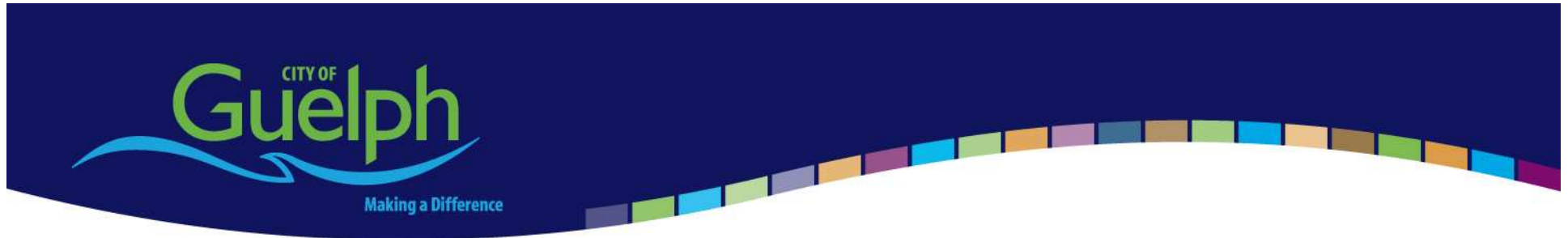
Issue: Optimizing Tangible Benefits

- Currently – localized issue for Guelph
- Lack of integrated and coordinated service planning & delivery - external partners, service providers
 - silos, duplication, gaps, poor outcomes, missed opportunities
- Lack of a comprehensive strategy to link expenditure of public/civic resources to community driven goals – social services and public health



New collaborative approaches

- Private Sector**
- Public Sector**
- Community Benefit Sector
(e.g. not-for-profit social Enterprise)**

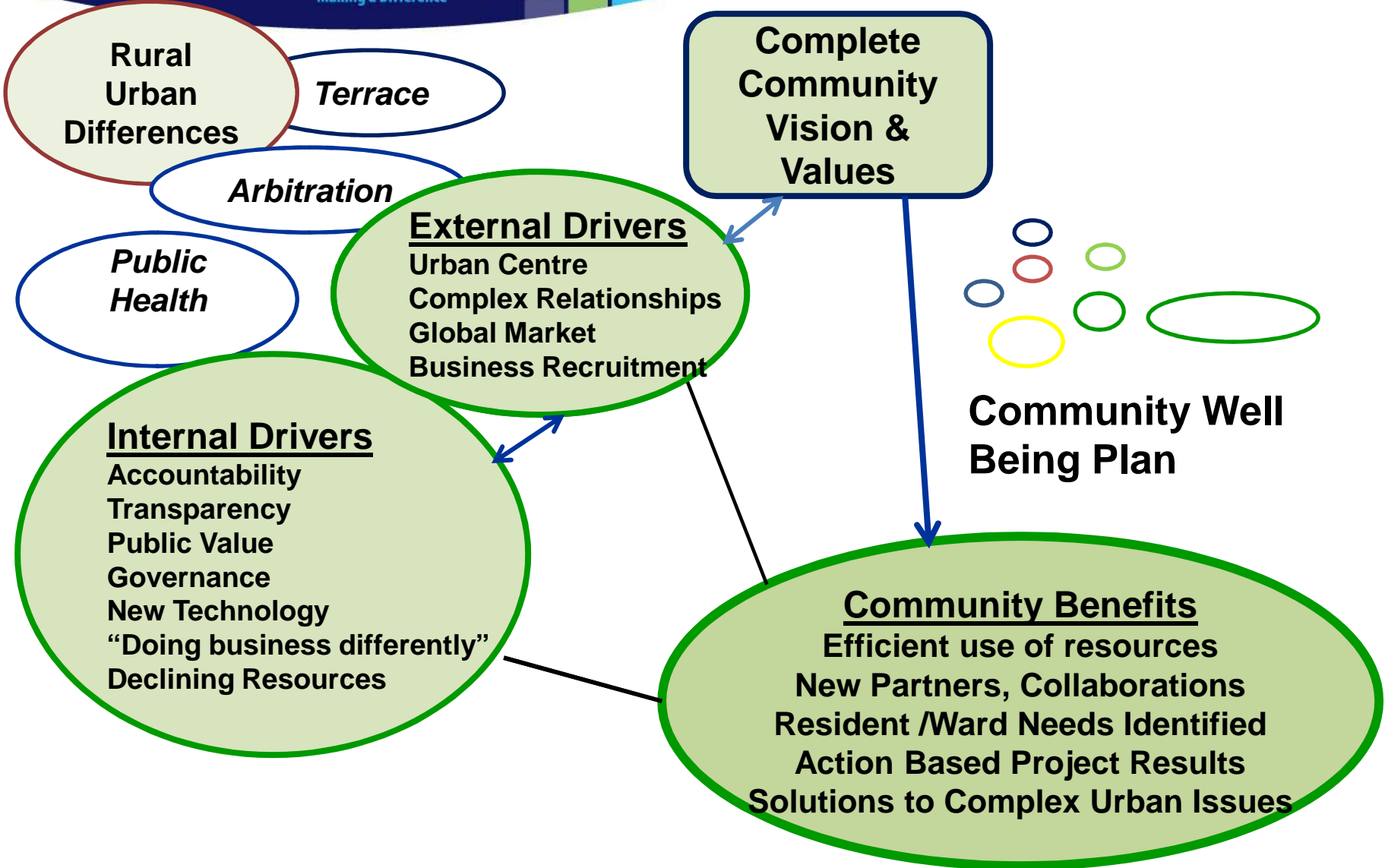


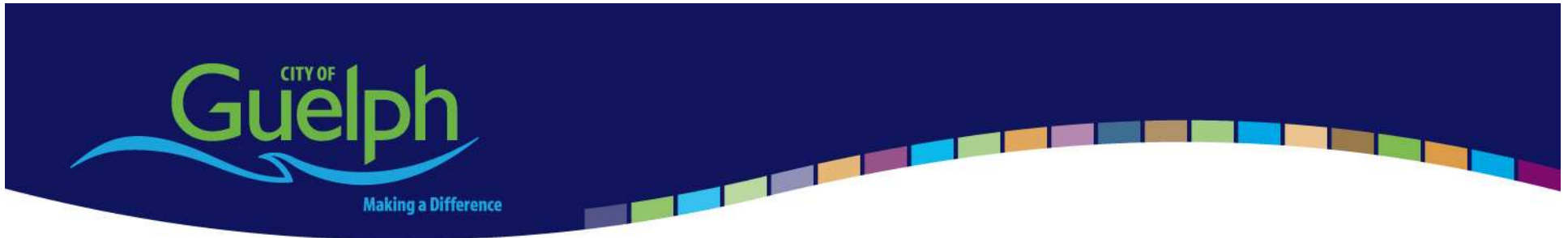
Opportunity: Vision of a Complete Community

- Complete single tier municipality
 - accountable to its residents for all provincially delegated responsibilities (social, economic, environmental, cultural, health)
- Direct oversight for services delivered to Guelph taxpayers
- Programs & services designed specifically to meet the needs of Guelph residents, families, neighbourhoods
- Plan & action issues –integrated, comprehensive, local
- Partner, not compete with the non-profit and private sectors in the delivery of services and programs

Community Benefits

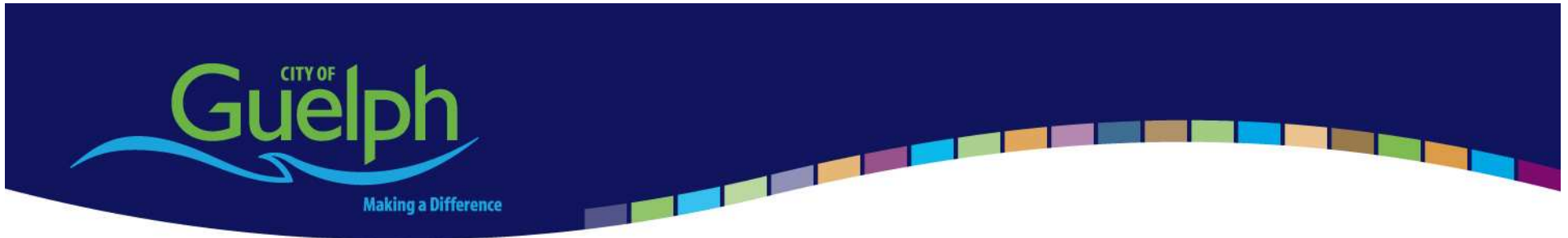
1. Efficient and effective use of resources
2. New partnerships & collaboration across public, private and community benefit sectors
3. Grow skills to operate effectively in complex, interdependent networks of organizations and systems
4. Practical “hit the ground” solutions to complex urban issues
5. Understand and act on resident concerns
6. Economic and social resiliency
7. Quality of life – a Caring Community
8. Demonstrate municipal leadership





Interesting Conversations to have about...

- Transformational change in governance structure
- Respect & Recognition of Urban / Rural differences
- Social Innovation and entrepreneurial approach to services design
- Guelph Assertive Maturity – dialogue at the grass roots
- Moving away from a “Win/Lose” – towards collaboration
- Community Well Being Plan = vehicle to move forward

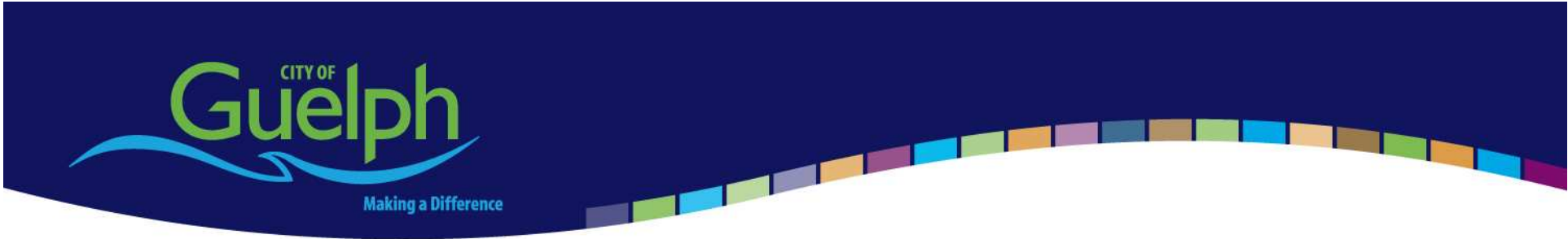


Summary

- Significant allocation of resources to community life in Guelph.
- Duly Elected Council - assumed responsibility for serving residents in all aspects of quality of life, within authorities.
- Mature, Single Tier Urban Municipality – Urban Future Focus

Next Step: Evolving a Truly Sustainable & Integrated, Complete Community - Social Innovating & defining practical and locally driven results.

Begin the conversation on acting as a whole, complete community



Questions

COMMITTEE REPORT



TO **Community and Social Services Committee**

SERVICE AREA Community & Social Services Department
DATE June 14, 2011

**SUBJECT Guelph Vision for a Complete Community: A
Conversation Document**

REPORT NUMBER CSS-ADM-1122

RECOMMENDATION

THAT the document titled "Guelph Vision for a Complete Community: A Conversation Document" identified in staff report # CSS-ADM-1122 and dated June 14, 2011, be approved in principle, to be used as a platform for initiating conversations related to the Guelph Community Well Being Plan.

BACKGROUND

In June, 2010 City Council directed Community Services to provide work plan goals in the area of social services. Report CSS-SS-1019 dated August 23, 2010 outlined a Social Services Work Plan and goals. The Social Services Work plan included the three (3) primary objectives as the basis of a four year work plan. Objectives 2 and 3 were:

- Undertake a neighbourhood based "Guelph Community Wellness (Well being) Plan" to gain a measurable understanding of how our citizens want to 'be well' – both together and individually.
- Undertake and complete the development of the "Community Wellness (Well being) Plan". 'Pull forward', amend, add or amend the current array of programs, services and partnerships needed to sustain those services, programs and resources that meet the future focus on wellness in Guelph.

Report CSS-SS-1019 is included as Appendix 1 of this report and established the rationale for these objectives. Of note, the City of Guelph does not have a Guelph based, comprehensive strategy for social services and housing that correlates the expenditure of its' public civic resources to agreed upon community driven goals and objectives on health, wellness and quality of life. In March, 2011, City Council approved \$100,000 to begin the development of a Guelph Community Well Being Plan.

On April 13, 2011 City Council received staff information related to issues with the Wellington-Dufferin-Guelph Public Health Unit and on April 26, 2011, Council

unanimously resolved to withdraw from the Wellington-Dufferin-Guelph Health Unit effective April 30, 2012 and requested that the Ministry arrange for the passing of the appropriate regulations to dissolve the Health Unit and the Board of Health.

Growing concerns related to service delivery and the governance issues have made it clear that Guelph is experiencing challenges as an urban centre.

The purpose of this report is to 'pull together' and present, the multiple social, community, economic and governance issues that culminated into our present situation and then, for discussion purposes, proposes a vision of Guelph as a 'complete and whole community'. It suggests that our current situation is an opportunity to create a more integrated and comprehensive sense of 'community well being' for Guelph residents, which, in turn, will provide a more sustainable future for our urban centre.

Having a draft 'vision' serves to focus initial dialogue with the diverse communities of Guelph and can be a platform document to begin phase one of the Community Well Being Plan - a plan that establishes a more holistic approach to wellbeing and is sensitive and reflective of our distinct neighbourhoods, their unique identities and needs, the complexity of the services offered and the range of providers, and the changing array of social, cultural, economic and environmental needs of Guelph residents.

REPORT

Appendix 2 is the document entitled 'Guelph Vision for a Complete Community: A Conversation Document' which was designed to serve as a conversation 'starter' with the community. The following is a high level summary of some key points of the document.

Guelph Vision for a Complete Community

It is timely for the municipality of the City of Guelph to be fully accountable to its residents as a true single tier municipal body; an urban centre whose government is fully empowered to serve its residents on all facets including the wellbeing of its residents, and where required, to be singly accountable to the province.

Guelph is a mature community of 120,000 citizens governed by a single tier municipality whose Council is addressing the complexities inherent to economic and social development in a growing urban centre.

To be successful, Guelph's future relies on its capacity to maintain its unique attractive identity, increase the quality of life of its residents and in doing so, draw and retain diverse businesses to secure its economic and social prosperity and to employ its residents.

To be sustainable as a competitive urban centre, it is crucial that Guelph governs as a complete community – meaning, a whole community, inclusive, diverse, engaged and strategically planned to optimize urban tangible benefits that can only be gleaned by combining all facets of community life (social, economic, environmental,

health and cultural) into truly sustainable, comprehensive urban plans that are well informed by its residents, partners and collaborators.

To achieve this future and to be accessible and accountable as a complete community the Province must grant Guelph the direct oversight and authority to manage provincially described Social and Public Health services delivered within its own geographic boundaries and specific to the needs and aspiration of urban residents of Guelph.

Positioned for a transformational change and empowered by Provincial approval enabling this single tier municipality to plan and govern as a complete community, Guelph would integrate social services delivery and public health into the overall Community Well Being Plan – fully practicing the principles described in the Ontario Public Health Standards (2008) and consistent with the outcomes of the Provincial-Municipal Fiscal and Service Delivery Review (2008).

The Guelph Vision for a Complete Community inspires residents of Guelph to work with the Province of Ontario, partners, collaborators and service agents to construct truly sustainable and integrated community plans that combine all facets of community life into well being. Positioned for social innovation, Guelph must define its own realistic and authentic approach to delivering government services and programs utilizing its capacity for collaboration, cooperation and cross-sectoral partnerships to address complex urban issues in new ways.

Energized by Guelph's grass root community engagement program, elected officials, citizens and subject experts would continue to design and refine needs, impacts, capacity and leverage partnerships and collaborations in the most effective delivery forms.

Becoming Whole

Guelph is a caring community – one that for years has acted locally to improve the lives of its residents. Over the last decade, Council identified its commitment to personal and community well being... it's a key theme of the community's strategic plan. Further, citizens asked Council to build a City for us to have a healthy and safe community where life can be lived to the fullest – where diverse housing options are provided and where health care services meet the needs of current and future generations.

City of Guelph has positioned itself to adopt the necessary conditions required to achieve the goal of being a complete community.

- Guelph has a solid reputation for leading sustainable and progressive planning in the realms of environmental, economic, social, community and cultural development.
- We are acclaimed internationally for our Community Energy Plan.
- We continually partner and support our collaborations with the Province of Ontario in the areas of energy, water, power, sustainable food systems and green policy developments, Provincial Places to Grow Initiatives, Local Immigration Strategies and the Ontario Poverty Reduction Strategy.

-
- Guelph residents are quite civically engaged and expect meaningful opportunities to dialogue and influence how services and programs will be delivered to them.

Ultimately, a whole, complete community can assert its maturity as an urban centre and will benefit in many ways. As David Siegel with Brock University has proposed, municipalities who are positioned to fully represent the best interests of its residents provide services in a more efficient manner, manage policies in a conscious manner, setting priorities and ensuring we provide the services that residents want. Further, mature communities can manage relationships with other governments in a proactive manner – including the need to obtain the tools (in this case the governance as a complete community) necessary to deliver services in a more efficient and locally responsive manner.

Current Situation

Guelph is no longer a rural town. The decade(s) old governance models for both public health and social services that once served to balance rural interests is no longer able, by its very construct, to be responsive to the changing needs of our growing urban centre. These differences are neither good nor bad, better nor worse, but different.

This would not be the first example of good people being unable to fulfill their duties for no other reason than the system they are operating under, fails. No one is served by continuing to “muddle through” the current situation.

We need to remove barriers to integrated service planning as a complete urban community. There is pressure to integrate systems to take advantage of service delivery opportunities. Almost all municipal policy is linked to the well being of the community and draws upon the strategic alignment of integrated plans and resources distributed across social, economic, environmental and cultural disciplines.

Community Well Being Plan - Opportunity

Through our work on a Community Well Being Plan, the City has been developing a vision for a complete community recognizing that a truly sustainable urban plan combines all facets of community life (economic, social, health, environmental and cultural). This Plan will determine the specific, urban requirements which contribute to individual, social and community quality of life through an integrated approach towards the following variables:

- Environment
- Education opportunities
- Leisure and cultural activities
- Community vitality & work /life balance
- Health care and social services
- Living standards

The Plan provides a platform for social innovation - new approach to delivering government services and programs that creates innovative and cross-sectoral partnerships to address complex urban issues in new ways. We want to establish a platform for social innovation in the delivery of community, social and health services in Guelph, which is not relevant to, nor welcomed by the current governance model.

The process for developing the Community Well Being Plan will be a collaborative enterprise and we are committed to the results being community owned.

Guelph Public Health Unit

A Guelph Vision for a Complete Community was scribed to serve as a platform for conversations with our residents to find ways that will modernize and improve the way we support community health and well-being across the board. Inherent to this conversation, the vision of a complete, whole community allows us to explore the structural barriers to the success of this vision; it identifies and responds to one of the most significant issues at this time, namely the governance model for public health. In mid to large urban centres, public health is part of the municipal government structure to realize the integration and coordination of a broad spectrum of social, community and health programs and services.

Therefore, A Guelph Vision for a Complete Community proposes an approach towards the development of a Guelph Public Health Unit and outlines benefits, anticipated efficiencies and opportunities which would further enable Guelph to benefit from a complete/whole system planning model.

The Province identifies five governance models boards of health – regardless of the governance model, the board of health as the governing body is legally accountable to the government of Ontario, and is the body that has the authority to enter into agreements with ministries.

As a single-tier municipality, we want to establish one of the following two existing governance models for Guelph:

- Single-Tier Governance Model: Boards are Councils of Single-Tier Municipalities (areas with only one level of municipal government); no citizen representatives; no provincial appointees.
- Semi-Autonomous Governance Model (a subset of Single-Tier): Single-Tier Council appoints members to a separate “board of health” including citizen representatives; Council approves budget and staffing; no provincial appointees.

Staff Comment

Report CSS-SS-1019 established a rationale for a Social Services Work plan that focused on the creation of a Community Well Being Plan. It argued that because the City allocates significant Guelph tax based resources to policies, services and programs that are expected to enhance quality of life of Guelph residents, it is reasonable to expect that Guelph’s residents should be involved in the future planning of those programs and services.

As a mature single tier urban municipality, through a duly elected Council, serving the diverse needs of a growing community, Guelph must be empowered to serve its residents in all aspects of community living, as a complete community.

The Guelph Vision for a Complete Community proposes a next step in evolving Guelph as a truly sustainable and integrated community; one whose plans combine all facets of community life into well being. Positioned for social innovation, Guelph must define its own realistic and authentic approach to delivering government services and programs utilizing its capacity for collaboration, cooperation and cross-sectoral partnerships to address complex urban issues in new ways.

Next Steps

Council received detailed information regarding the Community Wellbeing Plan as per a memo entitled Community Wellbeing Plan circulated to Council on February 23, 2011 (as part of budget deliberations) and included as Appendix 3 of this report.

Since the Community Wellbeing Plan was approved in principal by Council in August 2010, the Community and Social Services Department have undertaken preliminary research to clarify definitions for key terms such as 'wellbeing' and 'community planning' and to learn from other communities who have attempted to identify, measure and improve community wellbeing through community engagement activity and other means.

Furthermore, staff has gained a current 'snap shot' of local strategic planning efforts designed to support components of individual and community 'wellbeing'. This existing work helps the City identify potential partners, stakeholders and key residents for engagement in the project. It avoids a duplication of efforts, develops shared learning, and to build upon the work of existing community initiatives.

This information positions staff to work with stakeholders in the development of comprehensive terms of reference for the Community Wellbeing Plan project. It is anticipated that a leadership group will be convened in the next 8-12 weeks to provide guidance to the development of the plan.

As a basis for this discussion, a draft high level process for the development of the Community Wellbeing Plan (figure 2) is being proposed.

This planning process is intended to be one that embraces continual learning and development, and is grounded at each stage through;

- 1) review, monitoring and evaluation of findings
- 2) communication and partnership building
- 3) decision making and action
- 4) community engagement and involvement.

If this is to be a truly 'community' based plan, it is of vital importance that local stakeholders are fully involved from the beginning.

It is anticipated that the initial Plan will take between 12 and 18 months to create, although its delivery partnerships, collaborations and supporting processes will take longer to become fully developed and embedded.

Of note, this project is closely related to an interdependent partnership development project being led by the University of Guelph, *'Engaging for Change: Practicing Collaboration and Planning in Guelph-Wellington'*

It is anticipated that the Community Plan for Wellbeing project will take account of and build on the learning, research and new ways of working that arise from this work.

Figure 2: Community Wellbeing Plan: A Proposed Planning Process



CORPORATE STRATEGIC PLAN

A number of strategic goals in the City's strategic plan can be enhanced by a coordinated approach to the delivery of Social Services and Housing to City of Guelph residents.

Goal 1: An attractive, well functioning and sustainable city (1.1, 1.3)

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

Goal 3: A diverse and prosperous local economy (3.1, 3.2, 3.3, 3.5, 3.6)

Goal 4: A vibrant & valued arts, culture & heritage identity (4.5)

Goal 5: A community-focused, responsive and accountable government (5.1, 5.2, 5.3, 5.4, 5.6, 5.7)

FINANCIAL IMPLICATIONS

There are no known direct financial impacts of the "Guelph Vision for a Complete Community" at this time. It is a document that, if approved in principle, serves as a component of the Community Well Being Plan.

Council deliberated during the 2011 budget process and approved \$100,000 to begin a phased approach to the Community Well Being Plan. The anticipated cost of the Community Well Being Plan is estimated at \$500,000 and is expected to take 3 years to complete.

Financial implications related to the current Wellington Dufferin Guelph Public Health Unit are distinct and separate from the Community Well Being Plan.

An additional \$100,000 was approved to undertake a review of the CMSM Programs and Services.

DEPARTMENTAL CONSULTATION

This report has been prepared in consultation with the Executive Team, and the Office of the CAO, and emerged from ongoing discussions with the community.

COMMUNICATIONS

N/A

ATTACHMENTS

Appendix 1: CSS-SS-1019 Social Services Work plan (August 2010)

Appendix 2: Guelph Vision for a Complete Community (draft)

Appendix 3: February 23, 2011 Memo to Council Re: Community Well Being Plan



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COMMITTEE REPORT

TO **Social Services and Housing Committee**

SERVICE AREA Community and Social Services Department

DATE August 23, 2010

SUBJECT Social Services Work Plan

REPORT NUMBER CSS-SS-1019

RECOMMENDATION

THAT Report CSS-SS-1019 dated August 23, 2010 regarding a Social Services Work Plan, from the Community and Social Services Department be received;

AND THAT the work plan as outlined in Report CSS-SS-1019 be approved in principle, and that work plan and required resources be referred to the 2011 budget deliberations;

AND THAT the Executive Director of Community and Social Services be authorized to actively pursue alternative funding opportunities and partnerships which will assist in achieving the projects outlined in work plan, as outlined in Report CSS-SS-1019.

BACKGROUND

In January 2010, City Council established the City's Social Services and Housing Committee. Subsequently, Council approved the Committee's mandate and charter, and authorized funding for specialized third party advice and support to staff in the area of Child Care, Social Housing, Ontario Works, Employment, legal and legislated policy matters, financial advice and auditing support.

In June, 2010 City Council approved the staff recommendations outlined in the report number CS-SS-1013 to Social Services & Housing Committee directing that the Director of Community Services develop a constructive working relationship with the Consolidated Municipal Service Manager (CMSM); provide Committee with work plan of City's goals in the area of social services & housing; and define required resources for Council's consideration.

PURPOSE

The purpose of this report is threefold:

- 1) to provide Council with a phased work plan;
- 2) to seek Council's input, deliberation and approval in principle of its goals;
- 3) to describe the resource requirements – both one time project resources, and the base operating support required to a) support the assignment of social

services to the Community and Social Services Department and b) to achieve the work plan.

Since local government allocates public resources to policies, services and programs that are expected to enhance quality of life of residents, it is reasonable to reflect the need to define a more community based future focus in this regard, as outlined in this draft work plan.

The 2010 tax levy includes approximately \$23 million for Ontario Works, Child Care, Housing and Employment programs delivered by the County on behalf of the City. This represents approximately 15% of the 2010 tax levy. At present, the City of Guelph does not have a comprehensive strategy for social services and housing that correlates the expenditure of these public civic resources to agreed upon community driven goals and objectives on health, wellness and quality of life.

While in the past, one would look for a Social Planning strategy, Guelph has the opportunity to create a more integrated and comprehensive 'Community Wellness Plan for Guelph' – one that is more holistic and reflective of our neighbourhoods, their unique identities, the complexity of both the services offered and the range of providers, and the changing array of social, cultural, economic and environmental needs of Guelph residents. Therefore, an extensive public process is needed for both citizens and professional staff to share and deliberate on the Plan's objectives.

No new resources are required in 2010 for staff to continue to develop and detail the work plan and propose expansions in the 2011 budget cycle.

REPORT

Current Situation – Functional Alignment of Community and Social Services

On June 29, the Chief Administrative Officer of the City of Guelph implemented a new Functional Model for the Corporation of the City of Guelph. Included in the Functional Model is the introduction of the social services oversight function within the Community Services Department along with direct delivery of arts, culture, entertainment programs and services, parks and recreational programs and services, accessibility & inclusion programs and services, municipal building maintenance services and the ongoing development of community and neighbourhood engagement practices and processes. The Department is now renamed as Community and Social Services.

In responding to Councils' request for a social services work plan, the opportunity exists to develop a work and resourcing plan that more fully reflects Council's challenge to staff to create a more integrated, effective and efficient approach toward community development and wellness and the delivery of services.

Thus, staff has been undertaking a series of informal conversations with a variety of community members, stakeholders and potential partners on the topic of community and social service current and future needs.

As well, staff is reviewing primary data including citizen opinions about community needs, sourced to the development of recent Guelph strategies (e.g. the Recreation, Parks and Culture Master Plan, the Sustainable Neighbourhood Engagement Framework, Prosperity 2020, Guelph Transit Growth Strategy, consultations for the Draft Downtown Secondary Plan, Community Energy Initiatives, Local Immigration Strategy, Substance Abuse Strategy and minutes from the Poverty Task Force.)

Questions Arising

There appear to be three 'high level' principle questions that if answered, would respond to current and future areas of community, social, cultural, economic and environmental areas utilizing the range of expertise attributed to community and social services. The draft questions are:

- 1) What is community wellness for Guelph? What does it mean to be "well" in Guelph and how is it defined by its citizens, neighbourhoods and communities?
- 2) How is a state of 'wellness' achieved by an individual, and by the communities of Guelph, and what factors enhance or detract from this positive state of wellness?
- 3) To achieve community wellness, what relationships, partnerships, programs, and services are fundamental to sustaining the desired level of individual and community wellness? How are these delivered to the community, the neighbourhoods and the individual? What needs to evolve, be added or reconsidered? Is there duplication in effort and resourcing? Are the services and programs being delivered in a way that reflects Guelphs' values as a caring community?

Strategic Objectives, Goals and Actions & Operational Needs

To answer these questions, staff propose three (3) primary strategic objectives be established as the basis of a four year work plan.

Further, base operational support to the Department is also included for 2011 to reflect the development of a social services portfolio within the Community and Social Services Department and to respond to requests from the Social Services & Housing Committee.

A draft of this work plan including actions and a phased timeline is included in Attachment A. Of note, this proposed plan is phased; its actions subject to Council approval for resources and the potential of positive applications for funding partnerships with other levels of government and the private sector.

Strategic Objective #1) Make Transparent what exists and how it works

Goal 1.0 : Inventory, map, assess and understand the array of community, social and housing programs & services offered by all levels of government and the non profit sector to residents of Guelph; and define and make clear the current and

future service delivery models being applied by multiple levels of government and the sources of funding, both operational and capital.

Action 1.1: Financial Audit (previously approved work)

- Underway
- Consultant funded - approved

Action 1.2: Build Internal Knowledge/Framework – Map systems

- Underway
- Consultant funded – approved
- Utilizing existing department staff (operational)

Action 1.3: Building Working Relationship with CMSM/County

- Underway
- Utilizing existing department staff (operational)

Action 1.4: Conduct an Inventory & Assessment of Programs & Services

- Not funded
- Project not defined
- Base operational staff required
- Consultant required

Action 1.5: Conduct a series of meetings with other levels of government to garner information about current and future service delivery models and legislation

- Not funded
- Project not defined
- Base operational staff
- Possible Consultant required

Strategic Objective # 2) Focus on Community Wellness

Goal 2.0: By undertaking a neighbourhood based “Guelph Community Wellness Plan” we will gain a measurable understanding of how our citizens want to ‘be well’ – both together and individually.

Action 2.1: Scope Projects - Meet with community partners, representatives, professional staff and service providers to scope (terms of reference) for the following projects or combination of projects which include:

- a) Community Wellness Plan
 - b) Neighbourhood Identity
 - c) Engagement Processes by Neighbourhood & Communities
 - d) Guelph Investment Strategy (expanded scope to include Social Services)
- Underway
 - Partial funding available to scope project
 - Guelph Investment Strategy funded on more limited scope (\$90,000)

-
- Base staff required
 - Consultant required

Action 2.2: Examination and possible application to third party funders

- Underway
- Partial consultant funding available
- Base staff required

Strategic Objective #3) Correlate Resources to Long Term Outcomes

Goal 3.0: Undertake and complete the development of the "Community Wellness Plan" et al. 'Pull forward', amend, add or amend the current array of programs, services and partnerships needed to sustain those services, programs and resources that meet the future focus on wellness in Guelph.

Action 3.1: Build Implementation Model and Process for Implementation Plan at same time as defining scope/terms of reference for the core projects

- Underway
- Will be built into Action 2.1
- Not funded

Operational Support to Department

This section reflects the base requirements anticipated to support the evolving role of the social services portfolio within the Community and Social Services Department. There are two areas of focus at this time, for staff of the department.

Focus 1: Support to the Committee of Council

A primary responsibility of staff is to respond to requests from, provide informed reports to and facilitate activities required by the Social Services & Housing Committee. In the long term, it is anticipated that the focus of the Social Services & Housing Committee will evolve into a Community and Social Services Committee of Council in 2011 although this change does not reduce the requirement of staff providing for the Committee. This work will be ongoing and will require base staff support.

In the short term, Social Services and Housing Committee has requested several reports and strategies from the County of Wellington's CMSM staff. Staff will work to provide the best review, assess and comment upon the reporting of the CMSM as possible using existing resources.

For the remainder of 2010, existing senior staff will continue to provide direct support to the Social Services and Housing Committee.

Focus 2: Community Response & Facilitation, CMSM Analysis and Review, Project Management

Providing for the development of a good working relationship with the CMSM including the option of a constructive review and assessment of the current programs and services worth \$23,000,000 per year, requires the establishment of a base staff resource for the City of Guelph to work both directly with the CMSM and with consultants.

To further undertake the strategic objectives of the work plan, base staff with social services, housing and community wellness expertise is required. The success of all actions rely on a level of expertise and knowledge, internal coordination, external communications, consultant oversight, project management, and the effective assessment and analysis of information.

Some project management work may be considered 'transitional' in nature. This may include a contract project manager and a social planner for an extended term contract.

For 2011, base minimum staff is projected to be:

- Social Services Policy & Program Coordinator – 1.0 FTE
- Program/Research Data Analyst – 1.0 FTE
- Clerical Assistance – 1.0 FTE
- Finance Department Requirement – estimated 0.5 FTE (pending departmental review)

Rationale for the Work plan

Inherent to this work plan is an understanding of practices and research which suggest that: cities evolve and are unique; residents come, go, stay and may fundamentally change the places or neighbourhoods in which they dwell; the wellness of an individual citizen is linked to the 'ways and means' by which the whole community sustains its wellness; an array of neighbourhood images, identities and uniqueness of character are important attributes to the overall health of any city seeking to maintain its independence, sustain its economic, environment, culture and social strengths.

Further, acknowledging the stress cities and citizens experience in attempting to respond to the complexities arising from the convergence of key service areas at the grass roots level, one is reminded of Albert Einstein's comment (*Insanity: doing the same thing over and over again and expecting different results*) and we therefore are compelled to explore a new way.

Specifically, as municipal government along with its partner service agencies, is best situated to listen, understand and respond to the wellness needs of its citizens, it is therefore a problem that the municipality has no authority to direct reasoned changes to provincially and federally legislated services and programs, to meet the unique and sensitive needs of its residents. Municipalities may work to influence change but they have no direct control.

Yet, municipalities are required to pay a portion of these services directly. The 2010 municipal tax levy includes approximately \$23,000,000 for Ontario Works, Child

Care, Housing and Employment programs delivered by the County on behalf of this Municipality. This represents approximately 15% of the 2010 tax levy.

We need a new way. No wellness problem appears to be in the exclusive purview of a single group, agency or elected body. Research shows that to address complex issues, we need to work both “horizontally” with other sectors in the community, and “vertically” with other levels of government while ‘tapping the working knowledge and wisdom’ of residents.

Thus, to have any long term impact on community wellness, local government requires both a comprehensive community strategy and a new relationship with our provincial and federal government; one that provides municipalities a direct voice over legislation that directly impacts on our local community.

To ensure that our voice is clear and reflective of our residents, we need a plan. At present, the City of Guelph does not have a comprehensive plan for social services and housing that correlates the expenditure of these public resources to agreed upon civic goals and objectives on health, wellness and quality of life. We do not have a Community Wellness Plan.

Since local government allocates public resources to policies, services and programs that are expected to enhance quality of life of residents, neighbourhoods and communities of interest, and thus, the wellness for its residents; it is reasonable to ask that we take the time to define the future focus through a community wellness plan for Guelph, and then ‘pull forward’ those services, programs and resources that are required to meet the future.

With regard to public engagement processes, we have also learned that cities that establish engagement processes in a form that are conducive to the needs of specific neighbourhoods are achieving a healthy level of community ownership for strategies which enable changes in approaches and behavior. In consideration of an approach towards achieving the Strategic Directions and Goals of this work plan, staff would propose that:

- Citizens wish to describe and inform each other about how they (citizens) want to ‘be well’ together, in other words, they define our “community wellness.” And further, they may wish to describe how achieving this desired state of ‘wellness’ should be pursued, and at times publically supported, by a wide range of individual citizens and communities of interest, living distinct and diverse lives, in Guelph.
- An integrated approach to advance ‘community wellness’ is of importance to the overall sustainability of Guelphs’ various service providers.
- We would benefit from a more refined understanding of how citizens wish to be engaged in the ongoing discussion of ‘wellness’.

-
- A well community is one in which its citizens speak of their sense of belonging to the place; their concern for and pride in their neighbourhoods; and have a willingness to share understandings about what is unique to their community. Therefore, to grow community wellness and assign an array of services, programs and strategies appropriately, a combination of data, experiences and stories need to be expressed by the neighbourhoods and citizens who frame and see themselves reflected in the places they call home.

For the development of a future – focused, comprehensive and integrated community wellness plan, based in a solid understanding of neighbourhood identity and data, and for the subsequent assessment and correlation of service/program strategies that achieve 'wellness', an extensive public process is needed for both citizens and professional staff to share and deliberate on the objectives.

The process of consultation will take time and the intention of those participating will need to be future focused and positive.

To have the necessary range meaningful conversations requires an array of engagement protocol and those tools need to be tested.

Proposed Next Steps

If Council approves of the direction of the work plan in principle, staff will in the short term (August – October):

- continue to have ongoing dialogues with the community;
- continue to complete the Financial Audit which is underway;
- continue to build a knowledge framework about the social services and housing area utilizing approved consultant support

Before the end of the year, staff will:

- utilize remaining existing resources to further scope and detail the terms of reference for the key long term projects of Community Wellness, Neighbourhood Identity, Guelph Investment Strategy and an engagement process;
- pursue alternative funding opportunities and partnerships which will assist in achieving the projects outlined in work plan, as outlined in Report CSS-SS-1019;
- detail the elements of the work plan with partners and internal departments for consideration in the 2011 budget cycle; these project will require cross departmental coordination and the involvement of an integrated staff team:

No new resources are required in 2010 for staff to continue to develop and detail the work plan.

CORPORATE STRATEGIC PLAN

A number of strategic goals in the City's strategic plan can be enhanced by a coordinated approach to the delivery of Social Services and Housing to City of Guelph residents.

Goal 1: An attractive, well functioning and sustainable city (1.1, 1.3)

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

Goal 3: A diverse and prosperous local economy(3.1,3.2,3.3, 3.5, 3.6)

Goal 4: A vibrant & valued arts, culture & heritage identity(4.5)

Goal 5: A community-focused, responsive and accountable government(5.1,5.2,5.3,5.4, 5.6, 5.7)

FINANCIAL IMPLICATIONS

No new resources are required in 2010 for staff to continue to develop and detail the work plan. There is sufficient consultant funds remaining in the Council approved 2010 allocation of \$60,000 as per Report CS-SS-1013 approved in June, 2010. Existing senior staff will continue to provide direct support to the Social Services and Housing Committee for 2010. If approved, staff will detail the work plan and required resources as an expansion package, to the 2011 budget deliberations.

To address the Social Services function into 2011, it is estimated that the base staffing costs as outlined in this report would be an addition estimated increase of \$260,000 per year for the 3.0 FTE.

The 2010 tax levy includes approximately \$23,000,000 for Ontario Works, Child Care, Housing and Employment programs controlled by the County on behalf of the City. This represents approximately 15% of the 2010 tax levy. This includes funding for both mandatory and discretionary services.

The following are estimates for the key unfunded work plan projects over a period of three years, with the exception of Actions 1.4 & 1.5 (Assessments):

	2011	2012	2013
Expense			
Community Wellness	150,000	150,000	100,000
Neighbourhood Identity	100,000	100,000	
Contract Staff	150,000	150,000	
subtotal	400,000	400,000	
Potential Funding (Grants -tentative)	+150,000	+150,000	TBD
Net Cost	250,000	250,000	

For the purposes of discussion, it is estimated that the combined net cost to the City for pursuing a Community Wellness Plan and a Neighbourhood Identity Strategy would be approximately \$250,000 per year for the next two years, if the City is successful in its application for alternative funding.

Additional funding will be required to complete Actions 1.4 & 1.5 namely, the Assessment of Programs & Services offered by the CMSM (Operating Review) and costs related to meetings with other levels of government. Costing for this option will be forthcoming and will be included in the 2011 budget deliberations.

The Guelph Investment Strategy is currently funded (with a lesser scope) at \$90,000.

DEPARTMENTAL CONSULTATION

This report has been prepared in consultation with the Finance Department, and the office of the CAO, and evolves from ongoing discussions with the community.

COMMUNICATIONS

N/A

ATTACHMENTS

Attachment A: Social Services and Housing Draft Work plan



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Guelph Vision for a Complete Community

1 A Complete Community Vision

(What we want to be...)

Guelph is a mature community of 120,000 citizens governed by a single tier municipality whose Council is addressing the complexities inherent to economic and social development in a growing urban centre.

To be successful, Guelph's future relies on its capacity to maintain its' unique attractive identity, increase the quality of life of its residents and in doing so, draw and retain diverse businesses to secure its economic and social prosperity and to employ its citizens.

To be sustainable as a competitive urban centre, it is crucial that Guelph governs as a complete community – meaning, a whole community, inclusive, diverse, engaged and strategically planned to optimize urban tangible benefits that can only be gleaned by combining all facets of community life (social, economic, environmental, health and cultural) into truly sustainable, comprehensive urban plans that are well informed by its residents, partners and collaborators.

To achieve this future and to be accessible and accountable as a complete community the Province must grant Guelph the direct oversight and authority to manage provincially described Social and Public Health services delivered within its own geographic boundaries and specific to the needs and aspiration of urban residents of Guelph. Specific to Public Health, Guelph would establish a Guelph Public Health unit within the approved governance models reviewed and approved as per the Ministry's Organizational Standards (Feb, 2011)

Positioned for a transformational change and empowered by Provincial approval enabling this single tier municipality to plan and govern as a complete community, Guelph would integrate social services delivery and public health into the overall community well being plan – fully practicing the principles described in the Ontario Public Health Standards (2008). These principles would be animated by Guelphs' grass root community engagement program which continually strives to be responsive, open and transparent. Elected officials, citizens and subject experts would continue to design and refine needs, impacts, capacity and leverage partnerships and collaborations in the most effective delivery forms.

We seek the leadership of the Province of Ontario to embrace and support in all ways, Guelphs' complete community vision.

In the interim, to continue our progress towards this future vision, in 2011, Council approved the development of a Community Well Being Plan specific to Guelph.

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2 Discontinuation of “muddling through” governance...

(What is not working ...in a nutshell...)

Guelph is no longer a rural town. The decade(s) old governance model for public health and social services that might once have served to balance the interests of multiple rural towns, townships and Counties with the base needs of Guelph, is no longer able, by its very construct, to be responsive to the changing needs of our growing urban centre. Exhibited tensions between rural and urban are not unique to the City of Guelph, County of Wellington and County of Dufferin dynamic.

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An increasing divergence of opinion exists between rural and urban perspectives towards program and service delivery. These differences, sometimes referred to as an ‘urban / rural cleavage’ arise from differences in values, priorities and local realities - dissimilar social ideologies made explicit to the public by a growing antagonism between elected representatives over public policy.

As Guelph has matured into an urban centre, it is to be expected that the maturity of its social and economic conditions signal the time to depart from the half century old governance model that combined rural/urban policy. As an urban centre, defining Guelph specific social determinants of health should reflect the specific economic and social conditions that shape our residents, communities and jurisdiction including distinctive indicators of income, education, employment, food distribution, housing and social networks. That Guelph City Council should have direct oversight and authority to manage provincially described social and public health services is reinforced by the position that “social determinants of health do not exist in a vacuum: their quality and availability to the population are usually a result of public policy decisions made by governing authorities.”ⁱ

Differences of opinion between rural and urban approaches are neither good nor bad, better nor worse, but different: without a transformation of the model, officials have little choice but to undertake opposing positions. To forsake a change in the governance structure is to simply leave local, duly elected representatives to ‘muddle through’ and as such “political institutions which purport to cover a region may only be partially intact or engage in a destructive rivalry with other levels of government.”ⁱⁱ

Any historic, anticipated economies of scale expected in this model appear now to have been diminished. The aptitude required to advance a more comprehensive, integrated approach towards urban planning is significantly reduced. The Province has recognized the importance of strengthening local jurisdictions and has specifically identified single tier municipalities as needing even greater powers in the social spheres because the wellness of the Community is so critical to the local jurisdiction.

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For Guelph, the effectiveness and efficiency by which we mobilize and engage local residents has been impacted, causing frustration and growing distrust amongst citizens and service providers.

So pressing are these issues and so numerous the concerns from the community, that the City Council of Guelph has directed staff to undertake a program and service review of the CMSM (Wellington County) in 2011.

Further, it recently requested that the Ministry of Health and Long Term Care appoint an assessor under the Health Protection and Promotion Act to investigate and undertake a review of the Board of Health's governance model, program and service delivery for social services and public health within the context of a complete community plan.

3 Foundations to build a “Complete Community”

(What is already in place that positions us for this vision?)

Over the last decade of “smart growth” initiatives, the Municipality of the City of Guelph has positioned itself to adopt the necessary conditions required to achieve the goal of being a complete community. Guelph is now in a transformation position— one “that is continually expanding its capacity to create its future.”ⁱⁱⁱ

Guelph is nationally known as one of the most “caring communities” in Canada.

Acting to improve the lives of our residents has been in the City of Guelph's Vision statement for the last five years which sets a foundation for our future. It inspires us “*to act locally to improve the lives of residents, the broader community and in doing so, the world*” and includes further strategic objectives for *Personal and Community Well Being* as a key strategic theme.

Guelph citizens established the direction for the City to act as a ‘complete community’. They asked the City to provide them with a *healthy and safe community where life can be lived to the fullest and to be a City where diverse housing options and health care services meet the needs of current and future generations*.

And as part of the strategic planning process 2006-2010 residents asked the City to simply build Guelph as a ‘complete community’ with services and programs for children, youth and adults of all ages.

Since 2001 Guelph's Official Plan also defined goals signally the intent to act as a complete community; sections speak of social well being, economic vitality,

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environmental protection and the protection and development of culture, heritage and the “sense of place.” The high quality of life in the City of Guelph is related to a healthy natural ecosystem, community services and facilities, educational and employment opportunities, the availability of infrastructure supportive of alternative forms of transportation, the community’s relative safety, the vibrancy of its neighbourhoods and the character of its downtown.

The following represent relevant major goals of the Official Plan:

- Maintain the quality of life, safety and stability of the community.
- Ensure that an adequate supply and range of housing types and supporting amenities are provided to satisfy the needs of all residents.
- Provide the facilities to satisfy the social, health, educational and leisure needs of existing and future residents.
- Promote informed public involvement and education in a user-friendly planning and development process.
- Utilize an interdisciplinary approach to planning whereby decisions are made with an understanding of the ecological, social, cultural and economic implications for any particular course of action.

Over the last decade, Guelph has built a solid reputation for leading sustainable and progressive planning in the realms of environmental, economic and cultural development. One example is our internationally acclaimed “Community Energy Plan” Guelph has proven its capacity to initiate progressive approaches well and is known throughout North America. We continue to partner and support our collaborations with the Province of Ontario in the areas of energy, water, power, sustainable food systems and green policy developments, as well as the Provincial Places to Grow Initiatives and Local Immigration Strategies. The municipality is actively working in an integrated manner to support the Ontario Poverty Reduction Strategy with local groups focused on food security, access to transportation and recreational programs.

Community Engagement in Social and Public Health Development

Over the same period of time, working cooperatively with a wide range of community residents, partners and service agencies, Guelph residents, staff and elected officials lead or contributed to over twenty community, social and health related plans. These plans were all designed to respond to pressing community issues in an inclusive and collaborative way.

The City has a long history of working with volunteer driven neighbourhood groups to identify urban needs, to build capacity within the groups to nurture partnerships and collaboration between service providers and residents. Together, we provide access to leisure, recreation and social services in a responsive way and respectful way. Today, our Guelph residents are quite civically engaged and expect meaningful opportunities to dialogue and influence how services and programs will be delivered to them.

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Guelph can attest to its proclivity for progressive, integrated planning as demonstrated in collaborating with partners to establish the Shelldale Centre – A Village of Support in 2001. This successful decentralized service delivery model is ‘grass roots’ community driven and continues to provide direct neighbourhood access to eight local organizations including public, community and mental health services, employment and immigration services and family and children’s services.

However, there is pressure to resolve urban strategic planning and integrate to take advantage of service delivery opportunities. Guelph recognizes the need to work together on ‘root’ causes to issues affecting the determinants of health. It is currently aligning its spheres of jurisdiction to integrate planning, recreation, transportation, affordable housing, support community vitalization efforts and create employment.

City Council and staff have been committed to ensuring that health care and social services delivery plans meet the needs all current and future generations of Guelph residents. Almost all municipal policy is linked to the well being of the community and draws upon the strategic alignment of integrated plans and resources distributed across social, economic, environmental and cultural disciplines.

Examples include:

- Growth plans that are environmentally & socially sustainable
- Patterns of development that foster a sense of place, belonging and home
- Provision of clean water, maintenance of sewage systems and waste disposal
- Provision of adequate housing and shelters for a variety of needs.
- Transportation – pedestrian friendly, bike friendly, urban design
- Walkable neighbourhoods – services delivery in ‘hubs/clusters’ decentralized
- Distinct services matching neighbourhoods e.g. Shelldale (A village of Support)
- Recreation, Culture and Leisure activities that promote health and connections
- Links to police, fire, emergency services - obvious synergies and opportunities for planning and delivery.

Our “Future Focus” Project: A Community Well Being Plan 2011+

To continue our progress towards this future vision, in 2011 Council approved the development of a Community Well Being Plan specific to Guelph. The development of this Plan provides a unique opportunity for community members to create and communicate a shared vision for their individual and community wide ‘well being’ in Guelph. This shared vision, once created, has the potential

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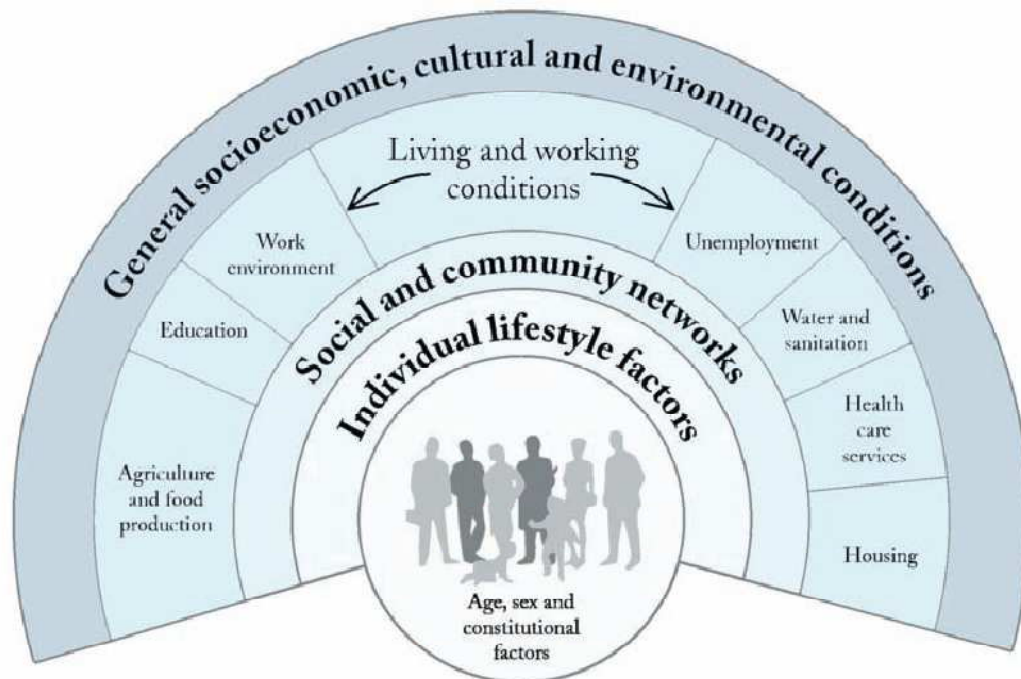
to affect change in the community – perhaps transformational - and has the weight to influence partners, decision makers, service providers as well as policy makers at the provincial and federal levels of government.

The Community Well Being Plan intends to establish a series of coordinated strategies that share a clear set of goals intended to lead improvements in citizen well being. It would answer:

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1. What does it mean to be 'well' in Guelph as defined by its citizens, neighbourhoods and communities?
2. How is a state of 'well being' achieved by an individual, the communities and neighbourhoods of Guelph? What factors enhance or detract from this positive state?
3. What relationships, partnerships, programs, and services are fundamental to sustaining the desired level of individual and community well being?
4. How are these delivered to the community, the neighbourhoods and the individual?
5. Is there duplication in effort and resourcing?

In many ways, the foundation of the Community Well being Plan reflects the findings and modeling created by Juha Mikkonen and Dennis Raphael as outlined in their work "Social Determinants of Health: The Canadian Facts" ^{iv}



This Plan will determine the specific, urban requirements which contribute to individual, social and community quality of life through an integrated approach

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towards the following variables:

- environment
- education opportunities
- leisure and cultural activities
- community vitality & work /life balance
- health care and social services
- living standards
- democratic engagement.

The Community Well Being Plan sets a ‘go forward’ framework for Guelph’s Complete Community vision in four distinct ways:

1. As a fiscally responsible business tool, an integrated and comprehensive ‘Community Wellness Plan for Guelph’, would enable the City to ensure that this significant expenditure (our 2010 tax levy included \$23M for Ontario Works, Child Care, Housing and Employment programs) was directed in the most effective way that reflected community need and future aspirations. This Plan would, in effect, become the foundational document informing Guelph’s community, social and health services that would enable the effective and cost efficient deployment of this significant tax levy. For example, as a City that provides a wide variety of services and programs, this can mean better services, delivered more efficiently in a way that meets the needs and expectations of tax payers.

Getting things right the first time, can reduce costs, improve community/user satisfaction and make a significant difference to an individual’s well-being/quality of life.

2. It is a platform for social innovation. The Community Well-being Plan aims to become a platform for the creation of innovative and cross sectoral partnerships and collaborations that can more effectively coordinate collective efforts to achieve well-being and address complex social and health issues in new ways. The City of Guelph clearly understands that government cannot ‘do it all’ and that private sector, along with philanthropy cannot address the growing gaps. New models for social innovation are being tested locally to leverage the power of the non profits and NGO’s to work in more entrepreneurial ways and Guelph is working to be part of this movement. Therefore, it is not intended that the Plan will be ‘owned’ and delivered solely by the City; it aims to be a ‘community owned’ and delivered plan.
3. Community engagement results in increased participation and action to produce impacts and outcomes across multiple spheres of interests. Guelph is a leader in Community Engagement. The Community Well-being Plan aims to develop a range of tools and easily accessible pathways for creative and innovative engagement of the whole Community to be part of ‘community

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change' activity - to contribute in small and large ways from setting community goals to supporting each other to achieve them.

4. 'Joined up' service provision makes for effective policy making between sectors, service providers, community organizations and layers of government. Individuals come into contact with public services/programs and are impacted by public policy in almost every sphere of their lives. Service users are often faced with a myriad of confusing and disjointed service access points that are difficult to identify access and navigate. This is changing locally. Guelph is the home of many successful collaborations and partnerships that aim to address these challenges. The Community Well-being Plan aims to support this dialogue and facilitate opportunities for more 'joined up' working across those in the community that provide services, programs and develop a variety of public policy. It is also envisaged that the development and ongoing evaluation of the Plan will facilitate improved knowledge, information and data sharing as a community; all fundamental to making better evidence based decisions.

4 A Guelph Public Health / Social Services Framework

(How we can build upon our foundation of work and what we would do to achieve shared goals and objectives to implement the change?)

Preamble

City of Guelph is committed to community engagement, partnerships and collaborations.

We believe that - to provide quality services and support that effectively meet the needs of the community - the community itself and local organizations must be fully engaged in the work that we do; involved in key strategic decisions and in the development of new services, programs and facilities.

Positioned for a transformational change and empowered by Provincial approvals The Council of the City of Guelph (a duly elected body representing the people of Guelph) should govern as a complete community. The City Guelph would utilize its Community Well Being Plan to frame how best to integrate social services delivery and public health to meet the local needs of residents of Guelph. We would ensure the provision of a comprehensive, diverse and defined range of integrated clinical services and social supports delivered to meet local urban community needs.

Further, established community engagement practices and a more comprehensive understanding of the priority needs of distinct neighbourhoods, would enable Guelph to fully practice and exceed the principles of Need, Impact, Capacity and Partnership / Collaboration as defined by the Ontario Public Health Standards (2008).

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Guelph Public Health Unit: A Model

As a single-tier municipality, we propose to establish one of the following two existing governance models for Guelph:

- Single-Tier Governance Model: Boards are Councils of Single-Tier Municipalities (areas with only one level of municipal government); no citizen representatives; no provincial appointees
- Semi-Autonomous Governance Model (a subset of Single-Tier): Single-Tier Council appoints members to a separate “board of health” including citizen representatives; Council approves budget and staffing; no provincial appointees.

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It would be best positioned to:

- embrace a receptive, open and engaging Guelph based governance model that would ensure the delivery of coordinated health care services in an urban environment
- act in an open and transparent manner; accountable to the Province and local tax payers benefiting from appropriate support for its administration and for the allocation of resources,
- enjoy a series of grass roots, Guelph based community engagement practices that fostered constant and consistent communications, collaboration and consultation,
- design and refine needs, impacts, capacity and leverage partnerships and collaborations in the most effective delivery forms using evidence based practices and community

Benefits:

Existing Guelph City Governance

Guelph Council directs its staff to ensure that our governance and administration is community focused, responsive and accountable.

Specifically, we are:

- Consultative and collaborative in approach to community decision making
- Open, accountable and transparent conduct of municipal business
- Build Partnerships to achieve strategic goals and objectives

Specific to Social Services and Public Health Services, we would:

- Expect health care services to be coordinated and delivered in an open and transparent manner; to be openly accountable for funds allocated for the provision of these services;
- Put great value on the alignment of specialized needs and resources to respond to the specific needs of the local urban community of Guelph.

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- Expect and encourage continued improvement and change to mirror community changes – services, programs and delivery models evolve with community dynamics.
- Expect a rationale for decisions based upon a method using broad range of knowledge and information about the community, with the community, partners and collaborators involved in creating well being.
- Parallel communications strategies to inform the Board, community, partners and collaborators on actions and initiatives.
- Appreciation and skills in dealing with sensitive, complex topics effectively e.g. condom distribution, sex education, screening, testing, privacy and quarantining practices.

Support for Implementation

Guelph benefits from a level of organizational and administrative maturity in practice and approach. There are clear City Council objectives– seeking organizational excellence in planning, management, human resources and people practices.

Our practices also encourage front line responses to problem identification of chronic local urban problems and by our Values of Integrity, Excellence and Well Being, we continue to create greater respect for and trust in diverse competencies within the structure of local government and the community we serve.

We are a learning organization – a collaborative respecting social interaction with the community and characterized by our continued efforts to master focused consultative process supported by listening, civic staff.

Staff would be encouraged to explore new change management models and processes to ensure that our complete community vision advances with best practices.

Objectives: Changed Management of Social Services and Public Health:

In working with the community to plan as a complete community, in the immediate, Guelph would focus on 3 key principles:

1. Ensuring community engagement and voice in decisions affecting the community;
2. Align all new programs, services and facilities to approved strategic plans and service delivery models, ensuring community plans have had the investment of time from communities, stakeholders and the public.

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3. Accessible and response to priority groups – ensuring that those who experience barriers have been sufficiently engaged to ensure that elimination of barriers to accessing services.

Our practice specific to developing facilities is to ensure that the public, stakeholders and partners' needs are inventoried and assessed as part of a strategic planning process and that the needs arising from those strategies are prioritized, costed and then functionally designed to be financially effective to operate and accessible and available to the community being served.

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Further, the following key performance changes would be measured and endorsed:

Service & Program Planning:

- Practices would be holistic, integrated and where required, transformational.
- The practice of public involvement in planning and delivery of programs and services of health would be fully consultative, incorporating voice of citizens, clients, partners in the design, delivery and evaluation of programs and services in Guelph.
- Service delivery within the community to be easily accessible.
- Acknowledge unique dynamics of urban and neighbourhood population – 120,000 citizens with distinct, sometimes divergent needs, comfort with pace of change, capacity to be flexibility and to respond to engagement processes.
- Partners and collaborators would be directly involved in discussions regarding an integrated and financially efficient resource allocation with the goal of reducing any duplication of services.
- Leverage partnerships and alternative delivery models to achieve goals.
- Define central vs. decentralized service delivery models specific to Guelph community needs.
- Use of epidemiological data to support planning.

Efficiencies – Management & Areas of Administrative support from City of Guelph

- Deliver more cost effective services within the existing administrative structures, creating further efficiencies combined within the City of Guelph.
- Seek Quality Assurance Measures and community relevant performance metrics
- Performance Reporting
- Procurement Planning and Audit
- Contract management and review
- Organizational Learning and Development
- Legal, Information Technology and Human Resources / Labour Relations

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- Capital Facility Development
- Communication & Public Engagement Approaches

Financial Planning and Fiscal Prudence

- Direct accountability to taxpayers for services delivered
- Opportunities to leverage tax dollars to achieve multiple goals amongst community agencies

5 Conclusion

As a mature single tier urban municipality, through a duly elected Council, serving the diverse needs of a growing community, Guelph must be empowered to serve its residents in all aspects of community living, as a complete community.

The Guelph Vision for a Complete Community inspires residents of Guelph to work with the Province of Ontario, partners, collaborators and service agents to construct truly sustainable and integrated community plans that combine all facets of community life into well being. Positioned for social innovation, Guelph must define its own realistic and authentic approach to delivering government services and programs utilizing its capacity for collaboration, cooperation and cross-sectoral partnerships to address complex urban issues in new ways.

Old governance models that might once served to interests of the rural towns and communities of the day, no longer serve and respond to the needs of a growing urban centre. The current models only serve to accentuate and isolate diverging perspectives and priorities leading to antagonism and discord amongst elected officials striving to respond to their communities aspirations. The result is growing dissatisfaction and distrust for the capacity of government to purposefully address change.

Our residents are demanding an open, transparent and accountable system for governance and evidence that those planning and delivery programs and services are doing so in the most efficient and effective ways.

Guelph is poised through our engagement practices to develop a community well being plan that will form a foundation to develop and deliver a whole community in an integrated, collaborative and transformational way. We have a track record for delivering innovative plans and delivery models. It is an idea whose time has come for Guelph.

Appendix 2

....a conversation about being a complete community.

ⁱ Juhani Mikkonen and Dennis Raphael, *Social Determinants of Health: The Canadian Facts*, (Toronto, York University School of Health Policy and Management, May 2010, ISBN 978-0-9683484-1-3 – 62 pp.

ⁱⁱ Paul Kantor et H.V. Savitch, « The Politics of City Regions in Comparative Perspective », *Métropoles* [En ligne], 7 | 2010, mis en ligne le 09 juillet 2010, consulté le 15 mai 2011. URL : <http://metropoles.revues.org/4284>

ⁱⁱⁱ Peter Senge, *The Fifth Discipline*, (New York:Doubleday, 1990), p.14

^{iv} Ibid, Mikkonen / Raphael

INTERNAL MEMO

DATE February 23, 2011
TO **Mayor and Councillors**
FROM Barbara Powell
DIVISION Community Engagement and Social Services Liaise
DEPARTMENT Community and Social Services Department
SUBJECT **Community Wellbeing Plan**

The creation of a Community Wellbeing Plan forms a critical and central pillar to the Community and Social Services Department, Social Services work plan. The work plan developed under the direction of the Social Services and Housing Committee and was approved in principle by Council on August 30, 2010 (report #CSS-SS-1019) and the required resources referred to the 2011 budget deliberations. Three critical questions form the basis for the production of the Community Wellbeing Plan and the Social Services broader work plan. These questions are;

1. What is community wellness for Guelph? What does it mean to be 'well' in Guelph and how is it defined by its citizens, neighbourhoods and communities?
2. How is a state of 'wellness' achieved by an individual, and by the communities of Guelph, and what factors enhance or detract from this positive state of wellness?
3. To achieve community wellness, what relationships, partnerships, programs, and services are fundamental to sustaining the desired level of individual and community wellness? How are these delivered to the community, the neighbourhoods and the individual? What contributes positively to wellness and what needs to evolve, be added or reconsidered? Is there duplication in effort and resourcing? Are the current services being delivered in a way that reflects Guelph's' values as a caring community?

What is the Community Wellbeing Plan?

Community wellbeing is understood to be a holistic concept that describes an optimum, positive state of being. A Community Wellbeing Plan for Guelph would include a set of coordinated and change focused strategies that share a clear set of goals intended to lead improvements in wellbeing. This type of plan is not intended to be a static document, but an ongoing community process created to act as a catalyst for action that will improve wellbeing.

The development of the Community Wellbeing Plan provides a unique opportunity for community members to create and communicate a shared vision for their individual and community wide 'wellbeing' in Guelph. This shared vision, once created, has the potential to affect change in the community and has the weight to influence partners, decision makers, service providers and policy makers at the provincial and federal levels of government.

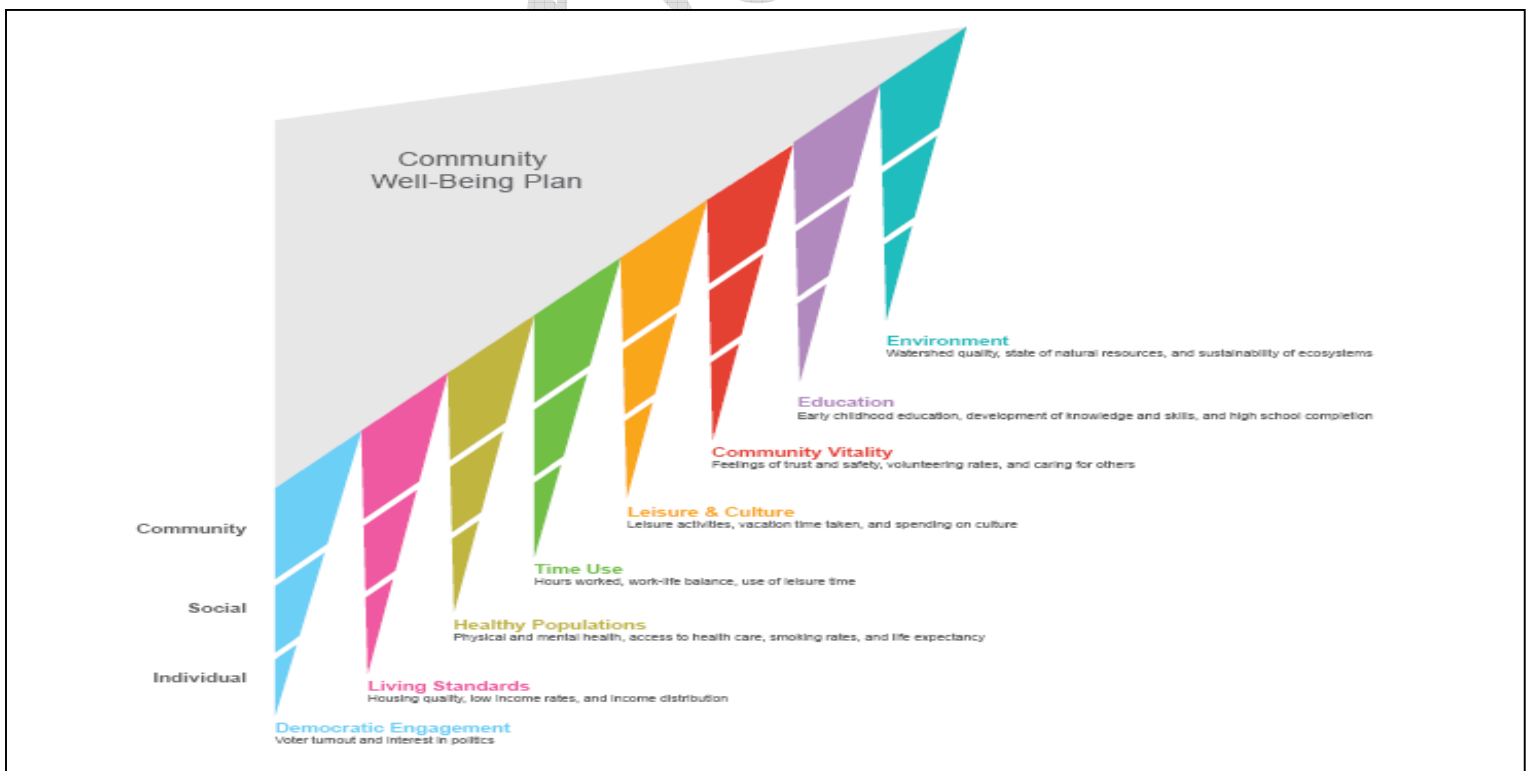
Guelph is not alone in attempting to define and achieve wellbeing, and a number of definitions have been created both within Canada and beyond. Some examples in Canada include Headwaters Communities in Action (Dufferin County), Windsor Essex Wellbeing Report and The Genuine Progress Index – Nova Scotia. Indeed numerous governments around the world, including those within Canada (federally and provincially) have embarked upon a new way of understanding and striving for societal progress that goes beyond traditional economic measurements (e.g. Gross Domestic Product) These definitions often identify of a number of 'domains' that elaborate on the concept of wellbeing. One good example of this is the Canadian Index of Wellbeing that describes wellbeing as:

“The presence of the highest possible quality of life in its full breadth of expression focused on but not necessarily exclusive to: good living standards, robust health, a sustainable environment, vital communities, an educated populace, balanced time use, high levels of democratic participation, and access to and participation in leisure and culture.”

Staff is initially looking at this definition as a starting point for broader discussion.

The Canadian Index for Wellbeing Network is a global leader in the exploration and measurement of wellbeing and is affiliated with the University of Waterloo. Its mission is to report on the quality of life of Canadians, and to evaluate changes in this quality of life over time. It also aims to stimulate dialogue on how to improve the quality of life of Canadians through evidence based policy making and other means. Their index, focuses around eight different categories (domains); democratic engagement, living standards, healthy populations, time use, leisure & culture, community vitality, education and environment.

Figure 1: Canadian Index of Wellbeing – Eight Domains of Wellbeing



report high levels of time pressure), and have been developed through a lengthy process of research and validation to ensure that they reflect Canadian values.

It will be important that the City works with the community and local organizations (small and large) to develop a set of meaningful wellbeing domains and supporting indicators that sets Guelph firmly on its unique path for community wellbeing. The Plan will also explore how wellbeing might be defined and achieved at a neighbourhood level too. This is particularly important as different neighbourhoods can express their own identity and have their own needs, aspirations and challenges.

Why create the Community Wellbeing Plan?

A Business Planning Tool

The 2010 tax levy included approximately \$23 million for Ontario Works, Child Care, Housing and Employment programs delivered by the County on behalf of the City; representing approximately 15% of the 2010 tax levy. Yet, the City does not currently have a *'comprehensive strategy for social services and housing that correlates the expenditure of these public civic resources to agreed upon community driven goals and objectives on health, wellness and quality of life.'* In effect this means that currently, the City does not have a robust plan that effectively directs how this money is being spent, nor do residents have adequate opportunity to assess if they are receiving value for money or not.

An integrated and comprehensive 'Community Wellness Plan for Guelph', would enable the City to ensure that this significant expenditure was directed in the most effective way that reflected community need and future aspirations. This Plan would, in effect, become the bedrock for the production of a robust business plan for Community and Social Services that would enable the effective and cost efficient deployment of this significant tax levy.

A Platform for Social Innovation

The Community Wellbeing Plan aims to become a platform for the creation of innovative and cross sectoral partnerships/collaborations that can more effectively coordinate collective efforts to achieve wellbeing and address complex social issues in new ways.

When we speak of a Community Wellbeing Plan it is important to highlight that this Plan will only be as effective as the partnerships, collaborations and community leadership that create it and take action to implement it.

It is not intended that the Plan will be 'owned' and delivered solely by the City; it aims to be a 'community owned' and delivered plan.

Community engagement results in increased participation and action

The Community Wellbeing Plan aims to develop a range of tools and easily accessible pathways for creative and innovative engagement of the *whole*

Community to be part of 'community change' activity - to contribute in small and large ways from setting community goals to supporting each other to achieve them.

Community Engagement is another way of saying that a community is at the heart of local decision making, and that community members are supported to actively participate in making a positive difference to their own lives and to their broader community. The benefits of authentic and effective community engagement are numerous. For example, as a City that provides a wide variety of services and programs, this can mean better services, delivered more efficiently in a way that meets the needs and expectations of tax payers. Getting things right the first time, can reduce costs, improve community/user satisfaction and make a significant difference to an individual's wellbeing/quality of life.

'Joined up' service provision and effective policy making between sectors, service providers, community organizations and layers of government

Individuals come into contact with public services/programs and are impacted by public policy in almost every sphere of their lives. All too often those who plan these services and develop these policies do not work together enough to ensure that their decisions complement one another to achieve shared goals. More importantly service users are often faced with a myriad of confusing and disjointed service access points that are difficult to identify, access and navigate. This is changing locally, and Guelph is the home of many successful collaborations and partnerships that aim to address these challenges.

The Community Wellbeing Plan aims to support this dialogue and facilitate opportunities for more 'joined up' working across those in the community that provide services, programs and develop a variety of public policies. It is also envisaged that the development and ongoing evaluation of the Plan will facilitate improved knowledge, information and data sharing as a community; all fundamental to making better evidence based decisions.

How will the Community Wellbeing Plan be created?

Since the Community Wellbeing Plan was approved in principal by Council in August 2010, the Community and Social Services Department have undertaken some preliminary research aimed to clarify central definitions for key terms such as 'wellbeing' and 'community planning' and identify and learn from other communities who have attempted to identify, measure and improve community wellbeing through community engagement activity and other means.

Furthermore, staff has gained a current snap shot of local strategic planning efforts designed to support various components of individual and community 'wellbeing'. This work will help the City identify potential partners, stakeholders and key informants for engagement in the project and will be used to avoid duplication of efforts, for mutual learning, and to build upon the work of existing community initiatives.

This information positions staff to work with stakeholders in the development of comprehensive terms of reference for the Community Wellbeing Plan project. As a basis for this discussion, a draft high level process for the development of the Community Wellbeing Plan (figure 2) is being proposed.

This planning process is intended to be one that embraces continual learning and development, and is grounded at each stage through;

- 1) review, monitoring and evaluation
- 2) communication and partnership building
- 3) decision making and action
- 4) community engagement and involvement.

If this is to be a truly 'community' based plan, it is of vital importance that local stakeholders are fully involved from the beginning.

It is anticipated that the initial Plan will take between 12 and 18 months to create, although its delivery partnerships, collaborations and supporting processes/mechanisms will take longer to become fully developed and embedded.

Partnerships

Of note, this project is closely related to an interdependent partnership development project being led by the University of Guelph.

The City is a proposed key partner in this project which is seeking a Social Services and Humanities Research Council (SSHRC) grant over the next three years. This project '*Engaging for Change: Practicing Collaboration and Planning in Guelph-Wellington*' has gained support and commitment from several local social services agencies with an interest in improving community engagement, collaborative and partnership networks, and social planning in the local area.

It is anticipated that the Community Plan for Wellbeing project will take account of and build on the learning, research and new ways of working that arise from this work.

Figure 2: Community Wellbeing Plan: A Proposed Planning Process

A Proposed Planning Process Through Community Engagement



Conclusions

The Community Wellbeing Plan will change the way the City, local community and local organizations plan and work together to achieve community goals. It will lead to practical, actionable strategies that build on Guelph's strengths and assets and complement other planning processes currently underway. Not only does it intend to improve community wellbeing as defined by the community itself, but it will further enhance the City's reputation as a great place to live, work and play.

Financial Implications

The \$165,000 requested in the 2011 budget will support the planning process outlined in Figure 2. \$60,000 of the funding will specifically leverage the support requested in the Social Services and Humanities Research Council grant to train and support community researchers (city residents) to gather information about well being in their neighbourhoods, and to conduct community asset mapping. The funds will also support graduate students to undertake literature and best practice reviews of collaborative approaches and to develop and pilot test these approaches, as well as to explore various governance approaches to collaborative initiatives. The remaining \$105,000 will be used to augment the preliminary best practice review on community well being plans, undertake engagement activities within the community to define well being, develop a communications strategy and manage the development of the plan, aligning it with other corporate and community initiatives including the CSM review. Some funds will be earmarked for capacity building in the corporation to undertake a broader range of community engagement activities.

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Appendix 3

COMMITTEE REPORT



TO **Community and Social Services Committee**

SERVICE AREA Community and Social Services – Arts, Culture & Entertainment Division

DATE June 14, 2011

SUBJECT Public Art Policy

REPORT NUMBER CSS-ACE-1121

SUMMARY

Purpose of Report: The Public Art Policy & Program - Framework of Principles (CS-CU-0821) was approved by Council in October 2008. The Framework outlined the need for and benefits of a public art program and policy for the City of Guelph and provided guidelines for policy development.

This report package establishes the Public Art Policy, defines the procedures for implementing a Public Art Program and creates a reasonable financial reserve to both maintain the current collection of the City and to phase the implementation of the program in relationship to City growth.

Council Action: To approve the formal Public Art Policy, to establish the public art reserve fund and funding mechanism, and to establish a Public Art Committee as a subcommittee of the Cultural Advisory Committee.

RECOMMENDATIONS

THAT report #CSS-ACE-1121 dated June 14, 2011 regarding the Public Art Policy for Guelph be approved;

AND THAT the Public Art Policy as attached to this report be approved;

AND THAT the Public Art Reserve Fund be established, with funding to the reserve for the first three years coming from the allocation of \$100,000 of the previous year's operating surplus, if a surplus is available;

AND THAT staff be directed to establish a Public Art Committee as a subcommittee of the Cultural Advisory Committee.

BACKGROUND

The Public Art Policy & Program - Framework of Principles (CS-CU-0821, attached as Appendix 1) was approved by Council in October 2008. The Framework outlined the need for and benefits of a public art program and policy for the City of Guelph and provided guidelines for policy development.

In addition to approving the framework of principles, the following recommendations were also approved:

- THAT staff be directed to draft a public art policy as per the Framework of Principles for Council consideration and report back to Council in 2009 including the following components in their policy presentation:
 - Terms of reference for a Public Art Advisory Committee
 - Financial projection and funding formula for projects and administration
 - Plan for involving private sector participation
 - Procedural guidelines to facilitate the program
 - Requirements for the management of the collection.
- THAT staff utilize the Framework of Principles to pilot the commissioning of public art for the Civic Square project; and
- THAT a phased approach towards the implementation of a public art policy be considered by Council once the public art policy is fully approved.

While the City of Guelph has not had a formal Public Art Policy or program for commissioning or accepting artwork, the acquiring and locating of artworks in public space is not new to Guelph. A number of artworks are located on public property including a bust of John Galt, the Family Fountain, the Blacksmith Fountain, the War Memorial, the Copper Wall at the River Run Centre, and the Millennium Time Sculpture.

In addition to finalizing the public art policy from the previously approved Framework of Principles, this report also sets out a funding mechanism and a comprehensive inventory and long term maintenance plan for the existing collection of artworks owned by the City.

REPORT

For the purposes of the policy, Public Art is defined as creative works, not necessarily those of professional artists, which are acquired by the City of Guelph with the specific intention of being sited on or staged in municipally owned public space.

Public Art enhances public spaces and may commemorate history or make a statement about the present or the future. Over 160 cities in North America have adopted and implemented public art policies and programs. Benefits of public art include social interaction, citizenship, community connectivity, beautification, community identity and economic catalysts.

The proposed Public Art Policy outlines:

- A standardized and transparent process for the growth and maintenance of a civic public art collection;
- The roles and responsibilities of the many different partners involved in a public art program;
- A sustainable funding model for the acquisition of public art and for the care of the existing collection; and
- A philosophical position of the city to ensure that all citizens can access and participate in the cultural social and economic development opportunities arising from public art.

The establishment of a Public Art Committee, as a subcommittee of the newly formed Cultural Advisory Committee, sets out a governance and decision making model in which decisions about public art are done at arm's length to Council. Rather, the decisions are both community based and community driven.

Funding to support the Public Art Policy will be provided through the establishment of a Public Art Reserve Fund. Staff explored a variety of options for how this reserve should be funded, including the current best practice model followed by most municipalities in North America.

One potential model investigated by staff for the funding mechanism of the Public Arts Reserve Fund, and the model that is widely accepted as the best practice model for municipalities, is a "percentage for public art" strategy. Under this model, the percentage for public art would be calculated at 1% of the total construction cost of any city capital projects over \$100,000 and processed through the 10 year capital planning model. The maximum allocation in any given year at the 1% contribution would be capped at \$300,000.

This model gives municipalities the ability to directly link public art opportunities to the rate of growth and development in the City. This is achieved by ensuring that the contribution to the public art reserve is directly proportional to the value of the capital projects initiated each year (limited to those capital projects that are funded through Capital Reserves and Debt, and not through development charges or other reserve funds).

However, due to the financial constraints of the capital budget over the next few years, staff is recommending an alternate model as an interim funding mechanism. For the years 2012 – 2014, funding to the reserve would come from an allocation of \$100,000 of the previous year's operating surplus. If there is no operating surplus for a particular fiscal year there would be no contribution to the reserve for that year.

This funding model will be re-evaluated at the end of the initial three year period, and CSS staff will work with Finance to develop and recommend to Council a permanent funding mechanism.

CORPORATE STRATEGIC PLAN

For the City of Guelph, a Public Art Policy and program serves to implement several key objectives of the City's Strategic Plan from 2007, as well as goals stated in the 2011 draft mission plan.

From the 2007 Strategic Plan

Goal #4 A vibrant and valued arts, culture and heritage identity

4.2 Numerous opportunities for artistic appreciation, expression and development

4.5 Capitalize on our cultural and heritage assets to build economic prosperity, quality of life and community identity

From the 2011 Draft Mission:

We build a well-designed and appealing city that celebrates a thriving economic, social, cultural and environmentally-sustainable community

FINANCIAL IMPLICATIONS

For the first three years (2012 – 2014), funding to the reserve will come from the allocation of \$100,000 of the previous year's operating surplus.

In regards to the condition of the current artworks in the City's collection, staff has undertaken a condition assessment to establish what conservation work needs to be done in the short-term, and then what amount of money needs to be allocated for ongoing maintenance of each piece. The initial estimate for conservation costs is between \$20,000 and \$30,000 and that work would take place in 2012 and would be funded out of the Public Art Reserve Fund.

A detailed breakdown of the current collection, the key conservation concerns and the estimated costs of conservation and maintenance can be found in the attachment "City of Guelph Current Art Inventory". Staff has documented the conservation concerns with photographs, and examples are also included in the attached document.

DEPARTMENTAL CONSULTATION

The following departments and divisions were asked to provide input on the draft Public Art Policy:

Office of the CAO – Downtown Renewal
Operations & Transit Department
Finance Department
Legal Department
Corporate Building Maintenance
Planning & Building, Engineering and Environment Department

Additionally, the Finance Department was asked for input on the establishment of the reserve fund, and the method for funding the reserve.

COMMUNICATIONS

Over the past four years, through the development of the framework of principles and the public art policy staff has consulted with staff at the Guelph Arts Council and the Macdonald Stewart Art Centre. Further communications and community consultation will take place through the Public Art Committee and the Cultural Advisory Committee as the policy is put into place and the funding mechanism established.

ATTACHMENTS

Appendix 1: CS-CU-0821 - Public Art Policy & Program - Framework of Principles (October, 2008)

Appendix 2: Corporate Policy – Public Art Policy

Appendix 3: Current inventory of Public Art in the City’s permanent collection



Prepared By:

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COMMITTEE REPORT

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

SERVICE AREA Community Services
DATE October 15, 2008

SUBJECT **Public Art Policy & Program – Framework of Principles**
REPORT NUMBER CS-CU-0821

RECOMMENDATION

THAT report # CS-CU-0821 of the Director of Community Services dated October 15, 2008 providing background on public art and a draft framework for proceeding with the development of a public art policy and program for Guelph, be received; and,

THAT the Framework of Principles as outlined in Attachment A of report CS-CU-0821 be approved in principle; and

THAT staff be directed to draft public art policy as per the Framework of Principles for Council consideration and report back to Council in 2009 including the following components in their policy presentation:

- Terms of reference for a Public Art Advisory Committee
- Financial projection and funding formula for projects and administration
- Plan for involving private sector participation
- Procedural guidelines to facilitate the program
- Requirements for the management of the collection.

THAT staff utilize the Framework of Principles to pilot the commissioning of public art for the Civic Square project; and

That a phased approach towards the implementation of a public art policy be considered by Council once the public art policy is fully approved.

BACKGROUND

The purpose of this report is to provide Council with background on public art and to outline a policy framework of principles to be used to frame the development of a draft public art policy for Guelph.

The concept of public art is not modern; every civilization has produced art works - from commemorative to the vernacular; a statue of a famous person to decorative

paving stones embedded in a sidewalk. The acquiring and locating of artworks in public space is not new to Guelph; a number of artworks are located on public property including a bust of John Galt, the Family Sculpture, the Blacksmith Statue, the War Memorial and Copper Wall at the River Run Centre and most recently, the Millennium Time Sculpture. The Guelph Arts Council has created a *Guide to Public Art in Guelph*, which identifies both historical and contemporary works located in the downtown, University of Guelph, at several churches and on the grounds of the MacDonald Steward Art Gallery. They have also recently overseen the commissioning of the Millennium Time Sculpture.

However, the City of Guelph does not have a formal Public Art Policy or program for commissioning or accepting artwork. Guelph's existing artwork policy is outdated; it neither addresses stewardship artworks nor does it anticipate and respond to opportunities (public or private) for development of art in public spaces.

In 2008, Guelph's Cultural Advisory Committee identified the need to develop a formal Public Art Policy and program which would:

1. Define a fair and equitable commissioning process that ensures that the artwork and creative concepts of artists become part of the planning, design and development of public space so as to ensure that these places are visually stimulating and community oriented;
2. Define a sustainable funding model linked to the construction of civic facilities and amenities;
3. Ensure that the program is well reasoned and respects current fiscal realities including meeting Council's strategic objectives;
4. Create a public art master plan that makes the best use of several city departments and the community, in determining appropriate sites for locating public artworks;
5. Respond to private offers to donate art works to the city;
6. Respond to partnerships with the private sector in the development of public space that is accessible to the general public.

REPORT

Public Art Defined

Public art is artwork that is accessible to the public. It is created in any material and is planned and executed with the specific intention of being sited or staged in the public domain. It is usually located outside and is accessible to all (*Wikipedia*) but it may also be internally located or integrated, semi integrated or free standing. Public art is characterized as 'commissioned, site specific, community reflective and collaboratively decided.'

Public art is also defined as any art form of aesthetic expression resulting in an object or expression that contributes value to its community. The outcome could be art works that celebrate an individual or event and may have functional as well as aesthetic qualities.

It can be permanent or temporary and may be any, but not limited to the following:

<p>Sculpture Architectural or Architectural detail Monuments Memorials Procession Street Theatre Identity Marker or Trademark Water features</p>	<p>Street Furniture Decorative Gates & Fences Lighting Landscape Architecture Banners Paving Stones Park Benches Murals</p>
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Program Rational - Benefits as Linked to Corporate Strategic Objectives

Over 160 cities in North America have adopted and implemented public art policies and programs.

Benefits of public art include social interaction, citizenship, community connectivity, beautification, community identity and economic catalysts.

For the City of Guelph, a Public Art Policy and program services to implement several key objectives of the City’s Strategic Plan 07 and beyond.

Goal #1: Urban Design and Sustainable Growth / *"An Attractive, well functioning and sustainable City."* Guelph’s current and future public art provide a distinct community identity and a point of interest for both its citizens and its visitors (1.1). As the downtown and key hubs continue to evolve, strategically placed public artworks will reflect our community and will be a destination of national interest (1.5) making Guelph a tourist interest of choice (3.6). A public art policy demonstrates the City’s responsibility to provide cultural opportunities and presents a positive image to visitors and potential investors.

Goal #2: Personal and Community Well Being/ *"A healthy and safe community where life can be lived to the fullest."* The process of participating in the development of a public artwork ensures that citizens of Guelph access and experience economic and social development opportunities afforded by the integrative creative process of defining their neighborhood, an event, a theme or a process. Engaging and connecting our communities in art builds our values of inclusivity, volunteerism and philanthropy (2.6).

It is known that where public art is part of a community, there is an increased use of public open space and amenities which creates a more social environment for interaction and community building. This often results in safer neighborhoods and cities (2.4).

Goal #4: Arts, Culture and Heritage / *"A vibrant and valued arts, culture and heritage identity."* Guelph is rich with artists and creators who live work and showcase their works regionally, nationally and internationally. As the City grows both in size and stature, its creators should be visible and have opportunities to define the City’s identity to the world (4.2/ 4.5). Public art is the social expression

of our diversity of artistic vision; these creators reflect our community and record our identity to be shared with the world (4.5).

Goal #5: Government and Community Involvement/ "A community-focused, responsive and accountable government". A Public Art Policy and program ensures that the commissioning of art works using a consultative and collaborative approach to decision making (5.2). With a policy, program and master plan, the community will have an open, accountable and transparent system for awarding commissions and accepting donations of artworks (5.3). Working with the private sector and neighborhood associations in the design and development of shared public art projects ensures that we embrace partnerships to achieve strategic goals and objectives (5.4). Ultimately, a formal policy, program and implementation plan will provide the reasoned framework needed to ensure excellence in planning, management and human resource utilization (5.6).

Framework of Principles – Public Art Policy and Program

The Cultural Advisory Committee has spent several months researching and compiling examples of public art policies from other cities in Canada. City staff reviewed their findings and discussed the framework as a model with which to further develop a Public Art Policy and Program, for Council's consideration.

The comprehensive Framework of Principles as per **Attachment A** included in this report is recommended to Council. Subject to Council consideration staff would proceed to draft a complete Public Art Policy for Council's in 2009.

Staff Summary

A public art policy outlines a philosophical position of the city to ensure that all citizens can access and participate in the cultural, social and economic development opportunities arising from public art. For employers who seek out innovative and creative cities within which to locate their businesses, public art signals that the city is advanced, engaged and reflects its identity and livability to the world.

CORPORATE STRATEGIC PLAN

Please see Program Rational - Benefits as Linked to Corporate Strategic Objectives in the report.

FINANCIAL IMPLICATIONS

The full collection of artworks owned by the City of Guelph currently does not benefit from a complete inventory, long term maintenance plan or modern storage. There are no resources allocated to the development of a public art policy or program at this time. However, staff expertise and community support to develop a draft policy does exist and can be committed to complete the policy draft.

For any Public Art Policy and Program, its administration will require staff to properly manage the range of projects and processes inherent to this very public jury system. Most municipalities charge staff directly to the flat rate Percentage for

Art reserve fund; the allocation of their time is determined through the Public Art Master plan which predetermines resourcing.

Further dialogue with Council and their deliberation upon the inclusion of a public art program into the Corporate Strategic Plan will be required prior to undertaking the development of an implementation plan and phased introduction of this program into the capital and operating budgets.

It is also anticipated that a phased and gradual approach towards the implementation of the policy will be required to ensure that the responsibilities inherent in the program are well understood.

For 2008-2009, the City has identified public art funds for the Civic Square project at the new City Hall. Council may direct staff to proceed in using the Framework of Principles (Attachment A) to pilot the implementation of this commissioning process using a jury and selection process. This will provide the opportunity to evolve a phased approach towards the overall program plan.

DEPARTMENTAL CONSULTATION

Cultural Advisory Committee

COMMUNICATIONS

N/A

ATTACHMENTS

Attachment A – Framework of Principles



Prepared and Recommended By:

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CORPORATE POLICY AND PROCEDURE



POLICY **Public Art Policy**
REVISION DATE May 2011 draft

POLICY STATEMENT

The City of Guelph recognizes that art in public places is a valuable asset that enhances the quality of life for its citizens, strengthens community pride, improves the aesthetic of the public environment, and contributes to its cultural aspirations, social well being and economic vitality. Through public art we celebrate our culture and heritage, reflect our diversity, express shared values and define our unique identity. Public art advances the City's strategic goal to build a well-designed and appealing city that supports the four pillars of sustainability and engages the community.

PURPOSE

The purpose of this Public Art Policy is to:

- i. Establish a standardized and transparent process for the acquisition, selection, maintenance, de-accession, monitoring and evaluation of purchased and/or donated works of art for display in public spaces;
- ii. Provide guidelines for the selection and display of loaned art-works not owned by the City of Guelph;
- iii. Provide a sustainable funding model for the development, acquisition and management of Public Art for the City of Guelph.

DEFINITIONS

Public Art is defined as artworks that are created by artists and acquired by the City with the specific intention of being sited on or staged in municipally owned public space. Works of public art may be permanent acquisitions or temporarily on loan, and may be characterized as aesthetic, functional, interactive, or any combination thereof, and created using any material or any combination of media, including but not limited to sculptures, water features, paintings, drawings, textiles, furnishings, installations, and kinetic works.

Art that does not leave a lasting record of its creation (i.e. ice sculptures) is considered temporary art, and is not subject to this Policy. Furnishings, such as benches, light standards, and signage, are exempt from this policy unless a design component is commissioned. Municipally owned museum, library and archival collections, commemorative plaques and memorials fall under separate existing policies, and are therefore not subject to this Policy. Murals are also exempt from this Policy as they are subject to a separate policy that will be developed specifically for mural projects.

Artist refers to the designer/creator of a piece of artwork and can include, but is not limited to, professional artists, graphic designers, collaborative teams, architects, and landscape designers.

Public Space refers to the space that is available and frequently used by the public within the public domain and can include, but is not limited to, parks, boulevards, trail systems, open space, waterways, roads, bridges, gateways, street spaces, exterior and interior public areas associated with City-owned buildings and civic squares.

Art Loans refers to artwork that is borrowed by the City, through a loan agreement, for a defined period of time from a lender who owns and retains ownership of the artwork.

De-accessioning refers to the process of permanently removing a piece of Public Art from a site or from the City's permanent art collection.

Acquisition refers to the formal process used to accept an artwork into the City's Public Art Collection.

Permanent Art Collection refers to public artworks acquired, maintained and preserved by the City and exhibited in the public domain for the benefit of this and future generations.

Community Art is created collaboratively in a partnership between an artist and a self-identified community. Community members actively participate in the creation of the art. The artistic process is of equal importance to the artistic product.

PROCEDURE

1. Roles & Responsibilities

The selection of Public Art is a consultative process involving multiple participants, including City staff, community representatives and Council.

1.1 Public Art Committee

A Public Art Committee (PAC) will be established as a standing subcommittee of the Cultural Advisory Committee. The PAC will

- i. advise on the implementation of the public art policy through the Cultural Advisory Committee;
- ii. review proposed project scope and terms of reference;
- iii. ensure application of established procedures and guidelines for each selection process;
- iv. advise and promote communication and outreach of the policy to the community;
- v. advise and recommend to Council through the Cultural Advisory Committee on proposed gifts, donations and bequests to the city in accordance to established guidelines;

-
- vi. advise on the development and implementation of maintenance for the art collection and for accessioning and de-accessioning of works associated with the Public Art Policy; and
 - vii. review the staff's Public Art Operational Plan for placing works within the public domain.

The PAC will consist of seven (7) members selected from the community. At least three (3) members of the committee will be from the Cultural Advisory Committee. Four (4) members will be selected by the Cultural Advisory Committee and shall have professional experience related to at least one of the following disciplines: urban planning or developing, landscape architecture, architecture, visual, literary or performing arts, art history, art administration or education, curating, visual arts consulting, civil engineering, art reviewing/writing, or heritage research and planning. The members shall be residents of Guelph and shall demonstrate a significant knowledge of arts and culture.

The PAC will be subject to the City's Code of Conduct policies to ensure a fair and equitable treatment of all participants in the process and to ensure that their recommendations to Council are without bias.

1.2 Role of Staff

The implementation of the Public Art Policy will be coordinated by the Arts and Culture Program Officer. Staff will

- i. facilitate regular PAC meetings circulating information; providing guidance, arranging for the recording of minutes;
- ii. recommend to Council an annual budget through the budget process;
- iii. establish and maintain the Public Art inventory;
- iv. coordinate conservation of the City's Public Art collection as required;
- v. investigate Federal, Provincial, or other sources of funding to promote and support the development of art in public spaces in Guelph; and
- vi. assume responsibility for any other items arising from the implementation process.

An inter-departmental public art planning team will be established to work in conjunction with PAC for artwork selection and ongoing, long-term Public Art planning, including site selection and maintenance. The planning team will include staff representatives from the departments of Arts, Culture & Entertainment, Parks & Recreation Program & Facilities, Planning, Legal, Corporate Building Maintenance, and Economic Development & Tourism.

1.3 Role of City Council

Council will:

- i. act as an advocate for art in public spaces in the City;
- ii. approve the Public Art Policy;
- iii. approve any changes to the Public Art Policy, as needed;

-
- iv. receive recommendations from the PAC through staff related to the acquisition, loan, or de-accession of Public Art;
 - v. authorize expenditures from the Public Art Reserve Fund; and
 - vi. approve the annual Public Art budget through the budget process.

2. Funding

Funding to support the Public Art Policy will be provided through the establishment of a Public Art Reserve Fund. For the years 2012 – 2014, funding to the reserve will come from the allocation of \$100,000 of the previous year's operating surplus, if there is a surplus available. This funding model will be re-evaluated at the end of the initial three year period.

A minimum of 75% of all funds collected must be used for the design, fabrication, installation and documentation of public artworks or community art projects chosen through an objective jurying selection process.

Funds ranging up to 25% will be apportioned to the governance and administration of the selection process, collection, inventory, insurance, staffing, legal requirements, de-accessioning of works and the overall policy review.

Funding may also be provided through the Public Art Reserve Fund for community art projects. A jury, consisting of PAC members and members of the inter-departmental public art planning team, will determine whether or not a community art project should proceed and/or be funded. The goal of these community art projects is to engage citizens and may or may not include the use of professional artists.

Development contributions to the Reserve will be encouraged through Section 37 of the Ontario Planning Act. Municipal contributions to a Public Art Reserve Fund will also be used to leverage funding from other governmental and private sources.

Maintenance Budget

Maintenance costs for all site-specific works will be incorporated into the annual operating budgets for each site.

A Public Art Maintenance budget line will be established and an annual allocation will be made as part of the regular municipal operating budget process to address costs related to the ongoing maintenance and conservation of those artworks in the City's Public Art collection not associated with a specific municipal building.

3. Acquisition

The City may acquire Public Art through selection and purchase, commission, or donation.

The process for the selection of Public Art should:

- attract artists from a variety of artistic disciplines
- be meaningful, fair and equitable

-
- encourage opportunities for learning, participation, and experimentation in arts and culture
 - incorporate and integrate Public Art into the planning, design, and execution of selected civic development projects

Proposals for the acquisition of Public Art shall be solicited through:

- open competition
- invited competition
- direct award, where permitted by the City's Purchasing Policy

Public Art shall be selected on merit through a process informed by expertise and community input through the PAC. The selection shall be made by a jurying process coordinated by the Public Art Committee with guidance from the inter-departmental public art planning team. The Executive Director, Community & Social Services, or designate, will make the final recommendation to Council for approval.

Each work of art that is being considered for acquisition to the City's permanent collection will be evaluated according to the following criteria:

- quality of work
- condition of work
- monetary and/or appraised value
- artistic reputation of the artist
- suitability of the work for display in a public space
- that the artwork does not duplicate other permanent collection works or aspects of the collection
- relevance to the City's natural and built environment, cultural heritage, and/or history
- authenticity of the work
- ethical and legal considerations regarding ownership

All offers of gifts, donations and bequests of artworks shall be reviewed by the Public Art Committee with guidance from the inter-departmental public art planning team to assess artistic merit, site suitability and context, durability and maintenance requirements, financial implications and public safety prior to any acquisition, designation or installation as Public Art.

All acquisitions, whether purchased or accepted as donation, will be accompanied by a maintenance plan that is supplied by the artist/donor. All donations must be unencumbered and the locations for donated works of art will be subject to the Public Art Operational Plan. The donor of the artwork must have legal title to the work and is responsible for meeting the Canada Revenue Agency criteria to receive an Official Receipt for Income Tax Purposes for the donation.

This process, which includes an appraisal of the artwork at the donor's expense to determine its fair market value, requires pre-approval of the Finance Department.

The City may decline to consider or accept any gift, bequest or donation of art in its sole discretion.

4. Display of Artwork not owned by the City

The City may secure, on a temporary basis, works of art for display in public spaces through art loans. Temporary installations of artworks may last from one day to one year, typically remaining on view for three to six months.

All artworks to be displayed in public spaces will be evaluated against the following criteria:

- quality of the artwork
- artistic reputation of the artist
- suitability of the work for display in a public space (i.e. size, subject matter)
- condition of the artwork
- city's ability to safely display and conserve the work
- exposure provided for Guelph artists

Proposals for art loans will be reviewed by an inter-departmental panel led by Community & Social Services Department staff. Following the approval of a proposal, a license agreement between the artist and/or sponsoring organization and the City will be executed.

The artist and/or sponsoring organization will be responsible for funding, installation, maintenance, timely removal of the artwork, and restoration of the site.

5. Site Selection

Sites for Public Art will be identified through the development of a Public Art Operational Plan. This plan, developed and managed jointly by Community & Social Services and Planning, Engineering & Environmental Services and Operations & Transit Services, will parallel the Public Art Policy and recommend a practical implementation strategy for Public Art. In addition to identifying and prioritizing locations throughout the City where Public Art may be situated, the Operational Plan will make recommendations regarding theme and materials based on an assessment of the current inventory of Public Art and will serve as the first stage in the development of a more detailed and longer-term Public Art master plan.

Planning, Engineering & Environmental Services, Downtown Renewal, and Economic Development & Tourism will work with new and established businesses, agencies and other levels of government, architects, builders and contractors to identify opportunities for Public Art in architecture, building and/or landscape designs of private infrastructure, or the layout of open spaces, public connections to adjacent features (i.e. streets, bridges, road infrastructures, interchanges, gateways, light standards, parks and open spaces), and related requirements for urban environments and streetscapes. Private sector developers will be encouraged to integrate Public Art into the design of a site, buildings and/or landscaping, especially in publicly accessible and visible areas of the site, including, but not limited to building facades, floors, ceilings, courtyards, or

entrances and could include functional and decorative elements including, but not limited to benches, water features, and light standards.

6. Installation

The City is responsible for coordinating the installation of all works of art that the City has acquired or borrowed. The installation process will be identified, in advance, through the agreement of purchase, commission, donation, or exhibition contract and may involve participation of the artist and/or a contracted professional installer. The condition of all acquired works will be reported upon receipt, and any problems found will be referred to the artist/lender for resolution, prior to installation.

7. Maintenance

It is the responsibility of the City to maintain all permanent works of art within the collection, in accordance with the approved maintenance plan required for each artwork.

Development of the maintenance plan is the responsibility of the artist and must be submitted with the proposal at the time it is being reviewed and considered. The complexity of maintenance plans may vary based on the size, nature and material of the art work, therefore maintenance plans must also meet the satisfaction of Operations & Transit Services. Maintenance plans will include, but are not limited to, maintenance specifications, budget implications, manufacturer lists, and key contacts, including the artist.

The City will be responsible for the care and maintenance of the artwork, in accordance with the approved maintenance plan. Community & Social Services staff will monitor the maintenance plan. The appropriate City department will undertake an inspection of the artwork according to a pre-determined schedule. A qualified art restorer may be retained to undertake the inspection, if deemed necessary.

7. Storage

The City will ensure short-term and long-term storage that meets appropriate museum standards for all works of art in its care. Whenever possible, existing City and community resources will be used for the storage and management of the City's permanent collection.

8. De-accessioning of Public Art

The City has the right and responsibility to de-accession Public Art when necessary. All reasonable efforts shall be made to resolve problems or re-site the Public Art, in consultation with the artist and/or donor, where appropriate. Reasons for de-accession include, but are not limited to:

- endangerment of public safety
- excessive repair, maintenance or irreparable damage
- inaccessibility
- site redevelopment

In the event of accidental loss, theft or vandalism, the City retains the right to determine whether replacement or de-accession of the artwork is appropriate.

No artwork will be de-accessioned and disposed of without consultation of the Public Art Committee. Recommendations of the PAC regarding the need for and method of de-accessioning will be made through Community & Social Services staff to Council for approval. The de-accessioned art may be moved, sold, returned to the artist or destroyed, with any monies received through the sale of art allocated to the Public Art Reserve Fund.

9. Insurance

All permanent and portable artworks owned by the City through purchase, commission and/or donation, are the property of the City and are insured under the City's Insurance Policy.

For all artworks on exhibit in City-owned public spaces through a loan agreement, the artist will submit a copy of insurance coverage for the artwork, or a signed waiver freeing the City from liability in case of accidental loss, theft, damage or vandalism. In addition, the artist will also submit a complete list of the displayed artwork(s) which will include the title, dimensions, medium and appraised value of the artwork.

10. Agreements

The artist will enter into a written agreement with the City, following the approval of the commission/acquisition of the artwork. This written agreement will address the artist's obligations, which will include, but are not limited to:

- scope of work
- materials
- timelines
- installation
- maintenance
- warranty
- copyright and moral rights
- payments to sub-contractors

This agreement would also set out the City's obligations that will include, but are not limited to:

- payment
- adhering to the approved maintenance plan
- insurance of the artwork
- community notification
- artist recognition

11. Monitoring and Evaluation

Community & Social Services will undertake an evaluation of the Public Art Policy within one year after it is fully implemented to assess its effectiveness and to identify amendments if required. Following this initial review, the policy will be re-evaluated every five years.

Any proposed substantive amendments will be submitted to Council for consideration and approval. The City will regularly monitor the effectiveness of the Policy.

Appendix 2

City of Guelph – current Public Art inventory

Artwork	Location	Date Acquired	Artist	Donor	Key Conservation Concerns	Initial Conservation Estimate	Annual Maintenance Estimate
Children's Rights Sculpture	Riverside Park				• No concerns	N/A	N/A
Frog Waterspout	St. George's Square	1985	William McElcheran	William McElcheran	• Significant hard water 'scale'	Included with Family Fountain	Included with Family Fountain
Garbasaurus	Royal City Park	1999		OPIRG (Ontario Public Interest Research Group)	• No concerns	N/A	N/A
IODE Cross of Sacrifice	Corner of Carden and Wyndham Streets	1925		Guelph Chapter IODE	• Minor corrosion • Some mortar joints failing	\$250 - \$500	\$100
IODE Fountain	Corner of Yarmouth and Norfolk	1914	B. Lund	Victoria-Guelph Chapter IODE	• Significant paint peeling • Some mortar joints failing	No estimate available	No estimate available
John Galt	City Hall	1979	John Miecznikowski		• Minor corrosion	\$600 - \$800	\$250
Lt. Col. John McCrae Memorial	108 Water Street		Nelson Studios, Dundas		• Some mortar joints failing	No estimate available	No estimate available
McCrae Park Gates	John McCrae Park				• Minor corrosion	No estimate available	No estimate available
Passages	River Run Centre	1997	Peter Johnston		• No concerns	N/A	N/A
Reflection Garden	confluence of Speed and Eramosa Rivers	2000	Wendy Shearer, James Wallace	Canadian Federation of University Women	• No concerns	N/A	No estimate available

Appendix 3

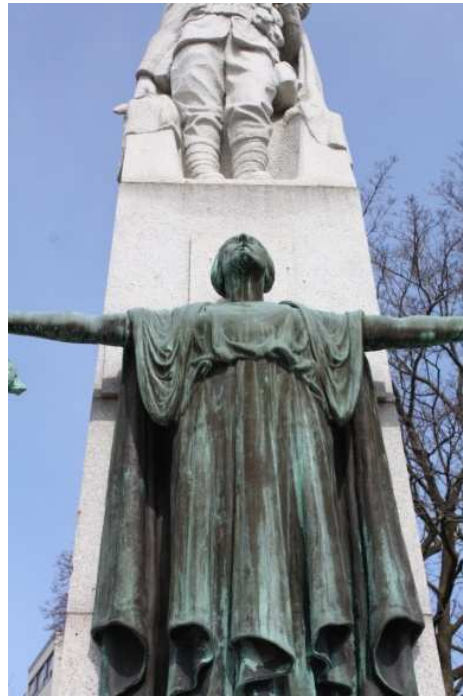
Artwork	Location	Date Acquired	Artist	Donor	Key Conservation Concerns	Initial Conservation Estimate	Annual Maintenance Estimate
The Blacksmith Fountain	Priory Square	1885	J.H. Hamilton (granite work)	J.B. Armstrong	<ul style="list-style-type: none"> •Missing right hand, hammer, and left thumb •Paint shows signs of sun bleaching •Minor hard water 'scale' 	\$6,000	No estimate available
The Family Fountain	St. George's Square	1985	William McElcheran	Guelph Italian-Canadian community	<ul style="list-style-type: none"> •Significant hard water 'scale' •Graffiti on base 	\$8,000 - \$12,000	\$1,500
Time Line/Water Line	John Galt Park	2000	John McEwan		<ul style="list-style-type: none"> •No concerns 	N/A	N/A
War Memorial	Trafalgar Square	1927	Alfred Howell		<ul style="list-style-type: none"> •Noticeable corrosion and pitting 	\$7,000 - \$10,000	\$1,200
Pulling Together	City Hall, Mayor's Office	1993	Ken Danby		<ul style="list-style-type: none"> •No concerns 	N/A	N/A
Four Seasons	Community & Social Services Storage	2008	Thomas Kemp Kieffer	Estate of Gareth Rees	<ul style="list-style-type: none"> •No concerns 	N/A	N/A
Total Cost Estimates*						\$21,850 - \$29,300	\$3,050

* Conservation and Annual Maintenance Estimates based on initial assessment by Craig John Restorations Ltd.

Examples of City of Guelph public artworks requiring conservation



Blacksmith Fountain
Priory Square



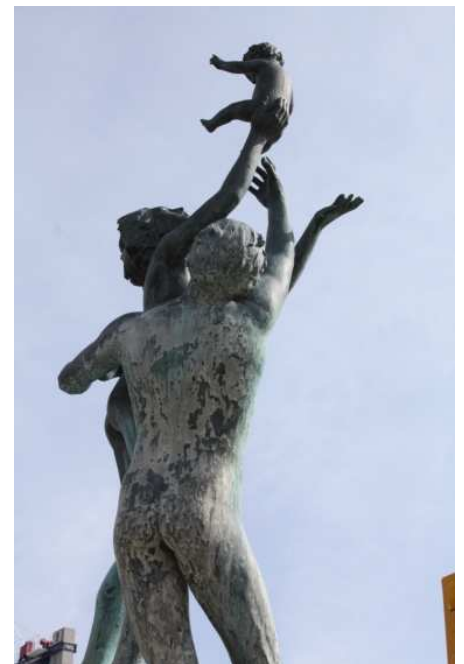
War Memorial
Trafalgar Square



IODE Fountain
Yarmouth and Norfolk



Family Fountain
St. George's Square



INTERNAL MEMO



DATE June 16, 2011

TO **Mayor and Council**

FROM Bob Burchett
DEPARTMENT Community & Social Services

SUBJECT Pine Ridge Community Association Fireworks Request

This is to provide background information on the fireworks permit recommended by the Community and Social Services Committee at their meeting of June 14th, 2011. The resolution was not accompanied by a staff report.

Last year the Pine Ridge Community Association applied for a fireworks and special events permit on June 18th, 2010 and were granted one by City staff in time for the display on June 30th 2010.

This was not, by any means, a normal permitting process or timeframe. For an unknown reason the issuance of the permit did not follow City policy and did not go through Committee or Council, as per the By-law. Although the Association had no means of knowing this it was, in fact, an invalid permit as it did not meet the terms of the By-law.

The Association was notified by staff at that time (June 2010) that any future fireworks permits would have to comply with the guidelines and application deadlines for that type of event and that they could not expect to receive one in such a short time period again. Staff explained that fireworks permits require particular scrutiny given their obvious potential for damage or injury and the potential impact on neighbours, wildlife etc. This is particularly true when the event is happening on City property.

The Association was invited to a special event users meeting (November 2010) to discuss future event deadlines and requirements etc but didn't attend. A special events package was emailed out to the Association in late November clearly outlining the deadlines that they would have to meet, contact information for staff and the various information they would have to provide. No response was received from them.

The Association submitted a fireworks request for a display to be held on June 30th, 2011 on Friday June 3rd 2011. (By way of comparison, the request for the July 1st Rotary fireworks was received in March.)

The very short time frame meant that staff did not have enough time to

review safety and insurance conditions and prepare the necessary report to place the item on the June 14th CSS agenda by the Monday June 6th agenda deadline.

Staff consequently turned down the request for the permit since

- it was three months short of the requested application deadline
- it required Council approval
- not enough time to take it through the regular process to get it before Council

When the Association was told there was not sufficient time to process the permit they informed staff that they had already purchased \$7,000 worth of fireworks and they had expected that 300-400 people would attend.

Councillor Dennison introduced a motion at the June 14th meeting of the Community and Social Services Committee, under Other Business, asking the Committee to recommend the approval of the fireworks permit to Council subject to all necessary insurance, fire and staff conditions. His motion was passed and the matter is now coming before Council.

Staff are continuing their work on the permit but anticipate that all the necessary conditions will be met before the June 27th Council meeting.

For further information contact:

Bob Burchett
General Manager,
Parks & Recreation Programming & Facilities
519-822-1260 ext. 2664
bob.burchett@guelph.ca

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

June 27, 2011

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

Your Corporate Administration, Finance & Emergency Services Committee beg leave to present their FIFTH CONSENT REPORT as recommended at its meeting of June 13, 2011.

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

1) Lease Agreement – The Guelph Humane Society

THAT the Mayor and Clerk be authorized to execute a lease agreement between the City and The Guelph Humane Society Incorporated for use of part of the land and building located at 500 Wellington Street West as outlined in the report of the Manager of Realty Services dated June 13, 2011 and subject to the final form and terms of the lease being satisfactory to the City Solicitor.

2) Proposed Sale of Land and Easement Tricar Developments Inc.

THAT the Mayor and Clerk be authorized to execute an Offer to Purchase and Agreement of Purchase and Sale between Tricar Developments Inc. (for a company to be incorporated) for the lands and easement as outlined in the report of the Manager of Realty Services dated June 13, 2011;

AND THAT staff be authorized to proceed to take all steps necessary to stop-up and close part of Priory Street and bring forward a by-law for Council's consideration.

3) Lawn Bowling License Agreement

THAT the Mayor and Clerk be authorized to execute a License Agreement between the City and the Guelph Lawn Bowling Club for use of part of the lands comprising Royal City Park, subject to the form and content of the License Agreement being satisfactory to the Manager of Realty Services, the General Manager of Park Maintenance and Development, and the General Manager of Parks and Recreation Programming & Facilities;

AND THAT the Guelph Lawn Bowling Club be funded in the amount of \$12,000 from the 2011 Parks Maintenance Operating Budget.

4) Lease Agreement – Kidsability Centre for Child Development – West End Community Centre

THAT the Mayor and Clerk be authorized to execute a Lease Agreement between the City and Kidsability Centre for Child Development space in the West End Community Centre as outlined in the report of the Manager of Realty Services dated June 13, 2011.

5) 2010 Operating Budget Variance Report as at December 31, 2010

THAT the Finance report dated June 13, 2011 entitled "2010 Operating Budget Variance Report as at December 31, 2010", be received;

AND THAT staff be authorized to transfer the year end surplus amounts to reserves/reserve funds as outlined below:

Tax Supported Surplus of \$1,539,039

- \$249,223 be allocated to the Police Relocation reserve
- \$74,029 be allocated to the Library Relocation reserve
- \$300,000 be allocated to the Ontario Municipal Board (OMB) Reserve
- \$300,000 be allocated to the Insurance Reserve
- \$300,000 be allocated to the Operating Contingency Reserve
(for unexpected operating impacts such as dramatic energy price variations or severe weather conditions)
- \$315,787 be allocated to the Rate Stabilization Reserve

User Pay Surplus of \$1,705,498

- Water surplus of \$1,038,059 with \$400,000 allocated to the Water Rate Stabilization Reserve and \$638,059 be allocated to the Water Capital Reserve Fund
- Wastewater surplus of \$667,439 be allocated to the Wastewater Capital Reserve Fund.

All of which is respectfully submitted.

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

Please bring the material that was distributed with the Agenda for the June 13, 2011 meeting.

COMMITTEE REPORT



TO Corporate Administration, Finance, and Emergency Services

SERVICE AREA Corporate and Human Resources

DATE June 13, 2011

SUBJECT **LEASE AGREEMENT**
THE GUELPH HUMANE SOCIETY

RECOMMENDATION

THAT the Mayor and Clerk be authorized to execute a lease agreement between the City and The Guelph Humane Society Incorporated for use of part of the land and building located at 500 Wellington Street West as outlined in the in report of the Manager of Realty Services dated June 13, 2011 and subject to the final form and terms of the lease being satisfactory to the City Solicitor.

BACKGROUND

By way of a lease agreement dated April 16, 1974, the City agreed to allow The Guelph Humane Society Incorporated the use of part of the City's Wastewater Treatment Plant site to erect a building and operate an animal shelter. The lease ran for 20 years from May 1, 1974 until April 30, 1994 plus an extension of one additional year. Since that time, the Humane Society has continued to occupy the land and building without a lease, but has been paying taxes and all costs associated with the use of the site and building.

REPORT

It is appropriate that a lease agreement between the City and Humane Society be arranged. As such and, at the time of writing, staff are negotiating the final terms of a lease. Details of the proposed lease agreement are included in Appendix 1.

DEPARTMENTAL CONSULTATION

The General Manager of Wastewater Treatment was consulted and concurs with the recommendations.

CORPORATE STRATEGIC PLAN

This initiative supports the following Strategic Goals:

1. A healthy and safe community where life can be lived to its fullest.
2. A community-focused, responsive and accountable government.

FINANCIAL IMPLICATIONS

Basic rent arising from the proposed lease will be deposited into Operations and Transit Department – Animal Control – Account 714-0100.

ATTACHMENTS

Appendix 1 – Details of Proposed Lease

“original signed by Jim Stokes”

Prepared By:

Jim Stokes
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Resources and Legal Services
519-822-1260 Ext. 2279
jim.stokes@guelph.ca

“original signed by Donna Jaques”

Recommended By:

Donna Jaques
General Manager of Legal and
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“original signed by Mark Amorosi”

Recommended By:

Mark Amorosi
Executive Director, Corporate and
Human Resources
519-822-1260 Ext. 2281
mark.amorosi@guelph.ca

Appendix 1 – Proposed Lease

Item	Detail
Landlord:	The Corporation of the City of Guelph
Tenant:	The Guelph Humane Society Incorporated
Area of Building:	5,000 square feet
Area of Land:	Approx. 0.89 acres
Use of Premises:	Animal Shelter



COMMITTEE REPORT



TO Corporate Administration, Finance, and Emergency Services

SERVICE AREA Corporate and Human Resources

DATE June 13, 2011

SUBJECT **PROPOSED SALE OF LAND AND EASEMENT
TRICAR DEVELOPMENTS INC.**

RECOMMENDATION

THAT the Mayor and Clerk be authorized to execute an Offer to Purchase and Agreement of Purchase and Sale between the Tricar Developments Inc. (for a company to be incorporated) for the lands and easement as outlined in the report of the Manager of Realty Services dated June 13, 2011;

AND THAT staff be authorized to proceed to take all steps necessary to stop-up and close part of Priory Street and bring forward a by-law for Council's consideration.

REPORT

Tricar Developments Inc. have secured a right to purchase the lands at 148-152 Macdonell Street and have intention to construct a residential building on the site. The City is the owner of lands which abut this property and in which Tricar has expressed an interest in acquiring certain ownership and rights as shown in Appendix 1.

Part of the lands requested is still dedicated as public highway known as Priory Street. Prior to conveyance, it will be necessary to provide public notice and bring forward a by-law authorizing the closure of part of this street. Various utilities are located in this parcel and easements will be established to protect same.

Staff have negotiated a proposed agreement with Tricar and have provided details in a closed-meeting report bearing the same name as this report.

Staff are recommending approval of an agreement and are seeking authorization to proceed with the necessary steps to effect the closure of part of Priory Street.

City Policy for the Sale and Disposition of Real Property Interests

The lands that are subject of this report are not considered to be generally marketable or viable on their own. As such, no notice is required to the public regarding the proposed sale. Utility companies have been contacted and any easements required to protect existing infrastructure will be reserved prior to the sale.

Section 3.6 of the Policy also states:

All Real Property Interests of the Corporation are assets of the City and are not owned by any individual department. Monies arising from the disposition of any Real Property Interests shall flow to the Corporation, generally, and not to the user or managing Department.

The net proceeds from the sale of this property will be deposited into the Capital Taxation Reserve.

DEPARTMENTAL CONSULTATION

Appropriate staff in Planning & Building, Engineering & Environment, Operations & Transit, and Downtown Renewal have been consulted.

CORPORATE STRATEGIC PLAN

This initiative supports the following Strategic Goals:

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

FINANCIAL IMPLICATIONS

Revenues, less costs incurred for appraisals and title searches, etc. , will be deposited into the Capital Taxation Reserve.

ATTACHMENTS

Appendix 1 – Subject Lands and Easement

“original signed by Jim Stokes”

Prepared By:

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“original signed by Ian Panabaker”

Recommended By:

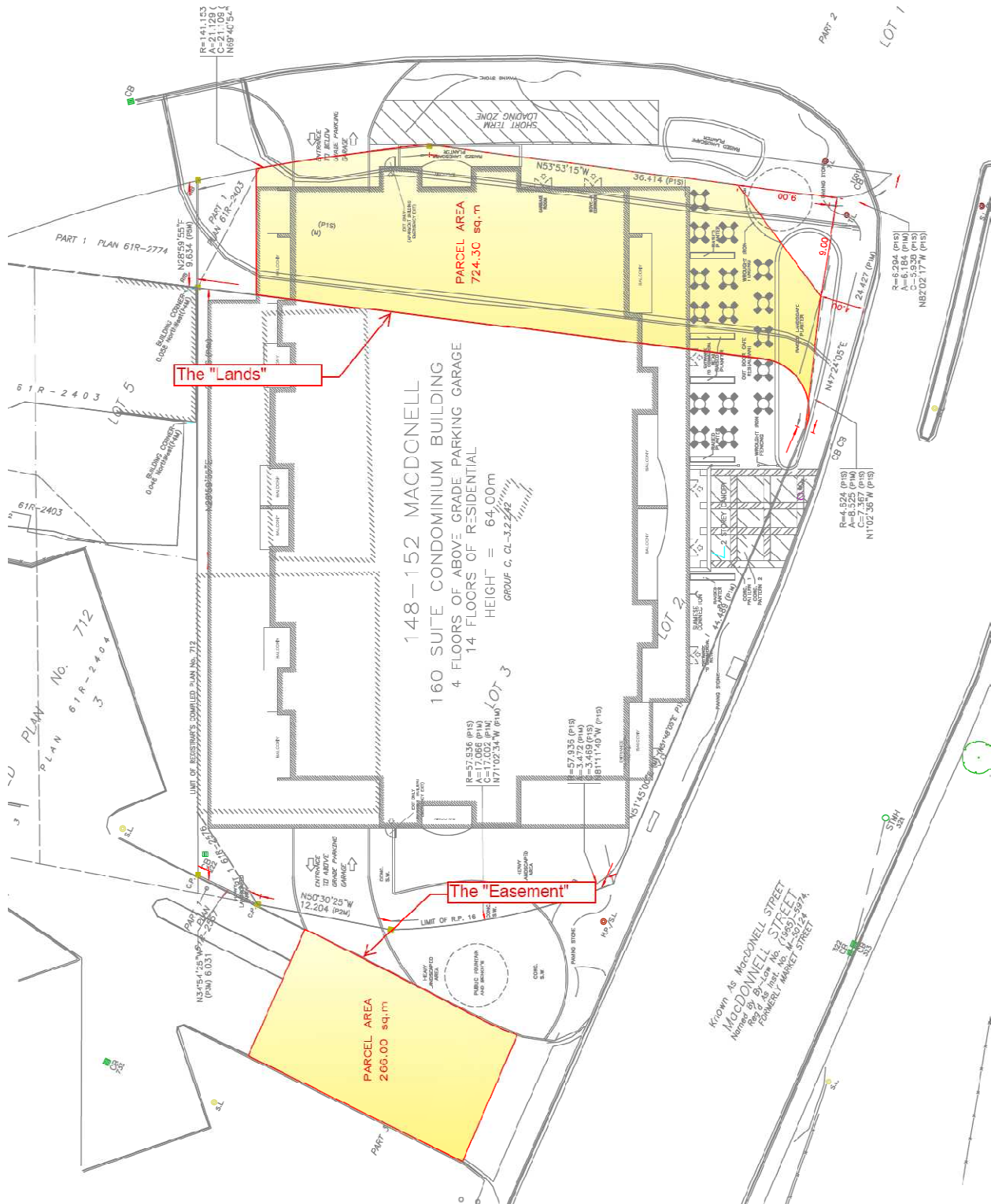
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Appendix 1 – Subject Lands and Easement



COMMITTEE REPORT



TO Corporate Administration, Finance and Emergency Services Committee

SERVICE AREA Corporate and Human Resources

DATE June 13, 2011

SUBJECT **LAWN BOWLING LICENSE AGREEMENT**

RECOMMENDATION

THAT the Mayor and Clerk be authorized to execute a License Agreement between the City and the Guelph Lawn Bowling Club for use of part of the lands comprising Royal City Park, subject to the form and content of the License Agreement being satisfactory to the Manager of Realty Services, the General Manager of Park Maintenance and Development, and the General Manager of Parks and Recreation Programming & Facilities.

AND that the Guelph Lawn Bowling Club be funded in the amount of \$12,000 from the 2011 Parks Maintenance Operating Budget.

BACKGROUND

The Guelph Lawn Bowling Club ("GLBC") has been operating on part of the Royal City Park on Gordon Street for many years under various agreements with the City. Most recently, GLBC was permitted to use the property under a license agreement that commenced on January 1, 2001 and expired on December 31, 2010. The license fee was \$5.00 per annum, and the GLBC was responsible for keeping the lands and buildings in good repair. Among the other usual terms regarding indemnification and insurance requirements, the following clause was included:

"The City will, if approved by City Council in the annual operating budget each year during the Term, at its own expense, provide funds to the Licensee in an amount not to exceed Twelve Thousand Dollars (\$12,000.00) each year during the Term. The Licensee acknowledges and agrees that such funds are the only funds which will be provided to the Licensee by the City, and that such funds are for the purpose of assisting the Licensee in paying costs relating to maintenance, repairs and replacement of buildings, greens and equipment. Each annual amount shall be paid in two instalments. The first such instalment shall equal sixty (60) percent of the total amount for that year and be paid by the City to the Licensee on or before May 1st and the

second such instalment shall equal forty (40) percent of the total amount for that year and be paid by the City to the Licensee on or before July 1st. "

REPORT

The GLBC has, by way of a letter dated March 10, 2011 (see Appendix 1) requested that:

1. The license agreement be renewed for the period of January 1, 2011 to December 31, 2020; and
2. Annual funding from the City be increased from \$12,000 to \$15,000 to reflect increased operating costs.

Staff have reviewed this request and are recommending approval of a new license agreement with funding to remain at \$12,000 for 2011 and, subject to the 2012 Operating Budget approval, increased to \$15,000 in subsequent years. Without the GLBC operating and being responsible for the site and building, the City would be otherwise directly incurring costs of such maintenance. As such, the continuance and increase in funding the GLBC at this location for the purpose of maintenance, repair and replacement of buildings, greens and equipment is considered reasonable and appropriate.

The proposed License Agreement would be for a term of 5 years and would contain typical terms and conditions, similar to the previous agreement.

The Guelph Lawn Bowling Club delivers a recreation service, which the City does not offer, for cost well below what it would cost the City to run. The Club's membership is focused on an older demographic which is under represented in the use of the City's outdoor facilities. The continuation of this service fits well into the City's efforts to promote activity and wellness at all age levels.

CORPORATE STRATEGIC PLAN

This initiative supports the following Strategic Goals:

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

CONSULTATION

Operations & Transit and Community & Social Services departments were consulted.

FINANCIAL IMPLICATIONS

Funding of \$12,000.00 will be from the 2011 Parks Maintenance Operating Budget.

ATTACHMENTS

Appendix 1 – Letter from GLBC

“original signed by Jim Stokes”

Prepared By:

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“original signed by Donna Jaques”

Recommended By:

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of Legal and Realty Services
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“original signed by Mark Amorosi”

Submitted By:

Mark Amorosi
Executive Director, Corporate and
Human Resources
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Appendix 1 – Request from GLBC

Guelph Lawn Bowling Club
114 Gordon Street
Guelph, ON N1H 4H6

March 10, 2011

City of Guelph
D. Murray Cameron
General Manager
Park Maintenance and Development
Operation and Transit

Dear Murray,

We at the Guelph Lawn Bowling Club (GLBC) have appreciated the support and assistance that we have always received from the City of Guelph.

The sport of lawn bowls has a long history with the community of approximately 150 years, second oldest to curling.

Over the past ten years our club has hosted The Summer Games, numerous district tournaments and various community based events. All of these assist in introducing new participants to our sport. We annually host high schools, providing coaching and competition to a younger audience. Several community sectors and businesses have held tournaments with us over the past few years. These include the University of Guelph Athletic Department, Smith Valeriotte and BDO, and McNeil Consumer Healthcare. The North American Croquet Association for the past 4 years has also hosted a three day event at the GLBC. This entails full use of the facility, greens and clubhouse during the month of July. This exemplifies how the GLBC is reaching out to our community to encourage our citizens, young and adult, to become more active and healthy. This is the exact thing that our 'sport' provides – activity, community, and fun. Participation in any activity appears to be daunting and difficult in today's society. To get people moving and participating is our ultimate goal.

Constant maintenance and upkeep of the greens and equipment are costly. We are fortunate to have a paid greenskeeper from the months of May until October. In accordance with the new Ontario law of April 2010, an Integrated Pest Management (IPM) accreditation is mandatory for the greenskeeping staff. Our greenskeeper did obtain his IPM accreditation during the 2010 season; this is an additional cost that the GLBC absorbed. This requires both annual upgrades to maintain accreditation, fees, and upkeep and maintenance of the greens. The importance of this is to create and maintain as clean and green of an environment as possible, both for the participants and for the surrounding area (walkways that pedestrians frequently use and also to the patrons of the Boathouse). This past year we have also incurred additional costs covering wages and applicable government taxes, seed and fertilizer, and the replacement of the club's roof.

Our facility is one of the most 'serene and scenic' in all of Ontario. We face certain challenges as well, as we are on reclaimed waste disposal land which plays havoc with the bowling surface. The reason for this is that the foundation is constantly shifting due to the re-settling of the materials underground. This adds an additional cost to the maintenance and upkeep of the greens in the form of re-sanding and resurfacing, for example, of these areas

We are well aware that many other sports and activities have suffered declining membership. We also have suffered membership loss. For the upcoming seasons we have an active membership drive planned.

we are requesting:

- 1) that our License Agreement be renewed for the period commencing January 1, 2011 and ending December 31, 2020;
- 2) funds from the City of Guelph in the amount of \$15,000.00 per annum. Previously, the City of Guelph was generous in their support providing \$12,000.00 each year. This increase reflects our increased operating costs.

We acknowledge that without the city's support, our club and sport in the City of Guelph would have difficulty existing.

Enclosed you will also find copies of the 2010 – 2011 executive with contact information; the current financial statement; and proof of the club's insurance.

We thank you in advance for your consideration and for the support that the GLBC has enjoyed currently over the past 10 years.

Respectfully submitted,



Victor Howe, Vice-President



Stephen Brancier, Director



Agnes Bajkai, Secretary

encl.

COMMITTEE REPORT



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

SERVICE AREA Corporate and Human Resources
DATE June 13, 2011

**SUBJECT LEASE AGREEMENT
KIDSABILITY CENTRE FOR CHILD DEVELOPMENT
WEST END COMMUNITY CENTRE**

RECOMMENDATION

THAT the Mayor and Clerk be authorized to execute a Lease Agreement between the City and Kidsability Centre for Child Development space in the West End Community Centre as outlined in the in report of the Manager of Realty Services dated June 13, 2011.

BACKGROUND

At its meeting of October 9, 2003, Council passed the following resolutions:

THAT the lease agreement between KidsAbility Centre for Child Development and the City of Guelph for space at the West End Community Centre, Be approved;

AND THAT the Mayor and Clerk be authorized to sign the required documents;

AND THAT the project proceed only when KidsAbility have secured all the fund raising required for the entire project.

The lease was subsequently finalized and executed on July 1, 2004 with a commencement date of January 1, 2005. The first term of the lease expired on December 31, 2010 and has since been continuing on a month-to-month basis.

The lease included an option to renew for the tenant, to be exercised not less than six months prior to the end of the term. Although the extension was desired, this deadline was missed as a result of administrative changes in KidsAbility. As such, KidsAbility are seeking to renew the lease at this location.

A second issue raised by KidsAbility is that all discussion leading up to the Council approval of the lease in 2003 was based on rent being waived until the amount of rent waived was equal to the cost of the leasehold improvements, which cost was borne by KidsAbility. The cost of leasehold improvements was originally estimated

at \$200,000 and basic rent was established at \$5.00, meaning that rent would be waived for 10 years (i.e. 4,100 sq. ft. x \$5.00/sq. ft. = \$20,500/year, or \$205,000 over ten years). On this basis, the lease provided for an initial term of five years with a right to renew for an additional five years on the basis that the period during which the rent would be waived would roughly match the term.

The actual cost of the leasehold improvements, which were constructed under the City's supervision, was \$346,000. KidsAbility fully reimbursed the City for this amount. Using simplified calculations, and ignoring annual increases, this amount would reflect the rent equivalent of almost 17 years (i.e. $\$346,000 / (\$5.00 \times 4,100) = 16.9$ years). As such, KidsAbility are seeking a lease that runs until waived basic rent is equivalent to the actual \$346,000 cost of the leasehold improvements.

REPORT

Staff have concluded that it is appropriate to be supportive of KidsAbility's requests for the following reasons:

- Staff have reviewed all available reports and correspondence in regard to this matter and feel that the early intent was clear that basic rent would be waived until equivalent to the actual cost of leasehold improvements. The estimates for leasehold improvements started at \$200,000, were later refined to \$260,000 before tendering, and ultimately ended up at an actual cost of \$346,000. This significant difference between estimated and actual cost was unforeseen, despite the original intent.
- There are no identified municipal uses for the space currently occupied by KidsAbility. The original intent of this space was to lease it to a restaurant operation to complement other activities at the Centre. Staff had tried, unsuccessfully, to lease the space for any uses, in the years leading up to the KidsAbility lease.
- KidsAbility have paid their share of common area and operating costs during their occupation of the space.

Based on the foregoing, staff are recommending that a new lease with KidsAbility be approved. A proposed lease has been negotiated with the terms as outlined in Appendix 1.

DEPARTMENTAL CONSULTATION

Community and Social Services were involved in this matter and concur with the recommendations.

CORPORATE STRATEGIC PLAN

This initiative supports the following Strategic Goals:

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

FINANCIAL IMPLICATIONS

Revenues arising from the proposed lease would represent operating costs associated with the West End Community Centre and, as such, would be deposited as a recovery into West End Community Centre, Building Administration Account 740-8000.9286.

ATTACHMENTS

Appendix 1 – Details of Proposed Lease

“original signed by Jim Stokes”

Prepared By:

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“original signed by Donna Jaques”

Recommended By:

Donna Jaques
General Manager of Legal and
Realty Services and City Solicitor
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“original signed by Mark Amorosi”

Recommended By:

Mark Amorosi
Executive Director, Corporate and
Human Resources
519-822-1260 Ext. 2281
mark.amorosi@guelph.ca

Appendix 1 – Proposed Lease

Item	Detail
Landlord:	The Corporation of the City of Guelph
Tenant:	KidsAbility Centre for Child Development
Area of Premises:	4,414 square feet Note – increased by 123 square feet for the new lease to include one of unused washrooms to be used as storage space.
Use of Premises:	Offices, treatment centre, and associated uses
Initial Term:	5 Years - July 1, 2011 to June 30, 2016
Renewal Term:	Two additional terms of five years each. Basic rent to be negotiated at fair market value.
Basic Rent:	Year 1 - \$5.60/sq. ft. (\$24,718.40/yr.) Year 2 - \$5.71/sq. ft. (\$25,212.77/yr.) Year 3 - \$5.83/sq. ft. (\$25,717.02/yr.) Year 4 - \$5.94/sq. ft. (\$26,231.36/yr.) Year 5 - \$6.06/sq. ft. (\$26,755.99/yr.) Note 1 – increased by 2%/year. Note 2 - this basic rent is not collected, but these amounts are used to offset the leasehold improvement costs.
Additional Rent (operating costs, etc.):	Year 1 – \$7.75/sq. ft. (\$34,208.50/yr.) Year 2 – \$7.91/sq. ft. (\$34,892.67/yr.) Year 3 – \$8.06/sq. ft. (\$35,590.52/yr.) Year 4 – \$8.22/sq. ft. (\$36,302.33/yr.) Year 5 - \$8.39/sq. ft. (\$37,208.38/yr.) Note – increased by 2%/year.
Services:	City provides all utilities and janitorial for the premises, cost for which are recovered as Additional Rent.

COMMITTEE REPORT



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

SERVICE AREA The Office of the CAO
DATE June 13, 2011

**SUBJECT 2010 Operating Budget Variance Report as at December
31st, 2010**

REPORT NUMBER FIN-11-23

RECOMMENDATION

That the Finance report dated June 13, 2011 entitled "2010 Operating Budget Variance Report as at December 31, 2010" be received;

AND THAT staff be authorized to transfer the year end surplus amounts to reserves/reserve funds as outlined below:

Tax Supported Surplus of \$1,539,039

- \$249,223 be allocated to the Police Relocation reserve
- \$ 74,029 be allocated to the Library Relocation reserve
- \$300,000 be allocated to the Ontario Municipal Board (OMB) Litigation Reserve
- \$300,000 be allocated to the Insurance Reserve
- \$300,000 be allocated to the Operating Contingency Reserve (for unexpected operating impacts such as dramatic energy price variations or severe weather conditions)
- \$315,787 be allocated to the Rate Stabilization Reserve

User Pay Surplus of \$1,705,498

- Water surplus of \$1,038,059 with \$400,000 allocated to the Water Rate Stabilization Reserve and \$638,059 be allocated to the Water Capital Reserve Fund
- Wastewater surplus of \$667,439 be allocated to the Wastewater Capital Reserve Fund

REPORT

Tax Supported Budgets

The yearend position in 2010 for the Tax Supported Operating Budget indicates a favourable variance in the amount of \$1,539,039. Overall this represents less than 1% of the approved 2010 net tax levy requirement and indicates that the City

benefited from greater than expected revenues, lower fuel prices and favourable weather conditions during 2010.

Details of each departmental variance are included in the attached schedule with the major causes of variance outlined below.

Some of the favourable variances for the year are:

1. General Revenue – \$2.5m was the result of additional taxation revenue from Supplementary and Payments in Lieu (PIL's). The increase in Supplementary revenue was due to staff aggressively working with MPAC to fast track some additional properties that we did not expect to be added to the roll until 2011. The increase in the PIL's of \$640k was due to the addition of a data centre for the Ministry and in the Heads and Beds due to increase enrolment at the University.
2. Operations & Transit – An overall favourable variance in Operations and Transit of \$1.4m was as a result of lower than anticipated fleet fuel charges and winter control savings due to a mild winter.
3. Planning, Engineering & Environment Services – An overall favourable variance of \$336k is the result of better than expected pricing on the sale of recyclable materials which was offset by unfavorable utility prices. The pricing of recyclable materials rebounded in 2010 after the recession.
4. Court Services – The favourable variance of \$375k is related to greater fine revenues than anticipated and lower operating costs than expected with the move to the new building for court services.
5. Police – The favourable variance of \$249k is primarily due to staff turnover in 2010 which created position vacancies and the related salary gapping associated with these positions. It is recommended to put this surplus of to the Police relocation reserve to address future capital needs.
6. Library – the favourable variance of \$74k primarily resulted from salary gapping similar to the Police above, as well as a delay in rent / lease payments for the east end branch opening last year. It is recommended to allocate this surplus to the Library relocation reserve to address future capital needs.

Some of the unfavourable variances for the year are:

1. Community and Social Services – Unfavourable variance of \$308k, primarily due to high utility costs resulting in a \$132k variance and a \$153k shortfall in ice rentals, recreation registrations and in suite rental revenue.
2. General Expenditures – Unfavourable variance of \$844k due to increased tax write offs from a large number of appeals processed in 2010 for previous

years as well as an additional provision of \$565k to recognize the risk of loss associated with the City's asset backed investments.

3. Human Resources – An unfavourable variance of \$967k is the result of actual (2010- \$346,918) and accrued (2011/12 - \$706,736) corporate severance payments. This is the result of movement towards appropriate methodology and transparency.
4. Shared Services & Grants – An unfavourable variance of \$2.2m is the result of an additional provision made for the potential liability related to the Wellington Terrace claim filed against the City by the County of Wellington. As well, an amount of \$1.5 million from the Social Housing reserve had been budgeted to fund this area in 2010 but only a transfer of \$724K was required, leaving a balance of \$1.09 million for future use.

Staff is recommending that the Tax Supported year end surplus be allocated to four operating related reserves in order to provide greater tax rate stabilization by addressing areas that face variable or uncontrollable factors.

Reserve	Prior to Transfer	Post Transfer
OMB Litigation Reserve	\$ 380,877	\$ 680,877
Insurance	\$ 780,000	\$1,080,000
Operating Contingency	\$ 302,000	\$ 602,000
Tax Rate Stabilization	\$1,355,485	\$1,670,787

During the 2011 Budget process, \$700,000 of the Tax Rate stabilization reserve was approved to fund the 2011 operating budget. The recommended 2010 transfer will help to refund this reserve.

The amounts recommended to be transferred to the Police and Library Capital Reserve Funds are related to the surplus of those specific areas and will be used to fund future Police and Library capital initiatives.

User Pay Budgets

Both user pay departments finished 2010 with a favourable variance. Explanations and recommendations are described below.

Water

The favourable variance is largely attributed to economic recovery and greater sales revenue than forecast. Additional positive variance is due to staging of the conservation program implementation and fewer main breaks and water service leaks. Some negative variance is related to maintenance of Woods Station, valve replacements related to Infrastructure Stimulus Funding (ISF) projects, and related increased service locate requests. It is recommended that the surplus of \$1,038,059 be put into the Water Rate Stabilization Reserve (\$400,000) and the Water Capital Reserve Fund (\$638,059). The 2010 year end balance of the Water Rate Stabilization Reserve prior to the recommended year end transfer is \$1,714,000. The 2010 year end balance of the Water Capital Reserve Fund prior to

the recommended transfer is \$15,747,023 of which \$9,022,845 is committed for future capital work projects.

Wastewater

A favourable variance resulted from higher than expected revenues. Savings related to lower utility costs, sanitary sewer maintenance and repairs costs and wastewater conservation initiative related expenses. Greater treatment, processing, and pumping station costs offset some of the positive variance. It is recommended that the surplus of \$667,439 be put into the Wastewater Capital reserve. The 2010 year end balance of the Wastewater Capital Reserve fund is \$21,854,962 of which \$12,998,108 is committed for future capital work projects.

Reserves are important to mitigate the City's financial risk and to strengthen the City's ability to withstand negative impacts on revenues from economic fluctuations and unforeseen expenditure requirements. Guelph has aging water / wastewater infrastructure that will require significant funding and therefore adequate reserve balances in order to avoid debt funding.

2010 Operating Budget Variance Report as at December 31, 2010

	Approved Final Budget 2010	FINAL Actuals December	FINAL Variance	Variance %
CAO	30,970,743	30,968,589	2,154	0.0%
Operations & Transit	25,627,558	24,193,511	1,434,047	5.6%
Planning, Engineering & Environmental Services	13,545,370	13,209,503	335,867	2.5%
Community & Social Services	7,144,890	7,453,347	(308,457)	(4.3%)
Human Resources & Legal Services	3,427,126	3,886,435	(459,309)	(13.4%)
Local Boards	37,454,900	37,131,648	323,252	0.9%
Shared Services & Grants	25,653,900	27,857,251	(2,203,351)	(8.6%)
General and Capital Financing	(143,824,487)	(146,239,323)	2,414,836	(1.7%)
Total Tax Supported		(1,539,039)	1,539,039	
Water and Wastewater				
Water		(1,038,059)	1,038,059	
Wastewater		(667,439)	667,439	
Total User Pay		(1,705,498)	1,705,498	

CORPORATE STRATEGIC PLAN

5.2 A consultative and collaborative approach to community decision making

5.3 Open, accountable and transparent conduct of municipal business

FINANCIAL IMPLICATIONS

The Tax Supported surplus will help fund depleted reserves and offset future expected operating impacts. Any surpluses allocated to Police and Library reserves are to fund future capital projects.

The User pay surpluses are allocated to their designated reserves to offset committed future capital projects for water and wastewater and assist with rate stabilization.

COMMUNICATIONS

N/A

DEPARTMENTAL CONSULTATION

This report has been reviewed by Executive Team and City departments for their comments to this report.

“original signed by Peggy Tollett”

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Recommended By:

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Acting Treasurer
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2010 Operating Budget Variance Report

As at December 31, 2010

Report FIN-11-23

Recommendation

Tax Supported Surplus of \$1,539,039

- \$249,223 be allocated to the Police Relocation reserve
- \$ 74,029 be allocated to the Library Relocation reserve
- \$300,000 be allocated to the Ontario Municipal Board (OMB) Litigation Reserve
- \$300,000 be allocated to the Insurance Reserve
- \$300,000 be allocated to the Operating Contingency Reserve (for unexpected operating impacts such as dramatic energy price variations or severe weather conditions)
- \$315,787 be allocated to the Rate Stabilization Reserve

Recommendation

User Pay Surplus \$1,705,498

- Water surplus of \$1,038,059 with \$400,000 allocated to the Water Rate Stabilization Reserve and \$638,059 be allocated to the Water Capital Reserve Fund
- Wastewater surplus of \$667,439 be allocated to the Wastewater Capital Reserve Fund

Favourable Highlights

\$2.5m Additional taxation revenue from supplementary and Payments in Lieu (PIL's)

\$640K Addition of a data centre for the Ministry and an increase in enrollment in the Heads and Beds program at the University

Lower than anticipated fleet fuel charges and winter control savings due to mild winter

Recovery in the pricing of recyclable materials rebounding from recession prices

Additional Fine Revenue

Favourable Highlights

Lower operating costs with the recent move to the new POA Building

Staff turnover, vacancies and other related gapping of salaries

Less Lease costs will delay in opening east end branch

Unfavourable Highlights

Additional Utility costs at the majority of facilities

Shortfall in some recreational revenues

Increase in tax write offs due to additional amount of appeals

Accruals for corporate severance payments budgeted on a cash-basis

Provision for potential liability related to the Wellington Terrace

User Pay Budgets

Water

Additional revenue from economic recovery
and greater sales than forecasted

Fewer Main breaks and water service leaks

Staging of water conservation program

User Pay Budgets

Wastewater

Lower Utility Costs

Less sanitary sewer maintenance and repair costs

Wastewater conservation initiatives savings

Reserve Balances After Transfer

	Prior to Transfer	Post Transfer
OMB Litigation Reserve	\$ 380,877	\$ 680,877
Insurance Reserve	\$ 780,000	\$ 1,080,000
Operating Contingency	\$ 302,000	\$ 602,000
Tax Rate Stabilization Reserve	\$ 1,355,485	\$ 1,670,787
Water Rate Stabilization Reserve	\$ 1,714,000	\$ 2,114,000
Water Capital Reserve	\$ 15,747,023	\$ 16,385,082
Wastewater Capital Reserve	\$ 21,854,962	\$ 22,522,401

CONSENT REPORT OF THE OPERATIONS & TRANSIT COMMITTEE

June 27, 2011

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

Your Operations & Transit Committee beg leave to present their FIFTH
CONSENT REPORT as recommended at its meeting of June 20, 2011.

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

1) Animal Control Agreement

THAT report OT061132 Animal Control Agreement dated June 20, 2011 be
received;

AND THAT contract #:11-045 Supply of Animal Control Services be awarded
to the Guelph Humane Society;

AND THAT the Mayor and City Clerk be authorized to sign an
agreement between The Corporation of the City of Guelph and The
Guelph Humane Society, for the provision of services, including dog
control, dog licensing, and animal shelter for the period July 1, 2011 to
June 30, 2016.

2) Transit Advisory Committee

THAT the Operations & Transit Committee Report OT051126 dated June 20,
2011 entitled Transit Advisory Committee be received;

AND THAT Council approve the re-establishment of a Transit Advisory
Committee;

AND THAT the draft Terms of Reference for the Transit Advisory Committee
as outlined in the Operations & Transit Committee Report OT051126 be
approved with the following amendments:

- delegations are to be aligned with the Procedural By-law;
- meetings are to be held at a location identified by the Transit Advisory
Committee;
- meetings to be called as required;
- when appointing the membership, youth and senior representation to
be considered.

3) Snow Angels Program

THAT the Operations and Transit Committee report OT061130 Snow Angels Program dated June 20th, 2011 be received;

AND THAT the Mayor and Clerk be authorized to execute an agreement between The Corporation of the City of Guelph and the Volunteer Centre of Guelph/Wellington for the Snow Angels program for three years and two months beginning June 1, 2011 and ending July 31, 2014 subject to the final agreement being to the satisfaction of the Executive Director of Operations and Transit and the City Solicitor.

AND THAT the Snow Angels Program (*the Program*) be reviewed prior to the conclusion of the 2013-2014 winter season to evaluate its development as a community program and to assess whether the program should be continued.

4) Open Air Urinals – Pilot Conclusion

THAT the Operations & Transit Committee Report #OT061136 Open Air Urinals – Pilot Conclusion dated June 20th, 2011 be received;

AND THAT the creation of additional permanent, public washrooms be considered as part of any municipally-funded capital project undertaken in the downtown area;

AND THAT aesthetically pleasing permanent and/or temporary pissiors be approved for public use subject to permanent public washrooms being simultaneously open and available within a reasonable distance from any placed pissior.

All of which is respectfully submitted.

Councillor Findlay, Chair
Operations & Transit Committee

PLEASE BRING THE MATERIAL THAT WAS DISTRIBUTED WITH THE AGENDA FOR THE JUNE 20, 2011 MEETING.

COMMITTEE REPORT



TO **Operations and Transit Committee**

SERVICE AREA Operations & Transit

DATE June 20, 2011

SUBJECT Animal Control Agreement

REPORT NUMBER OT061132

SUMMARY

Purpose of Report:

This report is to provide the results of the tender process for the provision of animal control.

Committee Action:

To receive the report and award the Animal Control Contract.

RECOMMENDATION

THAT report OT061132 Animal Control Agreement dated June 20, 2011 be received;

AND THAT contract #: 11-045 Supply of Animal Control Services be awarded to the Guelph Humane Society;

AND THAT the Mayor and City Clerk be authorized to sign an agreement between The Corporation of the City of Guelph and The Guelph Humane Society, for the provision of services, including dog control, dog licensing, and animal shelter for the period July 1, 2011 to June 30, 2016

BACKGROUND

Section 103 of the Municipal Act requires that the Corporation of the City of Guelph provide for the seizure and impoundment of animals at large.

Resolution passed at Council April 18, 2011 provided;

AND THAT staff be directed to issue the tender for animal control services, as outlined in report OT041113 Animal Control Tender dated April 18, 2011;

REPORT

The current agreement for the provision of Animal Control Services between the Corporation of the City of Guelph and the Guelph Humane Society will expire on June 30, 2011.

The Tender for Animal Control Services closed May 30, 2011. Only one tender bid was received. The single tender bid was submitted from the Guelph Humane Society.

The components of the animal control service include;

- *Core Requirements*
 - Animal Control
 - Pound Operation
 - Responsiveness/Public Relations
 - Patrol
 - Enforcement
 - Licensing
- *Support Requirements*
 - Governance
 - Administration
- *Animal Treatment Requirements*
 - Veterinarian Services
 - Euthanasia

The tender included a requirement for a any bidder to list euthanasia services into a costing breakdown between T61 and Veterinarian assisted euthanasia. On average, the cost to euthanize wildlife at the Veterinarian Clinic is a minimum of 93% higher than administering T61 in house.

Refer to Table 1: Euthanasia Costs which identifies the difference in costs associated with the two types of euthanasia (including daytime and afterhours costs).

Table 1: Euthanasia Costs

Animal Type	Vet Clinic - Daytime Hours	Vet Clinic - After Hours	GHS In-House T61	
			<i>Labour/Exam cost already covered in another charge</i>	
Feline	\$136.40	\$250.00	\$5.00	
K-9	\$250.00	\$304.55	\$55.00	
Wildlife	\$55.00	\$250.00	\$4.71	<i>average cost</i>

The new agreement with the Guelph Humane Society will result in an increase in the animal control services cost, from the current 2011 budget amount of \$334,300 to current 6 months \$167,150 + \$228,451 for 6 months for a total of \$395,601 for 2011.

These costs include a mixed use of T61 (for emergency wildlife euthanasia) and Veterinarian assisted euthanasia (for domesticated animals). Should T61 be removed from use for all wildlife and stray domesticated animals, the cost associated with euthanasia would increase by a minimum of 100%. This would equate to an additional \$20,000 annually (minimum), if all euthanasia activity is conducted during daytime business hours.

T-61 is the most contentious issue with the animal control contract. Staff are not experts to be able to weigh in on the usage of this euthanasia process. As far as staff have been able to determine, expert opinion on this is split. Based upon this staff recommendation is to continue the use of the combination of T-61 (for emergency wildlife euthanasia) and Veterinarian assisted euthanasia of domesticated animals.

The annual cost of the contract includes pound keeping services and animal control services as well as other support costs, less the revenue received from dog licensing, building lease, fuel and boarding and administration recovery. These costs are as follows;

- The revenue from the sale of dog licensing will be received solely by the City to offset some of the cost increases. This is a 50% increase in the revenue line of approximately \$76,000 annually (for a grand total of \$152,000).
- The revenue from domestic animals being claimed by their rightful owner will increase up to 40%, with the increase of the boarding activity from three (3) days to five (5) days. This could result in total line item revenue of \$17,000 annually.
- The cost for animal control services received from the Guelph Humane Society totals \$433,235 annually, the only applicable increases will be based on the Canadian Price Index (CPI).

CORPORATE STRATEGIC PLAN


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

FINANCIAL IMPLICATIONS

The costs associated with the contracted services for Animal Control have increased from the current 2011 approved budget amount of \$334,300 to \$395,601. This will show as a negative operating variance of approximately \$62,000 for 2011.

Refer to Table 3: Budget Impact, which depicts the budget impact for 2011 and 2012.

Table 3: Budget Impact
714-0100 ANIMAL CONTROL BUDGET IMPACT



	2011 Base Budget	2011 6 Mth Impact	2011 Est Actual	2011 Est Variance	2012 Est Budget	COMMENTS
714-0100 ANIMAL CONTROL						
Revenue						
Total DOG TAGS	-105,000	-76,000	-128,500	-23,500	-152,000	
Total BOARD & ADMIN	-16,000	-8,500	-16,500	-500	-17,000	
Total User Fees & Service Charges	-121,000	-84,500	-145,000	-24,000	-169,000	
Total FUEL RECOVERY:EXTERNAL AGENCIES	-13,000	0	-13,000	0	-13,390	
Total RENTAL RECOVERY		-3,667	-3,667	-3,667	-22,000	<i>New Lease agreement that is for \$22K annually. Effective July 1, 2011</i>
Total External Recoveries	-13,000	-3,667	-16,667	-3,667	-35,390	
Total Revenue	-134,000	-88,167	-161,667	-27,667	-204,390	
Expenditure						
Purchased Goods						
Total Fleet, Equipment & Vehicle	13,000	0	13,000	0	13,390	
Total Purchased Goods	13,000	0	13,000	0	13,390	
Total Consulting	37,300	34,600	53,250	15,950	60,200	<i>Vet Services, Pit Bull, Disposal and Transfer Fees</i>
Total Purchased Services	37,300	34,600	53,250	15,950	60,200	
Total HUMANE SOCIETY	418,000	282,017	491,017	73,017	564,035	<i>Standard fee (pound services, animal control and other costs)</i>
Total Other Transfers	418,000	282,017	491,017	73,017	564,035	
Total Expenditure	468,300	316,617	557,267	88,967	637,625	
Net Budget	334,300	228,451	395,601	61,301	433,235	
Total 20 O&T Administration	334,300	228,451	395,601	61,301	433,235	
Total Operations & Transit	334,300	228,451	395,601	61,301	433,235	
Total ANIMAL CONTROL	334,300	228,451	395,601	61,301	433,235	\$100K increase 2012 over 2011

DEPARTMENTAL CONSULTATION

Finance - Procurement & Risk Management
Corporate Services - Legal Services

COMMUNICATIONS

All parties delegating/corresponding on this matter previously have been made aware this matter is before Committee on this date.

ALTERNATIVES

An alternative to the staff recommendation for the continued use of a combination of T61 and Veterinarian assisted euthanasia is;

- Approve this option for the first (1st) year of the contract
- Engage the University of Guelph to provide expert advice on euthanasia practices and policy.

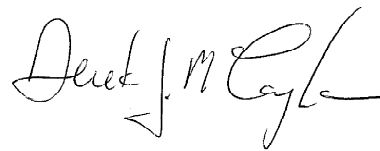
ATTACHMENTS

None



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COMMITTEE REPORT



TO **Operations and Transit Committee**

SERVICE AREA Operations & Transit

DATE June 20, 2011

SUBJECT Transit Advisory Committee

REPORT NUMBER OT061126

SUMMARY

Purpose of Report:

To provide a review of the process under which staff have made a recommendation to re-establish the Transit Advisory Committee based on a revised Terms of Reference.

Council Action:

Approval of the creation of an Advisory Committee and its Terms of Reference.

RECOMMENDATION

"THAT the Operations & Transit Committee Report OT051126 dated June 20, 2011 entitled Transit Advisory Committee be received;

AND THAT Council approve the re-establishment of a Transit Advisory Committee;

AND THAT the draft Terms of Reference for the Transit Advisory Committee as outlined in the Operations & Transit Committee Report OT051126 be approved."

BACKGROUND

A number of Transit Ad Hoc/Advisory Committees have been in effect since the mid 1990's. The most recent Transit Ad Hoc Committee was established in October 2007 with a mandate to provide input to Guelph Transit on the need to improve system capacity, service quality and customer satisfaction. The membership was comprised of 6 citizen appointees, 2 members of Council, and 1 representative each from the Accessibility Advisory Committee, the Downtown Board of Management and the University of Guelph.

It was determined in August 2010 that the mandate of the Committee was no longer required taking into consideration the Transit Growth Strategy (TGS) recommendations that had been approved earlier that summer. The Committee was subsequently disbanded at September 27, 2010 Council meeting.

At the direction of the Committee, staff have given consideration of the merits of creating another Transit Advisory Committee. This report conveys the outcome of the assessment.

REPORT

In November 2011, Guelph Transit will implement new routes and services based on recommendations in the TGS. It is planned that the central hub for conventional service will move from St. George's Square to the new Transit Terminal on Carden Street at the same time. These two events will have a significant impact on users and it is likely that riders will want the opportunity to provide feedback and input on the new service model and routes.

In recent years, public transit has been a focal point across the province for the public, the media and special interest groups. This has become very evident in Guelph from the volume of calls and emails to Guelph Transit, the number of recent newspaper articles and letters to the editor in local newspapers, as well as the numerous transit related presentations from delegations during the 2011 budget deliberations.

The City's Mission Statement cites community engagement as one of the key components of achieving excellence. Participation of residents on committees is recognized as adding value to operations through input from additional perspectives.

Staff undertook research into the use of Transit Advisory Committees in other communities in Ontario and found that the existence of this type of committee is a growing trend. A number of municipalities of similar size to Guelph have recently established Advisory Committees to provide a forum for community and user input into transit operations. The research shows that the majority of Transit Advisory Committees have a number of commonalities:

- The Committee includes representation of persons who are regular users of transit mobility services to assist in the identification and resolution of accessibility issues;
- The Committee reports to Council through a Standing Committee; and
- The Committee acts in an advisory capacity with the ability to receive input from members of the public.

The impact to the community and users of the introduction of TGS service changes will be significant. Staff believe it is prudent to have a mechanism in place to receive feedback from citizens, acknowledging any suggestions or concerns that they may wish to express. The Transit Advisory Committee will provide an additional channel to facilitate this communication.

There is a combination of circumstances at this time that need to be considered when assessing the potential contribution of and need for a Transit Advisory Committee:

- Significant changes to Guelph Transit routes and service in the near future;
- The high profile of transit across the province;

-
- A growing trend towards public input to transit services;
 - The demonstrated benefits of Ad Hoc and Advisory Committees in other communities; and
 - The City's commitment to community engagement.

All of these factors support staff's recommendation that a Transit Advisory Committee be re-established with a general Terms of Reference as outlined below and detailed in Appendix A. Upon approval by Council, staff will initiate the recruitment process for the TAC in the late summer, early fall of this year.

TERMS OF REFERENCE KEY FEATURES

Advisory Committee Name

Transit Advisory Committee (TAC)

Reporting Relationship & Accountability

Feedback, advice, ideas and suggestions from the TAC will be conveyed to the Operations and Transit Committee through staff reports. Staff will prepare an annual report to the Operations and Transit Committee that details activities and contribution of the TAC.

If at any time the opinion of the TAC differs from that of staff in relation to a recommendation or report, staff will include the TAC's opinion in the report.

Committee Governance & Administrative Support

The TAC will be supported by the Operations and Transit Service Area, primarily through the resources of Transit Services. Specific staff support will be provided as determined by the General Manager of Community Connectivity & Transit.

Proposed Membership

It is proposed that TAC be comprised of nine voting members representing a broad cross-section of the community as follows:

- Regular user of Guelph Transit conventional services (2)
- Regular user of Guelph Transit mobility services (1)
- Guelph & Wellington Task Force for Poverty Elimination (1);
- University of Guelph (1 student, 1 administration)
- Environmental interests (1)
- Community members at large (2)

Recommended Meeting Frequency

It is suggested that the TAC meet once per month for the first three months after re-establishment, and once every three months thereafter. All regular meetings will be held in the evening or at a time so determined by the Committee.

Proposed Mandate

While still subject to review by Committee and subsequent approval by Council, the staff proposed mandate of TAC is to provide a forum for input, exchange of ideas and debate on conventional and mobility transit related issues.

The TAC will not have the authority to commit City resources or direct the work of staff.

Draft Goals and Objectives

Subject to Committee review and subsequent Council approval, it is suggested that goals and objectives for the TAC include the following:

- Provide a forum for citizens and community associations to raise issues and concerns related to transit issues in the City, and reviewing suggestions and concerns;
- Liaise with other community-based groups such as community neighbourhood associations and other advocacy groups on transit issues, within the committee's mandate;
- Provide a forum for transit stakeholder groups to identify issues affecting the delivery of transit service;
- Receive delegations as needed in order to study and develop recommendations regarding transit services in the City of Guelph; and
- Provide a forum that receives and evaluates passenger concerns and expectations and collaborates upon responses to public inquiries.

QUALIFICATIONS FOR TRANSIT ADVISORY COMMITTEE MEMBERS

Based on the proposed members detailed in the Terms of Reference attached as Appendix A, qualifications may include:

- Active experience in a committee environment;
- Awareness of public policy issues related to transit services;
- Specialized knowledge of transit-related services; and
- Experience in areas of business, education, marketing, communications, or other related fields

CORPORATE STRATEGIC PLAN

1.4 A sustainable transportation approach that looks comprehensively at all modes of travel to, from and within the community.

5.2 A consultative and collaborative approach to community decision making

FINANCIAL IMPLICATIONS

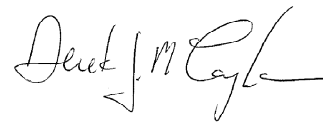
Any Committee incidental expenses will be covered by the existing 2011 Guelph Transit Operating Budget.

DEPARTMENTAL CONSULTATION

Office of the CAO - Corporate Strategic Initiatives

ATTACHMENTS

Appendix A: Guelph Transit - Transit Advisory Committee Terms of Reference



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Guelph Transit Transit Advisory Committee Terms of Reference

In November 2011, Guelph Transit will implement new routes and services based on recommendations in the Transit Growth Strategy (TGS) which was approved by Council in July 2010. It is planned that the new Transit Terminal on Carden Street will begin operations at the same time.

The City of Guelph's Mission Statement cites community engagement as one of the key components of achieving excellence. Community participation on committees is also recognized as providing value to City operations, benefiting staff through input from additional perspectives. Consistent with these guiding principles, the City wishes to re-establish the Transit Advisory Committee (TAC).

Transit Advisory Committee Mandate

The TAC will provide a forum for input, exchange of ideas and debate on conventional and mobility transit related issues with representation from all affected groups in the community.

As with all advisory committees within the City of Guelph, the TAC will not have the authority to commit City resources or direct the work of staff.

Reporting Relationship & Accountability

The TAC will report to the Operations and Transit Committee through staff reports. Staff will prepare an annual report to the Operations and Transit Committee that details the activities and contribution of the TAC. If at any time the opinion of the TAC differs from that of staff in relation to a recommendation or report, staff will include the TAC's opinion in the report.

The Chair of the TAC or designate will be asked to attend the Operations and Transit Committee meeting to speak to the annual report and to provide feedback to the Operations and Transit Committee.

Committee Governance & Administrative Support

The TAC will be supported by the Operations and Transit Service Area, primarily through the resources of Transit Services.

Transit Advisory Committee Membership

The composition of the TAC is intended to represent a broad range of community interests and will be structured to provide a balance of perspectives. The TAC will consist of nine voting members and members will be drawn from the following groups within the City of Guelph:

- Regular user of Guelph Transit conventional services (2)
- Regular user of Guelph Transit mobility services (1)
- Guelph & Wellington Task Force for Poverty Elimination (1)
- University of Guelph (1 student, 1 administration)
- Environmental interests (1)
- Community members at large (2)

City staff serve only in an advisory role and will not have voting privileges on the TAC.

Recruitment of members will be conducted in accordance with the City of Guelph's Advisory Committee Resident Appointments - Guiding Principles (September 28, 2009) and associated official policies governing the appointment and functioning of advisory committees. The process will include the following steps:

- Notification of TAC opportunity through advertisement (e.g. Guelph Tribune);
- Application by transit users and community members; and
- Review and decision on membership by Council.

From time to time, specific projects may require the striking of ad hoc committees or sub-committees. Membership on such committees may be extended to community representatives and experts outside the TAC's membership. "Extended" members of ad hoc or sub-committees will not have voting rights on the TAC.

Members of the TAC shall hold office for one year upon initial appointment and thereafter, may be appointed for one to three years, but not beyond the term of the Council who appointed them. Members shall not serve more than two (2) consecutive terms.

The Chair and Vice-Chair will be elected by the members of the TAC at the first TAC meeting of each calendar year. The term of office for both positions is one year and an individual may serve a maximum of two (2) consecutive years as Chair or Vice-Chair.

If the Chair resigns before the completion of their term, the Vice-Chair will complete the term left vacant and a new Vice-Chair will be elected from the members to complete the term left vacant. If a member resigns before the completion of their term, the vacancy will be filled through the recruitment process detailed above for the remainder of the term left vacant.

A TAC member who misses three consecutive meetings without pre-agreement from the remaining members of the TAC will be deemed to have resigned from the TAC, subject to the appointee having the opportunity to address the TAC in writing regarding their absenteeism. Council reserves the right to make the final decision regarding ending appointments.

Staff Resources

The Supervisor, Transit Business Services or designate will provide the required support to the TAC. The General Manager, Community Connectivity and Transit will normally attend TAC meetings. As determined by the TAC or the General Manager, additional staff may be requested to participate in meetings as non-voting representatives on an as-needed basis.

Roles and Responsibilities

It will be the responsibility of all TAC members to participate in discussions and provide constructive input, ideas and suggestions from their perspective, and to listen to other points of view. Additional responsibilities will be as follows:

TAC Members

- Attend TAC meetings;
- Become informed about the current and planned operations of Guelph Transit services;
- Be prepared and informed for meetings by reviewing any materials provided in advance;
- Approve draft meeting notes when posted on the Guelph Transit website;
- Provide input received from the broader community;
- Bring additional perspectives to the discussions of Transit services;
- Elect a Chair and Vice-Chair annually;
- Ensure the effective operation of the TAC through constructive contributions and open and respectful discussion of ideas and opportunities;
- Participate in meetings in accordance with the procedures detailed in the City's Procedural By-law Number (1996)-15200, as amended from time to time;

- Recognize and abide by any applicable federal and provincial legislation and municipal by-laws;
- Recognize and respect the City's contractual obligations e.g. collective agreements; and
- Recognize and respect City staff who provide input and assistance to the committee, including staff's requirement to adhere to City policies and procedures.

City Staff

- Assist the Chair (or Vice-Chair) with the effective functioning of the committee including development and distribution of agendas, meeting notes, etc;
- Keep TAC members up to date on substantial changes to Transit Services and any significant issues raised within the community;
- Provide timely responses and/or action as appropriate including follow-up on issues raised that could not be addressed at the meeting;
- Listen carefully to the opinions and perspectives provided;
- Recognize and respect TAC members who are serving on the committee; and
- Appoint a City staff liaison person to coordinate communications between the Chair of the TAC and the public.

Meeting Schedule and Format

The TAC will form once Council has selected the committee members. In the first three months after establishment of the TAC, meetings of the TAC will be held once per month. Subsequently, meetings will be held once every three months. All meetings will be held at the Transit Services administration office, located at 170 Watson Road South, unless otherwise specified. Meetings will be chaired by an elected member of the TAC or designate and will last approximately two hours.

The first meeting of any appointed term of the TAC will focus on the role of the TAC and provide members with a basic understanding and overview of Transit Services. The Chair and Vice-Chair of the TAC will be elected at the first meeting.

Fixed agenda items for subsequent meetings will include an update on Transit operations provided by Transit Services staff and a discussion of TAC comments, concerns and/or issues. Items will be added to the agenda as appropriate.

Meeting materials including an agenda will be posted electronically to the Guelph Transit website at least 72 hours prior to the upcoming meeting. Meeting notes will be prepared by City staff and posted on the Guelph Transit website in draft format. Once draft notes have been approved by the TAC, the final approved minutes will be posted to Guelph Transit's website.

Meetings of the TAC are open to the public. Members of the public may not enter into discussion during the meeting unless they are registered delegations or are invited to speak by the TAC. Members of the public will not have voting privileges. Members of the public wishing to address the TAC may do so as delegations by meeting the requirements outlined in this Terms of Reference.

Rules of Order

A quorum of the TAC consists of five members.

If a member of the TAC has a pecuniary interest with respect to an agenda matter being considered, he/she shall leave the room during the time in which the matter is considered. Once the item of consideration has been dealt with, he/she shall be recalled to the meeting room. If a member of the TAC declares a pecuniary interest on any matter, it will not affect the composition of the quorum.

It shall be the duty of the Chair, with respect to any meetings over which he/she presides to:

- Call the meeting to order and prior to the commencement of the meeting ask for any Disclosure if Pecuniary Interest;
- Preserve order and decide all questions of order;
- Enforce on all occasions the observance of order and decorum;
- Adjourn the meeting when business is concluded;
- Represent and support the TAC, declaring its will and implicitly obeying its decisions in all things; and
- Perform other duties when directed to do so by resolution of the Operations and Transit Committee or Council.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

The Chair and Vice-Chair of the TAC shall vote on all matters. In the event of a tie vote, the motion will fail.

Members of the TAC will have a duty to conduct themselves in an impartial and objective manner. Members of the TAC will perform their duties in such a way as to promote public confidence and trust in the integrity, objectivity and impartiality of the TAC. The Chair (or Vice-Chair) will have the right and responsibility to control proceedings of the TAC, including the right to exclude any member of the public or any member of the TAC who is interfering with or disrupting the TAC meeting proceedings.

No person except members of the TAC, appointed officials of the City of Guelph, employees of the City of Guelph, Transit Services staff and invited guests shall be allowed to sit at the discussion table during TAC meetings without permission of the TAC.

Delegations

An organized body or individual who wishes to address the TAC must register the request to be treated as a delegation with the staff liaison person, no later than 4 p.m. ten (10) business days immediately preceding the regular TAC meeting. The request must be submitted in writing and accompanied by information describing what is to be presented to the TAC.

The staff liaison person will provide the information to the Chair for decision as to whether or not the delegation is accepted and the item is to be added to the agenda. Once the Chair has made the decision, he/she will advise the staff liaison person who in turn will notify the person requesting the delegation of the decision.

Any delegation added to the agenda may only speak to the item listed on the agenda. Whether the delegation consists of one person or an organized body with more than one representative, the delegation as a whole is limited to a maximum of five minutes to address the TAC.

The five minute period may be extended by the TAC by a majority vote of the TAC members present, this decision to be made without debate.

Delegations will not be permitted to appear before the TAC for the sole purpose of generating publicity.

Any person wishing to address the TAC as a delegate who has not previously arranged to do so as detailed above, may be granted permission only by a majority vote of the TAC members present at the meeting.

Delegations that have previously addressed the TAC on a subject matter shall be permitted to address the TAC again only if they provide new information relating to that matter. Any request for a subsequent appearance must be made following the process defined above.

Upon completion of a presentation to the TAC by a delegation, any discourse between the member and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only. Members shall not enter into debate with delegation respecting the presentation.

Amendments to these Terms of Reference

These Terms of Reference shall be maintained by staff from the Operations and Transit Department.

Amendments to these Terms of Reference may be proposed by members of the TAC, through staff to the Operations and Transit Committee. Only Council, through the Operations and Transit Committee, may approve changes to these Terms of Reference.

DRAFT

COMMITTEE REPORT



TO **Operations and Transit Committee**

SERVICE AREA Operations & Transit

DATE June 20, 2011

SUBJECT Snow Angels Program

REPORT NUMBER OT061130

SUMMARY

Purpose of Report:

To provide the Operations & Transit Committee an update on the status of the Snow Angels Program and to recommend continuance of the program.

Council Action:

To approve execution of an agreement between the City of Guelph and the Volunteer Centre of Guelph/Wellington to continue the Snow Angels Program.

RECOMMENDATION

THAT the Operations and Transit Committee report OT061130 Snow Angels Program dated June 20th, 2011 be received;

AND THAT the Mayor and Clerk be authorized to execute an agreement between The Corporation of the City of Guelph and the Volunteer Centre of Guelph/Wellington for the Snow Angels program for 3 years and 2 months beginning June 1st 2011 and ending July 31st, 2014, subject to the final agreement being to the satisfaction of the Executive Director of Operations and Transit and the City Solicitor.

AND THAT the Snow Angels program be reviewed prior to the conclusion of the 2013-2014 winter season to evaluate its development as a community program and to assess whether the program should be continued.

BACKGROUND

The Snow Angels Program (*the Program*) commenced during the 2008-2009 winter season as a pilot program to evaluate the effectiveness of providing a volunteer-based snow windrow* removal service to address the needs of those residents physically incapable of removing windrows and without the financial means to hire someone to undertake the task.

* "A windrow is a row of accumulated snow that rolls off the curb-end of the snow plow's blade as it passes by an opening in the street curb. (i.e. driveway,

intersection). The removal of this windrow, which is often very dense snow, poses a major challenge for those residents unable to perform physical work.”

The pilot program was implemented through execution of an agreement with the Volunteer Centre of Guelph/Wellington (the *Volunteer Centre*) which expired at the end of December 2010. Through a subsequent Letter of Agreement, the Program was extended until the end of May 31, 2011.

REPORT

Weather conditions during the first two winter seasons of the Program did not produce snowfalls of significance to allow the program to be demonstrated/developed to its full potential. However, during this past winter season, the City received 7 significant snow events which garnered more interest in the service. In total, the Program served 72 residents; a 33% increase from the previous winter. This information (and more) is contained in the attached Program Evaluation Report submitted by the Volunteer Centre.

While the Program did experience growth last season, the relatively small number of participants is of concern given the annual cost of the program (\$54,360). However, it should be acknowledged the program is still in its infancy and the current structure of the Program has the capacity to deliver the volunteer service to approximately 250 qualifying residents at the current funding level. Staff are of the opinion there is a potential client market for this service of between 750 and 1000 qualifying residents. The demand for the program will likely escalate with the return of more traditional winter weather, absent over the past few years.

In conclusion, staff continue to support the Snow Angels concept and recommend the City enter into an agreement with the Volunteer Centre to provide the Program until the conclusion of the 2013-2014 winter season. The proposed agreement, reviewed by our Legal staff, is based upon the lapsed agreement which expired May 31, 2011. The Agreement contains no changes of significance other than its duration and provision for funding, on a pro-rated basis, to cover the time between the end of the letter agreement (May 31, 2011) and the beginning of the payment schedule for the annual term of the new agreement (August 1 to July 31 annually). Finally, it is also recommended that prior to expiration of the agreement, staff report back to Council on the Program’s relative development and whether the Program is meeting the intent of the service with a recommendation on whether the Program should or should not be continued beyond the 2013-2014 Winter Season.

CORPORATE STRATEGIC PLAN

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

FINANCIAL IMPLICATIONS

The program cost for 2011 is \$54,360 and is funded through the Operations and Transit, Public Works’ operating budget.

DEPARTMENTAL CONSULTATION


Legal Services
Community and Social Services
Volunteer Center of Wellington/Guelph

COMMUNICATIONS

N/A

ATTACHMENTS

Attachment A – 2010/11 Snow Angels Program Evaluation Report dated May 2011
Attachment B- Snow Angels Agreement June 1, 2011 to July 31, 2014



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Recommended By:

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Executive Director of Operations
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Derek.McCaughan@guelph.ca



May 11, 2011

Derek McCaughan
Sam Mattina
City of Guelph
Operations Department
1 Carden Street,
Guelph, ON N1H 3A1

Dear Derek and Sam,

Please find attached the Snow Angels Program Evaluation Report for the winter season of 2010/11. The report includes:

- Evaluation Summary and Recommendations
- Resident Survey/Summary
- Volunteer Survey/Summary
- Statistics Report
- Ward Map

We welcome the opportunity to meet with you to discuss the Evaluation Report and plan for the winter season of 2011/12 at your earliest convenience.

Sincerely,

Cathy Taylor
Executive Director

Emily Vincent
Snow Angels Coordinator

cc. Leanne Warren, Administrator of Disability Services

*Evaluation Summary and Recommendations
May 31, 2011*

For the Winter Year: 2010-2011

Successes

- Seventy-two residents received service. This represents a 33% increase of residents over last year.
- Thirty three volunteers screened, trained and matched to resident(s).
- 42% of volunteers provided service for two or more residents on an ongoing basis.
- 60% of volunteers returned to provide service from previous years.
- Seven official significant snowfalls occurred during 2010/11 winter season.
- 522 hours of volunteer time (includes orientation and training plus shovel time).
- Flexibility of program in response to residents' need (*e.g. resident living in single dwelling with no driveway required path to house cleared to enable accessibility to home with a scooter/wheelchair. Negotiated individualized service with volunteer*)
- Promotion activities spanned the broad range of our community, including: targeted postal code drop, Student Volunteer Connections/University of Guelph, local high schools and Evergreen Senior Centre.
- 71% (20/28) of residents responding to the survey indicated that having the windrow cleared made it *very much* easier to leave their home and/or receive visitors more often this winter.
- Due to an amazing response from dedicated volunteers, newly registered residents received snow shoveling service within 48 to 72 hours of registration, at least on a one time basis.
- 100% of volunteers reported shoveling more than the required amount (more than the windrow)
- Shovels loaned to 5 individuals enabling them to be active volunteers within their community.
- No complaints received from residents through out season.

Challenges

- Only 28 % of people expressing interest in volunteering successfully complete the intake and orientation/ training process and were matched with a resident.
- Resident waitlist for service occurred early in season. Able to provide service to most residents on a temporary or fill in basis.
- 47% of new resident registrations occurred within 72 hours following a “significant snowfall” requesting immediate service.
- Volunteers report many instances of arriving to shovel at assigned residence only to discover snow had already been cleared by a well intentioned neighbour or visiting relative.
- Action is triggered by the City of Guelph’s Operations Department declaring a significant snowfall and deploying plows to clear residential streets following an accumulation of 8 cm of snow. Some residents live on main roads that are plowed following an accumulation of 2.5 cm of snow. A different level of service is required in order to provide adequate service.

Learnings

- We experienced a lower number of queries from the general public and a lower number of ineligible program participants. Our assumption is that residents are self selecting prior to call us/register because they understand the program criteria, based on effective outreach promotion.
- 100% of volunteers provide service above and beyond minimum requirement of shoveling the windrow.
- Staff are required to be available 24/7 to receive notice of significant snow fall and communicate to volunteers in a timely manner.

Resident and volunteer distribution by ward:

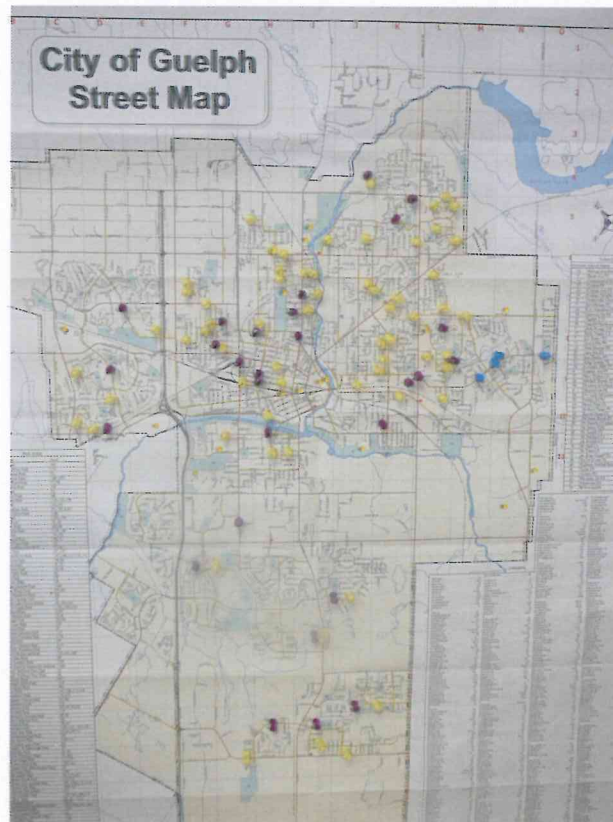
Ward	Residents	Volunteers
1	16	5
2	16	4
3	18	9
4	6	4
5	10	6
6	6	5

Unanticipated Outcomes of the Program

- Composition of volunteers represents 24% high school students, 9% university students and 67% community members.
- 46% (13/28) of residents indicated the Snow Angels Program made them feel *very much* connected to neighbours and community.
- 61.5% (8/13) of volunteers indicated the Snow Angels Program contributed *somewhat* to increasing their connection the community.
- 75% (9/13) of volunteers responding to the survey indicated they are committed to provide service again next year, a true reflection of the Snow Angels’ motto “The neighbourly thing to do.”

Recommendations for Consideration

1. Conduct a needs assessment to determine an accurate understanding of potential audience at current criteria and to facilitate better targeted marketing i.e. targeted mail drops.
2. Continue to offer flexibility of service on an as-needed basis in response to unique needs of residents' i.e. medical issues, surgery.
3. Consider inclusion of message to snow angel volunteers via local radio in City of Guelph Operations Department communication notice regarding official significant snow fall.
4. Additional notice required from City of Guelph's Operation Department to us in order to provide notice to volunteers matched to residents who live on main roads of city.
5. Arrange a Snow Angels information session/open house with City of Guelph Councils to raise awareness of community support and facilitate appropriate referrals.
6. An annual contract that includes an entire winter season e.g. April 1 to March 31
7. Integrate Snow Angels Program into Volunteer Centre's ongoing social media strategy i.e. facebook, twitter



Snow Angels Program Residents and Volunteers
Yellow - resident matched with a volunteer
Purple - volunteer

The Resident Survey was sent to the 72 Guelph residents who were registered for service during the 2010/11 season. Of the 72 residents who received a survey, 28 (39%) were completed and returned by April 28, 2011. The results are highlighted below.

Resident Survey – Summary Results 2010 - 2011

We would appreciate your feedback to help us improve the Snow Angels Program and ask that you take a few moments to complete these questions as best you can. Completing the survey is optional. No personal or identifying information will be shared in any way. Please complete and *return* the survey using the enclosed self-addressed, postage paid envelope *by April 15, 2011.*

How did you learn about the Snow Angels Program?

Newspaper (17/28; 61%)	Radio	Television
Word of Mouth (4/28; 14%)	Flyers/Posters	
Don't recall Other:		

- My daughter works for senior centre in Mississauga
- Sentinel (senior booklet)
- Make Yourself at Home/Evergreen Senior Centre
- I called City Hall
- Guelph City Hall when I phoned about snowplowing
- Sentinel

Did you find the Snow Angel communications materials effective in describing the program? e.g. handout, poster, website

1	2 (1/28; 4%)	3 (7/28; 25%)	4 (4/28; 14%)	5 (9/28; 32%)
Not Effective		Effective		Clearly Effective

Was the Snow Angels Program and eligibility criteria clearly explained and easily understood?

1	2 (1/28; 4%)	3	4	5 (23/28; 82%)
Not easily Understood		Somewhat Understood		Clearly Understood

Was the role and expectations of the volunteer clearly understood?

1	2	3	4 (4/28; 14%)	5 (21/28; 75%)
Not easily Understood		Somewhat Understood		Clearly Understood

Was your windrow (the accumulation of snow left at the end of the driveway after the plow goes by) cleared within 24 hours following a significant snowfall?

Always (18/28; 64%)	Sometimes (7/28; 25%)	Never
---------------------	-----------------------	-------

Did the volunteer shovel beyond the minimum requirement? Check all that apply

Shoveled the windrow within 24 hours of a significant snowfall (16/28; 61%)

Shoveled more than the windrow (17/28; 61%)

Shoveled more frequently than within 24 hours of a significant snowfall (4/28; 14%)

If you had a question or encountered a problem related to the Snow Angels Program, would you know whom to contact?

Yes (21/28; 75%)

No (6/28; 21%)

Did clearing the windrow make it easier to leave your home and/or receive visitors more often this winter?

1 (1/28; 4%)

2 (1/28; 4%)

3

4 (3/28; 11%)

5 (20/28; 71%)

Not

Somewhat

Very

At All

Much

- We are disabled & don't go out
- I called late in the season and there was not much snow fall after that

Did the Snow Angels Program make you feel more connected to neighbours and community?

1 (1/28; 4%)

2

3 (6/28; 21%)

4 (5/28; 17%)

5 (13/28; 46%)

Not

Somewhat

Very

At All

Much

Do you have any stories about your experience with the Snow Angels Program you would like to share?

- My Snow Angel was great! Thanks you
- Our Snow Angel was great – realizing we could not even shovel the sidewalk; he did that plus the driveway.
- Thank you
- We really appreciate the snow shoveled. To our angel, a big thank you!
- The first six weeks or so when I was waiting it was hard. Even the mailman stopped to deliver. Missed one or two Friday prayers but the lads when assigned did a fantastic job.
- Let them have a tip.
- I was amazed to find on at least three occasions that the kind volunteer had cleared not only the windrow but also the whole driveway, path to the front door, as well as the porch and steps. WOW!
- My Snow angel was always very pleasant and smiling. Never complained how heavy the snow was. It takes a lot of worry off my shoulders. My medical help can get in and out easily.
- Looked out to see if snow shoveled. It was very good job.
- Never did get a chance to talk to them but appreciated the help when done.
- Very nice young man brought his young brother with him after the big storm and the young brother cleaned my front porch and steps so I could get down. Also cleaned behind my car.
- It is most helpful to old people.
- Yes, my neighbours were more helpful. My neighbour and his son cleared my driveway right after the snowfall. And so it was really nice to have a Snow Angel to clear the windrow.
- It was a source of relief to see the Snow Angel at work after a storm and know I would not need to back my car through the windrow to get to the street - truly an Angel!
- It was the first time I made use of this service, but I am thankful such wonderful people that care to help people less able.
- Our Snow Angel made both door entrances and the mailbox accessible. This courtesy was invaluable it us especially since we have disabilities and had illness in the family.

- I think it is a very helpful and wonderful program
- The service was super, as was the volunteer he was often there before I was aware that the plow had been around.

Do you have any feedback or comments about the Snow Angels Program that you feel would be important to add?

- Maybe they would like small remuneration say \$5 each time
- Many thanks for all your help. I did not feel closed in this winter. Love to have you again next winter.
- Very good program – allows us to stay in our home
- Thank you
- When the snow was heavy around our front door it would have been nice if a little was shoveled for us to get out easier. Just a small pathway.
- J did a fantastic job. I'm so grateful he was always here after ever snowfall. Even the first lad who came here on an emergency basis twice did a great job. These lads are winners who are going places.
- Tipping ok (would like it to be ok to tip volunteer). Phone & let me know – or leave a message if/when arriving. Help necessary and appreciated. Many, many thanks.
- They are so very helpful for seniors like me who live all alone and have health problems.
- This program has been so very helpful for me, because I am a disabled single parent on low income. I can not shovel my own driveway and I cannot afford to pay anyone. A neighbour in previous years who helped me is no longer available.
- I hope it continues. It takes a lot of worry off my shoulders. My medical help can get in and out easily.
- I am very appreciative of the help. I have with the snow. It's excellent and has so much easier in the winter, less stress on my mind and body.
- I very much appreciate this program.
- It serviced us well – thank you.
- We hope our volunteer continues with the program and we get to meet him to thank him personally.
- I feel this Snow Angel program has been a very positive addition to the disabled.

Would you be open to us contacting you as follow-up to your feedback/comments?

Yes (22/25; 88%)

No (1/25; 4%)

We anticipate the Snow Angels Program will continue. Do you wish to be renewed to receive service next winter?

Yes (24/25; 96%)

No

(1 - did not answer)



Snow Angels Volunteer Survey 2011

The Volunteer Survey was sent to 33 individuals matched with a Guelph resident during the 2010/11 winter season. Thirty-two volunteers received invitations to participate in an online survey via Survey Monkey and one volunteer received the same survey via mail. Of the 33 volunteers who received the survey, 13 (39%) were completed. The condensed results are attached. Response rates vary per question based on the actual number of answers provided.

46 cork street east, unit 1, guelph, ontario n1h 2w8
tel • 519 • 822 • 0912 toll free • 1 • 866 • 693 • 3318 fax • 519 • 822 • 1389
e-mail • info@volunteerguelphwellington.on.ca
web • www.volunteerguelphwellington.on.ca

Snow Angels Volunteer Survey 2011



1. How did you learn about the Snow Angels Program?

	Response Percent	Response Count
Newspaper	88.9%	8
Radio	0.0%	0
Television	0.0%	0
Word of Mouth	11.1%	1
Flyers/Posters	0.0%	0
Don't recall	0.0%	0
Other (please specify)		5
answered question		9
skipped question		4

2. Did you find the Snow Angels Program's communication materials effective in describing the program? e.g. handout, poster, website

	1. Not Effective	2.	3. Effective	4.	5. Clearly Effective	Rating Average	Response Count
Communication Materials	0.0% (0)	0.0% (0)	25.0% (3)	50.0% (6)	25.0% (3)	4.00	12
answered question							12
skipped question							1

3. Was the purpose of the Snow Angels Program clearly explained?

	1. Not clearly explained	2.	3. Somewhat clear	4.	5. Clearly explained	Rating Average	Response Count
Purpose	0.0% (0)	0.0% (0)	0.0% (0)	16.7% (2)	83.3% (10)	4.83	12
					answered question		12
					skipped question		1


4. Was the role of the Snow Angels Volunteer and expectations of the position clearly explained?

	1. Not clearly explained	2.	3. Adequately explained	4.	5. Clearly explained	Rating Average	Response Count
Volunteer role	0.0% (0)	0.0% (0)	0.0% (0)	16.7% (2)	83.3% (10)	4.83	12
					answered question		12
					skipped question		1



5. Did the orientation and training session adequately prepare you for the duties of a Snow Angels volunteer?

	1. Not adequately prepared	2.	3. Adequately prepared	4.	5. Very well prepared	Rating Average	Response Count
Orientation and Training	0.0% (0)	0.0% (0)	7.7% (1)	53.8% (7)	38.5% (5)	4.31	13
					answered question		13
					skipped question		0

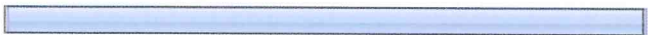
6. If you had a question or encountered a problem related to the Snow Angels Program, would you know who to contact?

		Response Percent	Response Count
Yes		100.0%	13
No		0.0%	0
answered question			13
skipped question			0

7. Were you able to shovel every time there was a significant snow fall?

		Response Percent	Response Count
Yes		69.2%	9
No		30.8%	4
	If no, please explain		5
answered question			13
skipped question			0

8. Did you shovel beyond the minimum requirement?

		Response Percent	Response Count
Yes		100.0%	13
No		0.0%	0
answered question			13
skipped question			0




9. If you answered yes to question #8, please check all that apply.

		Response Percent	Response Count
Shoveled more than the windrow		100.0%	13
Shoveled more frequently than within 24 hours of a significant snow fall		38.5%	5
		Other	3
answered question			13
skipped question			0

10. To what extent has the Snow Angels Program increased your sense of connection to the community?

	1. Not at all	2.	3. Somewhat	4.	5. Very much	Rating Average	Response Count
Connection	0.0% (0)	7.7% (1)	61.5% (8)	23.1% (3)	7.7% (1)	3.31	13
answered question							13
skipped question							0

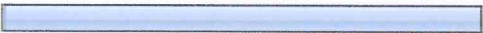

11. Please check the statement that applies to you.

		Response Percent	Response Count
I started volunteering for the first time as a result of exposure to the Snow Angels Program		23.1%	3
I was already in the habit of volunteering when I registered for the Snow Angels Program		53.8%	7
I increased my volunteering within the community as a result of my involvement with the Snow Angels Program		23.1%	3
		answered question	13
		skipped question	0


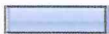
12. Do you have any feedback or comments about the Snow Angels Program that you would like to share?

	Response Count
	4
answered question	4
skipped question	9

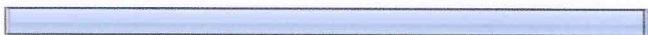


13. Would you be open to us contacting you as follow-up to your feedback/comments?

		Response Percent	Response Count
Yes		75.0%	9
No		25.0%	3
		answered question	12
		skipped question	1

14. We anticipate the Snow Angels Program will continue. Do you wish to be renewed as a volunteer for next winter?

		Response Percent	Response Count
Yes		84.6%	11
No		15.4%	2
answered question			13
skipped question			0

15. If you answered yes to either of the above questions, please complete the following:

		Response Percent	Response Count
Name:		100.0%	11
Phone Number:		90.9%	10
Email:		90.9%	10
answered question			11
skipped question			2

Page 2, Q1. How did you learn about the Snow Angels Program?

1	on city website	Apr 28, 2011 12:54 PM
2	Internet search	Apr 8, 2011 8:15 AM
3	volunteer centre email ...	Apr 6, 2011 11:03 AM
4	volunteer website	Apr 5, 2011 2:30 PM
5	Guelph news emails	Apr 5, 2011 2:24 PM

Page 2, Q7. Were you able to shovel every time there was a significant snow fall?

1	- often the drives were already snowblown (possibly by a good neighbour)	Apr 6, 2011 11:03 AM
2	The driveway was shovelled once before I could get there. (due to working late)	Apr 6, 2011 10:43 AM
3	There was one snowfall while I was on vacation, so my houses were covered by another volunteer in my absense	Apr 5, 2011 2:41 PM
4	I was on vacation for two weeks, but I emailed and explained why I wasn't going to be able to shovel. Thus, the got another volunteer.	Apr 5, 2011 2:30 PM
5	Working out of town occasionally for multiple days. Would seek coverage in advance to ensure shoveling was completed.	Apr 5, 2011 2:05 PM

Page 2, Q9. If you answered yes to question #8, please check all that apply.

1	had many clients	Apr 28, 2011 12:54 PM
2	both	Apr 28, 2011 10:22 AM
3	did the walk and side walk as well and did drive way down to asphalt	Apr 6, 2011 6:58 AM

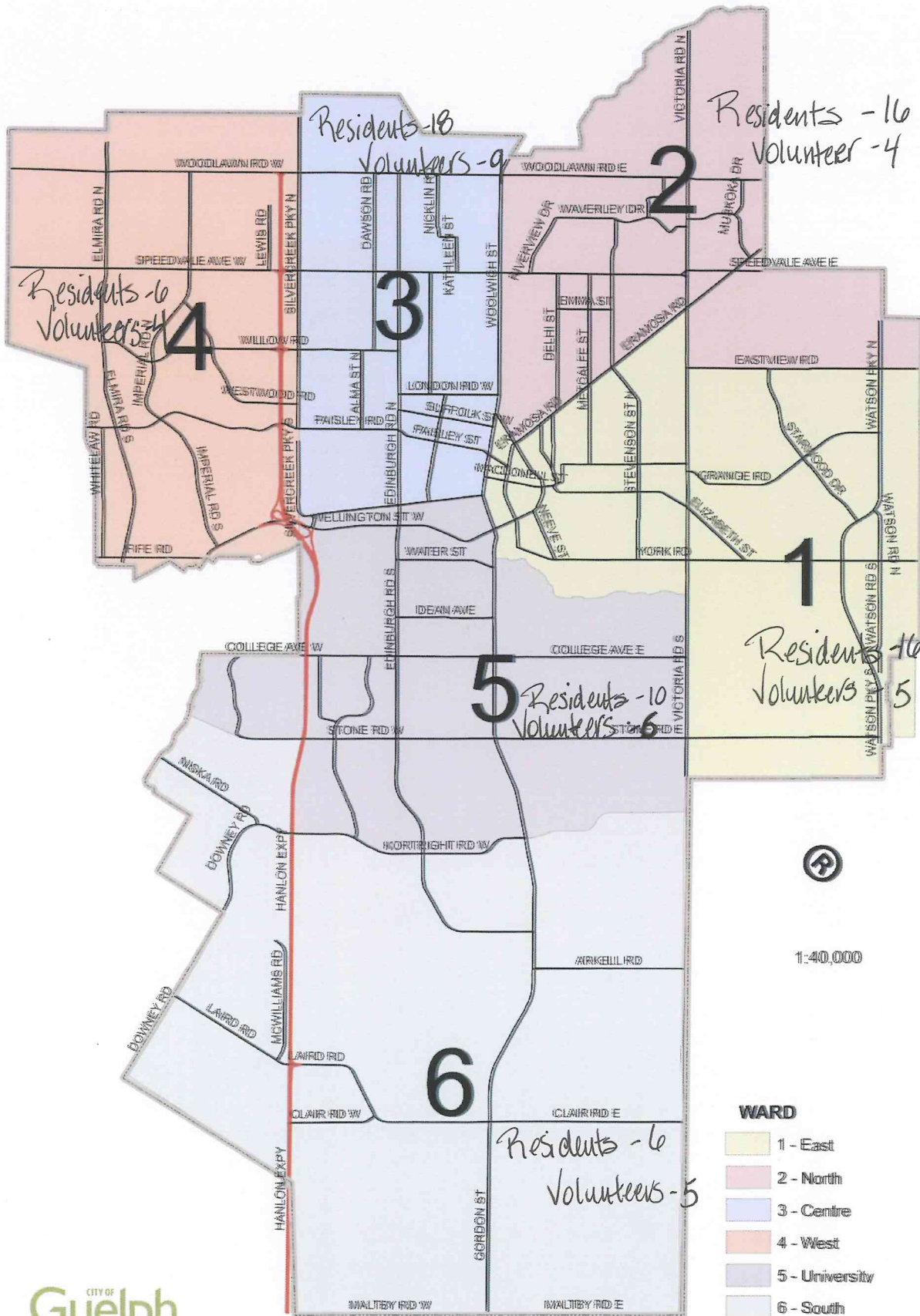
Page 2, Q12. Do you have any feedback or comments about the Snow Angels Program that you would like to share?

1	Thank You	Apr 28, 2011 12:54 PM
2	Very important program and I hope you continue it in the future. Unfortunately, I have moved away from Guelph and won't be able to volunteer next year.	Apr 8, 2011 8:15 AM
3	It would be ideal if we had some contact with the people whose houses we are shoveling to be able to contact them and let them know when we would be there, or for them to let us know if the drive has already been taken care of.	Apr 6, 2011 11:03 AM
4	Feedback from client comments appreciated. Must be clear to volunteers that they should wait for plows to have been by the designated address	Apr 5, 2011 6:19 PM

Snow Angels Reporting

YEAR 2010 - 2011		May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	TOTAL
General														
# of snow events		0	0	0	0	0	0	0	0	1	3	3	0	7
# of general inquiries re: snow removal, other city services		0		0	0	0	2	0	0	0	0	0	0	2
# of displays/presentations re: outreach		0	0	1	1	3	5	6	0	1	0	0	1	18
Residents/Applicants														
# of inquiries from prospective residents (email, phone)		0	0	0	0	0	0	2	0	1	0	0	0	3
# of total new applicants			0	0	0	0	0	7	8	10	5	3	0	33
# of eligible applicants		0	0	0	0	0	0	7	8	10	5	3	0	33
# of ineligible applicants		0	0	0	0	0	0	0	0	0	0	0	0	0
# of residents matched with volunteer		50	0	0	0	0	0	7	8	10	5	3	0	83
# of residents on waiting list		0	0	0	0	0	0	0	0	0	0	0	0	N/A
# of complaints (details separate)		0	0	0	0	0	0	0	0	0	0	0	0	0
# of external referrals for other services		0	0	0	0	0	0	0	0	0	0	0	3	3
# of service cancellations by participant		0	0	0	0	0	9	0	0	2	0	0	0	11
# of households served		50	0	0	0	0	0	7	8	10	5	3	0	72
Volunteer														
# of inquiries from prospective volunteers (email, phone)		0	0	0	0	0	0	3	5	4	6	3	0	21
# of volunteer applications received		0	0	2	3	2	2	18	12	8	1	2	1	51
# of volunteers screened and trained		22	0	0	0	0	0	0	3	8	0	0	0	33
# of active volunteers		22	0	0	0	0	0	0	3	8	0	0	0	33
# of volunteers unmatched		0	0	0	0	0	0	0	1	0	0	0	0	N/A
# of volunteer resignations/withdrawal		0	0	0	0	0	0	0	10	0	0	8	0	18
# of volunteer hours		0	0	0	0	0	0	0	3	116	324	324	0	767

Ward Map



Datum: NAD83
 Projection: UTM Zone 17
 August 4, 2006 (Revised August 3, 2010)

1:40,000

The City of Guelph, its employees and agents, do not undertake to guarantee the validity of the contents of the digital or hardcopy map files, and will not be liable for any claim for damages or loss arising from their application or interpretation by any party. It is not intended to replace a survey or be used for legal description.

THIS AGREEMENT DATED THE FIRST DAY OF AUGUST, 2011

BETWEEN:

**THE VOLUNTEER CENTRE OF GUELPH/WELLINGTON
(the "VC")**

- AND -

**THE CORPORATION OF THE CITY OF GUELPH
(the "City")**

WHEREAS:

- The City and the VC entered into an agreement dated the twenty-sixth day of January, 2009 wherein the VC developed and managed a volunteer-based snow removal program (the "Program") for senior citizens and persons with disabilities, which agreement expired on September 30, 2009;
- The parties entered into a further agreement to continue the Program for 2009-2010, which agreement expired on December 31, 2010. A Letter of Agreement was subsequently signed to extend the agreement to May 31, 2011;
- The parties wish to continue the Program on the terms and conditions set out herein, with an annual term of August 1 to July 31; and
- The purpose of this agreement is to outline the terms and conditions relating to the City's funding and in-kind support of the Program.

THEREFORE, in consideration of the mutual covenants set out herein, the parties agree as follows:

For purposes of this Agreement, the following terms shall have the meanings provided:

Manager, Roads and Right of Ways – shall mean the City's Manager, Roads and Right of Ways or his or her designate

1. Scope of service of Program

The services relating to the Program shall be provided only to residents living within the City of Guelph boundaries, who meet the eligibility criteria described below.

2. Term of Agreement

Unless terminated as set out herein, this Agreement shall be in effect commencing June 1st, 2011 and expiring on July 31, 2014.

3. Eligibility Criteria

The eligibility criteria shall be as set out in Schedule "A" to this Agreement.

4. Services

The Program shall provide the services set out in Schedule "B" to this Agreement.

5. Media and Public Relations

The parties agree to jointly coordinate media and public relations activities related to the Program. It is agreed that any media releases relating to the Program must have the prior approval of the City. The City may, but is not required to, participate in or provide funding for public relations or media activities relating to the Program, other than as set out in this Agreement.

6. Roles and Responsibilities

a) The VC shall:

1. Design, implement, manage and administer the Program in accordance with this Agreement.
2. Provide an annual Program work plan satisfactory to the City (the "Work Plan"), by October 1st of each year, and commence operating the Program immediately thereafter.
3. Operate the Program in accordance with this Agreement.
4. Maintain adequate insurance coverage relating to the Program, throughout the term of this Agreement, as follows:
 - (a) i) General liability insurance in an amount not less than five million dollars (\$5,000,000) per occurrence; and
 - ii) Directors and Officers liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence

Each policy shall contain a cross-liability clause as well as naming the City as an additional insured, and shall also contain a clause requiring the insurer to provide thirty (30) days prior written notice to the City prior to any termination, expiry, variation or non-renewal of the policy; and

(b) Volunteer Group Accident Insurance in an amount not less than two hundred thousand dollars (\$200,000) per occurrence. The policy shall contain a clause requiring the insurer to provide thirty (30) days prior written notice to the City prior to any termination, expiry, variation or non-renewal of the policy

Upon execution of this Agreement, the VC shall provide proof of all insurance set out in (a) and (b), satisfactory to the City's Manager of Procurement and Risk Management Services.

5. Obtain, and provide proof to the City of, continued permission to use the name Snow Angels, upon execution of this Agreement, for the term of this agreement.
6. Implement a volunteer recruitment plan for the Program.
7. Recruit and properly train volunteers to safely and effectively carry out the Program, including without limitation training regarding:
 - i) the requirements of all current applicable legislation, including applicable provisions of the Occupational Health and Safety Act, such as but not limited to any required personal protective equipment; any requirements with respect to AODA and
 - ii) the requirement not to deposit snow in such a manner so as to create or exacerbate any sight line issue or other potentially hazardous situation.
8. Assign volunteers to appropriate sites to implement the Program. It shall be the role of the VC to exercise its discretion as to whether or not to service a site, based on relevant considerations, including any safety concerns raised by a volunteer with respect to a site.
9. Train general staff and volunteers of the VC with respect to the intake process for the Program.
10. Ensure that volunteers carry all necessary insurance on any vehicles which they use for the Program.

11. Advertise for, hire and be responsible for paying a Snow Angels Coordinator, to carry out the duties generally described in Schedule "C", for the term of this Agreement.
12. Conduct education and promotion with respect to the Program.
13. Implement an intake process satisfactory to the City.
14. Record and advise the City as soon as reasonably possible of any complaints received by the VC relating to the Program and resolution action taken, status of issue and include this information in the final report..
15. Keep written records of all expenditures relating to the Program, and provide an accounting of same as set out in Section 8.
16. Expend funds provided by the City under this Agreement only as set out in Section 7.
17. Conduct follow-up surveys with Program participants and referral agencies regarding the Program.

b) The VC agrees that the Program shall be carried out by the VC under the leadership of the following VC staff:

Cathy Taylor – Executive Director of the VC, will have overall responsibility for the Program
 Christine Oldfield – Assistant Executive Director of the VC, will be the lead manager for the Program

c) The City shall:

1. Identify a maximum of two specific contact people from the City for the VC throughout the term of the agreement. The contact persons will be: Leanne Warren, Administrator of Disability Services for the City, and Sam Mattina, Manager, Roads and Right of Ways, or any other persons designated in writing by the city.
2. Provide feedback and evaluation of the Program to the VC, based on reports from the VC and any input received by the City from the community and other sources.
3. Refer to the VC for evaluation any requests for service relating to the Program that are received by the City.
4. Advise the VC as soon as reasonably possible of any complaints received by the City relating to the Program.
5. Provide base funding, along with in-kind services, to the VC for the Program, as set out in Section 7 below.

The City shall have no other obligations or responsibility with respect to the Program. It is acknowledged that the Program is a service provided by the VC, and is not a City service.

7. Payment

The annual term of this Agreement shall be from August 1 to July 31. The City agrees to annually contribute the total of fifty-four thousand three hundred and sixty (\$54,360), to the Program. Payments shall be made to the VC in three installments, as set out below, for a total cash contribution by the City of fifty-four thousand three hundred and sixty (\$54,360):

- o August 1st, \$14,330 – subject to compliance by the VC with the annual Work Plan for the previous year submitted under clause 6(a) paragraph 2 of this Agreement
- o January 1st \$24,478 – subject to submission of an annual Work Plan under clause 6(a) paragraph 2 of this Agreement and compliance by the VC with the Work Plan
- o June 1st: \$15,552 – subject to receipt by the City of the final report as required by and in accordance with Section 8

In addition, the City agrees to provide in-kind services to the upset limit set out in Schedule "D".

In addition, given that the previous Letter of Agreement expired on May 31, 2011, the City agrees to provide a one-time funding payment to the VC for the months of June and July of 2011 in the amount of \$8159.33.

Funds are to be allocated by the VC in accordance with Schedule "D", except with the prior authorization of the Manager, Roads and Right of Ways. The Manager, Roads and Right of Ways may, upon request by the VC, authorize a change in the allocation of the funds, provided that in no event shall the total value of such cash contributions provided by the City exceed fifty-four thousand three hundred and sixty (\$54,360) or the agreed upon amount of the Program.

The City may, in its sole discretion, increase the funding or level of in-kind services through its annual budget process. In this case, the Executive Director of Operations & Transit (the "Executive Director") will advise the VC in writing of the increased amount, and the Executive Director and the VC will agree in writing upon the amount of the payment installments and a revised Schedule D, all of which shall form part of this Agreement.

The VC is free to seek additional resources from other sources to assist it in delivering the Program (such as in kind donations, sponsorships, etc.), provided that any obligations arising therefrom do not interfere with agreed upon deliverables and expenditures for the funding provided by the City, as set out in this Agreement, or any other obligations set out in this Agreement.

8. Reporting

a) For purposes of reporting requirements in this Agreement, the VC, through its Executive Director, will report directly to the Manager, Roads and Right of Ways.

b) The VC shall:

- i) Submit monthly statistical reporting in a form approved by the City, within fifteen (15) calendar days of the end of each month; and
- ii) Submit a comprehensive final report no later than May 31st, of each year. This report shall be to the satisfaction of the City and shall include copies of the monthly statistical reports along with a written summary and evaluation of the Program based on the tracked parameters, as well commentary based on the results of follow-up surveys with participants and referral agencies and based on City feedback.

c) In addition, the VC shall, at any time, upon request by the City, provide a full accounting of all expenditures of funds contributed by the City to the Program, and of all financial matters (including other revenue and expenditures) relating to the Program, to the satisfaction of the City's Chief Financial Officer/City Treasurer.

d) Without limiting (c), the VC shall provide a copy of any audits, or portions thereof, relating to the Program, to the City upon request. This clause shall survive the expiry or earlier termination of this Agreement.

9. Review Process

Prior to July 1st of each year, the parties will enter into discussions relating to potential Program enhancement, and any proposed funding changes for the Program for consideration by the City during its next budget process.

10. Ownership of Information

The VC shall be responsible for the collection of all personal information as may be required from time to time to implement and administer the Program. Personal information collected by the VC will not be distributed to any person, except to the City upon request for purposes of determining compliance with the Program requirements set out in this Agreement. The City of Guelph may distribute any information or material received from the VC pursuant to this Agreement, subject to compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56 as determined by the City. This provision shall survive the expiry or early termination of this Agreement.

11. Volunteers

The VC shall be responsible for arranging and training volunteers to carry out the Program, as well as providing to its employees and volunteers any and all training as required by applicable legislation from time to time. Neither the volunteers nor any employee of the VC shall at any time be deemed to be employees of the City. Without limiting the foregoing, the VC is responsible for complying with all applicable legislation in effect from time to time relating to the Program, or to the volunteers and employees of the VC.

12. Legislation

In addition to all other provisions of this Agreement, the VC shall at all times comply with all applicable legislation relating to the services provided under the Program, including without limitation all legislation relating to its employees and volunteers.

13. Indemnity

The VC shall indemnify and save harmless the City, its contractors, servants, agents, officers, employees and members of Council, from and against any and all liabilities, losses, damages, costs (including legal costs, fines or penalties), actions, applications or claims arising from or relating in any way to the Program, including without limitation any damages arising from injury to volunteers or injury to third parties (including injuries resulting in death) in relation to services provided by or on behalf of the VC, or arising directly or indirectly from the use of the City road allowance or any other City property by the VC, its contractors, servants, agents, officers, employees or volunteers. This provision shall survive the expiry or earlier termination of this Agreement.

14. Termination

Either party may terminate this Agreement with 30 calendar days written notice. The date of termination shall be no less than 30 calendar days from the deemed date of receipt of the notice in accordance with Section 15. In the event of such termination, the obligation of the City to the VC would be fulfilled upon payment for work already completed as at the effective date of termination. Payment for work completed shall be calculated on a pro-rated weekly basis, where applicable, based on the effective date of termination. For one-time expenditures of funds as set out in Schedule "D", the City may choose to make full payment in the event of termination, or to pro-rate the contribution based on the date of termination.

15. Notice

- a) Any demand or notice to be given under this Agreement shall be in writing and may be made or given by personal delivery, by courier or by facsimile transmission, addressed to the respective parties as follows:

To the VC: Cathy Taylor
Executive Director
Volunteer Centre of Guelph/Wellington
46 Cork Street East, Unit 1
Guelph, ON
N1H 2W8
Facsimile Transmission: (519) 822-1389

To the City: Executive Director, Operations & Transit
1 Carden Street
Guelph, ON
N1H 3A1
Facsimile Transmission: (519) 821-0839

or to such other address, facsimile number or email address as either party may from time to time notify the other in accordance with this Section.

- b) Any communication made by personal delivery or courier shall be deemed to have been received on the day of actual delivery, or if made by facsimile transmission, on the next business day of the receiving party provided that the party sending the communication has a facsimile confirmation sheet showing successful transmission.

16. Renewal

This Agreement may be renewed prior to its expiry, upon the written consent of the parties. Neither party shall be obligated to continue its role with respect to the Program, except in accordance with any such renewal.

17. Amendments

No amendments to this Agreement shall have any force or effect unless in writing and signed by the parties hereto.

18. Survival

Except as specifically set out herein, all obligations in this Agreement shall terminate on the date of expiry or earlier termination of this Agreement.

19. Signatures of Agreement

The parties have read and understood this letter of agreement, and agree to its implementation, as demonstrated through the authorized signatures below.

Volunteer Centre of Guelph/Wellington
Per:

Cathy Taylor
Executive Director

Date

**I/we have authority to bind the Volunteer
Centre of Guelph/Wellington**

The Corporation of the City of Guelph
Per:

Karen Farbridge - Mayor

Tina Agnello – Acting City Clerk

Date

**I/we have authority to bind
The Corporation of the City of Guelph**

Schedule "A"

Eligibility Criteria

To be eligible for assistance under the Program, a person must:

- a) be a resident of the City of Guelph;
- b) live in a single dwelling or semi-detached house with its own driveway;
- c) be 65 years of age or older OR be a resident with a physical disability;
- d) be unable to remove their own snow;
- e) i) be a recipient of support through one of the following programs, or a similar program:
 - a. Ontario Disability Support Program (ODSP);
 - b. Guaranteed Income Supplement (GIS) for low income seniors; or
 - c. Canada Pension Plan – Disability (CPP-D); or
- ii) meet the low-income measures as published by Statistics Canada; and
- f) have no able-bodied person living in the home who is able to shovel the snow.

Schedule "B"

Services

The scope of services for the Program shall be limited to the clearing of Windrows on the City Right of Way.

Windrow - means the accumulation of snow left at the end of driveways when the City streets are plowed following a heavy snow fall.

Schedule "C"

General Duties of Snow Angels Coordinator

The General Duties of the Snow Angels Coordinator will be as follows:

- Management of intake process for citizens (intake form, referral relationship with other agencies, etc.);
- Volunteer recruitment and screening (matching appropriate volunteers, ensuring a screening process that protects the citizens);
- Volunteer training and evaluation (initial training, follow-up consultation and follow-up with volunteers);
- Matching volunteers with appropriate citizens via mapping or other criteria (includes management of database of clients and volunteers);
- Promotion of program (promotional materials, presentations, communication plan, etc.);
- Overall responsibility for the "Snow Angels" telephone info line and online registration;
- Reporting and statistics collection; evaluation summaries and overall implementation of recommendations; and
- Member of Volunteer Centre staff team.

Schedule "D"

Expenditure of Funds

August 1 to July 31, annually

Item	Maximum Amount	Item/Max Amout/Comments
Staffing: Snow Angels Coordinator Position	\$30,700	Generally, 35 hours/week: Jan 1 – Apr 30, 2011 (17 weeks) and Sept 1 – Dec 31 (18 weeks); + 15 hours per week: May 1- August 30, 2011 (17 weeks) The VC shall have discretion to re-allocate the above hours as it deems necessary to perform its duties under this Agreement, provided that the total number of hours of service provided by the Snow Angels Coordinator for purposes of carrying out duties relating to the Program is not less than 1480 hours during the term of this Agreement
Staffing: Program Director	\$9,100	20% (0.2 FTE) pro-rated for 52 weeks (January 1, 2011 – December 30, 2011)
"Snow Angels" telephone line	\$780	12 months' monthly charges
Travel/mileage	\$420	Staff costs only; travel to presentations, displays, etc.
Promotional materials	\$3,000	Printing of posters, ads, postcards, toques, ID badges, etc.
Meetings and Refreshments	\$500	Volunteer recruitment and training, open house for citizens, partner meetings
Volunteer Recognition Items	\$800	i.e. gift certificates, cards, etc.
Sub-total	\$45,300	
Administration Fee	\$9,060	20% of total request – to cover rent, utilities, insurance, office supplies, management, bookkeeping, audit, etc.
Total	\$54,360.00	

In-Kind Contributions

August 1 to July 31, annually

In-Kind Contribution by City	Maximum Value
City Maps (or such other in-kind contributions as may be approved at the discretion of the Manager, Roads and Right of Ways)	\$2,100

COMMITTEE REPORT



TO **Operations and Transit Committee**

SERVICE AREA Operations & Transit
DATE June 20th, 2011

SUBJECT Open Air Urinals – Pilot Conclusion
REPORT NUMBER OT061136

SUMMARY

Purpose of Report:

To provide committee with a summary of the Open Air Urinal (Pissior) Pilot Program.

Council Action:

To establish a municipal position on the use of Open Air Urinals and to provide staff with strategic direction pertaining to public washrooms on future municipal projects.

RECOMMENDATION

THAT the Operations & Transit Committee Report #OT061136 Open Air Urinals – Pilot Conclusion dated June 20th, 2011 be received;

AND THAT the creation of additional permanent, public washrooms be considered as part of any municipally-funded capital project undertaken in the downtown area;

AND THAT permanent and/or temporary pissiors be approved for public use subject to permanent public washrooms being simultaneously open and available within a reasonable distance from any placed pissior.

BACKGROUND

During August to mid October 2009, the City trialed open air public urinals (*pissiors*) in downtown Guelph. The pilot, as outlined in two previous reports dated June 15th, 2009 and July 20th, 2009 (attached) called for the temporary placement of two pissiors, one within the Macdonell Street Parking Lot and the other on the roadway on the north side of Carden Street, just west of Wyndham Street. The pilot was part of a three partner effort spearheaded by the Night Life Task Force, involving the City, the Downtown Guelph Business Association and the Guelph Police Service. In addition, to the placement of the pissiors, efforts were made to increase the level of enforcement and promote the social unacceptability of public urination. This report deals only with the pissiors pilot project.

The tabling of this report has been delayed in order to allow the two main issues, gender neutrality and accessibility, to be addressed. It is important to note the use of traditional 'port-a-potties' (which potentially would deal with the gender issue)

has been considered inappropriate for late night use because their closed-design is thought to create a potential unsafe environment. The risks associated with their use are considered to outweigh the service they might provide. The pissior's open design (occupation can be determined from external viewing) eliminates this issue.

REPORT

As stated in the referenced previous reports, there were two primary objectives behind the pilot project. The first was to determine whether such facilities would be used and the second was to gauge the relative public acceptance of such facilities within the public realm.

Regarding usage, over the 45 day pilot period, the two pissiors collected 5,968 litres of urine, 60% from the single pissiors located in the Macdonell Street Parking Lot. Of significance, while the pissiors were placed primarily to address late night activity associated with the 'bar scene', it was evident they were being used during all hours of the day. Based on the volume collected, staff believe it can be argued the two pissiors were used in excess of 15,000 times during the pilot period.

Regarding the second objective, staff (and members of Council) received a number of calls while approval of the pilot was being considered by City Council.. While we did receive some calls regarding the appropriateness of such facilities within the public realm, most calls were primarily about the facilities' lack of gender neutrality and inaccessibility. Once the facilities were in place however, the calls received were few in number and dealt primarily with aesthetic issues and the placement of the one facility on Carden Street. Staff acknowledge there was much to be desired when one considered the aesthetic presence these facilities had on the streetscape. By the end of the pilot period, no calls were being received.

In concluding this pilot project, staff are of the opinion that it has been clearly demonstrated the public will utilize pissiors if provided. Further, while no scientifically-based research has been undertaken, given the absence of sustained complaints and the nature of those that were received, it may be reasonable to assume the public may be prepared to at least tolerate the presence of such facilities within the public realm, especially if they are better integrated into the streetscape.

The major issues that remain unaddressed however are gender neutrality and accessibility. Staff contacted some municipalities in western Canada currently using pissiors to determine how they address these issues. It was found in each case the pissiors complemented existing, permanent washrooms. The expectation was women and persons with accessibility requirements would avail themselves of these permanent facilities.

At the present time, Guelph only has permanent public washrooms in the downtown at City Hall and these are only available to the public during operating hours. The pilot project has demonstrated a need for public facilities outside of these hours. Given the use of pissiors is only viable as a complementary facility to permanent washrooms and that there are a number of public capital projects that are either underway or contemplated for the downtown, it is recommend staff be directed to give consideration to providing permanent public washroom facilities, (available for

public use over a majority of each day) as part of each project. It is staff opinion that consideration of public facilities, available around the clock, is necessary to facilitate the activity of our vibrant and developing downtown. As an interim measure intended to allow staff some flexibility in addressing this need, it is further recommended the use of either permanent or temporary pissiors be approved subject to the simultaneous availability of permanent, public washrooms within a reasonable distance of any placed pissiors.

CORPORATE STRATEGIC PLAN

Goal 1: An attractive, well-functioning and sustainable city;

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

FINANCIAL IMPLICATIONS

The pilot project had an approved funding limit of \$8,400. The project incurred an approximate \$3,000 negative variance attributed to the relocation of the Carden Street pissior (in response to a local business concern) and unanticipated vandalism at the beginning of the pilot. At staff's discretion, the variance was absorbed internally in order to allow a reasonable period of time to elapse in order to evaluate the pilot and to realize some value in the investment already made to that point. However, in response to the developing variance, staff terminated the pilot 2 weeks earlier than anticipated.

DEPARTMENTAL CONSULTATION

Corporate Downtown Renewal Officer

Night Life Task Force

City Solicitor

COMMUNICATIONS

n/a

ATTACHMENTS

- (1) Council Report, Open Air Urinals, June 15th, 2009
- (2) Emergency Services, Community Services & Operations Committee Report, Consideration of Funding for Pissior (open air urinal) Pilot Program and change in length of Pilot Program Duration, July 20th, 2009.

Prepared & Recommended By:

Derek J. McCaughan

Executive Director

Operations & Transit

(519) 822-1260 ext. 2018

derek.mccaughan@guelph.ca

COMMITTEE REPORT



TO **Guelph City Council**

SERVICE AREA Operations
DATE June 15, 2009

SUBJECT Open Air Urinals

RECOMMENDATION

THAT, in conjunction with the Night Life Task Force, staff proceed to introduce an open air urinal on Macdonell Street in the vicinity of Wyndham Street during summer 2009 on a trial basis to evaluate its effectiveness and to assess public acceptance of this type of public facility;

AND THAT staff seek sponsorship of the open-air urinal evaluation from downtown stakeholders.

BACKGROUND

The Night Life Task Force, (chaired by Guelph Downtown Business Association), Guelph Police Service and staff have been wrestling with the negative affects of public urination in downtown Guelph for some time. The Task Force is presently working to introduce a public education campaign. A primary challenge to the campaign is the absence of public washrooms, especially during the early hours of each morning when local bars close.

REPORT

Public urination has been an on-going downtown issue for a number of years. A major challenge in addressing this has been the absence of facilities for public use when local bars let out in the early hours of the morning. Without addressing this absence of infrastructure, the success of any initiative to curtail this activity will be limited.

The Night Life Task Force is currently working on an anti-public urination campaign which is anticipated to be launched over the summer. There has been on-going dialogue regarding introducing portable washrooms within the Wyndham Street/Macdonell Street vicinity, which seems to be the most problematic area downtown. However, there are security and public safety concerns regarding the inherent portable toilets' enclosed design and absence of internal lighting.

It has been suggested that both security and lighting issues could be resolved with the introduction of 'open-air' urinals. These facilities are quite common in Europe but not in Canada. Open air urinals are either permanently plumbed or portable man-made facilities. Their pertinent design feature is they are not fully enclosed to prevent viewing from passer-bys. Designs range from no concealment to mid-waist concealment-only to 'screened' concealment.

In collaboration with the Night Life Task Force, staff are recommending the fabrication and placement of a facility on Macdonell Street near its intersection with Wyndham Street during the coming summer months to evaluate its effectiveness at reducing the frequency of public urination and its public acceptance. It is proposed the facility be put in place each Thursday late-afternoon and removed the following Sunday morning with it being removed, emptied and sanitized daily. The design being considered would screen users from public viewing from their knee upwards. Users' knees downward would be exposed to public viewing.

Of particular note, the facility being considered will be designed exclusively for use by men, those known to be mostly responsible for creating this issue. Consequently, the facility will not be designed, nor intended for use by women, nor will it be accessible. It is important to re-iterate a primary objective of this initiative is to evaluate public acceptance of such facilities through a short-term trial period. Should it be deemed acceptable, then the issues of gender accommodation and accessibility would be addressed when permanent facilities are considered.

In conclusion, Operations agree this on-going issue needs attention and is prepared to manage its approved operating budget in order to identify funding to undertake this evaluation. That said, we are also of the opinion this issue should not be resolved solely through City efforts. In that regard, it is further recommended that staff undertake discussion with the Night Life Task Force and other downtown stakeholders to determine if a level of outside funding of this initiative is possible.

CORPORATE STRATEGIC PLAN

Goal 1: An attractive, well-functioning and sustainable city.

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

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

FINANCIAL IMPLICATIONS

The cost of this initiative will range between \$700 - \$1200 per week.

DEPARTMENTAL CONSULTATION

Environmental Services – Waste Water

COMMUNICATIONS

The Downtown Night Life Task Force and Downtown Co-ordinating Committee are aware this matter is before committee.

Prepared & Recommended By:



Derek J. McCaughan
Director
(519) 822-1260 ext 2018
derek.mccaughan@guelph.ca

COMMITTEE REPORT



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

SERVICE AREA Operations
DATE July 20, 2009

SUBJECT **Consideration of Funding for Pissoir (open air urinal) Pilot Program and change in length of pilot program duration**

RECOMMENDATION

THAT, consideration be given on behalf of the Nightlife Task Force to partial funding approval of the Pissoir pilot program on a trial basis for September – December 2009.

BACKGROUND

City Staff prepared and submitted a committee report to the Emergency Services, Community Services and Operations Committee on June 15, 2009 recommending implementation of an open air urinal pilot project in the downtown business district for the summer of 2009.

The following Resolution was passed by Council on June 22, 2009;

THAT in conjunction with the Night Life Task Force, staff proceed to introduce an open air urinal on Macdonell Street in the vicinity of Wyndham Street during summer 2009 on a trial basis to evaluate its effectiveness and to assess public acceptance of this type of public facility;

AND THAT the downtown stakeholders be responsible for the full cost recovery.

AND THAT staff speak with the Guelph Police Services with respect to increasing police enforcement during the pilot project.

REPORT

The Night Life Task Force, chaired by Downtown Guelph Business Association, (DGBA), Guelph Police Services and staff met on July 8, 2009 to review Council's decision to not fund the pilot program and to re-visit sponsorship and components comprising the pilot program. This report to Committee is to request funding consideration for the approved pilot program on behalf of the Nightlife Task Force.

The Night Life Task Force and staff have identified new information which has significantly reduced the original program cost, as well as secured partial stakeholder sponsorship for the program.

The Night Life Task force has sourced an alternate pissoir unit which is currently being used successfully in a similar program in Edmonton and Victoria.

The Task Force proposes placing two units in the downtown core for the period of September 2009 to December 2009 available for public use 24 hours per day, 7 days per week (24/7) as opposed to the original pilot period ending in late September 2009. The proposed units will be purchased for a nominal amount and would be serviced daily by a third party firm licensed by the Ministry of Environment.

The units will be located on MacDonnell Street, the final locations of which have not been finalized. The units will be tastefully and safely camouflaged by a partial screen. The DGBA will complete development of a public awareness poster program and will implement that program by August 31, 2009. Additionally, Guelph Police Services has committed to increase its on street vigilance and enforcement of our existing anti-fouling by laws following implementation of the poster program.

CORPORATE STRATEGIC PLAN

Goal 1: An attractive, well-functioning and sustainable city.

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

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

FINANCIAL IMPLICATIONS

The costs involved are as shown in the attached spreadsheet.

Fixed costs include the following;

- purchase and install two units at (\$1350.00 per each X2 includes pst),
- cost to provide camouflage lattice perimeter, (\$500.00/each X 2),
- costs for winter maintenance (\$500.00) to end of December 2009.
- Implementation of public awareness poster program, (\$3500.00), funded by DGBA

Total Fixed Costs: \$7,700.00.

Maintenance Costs variable with respect to program duration;

- Daily servicing costs are \$90.00 or \$630.00 per week, (7 days).

Funding secured from The Nightlife Task Force and downtown stakeholder groups will total \$4,200.00, (this includes the fixed cost public awareness poster program funding of \$3,500.00 above).

If approval is received to run the Pilot Program for the entire 17 week period the total costs would be;

Cost to the city to end of December 2009 will be;

servicing fee of \$630.00/week for the duration of the Pilot Program, potentially 17 weeks (\$10,710.00) + Fixed Costs (\$7700.00) less Funding secured by Stakeholders (\$4200.00) = \$3,500.00 fixed cost plus unit maintenance

Cost to the City = (unit maintenance + Fixed costs - Funding secured from stakeholders)
= (\$10,710 + \$7700 - \$4200)
= \$14,210.00

or

approx. \$836.00 per week for 17 weeks.

DEPARTMENTAL CONSULTATION

N/A

COMMUNICATIONS

The Downtown Night Life Task Force and Downtown Co-ordinating Committee are aware this matter is before committee.

ATTACHMENTS

Attachment A - Picture of Proposed Pissoir Unit

Attachment B - Listing of Nightlife Task Force Members

Attachment C – spreadsheet showing costs to the city to Dec 31, 2009



Prepared and Recommended By:

Sam Mattina,
Manager, Roads and Right of Ways
Acting Director of Operations
519-837-5628 ext 2017
Sam.Mattina@Guelph.ca

ATTACHMENT A

Picture of Proposed Pissoir Unit



ATTACHMENT B

List of City of Guelph Downtown Nightlife Task Force Members, July 2009

Conrad Aikens, Van Gogh's Ear

Councillor Ian Findlay

David Corks, City of Guelph

Derek McCaughan, City of Guelph

Rob Davis, Guelph Police

Brent Eden, Guelph Police

Brenda Whiteside, University of Guelph

Mark Rodford, DGBA Chair

Lorenz Calcagno, DGBA Director

Jennifer Mackie, DGBA ED

ATTACHMENT C

FINANCIAL IMPLICATIONS TO THE CITY OF GUELPH FOR PISSOIR UNITS

2 Units - \$1,350 each	2,700.00
2 Camouflage lattices - \$500 each	1,000.00
Public Awareness Program (funded by DGBA)	3,500.00
Winter Maintenance (ending December 31, 2009)	500.00
	Subtotal 7,700.00
Servicing of Units - \$90 / day for 119 days	10,710.00
Funding Secured money from Nightlife Task Force	4,200.00
<i>includes public awareness poster program funding</i>	
Total Cost to City of Guelph to December 31, 2009	14,210.00

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

June 27, 2011

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

Your Planning & Building, Engineering and Environment Committee beg
leave to present their FOURTH CONSENT REPORT as recommended at its
meetings of June 20, 2011.

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

**1) Sign By-law Variance for 951 Gordon Street (Manhattan Music
Club and Pizza Bistro)**

THAT Report 11-51 regarding a sign variance for 951 Gordon Street from Planning
& Building, Engineering and Environment, dated June 20, 2011, be received;

AND THAT, the request for a variance from the Sign By-law for 951 Gordon Street
to permit a building sign with manual changeable copy, be approved.

**2) Notice of Intention to Designate 81 Farquhar Street, Pursuant to
the Ontario Heritage Act**

THAT Report 11-54 dated June 20, 2011 from Planning & Building, Engineering and
Environment, regarding the notice of intention to designate 81 Farquhar Street
pursuant to Part IV of the Ontario Heritage Act be received;

AND THAT the City Clerk be authorized to publish and serve notice of the intention
to designate 81 Farquhar Street, pursuant to the Ontario Heritage Act and as
recommended by Heritage Guelph;

AND THAT the designation by-law be brought before City Council for approval if no
objections are received within the thirty (30) day objection period.

**3) Notice of Intention to Designate 72 Farquhar Street (Drill Hall),
Pursuant to the Ontario Heritage Act**

THAT Report 11-55 dated June 20, 2011 from Planning & Building, Engineering and
Environment, regarding the notice of intention to designate 72 Farquhar Street
(Drill Hall) pursuant to Part IV of the Ontario Heritage Act be received;

AND THAT following any future severance and sale of the Drill Hall building by the current owner, Metrolinx, that the City Clerk be authorized to publish and serve the notice of the intention to designate 72 Farquhar Street (Drill Hall) pursuant to the Ontario Heritage Act and as recommended by Heritage Guelph;

AND THAT the designation by-law be brought before City Council for approval if no objections are received within the thirty (30) day objection period.

4) Stormwater Management Master Plan

THAT the Planning & Building, Engineering and Environment report dated June 20, 2011, regarding the proposed Stormwater Management Master Plan be received;

AND THAT the Stormwater Management Master Plan as outlined in this Report, be approved as the framework for implementing the projects and programs identified in the Master Plan;

AND THAT staff be authorized to complete the Municipal Class Environmental Assessment process as required, and include specific Master Plan projects and programs in future Capital Budgets for Council approval prior to implementation as outlined in this Report;

AND THAT staff be authorized to prepare the Terms of Reference to undertake a "*Stormwater User Pay Feasibility Study*", as a potential future funding source for stormwater infrastructure in Guelph, as recommended in the Master Plan and outlined in this report, and that the draft Terms of Reference be considered by Council for approval at a future meeting, prior to release.

5) The Highland Companies' Melancthon Township Quarry Proposal – Assessment of Impact to Guelph's Water Supply

THAT the Planning & Building, Engineering and Environment report dated June 20, 2011 regarding The Highland Companies' Melancthon Township Quarry Proposal be received;

AND THAT the Planning & Building, Engineering and Environment report dated June 20, 2011 regarding the Highland Companies' Melancthon Township Quarry Proposal be forwarded to Liz Sandals, MPP, the Ministry of Natural Resources, the Township of Melancthon and the Grand River Conservation Authority;

AND THAT Council encourage the Province to include The Highland Companies' Melancthon Township quarry proposal under the Environmental Assessment Act;

AND THAT although the City of Guelph is not directly affected by The Highland Companies' Melancthon Township quarry proposal, Council supports the position of the Grand River Conservation Authority.

6) City of Guelph Water Conservation Program – Benefits Overview

THAT the report of the Executive Director of Planning & Building, Engineering and Environment dated June 20, 2011 entitled 'City of Guelph Water Conservation Program – Benefits Overview' be received.

7) Notice of Intention to Designate 2162 Gordon Street (Marcolongo Farm) Pursuant to the Ontario Heritage Act

THAT Report 11-53 dated June 20, 2011 from Planning & Building, Engineering and Environment, regarding the notice of intention to designate 2162 Gordon Street (Marcolongo Farm) pursuant Part IV of the Ontario Heritage Act be received;

AND THAT the City Clerk be authorized to publish and serve notice of the intention to designate 2162 Gordon Street (Marcolongo Farm) pursuant to the Ontario Heritage Act and as recommended by Heritage Guelph;

AND THAT the designation by-law be brought before City Council for approval if no objections are received within the thirty (30) day objection period.

8) Residential Waste Collection Service Review

WHEREAS the Executive Team has been directed to advise Council, based on Council's ranking of the initial 75 services, regarding which services are recommended for a service review and which are recommended for an operational review;

AND WHEREAS the residential waste collection service was ranked by Council fairly low on "total score rank" with a fairly high standard deviation;

AND WHEREAS through the service review process Council will consider what our relationship to the provision of services should be, including any potential impacts on both capital and operational costs;

THEREFORE BE IT RESOLVED that staff be directed to identify residential waste collection for a service review and report back through the Service Review process on the best timing and cost to conduct this service review;

AND THAT the service review be restricted to whether or not the curbside residential waste collection service be provided internally by City staff.

All of which is respectfully submitted.

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

***PLEASE BRING THE MATERIAL THAT WAS DISTRIBUTED WITH THE
AGENDA FOR THE JUNE 20, 2011 MEETING.***

COMMITTEE REPORT



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

SERVICE AREA Planning & Building, Engineering and Environment
DATE June 20, 2011

**SUBJECT SIGN BY-LAW VARIANCE FOR 951 Gordon Street
(Manhattan Music Club and Pizza Bistro)**

REPORT NUMBER 11-51

SUMMARY

Purpose of Report

To obtain Council approval for permission to permit a building sign with manual changeable copy at 951 Gordon Street (Manhattan Music Club and Pizza Bistro).

Council Action

To approve the request for a variance from the Sign By-law for 951 Gordon Street.

RECOMMENDATION

"THAT Report 11-51 regarding a sign variance for 951 Gordon Street from Planning & Building, Engineering and Environment, dated June 20, 2011, be received;

AND THAT, the request for a variance from the Sign By-law for 951 Gordon Street to permit a building sign with manual changeable copy, be approved."

BACKGROUND

Manhattan Music Club and Pizza Bistro have submitted a sign variance application for a replacement building sign at 951 Gordon Street (see Schedule A- Location Map). The Sign By-law No. (1996)-15245 in Table 1, Row 1 does not permit changeable copy on building signs. Manhattan Music Club and Pizza Bistro is applying for permission to have a building sign with manual changeable copy.

REPORT

The proposed replacement building sign (see Schedule "B" Replacement Sign) has been installed due to a fire that destroyed the previous sign in August 2010. A variance is required from the Sign By-law because building signs in CC (Community Commercial) zones are not permitted to have changeable copy.

Manhattan Music Club and Pizza Bistro have requested the variance to enable advertising of nightly events for the Music Club. Rather than alter the existing free standing signage (where changeable copy is permitted) the changeable copy is proposed for the sign which is located directly at the unit of the building. The signage has been installed for the re-opening that took place earlier this month.

The requested variance is as follows:

Building Sign (Community Commercial CC zone)	By-law Requirements	Request
	Changeable copy not permitted	Manual changeable copy

The requested variance from the Sign By-law for manual changeable copy is recommended for approval because:

- The proposed sign meets all other regulations for Building signs in a Community Commercial zone.
- The nature of the business requires advertising for events and artists performing at the Music Club. The advertising will take place on the sign on the building rather than altering the existing freestanding signage.

CORPORATE STRATEGIC PLAN: An attractive, well functioning and sustainable city

FINANCIAL IMPLICATIONS: N/A

DEPARTMENTAL CONSULTATION: N/A

COMMUNICATIONS: N/A

ATTACHMENTS

Schedule A - Location Map
 Schedule B - Replacement Sign

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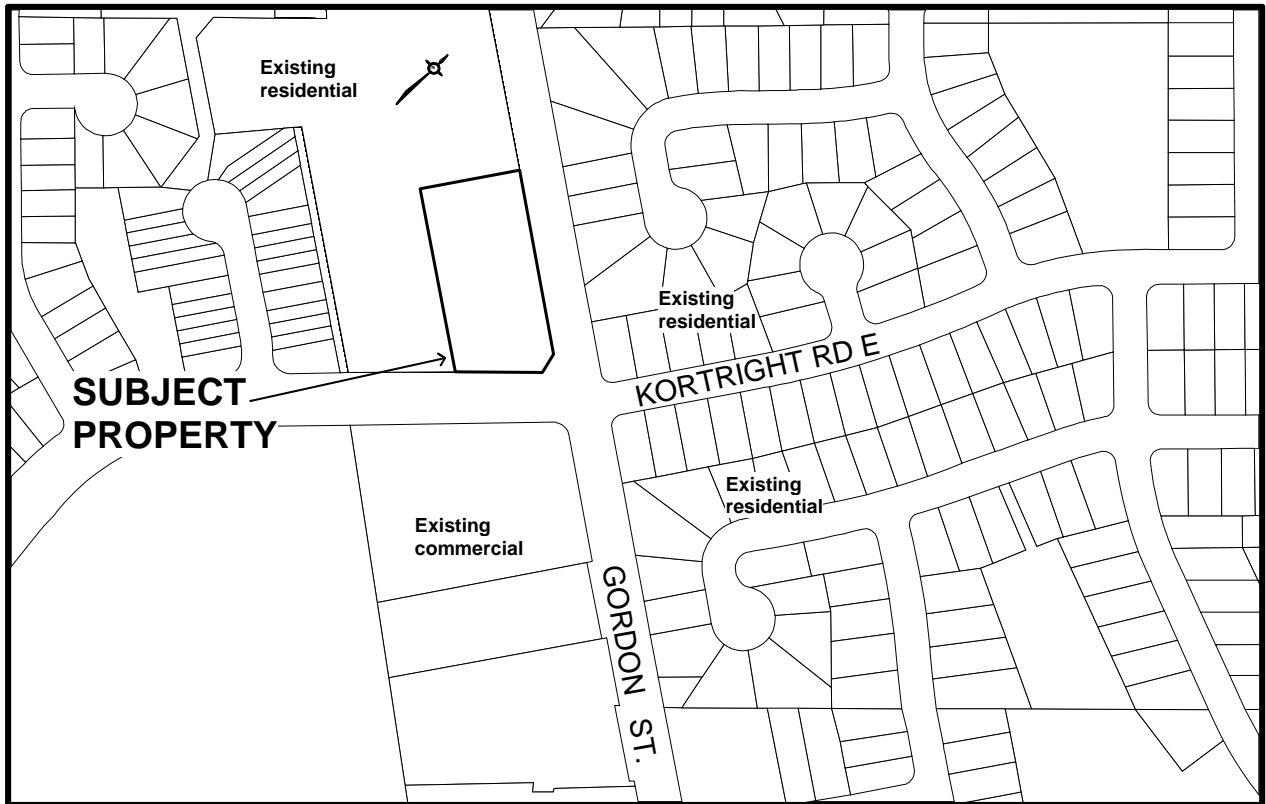
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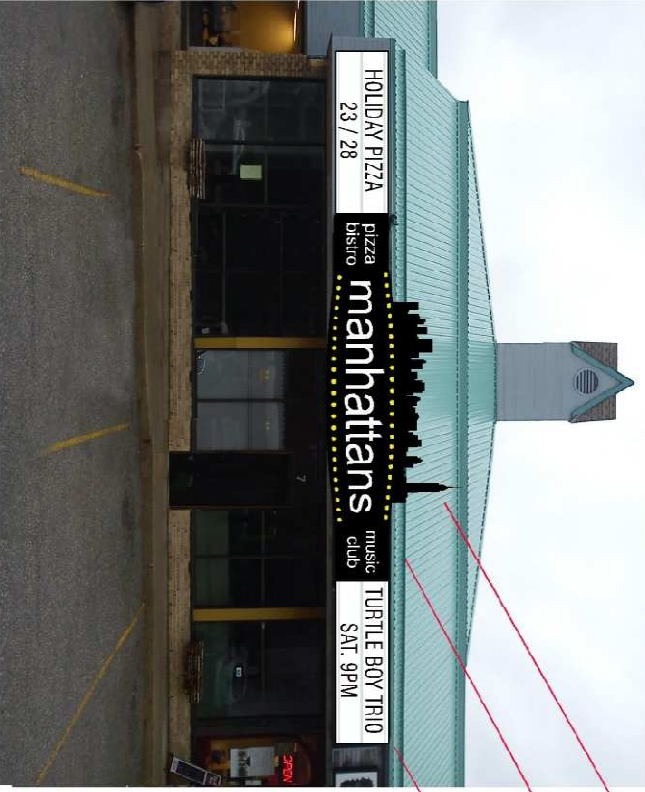
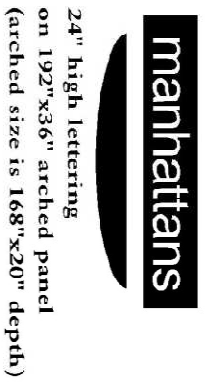
Recommended By:

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SCHEDULE A- LOCATION MAP



SCHEDULE B- REPLACEMENT SIGN

 <p>170 Curtis Drive, Guelph, Ontario, N1K 1N5 (519) 821-2756 Fax (519) 821-2758 E-mail scutt@bellnet.ca</p>	<p>Customer: Manhattans Date: March 16, 2011 Saved as: SAM:/SignLab/manhattans.cdl Designed by: Andrea <i>This design is the property of SCUTT SIGNS, 717645 Ontario Ltd. and may NOT be used without written permission.</i></p>
<p>APPROVED BY _____ DATE _____</p>	
	
<p>132"x48" street scape</p> <p>3'x3' section with 8.25" letters (both sides)</p> <p>11" letter set</p> <p>9'x3' reader board backlit (both sides)</p>	
 <p>24" high lettering on 192"x36" arched panel (arched size is 168"x20" depth)</p>	

COMMITTEE REPORT



TO: Planning & Building, Engineering and Environment
Committee

SERVICE AREA: Planning & Building, Engineering and Environment

DATE: June 20, 2011

SUBJECT **NOTICE OF INTENTION TO DESIGNATE 81 FARQUHAR
STREET, PURSUANT TO THE ONTARIO HERITAGE ACT**

REPORT NUMBER: 11-54

SUMMARY

Purpose of Report

To provide a report recommending that the notice of intention to designate 81 Farquhar Street be published pursuant to the Ontario Heritage Act.

Council Action

To decide whether to approve the notice of intention to designate 81 Farquhar Street.

RECOMMENDATION

"THAT Report 11-54 dated June 20, 2011 from Planning & Building, Engineering and Environment, regarding the notice of intention to designate 81 Farquhar Street pursuant to Part IV of the Ontario Heritage Act be received;

AND THAT the City Clerk be authorized to publish and serve notice of the intention to designate 81 Farquhar Street, pursuant to the Ontario Heritage Act and as recommended by Heritage Guelph;

AND THAT the designation by-law be brought before City Council for approval if no objections are received within the thirty (30) day objection period."

BACKGROUND

Heritage Guelph, the Municipal Heritage Committee, recommends to Guelph City Council that the property located at 81 Farquhar Street be designated under Part IV of the Ontario Heritage Act (see Attachment 1).

The following background summary and information contained in Attachments 3, 4 and 6 are based on a Designation Background Report (dated June 2008) prepared for Heritage Guelph Committee.

The property located at 81 Farquhar Street, fronting on the east side of Farquhar Street (formerly Market Street), was settled in 1832 by Dr. Robert Alling and John Combe Wilson. The squared wood frame house is thought to be one of the oldest surviving residences in Guelph. It is one of the few buildings in the downtown area that predates the advent of the Grand Trunk Railway that bisected Market Square and divided the town as a whole. 81 Farquhar provides important evidence regarding the historic character of the urban landscape prior to this time (see Attachment 3 for Statement of Reasons for Designation).

The property's designation would represent a rare example of local domestic architecture extant from the middle of the nineteenth century, with the potential to provide important evidence about the kinds of houses built 'in town' for the 'well born' and affluent members of early Guelph society. The designation would include the building location, all exterior walls of the original building including the hipped roofline; all original door and window openings; the original window frames, sashes, muntin bars and pane arrangements; and the two-leaf front door with its narrow stained glass transom, hinges and doorknob.

A surveyor's plan (see Attachment 2) includes the legal description of the property to be designated (Part Lot 18, Plan 8, Block 71285, Freehold property number 0024).

REPORT

The property at 81 Farquhar Street meets the criteria for designation as defined under Regulation 9/06 – Criteria for Determining Cultural Heritage Value or Interest as outlined in Attachment 4 of this report.

Notice of Intention to Designate will be published and served. Publication of the Notice provides a 30-day period for comments and objections to be filed. At the end of the 30-day period, and having dealt with any objections that may have been submitted through the Conservation Review Board, Council may choose to pass the by-law registering the designation of the property on title, or it may decide to withdraw the Notice and not proceed with the designation.

Heritage Guelph commends the property owner for their enthusiasm toward designation of the property. City staff and Heritage Guelph members are recommending that Council proceed with publishing and serving the Notice of Intention to Designate.

CORPORATE STRATEGIC PLAN

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

FINANCIAL IMPLICATIONS

None

DEPARTMENTAL CONSULTATION

On May 31, 2011 Heritage Guelph, the City's Municipal Heritage Committee, endorsed staff taking the Notice of Intention to Designate to Council for consideration by passing the following motion:

"Heritage Guelph supports the heritage designation of the property at 81 Farquhar Street and recommends that Council publish an intention to designate the property at 81 Farquhar Street pursuant to Part IV of the Ontario Heritage Act."

COMMUNICATIONS

In accordance with the *Ontario Heritage Act* (Section 29, Subsection 1), Notice of Intention to Designate shall be:

1. Served on the owner of the property and on the Ontario Heritage Trust; and,
2. Published in a newspaper having general circulation in the municipality.

ATTACHMENTS

Attachment 1 – Location Map and Photo of Property Designation

Attachment 2 – Plan of Survey

Attachment 3 – Statement of Reasons for Designation

Attachment 4 – Designation Assessment using Criteria for Determining Cultural Heritage Value or Interest

Attachment 5 – Current Photos

Attachment 6 – Land Records, Archival Maps and Photos

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ATTACHMENT 1 – LOCATION MAP AND PHOTO OF PROPERTY DESIGNATION

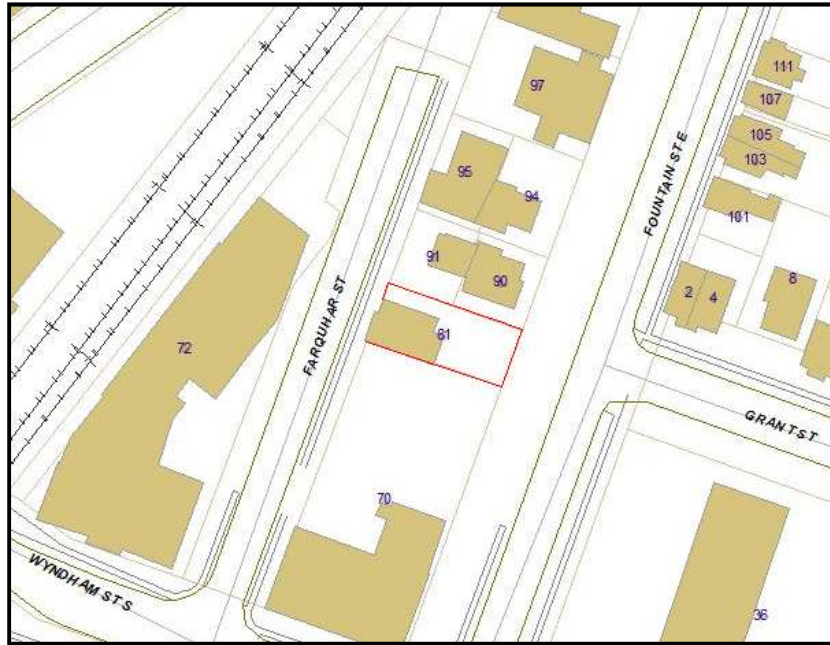


Figure 1.1: Location of 81 Farquhar Street (Image: City of Guelph, OnPoint)



Figure 1.2: Aerial photo indicating 81 Farquhar Street

ATTACHMENT 2 – PLAN OF SURVEY

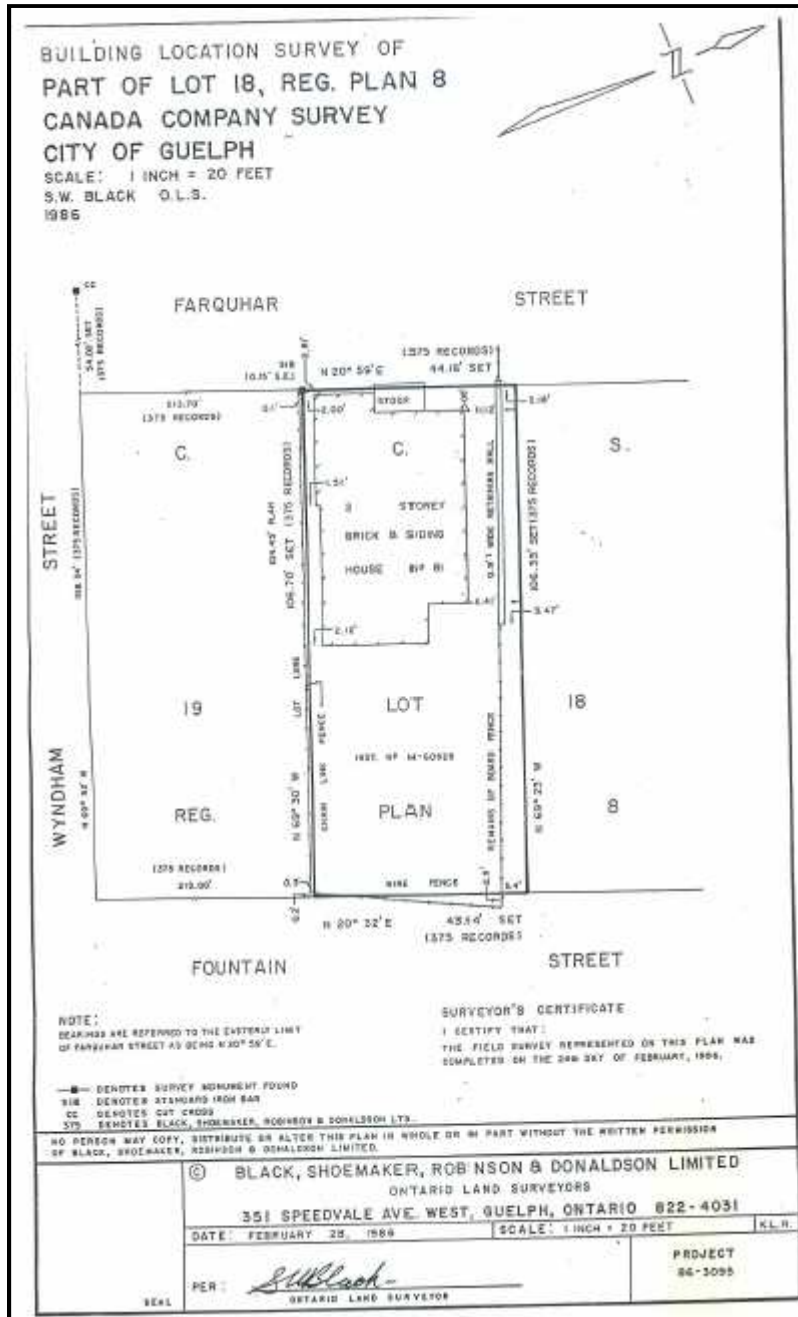


Figure 2.1: 81 Farquhar Street is described legally as Part Lot 18, Plan 8, Block 71285, Freehold property number 0024.

ATTACHMENT 3 – STATEMENT OF REASONS FOR DESIGNATION 81 FARQUHAR STREET

WHY THE PROPERTY IS BEING DESIGNATED:

Settled in 1832 by Dr. Robert Alling, 81 Farquhar Street was one of the first homes in Guelph. It represents a rare example of local domestic architecture from the middle of the nineteenth century.

81 Farquhar Street is located on Lot 18, a location linked historically to John McDonald's 1828 plan of the Town of Guelph (Attachment 6 – Figure 6.3). The subject lot was in a prominent position at the heart of the town, fronting the east side of the Market Square. The original form and layout of Guelph was significantly changed in 1856 by the construction of the Grand Trunk Railway, which bisected the Market Square and divided the town as a whole. The house at 81 Farquhar Street is one of the few buildings in the downtown area that predate the advent of the railway. As such, it provides important evidence regarding the historic character of the urban landscape prior to this time.

The property is historically associated with two early English immigrants that arrived in Guelph in 1832: Dr Robert Alling and John Combe Wilson. Dr Alling purchased the property on which the house was built in December 1832; his son-in-law, Wilson, has been credited with initiating the construction of the house. The house is also associated with a successful local textile manufacturer of the late nineteenth and early twentieth century: Alvin Robert Burrows.

Renovations to the house in the 1960s included a one-storey, grey brick office addition to the front (right) west corner of the house. These renovations have altered the overall symmetry of the earlier building and as such detract from its physical value. However, the property has potential to provide important evidence about the kinds of houses built "in town" for the "well born" and affluent settlers of early Guelph society.

The subject property is worthy of designation under Part IV of the *Ontario Heritage Act* as it meets three of the prescribed criteria for determining cultural heritage value or interest, according to Ontario Regulation 9/06 made under the *Ontario Heritage Act*. The heritage attributes of 81 Farquhar display: design or physical, historical or associative and contextual value.

WHAT IS TO BE PROTECTED BY DESIGNATION:

The following elements of the house at 81 Farquhar Street should be considered heritage attributes in a designation under Part IV of the *Ontario Heritage Act*:

- 81 Farquhar's location, fronting on Farquhar Street;
- All exterior walls of the original building, including the timber frame and hipped roofline;
- All original door and window openings
- All original window frames, sashes, muntin bars and pane arrangements; and
- The two-leaf, half-glass door at the front elevation, with its narrow stained glass transom window, hinges and doorknob

It is intended that non-original features may be returned to documented earlier designs or to their documented original without requiring City Council permission for an alteration to the designation.

ATTACHMENT 4 – DESIGNATION ASSESSMENT USING CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST

Property: 81 Farquhar	Date: May 25, 2011
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CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST

The criteria set out below are taken directly from the Ministry of Culture Regulation 9/06 made under the Ontario Heritage Act for the purpose of assessing property for designation under Section 29 of the Act..

CRITERIA	NOTES	SCORE
The property has design value or physical value because it...		
...is a rare, unique, representative or early example of a style, type, expression, material or construction method	- Rare example of an early Market Square home - Timber frame construction - representative of Georgian style and massing	✓
...displays a high degree of craftsmanship or artistic merit		
...demonstrates a high degree of technical or scientific achievement		
The property has historical value or associative value because it...		
... has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community	- Associated with Dr. Robert Aling, John Combe Wilson and Alvin Robert Burrows	✓
...yields, or has the potential to yield, information that contributes to an understanding of a community or culture	- Lot 18 in Registered Plan 8 is historically linked to John McDonald's 1828 plan of the Town of Guelph.	✓
... demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community		
The property has contextual value because it...		
... is important in defining, maintaining or supporting the character of an area		
...is physically, functionally, visually or historically linked to its surroundings	- One of the oldest houses in Guelph. - Provides important evidence regarding the historic character of the urban landscape prior to Grand Trunk Railway line.	✓
... is a landmark		

ATTACHMENT 5 – CURRENT PHOTOS



Figure 5.1: Photo of 81 Farquhar Street.



Figure 5.2: 81 Farquhar Street on the left (2010), with the Drill Hall (72 Farquhar Street) and the Guelph Armory in the distance on the right.



Figure 5.3: 81 Farquhar Street, front elevation.



Figure 5.4: 81 Farquhar Street rear elevation.



Figure 5.5: Door knob.
Interior view of two-leaf half-glass front door.



Figure 5.6: The two-leaf, half-glass door at the front elevation

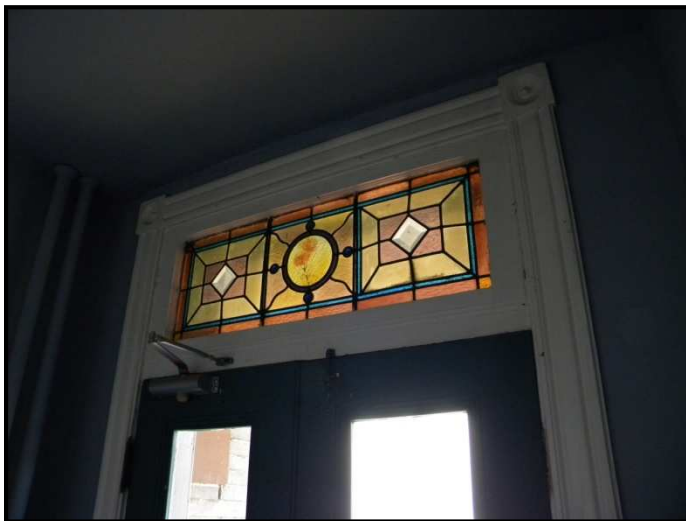


Figure 5.7: Transom window



Figure 5.8: Floor beams in the basement

ATTACHMENT 6 – LAND RECORDS, ARCHIVAL MAPS AND PHOTOS

LAND RECORDS

The legal ownership of the property at 81 Farquhar Street can be traced back to 1832. Records of the Canada Company include registers of sales of the original lots laid out in and around the town. These pre-patent land transactions are also summarized as part of the Ontario Archives Land Records Index. The registers of sales indicate that Dr Robert Alling purchased several lots from the Canada Company soon after his arrival in Guelph in 1832. These purchases included: Town Lots 17 and 18, Market Square on 21 December 1832; Town Lots 63 and 64, Woolwich Street on 11 October 1833; Town Lot 1029, Market Square (known as “the Bank”) on 17 April 1837; and a Town Lot at the north side of Quebec Street on 4 February 1840. He also purchased 100 acres of farmland at Lot 7, Concession 3 on 14 September 1832.

The Canada Company required purchasers of Town Lots to begin to make “improvements” to the land within 12 months of the date of purchase. In an early advertisement of the Company, it was stated that “Purchasers [of Town Lots] are required to commence preparations for building, within three months, and to have their houses finished within 12 months from the date of purchase.”

The Canada Company records indicate that Dr. Alling made a habit of purchasing property that had already been “improved” by the construction of buildings, including Town Lots 17 and 18, 63 and 64, and 1029. For Example, the entry for the sale of Town Lots 17 and 18 in the Canada Company’s registers states that the purchase price was £190 “with Buildings thereon” (Figure 24). Other later historical sources suggest that a log house may have been constructed on Lot 17 around 1828, which was used as a tavern.

Lot	Date	Purchaser	Price
17 & 18	21 Dec 1832	Dr Robert Alling	£190
19	21 Dec 1832	Dr Robert Alling	£10
20	21 Dec 1832	Dr Robert Alling	£10
21	21 Dec 1832	Dr Robert Alling	£10
22	21 Dec 1832	Dr Robert Alling	£10
23	21 Dec 1832	Dr Robert Alling	£10
24	21 Dec 1832	Dr Robert Alling	£10
25	21 Dec 1832	Dr Robert Alling	£10
26	21 Dec 1832	Dr Robert Alling	£10
27	21 Dec 1832	Dr Robert Alling	£10
28	21 Dec 1832	Dr Robert Alling	£10
29	21 Dec 1832	Dr Robert Alling	£10
30	21 Dec 1832	Dr Robert Alling	£10
31	21 Dec 1832	Dr Robert Alling	£10
32	21 Dec 1832	Dr Robert Alling	£10
33	21 Dec 1832	Dr Robert Alling	£10
34	21 Dec 1832	Dr Robert Alling	£10
35	21 Dec 1832	Dr Robert Alling	£10
36	21 Dec 1832	Dr Robert Alling	£10
37	21 Dec 1832	Dr Robert Alling	£10
38	21 Dec 1832	Dr Robert Alling	£10
39	21 Dec 1832	Dr Robert Alling	£10
40	21 Dec 1832	Dr Robert Alling	£10
41	21 Dec 1832	Dr Robert Alling	£10
42	21 Dec 1832	Dr Robert Alling	£10
43	21 Dec 1832	Dr Robert Alling	£10
44	21 Dec 1832	Dr Robert Alling	£10
45	21 Dec 1832	Dr Robert Alling	£10
46	21 Dec 1832	Dr Robert Alling	£10
47	21 Dec 1832	Dr Robert Alling	£10
48	21 Dec 1832	Dr Robert Alling	£10
49	21 Dec 1832	Dr Robert Alling	£10
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55	21 Dec 1832	Dr Robert Alling	£10
56	21 Dec 1832	Dr Robert Alling	£10
57	21 Dec 1832	Dr Robert Alling	£10
58	21 Dec 1832	Dr Robert Alling	£10
59	21 Dec 1832	Dr Robert Alling	£10
60	21 Dec 1832	Dr Robert Alling	£10
61	21 Dec 1832	Dr Robert Alling	£10
62	21 Dec 1832	Dr Robert Alling	£10
63	11 Oct 1833	Dr Robert Alling	£10
64	11 Oct 1833	Dr Robert Alling	£10

Figure 6.1: Although difficult to read, detail of the Canada Company register of sales for Guelph Town Lots, showing Dr Robert Alling’s purchase of Lots 17 and 18 in December 1832. Source: Archives of Ontario, Canada Company Fonds, B3, volume 28, page 102

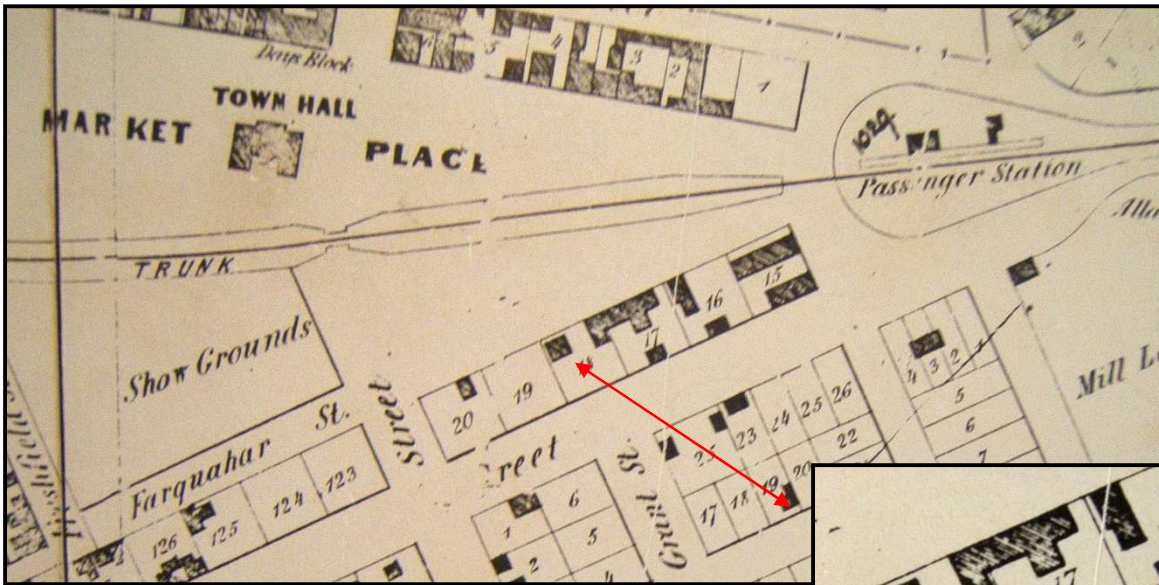


Figure 6.2: Detail of Map of the Town of Guelph, compiled by Thomas W. Cooper, 1862. Source: Guelph Civic Museum

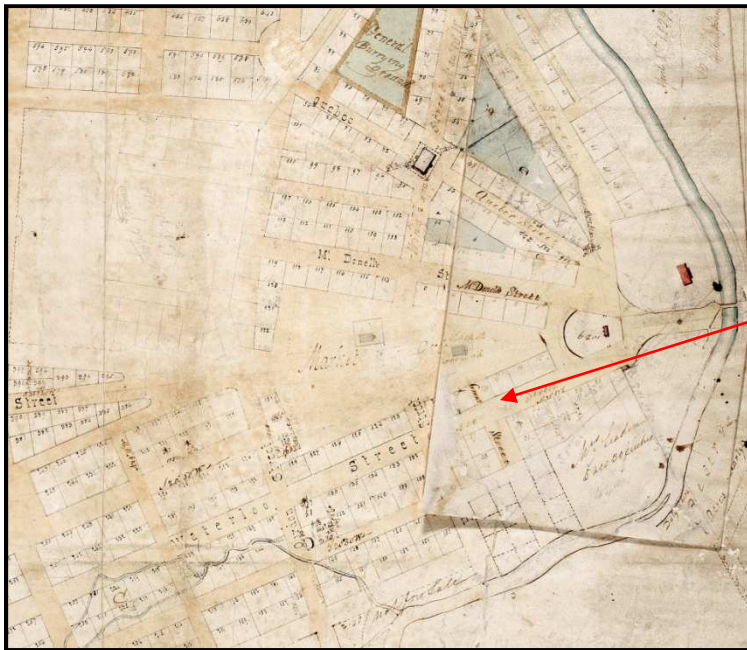
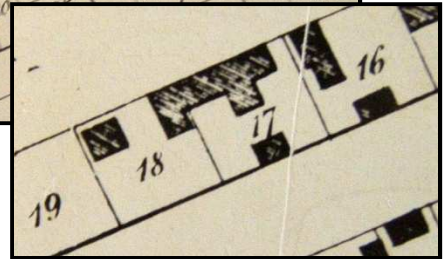
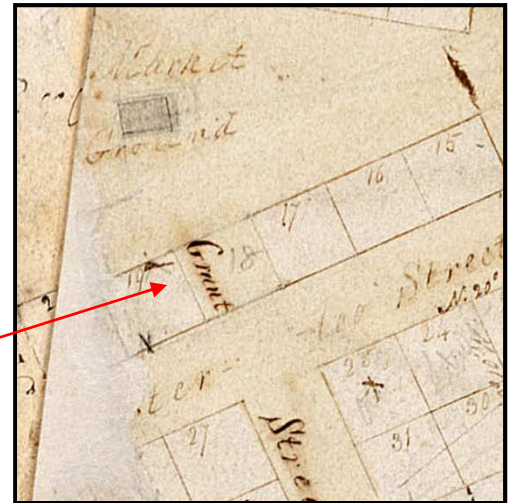


Figure 6.3: Details of Plan of the Town of Guelph, drawn by John McDonald for the Canada Company, circa 1828, revised 1829 and 1833. Source: Toronto Reference Library



15	David Gilkison
16	Charles Boynton
17	Philip Jones
18	
19	Andrew Mc Vean
20	William Elliot
21	William Leaden
22	William Leaden



So far as known, this house, at 81 Farquhar Street, is
The OLDEST BUILDING in GUELPH today. Somewhat
altered outwardly, it is substantially the same
as when built in 1832 by John Coombe Wilson, for
himself, to replace one he previously built, but
rented it to Archdeacon Palmer (who arrived 1832).

Figure 6.4: Photograph of 81 Farquhar Street, and caption, circa 1939. Source: David Allan, *About Guelph: It's Early Days and Later*, page w. (Guelph Public Library Archives)

COMMITTEE REPORT



TO: Planning & Building, Engineering and Environment
Committee

SERVICE AREA: Planning & Building, Engineering and Environment

DATE: June 20, 2011

SUBJECT **NOTICE OF INTENTION TO DESIGNATE 72 FARQUHAR
STREET (DRILL HALL), PURSUANT TO THE ONTARIO
HERITAGE ACT**

REPORT NUMBER: 11-55

SUMMARY

Purpose of Report

To recommend that following any future severance and sale of the Drill Hall building by the current owner, Metrolinx, the notice of intention to designate 72 Farquhar Street (Drill Hall) be published pursuant to the Ontario Heritage Act.

Council Action

To decide whether to approve the notice of intention to designate 72 Farquhar Street (Drill Hall), to be published following any future severance and sale of the Drill Hall building by Metrolinx.

RECOMMENDATION

"THAT Report 11-55 dated June 20, 2011 from Planning & Building, Engineering and Environment, regarding the notice of intention to designate 72 Farquhar Street (Drill Hall) pursuant to Part IV of the Ontario Heritage Act be received;

AND THAT following any future severance and sale of the Drill Hall building by the current owner, Metrolinx, that the City Clerk be authorized to publish and serve the notice of the intention to designate 72 Farquhar Street (Drill Hall) pursuant to the Ontario Heritage Act and as recommended by Heritage Guelph;

AND THAT the designation by-law be brought before City Council for approval if no objections are received within the thirty (30) day objection period."

BACKGROUND

The property is located at the southeast corner of Farquhar Street and Wyndham Street South (see Attachment 1).

Municipalities cannot designate properties owned by the province. The subject property is owned by Metrolinx, an agency of the Government of Ontario under the *Metrolinx Act* (2006).

Heritage Guelph, the Municipal Heritage Committee, recommends to Guelph City Council that following any future severance and sale of the Drill Hall building at 72 Farquhar Street by the current owner, Metrolinx, the building located at 72 Farquhar Street, commonly known as the Drill Hall, be designated under Part IV of the Ontario Heritage Act.

At their meeting of April 26, 2010, Council approved the following resolutions:

AND THAT Council support the redevelopment of the 72 Farquhar Street site by Metrolinx-GO for the sole purpose of providing south side station and access facilities as part of Guelph's Transportation Terminal, while retaining the Drill Hall building due to its significant cultural heritage value;

AND THAT Council request Metrolinx-GO, prior to purchasing the property at 72 Farquhar Street, to confirm in writing that (a) the redevelopment of the subject property shall be for the sole purpose of providing south side station, pedestrian, vehicular access, and ancillary use facilities for Metrolinx-GO Transit and Via Rail as part of Guelph's Transportation Terminal; (b) at the time of redevelopment Metrolinx-GO will carry out the detachment of the Drill Hall building from the remainder of the building complex and provide for the retention and rehabilitation of the Drill Hall in an integrated means which considers adaptive reuse of the Drill Hall; and (c) Metrolinx-GO will undertake the redevelopment of the site at 72 Farquhar Street, including site design and urban design in keeping with its function as a station facility to be considered with the goals of the Downtown Secondary Plan in consultation with the City;

AND THAT Metrolinx-GO enter into discussions regarding establishing collaborative community partnerships of an adaptive reuse of the Drill Hall property either on a lease basis or a severance basis.

AND THAT Council authorize staff, upon receipt of confirmation from Metrolinx-GO, to amend the description of the heritage attributes, pertaining to 72 Farquhar Street in the City's Municipal Register of Cultural Heritage Properties as a non-designated property, to include only the reference to the Drill Hall building (Section 1) on the property and remove all references to Sections 2, 3, 4 and 5 of the building complex as identified in this Report.

The following background summary is based on a Designation Background Report (dated May 2011) prepared for Heritage Guelph Committee.

The Drill Hall (or Drill Shed) was constructed in 1866 for the use of Guelph's voluntary militia units and for county agricultural shows. It is historically associated with the first active militia units in Guelph and more broadly with development of the Canadian army at the time of Confederation. It is also associated with the development of Guelph as a regional centre for agricultural and stock breeding.

The Drill Hall was designed by T. W. Cooper, a local Civil Engineer and Provincial Land Surveyor, and constructed with funds provided by Wellington County Council. The design is functional, and much of the original fabric of the building has been replaced or modified; however, the imposing form and mass of the original building is readily apparent, and its historic function can still be interpreted.

In the late nineteenth century, the City of Guelph refitted the Drill Hall and let it out to private companies for industrial and commercial uses, thereby supporting the development of Guelph as an important regional centre for manufacturing. Between 1924 and 1945, the building was used as the City Barn, for public works and storing vehicles. In 1945, the City of Guelph sold the land into private ownership, and the building was incorporated into a neighbouring textile factory.

The Drill Hall supports the historic character of Guelph's downtown district, forming part of a cluster of landmark civic buildings established in the original Market Square in the nineteenth and early-twentieth century, including City Hall, the Winter Fair building, the Armoury, and the Grand Trunk Railway Station (see Attachment 5). The position and orientation of the Drill Hall is historically linked to the location of Guelph's original Fair Ground, and the 1856 alignment of the Grand Trunk Railway. Heritage Guelph recommends this property for heritage designation.

REPORT

The Drill Hall building at 72 Farquhar Street meets the criteria for designation as defined under Regulation 9/06 – Criteria for Determining Cultural Heritage Value or Interest as outlined in Attachment 3 of this report.

Following any future severance and sale of the Drill Hall building from the subject property at 72 Farquhar Street by the current owner, Metrolinx, it is recommended that Council publish and serve a Notice of Intention to Designate the building in accordance with the Ontario Heritage Act. Publication of the Notice provides a 30-day period for comments and objections to be filed. At the end of the 30-day period, and having dealt with any objections that may have been submitted through the Conservation Review Board, Council may choose to pass the by-law registering the designation of the property on title, or it may decide to withdraw the Notice and not proceed with the designation.

CORPORATE STRATEGIC PLAN

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

FINANCIAL IMPLICATIONS

None

DEPARTMENTAL CONSULTATION

At their April 12, 2010 meeting Heritage Guelph, the City's Municipal Heritage Committee, endorsed staff taking the Notice of Intention to Designate to Council for consideration and passed the following motion:

“WHEREAS Heritage Guelph supports the retention of the Drill Hall building on the property at 72 Farquhar Street with the intention to proceed toward a recommendation that the building be designated under Part IV of the Ontario Heritage Act;”

COMMUNICATIONS

In accordance with the *Ontario Heritage Act* (Section 29, Subsection 1), Notice of Intention to Designate shall be:

1. Served on the owner of the property and on the Ontario Heritage Trust; and,
2. Published in a newspaper having general circulation in the municipality.

ATTACHMENTS

Attachment 1 – Location Map

Attachment 2 – Statement of Reasons for Designation

Attachment 3 – Designation Assessment using Criteria for Determining Cultural Heritage Value or Interest

Attachment 4 – Current Photos

Attachment 5 – Archival Maps, Plans and Images

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Chair, Heritage Guelph

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ATTACHMENT 1 – LOCATION MAP

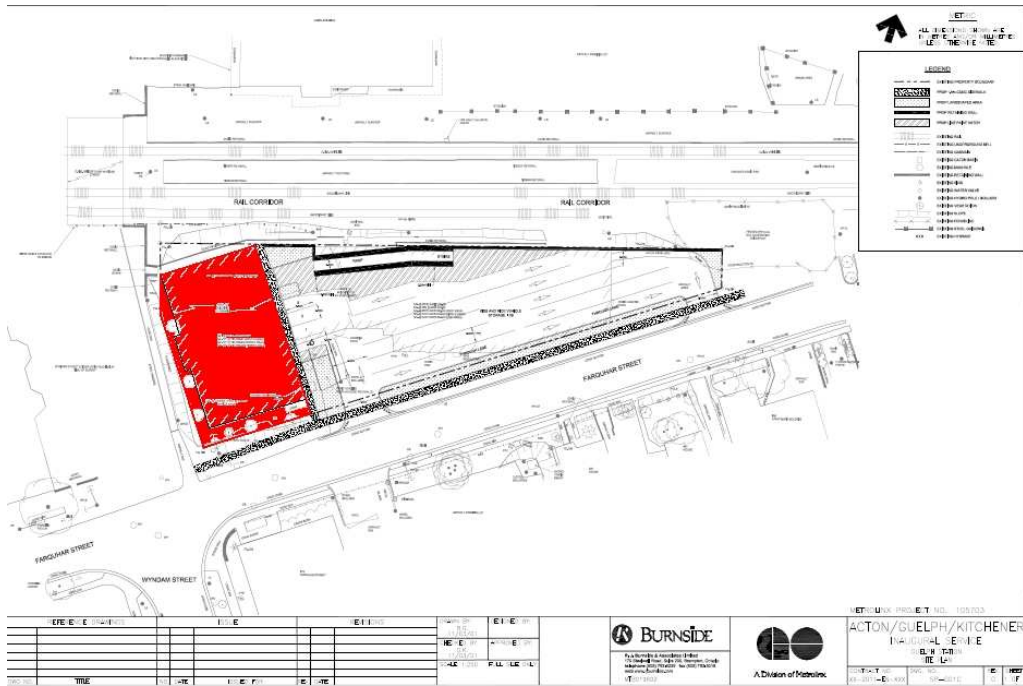


Figure 1.1: Site Plan indicating the Drill Hall building with landscaped frontage and side yard at the west end of the property currently known as 72 Farquhar Street.



Figure 1.2: Aerial photo of 72 Farquhar Street, Guelph, 2009. Source: City of Guelph. The property is outlined in red; the area to be designated, the Drill Shed, is shaded.

ATTACHMENT 2 – STATEMENT OF REASONS FOR DESIGNATION

72 FARQUHAR STREET “DRILL HALL”

WHY THE PROPERTY IS BEING DESIGNATED:

The Drill Hall was constructed in 1866 for the use of Guelph's voluntary militia units and for county agricultural shows. It also functioned as a general purpose community hall, hosting various private and public meetings and events. The building's historical value lies in its association with the first active militia units in Guelph and more broadly with development of the Canadian army at the time of Confederation. The Drill Hall is also associated with the development of Guelph as a regional centre for agriculture and stock breeding.

The building was designed by T. W. Cooper, local Civil Engineer and Provincial Land Surveyor. The building's construction was originally initiated by a petition from local ratepayers, with funds provided by Wellington County Council, Guelph Town Council, and the Wellington County Agricultural Societies. Wellington County Council also supported the construction of drill sheds/agricultural halls in the neighbouring communities of Fergus, Elora, and Orangeville in the same period, albeit to different designs.

In the late nineteenth century, the City of Guelph refitted the Drill Hall and lent it out to private companies for industrial and commercial uses, thereby supporting the development of Guelph as an important regional centre for manufacturing. The Drill Hall has important historical associations with a number of manufacturers, including: Williams, Greene and Rome Company (1889-1893), Loudon Machinery Co (1903- 1908), Aspinwall Manufacturing Company (1908-1923), Zephyr Looms & Textiles / Textiles Industries Limited (1945-1981), and J. P. Hammill & Son Ltd (1981-2010).

The Drill Hall supports the historic character of Guelph's downtown district, forming part of the core of landmark civic buildings established in the original Market Square in the nineteenth and early-twentieth century, including City Hall, the Winter Fair building, the Armoury, and main Railway Station. The position and orientation of the Drill Hall is historically linked to the location of Guelph's original Fair Ground, and the 1856 alignment of the Grand Trunk Railway.

The Drill Hall is a rare and representative example of a mid-nineteenth century community hall in Guelph. The design is plain, and much of the original fabric of the building has been replaced or modified; however, the imposing form and mass of the original building is readily apparent, and its historic function can be interpreted, as a local community hall designed for military drills and agricultural shows.

The subject property is worthy of designation under Part IV of the *Ontario Heritage Act* as it meets three of the prescribed criteria for determining cultural heritage value or interest, according to Ontario Regulation 9/06 made under the *Ontario Heritage Act*. The heritage attributes of the Drill Hall display: design or physical, historical or associative and contextual value.

WHAT IS TO BE PROTECTED BY DESIGNATION:

The following elements of the Drill Hall at 72 Farquhar Street should be considered heritage attributes in a designation under Part IV of the *Ontario Heritage Act, R.S.O. 1990, Chapter 0.18*:

- The original building form and gable roof of main block and extended centre bay in west elevation;
- The original arrangement and openings of windows on the north, south and west elevations;
- The large second floor 2-light segmental arch window in west elevation;
- Post and beam construction elements.

It is intended that any non-original features may be returned to their documented original form without requiring City Council permission for an alteration to the designation.

ATTACHMENT 3 – DESIGNATION ASSESSMENT USING CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST

Property: 72 Farquhar Street	Date: May 25, 2011
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CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST

The criteria set out below are taken directly from the Ministry of Culture Regulation 9/06 made under the Ontario Heritage Act for the purpose of assessing property for designation under Section 29 of the Act.

CRITERIA	NOTES	SCORE
The property has design value or physical value because it...		
...is a rare, unique, representative or early example of a style, type, expression, material or construction method	- Rare and representative example of a mid-nineteenth century community hall in Guelph.	✓
...displays a high degree of craftsmanship or artistic merit		
...demonstrates a high degree of technical or scientific achievement		
The property has historical value or associative value because it...		
... has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community	- Associated with the first active militia units in Guelph and with the development of the Canadian Army at the time of Confederation.	✓
...yields, or has the potential to yield, information that contributes to an understanding of a community or culture	- Its continued use as a municipal building.	✓
... demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community		
The property has contextual value because it...		
... is important in defining, maintaining or supporting the character of an area		
...is physically, functionally, visually or historically linked to its surroundings	- Forms a part of the core of landmark civic buildings established in the original Market Square in the nineteenth century. - The position and orientation is historically linked to the location of Guelph's original Fair Ground, and the alignment of the Grand Trunk Railway.	✓
... is a landmark		

ATTACHMENT 4 – CURRENT PHOTOS



Figure 4.1: 72 Farquhar, north elevation

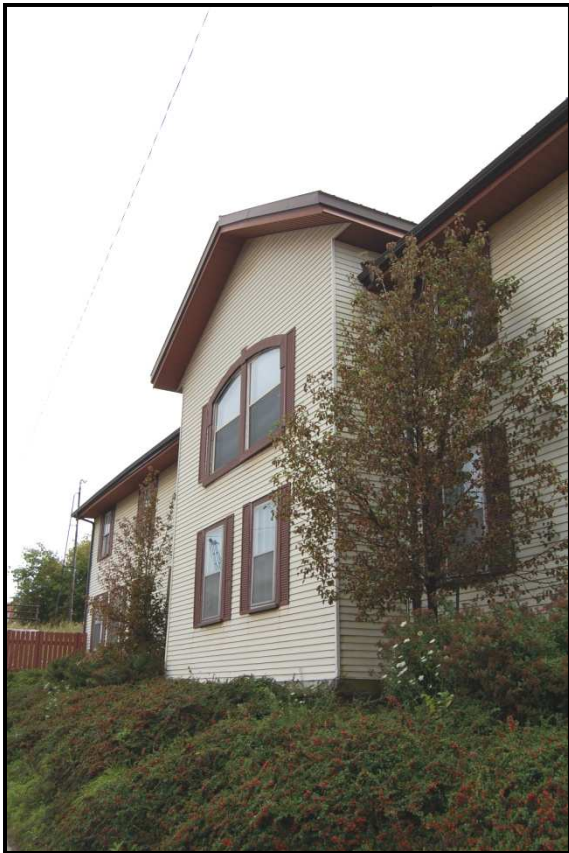


Figure 4.4: 72 Farquhar, southwest elevation



Figure 4.2: 72 Farquhar, west elevation



Figure 4.3: 72 Farquhar, northwest elevation



Figure 4.5: Second floor window in west elevation. Note the Armory building through the window



Figure 4.6: Main floor level inside Drill Hall



Figure 4.7: View of attic showing timber framing.



Figure 4.8: North window facing Farquhar St

ATTACHMENT 5 – ARCHIVAL MAPS, PLAN AND IMAGES



Figure 5.1: Detail of *Map of the Town of Guelph in the County of Wellington, Canada West*; compiled by Thomas W. Cooper 1862, revised circa 1875. The Drill Shed (Drill Hall) is labelled adjacent to the Fair Grounds.
Source: Guelph University Library

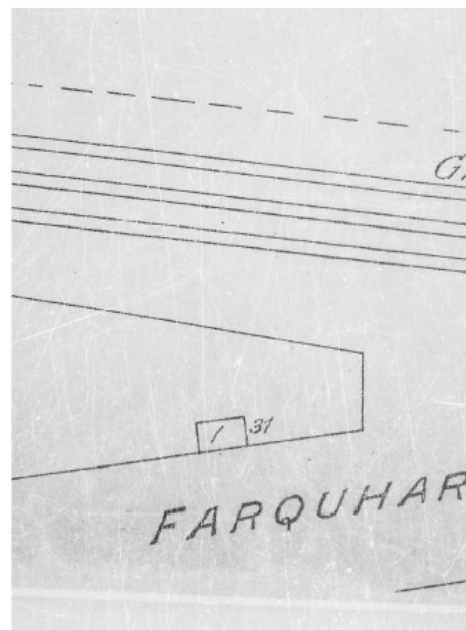
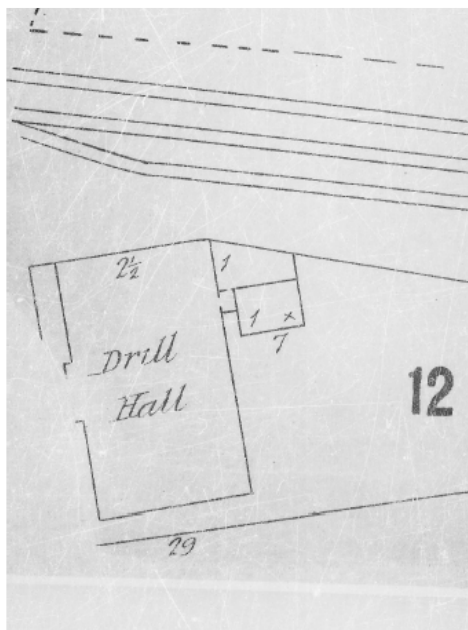


Figure 5.2: Detail of a *Fire Insurance Plan of the City of Guelph*, February 1897, Sheet 5. This plan describes the building simply as 'Drill Hall'.
Source: Guelph Public Library

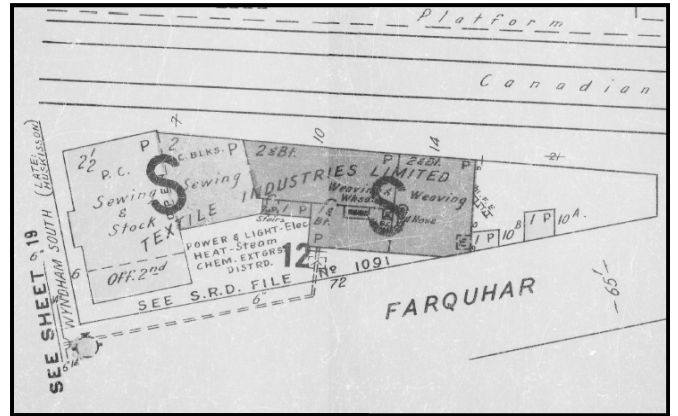
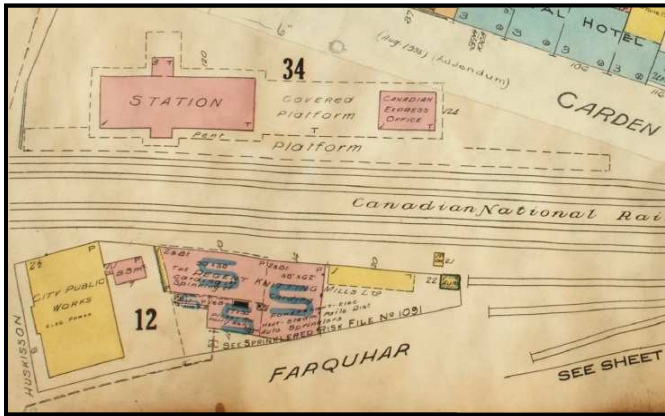


Figure 5.2 (a) and (b): Detail of a *Fire Insurance Map*, 1922 (Revised 1929), Sheet 19 (left). The 1929 revision indicates that the Drill Hall building was occupied by 'City Public Works' during this period. Detail of *Fire Insurance Plan of the City of Guelph*, June 1960, Sheet 5 (right). The plan indicates that the Drill Shed was fully incorporated into the Textile Industries factory by this date. Source: Guelph Civic Museum



Figure 5.4: View of City Hall (right) new GTR railway station (left), with the Drill Shed to the rear behind the new Wyndham Street underpass (centre right). Source: Guelph Civic Museum

COMMITTEE REPORT



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

SERVICE AREA Planning & Building, Engineering and Environment
DATE June 20, 2011

SUBJECT **Stormwater Management Master Plan Study and Recommendations**

REPORT NUMBER

SUMMARY

Purpose of Report:

The purpose of this report is to provide a summary of the City of Guelph Stormwater Management Master Plan study and recommendations. The Stormwater Management Master Plan integrates aspects of flood control, groundwater and surface water quality, natural environment and system drainage issues into a long-term cohesive City-wide strategy.

Council Action:

To approve the Stormwater Management Master Plan report and recommendations and to authorize staff to carry out the implementation of the Master Plan initiatives subject to future Council approvals.

Next Steps:

Staff will complete the Class Environmental Assessment process as required and prepare for the implementation of the Master Plan initiatives as outlined in this report, dated June 20, 2011.

RECOMMENDATION

"THAT the Planning & Building, Engineering and Environment report dated June 20, 2011, regarding the proposed Stormwater Management Master Plan be received;

AND THAT the Stormwater Management Master Plan as outlined in this Report, be approved as the framework for implementing the projects and programs identified in the Master Plan;

AND THAT staff be authorized to complete the Municipal Class Environmental Assessment process as required, and include specific Master Plan projects and programs in future Capital Budgets for Council approval prior to implementation as outlined in this Report;

AND THAT staff be authorized to prepare draft Terms of Reference to undertake a “*Stormwater User Pay Feasibility Study*” as a potential future funding source for stormwater infrastructure in Guelph, as recommended in the Master Plan and outlined in this report, and that the draft Terms of Reference be considered by Council for approval at a future meeting, prior to release.”

BACKGROUND

In December 2008, Council authorized the undertaking of a comprehensive City-wide Stormwater Management (SWM) Master Plan study for the purpose of developing “...a long-term plan for the safe and effective management of stormwater runoff from existing urban areas, while improving the ecosystem health and ecological sustainability of the Eramosa and Speed Rivers and their tributaries.”

AMEC Earth & Environmental Ltd. were retained as the main study consultant with a number of specialist sub-consultants including Blackport & Associates (Groundwater), C. Portt & Associates (Fisheries), Dougan & Associates (Natural Heritage), Parish Geomorphic (Stream Morphology) and D.C. Damman & Associates (Public Consultation).

The study was directed by a Project Team comprised of study consultants and City staff from Engineering Services, Policy Planning, Water Services, and Operations & Transit Department. The study received input from a Technical Advisory Committee that included representatives from the Grand River Conservation Authority (GRCA), University of Guelph, and local engineering consultants familiar with development and stormwater management issues in Guelph.

Public consultation involving stakeholders and the general public was a key part of the study process that was carried out in conformity with the requirements of the Municipal Class Environmental Assessment (EA) process.

The SWM Master Plan integrates aspects of flood control, groundwater and surface water quality, natural environmental and system drainage issues into a cohesive City-wide strategy. The recommended SWM Master Plan strategy consists of a number of capital projects, programs and policies to address issues related to flooding, sedimentation, erosion and poor water quality in the Eramosa and Speed Rivers and their tributaries. The study findings, conclusions and the recommendations for a SWM Master Plan strategy are included in the Master Plan Report prepared by the study consultant.

This present report (#11-XXX) dated June 20, 2011 highlights the study context and objectives, Class EA process, public consultation, the recommended SWM strategy, and the proposed implementation plan. A summary of the top 25 stormwater quantity control projects and recommended stormwater quality control projects are tabulated in **Attachments #1 and #2**, respectively, and also presented spatially in **Attachment #3**. The Implementation Plan for the short-term priority stormwater projects is presented in **Attachment #4** and the locations of the recommended long-term (>2021) stormwater quantity and quality control facility projects are presented in **Attachment #5**. The Executive Summary from the SWM Master Plan

Report is presented in **Attachment #6** and provides an overview of the study process, main conclusions and recommendations.

REPORT

Study Context

The City's existing stormwater management system consists of over 350 kilometers of storm sewers, 11,600 catchbasins, 6,700 maintenance holes, 250 stormwater outfalls to streams and rivers, and 110 end-of-pipe stormwater management facilities including ponds and greenways. The replacement value of this critical infrastructure is estimated at approximately \$375 million.

In general, the new development areas in the City are based on current stormwater management design practices involving end-of-pipe stormwater treatment ponds and greenways located in new subdivisions. The older areas of the City, on the other hand, are mostly served by storm sewer infrastructure involving direct rooftop connections and untreated stormwater outfalls to streams and rivers. Anticipated infill and intensification development patterns, climate change considerations and the emphasis on groundwater recharge and source water protection, have implications for the City's drainage system and are addressed in the proposed SWM Master Plan.

Under the City's Local Growth Management Strategy adopted in 2009 and in accordance with the Provincial Places to Grow objectives, 40% of new residential development in Guelph will be achieved through infill and intensification located mostly in the older areas of the City. The accommodation of infill and intensification will require new stormwater management approaches and modifications to the existing stormwater management system.

Severe storm events have been recently experienced by the City (2008) and other Ontario municipalities including Peterborough (2004), Toronto (2005), Cambridge (2005, 2006 and 2008) and Hamilton (2009). The increasing frequency and severity of these storm events are attributed to climate change and have resulted in significant damage to private property, municipal infrastructure and utilities. Lessons learned from these events indicate that ongoing maintenance and upgrading of the existing stormwater management system and design practices are critical in addressing flood risks, especially in the older urban areas.

Urban drainage or runoff is considered to be a threat to source water unless effective stormwater management practices are developed and implemented both in regard to controlling the quantity and quality of stormwater runoff. Guelph's reliance on groundwater is an important factor in developing and implementing a City-wide SWM Master Plan. A recommendation in the approved "Water and Wastewater Servicing Master Plan" (2009) was to complete a master plan for stormwater management in order to co-ordinate infrastructure servicing needs.

The main goal of the SWM Master Plan is to provide for the safe and effective management of stormwater runoff by integrating aspects of flood control, groundwater and surface water quality, and improvements to the natural

watercourses. Specific objectives in terms of water quality, water quantity and the natural environment are presented in the Executive Summary (**Attachment #6**).

Class Environmental Assessment Process

The SWM Master Plan process was undertaken in accordance with the Municipal Engineers Association (MEA) document entitled "Municipal Class Environmental Assessment" (October 2000, as amended in 2007) which is an approved process for planning and implementing municipal infrastructure projects under the Ontario Environmental Assessment Act.

The SWM Master Plan includes a number of infrastructure projects as well as programs and policies to address flood control and drainage issues along with the improvement and protection of groundwater and surface water quality and the natural environment. The projects are grouped under Schedule A, Schedule A+, or Schedule B in terms of the Class EA categorization. Schedule A and A+ projects typically deal with conveyance controls (i.e. storm sewers, grass swales, vegetated buffers, infiltration measures, oil-grit separators) which are located within the City's right-of-way or are part of approved development initiatives. These projects are considered pre-approved under the Class EA process and will be implemented as part of road reconstruction, infill, intensification and other development projects. All projects are subject to future capital budget approval prior to being implemented.

Schedule B projects in the SWM Master Plan include stormwater retrofits of existing outfalls and the construction of new stormwater storage facilities. In regard to the recommended Schedule B projects, the completion of the Master Plan study will fulfill the requirements of Phases 1 and 2 of the Class EA process. The remainder of the Schedule B requirements will be completed separately for specific projects prior to their implementation.

A Notice of Completion of the Master Plan process will be filed for public information identifying the recommended Master Plan projects under their respective Class EA Schedules.

The routine maintenance of storm sewer infrastructure and SWM facilities do not have to meet any EA requirements. As well, proposed Master Plan programs such as disconnection of downspouts in older areas do not have EA requirements but will require a Council By-Law authorizing program implementation.

Public and Stakeholder Consultation

The Stormwater Management Master Plan Notice of Study Commencement and Invitation to Participate was issued in January in 2009 through newspaper advertisements, City Web Page and mail-outs to 90 agencies and stakeholders on the project contact list.

A Technical Advisory Committee (TAC) was formed in January 2009. The TAC included representation from the Grand River Conservation Authority, University of Guelph, local consulting engineering firms, and the Guelph-Wellington Development

Association. The TAC provided valuable input to the Master Plan during meetings held on three separate occasions on May 22, 2009, June 15, 2010 and January 19, 2011. On June 17, 2009, Public Information Centre (PIC) No. 1 was held in the atrium of City Hall. The purpose of PIC No. 1 was to outline the study objectives, the study process and contact information for providing input. The PIC was attended by members of the public, academia, conservation authority, engineering firms and the development industry. 16 individuals signed the attendees list and provided comments.

PIC No. 2 was held on February 24, 2011 at City Hall. The purpose of PIC No. 2 was to present the findings and conclusions of the study including alternative solutions considered and the preferred alternatives. A total of 14 individuals representing members of the public, engineering firms and the development industry signed the attendees list and provided comments.

City staff met with the City's Environmental Advisory Committee (EAC) on two occasions in March 2009 and February 2011 and River Systems Advisory Committee (RSAC) in March 2011 to review the Master Plan study and solicit input.

On April 8, 2011, the project team also met with Grand River Conservation Authority staff to discuss the proposed end-of-pipe stormwater retrofit sites and the criteria for prioritizing the stormwater management retrofit projects.

All study documents including notices, reports and presentations were posted on the City's website at www.guelph.ca/stormwater. The Stormwater Management Master Plan webpages were visited over 3,200 times throughout the duration of the project.

Preferred Stormwater Management Strategy

The preferred SWM Strategy was developed by identifying and evaluating alternative approaches to address (a) stormwater flooding risk; and (b) stormwater quality issues for redevelopment, and infill and intensification projects. The identification and evaluation of alternative approaches are described in the Master Plan Executive Summary (**Attachment #6**).

Climate change was also considered in the Stormwater Management Master Plan study. A sensitivity assessment of stormwater infrastructure was completed as part of this Master Plan study to consider the impact of potential increases in storm intensity and volumes to the City's stormwater management systems and to assess flood risk management options.

The preferred stormwater management strategy consists of a combination of capital projects, programs and policies to address flood risk and the quality of stormwater runoff entering the local rivers and streams. The preferred measures to address stormwater flooding risk include: 1) storm sewer upgrades and diversions; 2) stormwater quantity control facilities (flood storage areas); and 3) low impact development best management practices, including source controls such as downspout disconnection, rain gardens, permeable pavers, vegetated swales and green roofs.

The measures to address stormwater quality issues for redevelopment, and infill and intensification projects include: 1) provide on-site stormwater quality management for redevelopment and infill sites; and 2) cash-in-lieu of on-site stormwater quality management for a centralized “retrofit” stormwater facility.

Stormwater management retrofits provide opportunity to provide water quality treatment for stormwater runoff in the older built-up areas of the City that currently have no treatment facilities. The proposed facilities will be located typically on publicly owned land at existing storm outfalls or dry stormwater management ponds designed for quantity control only. The stormwater facility retrofits could be integrated into existing public and recreational land uses such as walking trails and park spaces. Examples of the integration of this type of stormwater management facility and park space in Guelph are located within Bullfrog and Skov Parks.

In terms of improving water quality of stormwater discharges to the Speed and Eramosa Rivers and their tributaries from built-up areas of the City with minimal or no treatment of stormwater, existing storm sewer outfalls were assessed to determine if an end-of-pipe stormwater management facility (i.e. pond and/or oil-grit separator) could be constructed. Also, existing dry ponds, which provide only stormwater quantity control, were assessed to determine if the dry pond could be retrofitted with a constructed wetland pond to provide treatment.

A summary of the SWM Master Plan capital project and program recommendations for quantity and quality control is provided in Table 1:

City Ward	Quantity Control			Quality Control	
	Length of Sewer Upgrade (metres)	No. of Stormwater Storage Facilities Proposed	Estimated No. of Residential Units for Downspout Disconnection in Priority Areas	No. of Stormwater Retrofit Facilities Proposed	No. of Oil-Grit Separators Proposed
Ward 1	10,700	3	926	2	2
Ward 2	9,200	1	2,021	3	1
Ward 3	14,200	1	0	0	0
Ward 4	5,300	0	1,717	1	0
Wards 5 & 6	12,100	2	1,590	9	1
Total (Citywide)	51,500	7	6,254	15	4

Table 1 – Summary of Stormwater Master Plan Capital Project and Program Recommendations

The recommended projects were prioritized for implementation in the short-term (2012-2021) based on a number of criteria including existing infrastructure conditions and recent flooding experience. The recommended priority initiatives are identified as (a) quantity control projects, (b) quality control projects and (c) program and policy recommendations. These three categories and the prioritization criteria are summarized herein.

A/ Stormwater Drainage Recommendations (Quantity Control)

A long-list of potential alternatives were considered to address stormwater system capacity issues and implement upgrades to meet today’s design standards and level of service. Given the extent of storm sewer upgrades, stormwater storage facilities and downspout disconnections that have been identified, a short-list of 25 projects was identified as priority initiatives to be undertaken. The prioritization of the 25

projects was based on the following criteria:

- historic stormwater flooding records;
- documented impacts to private property resulting from capacity constraints;
- overall storm conveyance system performance for the 5-year and 100-year design storms;
- emergency transportation/evacuation routes within the City;
- areas identified for future infill and intensification; and
- average age of the storm sewers.

The 25 priority stormwater quantity control projects are presented in **Attachment #1**. Of the 25 recommended drainage system projects, 20 projects involve storm sewer upgrades and diversions. Four of the remaining five priority projects are stormwater storage facilities that will be undertaken to address flooding and to minimize the number of storm sewer upgrades in the drainage area. The last of the priority initiatives involves the implementation of a focused Downspout Disconnection Program in selected areas of the City with storm sewer capacity constraints.

A brief summary of the 25 priority master plan initiatives and the proposed demonstration project identified for implementation in the short-term (2012-2021) is provided below:

Storm Sewer Upgrades and Diversions (Wards 1, 2, 3 and 5) – Storm sewer upgrades and diversions are required in areas of the City where the sewers simply do not have sufficient capacity to convey stormwater away from the area often resulting frequent nuisance roadway flooding, safety hazards and damage to private property, such as basement flooding. Attachment #1 provides the location and priority ranking of the 20 storm sewer upgrades and diversions.

SWM Storage Site No. 1 - Green Meadows Stormwater Storage Facility (Ward 1) – The Green Meadows Stormwater Storage Facility will help reduce downstream stormwater flooding and minimize storm sewer upgrades in Ward 1. The facility would be located in the southwest portion of Green Meadows Park immediately east of Stevenson Street North.

SWM Storage Site No. 2 - Stevenson Street Stormwater Storage Facility (Ward 1) – The Stevenson Street Stormwater Storage Facility was identified in the *Ward One Stormwater Management Class Environmental Assessment* (2007) as the preferred location for a stormwater storage facility to address frequent flooding in Ward 1. City staff are currently in negotiations with the landowner for the purchase of the property.

SWM Storage Site No. 3 - Waverley Drive Stormwater Storage Facility (Ward 2) – The Waverley Drive Stormwater Storage Facility would reduce downstream stormwater flooding and minimize storm sewer upgrade requirements in Ward 2. The construction of this facility would be coordinated with the planned relocation of the Windsor Park to the adjacent City-owned parcel fronting Waverley Drive.

SWM Storage Site No. 4 – Silvercreek Stormwater Storage Facility (Ward 3)

– The Silvercreek Stormwater Storage Facility was identified through the development review process for the redevelopment of the Lafarge site located at 35 and 40 Silvercreek Parkway South. This 8-acre facility is required to address significant capacity constraints in the existing culverts crossing Waterloo Avenue and Wellington Street and replace the current flood control function of a portion of the Lafarge lands. The construction of this facility will occur in concert with the installation of municipal services and the proposed grade separation on Silvercreek Parkway at the CN rail line for the Silvercreek Developments site.

Downspout Disconnection Program (all Wards) - In order to minimize the number of storm sewer upgrades required, the implementation of downspout disconnection program is recommended. The accepted construction practice from the 1940s through to the 1980s was to connect downspouts directly to the storm sewer which unnecessarily adds a significant amount of stormwater to the storm sewer systems. Today, the accepted construction practice is to have downspouts to discharge to the ground surface which allows for the stormwater to infiltrate back into the ground. The downspout disconnection program will be focus on neighbourhood areas that have both a relatively high percentage of downspouts connected to the storm sewer and capacity constraints in the storm sewer system.

B/ Stormwater Treatment Recommendations (Quality Control)

In addition to the 25 priority stormwater quantity control projects, the Master Plan strategy also envisages the undertaking of 19 stormwater management facility retrofit projects and a Neighbourhood Stormwater Management Retrofit Demonstration Project to improve runoff water quality from areas of the City that do not have any form of stormwater treatment. The 19 recommended stormwater quality retrofit projects are presented in **Attachment #2**. A description of the three highest priority stormwater facility retrofit projects and neighbourhood retrofit demonstration project are presented below.

SWM Retrofit Site No. 1 - Imperial Road South Stormwater and Snow Dump Control and Treatment Facility (Ward 4) - SWM Retrofit Site #1 is located south of Wellington Street immediately west of the Guelph Wastewater Treatment Plant (WWTP). The 180 hectare (ha) (445 acres) upstream drainage area consists mostly of residential development with some commercial. Stormwater from this areas drains through an open channel located at the end of Imperial Road South immediately south of Wellington Street and discharges without treatment directly to the Speed River. The land for the proposed facility is currently used by Operations for landscaping material storage and as a snow dump for winter maintenance activities.

SWM Retrofit Site No. 2 – Guelph Innovation District Stormwater Treatment Facility (Ward 1) – SWM Retrofit Site No. 2 is located within the Guelph Innovation District lands (west of Watson Parkway South at Dunlop Drive). The 77 ha (190 acres) drainage area for this dry pond includes the Watson Road Industrial Park and part of the Guelph Innovation District lands. This project could be coordinated with the municipal servicing and stormwater management design and construction for the Guelph Innovation District.

SWM Retrofit Site No. 3 – Stevenson Street Stormwater Treatment Facility (Ward 1) – SWM Retrofit Site No. 3 corresponds to SWM Storage Site No. 2

described above in the quantity control recommendations. This facility will be constructed as a hybrid stormwater management facility which means it will serve as water quality control facility as well as water quantity control facility to address flooding in Ward 1.

Neighbourhood Stormwater Management Retrofit Demonstration Project –

The Neighbourhood Stormwater Management Retrofit Demonstration Project would include the development of a neighbourhood-specific stormwater management plan consisting of Low Impact Development Best Management Practices (i.e. downspout disconnection from the storm sewer, grass swales, vegetated buffers, permeable pavers, rain gardens, infiltration galleries). These stormwater controls will be planned in consultation with the neighborhood residents and will provide pollutant removal for small relatively frequent storm events. This project would be included in a future local street reconstruction or redevelopment project.

C/ Program and Policy Recommendations

The SWM Master Plan also provides recommendations for an adaptive monitoring program to measure the effectiveness of the SWM Master Plan initiatives and identify additional measures as appropriate. The program would include water quality, stormwater flow, and aquatic and terrestrial monitoring. The monitoring program would be coordinated with watershed-scale work being completed by the Grand River Conservation Authority. City staff are also in discussions with the University of Guelph faculty about coordinating the design and implementation of monitoring program with appropriate research initiatives at the University.

While the City's current stormwater management facility design principles (1996) and subdivision design criteria (1974) have served the City well and continue to be relevant, they do not address the emerging focus on stormwater source controls or low impact development (LID) measures. LID best management practices for stormwater, such as cisterns, green roofs, rain gardens, infiltration and exfiltration technologies, require design guidance. The SWM Master Plan recommends that the City initiate the process to prepare an Update Stormwater Infrastructure Policy and Design Criteria document in consultation with GRCA, stormwater management practitioners, developers and other stakeholders.

Implementation Plan

Short-Term (2012-2021) Projects:

The projects dealing with conveyance controls (i.e. storm sewers, grass swales, vegetated buffers, infiltration measures, oil-grit separators) are located within the City's right-of-way, or are part of approved development initiatives. These projects are pre-approved under the Class EA process and will be implemented as part of road reconstruction, infill, intensification and other development projects. The locations and implementation plan for the recommended short-term quality/quantity control projects are presented in **Attachments #3 and #4**, respectively.

Projects involving stormwater retrofits of existing outfalls or dry ponds and stormwater storage facilities, fall under Schedule B of the Class EA process. For

these projects, the remaining Class EA requirements will be completed prior to implementation. However, the Imperial Road South Stormwater and Snow Dump Control and Treatment Facility has been developed in sufficient detail to meet the Schedule B Class EA requirements. In regard to the remaining three priority projects, namely, Green Meadows, Waverley Drive and Silvercreek Stormwater Storage Facilities, staff will undertake separate Schedule B Class EAs for the Green Meadows and Waverley Drive facilities while the Silvercreek facility will obtain approval through the development application process for the Silvercreek Developments site.

Long-Term (> 2021) Projects:

The long-term Schedule A/A+ project are pre-approved under the Class EA process and will be implemented as part of road reconstruction, infill, intensification and other development projects. The recommended long-term stormwater quality and quantity facility projects are presented in **Attachment #5**.

The long-term Schedule B projects have also been developed to the level of meeting Phases 1 and 2 of the Class EA process. These projects will have to complete a separate Schedule B Class EA process before proceeding to implementation.

Individual projects will be brought forward for Council approval as part of the City's annual budget process either as part of road or development projects, or as stand-alone SWM storage facility projects.

Funding Sources

Existing Funding Sources:

Stormwater infrastructure replacement and upgrades within the built-up areas of the City are currently funded from the City's general tax base. The current Development Charges By-law provides for undertaking new stormwater quality control projects (which are now identified in the Master Plan) to accommodate new infill and intensification developments in the built-up areas. In regard to greenfield developments, stormwater infrastructure is funded by developers and the cost of oversizing storm sewer pipes in new developments is paid from the Development Charges fund.

Potential Future Funding Sources:

As outlined in the Executive Summary (**Attachment #6**), the Master Plan also recommends the following additional funding sources for stormwater infrastructure.

- a) Cash-in-Lieu Payments: These payments will be collected from new developments that are better served by a more common SWM facility than an on-site SWM pond. Both Development Charges and Cash-in-Lieu payments could be used for constructing the Stormwater Quality Control facilities identified in the Master Plan.

- b) Stormwater User-pay Rates: The 'user-pay' approach to funding stormwater infrastructure is being implemented in a number of Ontario municipalities. The User-pay rates are in fact 'Area Rates' based on individual property areas contributing to stormwater runoff. The justification for User-pay or Area Rates is based on the need for replacing and upgrading existing storm infrastructure at significant cost in order to minimize flooding risks in built up areas. Based

on the Master Plan recommendations, staff are recommending that the City undertake a feasibility study on User-pay Rates to address Guelph's specific circumstances and requirements.

- c) Federal / Provincial Grants: Available grants from senior levels of government will also be used to fund SWM Master Plan projects and programs.

CORPORATE STRATEGIC PLAN

The Stormwater Management Master Plan relates to the following goals in the 2007 Strategic Plan:

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

Specifically, the following strategic objectives apply to the SWM Master Plan:

- 1.2 – Municipal sustainability practices that become the benchmark against which other cities are measured;
- 6.1 – Coordinated management of parks, the natural environment and the watershed; and
- 6.5 – Less energy and water per capita than any comparable Canadian city.

FINANCIAL IMPLICATIONS

The estimated total cost of the 25 priority projects to be implemented over the next ten years is \$15.6 million. Of this amount, \$12.4 million is for the replacement of the City's storm trunk infrastructure and \$3.2 million is for constructing stormwater storage facilities. The estimated total cost to construct the three priority stormwater quality control facilities is \$2.5 million.

The estimated total cost of remaining long-term stormwater management projects for implementation beyond 2021 is \$45.7 million.

The replacement of storm sewer infrastructure will be included in road reconstruction capital projects for Council approval prior to implementation. The construction of SWM facilities will be identified as new capital projects for implementation subject to Council approval.

The funding sources will include both current and potential future funding sources, as described above.

DEPARTMENTAL CONSULTATION

Planning & Building, Engineering and Environment (Engineering Services, Policy Planning and Urban Design, Water Services, Wastewater Services) and Operations and Transit were consulted during the Master Plan study process and finalization of the Master Plan and Committee/Council Reports.

COMMUNICATIONS

The public and stakeholder consultation process used to seek community and stakeholder input on the various alternatives considered and the preferred stormwater management strategy included two Public Information Centres, three meetings with a Technical Advisory Committee, stakeholder meetings with the Grand River Conservation Authority, Environmental Advisory Committee and River Systems Advisory Committee. Consultation opportunities were advertised in the Guelph Tribune, through direct mailings, and posting on the City's website.

ATTACHMENTS

- Attachment #1: Top 25 Priority Drainage System Projects (Quantity Control)
- Attachment #2: Stormwater Management Retrofit Projects (Quality Control)
- Attachment #3: Recommended Short-Term (2012-2021) Stormwater Quality/Quantity Control Projects
- Attachment #4: Implementation Plan Summary for Short-Term (2012-2021) Priority Projects
- Attachment #5: Recommended Long-Term (>2021) Stormwater Quality/Quantity Control Projects
- Attachment #6: Executive Summary from the Stormwater Management Master Plan Report

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ATTACHMENT #1

Top 25 Prioritized Drainage System Projects (Quantity Control)

City of Guelph Stormwater Management Master Plan

<i>Assigned Priority</i>	<i>Project Description</i>	<i>Ward</i>	<i>Sewer Length Added or Upgraded</i>	<i>Class EA Schedule</i>	<i>Estimated Cost</i>
1	Trunk Sewer (Raymond to Speed River)	5	140	A+	\$388,000
2	Green Meadows Stormwater Storage Facility	1	NA	B	\$1,100,000
3	Eramosa Road (Skov to Stevenson) and Stevenson St (Eramosa to Bennett)	1	596	A+	\$2,547,000
4	Bennett Avenue (Winston to Stevenson)	1	364	A+	\$138,000
5	Bristol, Holliday and Raymond Street Diversion	5	459	A+	\$404,000
6	Trunk Sewer (rail line to Elizabeth Street)	1	109	A+	\$461,000
7	Stevenson Street (north of CNR Rail Line) Quantity Control Facility and Outlet Channel Works	1	NA	B	\$750,000
8	Paisley Road (Western to Silvercreek)	3	422	A+	\$188,000
9	Edinburgh Road (Bristol Street to Speed River)	5	195	A+	\$235,000
10	Cassino Avenue (Hadati to Victoria)	1	276	A+	\$381,000
11	Montana Road (Brant to Woodlawn)	2	400	A+	\$643,000
12	Bristol Street (Edinburgh to McGee)	5	61	A+	\$46,000
13	Trunk Sewer along Rail Trail between Exhibition and Woolwich, and Woolwich Street (Rail to Earl)	2,3	393	A+	\$1,678,000
14	Exhibition Street (Stanley to Powell)	3	761	A+	\$850,000
15	William Street (Edmonton to CNR)	1	832	A+	\$2,343,000
16	Division Street (Princess to Exhibition)	3	134	A+	\$33,000
17	Grange Street (Stevenson to Trunk Sewer)	1	132	A+	\$316,000
18	Wellington Street (Dublin Street to Trunk)	5	406	A+	\$903,000
19	Waverley Drive Stormwater Storage Facility	2	NA	B	\$680,000
20	Edinburgh Road (Preston to Bristol)	3, 5	331	A+	\$93,000
21	Victoria Road (Eastview to Brunswick)	1	345	A+	\$162,000
22	Brockville Avenue (York Road to Eramosa River)	1	325	A+	\$393,000
23	Grove Street (Regent Street to approximately 250 m easterly)	1	249	A+	\$58,000
24	St Andrew Street (Robertson to Exhibition) and part of Robertson Street	3	198	A+	\$172,000
25	Silvercreek Stormwater Storage Facility	3	NA	A/B	\$621,000
Total					\$15,583,000
Total Linear					\$12,432,000
Total Facility					\$3,151,000
					\$15,583,000

ATTACHMENT #2

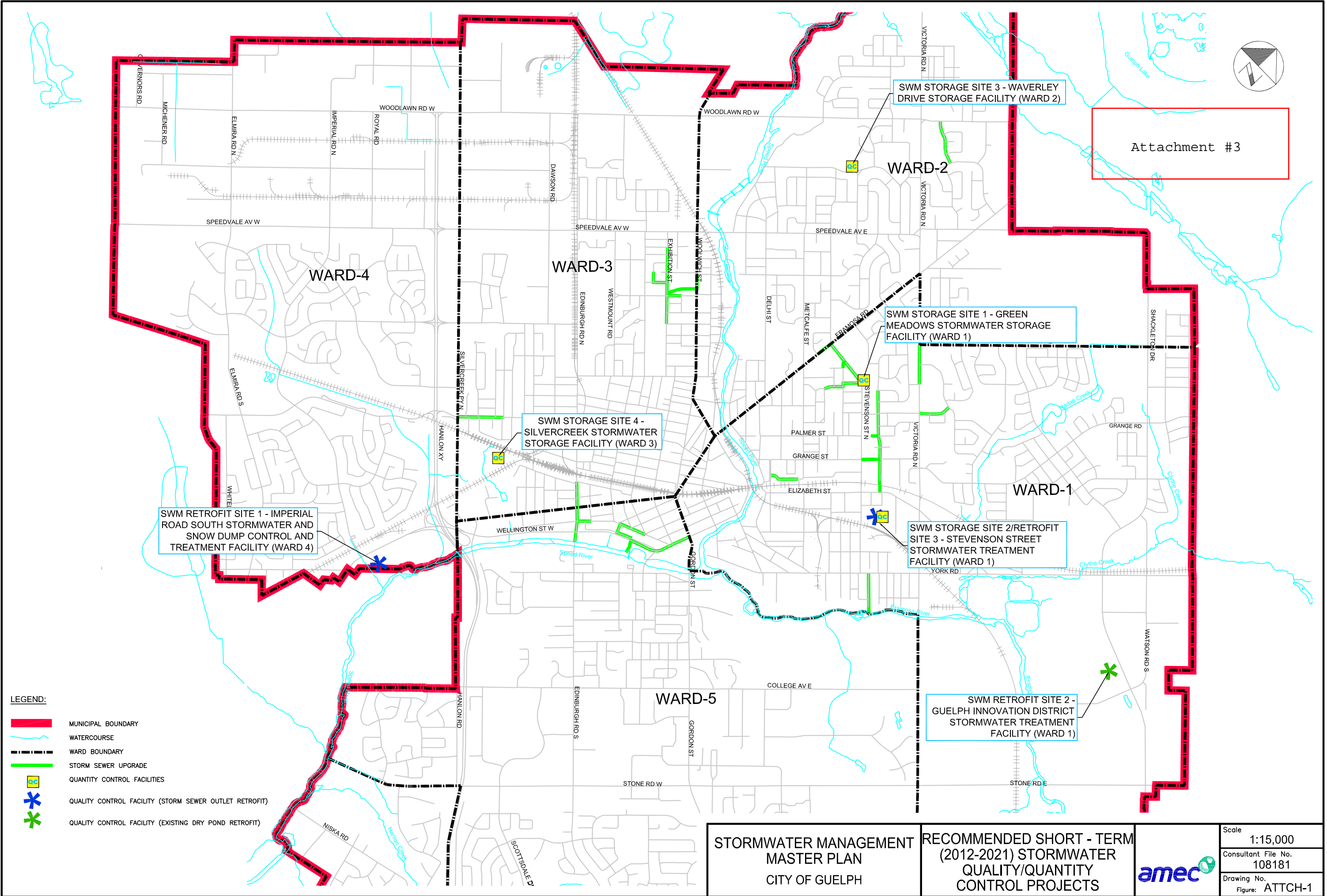
Stormwater Management Retrofit Facilities (Quality Control) City of Guelph Stormwater Management Master Plan

<i>Assigned Priority</i>	<i>Site Description</i>	<i>Project Description</i>	<i>Ward</i>	<i>Upstream Drainage Area (hectares)</i>	<i>Class EA Schedule</i>	<i>Estimated Cost</i>
1	Imperial Road South Stormwater and Snow Dump Control and Treatment Facility	Storm sewer outlet retrofit. To be coordinated with proposed snow dump treatment facility.	4	180.23	B	\$1,240,000
2	Guelph Innovation District - Watson Parkway South at Dunlop Drive (Existing SWM Pond No. 38)	Existing Dry Pond Retrofit to include Quality Control	1	77.15	A/B	\$1,270,000
3	Stevenson Street (north of CNR Rail Line)	Storm Sewer Outlet Retrofit	1	221.54	B	[1]
4	Water Street (adjacent to Speed River)	Storm Sewer Outlet Retrofit	5	30.74	B	\$250,000
5	Bullfrog Pond (Stevenson Street)	Existing Dry Pond Retrofit	2	27.87	B	\$390,000
6	Brant Avenue (Existing SWM Pond No. 1)	Storm Sewer Outlet Retrofit	2	17.64	A/B	\$290,000
7	Kortright Road East (Existing SWM Pond No. 21)	Existing Dry Pond Retrofit	6	14.80	B	\$300,000
8	Skov Park (Eramosa Road and Victoria Road North)	Existing Dry Pond Retrofit	2	29.26	B	\$280,000
9	Gordon Street at Water Street	Storm Sewer Outlet Retrofit	5	14.50	B	\$570,000
10	Bathgate Drive at Balfour Court (Existing SWM Pond No. 27)	Existing Dry Pond Retrofit	6	7.56	B	\$170,000
11	Eramosa Road at the Speed River Outfall	New Oil Grit Separator	1	3.27	A+	\$75,000
12	Mollison Court (Existing SWM Pond No. 24)	New Oil Grit Separator	6	2.40	A+	\$50,000
13	Boult Ave	New Oil Grit Separator	1	2.40	A+	\$50,000
14	Woodlawn Road East at the Speed River Outfall	New Oil Grit Separator	2	2.16	A+	\$40,000
15	Trillium Court (Existing SWM Pond No. 26)	Existing Dry Pond Retrofit	6	3.45	B	\$140,000
16	Hanlon Road (Existing SWM Pond No. 3)	Existing Dry Pond Optimization (Grading & Outlet)	6	20.12	A+	\$143,000
17	Kortright Road West (Existing SWM Pond No. 11)	Existing Dry Pond Optimization (Grading & Outlet)	5	6.66	A+	\$80,000
18	Woodland Glen Drive (Existing SWM Pond No. 22)	Existing Dry Pond Optimization (Grading & Outlet)	6	23.06	A+	\$143,000
19	Milson Cres (Existing SWM Pond No. 75)	Existing Dry Pond Optimization (Grading & Outlet)	6	5.66	A+	\$80,000
					Total	\$5,561,000

Notes:

[1] Included in Stevenson St Quantity Control SWM Facility Cost Estimate (Table 1-1)

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Attachment #3

- LEGEND:**
- MUNICIPAL BOUNDARY
 - WATERCOURSE
 - WARD BOUNDARY
 - STORM SEWER UPGRADE
 - QUANTITY CONTROL FACILITIES
 - QUALITY CONTROL FACILITY (STORM SEWER OUTLET RETROFIT)
 - QUALITY CONTROL FACILITY (EXISTING DRY POND RETROFIT)

**STORMWATER MANAGEMENT
MASTER PLAN
CITY OF GUELPH**

**RECOMMENDED SHORT - TERM
(2012-2021) STORMWATER
QUALITY/QUANTITY
CONTROL PROJECTS**

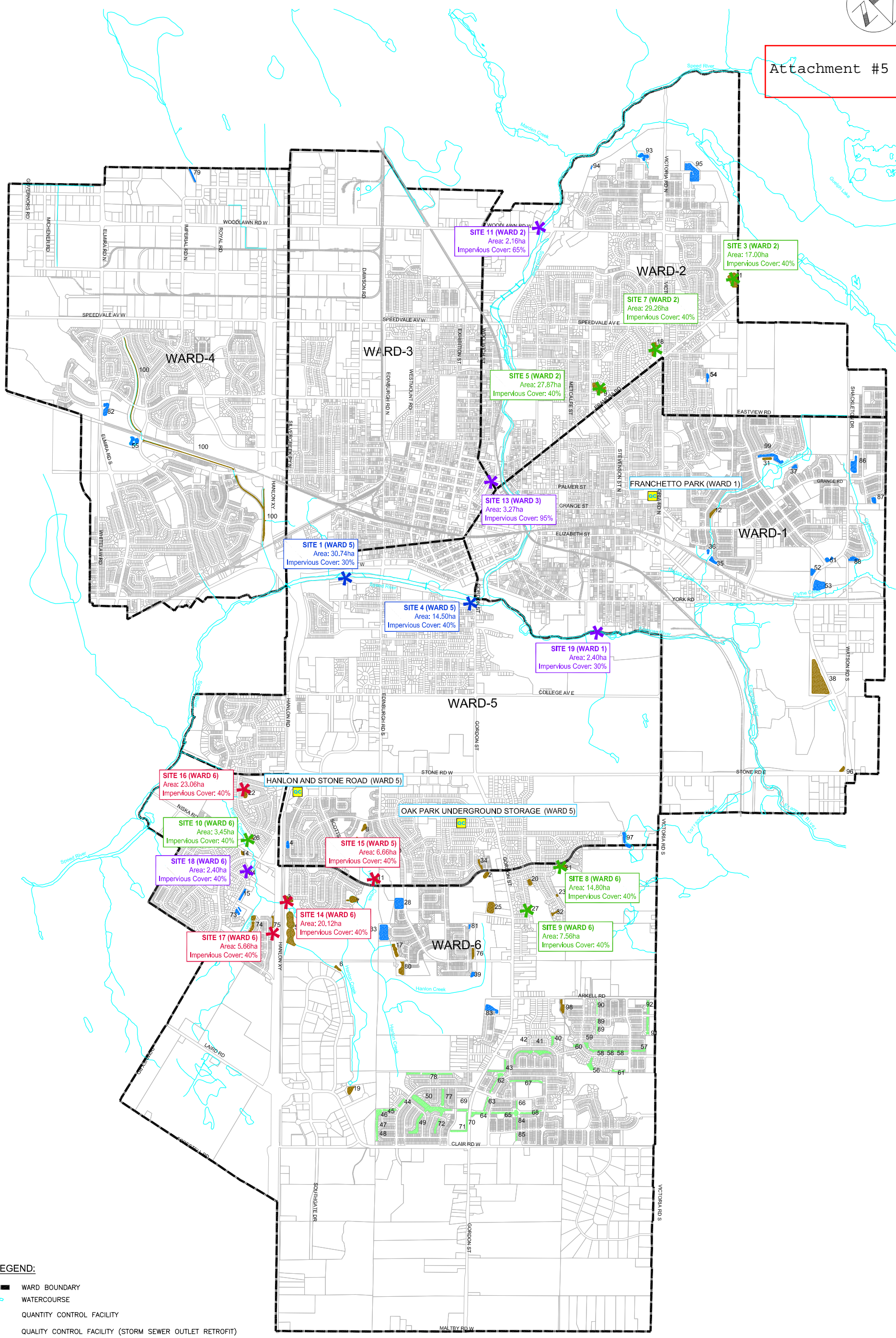
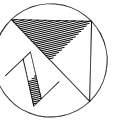


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Drawing No.	ATTCH-1

Attachment #4

Implementation Plan Summary for Short-Term (2012-2021) Priority Projects City of Guelph Stormwater Management Master Plan

<i>Project/Program</i>	<i>Description</i>	<i>Timing</i>	<i>Total Cost</i>	<i>Implementation</i>	
1.	Storm Sewer Upgrades and Diversions	- 20 priority projects - 7,400 m in total	2012-2021	\$12,432,000	as part of reconstruction and other City capital projects
2.	Stormwater Storage Facilities	a. Green Meadows b. Stevenson Street c. Waverley Park d. Silvercreek	2012-2017	\$1,100,000 \$750,000 \$680,000 \$621,000	
		<i>subtotal #2</i>		\$3,151,000	
3.	Stormwater Quality Control Facilities	a. Imperial Road South Outfall Retrofit and Snow Dump Treatment Site b. Stevenson Street Outfall Retrofit c. Guelph Innovation District Dry Pond Retrofit	2012-2017	\$1,240,000 [1] \$1,270,000	individual capital projects coordinate with Stevenson Street Storage Facility
		<i>subtotal #3</i>		\$2,510,000	
4.	Downspout Disconnection Program	- Implement City-wide with focus on specific drainage areas with sewer capacity constraints - Target approx. 6,254 residences to disconnect downspout from storm sewer system	2012-2016	\$625,000	municipal by-law required; focus on disconnections with priority areas
5.	Neighbourhood Stormwater Management Retrofit Demonstration Project	- Use Low Impact Development (LID) Best Management Practices in a public realm stormwater retrofit project	2013-2014	\$100,000	possibly coordinate with a planned reconstruction project
6.	Stormwater Design Criteria Update		2013-2014	\$50,000	
7.	Compliance and Performance Monitoring		Annually	\$50,000/yr	



LEGEND:

- WARD BOUNDARY
- WATERCOURSE
- QUANTITY CONTROL FACILITY
- QUALITY CONTROL FACILITY (STORM SEWER OUTLET RETROFIT)
- QUALITY CONTROL FACILITY (EXISTING DRY POND RETROFIT)
- QUALITY CONTROL FACILITY (NEW OIL GRIT SEPARATORS)
- QUALITY CONTROL FACILITY (GRADING AND OUTLET DESIGN TO BE RECONFIGURED FOR WATER QUALITY)
- 3 DRY FACILITY
- 39 WET FACILITY
- 40 GREENWAY FACILITY

NOTE: DOES NOT INCLUDE STORM SEWER UPGRADE PROJECTS

STORMWATER MANAGEMENT MASTER PLAN
CITY OF GUELPH

RECOMMENDED LONG-TERM (>2021) STORMWATER QUALITY/QUANTITY CONTROL PROJECTS



Scale	1:40000
Consultant File No.	108181
Figure No.	ATTACH-2



EXECUTIVE SUMMARY

Introduction

The City of Guelph and the surrounding Wellington County is anticipated to grow by 125,000 people based on Provincial population targets to 2031. The City has a current population of 115,000 (as of 2006), and has been experiencing considerable growth during the last decade. Major new residential and employment areas have been, and continue to be, developed in suburban areas of the City. The City Council has endorsed a plan to support a 2031 population of 169,000 and an additional 31,000 jobs over a 25 year planning horizon (ref. 2008 City of Guelph Growth Management Strategy). While the primary future growth will continue to be within Greenfield areas (i.e. outside the existing built-up area of the City), it is projected that by 2015 the overall share of infill and intensification residential growth will gradually increase to 40 percent of new residential development, generally in-line with provincial targets (ref. 2008 City of Guelph Growth Management Strategy). The infill and intensification projects within the City's existing urban built boundary will add additional strain to the City's infrastructure, in particular, the storm drainage systems.

Goal

The main goal of the Stormwater Management (SWM) Master Plan is to develop a long-term plan for the safe and effective management of stormwater runoff from urban areas while improving the ecosystem health and ecological sustainability of the Eramosa and Speed Rivers and their tributaries. The SWM Master Plan integrates aspects of flood control, groundwater and surface water quality, natural environment and system drainage issues into a cohesive City-wide strategy.

Objectives

The objectives of the SWM Master Plan include the following:

Water Quality

- Improve sediment, surface water and groundwater quality.
- Minimize pollutant loadings to groundwater and surface water.
- Improved aesthetics of creeks and rivers through the elimination of garbage/litter, algae growth, turbidity, and odours.

Water Quantity

- Preserve and re-establish the natural hydrologic process to protect, restore and replenish surface water and groundwater resources.
- Reduce the impacts of erosion on aquatic and terrestrial habitats and property.
- Minimize the threats to life and property from flooding.

Natural Environment

- Protect, enhance and restore natural features and functions such as wetlands, riparian and ecological corridors.
- Improve warmwater and coldwater fisheries if appropriate.

Project Process

The City of Guelph Stormwater Management Master Plan has been prepared in accordance with the Municipal Engineers Association (MEA) Class Environmental (Class EA) procedures. The Master Plan has adopted Approach #1 in the 2007 MEA Documentation for all Schedule B projects, apart from stormwater management facilities expected to be implemented in the 0 to 5 year timeframe, where Approach #2 has been used. *Approach # 1* involves the preparation of a Master Plan document which fulfills Phases 1 and 2 of the Municipal Class EA process. Approach #1, Schedule B projects which are implemented in accordance with the recommendations provided in this Master Plan would require filing of a Project File for public review before the detailed design and implementation stages. Under *Approach # 2*, the Master Plan fulfills the Municipal Class EA requirements for Schedule B projects, and the final public notice for the Master Plan becomes the Notice of Completion for the recommended projects.

The SWM Master Plan has been managed by a City Project Manager and a Committee comprised of several Municipal Departments. This Committee provided guidance on Project priorities, local issues/needs, and general overall direction with respect to the project deliverables. In addition, the Project has received insight from a Technical Advisory Committee comprised of representatives from the Grand River Conservation Authority, University of Guelph, as well as practitioners in the field including engineering consultants and developers

The Project Team was led by AMEC Earth & Environmental with specialty support from Dougan and Associates (Natural Heritage), C. Portt and Associates (Fisheries), Blackport and Associates (Groundwater), and Parish Geomorphic (Stream Morphology).

The project followed a task-based work plan with the following primary tasks:

- Task 1: Study Area Profile*
- Task 2: Define Goals and Objectives*
- Task 3: Storm Sewer System and Water Quality Models*
- Task 4: Alternatives Evaluation*
- Task 5: Preferred Stormwater Management Strategy*
- Task 6: Public Consultation*
- Task 7: Implementation Plan*
- Task 8: Stormwater Management Master Plan Report*

Study Area Profile and Areas of Concern

The Project Team conducted an assessment of the Study Area in an effort to better understand the environmental features potentially influencing the selection and implementation of various management solutions, as well as the problems and areas of concern which underpin the purpose of the Master Plan. The following provides a brief overview of Study Area Profile and Areas of Concern:

Profile

Aquatic Habitat

All of the major watercourses within the City have been classified by the MNR/GRCA with respect to fish communities (warmwater, coldwater or coolwater), however a local number of the smaller watercourses that have not been the subject of a subwatershed study have not. Hanlon and Clythe Creek are considered coldwater streams. Hadati Creek is considered a coolwater stream and the remainder of the watercourses are either warmwater streams or are unclassified. It is expected that most of the unclassified watercourses will provide warmwater habitat, however reconnaissance level fish sampling (electrofishing) would be required to be certain of their status.

Vegetation Communities

Within the City of Guelph, the percentage natural cover (defined as all natural and cultural cover, excluding lands being used for agriculture and other managed open spaces) is currently calculated to be just under 25%, of which less than half are considered to be fragments of original natural areas. A large portion of these remnants are wetland areas (i.e. swamps and marshes, as well as open water).

Currently, the City's forested cover (including cultural woodlands and swamps, which are forested wetlands) encompasses about 1100 ha (12%). Some of these forested areas are quite large (>60ha) and provide interior forest habitat that is rarely found in within the urban boundaries of most southern Ontario municipalities.

Wildlife

The City of Guelph NHS has a Significant Wildlife List which includes 286 species of conservation concern. None of the wildlife species observed during the field work for the NHS are considered nationally or provincially rare, but a limited number of rare species have been noted as part of previous studies in the City.

Natural Heritage as related to Stormwater Management Facilities

There is a range of issues and potential conflicts that the planning, construction, operation and maintenance of SWM facilities may pose to the nearby natural environments. These issues include direct effects of construction, and indirect effects on local hydrology, water quality and hydroperiods which may affect existing habitats in the receiving system. Other indirect effects relate to the quality of habitats that are either intentionally created in facilities, or which evolve through natural succession irrespective of the original design intentions. As facilities become integrated as habitat, their intended periodic management may become problematic, if (for example) Species at Risk begin to utilize them, or habitats with other significant qualities and functions become established.

Hydrogeology (Groundwater)

Water from precipitation percolates or infiltrates into the ground until it reaches the water table. Areas where water moves downward from the water table are known as recharge areas. These areas are generally in areas of topographically high relief. Areas where groundwater moves upward to the water table are known as discharge areas. These generally occur in areas of topographically low relief, such as stream valleys. Groundwater that discharges to streams is the water that maintains the baseflow of the stream. Wetlands may be fed by groundwater discharge.

Throughout the City significant recharge will occur in areas where there are more permeable sediments and the within the elevated, depressional topography of the Paris Moraine. This water may move through the shallow flow system to more local reaches of water courses or in some cases to local wetlands. This shallow flow is more predominant where the overburden unit overlying the bedrock is a less permeable till. Where the permeable overburden is connected to the shallow bedrock recharge will move into bedrock flow system. The amount of water moving to the deeper bedrock and the municipal well production unit of the middle portion of the Amabel Formation depends, in part, on the thickness and characteristics of the Eramosa Member and the upper portion of the Amabel Formation.

A detailed hydrogeological study is currently being conducted by the City of Guelph and is expected to be released during 2012. This Tier 3 Source Protection Study will provide the most up to date characterization. As part of the Tier 3 Source Protection Study, the steering committee will develop a Discussion Paper describing the determined threats to source water. One of these threats will include stormwater management; hence there will be a need to develop a tool kit for addressing potential impacts on water quality from stormwater management. The Discussion Paper would ultimately inform the Source Protection Committee and the public on potential threats and opportunities from stormwater management. The City of Guelph will then follow-up with the best approaches to addressing its issues within its current setting.

Surface Water Quality

A 'desktop' assessment of available data has been conducted to determine the relative conditions of Guelph's open waterways. Surface water quality data and background characterization information has been reviewed for the Hanlon Creek, Torrance Creek, Eramosa River and Clythe Creek.

In general terms, each of the watershed systems (based on water chemistry sampling) has some level of degradation associated with urban and/or rural land use impacts. Sampling efforts continue by GRCA for the Speed River, Eramosa River, and Hanlon Creek.

Groundwater Quality

Groundwater quality in both the overburden and the bedrock is of the calcium-magnesium-bicarbonate type water and is generally high in total dissolved solids (TDS). Higher total dissolved solids are found in the deeper bedrock systems where the residence time of the

groundwater has been longer. Elevated levels of sodium and chloride are found in a number of wells which may be indicative of road salt. Iron is relatively high within the bedrock due to its composition.

Streamflow/Creek Systems

The study of streams primarily focused on a desktop analysis of existing geomorphic conditions within the City of Guelph. This work optimized the existing available information already available for each subwatershed within the City, including existing subwatershed, stormwater management and drainage studies, geographic information and aerial photography. Building on the work presented within the numerous background reports, reaches were confirmed, refined or delineated for each of the major watercourses in the study area.

The background review revealed several reaches that were classified as being sensitive to disturbances during previous assessments. The majority of the sites previously studied were identified as being sensitive. However, a review of this was deemed necessary, as many of the studies were conducted over a decade ago. Also, new protocols have been developed for use in determining stability from a geomorphic perspective.

Areas of Concern

Sediment Quality

Although an extensive review of background information has been conducted, no information has been sourced for characterization of watercourse sediment quality. Sedimentation of existing stormwater management facilities has been documented within the Stormwater Management Inventory Assessment and Maintenance Needs Plan which has cited the need for sediment removal in the future.

River/Creek Bank Erosion

As noted, desktop-based methods have been used to identify sites with increased rates of erosion, as a result of active geomorphological processes. These methods were complemented with field reconnaissance.

The results of this analysis are presented in the report. The points with the highest stream power have been defined. The results, as expected, depict the areas with the highest stream power to be those further downstream, where there is the most accumulation of flow. This analysis has been useful to predict potentially problematic and unstable sites.

Flooding

Flooding is one the principal concerns to be addressed by the Stormwater Management Master Plan. The City of Guelph has provided background documents as well as a listing of flooding occurrences reported (phoned in) to the City within the last 5 years +/- . Flooding has been documented by the City as either overland flooding (of both private and public property) and/ or basement flooding.

The City has recorded over 400 flooding cases. The majority of the flooding reports have been noted to be 'cleared' or dealt with by City staff, or are noted to be maintenance issues such as clogged catch basins, culverts or sewers. The remaining flooding reports are primarily the result of drainage system flow capacity constraints, resulting from either design and or construction issues.

In addition to the City of Guelph's information, the GRCA has provided Regulatory floodlines along each of the regulated watercourses within the City limits. The older development areas along the lower Speed River and Eramosa River are located within the Regulatory floodplain and as such could be flooded in the future.

Groundwater Levels/Wellhead Protection Areas

Stormwater management for the City has the challenge to maintain recharge to provide water to the municipal aquifer(s) and to maintain the groundwater flow system's discharge function to surface water features. Groundwater quantity and quality must be considered for both of these functional linkages.

Two factors to consider when assessing the maintenance of groundwater levels are the reduction in recharge due to development and the potential drop in the water table due to municipal pumping.

It is expected that the recharge/discharge characterization will be refined to some extent in the Tier 3 study expected to be finalized in 2012. This may provide input into the assessment for the more local utilization of stormwater management.

Detailed studies have quantified wellhead protection areas and aquifer vulnerability, the most recent being the Source Water Protection Project Groundwater Study, which depicts the modeled capture zones. The captures zones for the various wells and associated times of travel to the wells indicates that the majority of the City is within the associated capture zones.

The potential of degraded infiltrating water impacting the municipal water supply is assessed in part by considering the vulnerability of the aquifers. The vulnerability is generally high for the City. The assessment with respect to stormwater management has focused in part on the potential contaminants and the ability of those contaminants to be attenuated prior to reaching the municipal aquifer. One of the major challenges is the high mobility of sodium and chloride within the groundwater flow system.

Drainage System Performance Assessment (Water Quantity)

The assessment of the City of Guelph's drainage system has focused on both flow conveyance via the minor system (storm sewers) and the major system (roadways). In order to undertake this assessment, a computer model (PCSWMM) has been applied. The model conducts both a hydrologic (flows) and hydraulic (capacity) assessment. In order to confirm that the model produces reasonable results, a field monitoring program has been conducted in order to collect storm sewer flow and rainfall data. This data has in turn been used to calibrate the modeling

(adjustment of land use parameters so that simulated flows more accurately match actual conditions).

The assessment of the minor system (storm sewers) has been conducted under a 1 in 5 year storm event standard. The results of this assessment have indicated that there are a significant number of storm sewers with capacity issues. This includes both surcharging (water levels above the sewer but below the surface) and flooding (water levels above the surface). These areas appear to be primarily concentrated in older areas of the City. In general, newer areas of the City have little to no sewer capacity issues under a 5-year event, including the majority of the Hanlon Creek drainage areas in the south part of the City, and newer developments within the Clythe Creek and Hadati Creek areas in the eastern portion of the City.

The assessment of the major system (roadways) has been conducted under a more significant 1 in 100 year storm event standard. The results of this assessment have indicated that all of the areas analyzed would be susceptible to some surface flooding during the 100 year storm event, which is generally consistent with current practice for drainage system designs. The results further indicate that the majority of the areas analyzed would be anticipated to be susceptible to flooding to depths above typical curb height, and thus extend beyond the road right-of-way for a portion of the network. The most significant flooding depths would generally be anticipated to occur at roadway sag points, where a lack of positive surface drainage means that drainage is limited to the minor system.

A long list of potential alternatives has been considered in this study in order to address the previously noted capacity issues within the minor system under a 1 in 5 year storm event. A number of different solutions have been advanced for consideration, including storm sewer upgrades and diversions, quantity control facilities (flood storage areas), and the implementation of low impact development best management practices, in particular, roof downspout disconnections for residential areas where a high number of rooftops are directly connected into the storm sewer system. The majority of the resulting recommended drainage system upgrades have focused on storm sewer upgrades and diversions (given the general lack of available space for storage), however five (5) quantity control facilities (not previously proposed) have also been recommended, along with a downspout disconnection program for key areas of the City. It should be noted that storm sewer upgrades are complicated in many cases by the relatively high number of storm sewers located on private property. Where possible, diversions have been considered to bring these sections of sewers under public control.

Cost estimates for the recommended drainage system upgrades have been developed based on the associated analyses. The results are presented in Table ES1. Note that the City Areas presented correspond approximately to the City's Ward boundaries, however since drainage areas do not precisely align with the boundaries, these areas are approximate only. City Area 5 includes both the approximate Ward 5 and Ward 6 areas.

Table ES1: Preliminary Cost Estimates for Recommended Drainage System Upgrades To a 5-Year Capacity for City Areas and City-Wide						
City Area	Number of Sewers Upgraded or Added	Length of Sewer Upgraded or Added (m)	Estimated Cost (Sewers Only)	Estimated Cost (SWM Facilities)	Estimated Cost (Downspout Disconnection)	Estimated Total Cost
1	188	10,807	\$12,028,000	\$1,566,000	\$116,000	\$13,710,000
2	154	10,594	\$14,416,000	\$680,000	\$179,000	\$15,275,000
3	215	14,205	\$16,084,000	\$621,000	NA	\$16,705,000
4	86	5,275	\$5,891,000	NA	\$172,000	\$6,063,000
5	194	12,083	\$10,584,000	\$997,000	\$160,000	\$11,741,000
ENTIRE CITY	837	52,964	\$59,003,000	\$3,864,000	\$627,000	\$63,494,000

As evident from Table ES1, a substantial cost of \$63,494,000 has been estimated to address all of the identified issues of minor system surcharging and flooding under a 5-year event within the City of Guelph. Given this high cost, there is a clear need to prioritize the recommended drainage system upgrades in order to target those areas of greatest concern. In addition to generating a prioritization scheme on a drainage network basis, a list of the top 25 prioritized upgrades has been generated for early consideration by City staff. The prioritization has been primarily based on instances of historic flooding, however other factors, such as the impact upon other connected sewers, sewer age, and impact on City identified emergency evacuation routes have also been considered. The top 25 upgrades are presented in Drawing ES1 (attached).

As evident from Drawing ES1, the majority of the priority drainage system upgrades are located within older parts of the City. As noted previously, the upgrades consist mainly of storm sewer upgrades and diversions, however three (3) proposed stormwater management facilities have also been identified as priorities. Two (2) of these facilities are located within existing public space (parklands). A downspout disconnection program has also been recommended for the priority areas noted on Drawing ES1, however, the program would ideally be extended City-wide. Costs for the top 25 prioritized upgrades have been estimated as \$15,760,000. These upgrades will have to be considered in conjunction with the City's other identified capital works projects (such as road reconstruction and watermain and sanitary sewer replacements).

Although it is acknowledged that the minor system drainage upgrades will have some benefit in reducing major system deficiencies, a long list of potential alternatives has also been considered in this study in order to address major system capacity issues under a 1 in 100 year storm event. Short-listed alternatives would include off-line storage areas, grading modifications on both private property and within the public right-of-way, and combinations. The evaluation of each of these alternatives would necessarily require a more detailed and site specific assessment of the constraints within each identified area which has been noted as flood prone during a major event (i.e. grading within and adjacent to right-of-way, utilities, sewer connections, outfall conditions and obstructions, etc.), which is beyond the scope of this Master Plan. It is therefore recommended that the above alternatives and additional alternatives be evaluated wherever and whenever opportunities unfold to address these issues in conjunction with other Capital Projects within the City.

Stormwater Quality Management Assessment

A common problem in urban land development relates to the approach to effectively provide stormwater management for small to moderate infill developments and redevelopments. Infill developments and redevelopments generally involve parcels of land less than 5 ha in area, and are usually located in areas with established storm sewer infrastructure.

Due to the small areas involved, it is generally difficult or ineffective to implement “traditional” stormwater management techniques (i.e. ponds), whether it be for quantity or quality control. There is also the concern that implementing stormwater management for each new infill development will result in the proliferation of small facilities which will all require excessive maintenance and upkeep, and which may not be economically or environmentally effective.

The City of Guelph has undertaken a study, termed the Growth Management Strategy, which identifies strategic locations within the City of Guelph for redevelopment in accordance with the Province’s “Places to Grow Act”. Recognizing that stormwater management for these areas presents a particular issue for the City which would need to be addressed as the redevelopment of these locations proceeded, the Stormwater Management Master Plan has included the development of preferred alternatives for the provision of stormwater quality control for these redevelopment areas.

City of Guelph Planning staff has provided details regarding the recommended sites for intensification as part of the City’s Growth Management Strategy. As part of the Growth Strategy an infill/ intensification analysis was conducted that involved a city-wide property evaluation that identified key sites that would be appropriate to facilitate residential intensification. Approximately 18,500 dwelling units within the 2031 Growth Strategy timeframe were determined within the City of Guelph limits covering an area of approximately 405 ha (+/-) at an average 89 % impervious coverage, which will all require stormwater quality treatment.

A long list of stormwater quality management approaches has been developed for the City’s redevelopment and intensification areas, based on the MOE guidelines and current standards of practice. The following general alternatives have been considered for stormwater quality management and each has been evaluated based on effectiveness in providing water quality enhancements for the defined re-development and infill areas.

Alternative No. 1 – “Do Nothing”

Under the “Do Nothing: Alternative, untreated runoff from re-development or infills would be allowed to discharge uncontrolled to the receiving watercourses. This approach would be contrary to current prevailing Provincial guidelines regarding stormwater quality, as the untreated discharge to the water bodies will result in the loss of habitat and destruction to the natural environment. Due to the issues associated with this practice, this alternative has not been advanced for further consideration.

Alternative No. 2 – Provide On-site Stormwater Quality Management for Re-development & Infills

Under the traditional on-site stormwater management alternative, each parcel of re-development or infill and/or a group of neighbouring development sites, would provide separate stormwater management systems at the source. The facility could be a wetland, wet pond, oil/grit separator (OGS), enhanced grassed swale or combinations, depending upon impervious area and the total drainage area to the facility.

The implementation of on-site facilities would provide quality control to Provincial standards, however it is generally costly in terms of capital costs and operations and maintenance requirements by the Municipality, compared to the other alternatives available. On-site quality controls provide benefits by controlling contaminants at the source; however these benefits may be functionally lost due to subsequent discharge to storm sewers and mixing with untreated/contaminated water before outletting to watercourses sustaining habitat. For these reasons, this alternative has not been advanced as the preferred alternative for providing stormwater quality control for the City's intensification zones.

Alternative No. 3 – Cash in Lieu of On-Site Stormwater Management

The Province has recognized that applying financial contributions, or "cash-in-lieu" requirements to infill developments would limit the number of stormwater facilities being constructed. Monies, which would have been used for stormwater management by individual infill developments, would be directed into larger, more centralized facilities, or for upgrading of existing facilities and/or infrastructure.

The two fundamental approaches to establishing off-site retrofits, consist of modifications to Existing (or Planned) SWM Facilities and/or treatment provisions at Existing Storm Outfalls. In determining the feasibility of retrofitting an existing or planned stormwater management facility, a number of factors must be considered:

- Ability to physically enlarge/retrofit a facility. Is land available (i.e. public lands, parks etc.) adjacent to the facility? Is it possible to implement retrofits within the confines of the existing/planned facility?
- Tributary area draining to the facility
- Type of upstream land use
- Sensitivity of downstream (receiving) watercourses and the need for improved stormwater quality
- Cost-benefit of retrofit. Is maximum benefit being realized from monies spent, or should monies be directed elsewhere to realize greater water quality benefits?

Existing Storm Outfalls

Existing storm outfalls provide opportunities to implement online treatment of various upstream land uses within the context of new retrofit facilities typically constructed on existing available public lands. Water quality facilities in the form of wetlands, wet ponds or hybrids would provide both permanent pool and extended detention volumes. Possible sites would be evaluated on

factors similar to those listed in the foregoing for retrofit of existing/ planned SWM facilities. Candidate sites for providing stormwater quality control at existing storm outfalls are generally evaluated based upon the following additional criteria:

- (i) Land availability, land use flexibility and ownership
- (ii) Storm outfall location within the available land
- (iii) Storm outfall tributary drainage area and respective characteristics
- (iv) Potential outlet location with respect to receiving waters
- (v) Downstream aquatic resource benefit potential and water quality requirements
- (vi) Financial resource allotment and potential cost/benefit ratio

Retrofit Opportunities

Recognizing the benefits associated with providing stormwater quality control through the construction of retrofit facilities, Alternative 3 has been advanced for further consideration. Various candidate locations have been identified within the City of Guelph for retrofitting existing storm sewer outfalls and stormwater management facilities in order to provide stormwater quality control, based upon the criteria provided previously

The stormwater quality retrofit assessment has been conducted to determine potential locations throughout the City for retrofitting storm sewer outlets and existing SWM facilities to allow for water quality treatment. Storm sewer outlets have been assessed to determine if an end-of-pipe stormwater management facility could be constructed or an oil/grit separator could be placed at the identified outlet. Existing dry SWM facilities have also been assessed for the potential to be converted to either a wet pond or a wetland.

The stormwater quality retrofit assessment is considered to be preliminary and City staff in conjunction with GRCA and other agencies would need to identify which retrofit sites should be advanced for further study in Municipal Class Environmental Assessments (Class EAs). As part of the subsequent Class EAs, preliminary stormwater quality retrofits would have to be reviewed and modified based on potential existing servicing conflicts and social considerations such as park lands, trail use and others. Based on input from GRCA during the Master Plan preparation, stormwater quality retrofits could be located within GRCA's regulatory limits.

Table ES2 provides a summary of the preliminary stormwater quality retrofits and the level of water quality protection provided.

Table ES2: Preliminary Stormwater Quality Retrofit Opportunities

Priority #	Retrofit Site Number	Drainage Area (ha)	Retrofit Type	Approximate Impervious Coverage (%)	Permanent Pool Volume (m ³)	Extended Detention Volume (m ³)	Treatment Capacity Area (ha)	Cost \$
1	2	180.23	Storm Sewer Outlet Retrofit	30	12,595	5,013	143.94	\$1,240,000
2	6	77.15	Existing Dry Pond Retrofit	65	13,739	3,239	78.86	\$1,270,000
3	12	221.54	Storm Sewer Outlet Retrofit	40	7,600	N/A	67.6	\$0 ¹
4	1	30.74	Storm Sewer Outlet Retrofit	30	951	1,280	28.2	\$250,000
5	5	27.87	Existing Dry Pond Retrofit	40	2,504	2,471	22.25	\$390,000
6	3	17.64	Storm Sewer Outlet Retrofit	40	796	613	17.22	\$290,000
7	8	14.8	Existing Dry Pond Retrofit	40	1,988	673	14.8	\$300,000
8	7	29.26	Existing Dry Pond Retrofit	40	1,391	2,065	12.37	\$280,000
9	4	14.5	Storm Sewer Outlet Retrofit	40	984	573	8.74	\$570,000
10	9	7.56	Existing Dry Pond Retrofit	40	344	281	7.01	\$170,000
11	13	3.27	New Oil Grit Separator	95	N/A	N/A	3.27	\$75,000
12	18	2.4	New Oil Grit Separator	40	N/A	N/A	2.4	\$50,000
13	19	2.4	New Oil Grit Separator	30	N/A	N/A	2.4	\$50,000
14	11	2.16	New Oil Grit Separator	65	N/A	N/A	2.16	\$40,000
15	10	3.45	Existing Dry Pond Retrofit	40	72	55	1.37	\$140,000
16	14	20.12	Grading and Outlet Reconfiguration	40	NA	NA	NA	\$143,000
17	15	6.66	Grading and Outlet Reconfiguration	40	NA	NA	NA	\$80,000
18	16	23.06	Grading and Outlet Reconfiguration	40	NA	NA	NA	\$143,000
19	17	5.66	Grading and Outlet Reconfiguration	40	NA	NA	NA	\$80,000
TOTALS		690.47					412.59	\$5,561,000

1. Costs have been included in the stormwater quantity management facility costing

Drawing ES2 (attached) indicates the locations of all 19 sites. Preliminary detailed design drawings for potential retrofit sites 1-10 showing grades have also been prepared as part of this Master Plan.

Implementation

Process

Class Environmental Assessments

This Stormwater Management Master Plan has satisfied the Phase 1 and Phase 2 requirements of the Municipal Engineers Association Class Environmental Assessment process (2000, as amended October 2007). The implementation of the recommendations advanced in this study should, where the work constitutes a Schedule B understanding, proceed to a Notice of Completion. All other recommendations would be a Schedule A or A+ understanding and as such are considered to be “pre-approved”. The following summarizes the Class EA process required for the recommendations covered under this Stormwater Management Master Plan.

<u>Project Description</u>	<u>Class EA Process</u>
<i>Annual Maintenance of SWM Facilities</i>	<i>No Follow-up EA Required</i>
<i>Storm Sewer Upgrade or Replacement</i>	<i>Schedule A+</i>
<i>Construction of Retrofits for Stormwater Quality</i>	<i>Schedule B</i>
<i>Construction of Stormwater Quantity Control Facilities</i>	<i>Schedule B</i>
<i>Downspout Disconnection Program</i>	<i>Bylaw Requirement</i>
<i>Neighbourhood LID BMP Retrofitting</i>	<i>Schedule B</i>

Development Led Projects

Development led projects (typically related to the construction of new residential, commercial or industrial lands) will continue to be required to follow the current City of Guelph stormwater policies and criteria and watershed recommendations, as required. All new development projects should be integrated into the PCSWMM modelling and assessed accordingly.

Operations and Maintenance

Stormwater Management

The City of Guelph currently conducts an operations and maintenance program for stormwater management infrastructure. Annual maintenance costs for the 104 + stormwater management facilities have been determined to range from \$132,000 to \$447,000 with an average annual cost of \$266,000. The City of Guelph 2011 Budget for stormwater management inspection on an average annual basis for years 2011 to 2015 is projected to be \$125,000, \$141,000 short of the recommended \$266,000.

The stormwater management facility annual maintenance cost does not include the City-owned oil/grit chambers of which there are approximately 140. Based on an average bi-annual cleanout and inspection, maintenance costs for each oil/grit chamber would be approximately \$1,250 to \$2,500, resulting in an annual maintenance cost for the 140 oil/grit chambers of \$175,000 to \$350,000 (+/-). Currently the City does not have a dedicated budget for oil/grit chamber maintenance.

Storm Sewer System

Based on the City of Guelph's drainage infrastructure database there are 5,870 individual storm sewer lengths, at a total length of 344,330 m (344.3 km). There are also 6,729 maintenance chambers and 11,641 catchbasins in the database. The City of Guelph's storm sewer system requires regular maintenance such as inspection, catchbasin cleaning, storm sewer flushing, video and/or Zoom camera inspection and repair/ replacement of storm sewers not meeting condition requirements. In order to allow for these activities, an allowance of \$631,000.00 per annum is recommended to be incorporated into the City's current storm infrastructure budget.

Maintenance for sections of storm sewer located on private property (Drawing 8), particularly major trunks, should be considered for a more frequent maintenance and inspection schedule. These additional costs have not been directly considered herein.

Total Maintenance Costs

Based upon the foregoing estimated maintenance activities, the following annual total maintenance costs have been advanced for consideration for the City's stormwater management infrastructure

Stormwater Management Facilities:	\$266,000.
Oil/grit Chambers:	\$175,000 to \$350,000
Storm Sewer System:	\$631,000
Total:	\$897,000 to \$1,197,000

City Stormwater Monitoring Protocols

A City-wide monitoring program is to be established to determine the success of stormwater management and the impact of development on water quality and related environmental measures. Monitoring plans are intended to provide a mechanism for gathering field data for the purpose of assessing system performance against a set of targets and objectives to be established through consultation with all stakeholders such as GRCA and then using this information as guidance for adapting environmental control management systems and improving local environmental conditions.

Funding Sources for Stormwater Management Projects

As evident from the set of recommendations related to this Master Plan, the City of Guelph has a significant number of projects to undertake based on the need to improve the current level of service determined through the storm sewer and overland drainage system assessment. The funding for proposed drainage system upgrades could come from various sources as per the following:

General Tax Base

The City's tax levy is used in part to support the City's stormwater services on an annual basis. The most common municipal funding practice for maintaining municipal stormwater management infrastructure not related to proposed development is property taxes.

Development Charges

Development Charges is funding based on percentage levied from all new developments for new services. Development Charges are assigned to new developments, based upon the anticipated costs to implement (and maintain) the requisite infrastructure to support the new development.

Stormwater Area Rates

Stormwater Area Rates are charged to users for runoff discharged from their property based on land use classification, property size, estimated impervious area and the intensity of runoff contribution to the City's stormwater management system infrastructure. Recently, Stormwater Area Rates (also referred to as Stormwater Utility Fees) have been implemented across the United States and have become an increasingly popular source of dedicated stormwater funding. Similar programs have been initiated in various Municipalities within Ontario such as Waterloo, London, Kitchener, Hamilton, Richmond Hill, St Thomas and Aurora.

Stormwater service fees typically provide more stable revenue than other funding options, offer the opportunity to design a service fee rate methodology that results in an equitable allocation of the cost of services and facilities, and, in some cases, can provide an opportunity to shift a portion of the community's stormwater management costs away from the General Fund. Service fee rate structures are designed to recover costs based on the demands placed on the stormwater systems and programs.

Grant Opportunities

Funding from upper level governments can sometimes be available to help offset the cost of stormwater management infrastructure improvements. Examples of government grant programs are the Province's Municipal Infrastructure Investment Initiative (MIII) through Infrastructure Ontario and the recent Federal grants and stimulus on infrastructure (CIP).

Funding Combinations

The City of Guelph will face significant costs to implement the drainage system upgrades recommended herein. As such, it is recommended that the City of Guelph initiate a study to investigate alternative funding mechanisms including the potential for a Stormwater Area Rate or Utility Fee.

Stormwater Management Design Standards and Policy Review

The City of Guelph Design Principles for Stormwater Management 1996 and the Standards of Design for Subdivision Engineering, Sewers, Roads and Watermains, August 1974 provide the requirements for stormwater management infrastructure within the City of Guelph. Both documents despite their age are considered progressive for the era written and have served the City of Guelph well. A review of each document has been conducted as part of this Master Plan to determine what aspects of stormwater management planning and design need to be addressed, for the City of Guelph to remain at the forefront of stormwater management.

ACKNOWLEDGEMENTS

We wish to acknowledge the efforts of the following members of the Project Team who have contributed towards the success of this endeavour.









City of Guelph:	Colin Baker Don Kudo Rajan Philips Kime Toole Dave Belanger Sam Mattina Carter Maguire Suzanne Young Rachel Burrows Marion Plaunt Jessica McEachren Robyn McMullen
GRCA:	Gus Rungis John Palmer Mark Anderson
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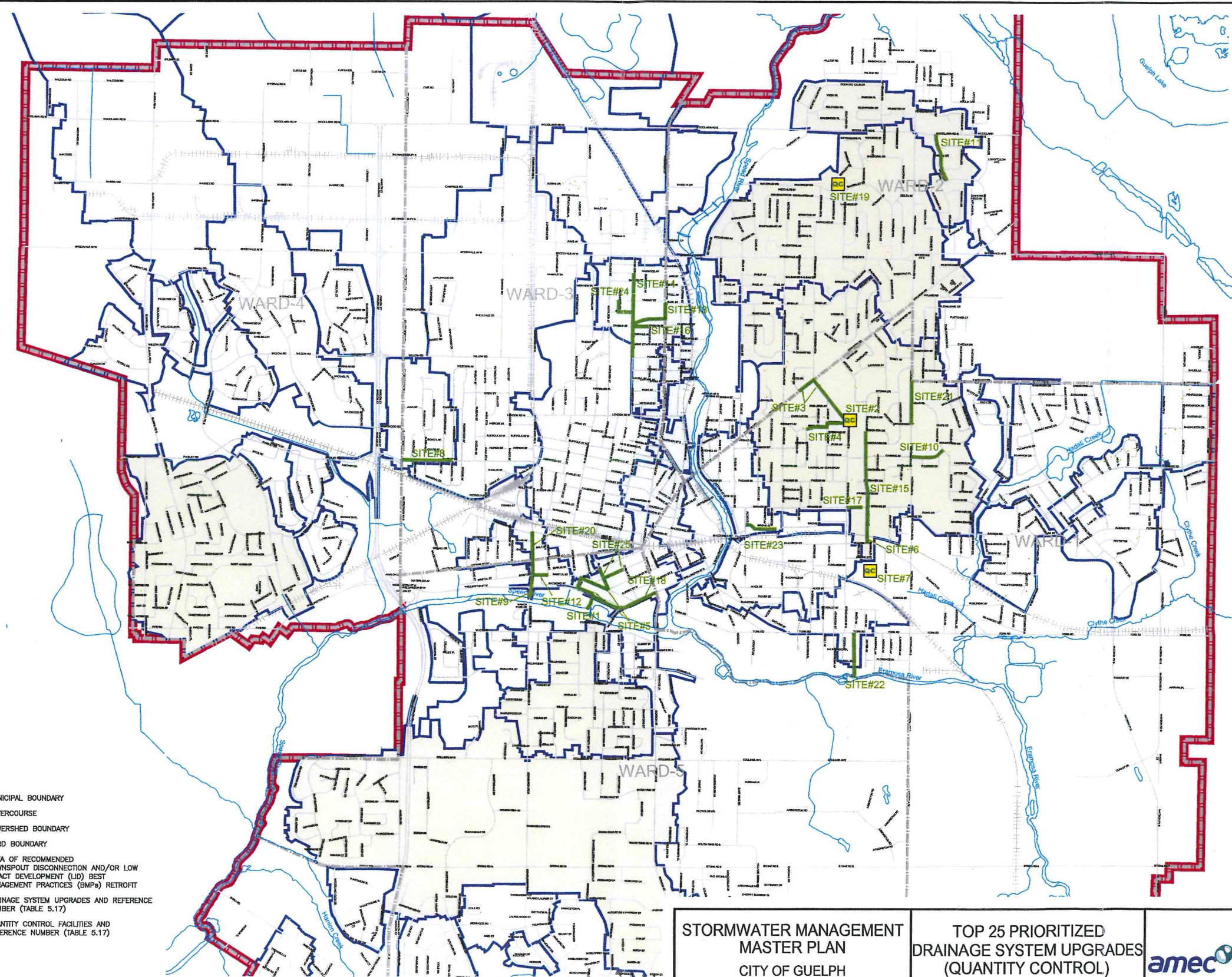
The Project Team also wishes to thank the following for their considerable and important input which has been provided over the course of the study:

Guelph Environmental Advisory Committee
Guelph River Systems Advisory Committee
General Public

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LEGEND:

-  MUNICIPAL BOUNDARY
-  WATERCOURSE
-  SEWERSHED BOUNDARY
-  WARD BOUNDARY
-  AREA OF RECOMMENDED DOWNSPOUT DISCONNECTION AND/OR LOW IMPACT DEVELOPMENT (LID) BEST MANAGEMENT PRACTICES (BMPs) RETROFIT
-  DRAINAGE SYSTEM UPGRADES AND REFERENCE NUMBER (TABLE 5.17)
-  QUANTITY CONTROL FACILITIES AND REFERENCE NUMBER (TABLE 5.17)
-  QUANTITY CONTROL FACILITIES AND REFERENCE NUMBER (TABLE 5.17)

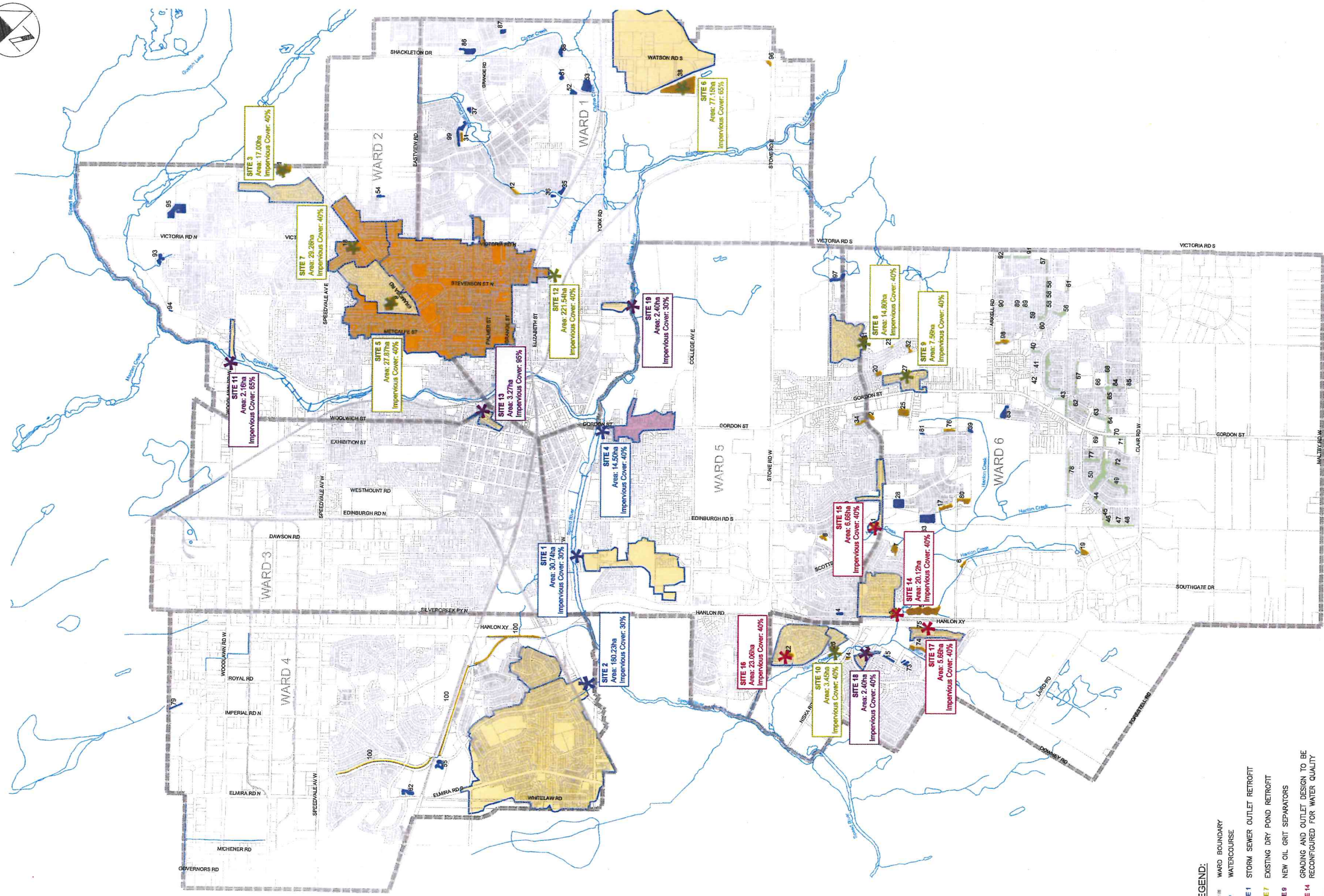


STORMWATER MANAGEMENT
 MASTER PLAN
 CITY OF GUELPH

TOP 25 PRIORITIZED
 DRAINAGE SYSTEM UPGRADES
 (QUANTITY CONTROL)



Scale 1:15,000
 Consultant File No. 108181
 Drawing No. ES-1
 Figure: ES-1



- LEGEND:**
- WARD BOUNDARY
 - WATERCOURSE
 - SITE 1 STORM SEWER OUTLET RETROFIT
 - SITE 7 EXISTING DRY POND RETROFIT
 - SITE 9 NEW OIL GRIT SEPARATORS
 - SITE 14 GRADING AND OUTLET DESIGN TO BE RECONFIGURED FOR WATER QUALITY
 - 3 DRAINAGE AREA (ha)
 - 38 RETROFIT POND - ENHANCED LEVEL 1
 - 40 RETROFIT POND - NORMAL LEVEL 2
 - RETROFIT POND - BASIC LEVEL 3
 - RETROFIT POND - BELOW BASIC LEVEL
 - 3 DRY FACILITY
 - 38 WET FACILITY
 - 40 GREENWAY FACILITY

Scale 1:4000
 Consultant File No. 108181
 Drawing No. ES-2
 Figure



**STORMWATER QUALITY
 MANAGEMENT RETROFIT
 AREAS LOCATION PLAN**

**STORMWATER MANAGEMENT
 MASTER PLAN
 CITY OF GUELPH**

City Of Guelph Stormwater Management Master Plan Municipal Class Environmental Assessment

June 20th 2011



Background

- The City of Guelph has numerous areas which are flood prone, resulting in flood risk to businesses and residents of the community.
- As a result a Municipal Class Environmental Assessment (EA) process was initiated in late 2008, involving public consultation with stakeholders and the general public as a key part of the process.

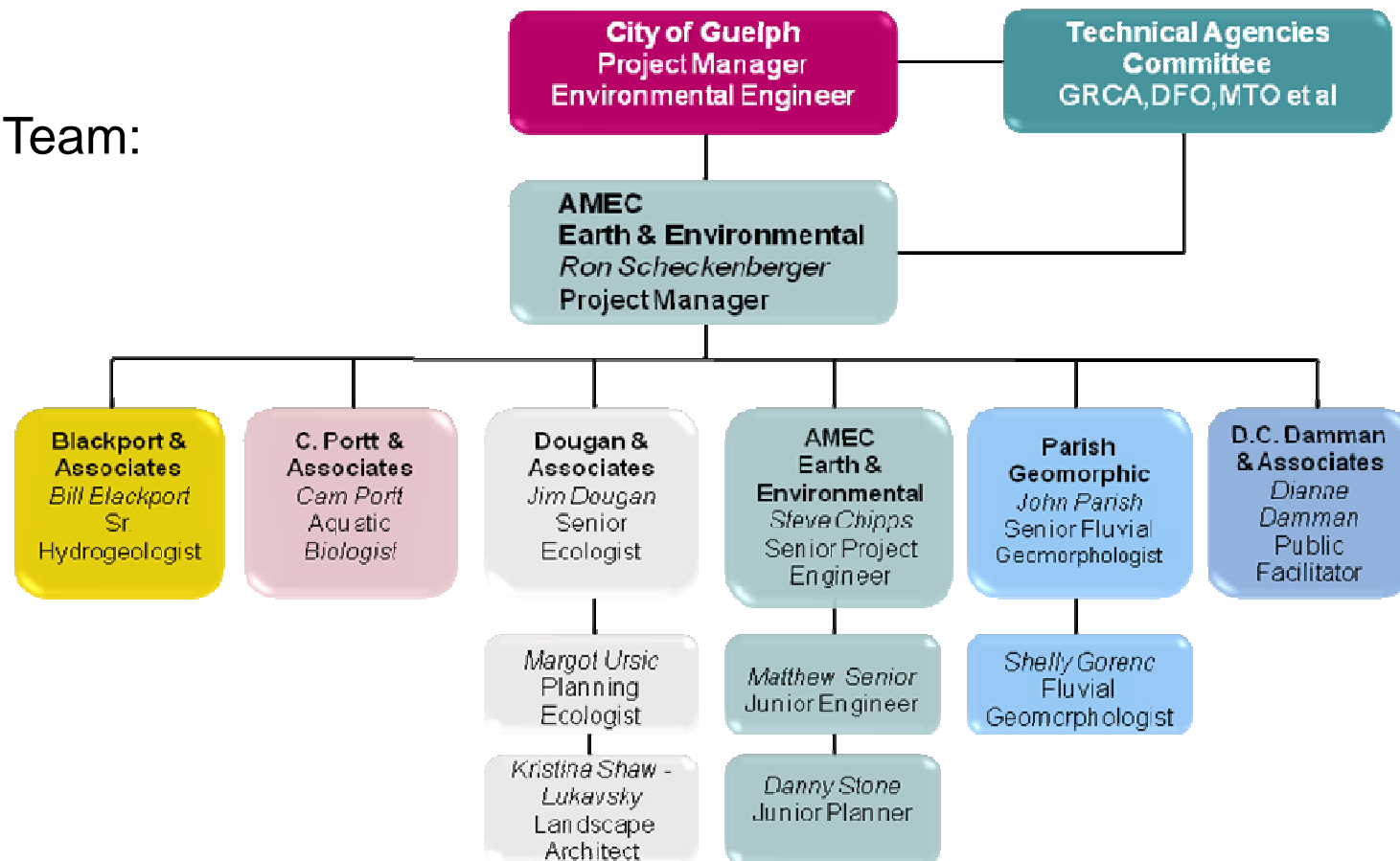
Purpose

- To develop “...a long-term plan for the safe and effective management of stormwater runoff from existing urban areas, while improving the ecosystem health and ecological sustainability of the Eramosa and Speed Rivers and their tributaries.”
- Establish a set of priority – based recommendations, leading to Municipally – led capital works to address flood risk and water quality and quantity issues throughout the City.

Study Management and Process

- Guided by City staff from Engineering services, Policy Planning, Water Services, Operations and transit Department.
- Input from Technical Advisory Committee;
- GRCA, University of Guelph , local engineering consultants.
- Notification, two (2) facilitated Public Information Centres (PICs).

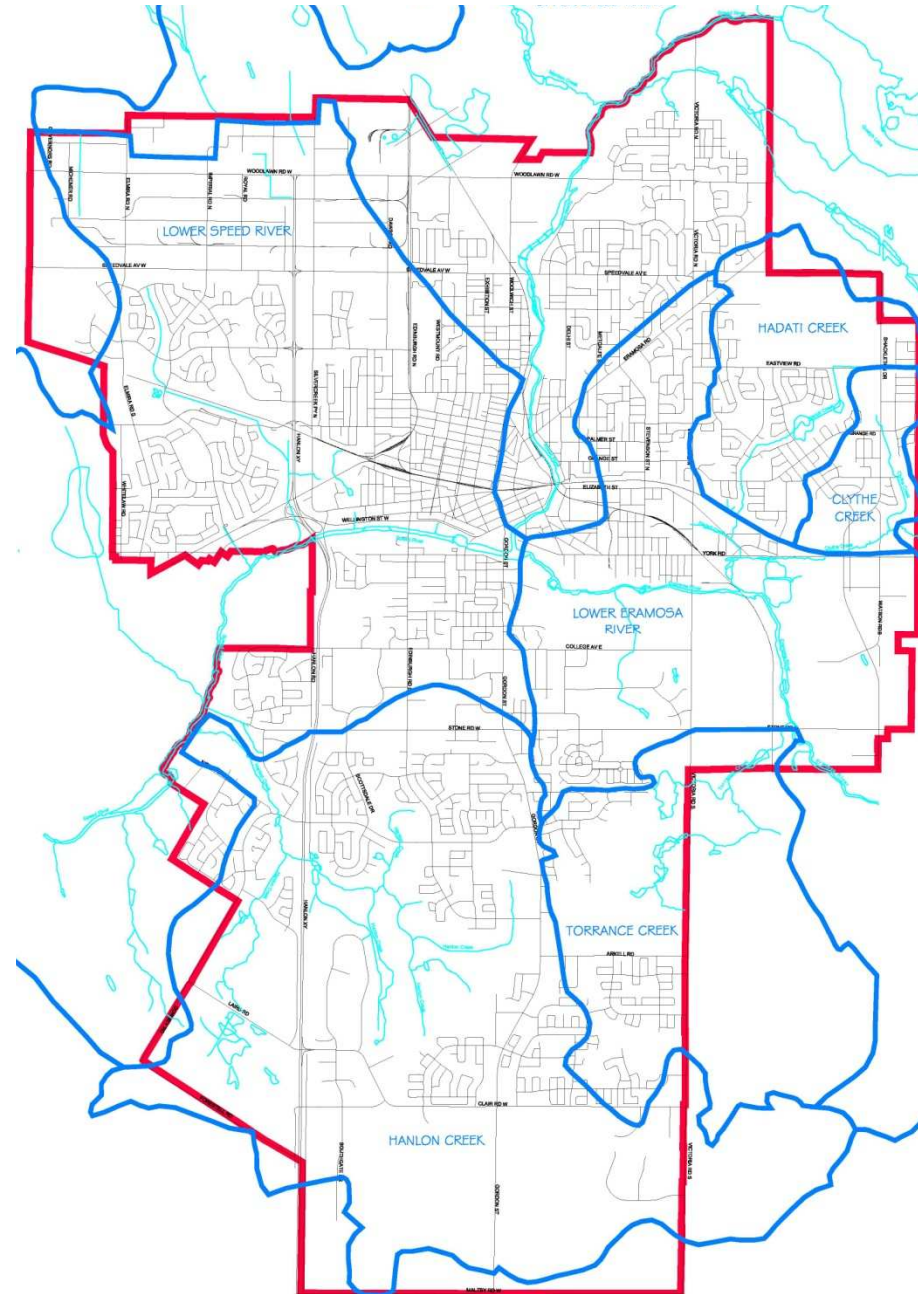
Study Team:



General Steps

- Data Collection (City & GRCA archives/database).
- Field Investigations (Monitoring)
- Environmental Studies (Natural Systems, Groundwater, Streams).
- Numerical Modeling of Drainage Systems Performance.
- Assessment of Alternatives to address Flooding and Water Quality concerns.
- Preparation of Implementation Plan.

Watershed Map



Developed by identifying and evaluating alternative approaches to address:

- stormwater flooding risk,
- stormwater quality issues for redevelopment, infill and intensification projects.

Flood Risk

- Combination of capital projects, programs and policies including:
 - storm sewer upgrades and diversions;
 - stormwater quantity control facilities (flood storage areas);
 - low impact development (LID),
 - best management practices (BMPs), including source controls such as downspout disconnection, rain gardens, permeable pavers, vegetated swales and green roofs.
- Climate change considered by assessing impact of potential increases in storm intensity and volumes and developing flood risk management options.

Stormwater Quality

- Measures to address stormwater quality issues resulting from redevelopment, infill and intensification projects include:
 - *provide on-site stormwater quality*
 - *cash-in-lieu of on-site stormwater quality management diverted to ward(s) “retrofit” stormwater facilities.*
- Stormwater management retrofits provide water quality treatment for stormwater runoff in the older built-up areas of the City that currently have no treatment facilities, in addition to redevelopment areas.
- SWM retrofits are provided in one of two forms:
 - *modification to existing quantity control only SWM facilities,*
 - *new SWM facilities at existing outfalls where facilities currently do not exist.*

- Projects prioritized based on criteria related to overall need in the short term (2012-2021).
- Recommended initiatives fall into three (3) categories: (a) Quantity Control, (b) Quality Control, and (c) Programs / Policy.

Summary of Projects					
City Ward	Quantity Control			Quality Control	
	Length of Sewer Upgrade (metres)	No. of Stormwater Storage Facilities Proposed	Estimated No. of Residential Units for Downspout Disconnection in Priority Areas	No. of Stormwater Retrofit Facilities Proposed	No. of Oil-Grit Separators Proposed
Ward 1	10,700	3	926	2	2
Ward 2	9,200	1	2,021	3	1
Ward 3	14,200	1	0	0	0
Ward 4	5,300	0	1,717	1	0
Wards 5 & 6	12,100	2	1,590	9	1
Total (Citywide)	51,500	7	6,254	15	4

a) Stormwater Drainage Recommendations (Quantity Control)

A long-list of potential alternatives were considered to address stormwater system capacity issues. Recommended solutions include:

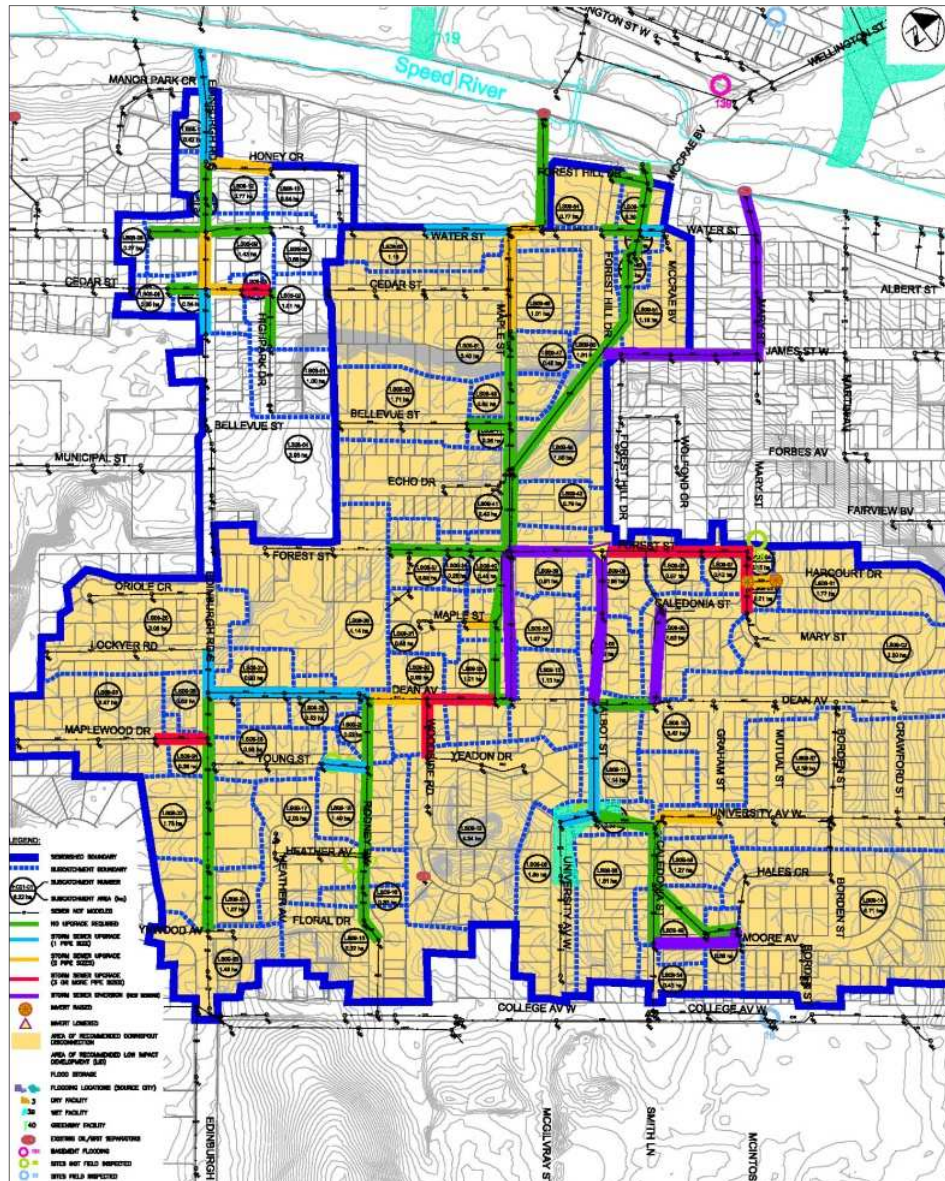
- *storm sewer upgrades,*
- *stormwater storage facilities*
- *downspout disconnections*

A short-list of 25 projects was identified* as priority initiatives to be undertaken, based on the following criteria:

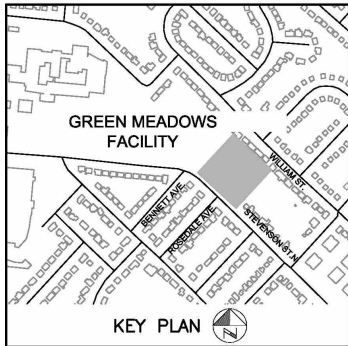
- *historic stormwater flooding records;*
- *documented impacts to private property resulting from capacity constraints;*
- *overall storm conveyance system performance for the 5-year and 100-year design storms;*
- *emergency transportation/evacuation routes within the City;*
- *areas identified for future infill and intensification; and*
- *average age of the storm sewers.*

***Note:** Refer to Council report Attachment #1

Typical Stormsewer Upgrades



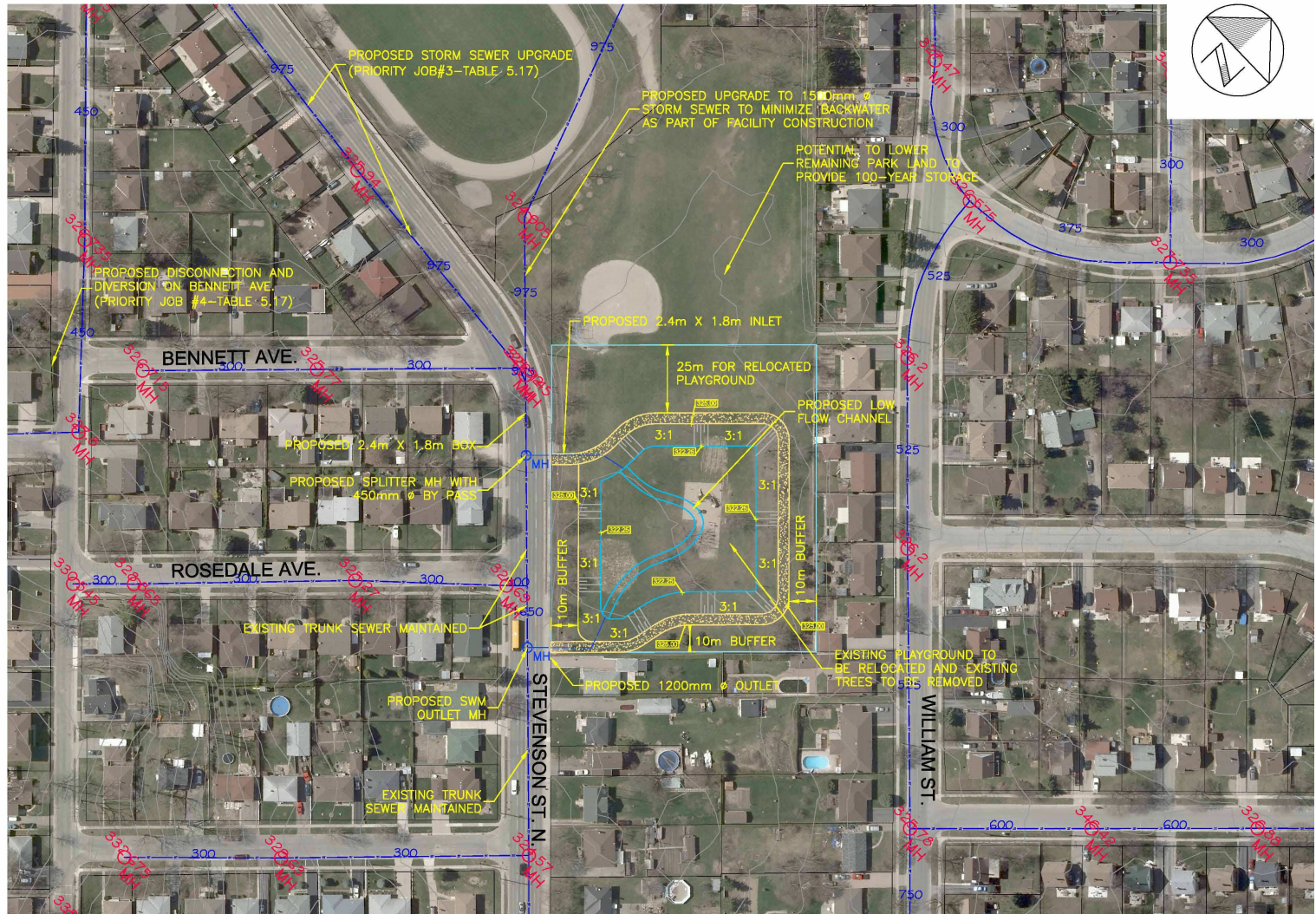
Stormwater Storage Facility



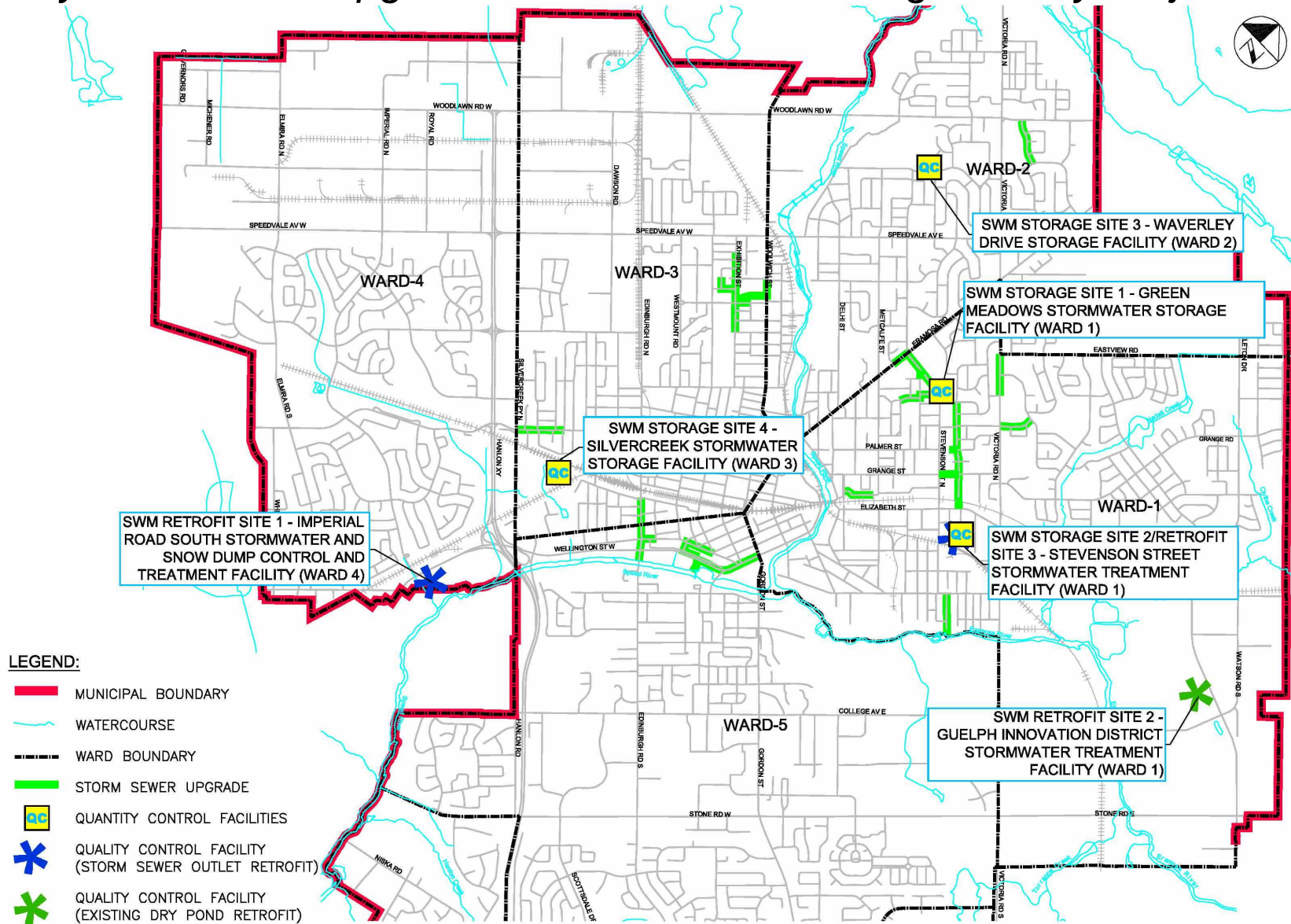
Green Meadows Quantity Facility Control	
Proposed Drainage Area to Facility	116.50 Ha
Impervious Percentage to Facility	40%
2 Year Storage	1,900m ³
2 Year Max Operating Level	322.75m
5 Year Storage	5,100m ³
5 Year Max Operating Level	323.60m
Base Facility Surface Area	3,100m ²

LEGEND:

- PROPERTY LINE
- MAINTENANCE ACCESS
- STORM SEWER
- ELEVATION CONTOUR



Priority Stormsewer Upgrade and Stormwater Storage Facility Projects



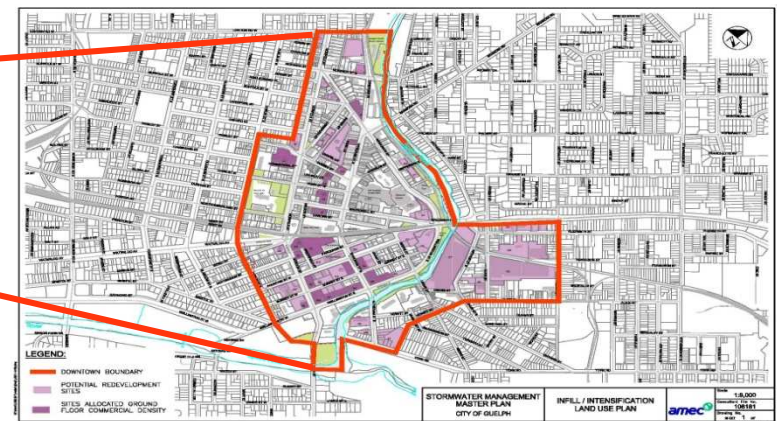
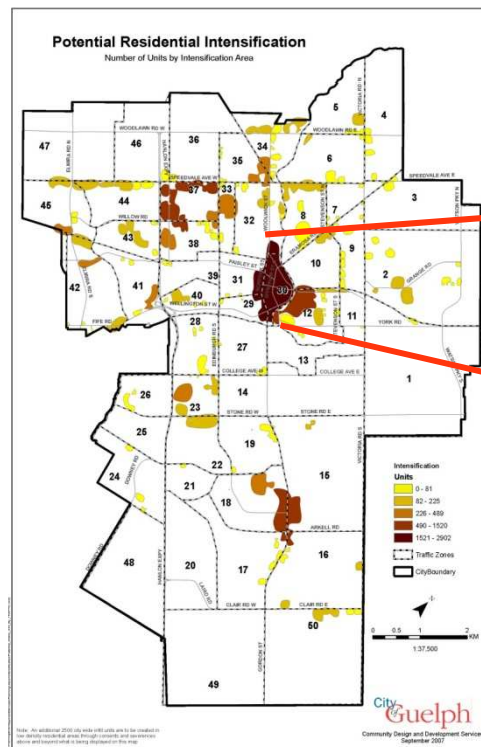
Downspout Disconnection Program (all Wards)

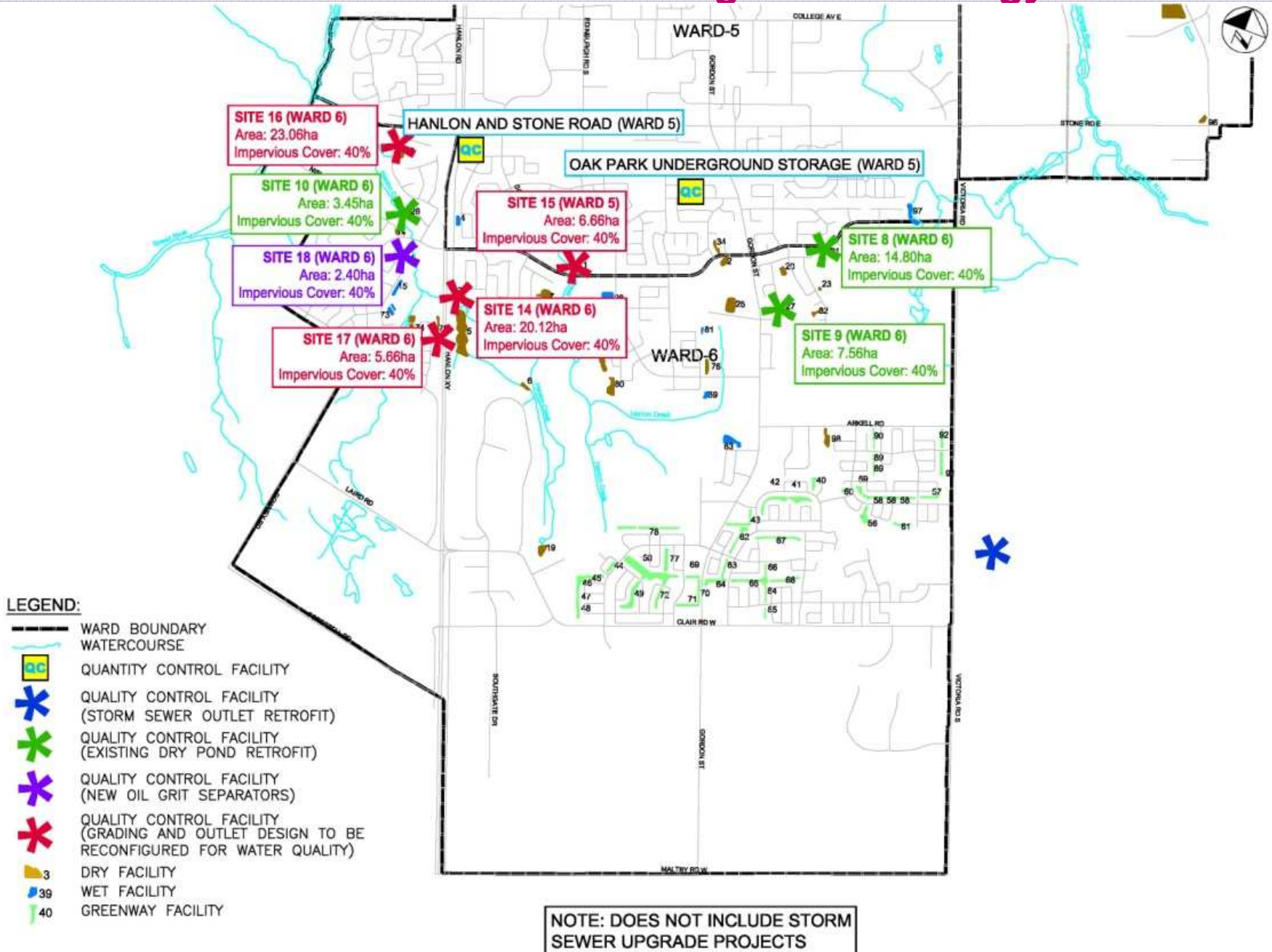
- Downspouts that are directly connected from stormsewer system
- Reduce the number of and scale storm sewer upgrades.
- The downspouts discharge to the ground surface allowing for the stormwater to infiltrate back into the ground.
- Program would focus on neighbourhood areas that have both a relatively high percentage of downspouts connected to the storm sewer as well as local capacity constraints in the storm sewer system.

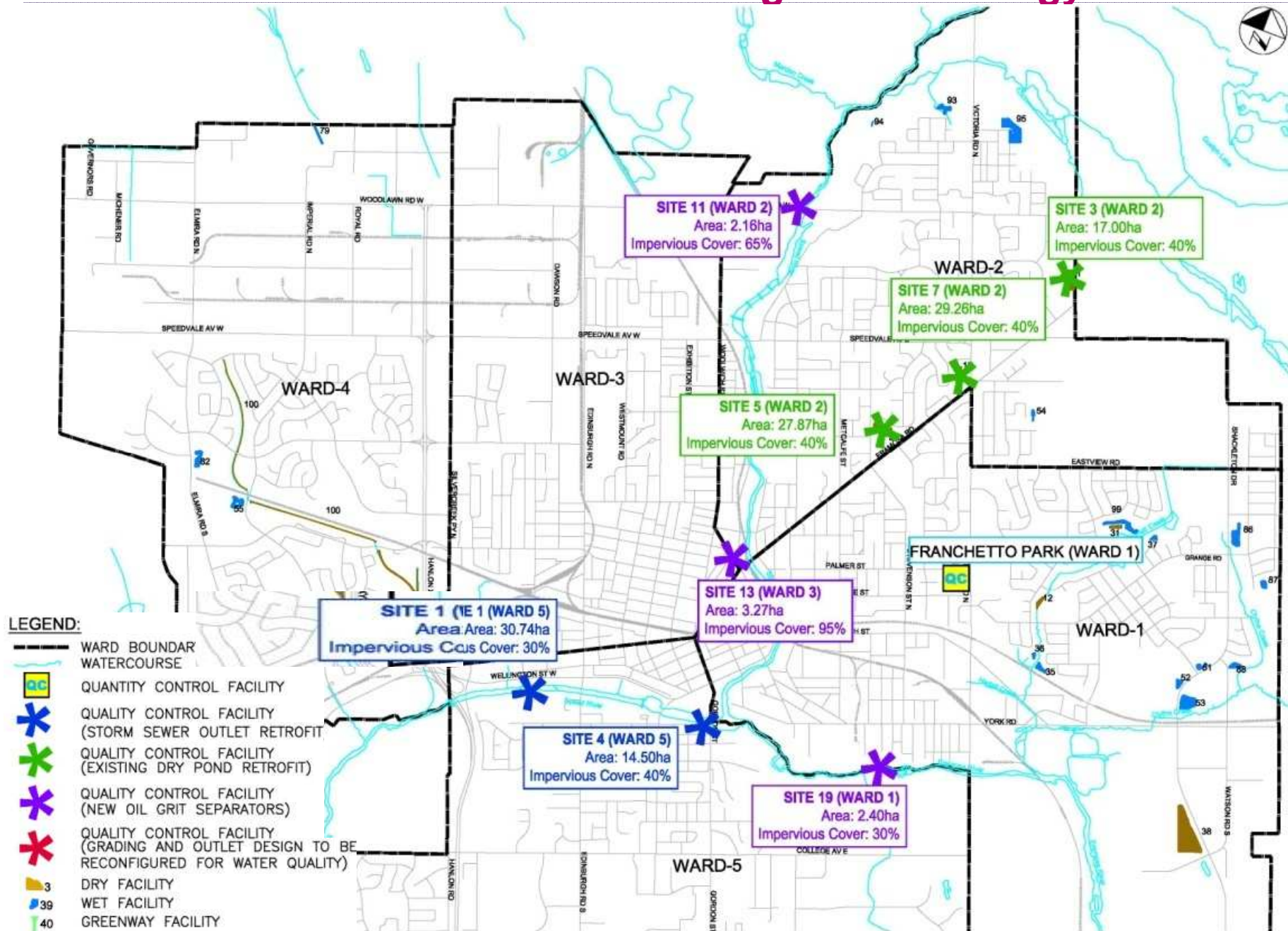


b) Stormwater Treatment Recommendations (Quality Control)

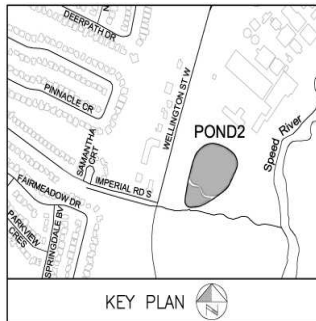
- Nineteen (19) Stormwater Management facility retrofits have been identified.
- Neighbourhood Stormwater Management Retrofit Demonstration Project (Source Controls).
- Designed to address impacts from Infill / Intensification and redevelopment areas.







SWM Retrofit Site No. 1 - Imperial Road South Stormwater and Snow Dump Control and Treatment Facility (Ward 4) – Land currently used by Operations for landscaping material storage and as a snow dump for winter maintenance activities.



Retrofit Pond No.2 Wet Pond	
Drainage Area to Outfall	180.23 ha
Impervious Percentage to Outfall	30%
Required Permanent Pool	15770 m3
Required Extended Detention	7209 m3
Actual Permanent Pool Volume	12595 m3
Actual Extended Detention Volume	5877 m3
Rated Treatment Capacity	143.9 ha
Facility Surface Area	13902 m2

LEGEND:

- ▬ PROPOSED WET POND
- - - PERMANENT POOL
- ▬ EXTENDED DETENTION
- PROPERTY LINE
- MAINTENANCE ACCESS AND SEDIMENT DECANTING ZONE



SWM Retrofit Site No. 2 – Guelph Innovation District Stormwater Treatment Facility (Ward 1) – This project could be coordinated with the municipal servicing and stormwater management design and construction for the Guelph Innovation District.



Retrofit Pond No.6 Wet Pond	
Drainage Area to Outfall	77.15 ha
Impervious Percentage to Outfall	65%
Required Permanent Pool	13411 m3
Required Extended Detention	3086 m3
Actual Permanent Pool Volume	13739 m3
Actual Extended Detention Volume	14082 m3
Rated Treatment Capacity	78.86 ha
Facility Surface Area	14463 m2

LEGEND:

- PROPOSED WET POND
- PERMANENT POOL
- EXTENDED DETENTION
- PROPERTY LINE
- MAINTENANCE ACCESS AND SEDIMENT DECANTING ZONE

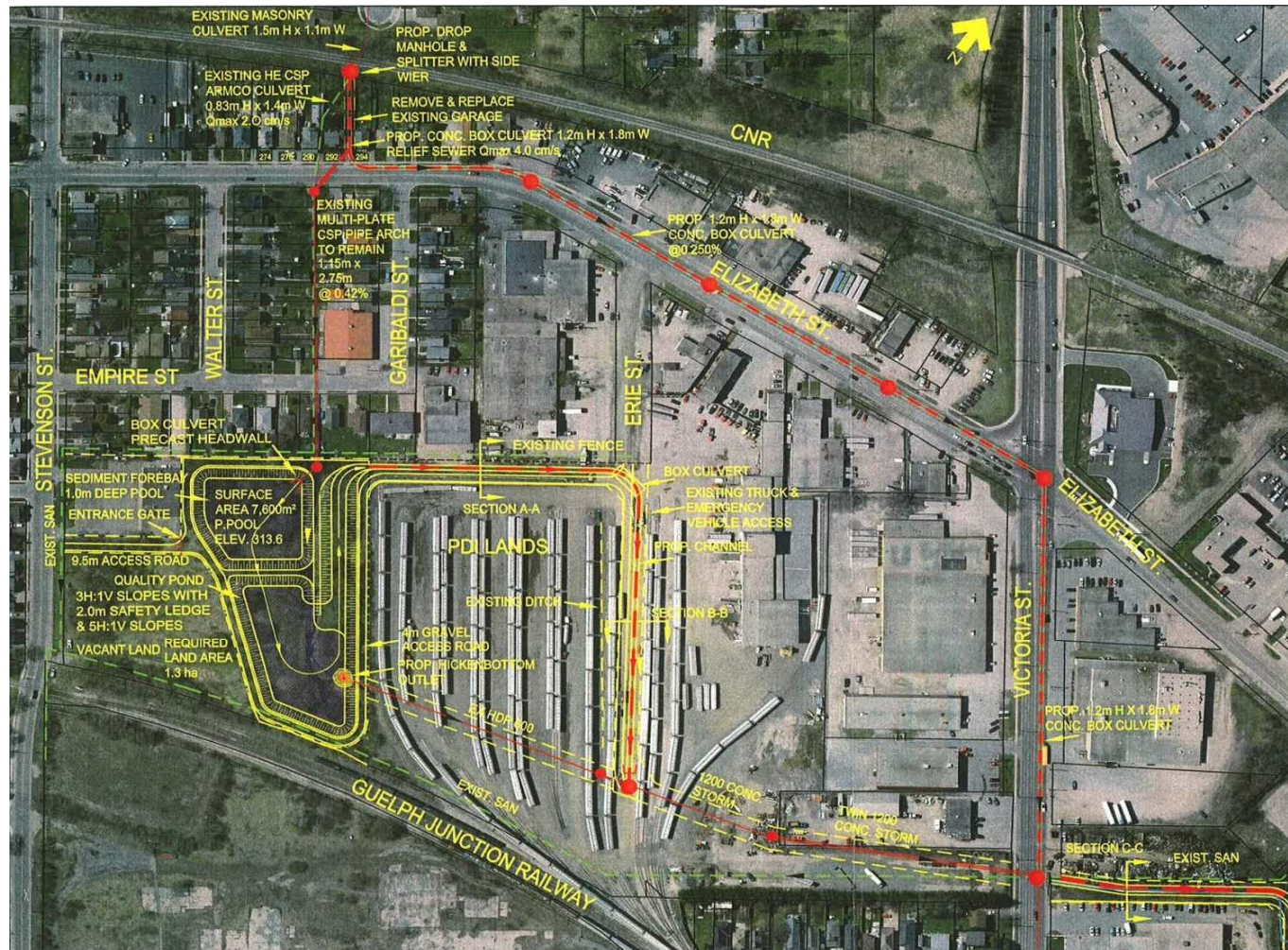


SWM Retrofit Site No. 3 – Stevenson Street Stormwater Treatment Facility (Ward 1) – Facility will provide water quality control facility as well as water quantity control facility to address flooding in Ward 1.

Retrofit Pond No. 12 Wet Pond	
Retrofit Site Number	12
Drainage Area (ha)	221.54ha
Retrofit Type	Sewer Outfall
Approximate Impervious Coverage (%)	40
Permanent Pool Volume (m ³)	7,600
Extended Detention Volume (m ³)	N/A
Treatment Capacity Area (ha)	67.6

LEGEND:

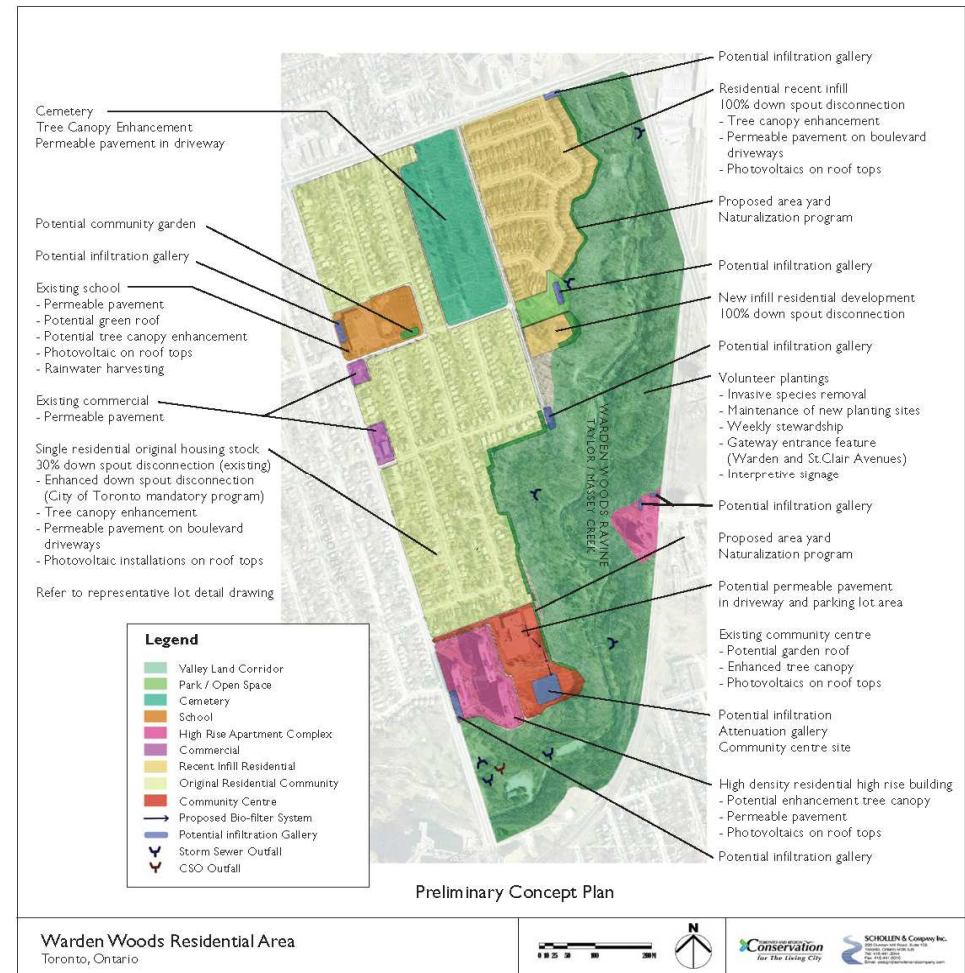
- PROPOSED WET POND
- - - PERMANENT POOL
- EXTENDED DETENTION
- PROPERTY LINE
- MAINTENANCE ACCESS AND SEDIMENT DECANTING ZONE



Neighbourhood Stormwater Management Retrofit Demonstration Project

Neighbourhood-specific stormwater management plan consisting of LID BMPs (i.e. downspout disconnections from the storm sewer, grass swales, vegetated buffers, permeable pavers, rain gardens, infiltration galleries).

- Project will be:
 - *planned in consultation with the neighborhood residents*
 - *included in a future local street reconstruction or redevelopment project.*



c) Program and Policy Recommendations

Adaptive Monitoring Program

- Need to understand effectiveness of SWM Master Plan initiatives
- Monitoring will collect data on:
 - *rainfall*
 - *water quality*
 - *runoff*
 - *natural systems health*
- Feedback will allow for SWM measures to be ‘adapted’ to better address system needs
- Opportunity to co-ordinate and partner with GRCA & University of Guelph.

Policy and Design Criteria

- Current Stormwater Management Facility Design Principles (1996) and Subdivision Design Criteria (1974) have served the City well and continue to be relevant.
- Need to update/address stormwater source controls and LID BMPs.
- The SWM Master Plan recommends that a Stormwater Infrastructure Policy and Design Criteria document be prepared in consultation with GRCA, stormwater management practitioners, developers and other stakeholders.

Short-Term (2012-2021) Projects:

- Schedule A/A+ projects are pre-approved under the Class EA process.
- Implementation plan for the recommended projects are presented in Attachments #3 and #4, of Council Report.
- Implemented as part of road reconstruction, infill, intensification and other development projects.
- Green Meadows and Waverley Drive Stormwater Quantity Facilities, undertaken as separate Schedule B Class EAs.
- Imperial Road Quality Facility, undertaken as separate Schedule B Class EA.

Long-Term (> 2021) Projects:

- Schedule A/A+ projects are pre-approved under the Class EA process and will be implemented as part of road re-construction, infill, intensification and other development projects.
- Recommended long-term SWM projects are presented in Attachment # 5.
- The long-term Schedule B projects have been developed to meet Phases 1 and 2 of the Class EA process.
 - *Separate Schedule B Class EAs and Public Consultation to be completed prior to implementation.*
- Council approval required for individual projects as part of the City's annual budget process either as part of road or development projects, or as stand-alone SWM storage facility projects.

Infrastructure costs over time.

- Top 25 Prioritized Capital Projects
 - 2012-2021
 - \$15,760,000
 - *Downspout Disconnection \$630,000*
 - *Facilities \$1,446,000*
 - *Storm Sewer Upgrades \$13,684,000*

- All Capital Projects (Long Term)
 - Greater than 2021 horizon
 - \$63,494,000 - \$15,760,000 = 47,734,000

- Development Charges:

- Cash-in-Lieu Payments:
 - Collected from new developments for joint SWM facility.
 - Could be used for constructing the Stormwater Quality Retrofits identified in the Master Plan.

- Stormwater Area Rates:
 - 'Area Rates' involves the extension of 'user fees'.
 - Justification based on significant cost of replacing and upgrading existing storm infrastructure to minimize flooding risks.
 - Other municipalities have implemented stormwater Area Rates in Ontario.
 - Based on Master Plan recommendations a feasibility study on Area Rates is being recommended.

- Federal / Provincial Grants:
 - Available grants from senior levels of government could also be used to fund SWM Master Plan projects and programs.

Thank you

QUESTIONS?

COMMITTEE REPORT



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

SERVICE AREA Planning & Building, Engineering and Environment
DATE June 20, 2011

SUBJECT **The Highland Companies' Melancthon Township Quarry Proposal - Assessment of Impact to Guelph's Water Supply**

REPORT NUMBER

SUMMARY

Purpose of Report:

To provide Committee with staff's review of the potential impacts of the proposed quarry on Guelph's water supply and to advise Council of the status of the GRCA's review of the proposed quarry with respect to the broader watershed.

Committee Action:

To receive the report.

RECOMMENDATION

"THAT the Planning & Building, Engineering and Environment report dated June 20, 2011 regarding The Highland Companies' Melancthon Township Quarry Proposal be received;

AND THAT the Planning & Building, Engineering and Environment report dated June 20, 2011 regarding The Highland Companies' Melancthon Township Quarry Proposal be forwarded to Liz Sandals, MPP, the Ministry of Natural Resources, the Township of Melancthon and the Grand River Conservation Authority."

BACKGROUND

In response to correspondence received regarding concerns related to the above mentioned quarry proposal, staff has been asked to review the potential impact of the quarry development, as related to the quality and sustainability of Guelph's water supply. We have also attached a letter from the Grand River Conservation Authority (GRCA) regarding their review of the proposed quarry and their requests for more detailed information to complete their assessment of potential environmental impacts on the broader watershed.

SUMMARY

Based on staff's technical review, the proposed quarry operation falls outside of the Speed River Subwatershed and is not considered to be a concern with respect to either the quality or sustainability of Guelph's water supply.

Although our water supply is not expected to be impacted by this development, thorough reviews by the regulatory agencies and affected municipalities should be conducted to ensure that adverse impacts on municipal water supply systems and on the environment are eliminated or minimized. Given the City's concerns regarding the River Valley Development Dolime Quarry, agencies should consider such issues as:

- Excavation into aquitards thereby exposing municipal water supply aquifers to surface water and affecting municipal water quality;
- Extensive dewatering operations that reduce groundwater quantity; and
- The long-term care and safe closure of quarries to prevent future water supply impacts.

In addition, staff are not commenting on, nor endorsing the technical merit of the proposed quarry development, the environmental impact, or the associated public process.

REPORT

The quarry application is posted on the Environmental Bill of Rights Registry (#011-2864). The comment period has been extended to July 11, 2011.

Available information and correspondence from the Grand River Conservation Authority (attached) indicates that the proposed quarry license limit is coincident with, or outside of the Grand River Watershed boundary and falls within the Pine River Watershed, flowing to Georgian Bay and lies within the jurisdictional area of the Nottawasaga Valley Conservation Authority. The GRCA has raised concerns about potential impacts of the quarry operation on the Grand River watershed. The GRCA have noted that if impacts from dewatering of the quarry are not properly mitigated, the effects could extend into the Grand River Watershed. The GRCA have recommended that the commenting period be extended to allow sufficient time to resolve the technical questions raised. The GRCA have also submitted hydrogeological comments on the proposal and have recommended that the application ***not*** be approved at this time.

While the GRCA has raised concerns about potential impacts of the future quarry operation on the Grand River, it should be noted that Guelph is located in the Speed River subwatershed and the Speed River drains into the Grand River, south of Guelph in Cambridge. If there are impacts to the Grand River from the proposed quarry, they would not affect flows in the Speed River. Guelph would not be affected by impacts on the Grand River from the quarry if they were to occur. None of the City's water supply is derived from the area of the proposed quarry. The City's wellhead protection areas, which define the groundwater capture zones for the City's water supply wells, are shown in Attachment #1. As shown in the map, the 25-year capture zones extend a distance of about 8 km north of the City while the proposed Melancthon Quarry is located more than 45 km to the north. While the City's steady state capture zones would extend further to the north, they would not be affected by any water extraction programs associated with the quarry.

For additional context, the quarry operations are proposed for what is called the Amabel Formation (also known as the Gasport Formation) which is the same rock formation that the City uses for its water supply aquifer. The Amabel/Gasport Formation is extensive in Southern Ontario and extends from the Bruce Peninsula in the north to the Niagara Peninsula in the south. While it is the same bedrock formation, the City's water supply aquifer is separated from the quarry by several subwatersheds which effectively isolates the Guelph water supply aquifer from any potential impacts associated with the proposed quarry.

Staff strongly support the need for thorough reviews by the regulatory agencies and affected municipalities in the area of new and existing quarries to ensure that adverse impacts on municipal water supply systems and on the environment are eliminated or minimized.

CORPORATE STRATEGIC PLAN

6.3 A safe and reliable local water supply.

FINANCIAL IMPLICATIONS

N/A

DEPARTMENTAL CONSULTATION

Consultation was conducted between Water Services and Wastewater Services.

COMMUNICATIONS

The Grand River Conservation Authority was consulted.

ATTACHMENTS

1. Correspondence from F. Natolochny/GRCA to C. Laing/Ministry of Natural Resources re: The Highland Companies Proposed Melancthon Quarry Application, dated April 26, 2011;
2. Map Illustrating Guelph Well Head Protection Zones

Prepared By:

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April 26, 2011

Mr. Craig Laing
Aggregate Resources Officer
Midhurst District MNR
2284 Nursery Road
Midhurst, Ontario
L0L 1X0

Dear Mr. Laing:

Re: The Highland Companies Proposed Melancthon Quarry Application

The Grand River Conservation Authority has received notice of a complete application by the Ministry of Natural Resources and a set of reports in support of a proposed quarry in Melancthon Township by the Highland Companies.

Given the volume of the material provided, we have not been able to undertake a comprehensive review to provide comments, but due to the timelines provided are offering preliminary comments, trusting that any further comments would be considered. We request additional time to complete and coordinate a review. Coordination of commenting timelines with the municipal approvals process may be appropriate for this application.

The Membership of the GRCA has provided a formal request for extension of the commenting time frame under separate cover. The notification is also provided below:

Please be advised that the members of the Grand River Conservation Authority at their General Meeting held April 14, 2011 passed Motion No. CW49-11 as follows:

“WHEREAS the Township of Melancthon passed a Motion on March 24, 2011 requesting that the Minister of Natural Resources authorize a 120 day extension of the date for final comments with respect to The Highland Companies application under the *Aggregate Resources Act* for a Class A, Category 2 Licence for a dolostone quarry on 2,316 acres located in the Township of Melancthon;

THEREFORE BE IT RESOLVED that the Grand River Conservation Authority supports the Township of Melancthon’s request for the extension;

AND THAT a copy of this Motion be circulated to the Minister of Natural Resources, the Premier of Ontario, all Grand River watershed municipalities and Members of Provincial Parliament and Conservation Ontario”.

We do not agree with some of the information in the plans and reports relating to the jurisdictional boundary between the Conservation Authorities. The reports suggest that 2 hectares of the proposed licenced area is within the Grand River Conservation Authority. Our information suggests the licence limit is coincident with, or outside, our watershed boundary, as shown on the

attached sheet. The area in question is characterized as an internally drained depression area that does not directly drain to either watershed. As such, we believe the application is within the jurisdictional area of the Nottawasaga Valley Conservation Authority. However we have an interest in reviewing and commenting on the proposal as it has a potential to impact ground water resources within our watershed. Clarification on the jurisdictional boundary should be done in the near term by advising the applicant, and requesting additional clarification on the rationale for these statements.

Conceptually, we have difficulty with the premise of perpetual pumping to maintain required mitigation measures for the proposed operation. As such, an analysis of the operation without pumping/recharging should be considered. The reports predict less than 1 m of drawdown within 100 m, but that is with the groundwater management system active. The reports have not presented the base case (unmitigated) scenario, which would likely have significant impacts extending some kilometres from the quarry. As impacts could extend upgradient without mitigation, impacts to groundwater could extend into the Grand River watershed. We are not able to determine what potential impacts could arise without this analysis. We are attaching preliminary technical comments from our technical review of the hydrogeological report for your consideration. As noted above, these are preliminary in nature due to the limited review time allotted.

The Study Area identified in the reports has been expanded from the Aggregate Resources Act minimum of 120 metres adjacent to the Proposed Licence Area to 500 metres surrounding the Proposed Licenced Area. While recognizing, and appreciating that the report has gone beyond the minimum requirement, the potential for impacts appears to be predicated on the mitigation measures functioning as intended and does not provide analysis for potential impacts that may arise from failure of the mitigation measures proposed. The area of potential influence to groundwater from the proposal, with and without mitigation measures functioning, should be considered before scoping the study area boundary.

We have not undertaken review of the potential impacts to natural features in the vicinity of the proposed licenced area as there is insufficient information provided in the hydrogeological analysis to allow for consideration of potential impacts. We would anticipate undertaking a review, and providing comments once the hydrogeological model, including existing, during excavation, mitigated and unmitigated states are available.

We recommend that this application not be approved at this time, and that the commenting period be extended to allow sufficient time to resolve the technical questions outlined above and in the attached technical memorandum attached.

We trust these comments will be helpful. If you wish to discuss them further, or require clarification on the points provided, please contact me.

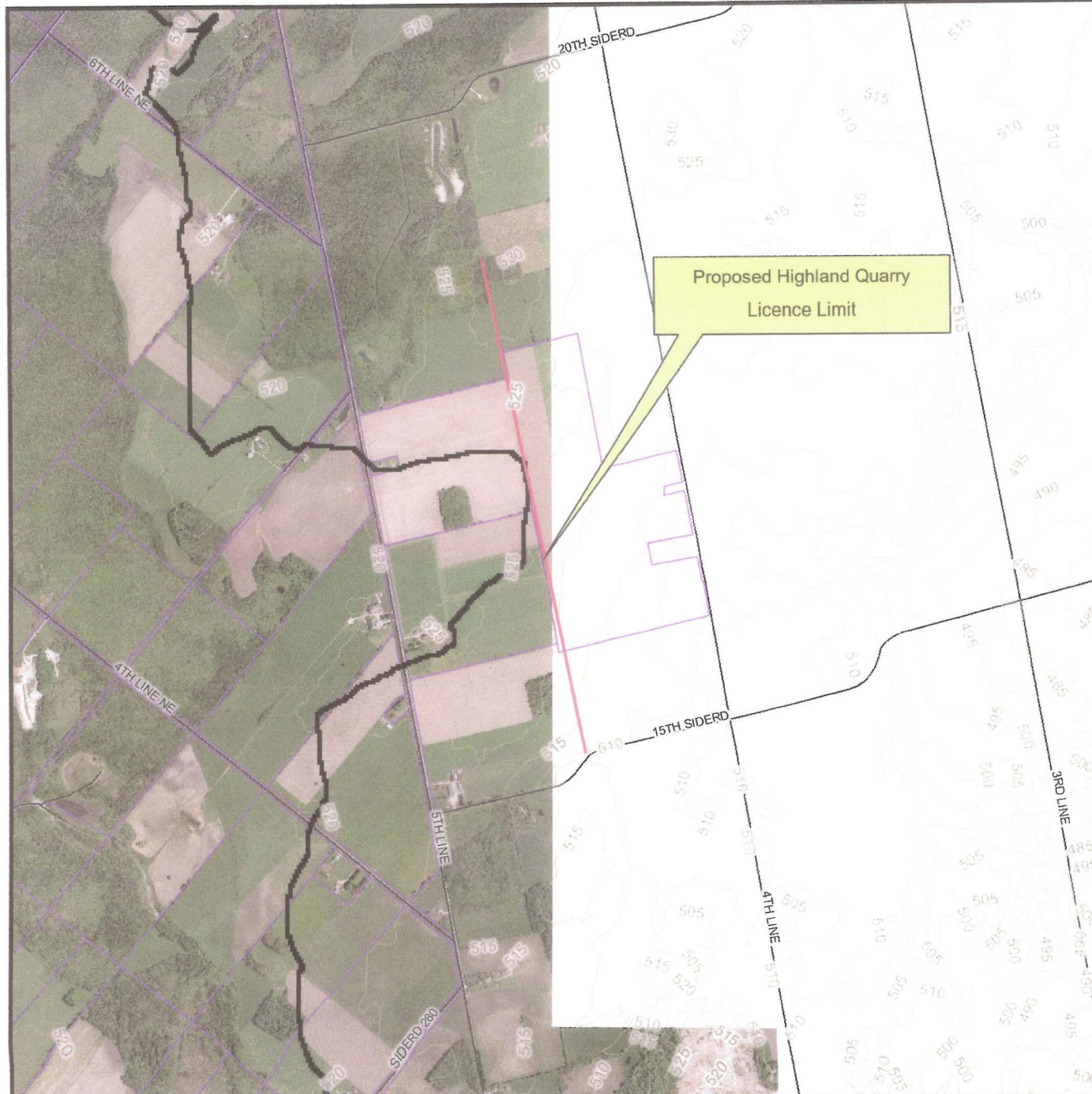
Yours truly

A handwritten signature in cursive script, appearing to read "F. Natolochny".

Fred Natolochny
Supervisor of Resource Planning
Resources Planning

Encl.

cc. Nottawasaga Valley Conservation Authority
Township of Melancthon
The Highland Companies



LEGEND

-  WATERSHED BOUNDARY (GRCA)
-  UTILITY LINE (NRVIS)
-  ROADS-ADDRESSED (MNR)
-  RAILWAY (NRVIS)
-  MUNICIPAL BOUNDARY (GRCA)
-  PARCELS-PIN (Teranet)
-  CONTOUR 5m (NRVIS)
-  PARKS (GRCA)
-  BUILT-UP (MNR)
-  BUILT-UP PERVIOUS
-  BUILT-UP IMPERVIOUS

Proposed Highland Quarry
Licence Limit

GRCA Disclaimer

This map is for illustrative purposes only. Information contained hereon is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.

The source for each data layer is shown in parentheses in the map legend. For a complete listing of sources and citations go to:

<http://grims.grandriver.ca/docs/SourcesCitations1.htm>

0 300 600 900 1200 m.

NAD 1983, UTM Zone 17

Scale 1:25,529





GRAND RIVER CONSERVATION AUTHORITY

MEMORANDUM

TO: Fred Natolochny
FROM: Gregg Zwiers
DATE: April 19, 2011
CC:
RE: GRCA Hydrogeological Comments
Proposed Melancthon Quarry Application,
Hydrogeologic and Hydrologic Assessment,
Volumes 1 through 4

The Grand River Conservation Authority (GRCA) reviewed the report *Proposed Melancthon Quarry Application, Hydrogeologic and Hydrologic Assessment, Volumes 1 through 4* (January, 2011), prepared by GENIVAR Inc. Although the proposed quarry lies within the Nottawasaga Valley Watershed, a small portion of the identified area of interest appears to extend into the Grand River watershed and hydrogeologic impacts related to the proposed quarry are likely to extend into the Grand River watershed. The legislated 45 day timeline available for review was not sufficient to thoroughly examine the substantive and detailed documentation provided as part of this application. Nonetheless, our preliminary comments on the hydrogeologic work conducted in support of this application are provided below.

1. We note that there do not appear to be any monitoring wells or flow gauges related to the project within the Grand River watershed. This means that baseline conditions cannot be established for areas within the Grand River watershed and, consequently, there is no way of assessing whether impact is occurring to any wetlands, surface water courses, or groundwater resources within the Grand River watershed. Note that there are a number of wetlands within the Grand River watershed immediately upgradient (to the northwest) of the quarry in an area where impacts could occur in the absence of mitigation. It is critical that baseline conditions in upgradient areas, including within the Grand River watershed, be established.
2. Will the impacts of the proposed quarry, in its unmitigated state, cause the groundwater flow divide to move further into the Grand River watershed?
3. We note that it may be appropriate for the proponent to make use of the stratigraphic nomenclature described by Brunton and proposed for use (Brunton, 2009 – as referenced in report). While not officially adopted, it has come into relative widespread use and provides a strong basis for interpretation of the carbonate bedrock in the study area.
4. The statement on page 18 (Volume 2) that groundwater movement in this case can be simulated as an equivalent porous medium is not supported by other comments within the report, including:
 - a. page 12 (Volume 2) “fractures and joints are common”,
 - b. page 17 (Volume 2) presence of “visible dissolution features”, sinking streams, and “springs and seeps within the Pine River”,
 - c. page 21 (Volume 2) bedrock below interface aquifer also “contains localized zones, beds, or fractures of moderate to high bulk hydraulic conductivity”,
 - d. statement on page 34 (Volume 2) that tracer moved some 70 m in a period of 2.2 hours (although not a natural gradient test) clearly indicates that preferential movement along a fracture was occurring,
 - e. page 74 (Volume 2) “most groundwater movement occurs in this deeper dolostone through the secondary porosity features”.
5. The statement on page 21 (Volume 2) that there were no continuous zones of high hydraulic conductivity that would be indicative of horizontal fractures is misleading. The boreholes drilled as part of this project are generally located a number of kilometers

apart. There is every likelihood that there are locally to regionally extensive horizontal fracture zones or sets (including solution-enhanced conduits) with higher hydraulic conductivity/transmissivity, but the drilling program was not designed to detect them. Consider that it appears that only 9 of the boreholes drilled within the study area (of approximately 72 km²) were cored (or 1 cored borehole for every 8 km²); clearly the drilling program would be unable to detect discrete horizontal fracture sets that could be extensive. While a hydraulic testing program in the absence of a cored borehole could be expected to detect discrete fracture sets and possibly comment on their connectivity, details on the packer testing program used in this case are not clear. Table A2 and Table B2 seem to contradict each other in terms of packer spacing or were there two series of packer tests in these boreholes?

6. The statement on page 22 (Volume 2) that groundwater movement through bedrock is typically slower than through a porous material (despite the following statement on secondary porosity) is completely misleading in this depositional environment. Groundwater movement through the carbonate bedrock in southern Ontario can be exceptionally fast (on the order of 10s or more metres/day) compared to movement through a porous medium (a few m to 10 or so metres/year), particularly if solution-enhanced features are present (100s or more metres/day). The groundwater moving through the bedrock within the setting of the proposed quarry would be expected to move very fast.
7. The discussion included on the Dundalk Municipal water supply is out of date.
8. Note that as part of this work in support of the proposed quarry, only water wells within 500 m have been inventoried. While this is consistent with (or in excess of) the requirements under the Aggregate Resources Act, the dewatering impacts of a quarry can easily extend for several kilometers, so it would be advisable to extend the inventory to a radius of 2 to 3 km.
9. The assumption on page 62 that agricultural water use is continuous and 100% consumptive is not credible. See the Water Budget for the Grand River Watershed for a thorough and carefully considered discussion on the actual agricultural use as compared to permitted volumes and the degree of consumption (although the definition used is slightly different). The assumption that industrial (aggregate) use is 0% consumptive is, similarly, not credible.
10. A base case has not been presented. It is essential that the impacts of the proposed quarry in the absence of mitigation efforts be presented. At present it is not possible to assess possible impacts to nearby wetlands, streams, springs, etc. in the absence of mitigation or in the case the proposed mitigation fails or is less than completely effective.
11. A number of important details on the proposed water management system are not provided in the report; we calculate the following based on the figures and statements in the text:
 - a. the length of the recharge system (wells and force mains) will be approximately 27 km,
 - b. the number of recharge wells required will be, at minimum, 535, with the potential to add more to address problem areas,
 - c. there will be 16 sumps with high-lift pumps, plus about 38 km of basal trenching.
12. The planned rehabilitation use, as indicated on page 63, is intended to be agricultural. This means that the quarry must be dewatered at a rate possibly exceeding 600,000 m³/day (600,000,000 litres/day) perpetually, which would seem challenging. With regard to the proposed water management system we provide the following comments:
 - a. Who will be responsible for the system? "Authorities" are referenced on page 69, but it's unclear who this refers to. It would seem unreasonable to ask a public agency to assume responsibility for this exceptionally large and highly complex system, especially prior to its implementation (in our opinion the approach is unproven in this setting).
 - b. The figure of 600,000 m³/day is a steady state calculation. While the storativity in bedrock systems is generally low, there will be an initial rate that will be somewhat higher as groundwater is removed from storage. Has the dewatering

rate required during initial stages through complete quarry excavation been considered?

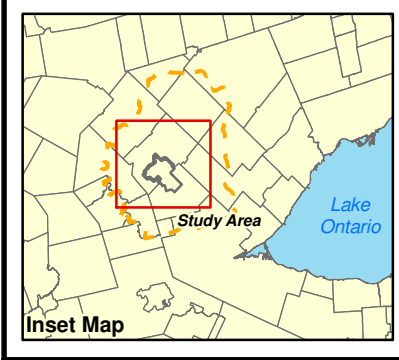
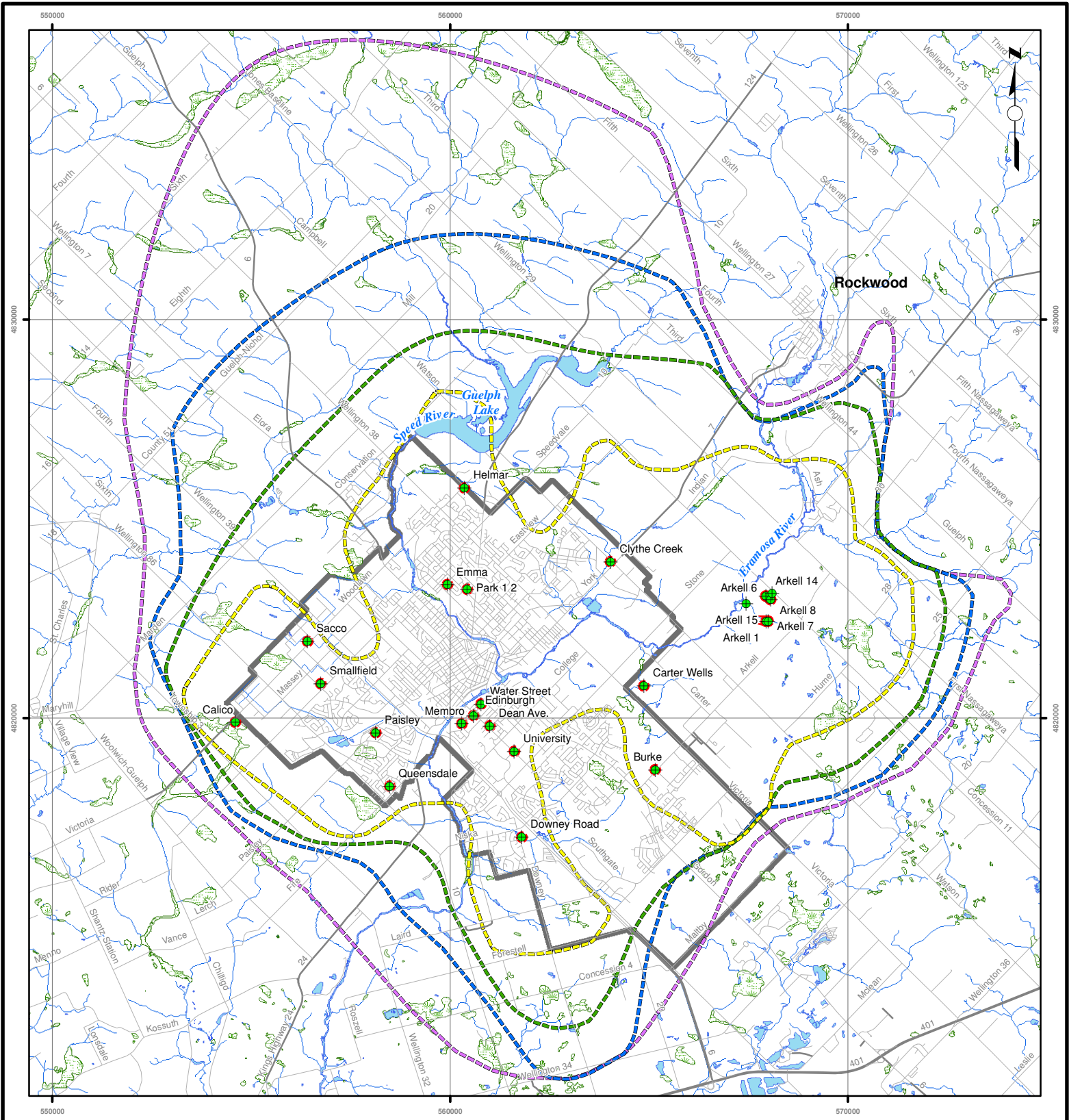
- c. It is indicated on page 72 that there will be little upward movement of groundwater into the proposed quarry. While the permeability of the underlying rock is believed to be somewhat low, the dewatering will create an enormous upward gradient into the quarry. It seems unreasonable to discount this component of groundwater flow. While the numerical model may not have quantified any significant component of upward flow, it's important to keep in mind that the model would appear to extend to the top of the Cabot Head Formation (is this the case? It's quite difficult to reconcile the modelling report with the actual geology – Layer 5 appears to end at the top of the Cabot Head – a cross section of the model layers would be helpful), which means that the base of the quarry essentially occurs at or very near the base of the model. Aside from representing a poor boundary choice (likely interference in the area of interest by the boundary condition at the base of the model – i.e. no flow), the simulation is effectively pre-constrained from indicating that there is any upward flow here.
- d. On page 73 it is indicated that a similar system is operating at the Milton Quarry and that the Milton Quarry is situated in the same setting as the proposed quarry. In attempting to confirm this in the short time frame available, we were only able to determine that a similar system is *proposed* for the Milton Quarry expansion and that, if such a system is currently operating there, it is doing so on a very small or pilot scale (our understanding is that there is a short length of recharge wells operating with the intent of protecting 16 Mile Creek). It would be helpful if this discussion could be expanded to thoroughly discuss the actual, current operation of the Milton system, how successful that system has been, any problems they may have encountered in its operation and how they have dealt with them, and any other items that may inform the review of this proposal. Although the application indicates that the hydrogeologic setting is the same, in our opinion, the hydrogeological setting is markedly different. Our understanding is that the Milton Quarry is located adjacent to the Niagara Escarpment, which would be the dominating influence on the local groundwater flow. While the actual rocks can be said to be similar, the hydrogeological setting is obviously completely different. In a general sense, we're not aware of any similar recharge systems in operation in a fractured rock environment; it would be most helpful if the proponent could provide additional examples.
- e. The potential clogging of recharge wells is discussed on page 77, but the conclusions are not supported in the text. Bacterial growth and chemical precipitation will be minimized by limiting atmospheric exposure – how? Groundwater, potentially quite old and of significantly varying geochemistry over the depth of the quarry, will be mixed and transferred internally along the basal trenches to the sumps. It seems there will be a significant opportunity for interaction of this mixed groundwater with the atmosphere prior to being conveyed to the groundwater management system for recharge. Further, the mixing of groundwater alone can be sufficient to cause clogging problems due to chemical precipitation. The groundwater will also be mixed with rainwater and snow melt, further complicating the geochemical issues.
- f. On page 77 it is indicated that the service life of the recharge wells will be suitable for continuous operation; what does this mean? Does this mean that the recharge wells are anticipated to last indefinitely, or to last indefinitely with maintenance, or that a replacement program will be in place?
- g. On page 79 a potential hydraulic barrier is discussed if eventually required, but there are no details on what is actually being proposed (e.g. grout curtain?).
- h. Has the increased hydraulic conductivity that will develop near the quarry face (due to blasting effects, stress release, freeze-thaw cycles, dissolution due to the addition of acidified (from atmospheric exposure) water, etc.) been accounted for in the design of the groundwater management system? The permeability on the

- quarry side is likely to increase with time, causing an increase in the volumes of water requiring handling at the proposed quarry.
- i. Has the impact of partial or complete failure of the various components of the groundwater management system been considered? Are there contingency plans or back up plans in place or proposed?
 - j. The monitoring program is only briefly discussed; presumably a detailed Adaptive Management Plan will be developed in concert with MNR, MOE, Conservation Authorities, and local municipalities?
 - k. How has the likely anisotropy or significant heterogeneity been accounted for? It's highly likely, particularly with 27 km of recharge wells, that there will be sections of the perimeter in which it is difficult or impossible to counteract the impacts of the quarry dewatering due to heterogeneity or where, despite high injection rates, dewatering impacts will be observed at locations beyond the recharge wells.
 - l. Will the proposed construction of the recharge wells (over both the interface aquifer and deeper into the dolostone below) provide sufficient recharge to the lower units to prevent dewatering within those zones? It's certainly possible that a successful implementation of the groundwater management system within the interface aquifer will not mitigate impacts within the units underlying it.
 - m. The uniform provision of water to the 27 km perimeter of the quarry and injection into 535 or more recharge wells will be enormously challenging and require considerable ongoing expertise.
 - n. The groundwater management system has only been evaluated in a conceptual sense through the use of a highly simplified (over simplified in our opinion) numerical model using the equivalent porous medium approach; actual implementation of the system is likely to be exceptionally complex, extremely costly, and challenging. At this stage, we consider this approach, in this setting, unproven. It would be helpful if the proponent could provide examples of groundwater management systems, similar in scale and size and in similar geologic and hydrogeologic settings.
13. It is difficult to understand the construction of the numerical model with the figures provided (a cross section or series of cross sections to provide an understanding of the layering would be helpful). As we understand it, the numerical model is constructed as an equivalent porous medium of 5 layers with layer 1 being overburden, layer 2 the interface aquifer, layer 3 the lower interface aquifer and transition zone below, layer 4 the dolostone below the transition zone (up to 100 m in thickness), layer 5 the dolostone with shale sitting on the Cabot Head Formation (is this correct?) (up to 3 m thick). On this basis, we make the following comments:
- a. The thickness of layer 4 would preclude any understanding of the vertical movement of groundwater or for representing vertical heterogeneities (aside from adjusting the $K_h:K_v$ ratio) in the volume of rock between the transition zone and the zone that is 3 m above the base of the model.
 - b. As noted above, the base of the quarry appears to be at or very near the base of the model. If this is the case, the results will, obviously, be highly influenced by the boundary of the model.
 - c. The southeast extent of the model domain is within a couple of hundred metres of the quarry face, although the figures seem to indicate that the Escarpment is a little further off; is this the case? If so, in our opinion this boundary of the model will unduly influence the results in this area of the model.
 - d. On page 21 (Volume 3), there is a reference to WMC (2003) which is missing from the list of references.
 - e. A base case has not been provided. A base case would have been produced as part of the modelling exercise and it is critical to include an assessment of the unmitigated impacts of the quarry dewatering in this document. There are a number of wetlands to the north and northwest of the proposed quarry and it's

important to understand the potential impacts on those in the absence of mitigation.

- f. Figure H-19 provides the calibration statistics against the MOE water well records, which don't seem to represent a particularly well-calibrated model. Has calibration against streamflows or spring discharge locations been attempted?

Report prepared by Gregg Zwiers, M.Sc., P.Geo., Senior Hydrogeologist with the Grand River Conservation Authority.



LEGEND

- Water Supply Wells
- Wetland
- Open Water
- 100m (WHPA-A)
- 2yr (WHPA-B)
- 5yr (WHPA-C)
- 10yr (WHPA-C1)
- 25yr (WHPA-D)
- Roads (collector)
- Expressway / Highway
- Rivers / Streams
- City of Guelph Boundary

REFERENCES:
 Base Data - City of Guelph, 2009; GRCA, 2008, CVC, 2008, Ministry of Natural Resources, 2008
 Produced using information under License with the Grand River Conservation Authority. Copyright © Grand River Conservation Authority, 2008
 Projection: UTM Zone 17N, NAD 83
 Map Version: 2; Map Date: 4-Mar-10; Created By: CC

**City of Guelph Source
Water Protection Project**

AquaResource Inc.
Integrity • Technology • Solutions

Figure 11.
Wellhead Protection Areas

Prsentation to the Planning and Bulidng, Engineering an Environment Committee
June 20, 2011
City of Guelph Response to the Melancthon Megaquarry

Dr. Karen Balcom
Kbalcom2@gmail.com

I would like to begin by thanking this Committee, the City Council and City Staff for their attention to this issue over the last two months. Like councilwoman Piper (as quoted in the Guelph Mercury) I was relived to read that City Staff has concluded that the neither the Speed River nor the underwater aquifer sourcing of drinking water for the city of Guelph appears threatened by the proposed Melancthon Mega-quarry. This is information I need, information this council needs, and information the people of Guelph need.

My feeling of relief, however, is very narrow and I would almost say superficial. When I read the GRCA report on the quarry project and our city staff report alongside the growing challenges to quarry plan from hydrogeologists, environmentalists and wildlife experts, I feel that this issue remains very, very significant and remains very much a live issue for the people of Guelph and for this Council. My job today is to lay out why I still believe this Council should take action with respect to the quarry proposal, what action I suggest, and how that action rolls directly from the comments in the city staff report.

To say our water is "safe" is to beg the question of how, exactly, we conceive of our water security as separate from that of our very near neighbours and indeed of the larger region of which we are a part. It is no longer any more than a commonplace to say that water security will be one of the great environmental, political and economic challenges for our children's generation. Here, the specifics of the GRCA report on the mega quarry must give us pause. The GRCA (along with other scientific bodies reviewing the quarry proposal) is very skeptical that the massive system of dewatering, pumping, and re-instertion of water on which this quarry depends will work in either the short term or the long term. Further, the GRCA report clearly implies that the water sourcing implications of a failure in this system could be vast, and they point out that no one (notably, the proponent Highland Companies) has produced the studies that lay out what the consequences of a short term or long term failure in that system would be.

I realize that I am making a long-term and broad argument for the interest of all Ontarians – perhaps as Michael Chong has argued all Canadians – for a far more careful review of this project. I also realize that while you may follow the moral logic and even the economic implications I am laying out - I certainly hope that you do – in order for you to act as a Council you need a compelling connection to the interests of this municipality and its citizens. Let me give you that argument.

One of the current sites of activism in response to the quarry proposal is to push for this project to be designated as coming under the aegis of the province's Environmental Assessment Act. As Councilors will know, this act pertains, in the first instance, to publicly funded projects. There is provision, however, under section 3(b) of the act for a privately funded project to be designated as a major commercial or business enterprise coming under the terms of the act. Such a designation would trigger a far wider scientific investigation of the proposal leveraging public resources and requiring more study funded by the proponent. It would also lead to a process of much wider public engagement and comment that could include discussion of problems with the current Aggregate Resources Act process. That is, an EAA designation for the Melancthon Mega-quarry would mean more science, more public discussion and more policy review. The group leading the push for the environmental review, CAUSE (Citizen's Alliance for a Sustainable Environment), has argued that the Ministry of Natural Resources simply does not have the staff resources needed to undertake the necessary study of a project of this scope. In my recent meeting with MPP Sandals, she stressed to me that the scale of this project raises significant policy questions that are, at best, imperfectly captured in the existing review (ARA) process but which will establish precedent for future proposals.

Let me, finally, connect the request for an EAA review directly to the staff report in front of you. The City Staff has argued that, "Although our water supply is not expected to be impacted by this development, thorough reviews by the regulatory agencies and affected municipalities should be conducted to ensure that adverse impacts on municipal water supply systems and on the environment are eliminated or minimized." I quote further, "staff strongly support the need for through reviews by regulatory agencies and affected municipalities in the area of new and existing quarries to ensure that adverse affects on municipal water supply systems and on the environment are eliminated or minimized." And, finally, I quote Councilwoman Piper, " We have to keep our eyes on these, because we are one of the largest municipalities in Canada that's solely dependent on groundwater. We can expect to be under the same pressure."

I have given Council, in the addendum to the agenda, the list of arguments in favour of a designation as prepared by CAUSE. My request is that this Council pursue its own self-interest by joining other citizens, municipalities, conservation authorities and environmental groups in the request that the Melancthon quarry be designated as falling under the EAA. The mode for this request would be a Council resolution or a longer document directed to the Minister of the Environment. I can see no downside for this Council in this course of action, but as we look to the future – in a wider sense of commitment to water security or in a narrower sense of protecting Guelph's water- the payoffs could be very significant.

I thank you.

Submission from Karen Balcom re PBEE-A.26

The Highland Companies' Melancthon Township Quarry Proposal – Assessment of Impact to Guelph's Water Supply

The document repeated below is a list of “talking points” developed by CAUSE (Citizen's Alliance for a Sustainable Environment) arguing that the Melancthon Quarry should be designated as a private sector project coming under the terms of the Ontario Environmental Assessment Act. I will speak to Guelph's role in the request for an EAA assessment in my comments to Council.

THE HIGHLANDS COMPANY MEGA QUARRY PROPOSAL OUTLINE OF REQUEST FOR AN ENVIRONMENTAL ASSESSMENT

The following is an outline of talking points to be included in letters requesting that the Ministry of the Environment designate the Proposed Mega Quarry as a Major Commercial or Business Enterprise or Activity pursuant to ss. 3(b) of the Environmental Assessment Act (the “Act”), which would in turn require that it be made subject to a full environmental assessment.

1. The Proposed Mega Quarry is unprecedented in its size, magnitude and potential impacts on the natural environment, the local agricultural industry and local communities.
2. This is the largest quarry proposal ever presented in Canada. The Environmental Assessment Act was created in 1975 to deal with large private sector undertakings of this kind and provides a fair and reasonable legal process that is much more comprehensive than if it is simply reviewed under the Aggregate Resources Act and Planning Acts.
3. The Proposed Mega Quarry is located in a sensitive water recharge area, at the headwaters of a number of important river systems. In addition to the potential downstream impacts of excavating some 200 feet below the water table, the vast majority of residents in the area derive their drinking and other water from dug wells, which could be at serious risk from this activity.
4. The Proposal anticipates managing and manipulating approximately 600 million litres of water daily. This equates to approximately 25% of all water consumed/used in the Province each day.
5. The site of the Proposed Mega Quarry is amongst some of the most fertile agricultural land in the Province, consisting almost entirely of Class 1 agricultural soils. This area of Dufferin County was founded upon a strong history of agricultural activity, which continues to this day. The continued availability of these water resources, in their current quality and quantity, is vital to continued agricultural production.
6. The supposed dewatering process proposed by Highlands anticipates taking pristine water, that originates primarily in underground aquifers, after sitting exposed to the elements (including blasting chemical residue, particulates and other contaminants) and then pumping this standing water back into the aquifer. Pumping is to occur 24 hours a day, 7 days per week *in perpetuity*.
7. The applicant admits that its activities could have an approximate 10% impact on the Pine River inflow. This is a major impact by any count, but this impact could be even more significant at times during the year when the Pine River is already stressed due to climactic events.

Guelpth water



Ours to conserve.💧

Groundwater, Growth and Sustainability

- One of Canada's largest communities reliant solely on groundwater
- Finite water supply sources and assimilative capacity of Speed River
- Places to Grow – additional 50,000 persons by 2031
- Sustainability a guiding principle of local growth management strategy



Water Sustainability: A Guelph Priority

2006 Water Supply Master Plan

Targets:

- 10% reduction in daily water use by 2010
- 15% reduction in daily water use by 2017
- 20% reduction in daily water use by 2025

2007 Community Energy Plan / Strategic Plan

GOAL: “To use less water and energy per capita than any comparable Canadian City”



Water Conservation and Regulatory Compliance

Ontario Water Resources Act

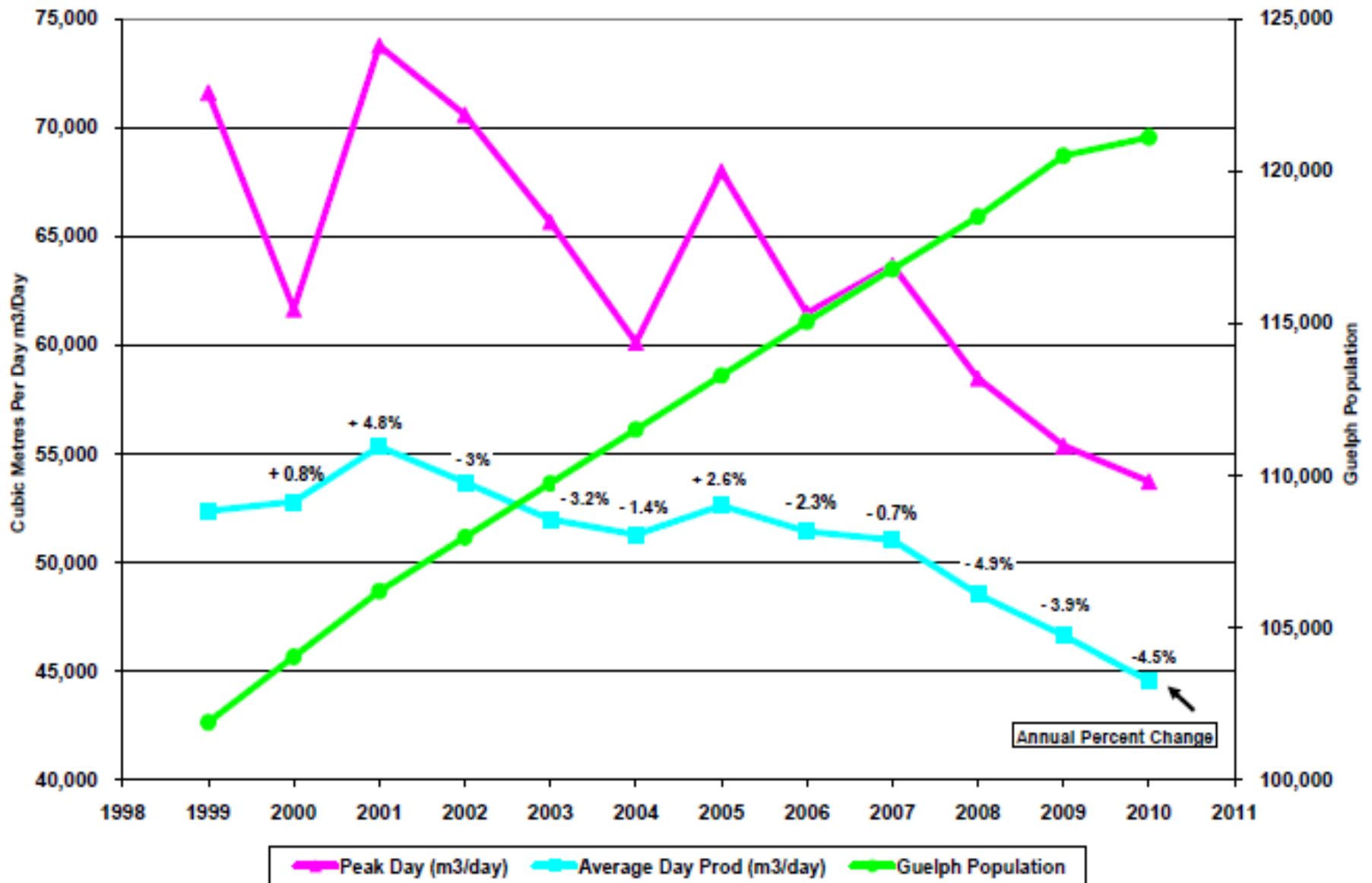
- Governs requirement for Permit to Take Water (PTTW)
- City maintains 22 PTTWs
- Renewal/New PTTW applications requires evaluation of and commitment to conservation actions

Water Opportunities and Conservation Act

- Future requirement for development of Water Sustainability Plans
- Allows Minister to implement performance targets and reporting requirements for municipal operations

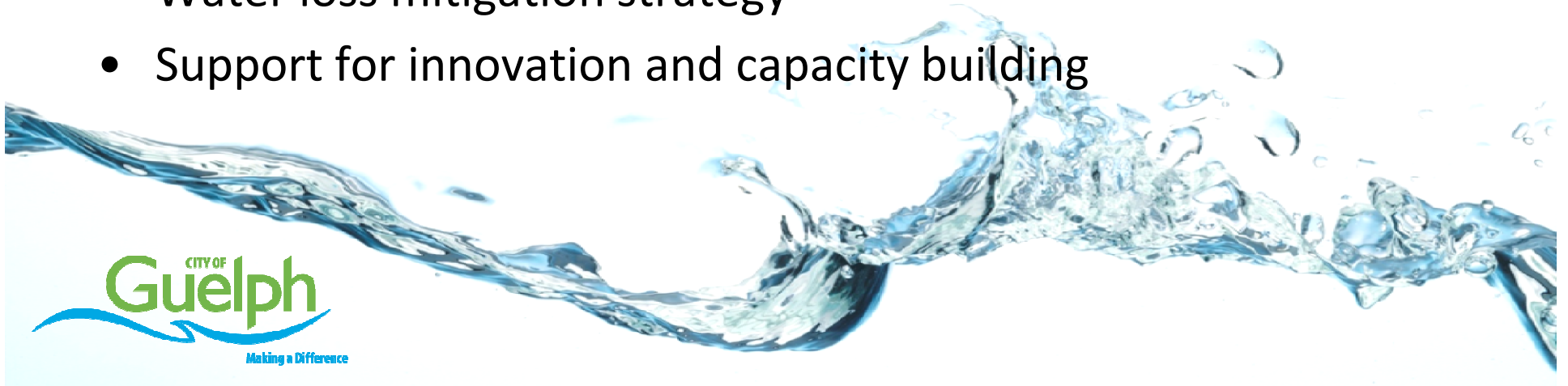


Water Production vs. Population Growth



2009 Water Conservation & Efficiency Strategy

- 10 year, \$20 million Water Sustainability Strategy
- Goal: Reduce water use by **8.7 MLD by 2019**
- **“Water/Energy Nexus” Co-benefits:**
 - GHG Reductions : **2,412 tonnes/yr CO₂ E**
 - Operational Savings : **\$141,000/yr**
- Multi-sector approach (res, multi-res, ICI, new dev, municipal)
- Emphasis on public and youth education
- Water loss mitigation strategy
- Support for innovation and capacity building



Guelph Water Conservation Program Elements

- Legislation/Bylaw
- Financial Incentives and Rebate Programs
- Municipal Facility/Infrastructure Upgrades
- Customer Metering and Water Conservation Rates
- Partnerships: Community, Corporate and NGO
- Public and Youth Education
- Social Marketing



Program Evaluation and Selection



Business Case for Water Conservation

NEW SUPPLY

Cost of new water supply and wastewater treatment infrastructure



\$3 - \$8 per litre capacity per day

VS

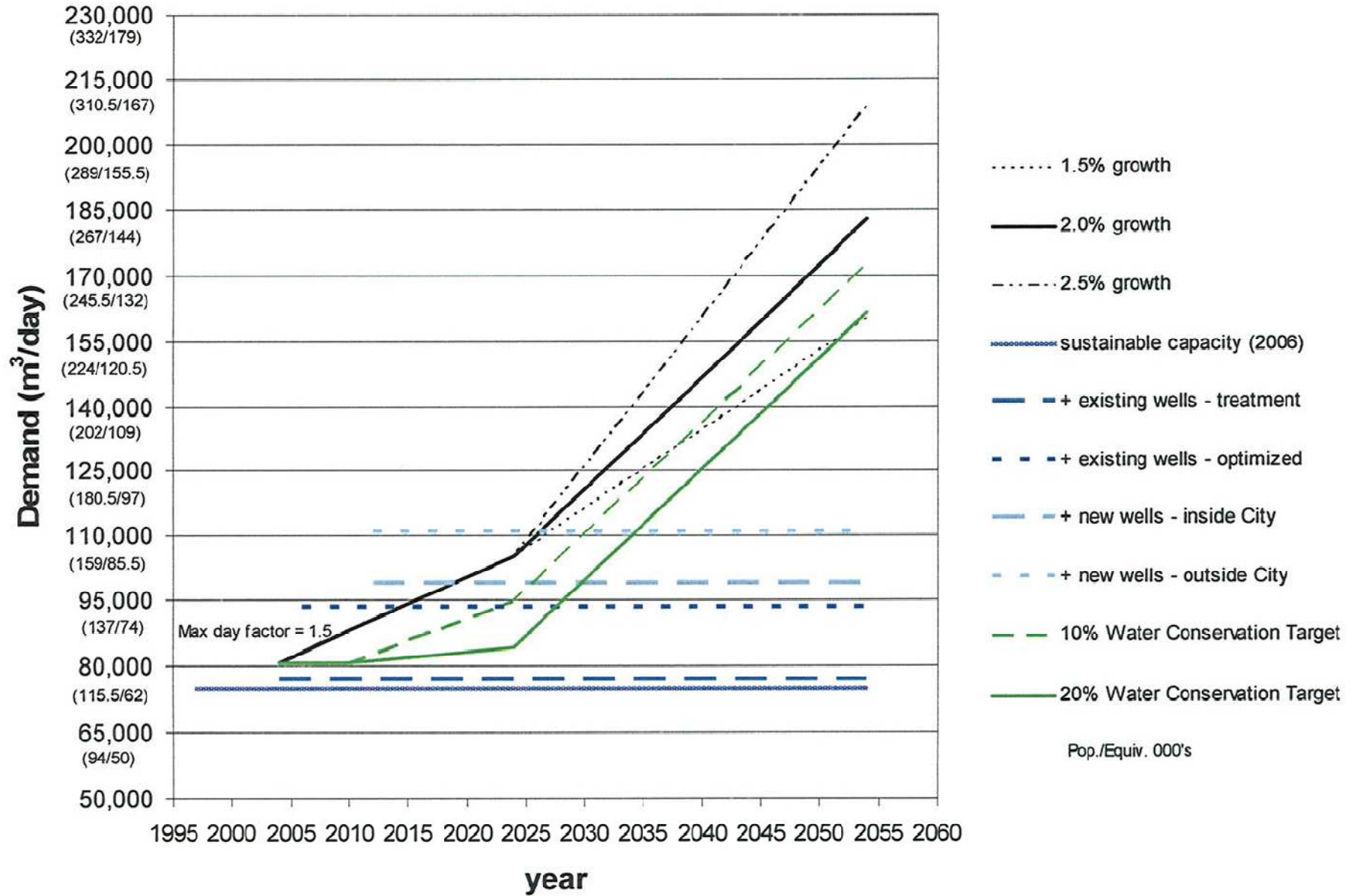
RECLAIMED SUPPLY

Cost of water and wastewater capacity regained through conservation and efficiency



< \$4 per litre capacity per day

Groundwater Supply Potential



Infrastructure Needs – 20% Conservation Target

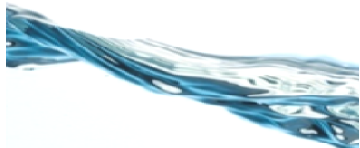
	20% Reduction Target
Status Quo	2006
Groundwater in City - new	2006
Groundwater in City - optimize	2007
Groundwater in City - new 1	2012
Groundwater in City - treatment	2016
Groundwater in City - treatment 1	2021
Groundwater in City - treatment 2	2023
Groundwater in City - treatment 3	2025
Groundwater in City - treatment 4	2025
Groundwater in City - optimize 1	Not Required
Groundwater in City - optimize 2	Not Required
Groundwater in City - optimize 3	Not Required
Groundwater in City - optimize 4	Not Required
Groundwater in City - optimize 5	Not Required
Groundwater in City - new 2	Not Required
Groundwater in City - new 3	Not Required
Groundwater outside City	Not Required
Groundwater outside City 1	Not Required
Groundwater outside City 2	Not Required
Groundwater outside City 3	Not Required
Surface Water - local	Not Required
Surface Water - local 1	Not Required
Surface Water - local 2	Not Required

	20% Reduction Target
Status Quo	2006
Expansion to 73.3 MLD	2021
Expansion to 85 MLD	Not Required
Expansion to 105 MLD	Not Required
Expansion to 125 MLD	Not Required
Expansion to 145 MLD	Not Required

Infrastructure Funding Needs (2006 Dollars):

Water: \$50 Million

Wastewater: \$17 Million



Infrastructure Needs – Reduced Conservation

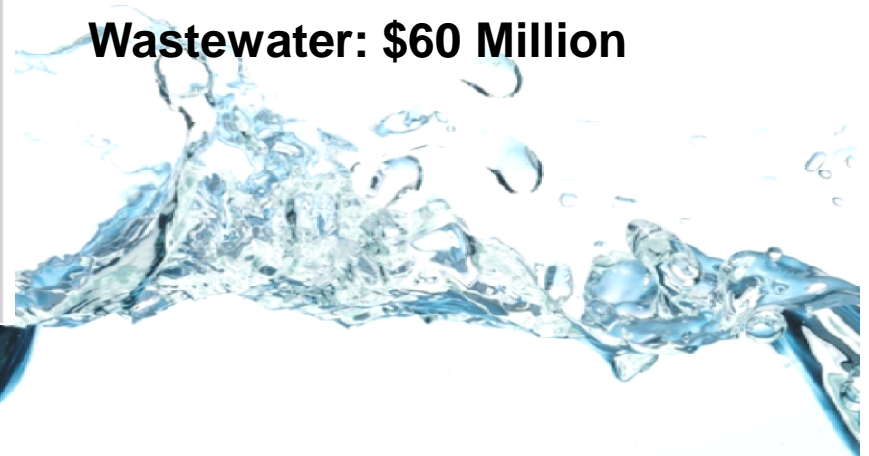
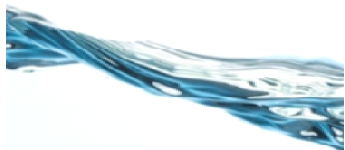
	No Conservation
Status Quo	2006
Groundwater in City - new	2006
Groundwater in City - optimize	2006
Groundwater in City - new 1	2008
Groundwater in City - treatment	2010
Groundwater in City - treatment 1	2012
Groundwater in City - treatment 2	2013
Groundwater in City - treatment 3	2013
Groundwater in City - treatment 4	2014
Groundwater in City - optimize 1	2015
Groundwater in City - optimize 2	2015
Groundwater in City - optimize 3	2016
Groundwater in City - optimize 4	2017
Groundwater in City - optimize 5	2017
Groundwater in City - new 2	2017
Groundwater in City - new 3	2017
Groundwater outside City	2018
Groundwater outside City 1	2020
Groundwater outside City 2	2022
Groundwater outside City 3	2023
Surface Water - local	2023
Surface Water - local 1	Not Required
Surface Water - local 2	Not Required

	No Conservation
Status Quo	2006
Expansion to 73.3 MLD	2012
Expansion to 85 MLD	2019
Expansion to 105 MLD	Not Required
Expansion to 125 MLD	Not Required
Expansion to 145 MLD	Not Required

Infrastructure Funding Needs (2006 Dollars):

Water: \$93 Million

Wastewater: \$60 Million



Water Conservation Program Net Benefit

Plan	Reduced Conservation Programming (2006 dollars)	20% Reduction Target (2006 dollars)
Water Supply Master Plan	\$93 M	\$50 M
Wastewater Treatment Master Plan	\$60 M	\$17 M

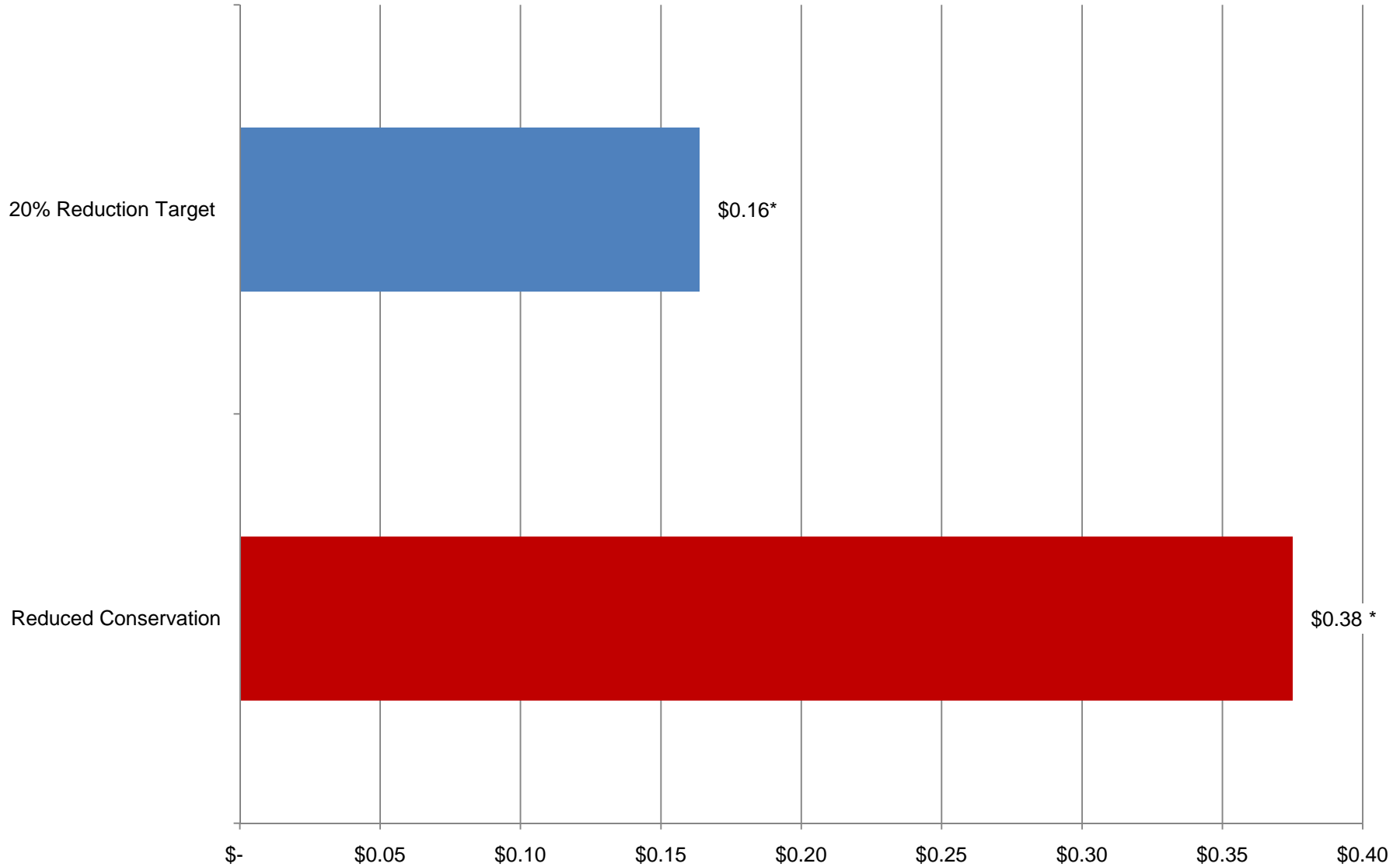
Net Benefit in Avoided Infrastructure Costs (2006 Dollars)

Water: \$43 M

Wastewater: \$43 M



Total Annual Impact to Water/Wasterwater User Rate

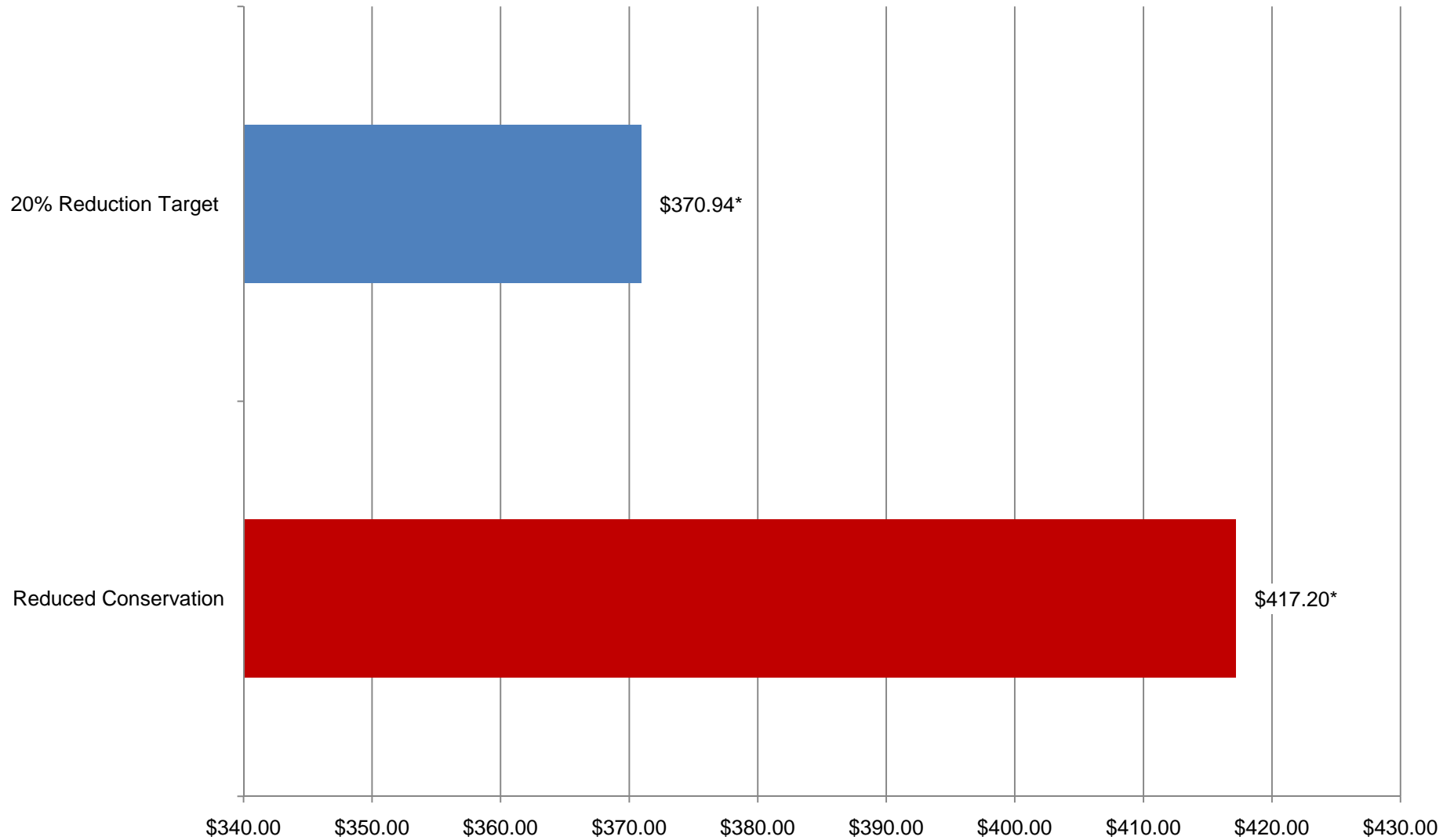


Notes:

*Example assumes 100% funding of new infrastructure requirements through user rates and \$0.01 increase to user rate for every \$140k of additional infrastructure funding.

Increase to Water Rate (\$/m³)

Household Water/Wastewater Bill Impact



Notes:

*Annual household water bill based on per capita consumption of 200L/person/day, population density of 3 ppu, and 2006 combined residential water/wastewater rate of \$1.53/m³

Annual Household Water Bill (\$/m³)

Water Conservation Program Benefits

- Accelerate water efficient technology uptake and reinforce appropriate technology selection in marketplace
- Contribute to the sustainability and marketplace competitiveness of local business through reducing overhead
- Decrease operational and capital impacts to municipality and maintain cost effectiveness of user rates
- Maintain compliance with current regulations and best position City for funding streams of Water Opportunities and Conservation Act
- Climate Change readiness/adaptation



Thank you!

Guelph water
Ours to conserve. Ours to protect. Ours to enjoy.

For more information:

www.guelph.ca/waterconservation

Wayne Galliher

Water Conservation Project Manager

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Phone: 519-822-1260 x2106



COMMITTEE REPORT



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

SERVICE AREA Planning & Building, Engineering and Environment
DATE June 20, 2011

**SUBJECT City of Guelph Water Conservation Program – Benefits
Overview**

REPORT NUMBER

SUMMARY

Purpose of Report:

To provide further information on the benefits of the City's Water Conservation Program as requested by Council during budget deliberations.

Committee Action:

To receive the report.

RECOMMENDATION

"THAT the report of the Executive Director of Planning & Building, Engineering and Environment dated June 20, 2011 entitled 'City of Guelph Water Conservation Program – Benefits Overview' be received."

BACKGROUND

The City of Guelph strives to be a leader in water conservation and efficiency. As one of Canada's largest communities reliant solely on a finite groundwater source, our ability to reclaim precious water capacity through conservation initiatives offers numerous benefits. Furthermore, as the assimilative capacity of the Speed River to accept increasing amounts of treated wastewater effluent is limited, the ability to reduce the volume of wastewater requiring treatment offers ecological benefits to the Grand River Watershed as well as financial benefits to Guelph.

Water and wastewater servicing capacity reclaimed through water conservation is the most cost-effective and immediately available source of new water supply and wastewater treatment capacity. Since 1999, when Council approved the first *Water Conservation and Efficiency Strategy*, 1,870 m³/day of average day water/wastewater capacity has been saved, allowing the City to delay the need for approximately \$7.5 million in additional water and wastewater infrastructure at a savings of \$3.9 million dollars. In addition, since 2003 when the City's *Outside Water Use Program* was first implemented, the community has reduced our annual peak day water use (i.e. the highest daily demand for water each year), by over

18,000 m³/day, thus reducing infrastructure required to meet peak demand which is experienced on only a few days each year.

Furthermore, water conservation has led to a reduction in the amount of electricity and water treatment chemicals used to treat and convey water and wastewater. This results in an annual operational savings of approximately \$130,000 per year, creating a significant financial benefit to our rate payers. As a result of such efforts, the City's water and wastewater rates remain much lower (within the 25% percentile) than that of many comparable Ontario and local municipalities.

In 2006 City Council endorsed the *Water Supply Master Plan (WSMP)*. This detailed Master Plan evaluated the water demand associated with projected growth over a 50 year planning horizon, as well as alternative sources of new water supply. Water conservation was identified as the most cost-effective and immediately available source of new water supply and was ranked as the #1 priority. The WSMP included three reduction targets based on 2006 daily water production volumes:

- Reduction of 10% (8,000 m³/day) total water consumption by 2010;
- Reduction of 15% (12,000 m³/day) total water consumption by 2015; and
- Reduction of 20% (16,000 m³/day) total water consumption by 2025

Both the *2007 Community Energy Initiative* and the *2007 Council Strategic Plan* set sustainability performance goals of using "less water and energy per capita than any comparable Canadian city." These goals continue to guide our current water conservation activities and bring greater emphasis to the relationship between water supply and energy demand.

To achieve these targets staff initiated the *Water Conservation and Efficiency Strategy (WCES) Update* in February of 2008. This award winning 10-year strategy was endorsed by Council in May 2009 and identifies the preferred program, policy and resource recommendations to achieve a further reduction of 8,773 m³/day by 2019, as well as to achieve the aggressive reduction targets of the *Water Supply Master Plan, Water and Wastewater Master Servicing Study, Wastewater Treatment Master Plan, Community Energy Initiative* and *Council's Strategic Plan*.

REPORT

Meeting the Needs of Future Growth:

The *Water Supply Master Plan (2006)* and *Wastewater Treatment Master Plan (2009)* both recommend optimizing existing water supply and wastewater treatment capacity prior to constructing new supply or treatment capacity, due to cost, ease of obtaining approvals, and environmental and social impact. Each alternative source of new water and wastewater capacity has been scheduled to match the rate of future community growth and associated water and wastewater servicing demands, with the least expensive alternatives being implemented first.

Obtaining Provincial approvals for new sources of water supply capacity is increasingly difficult, time intensive and expensive. Regulatory approvals to obtain new groundwater sources is dependent on comprehensive hydrogeological studies to demonstrate the sustainability of the water taking and the lack of impact on neighbouring permit holders and the natural environment. These requirements can

amount to many years of study with no guarantee of obtaining final MOE approvals, and are often carried out in competition with neighbouring jurisdictions and/or private landowners who are also pursuing new groundwater sources. For example, the recently approved additional supply from the Arkell Spring Grounds required over 10 years of study at a cost of over \$10 million to obtain a temporary permit from the MOE. The temporary permit requires the City to conduct further field studies to confirm the sustainability of this water source, at additional cost.

The prioritization model undertaken by both respective Master Plans identified water conservation as the first priority “source” of water supply and wastewater treatment capacity. In comparison to the alternatives, water conservation provides the highest assurance of approval, the shortest timeline for approval and the lowest cost. As such, the City’s success in reclaiming precious water and wastewater capacity through water conservation allows the City to cost effectively and sustainably service the community’s growing needs while providing additional time to establish new water supply and wastewater treatment capacity.

Regulatory Compliance:

To protect the sustainability of the Province of Ontario’s water resources, the *Ontario Water Resources Act* requires all private land owners seeking a permit for significant new water supply (50,000 litres or greater per day) to obtain a Permit to Take Water (PTTW). Guelph currently maintains 22 PTTWs, all requiring renewal, some as frequently as annually. As part of MOE’s application process for a new or renewed PTTW, the applicant must demonstrate current and future water conservation programs, which are taken into consideration by the MOE when determining whether to approve the PTTW application. Not maintaining a robust conservation program could jeopardize the City’s ability to obtain new water supplies. Furthermore, if the PTTW is approved, our conservation programs become a regulatory requirement of the PTTW upon issuance. Revisions to current conservation programming could be construed as non-compliance.

The *Water Opportunities and Conservation Act* requires municipalities and other public agencies to develop a Water Sustainability Plan, and allows the Minister of the Environment to establish performance indicators and targets for municipal water, wastewater and stormwater services and operations. Requirements of a Water Sustainability Plan include:

- an asset management plan;
- a financial plan;
- a water conservation plan;
- a risk assessment;
- strategies for maintaining and improving the service; and
- other prescribed information.

The detailed requirements of each component are not provided through the Act, however, it is anticipated that the Province will be releasing a draft *Ontario Water Conservation Strategy* and subsequent regulation for public consultation during 2011. Staff will monitor Provincial activities and report back to Council.

Financial Benefits and Operational Efficiencies:

Financial benefits of our Water Conservation Program stem from 3 core areas:

- Operational and maintenance savings associated with reduced water production and wastewater treatment,
- Cost of conserved capacity compared to the cost of new capacity, and;
- Affordability in serving future community water and wastewater demand.

When comparing costs, it is important that all costs associated with the provision of service be included. Table 1 provides the City's cost per cubic meter of water capacity reclaimed through residential water conservation incentive programs, as taken from Appendix I of the Council-approved *Water Conservation and Efficiency Strategy*. These costs not only include the financial incentives provided to residents to encourage household fixture and appliance retrofits, but also include all associated staffing, operational and maintenance costs.

Table 1: Residential Water Conservation Program

Incentive Program	Cost of Reclaimed W/WW Capacity (\$/m3/avg. day)
Toilet Rebate Program	\$2100
Clothes Washer Rebate Program	\$1940
Humidifier Rebate Program	\$2060
Floor Drain Replacement Program	\$2090

For comparison, Table 2 and Table 3 together note the cost of construction of new water and wastewater treatment infrastructure, as taken from the *Water Supply Master Plan* and the *Wastewater Treatment Master Plan*. In addition, annual operational and maintenance (O&M) costs are included in Table 2.

Table 2: Water Supply Master Plan – Cost of New Water Supply

New Water Supply	Average Capital Cost (\$/m3/avg.day)	Annual O&M Cost (\$/yr)
Groundwater in City	\$791	\$1,326,100
Groundwater Outside City	\$1,786	\$377,600
New Local Surface Water	\$3,042	\$2,854,300

Table 3: Wastewater Treatment Master Plan - Costs of New Wastewater Treatment Capacity

New Wastewater Treatment Alternative	Average Cost (\$/cubic meter treatment capacity)
Phase 2 Plant Expansion	\$2,225
Phase 3 Plant Expansion	\$5,128

It is important to note that water reclaimed through water conservation provides both water and wastewater capacity. Therefore, the water and wastewater capital and operating costs must be added for direct comparison to the cost of conserved water. For comparison, recent project construction costs for new supply at the Arkell Spring Grounds have shown an actual per cubic meter construction cost of \$2,220/m3/avg.day. This represents a 24% increase in costs compared to the 2006 estimate from the Water Supply Master Plan for "groundwater outside the City" and is a more accurate representative of current costs. It should also be noted that the costs in the Table 2 do not include the cost of land acquisition.

Reclamation of water and wastewater treatment capacity via water conservation allows the City to service growth with the least expensive source of water and to defer the need to construct more expensive water and wastewater infrastructure. Achievement of the water reduction target of 20% will sustain growth as forecasted in our Growth Management Strategy with anticipated groundwater sources within the City, as well as to defer the cost of plant expansion #3 of the Wastewater Treatment Plant. The comparison of all infrastructure costs (in 2006 dollars as per the Water Supply Master Plan), over the period of 2006 to 2035 are provided in Table 4, based on both status quo and reduced conservation program scenarios.

Table 4: Infrastructure Expenditure Impacts: 2006 to 2035

Master Plan	2006 Conservation Program	WSMP 20% Reduction Conservation Program
Water Supply Master Plan	\$93M	\$50M
Wastewater Treatment Master Plan	\$60M	\$17M

As shown in Table 4, achievement of the 20% water reduction target would equate to an infrastructure expenditure savings of \$43 million each for both water and wastewater over the period of 2006 to 2035. This does not include future cost drivers such as increasing energy costs and regulatory compliance. These avoided expenditures directly affect the cost to our customer through user rates and would reduce the cost of new water by \$0.14 to 0.08 per cubic metre for all water supplied over the period of 2006 to 2035.

Further financial savings due to achieving the 20% reduction target would be realized due to reduced need for linear infrastructure to service new water sources as well as reduced stress on current linear infrastructure. Additional financial benefits are also anticipated as a result of the decreased impact on the watershed's natural capital resulting from reduced water takings and wastewater effluent loadings. However, given the overall complexity of defining these financial benefits, these metrics were not included at this time.

Summary:

As a result of the numerous social, environmental and financial benefits of the City's Water Conservation Program, it is recommended that current conservation programming be implemented in accordance with the recommendations of the Water Conservation and Efficiency Strategy. Benefits include:

- Decreased impact to the local environment from decreased water takings and decreased effluent discharge;
- Increased affordability of servicing the needs of growth while ensuring the long-term sustainability of the City's finite groundwater resources;
- Increased ability to obtain MOE approval for new sources of water supply and wastewater treatment capacity;
- Ongoing regulatory compliance with current and emerging regulations;
- Improved climate change resiliency through reduced water and energy demand;
- Decreased operational costs and reduced stresses on current infrastructure;
- Reduced future water and wastewater user rate increases;
- Leverage of provincial water and wastewater funding programs which commonly define the presence of a community water conservation plan and active programming as a application prerequisite.

In contrast, implications associated with reduced conservation programming are:

- Accelerate need for more expensive capital infrastructure to meet demand;
- Impact regulatory compliance rating and create greater risk with respect to attaining regulatory approvals for both existing and new capacity;
- Increase potential impacts to the sustainability of our water takings and local watershed/ecosystems;
- Increased operating costs and acceleration rate of maintenance and renewal of existing water and wastewater infrastructure;
- Increased financial impact to water and wastewater rate payers.

CORPORATE STRATEGIC PLAN

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

FINANCIAL IMPLICATIONS

2011 Water and Wastewater User Pay Operating Budget and Development Charges.

DEPARTMENTAL CONSULTATION

Wastewater Services

COMMUNICATIONS

N/A

ATTACHMENTS

Water Conservation and Efficiency Strategy - Executive Summary (May 25, 2009)

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CITY OF GUELPH

WATER CONSERVATION AND EFFICIENCY STRATEGY UPDATE

Executive Summary

May 25, 2009



Executive Summary

The City of Guelph has a history of environmental stewardship and leadership. This attitude and action can be observed in the area of water conservation. As one of the largest cities in Canada dependent solely on a groundwater source of water supply, Guelph has been providing water conservation and efficiency education for a number of years and more recently technical programming such as toilet and water efficient clothes washer rebates as well as Industrial, Commercial and Institutional audits and incentive programs.

In June, 1998, the City of Guelph initiated a Water Conservation and Efficiency Study (WC&E) to develop a comprehensive water conservation and efficiency plan for the City's residential, industrial, commercial and institutional sectors. The study established an integrated relationship between the environmental, technical, regulatory and social acceptance of numerous water efficiency alternatives and upon completion in 1999 the Water Conservation and Efficiency study identified the following set of recommendations:

- That City staff accept the Water Conservation & Efficiency Steering Committee's recommended Water Conservation & Efficiency Plan and prepare regular reports on the status of the City's water supply and wastewater treatment capacity.
- That Alternative Day Lawn Watering remain mandatory.
- That a permanent ban on lawn watering not be implemented, however, the ability to temporarily eliminate lawn watering in the event of an emergency be retained.
- That city Staff be directed to require individual metering, where feasible, in all new multi-residential housing.
- That the City continue to track and assess innovations in water conservation and efficiency technology and pursue changes in applicable legislation. Opportunities for inclusion of new or improved technologies should be evaluated on a regular basis.
- That a water rate study, in order to reassess peak period and conservation pricing, be completed by January 1, 2002.
- That the City of Guelph undertake a water audit of City facilities beginning in 1999, and commence installation of required water conservation and efficiency fixtures in order to lead by example.
- That the City continue to pursue opportunities to use the water bill as an educational tool.
- That staff be directed to review processes to regulate automatic lawn water sprinkler installation and maintenance.
- That staff be directed to encourage owners of private distribution system to minimize their unaccounted for water (UFW).
- That staff consider implementing an environmental management system, such as ISO 14000, for the Waterworks and Wastewater Services, and promote similar environmental management systems in the private sector.
- That the City continues its policy of charging full water and wastewater rates for all water used.
- That various funding methods be investigated for the financing of water conservation and efficiency methods.
- That the City establish an implementation committee to oversee the development of the Water Conservation & Efficiency Plan.

To meet future water supply requirements to service and sustain projected community growth, the City initiated the Guelph Water Supply Master Plan in 2004. Through the development of the Water Supply Master Plan, the employment of an enhanced water conservation and efficiency strategy, mitigation of distribution-based water loss, and education/policy/rate based reviews, were identified as the preferred short-term options to reclaim critical supply capacity in concert with optimization and rehabilitation of current supply based infrastructure. With a finite groundwater source, and uncertainty regarding the availability of further groundwater sources or impact of additional water taking from current sources, the finalized 2006 Water Supply Master Plan identified sustainable growth potential in the City contingent upon the success of aggressive water conservation and efficiency programs. As part of the 50 year Master Plan water conservation was recognized as a preferred short term source of water supply and recognized the following time based water reduction targets:

- 10% reduction in 2006 total average day water use by 2010
- 15% reduction in 2006 total average day water use by 2017
- 20% reduction in 2006 total average day water use by 2025

Upon Council's approval of the Water Supply Master Plan, full implementation of the 1999 Water Conservation and Efficiency Study was undertaken with enhanced annual financial support granted to the City's Water Conservation and Efficiency Program in support of pursuing the above targets in the time required to undertake an update to the City's Conservation and Efficiency Strategy.

In 2007, the City Council endorsed the Community Energy Plan which noted the per capita water and energy goal of *Using less energy and water per capita than any Comparable Canadian City*. Later that year, the goal was reiterated and identified through Goal 6 of the City of Guelph 2007 Strategic Plan, noted below:

Natural Environment - A leader in conservation and resource protection/enhancement:

Strategic Objective 6.5 – Use less energy and water per capita than any Comparable Canadian City.

With the emergence of regulatory and technology advancements since the completion of the City's original 1999 Conservation and Efficiency Study, City staff began development of the Water Conservation and Efficiency Strategy Update in February of 2008. For assistance in the development of the strategy, City staff retained project consultant Resource Management Strategies Inc. (RMSi) through a request for proposal process. Included in RMSi's extended consulting team was Leapfrog Energy Technologies, David Pearson Consultancy, Hetek Solutions and B+T Engineering.

The goal of the Water Conservation and Efficiency Strategy Update was to identify preferred program, policy and resource alternatives to best meet the water reduction goals identified in the Guelph Water Supply Master Plan, Community Energy Plan and Council Strategic Plan. In addition, the Water Conservation and Efficiency Strategy Update was to identify preferred program implementation forecasts, and program support staff and maintenance based resources required to meet and sustain the water reduction goals over the planning period.

With the importance of ongoing public consultation throughout the development of the Water Conservation and Efficiency Strategy Update, the formation of a Water Conservation and Efficiency Strategy Public Advisory Committee (PAC) was endorsed by Council. Following Council approval the PAC was formed to work with the staff and project consultant team. A total of 14 members were selected from a variety of stakeholders groups including:

- City Council (1)
- Industry (2)
- Home Builders/Development (1)
- Environmental Interest (3)
- Plumbing (1)
- Academia -University of Guelph (2)
- Grand River Conservation Authority (1)
- Public at Large (3)
- Chamber of Commerce (1)

The PAC met four times throughout the development of the strategy and provided new ideas, direction and initiatives for the consultant team to consider while providing feedback to key findings and progress provided.

To solicit feedback from further members of the public, a series of Public Information Centres (PICs) were held through the Strategy Update process. Through these events, residents and area stakeholders were introduced to the project scope and planned activities, and provided with results to date including: public consultation, market research, residential water use demand analysis, Industrial, Commercial and Institutional water use demand analysis, evaluation of distribution system water loss and water supply demand forecast. As part of each event, a round table discussion was held to obtain input towards the direction of the strategy and to solicit programming ideas.

As a first step to the study, focus groups were held to capture community input to the process through qualitative market research. The data captured does not provide statistically relevant information. However, information gained from the focus groups was used to develop context around water conservation and efficiency, understand issues and local concerns, and explore the appropriate means of communications to achieve success in project development and delivery. In total, three (3) focus groups were conducted on April 22nd, 2008 at a professional focus group facility in Guelph, moderated by a professional market researcher. Each group consisted of 5-7 participants, and lasted approximately 90 minutes. Participants in this research were randomly recruited residents of the City of Guelph.

Finally, a customer survey was completed to capture community input in a quantitative manner, providing statistically significant data that could be extrapolated to the entire community. To accomplish this, 400 randomly selected Guelph residents on municipal water supply were contacted by telephone between June 23rd and June 30th, 2008. Residents were asked a series of questions pertaining to water and water conservation in their community. Through this process, there was a series of scaled (i.e. choose 1- 10), and both open (i.e. how do you feel about...) and closed ended questions (i.e. yes or no).

Information gathered provided data on demographic information, general public knowledge, participation and satisfaction in water efficiency programs offered by the City of Guelph, water use behaviour indoors and outdoors, willingness and desired/required incentives for implementing water saving mechanisms.

The promotion of water conservation and efficiency is not new in the City of Guelph. Since the development of the Water Conservation and Efficiency Study (WC&ES) in 1999 the City has been actively completing a whole range of water efficiency measures including:

- Royal Flush Toilet Program, a rebate program introduced in 2003
- Smart Wash Clothes Washer Rebate Pilot Program, a rebate program launched February 2008
- Industrial, Commercial and Institutional (ICI) Water Capacity Buyback Program, introduced in 2007
- Outside Water Use Program, out water use restrictions introduced in 2001
- Landscape Assessment Pilot Program, launched in May, 2008
- City of Guelph Facility Water Efficiency Retrofits, a program to lead by example
- Public Education and Outreach including
 - Waterloo / Wellington Children’s Water Festival
 - Guelph International Resource Centre (GIRC) Water Efficiency Workshop Series (2007/2008)
 - 2008 City of Guelph Water Conservation Breakfast Workshop
 - Green Impact Guelph (GIG) Partner
 - Annual Waterworks Open House
 - Guelph Water Conservation and Efficiency Awards
 - Participation in numerous Community Events and Festivals

These above activities have contributed to significant water savings since 2003 as indicated in the following Table 1.

Table 1: Water Efficiency Results since 2003

Water Conservation Savings by Year 2003 to 2008				
Year	Program	Savings (m3/day)	Savings (m3/yr)	Total Annual Savings (m3/yr)
2003	Royal Flush	80.0	29,200.0	29,200.0
2004	Royal Flush	80.0	29,200.0	29,200.0
2005	Royal Flush	80.0	29,200.0	29,200.0
2006	Royal Flush	80.0	29,200.0	29,200.0
2007	Royal Flush	81.9	29,893.5	
2007	ICI Capacity Buyback - U of G	312.0	113,880.0	143,773.5
2008	Royal Flush	189.1	69,021.5	
2008	ICI Capacity Buyback - Cargill	190.0	69,350.0	
2008	Smart Wash Program	30.0	10,950.0	149,321.5
Total Savings		1,123.0		409,895.0

In order to develop the strategy, significant investigation and analysis of previous plans and strategies, water system, infrastructure, capital plans, demand forecasts, population projections and housing trends. The key findings are as follows:

- Gross water demand (total billed water supplied divided by population) has declined 17% from 444 litres per capital per day (Lcpd) in 1999 to 370 Lcpd in 2007,
- The City's population increased 14.6% from 101,857 residents in 1999 to 116,766 in 2007;
- The Residential Single Family water demand (total billed residential single family water supply divided by single family population) of 230 Lcpd in 2007 is significantly lower than the Canadian national average of 335 Lcpd and lower than most Ontario communities;
- The Residential Multi Family water demand (total billed residential multi family water supply divided by multi family population) was 153 Lcpd in 2007;
- 5% or 133 Industrial, Commercial and Institutional customers consume 80% of the overall water demand in that sector;
- Based on 2007 data, the City of Guelph has a Infrastructure Leakage Index (ILI) of 2.94 placing it in the Performance Category B with the potential for some improvement;
- The City is currently saving 1,123 m³ per average day (or 409,895 m³/year) of water as a result of its water conservation and efficiency efforts since 2003. These average day savings would represent the equivalent water resources required for approximately 1,600 new homes. A breakdown of daily water savings achieved by the conservation program is provided in Table 1.

The research, technical analysis and public consultation completed as part of the Water Conservation and Efficiency Strategy Update has resulted in the following program recommendations.

Recommended Water Conservation and Efficiency Strategy Components

Single Family Detached Residential Indoor Measures

- Provide rebates to residents who replace inefficient 13L toilets and install ultra low flow toilets, high efficiency toilets or dual flush toilets.
- Provide rebates to residents who purchase and install water efficient clothes washers, water efficient central humidifiers and floor drain covers.
- Provide rebates to residents who install a grey water reuse system.
- Provide rebates to residents who install a rain water harvesting system.
- Visit homes and install free of charge low flow showerheads, low flow kitchen aerators and repair any water leaks while there.

Single Family Detached Residential Summer Demand Measures

- Provide rebates to residents who purchase and install watering timers.
- Visit homes and educate residents on how to maintain their lawns and water less and how to convert their properties to water efficient landscapes.
- Provide rebates or subsidized pricing for residents who purchase a rain barrel or larger water storage unit.

Multi Family Residential Indoor Measures

- Provide rebates to building owners who purchase and install ultra low flow toilets, high efficiency toilets or dual flush toilets.
- Provide rebates to building owners who purchase and install a water efficient clothes washer in their laundry rooms.
- Visit apartments and install free of charge low flow showerheads, low flow kitchen aerators and repair any water leaks while there.

Residential New Development Indoor Measures

- Provide rebates to builders who proactively purchase and install approved high efficiency toilets or dual flush toilets, low flow showerheads and low flow kitchen faucets at the time of new home construction.
- Provide rebates to builders who purchase and install water efficient clothes washers, water efficient central humidifiers and floor drain covers at the time of new home construction.
- Provide rebates to builders who install a grey water reuse system at the time of new home construction.
- Provide rebates to builders who install a rain water harvesting system at the time of new home construction.

Note: New home owners would realize the benefit of ongoing water savings.

Residential New Development Summer Demand Measures

- Provide rebates to builders who install watering timers.
- Provide rebates to builders who install water efficient landscapes as part of new home construction.

Industrial/Commercial/Institutional Measures

- Provide rebates to facilities who replace inefficient 13L toilets with ultra low flow toilets, high efficiency toilets or dual flush toilets.
- Provide rebates to local businesses who purchase and install a water efficient clothes washer in their operations.
- Visit commercial kitchens and install free of charge low flow pre-rinse spray valves.
- Complete ten comprehensive water audits per year and offer a capacity buy-back rebate to any facility that implements all or some of the water saving recommendations.

Municipal Measures

- Design and implement five (5) district meter areas per year for three years. Locate, quantify and repair the leakage within the water distribution system.
- Complete Property Water Use Audits of existing municipal buildings and implement water efficiency retrofits and public demonstration projects. Identification and priority setting is currently ongoing. A City Building Water Efficiency Plan is anticipated for completion in late 2009 and will include appropriate water reduction targets.

Public Education

- Distribution of booklets, leaflets, and fact sheets at home shows and community and environmental events.
- Distribution of a water efficiency bulletin in the water bills.
- Displays at home shows, fairs and community events.
- Newspaper articles and advertisements.
- Develop and maintain a website to educate the public on water efficiency.
- Provide workshops and seminars to the public on water saving techniques both inside and outside the home.
- Provide water efficient demonstration gardens for the public to visit and learn.

Youth Education

- Develop and deliver a water efficiency education program based on the Ontario curriculum requirements.
- Continue annual participation in the Waterloo Wellington Children's Groundwater Festival.

Policy Based Recommendations (requiring Council approval)

- That the time based average day water reduction goals of the City's Water Supply Master Plan be formally endorsed as;
 - 10% reduction (5,300 m³/day) by 2010, based on 2006 average day water use;
 - 15% reduction (7,950 m³/day) by 2017, based on 2006 average day water use, and;
 - 20% reduction (10,600 m³/day) by 2025, based on 2006 average day water use;
- That the City adopt a water reduction philosophy of maintaining average day water production below the 2006 value (53,000 m³/day) for a 5 year period (2014).
- That the City of Guelph continue operation of the City's Outside Water Use Program in efforts to reduce impacts of Peak Seasonal Demands.
- That the City form a long standing Water Conservation and Efficiency Advisory Committee for purpose of ongoing public consultation throughout the implementation of the 2009 Water Conservation and Efficiency Strategy Update with an appropriate mandate and charter to be developed for the Committee..
- That the City in partnership with the Region of Waterloo continue performance testing research of home water softener technologies and promote through a public educational program technology performance results and related environmental benefits of preferred technologies.
- That the City's Wastewater Effluent Re-use dedicated pipe project, commonly referred to as the "Purple Pipe" project, and Class Environmental Assessment, as approved by Council through the 2008 Guelph Water/Wastewater Master Servicing Plan, evaluate the further potential for a communal wastewater effluent reuse system and design practices for customer serving of the effluent reuse source.
- That the City undertake a feasibility study to evaluate the best practices for multi-unit residential water metering and private servicing condition assessment requirements for current bulk metered multi-unit residential customers.
- That the City's Strategic Urban Forest Management Plan and the Natural Heritage Strategy define the appropriate means for protection and preservation of the City's urban forest in recognition of water conservation and storm water management benefits provided by the urban canopy.

- That staff undertake the immediate development of an enhanced public education water conservation program in 2009 subject to the availability of program funding.
- That staff initiate water loss mitigation activities in 2009 as outlined in the City's Water Loss Mitigation Strategy and investigate the potential for improved water pressure management in distribution system.
- That the City's Waterworks Department undertake a pilot study as part of the City's 2009 Water Loss Mitigation Strategy to evaluate the local implementation of Automated Metering Infrastructure (AMI) for customer water metering.
- That the City's Water/Wastewater Rate Review define customer billing policies for properties possessing Rain Water Harvesting Systems.
- That staff pursue external funding sources, and key partnerships, throughout implementation of the Water Conservation and Efficiency Strategy Update program recommendations.
- That Guelph's Water Conservation and Efficiency Programs be extended to customers located outside the Guelph Municipal boundary whom are individually metered by the City.

The capital budget necessary to implement the ten year strategy is shown in the following Table 2.

Table 2: Ten Year Capital Budget

Ten Year Capital Plan	Total Cost	Total Accumulative Savings (MI/day)	Cost per Litre
Single Family Detached Residential - Indoor Demand Measures	\$ 7,579,870	3,448,980	\$ 2.20
Single Family Detached Residential - Summer Demand Measures	\$ 2,385,000	996,500	\$ 2.39
Multi Family Residential	\$ 1,413,316	589,770	\$ 2.40
New Development Residential - Indoor Demand Measures	\$ 2,272,500	583,650	\$ 3.89
New Development Residential - Summer Demand Measures	\$ 1,026,000	294,000	\$ 3.49
Industrial/Commerical/Institutional	\$ 1,987,900	1,135,700	\$ 1.75
Distribution Leakage Reduction	\$ 238,500	1,725,000	\$ 0.14
Public Education	\$ 1,420,000		
Youth Education	\$ 1,030,000		
Other Municipal Initiatives	\$ 940,000		
Total	\$ 20,293,086	8,773,600	\$ 2.31

Funding Allocation	Total
Approved DC Forecast	\$ 2,759,958
Current Water Conservation Funding (Rate Base)	\$ 5,835,115
Additional Funding (Rate Base)	\$ 11,698,013
Total	\$ 20,293,086

The \$11,698,013 of additional required funding represents a 4.3% water rate increase in 2010.

The cost-effectiveness of a water efficiency strategy is evaluated by determining the cost per litre for the water saved. The cost per litre for water saved is then compared to the cost per litre to construct new water supply and wastewater infrastructure. If the cost per litre of saved water is less than the cost to construct new capacity, then the water efficiency strategy is deemed cost effective. It is important to note that the calculated cost relating to construction of an additional litre of water and wastewater capacity does not include the cost of debt financing of construction projects. It is also important to note, that this figure does not include the cost of additional infrastructure required for the distribution and conveyance of water and wastewater to and from newly serviced areas such as water/wastewater mains, pumping stations or system reservoirs.

In southern Ontario, the combined water and wastewater construction cost per litre of additional supply/treatment capacity ranges from approximately \$2.00 to \$8.10. For the purpose of this study, a combined water and wastewater construction cost of \$4.00 per litre of additional average day capacity was utilized for the financial analysis of the various conservation measures. Overall, the suite of preferred conservation measures identified in the final Conservation and Efficiency Strategy Update recommendation equalled a total program cost of \$2.31 per litre of additional average day capacity (as noted in Table 2 above). Based on this analysis, the total cost per litre for the conservation program is 42% more cost effective than the cost of constructing new water and wastewater capacity.

Water savings generated from the efficiency strategy should be viewed in the same manner as constructing a new water treatment facility. If the City were to design and build a new facility to deliver 8.7 ML/d, a budget for a maintenance program would be included to ensure that the facility continues to deliver 8.7 ML d in the future. Water saved from a water efficiency strategy should be viewed similarly.

The strategy has been developed to save a specific amount of water and maintenance will continue to sustain the savings into the foreseeable future. The recommended maintenance budget is included in Table 3.

Table 3: Ten Year Maintenance Budget

Ten Year Maintenance Plan	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Costs	Costs	Costs	Costs	Costs	Costs
Single Family Detached Residential - Indoor	\$ 16,213	\$ 16,426	\$ 17,277	\$ 17,916	\$ 18,554	\$ 19,193
Single Family Detached Residential - Summer Demand	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Multi Family Residential	\$ 16,112	\$ 16,223	\$ 16,670	\$ 17,005	\$ 17,340	\$ 17,674
Industrial/Commercial/Institutional	\$ 12,061	\$ 12,122	\$ 22,867	\$ 23,051	\$ 28,104	\$ 31,881
Distribution Leakage Reduction				\$ 47,700	\$ 47,700	\$ 47,700
Total	\$ 44,386	\$ 62,771	\$ 74,814	\$ 123,671	\$ 129,698	\$ 134,448

Ten Year Maintenance Plan	Year 7	Year 8	Year 9	Year 10	Total
	Costs	Costs	Costs	Costs	
Single Family Detached Residential - Indoor	\$ 19,831	\$ 20,470	\$ 21,108	\$ 21,747	\$ 188,733
Single Family Detached Residential - Summer Demand	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 162,000
Multi Family Residential	\$ 18,009	\$ 18,344	\$ 18,679	\$ 19,014	\$ 175,070
Industrial/Commercial/Institutional	\$ 31,907	\$ 31,933	\$ 31,959	\$ 73,985	\$ 299,870
Distribution Leakage Reduction	\$ 47,700	\$ 47,700	\$ 47,700	\$ 47,700	\$ 333,900
Total	\$ 135,447	\$ 136,447	\$ 137,446	\$ 180,446	\$ 1,159,573

It is important to have a monitoring and evaluation program to ensure that the water savings are achieved initially, and that those savings are sustained over time.

Table 4 below provides the monitoring and evaluation by year for the ten year strategy.

Table 4: Ten Year Monitoring and Evaluation Budget

Ten Year Monitoring and Evaluation Plan	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Costs	Costs	Costs	Costs	Costs	Costs
Single Family Residential - Indoor	\$ 345,000				\$ 180,000	
Single Family Residential - Summer Demand	\$ 45,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 98,460	
Multi Family Residential	\$ 315,000				\$ 120,000	
Industrial, Commercial and Institutional	\$ 297,000				\$ 37,700	
Total	\$ 1,002,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 436,160	\$ -

Ten Year Monitoring and Evaluation Plan	Year 7	Year 8	Year 9	Year 10	Total
	Costs	Costs	Costs	Costs	Costs
Single Family Residential - Indoor				\$ 180,000	\$ 705,000
Single Family Residential - Summer Demand				\$ 98,460	\$ 313,920
Multi Family Residential				\$ 120,000	\$ 555,000
Industrial, Commercial and Institutional				\$ 37,700	\$ 372,400
Total	\$ -	\$ -	\$ -	\$ 436,160	\$ 1,946,320

The reduction of water-use through an efficiency program and the associated energy savings provides significant greenhouse gas reductions. With climate-change in mind, most municipalities have set their own greenhouse gas reduction targets.

Water efficiency can be a positive contributor to meeting those targets. The full implementation of the Water Conservation and Efficiency Strategy Update recommendations provides energy savings and greenhouse gas emissions reduction as indicated in Table 5 below.

Table 5: Estimated Energy Savings and Associated Greenhouse Gas Emission Reductions

	Water Savings per Year (m3/year)	Energy Savings per Year	CO2 Reductions per Year (tonnes/yr)
Overall Water Savings	3,202,364	2,348,934 KWh Electricity	728 tonnes
Low Flow Showerheads and Faucets	Included in above	684,216 m3 Natural Gas	1,294 tonnes
Pre-Rinse Spray Valves	Included in above	206,325 m3 Natural Gas	390 tonnes
Overall CO2 Reductions			2,412 tonnes

Electric savings 2,348,934 KWh for the City of Guelph represents a savings of \$140,936 on its electric bill per year

The reduction of 2,412 tonnes in CO2 represents the equivalent of 438 cars removed from the road each year

The final 2006 Water Supply Master Plan identified sustainable growth potential in the City contingent upon the success of aggressive water conservation and efficiency programs and identified the following overall targets in support of growth:

- 10% reduction (5,300 m3/day) by 2010, based on 2006 average day water use;
- 15% reduction (7,950 m3/day) by 2017, based on 2006 average day water use, and;
- 20% reduction (10,600 m3/day) by 2025, based on 2006 average day water use.

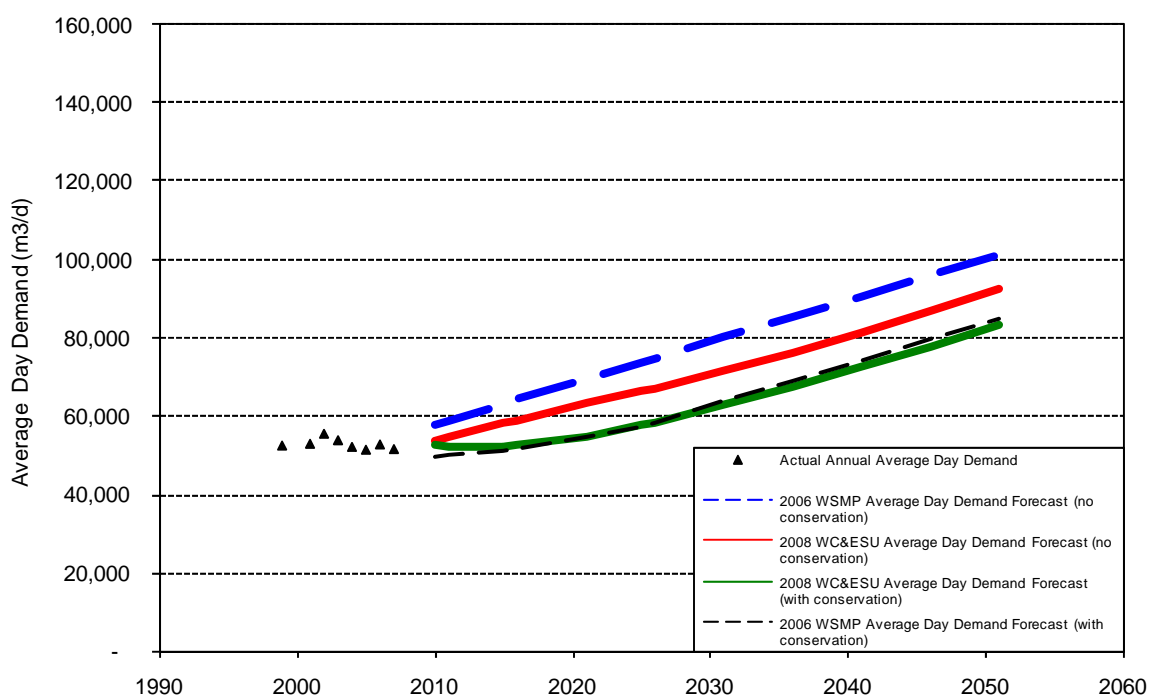
Total Potential Water Savings:

The analysis determined that the total potential for water efficiency is 13,661 m3/average day of water savings. However, meeting this total water efficiency potential assumes 100% participation rate in all conservation programs and would require extensive program funding. This analysis also assumes an overall decrease in residential single family demand from the current 230 Lcpd to 153 Lcpd, which may not be feasible for all vintages of homes in the City.

Total Achievable Water Savings:

Since the 2006 WSMP, the City has achieved 883 m³ per average day in water savings. The recommended ten year strategy in this report indicates an achievable water savings of an additional 8,774 m³ per average day by 2019. The combined savings represents a total of 9,657 m³ per average day water savings, which means that 90% of the 2025 water reduction goal (i.e. 10,600 m³/day) can be achieved by 2019. Not included in this estimate is the additional savings attributed to public and youth education. All would agree that education contributes to water conservation and efficiency but as discussed in the report, the exact savings are not possible to estimate or quantify. The above achievable water savings are predicated on adequate program funding throughout the 25-year timeline.

Figure 1: City of Guelph Average Day Demand Projections



The recommended ten year strategy has been developed to take full advantage of the available market potential. Not all, but most of the inefficient toilets, clothes washers, showers and faucets will have been replaced by the end of the ten year period. Additional savings will be more difficult to generate with traditional water saving technologies and more emphasis will be placed on emerging technologies such as grey water reuse and rain water harvesting.

A summary of water efficiency programs being implemented by municipalities in Ontario can be found in Appendix A. City of Guelph’s water conservation and efficiency strategy was developed with these neighbouring municipalities programs in mind, aligning the programming to leveraged known successes.

In addition to the recommended programs, it is anticipated that the City will pursue partnering with other municipalities and government agencies in the pursuit of research and development of new and emerging water efficiency technologies and practices.

Advancements to regulations, codes and standards could go a long way in ensuring water efficient housing and businesses in the future. Currently, the Ontario Building Code requires water efficient fixtures in all new construction; however the retrofit market can still install inefficient toilets. Associations such as the Ontario Water Works Association and the Canadian Water and Wastewater Association, in conjunction with Canadian municipalities are lobbying for the adoption of a regulation that would ban inefficient toilets from all applications. This would assist the municipalities in their pursuit of water efficiency and could reduce or eliminate the need for rebates.

As noted above, water efficiency generates a number of co-benefits including energy savings and reductions in greenhouse gas emissions. Electric and natural gas utilities, with the encouragement of regulators and governments, have been enthusiastic in their promotion of energy efficiency. These agencies are ideal partners for water efficiency programs. By pursuing these types of partnerships the cost of programs can be shared as well as the benefits.

The implementation of this strategy by the City of Guelph will ensure financially and environmentally sustainable water resources for today and future generations.

COMMITTEE REPORT



TO: Planning & Building, Engineering and Environment
Committee

SERVICE AREA: Planning & Building, Engineering and Environment

DATE: June 20, 2011

SUBJECT **NOTICE OF INTENTION TO DESIGNATE 2162 GORDON
STREET (MARCOLONGO FARM) PURSUANT TO THE
ONTARIO HERITAGE ACT**

REPORT NUMBER: 11-53

SUMMARY

Purpose of Report

To provide a report recommending that the notice of intention to designate 2162 Gordon Street (Marcolongo Farm) be published pursuant to the Ontario Heritage Act.

Council Action

To decide whether to approve the notice of intention to designate 2162 Gordon Street (Marcolongo Farm).

RECOMMENDATION

“THAT Report 11-53 dated June 20, 2011 from Planning & Building, Engineering and Environment, regarding the notice of intention to designate 2162 Gordon Street (Marcolongo Farm) pursuant Part IV of the Ontario Heritage Act be received;

AND THAT the City Clerk be authorized to publish and serve notice of the intention to designate 2162 Gordon Street (Marcolongo Farm) pursuant to the Ontario Heritage Act and as recommended by Heritage Guelph;

AND THAT the designation by-law be brought before City Council for approval if no objections are received within the thirty (30) day objection period.”

BACKGROUND

Heritage Guelph, the Municipal Heritage Committee, recommends to Guelph City Council that the property located at 2162 Gordon Street, commonly known as Marcolongo Farm, be designated under Part IV of the Ontario Heritage Act (see Attachment 1).

Marcolongo Farm, located at 2162 Gordon Street, formerly Brock Road, was settled in 1833 by William Harrison. It was one of the first farms established in Puslinch Township. Most of the extant buildings were constructed in the last quarter of the 19th century. The barns have been meticulously restored by the current owner. The farmstead is an increasingly rare example of an early Wellington County farm (see Attachment 2 for Statement of Reasons for Designation).

The property's designation would represent the City of Guelph's first designated cultural heritage landscape - a geographical area that involves a grouping of features such as buildings and natural elements, which collectively form a significant type of cultural heritage resource. The designation would encompass both built and natural heritage elements associated with a farmstead established in the late 19th century and include: the rear landscape viewshed; orchard/garden, domestic and barn nodes; and various natural features (see Attachment 4). A surveyor's plan is provided (see Attachment 1) showing the portion of the property to be considered the cultural heritage landscape. Formalizing protection of the property under the Ontario Heritage Act is the result of long discussion and collaboration between the current owners and Heritage Guelph. Heritage Guelph commends the owners for their commitment to Guelph and Puslinch history as well as their enthusiasm toward designation. Heritage Guelph is pleased to recommend this property for designation.

REPORT

Marcolongo Farm, located at 2162 Gordon Street meets the criteria for designation as defined under Ontario Regulation 9/06 – Criteria for Determining Cultural Heritage Value or Interest as outlined in Attachment 3 of this report.

Notice of Intention to Designate will be published and served. Publication of the Notice provides a 30-day period for comments and objections to be filed. At the end of the 30-day period, and having dealt with any objections that may have been submitted through the Conservation Review Board, Council may choose to pass the by-law registering the designation of the property on title, or it may decide to withdraw the Notice and not proceed with the designation.

The property owner recently announced plans to develop a solar energy project on the property. Through discussion with City staff, the owner has confirmed that the project will be designed in a manner that respects the cultural heritage attributes of the property.

City staff and Heritage Guelph members are recommending that Council proceed with publishing and serving the Notice of Intention to Designate.

CORPORATE STRATEGIC PLAN

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

FINANCIAL IMPLICATIONS

None

DEPARTMENTAL CONSULTATION

At their June 25, 2007 meeting Heritage Guelph, the City's Municipal Heritage Committee, endorsed staff taking the Notice of Intention to Designate to Council for consideration and passed the following motion:

"THAT Heritage Guelph approves, in principle, the reasons for designation of the property located at 2162 Gordon Street, as amended, recognizing that alterations may be made and recommend this property for designation pending confirmation from the property owner."

Community Energy, CAO's Office

COMMUNICATIONS

In accordance with the *Ontario Heritage Act* (Section 29, Subsection 1), Notice of Intention to Designate shall be:

1. Served on the owner of the property and on the Ontario Heritage Trust; and,
2. Published in a newspaper having general circulation in the municipality.

ATTACHMENTS

Attachment 1 – Location Map and Plan of Survey

Attachment 2 – Statement of Reasons for Designation

Attachment 3 – Designation Assessment using Criteria for Determining Cultural Heritage Value or Interest

Attachment 4 – Property Features Relating to Heritage Designation

Attachment 5 – Current Photos

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ATTACHMENT 1 – LOCATION MAP AND PLAN OF SURVEY



Figure 1.1: Location map of 2162 Gordon Street (Marcolongo Farm); Property is highlighted in red.

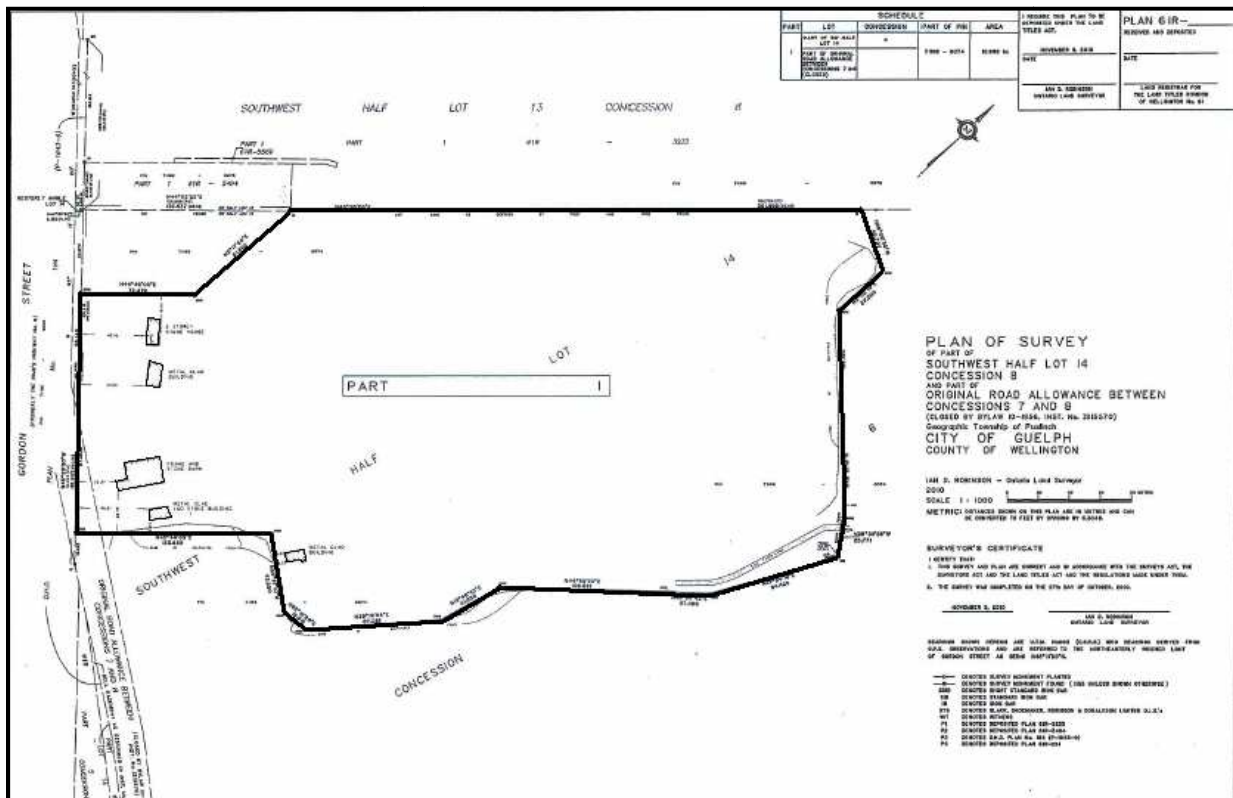


Figure 1.2: Plan of Survey (2010) – dark line indicating the extent of the cultural heritage landscape and selected topographic features within the property proposed for designation.

ATTACHMENT 2 – STATEMENT OF REASONS FOR DESIGNATION

2162 GORDON STREET "MARCOLONGO FARM"

WHY THE PROPERTY IS BEING DESIGNATED:

Puslinch Township's earliest settlement occurred around 1829 when the rear half of Lot 9 in Concession 7 was sold to William Carroll. The subject property (2162 Gordon Street, Lot 14 in Concession 8) was settled in 1833 by William Harrison establishing one of the township's first farms. The property was sold to Thomas Dole circa 1835, and then to Francis Beattie in 1837. By 1860, fifty-five of the hundred acres that comprised the farm were under cultivation. Most of the extant buildings were built in the later 19th century and collectively represent a rare example of an early Wellington County farm in outstanding condition.

In the 1870s the farm was sold to William Wilton who remained only a few years. The Blair family, headed by James Blair, a Scottish immigrant, bought the farm and began improvements with the construction of a 1.5-storey gable roof stone house that replaced the log cabin that had housed the Beattie family. Built mostly of granite fieldstone abundant on the property, it features quoins and several sills of dressed limestone. About 1900 the house was expanded with the addition of a kitchen wing on the south side, which includes a sun room overhanging the front porch. A rear wing, possibly constructed at the same time, was demolished in the 1970s.

During the late 19th century the current barns were erected including a small timber-framed barn with a fieldstone foundation that sits south of the house. Originally sided with vertical wood boards, the barn is now covered with metal siding. It has been expanded several times since its construction to accommodate various uses, including a Case tractor repair shop from the 1930s to 1960s.

The large Pennsylvania Dutch bank barn to the south of the tractor repair shop was built during the late 1880s or early 1890s. Its timber frames are massive and its floors are constructed of maple and hemlock boards as much as eight inches wide and three inches thick. The barn includes chicken coops in both the lower and upper sections, the latter being an addition on the southwest corner which has unusually abundant fenestration. The lower section houses a root cellar and equipment for a dairy operation dating from the first half of the twentieth century. The other barns on the property include the driveshed and a small storage shed.

Located beside the pond east of the house is a dash wheel, the remnants of a unique pumping system from the early 20th Century. Driven by an air-cooled gasoline engine, this wheel once scooped water from the spring-fed pond and dumped it into a creek, draining the pond for vegetable cultivation.

In 1972 the farm was purchased by Dr. Vincenzo Marcolongo, founder of the Foundation for the Support of International Medical Training (Canada) (FSIMT), a non-profit organization that assists travelers in need of medical care. The Marcolongo family has expended tremendous effort in restoring the barns and maintaining the rural landscape. The FSIMT now owns the property.

Timber-framed barns were once common features in the Wellington County landscape. Marcolongo Farm is Guelph's best remaining example of a mixed-use agricultural farm

which defined the rural landscape of Wellington County beginning in the mid-nineteenth century.

The subject property is worthy of designation under Part IV of the *Ontario Heritage Act* as it satisfies the three prescribed criteria for determining cultural heritage value or interest, according to Ontario Regulation 9/06 made under the *Ontario Heritage Act*. The heritage attributes of Marcolongo Farm display: design or physical, historical or associative and contextual value.

WHAT IS TO BE PROTECTED BY DESIGNATION:

The following elements of the Marcolongo Farm at 2162 Gordon Street should be considered heritage attributes in a designation under Part IV of the *Ontario Heritage Act, R.S.O. 1990, Chapter 0.18*:

Features of the property that should be considered heritage attributes of the designation (see Attachment 4) which define the farm's mixed-use operations as cultural heritage landscape include:

- Domestic node
- Orchard/Garden Node
- Barn node
- Natural Features
- Rear landscape viewshed

All photos within Attachment 7 are associated with each of the nodes, natural features and rear viewshed outlined below.

Features of the domestic node that should be considered heritage attributes for designation include:

- The exterior stone walls of the house;
- All original window and door openings including dressed stone sills and surrounds;
- Burr oak and silver maple trees between the farmhouse and tractor repair shop;
- Buck Stove Company wood burning stove that remains in its original position;
- The doorbell;
- The Enclosed sun room, including its exterior dentillation;
- The original small barn (tractor repair shop) with the lean-to addition; and
- The original well behind the small barn including the Galt pump.

Features of the orchard/garden node that should be considered heritage attributes for designation include:

- The market garden to the west of the tractor repair shop; and
- The orchard to the northwest of the Pennsylvania bank barn.

Features of the barn node that should be considered heritage attributes for designation include:

- All original window and door openings;
- Carved beam in the lower section of the bank barn identifying the barn's builders;

-
- Original massing and internal volume of the Pennsylvania Dutch bank barn that contributes to its identity as an agricultural building;
 - South-facing overhang of the bank barn; and
 - The driveshed, storage shed and bank barn that as a group, contribute to the agricultural character of the farmstead.

Natural features on the property that should be considered heritage attributes for designation include:

- Sugar maple trees planted along the northwest side of the property line and along the closed section of former Brock Road;
- Burr oak and silver maple trees planted between the farmhouse and tractor repair shop;
- Three large burr oak trees as located in Figure 4.1 of Attachment 4 that contribute significantly to the character of the wooded area of the property, with the intention that they should be left on the property to provide natural habitat unless they pose an imminent danger;
- The fence at the front of the property which is of an unusual design; and
- The dash wheel beside the wetland east of the house.

Features of the cultural heritage landscape in the viewshed include:

- The grassy meadow;
- The pond; and
- The farm lane and wooded area along the southeast side of the cultural heritage landscape.

ATTACHMENT 3 – DESIGNATION ASSESSMENT USING CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST

Property: 2162 Gordon Street	Date: May 25, 2011
-------------------------------------	---------------------------

CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST

The criteria set out below are taken directly from the Ministry of Culture Regulation 9/06 made under the Ontario Heritage Act for the purpose of assessing property for designation under Section 29 of the Act..

CRITERIA	NOTES	SCORE
The property has design value or physical value because it...		
...is a rare, unique, representative or early example of a style, type, expression, material or construction method	- Rare example of an early Wellington County farm - Timber frame barn construction: Pennsylvania Dutch overhang - Stone farmhouse is representative of a mid-19 th century construction method	✓
...displays a high degree of craftsmanship or artistic merit		
...demonstrates a high degree of technical or scientific achievement		
The property has historical value or associative value because it...		
... has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a Community	- Associated with the Blair, Beattie and Marcolongo families	✓
...yields, or has the potential to yield, information that contributes to an understanding of a community or culture	- Mixed-use agricultural farm	✓
... demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community		
The property has contextual value because it...		
... is important in defining, maintaining or supporting the character of an area	- Rural agricultural landscape	✓
...is physically, functionally, visually or historically linked to its surroundings	- One of the first farms in Puslinch	✓
... is a landmark		

ATTACHMENT 4 – PROPERTY FEATURES RELATING TO DESIGNATION

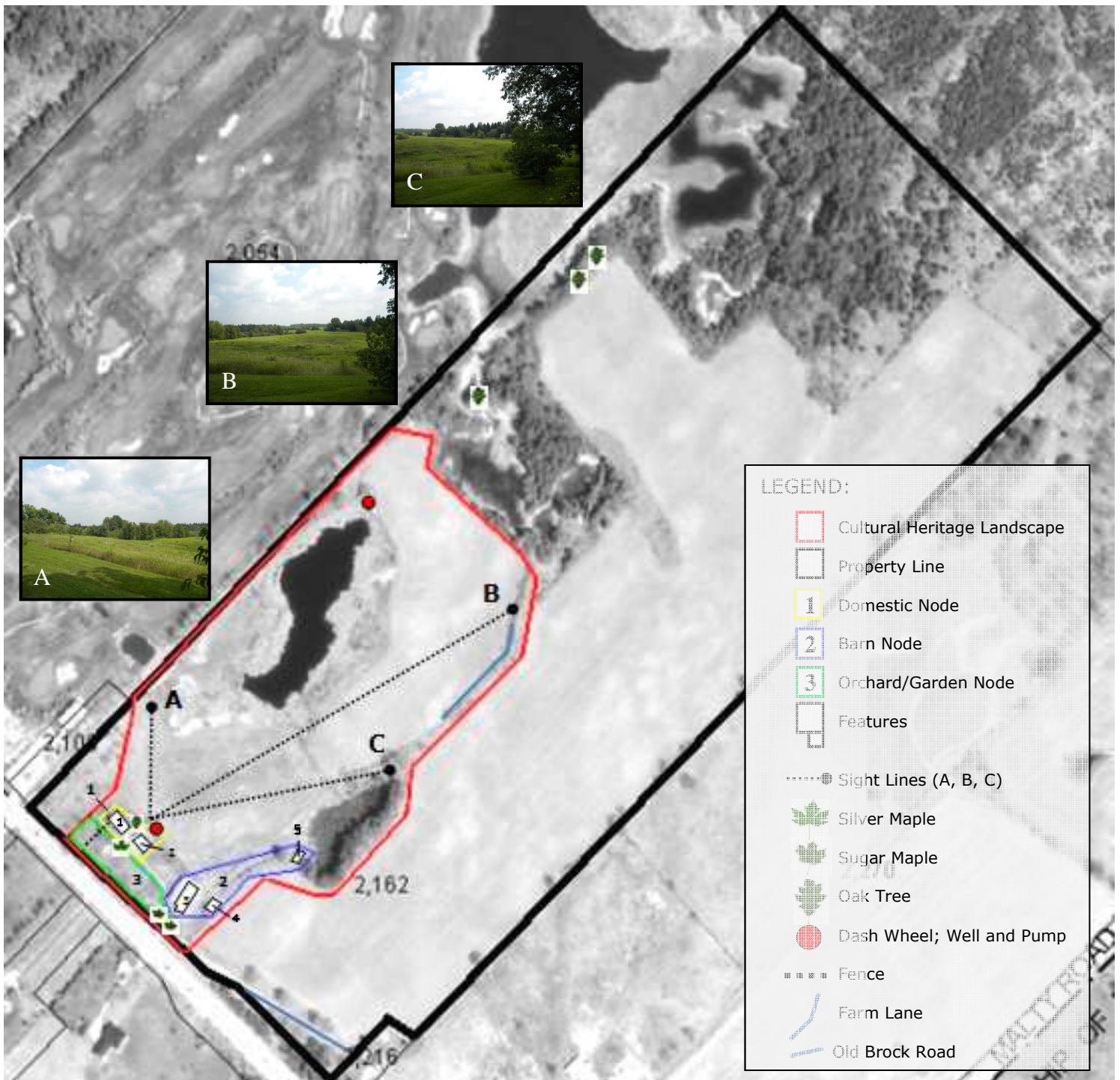


Figure 4.1: The cultural heritage landscape is outlined in red. This includes: all Nodes (1, 2, 3); Features: 1 – Stone House; 2 – Small Barn and Tractor Repair Shop; 3 – Bank Barn; 4 – Drive Shed; 5 – Storage Shed; dash wheel (next to pond), well and pump (at the rear of the small barn); significant trees; and the cultural heritage landscape viewshed (site lines from Domestic Node 1 (A, B, C)).

ATTACHMENT 5 – CURRENT PHOTOS

Domestic Node



Figure 5.1.1: View of the stone house



Figure 5.1.3: Galt pump at well behind small barn



Figure 5.1.3: Small barn with tractor repair shop



Figure 5.1.4: Oak tree located between the farmhouse and tractor repair shop

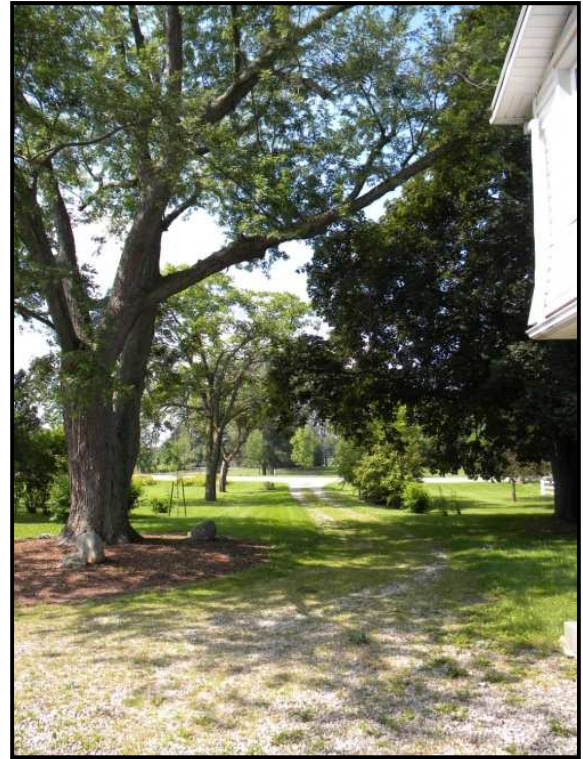


Figure 5.1.5: Silver maple tree located between the farmhouse and the tractor repair shop

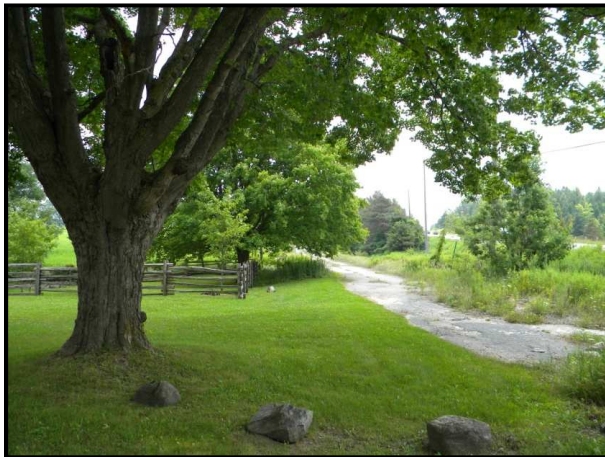


Figure 5.1.6: Sugar maple tree between the Bank Barn and Old Brock Road



Figure 5.1.7: Oak trees located near the wooded area at the northeast of the property



Figure 5.1.8: The original Buck Stove Company wood-burning stove



Figure 5.1.9: Detail of the original doorbell

Barn Node



Figure 5.2.1: View of the Bank Barn



Figure 5.2.2: Interior structure of the bank barn



Figure 5.2.3: Carved beam showing the initials of the builders of the bank barn



Figure 5.2.4: Interior of the bank barn lower section upper section. Note the original massing and internal volume



Figure 5.2.5: View of Bank Barn



Figure 5.2.6: Exterior view of drive shed



Figure 5.2.7: Exterior view of storage shed

Orchard/Garden Node, Natural Features and Rear Landscape Viewshed



Figure 5.3.1: View of fence from Gordon Street



Figure 5.3.2: Detail of one scoop of dash wheel



Figure 5.3.3: Site line C




Figure 5.3.4: Detail of dash wheel



Intention to Designate 2162 Gordon Street (Marcolongo Farm)

- **PBEE Meeting, June 20, 2011**

Recap of Designation Process

- Background Research
- Contact Owner / Site Visit
- Draft Statement of Reasons
- Motion from Heritage Guelph
- PBEE Committee Report 
- Notice of Intention to Designate
- 30-day appeal period
- Council By-law, Notice of Designation, By-Law and Title

2162 Gordon Street



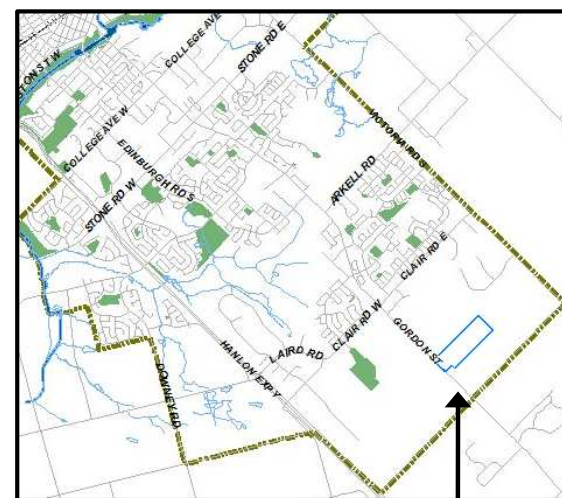
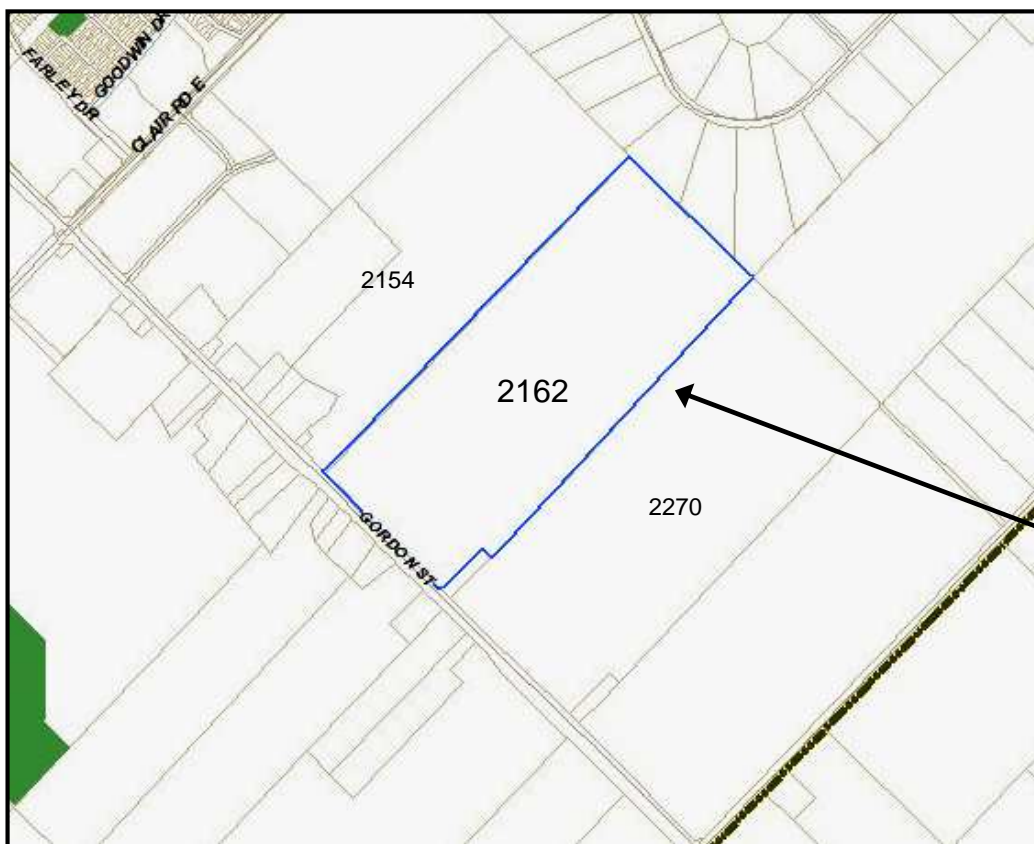
□ Marcolongo Farm



2162 Gordon Street



□ Location



Subject Property:

2162 Gordon Street



□ Statement of Reasons for Designation

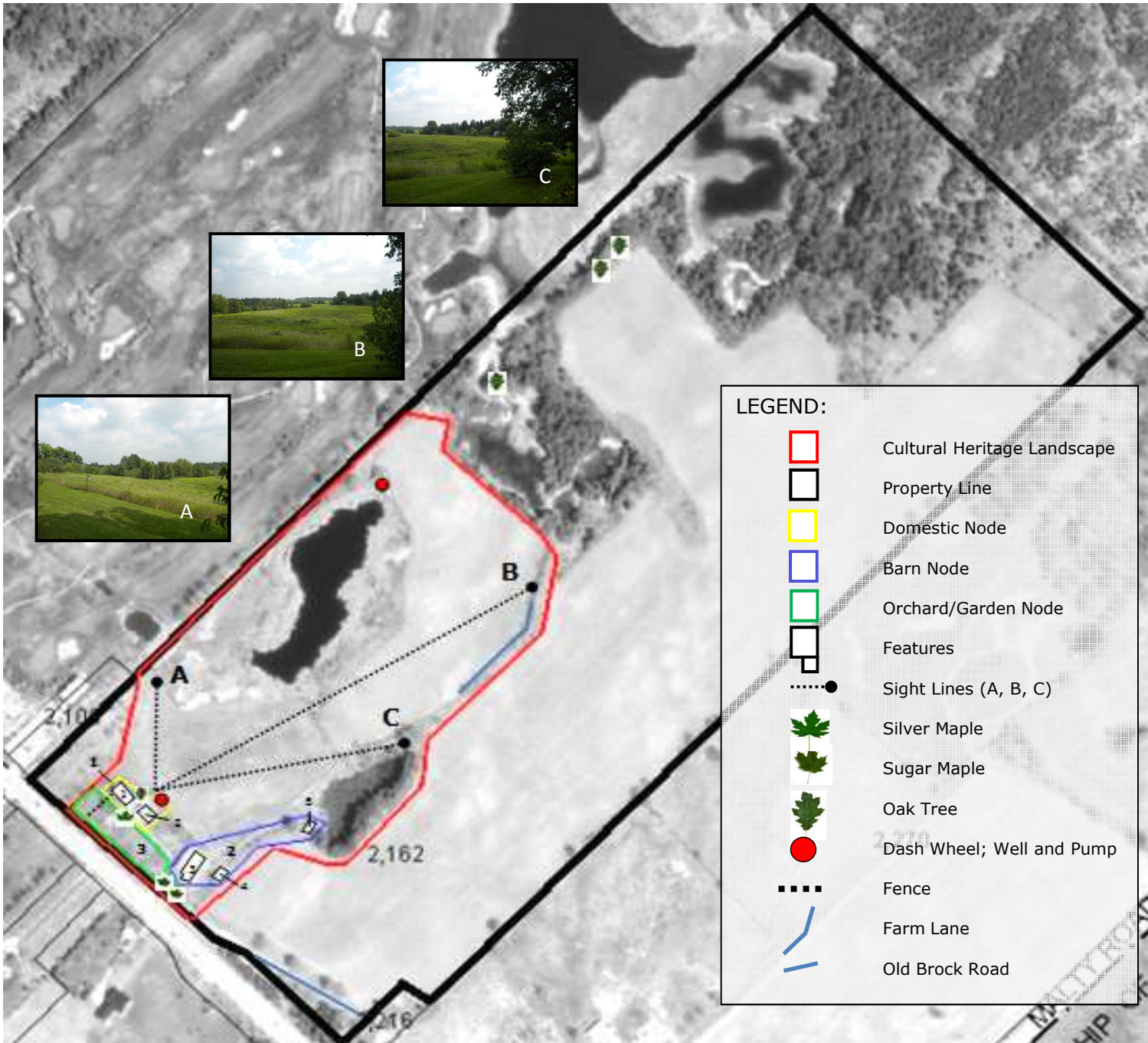
- One of the first farms established in Puslinch Township with direct ties to two of the area's earliest pioneer families – Beatty and Blair.
- The property consists of a mixture of built and natural features that, when combined, exists as a rare example of an early Wellington County farm in outstanding condition.
- One of the best remaining examples of what was a mixed-use agricultural farm which defined the rural landscape of Wellington County beginning in the mid-nineteenth century.

2162 Gordon Street



□ What is to be Protected

- Features of the property that should be considered heritage attributes of the designation which define the farm's historical mixed-use operations as a cultural heritage landscape include:
 - Domestic node
 - Orchard/Garden Node
 - Barn node
 - Natural Features
 - Rear landscape view shed



2162 Gordon Street



□ Report Recommendations

- PBEE Report 11-53 be received.
- City Clerk be authorized to publish and serve Notice of Intention to Designate the property pursuant to the *Ontario Heritage Act*, as recommended by Heritage Guelph.
- Designation By-law be brought before Council for approval if no objections received within the 30-day appeal period.

CONSENT AGENDA

June 27, 2011

Her Worship the Mayor
and
Members of Guelph City Council.

SUMMARY OF REPORTS:

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

A Reports from Administrative Staff

REPORT	DIRECTION
<p>A-1) 129 BAXTER DRIVE – UPCOMING ONTARIO MUNICIPAL BOARD HEARING (A-1/11), WARD 6</p> <p>THAT Report 11-64 dated June 27, 2011 regarding an appeal from the Committee of Adjustment Decision A-1/11 refusing a minor variance to Interim Control By-law Number (2010)-19019 and Zoning By-law (1995)-14864 to permit the establishment of an accessory apartment having a gross floor area of 83.61 m² at 129 Baxter Drive, City of Guelph, from Planning & Building, Engineering and Environment dated June 27, 2011 be received;</p> <p>AND THAT the City be a party at any upcoming Ontario Municipal board proceedings regarding an appeal from the Committee of Adjustment's Decision A-1/11 refusing a minor variance to Interim Control By-law Number (2010)-19019 and Zoning By-law (1995)-14864 to permit the establishment of an accessory apartment having a gross floor area of 83.61m² at 129 Baxter Drive, City of Guelph, and that appropriate staff attend any future Ontario Municipal Board proceedings to support Council's direction.</p>	Approve
<p>A-2) 387 Ironwood Road – Upcoming Ontario Municipal Board Hearing (A-13/11), Ward 6</p> <p>THAT Report 11-65 dated June 27, 2011 regarding an appeal from the Committee of Adjustment Decision A-13/11 refusing minor variances to Interim Control By-law Number (2010)-19019 to permit the establishment of an accessory apartment and to Zoning By-law (1995)-14864 to permit a reduced side yard setback and a reduced parking space</p>	Approve

depth within the garage at 387 Ironwood Road, City of Guelph, from Planning & Building, Engineering and Environment dated June 27, 2011, be received;

AND THAT the City be a party at any upcoming Ontario Municipal Board proceedings regarding an appeal from the Committee of Adjustment's Decision A-13/11 refusing minor variances to Interim Control By-law Number (2010)-19019 to permit the establishment of an accessory apartment and to Zoning By-law (1995)-14864 to permit a reduced side yard setback and a reduced parking space depth within the garage at 387 Ironwood Road, City of Guelph, and that appropriate staff attend any future Ontario Municipal Board proceedings to support Council's direction.

A-3) PURCHASE OF FOUR (4) CONVENTIONAL BUSES FROM CITY OF GUEPH CONTRACT NO. 11-107

Approve

THAT Council authorize Finance to issue a purchase order to Nova Bus, Saint-Eustache, Quebec, for the amount of \$1,717,832 (excluding taxes), for four (4) 40 ft. transit buses for 2011 and that Nova Bus be the preferred vendor for term of Council.

A-4) PPP CANADA – WILSON STREET PARKING FACILITY – INFORMATION REPORT

Receive

THAT the Information Report dated June 27, 2011, which has been prepared by the General Manager of Economic Development and Tourism Services regarding PPP Canada, be received.

A-5) 1897 GORDON STREET (BIRD PROPERTY): PROPOSED DRAFT PLAN OF SUBDIVISION, OFFICIAL PLAN AMENDMENT AND ZONING BY-LAW AMENDMENT (FILE 23T-08505/OP0801/ZC0306) – WARD 6

Approve

THAT the application by Astrid J. Clos Planning Consultants on behalf of Thomasfield Homes Limited for approval of an Official Plan Amendment to designate Blocks 23, 24 and 25, as shown on Schedule 3, of Report No. 11-30 of Planning & Building, Engineering and Environment dated June 7, 2011, from 'General Residential' to 'High Density Residential' Official Plan designation to permit high density residential apartments in a residential subdivision affecting the lands municipally known as 1897 Gordon Street and legally described as Part of Lot 11, Concession 7 (Geographic Township of Puslinch), City of Guelph, be approved;

AND THAT the application by Astrid J. Clos Planning Consultants on behalf of Thomasfield Homes Limited for approval of a Draft Plan of Residential Subdivision to permit the development of a minimum of 205 dwelling units on lands municipally known as 1897 Gordon Street and legally described as Part of Lot 11, Concession 7 (Geographic Township of

Puslinch), City of Guelph, be approved, subject to the conditions set out in Schedule 2 of the Report No, 11-30 of Planning & Building, Engineering and Environment dated June 7, 2011;

AND 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 change the subject lands from the current Agricultural (A) Zone in the Township of Puslinch Zoning By-law to the zoning categories as set out in Schedule 2 of Report No. 11-30 of Planning & Building, Engineering and Environment dated June 7, 2011.

A-6) REQUEST TO ASSIGN PART OF LICENSE AGREEMENT BETWEEN THE CITY OF GUELPH AND ECOTRICITY GUELPH INC. REGARDING SOLAR PHOTOVOLTAIC INSTALLATIONS

Approve

THAT in respect of the existing License Agreement between the City and Ecotricity Guelph Inc. regarding the use of certain City-owned lands for solar photovoltaic installations:

- a) The Mayor and Clerk be authorized to execute an Amending Agreement to effectively delete the rights to use the Eastview Landfill Site under the existing License Agreement; and
- b) The Mayor and Clerk be authorized to execute a License Agreement between the City and Guelph Energy Co-Operative Inc. to use the Eastview Landfill Site for solar voltaic installations.

B ITEMS FOR DIRECTION OF COUNCIL

C ITEMS FOR INFORMATION OF COUNCIL

attach.

TO **Guelph City Council**

SERVICE AREA Planning & Building, Engineering and Environment
DATE June 27, 2011

**SUBJECT 129 Baxter Drive
Upcoming Ontario Municipal Board Hearing (A-1/11)
Ward 6**

REPORT NUMBER 11-64

SUMMARY

Purpose of Report

This report provides a staff recommendation for the City to become a party and for Council to direct staff to attend an upcoming Ontario Municipal Board (OMB) hearing regarding the appeal of a decision refusing minor variances to Interim Control By-law No. (2010)-19019 and the Zoning By-law to permit the establishment of an 83.61 m² accessory apartment at 129 Baxter Drive.

Council Action

Council to decide whether to direct staff to attend the OMB hearing.

RECOMMENDATION

"THAT Report 11-64 dated June 27, 2011 regarding an appeal from the Committee of Adjustment Decision A-1/11 refusing a minor variance to Interim Control By-law Number (2010)-19019 and Zoning By-law (1995)-14864 to permit the establishment of an accessory apartment having a gross floor area of 83.61 m² at 129 Baxter Drive, City of Guelph, from Planning & Building, Engineering and Environment dated June 27, 2011 be received;

AND THAT the City be a party at any upcoming Ontario Municipal Board proceedings regarding an appeal from the Committee of Adjustment's Decision A-1/11 refusing a minor variance to Interim Control By-law Number (2010)-19019 and Zoning By-law (1995)-14864 to permit the establishment of an accessory apartment having a gross floor area of 83.61 m² at 129 Baxter Drive, City of Guelph, and that appropriate staff attend any future Ontario Municipal Board proceedings to support Council's direction."

BACKGROUND

Location: The subject property is located on the northwest corner of Baxter Drive and Goodwin Drive (see Schedule 1 – Location Map). There is an existing detached dwelling that was constructed in 2010 on the subject property.

Current Zoning: The subject property is zoned R.1B-24 under Zoning By-law (1995)-14864 which permits detached dwellings, accessory apartments, bed and breakfast establishments, day care centres, group homes, home occupations and lodging houses. Accessory apartments are permitted provided that the regulations in Section 4.15 of the Zoning By-law are being met. Among other things, Section 4.15 limits the size of accessory apartments to 80m².

In June of 2010, Council also passed Interim Control By-law No. (2010)-19019 prohibiting the use of land, buildings or structures for a "Lodging House Type 1" and/or an "Accessory Apartment" in R.1 and R.2 zones for properties within Ward 5 and Ward 6, east of the Hanlon Expressway. Following the passage of the Interim Control By-law and subsequent study, in September 2010, Zoning By-law (2010)-19076 was passed. This by-law amended the City's Zoning By-law to require new regulations for two unit houses and lodging houses.

This By-law was appealed to the Ontario Municipal Board (OMB) and until the appeal is resolved or adjudicated the Interim Control By-law remains in place. As such, the establishment of an accessory apartment or lodging house at 129 Baxter Drive is not permitted.

Application Details: On January 11, 2011 the Committee of Adjustment considered an application (A-1/11) requesting a minor variance to Interim Control By-law Number (2010)-19019 to permit the establishment of an accessory apartment having a gross floor area of 83.61 m² at 129 Baxter Drive; whereas the Interim Control By-law does not permit the establishment of an accessory apartment or a lodging house in this instance.

The application was refused by the Committee. Subsequently, the applicant appealed the Committee's decision to the OMB. The applicant appealed the Committee's decision on the basis that:

- It was the applicant's intention and plan to finish the basement apartment long before the Interim Control By-law came into place
- Changes were made to the building plans for the dwelling in order to accommodate an accessory apartment

It is noted for Council's information that a previous application was submitted under file A-71/10 in October 2010 requesting minor variances to the Interim Control By-law and the Zoning By-law to permit the establishment of a 92.9 m² accessory apartment with three bedrooms; whereas the Interim Control By-law does not permit the establishment of accessory apartments and the Zoning By-law limits accessory apartments to a maximum size of 80m² and two bedrooms. The application was refused by the Committee of Adjustment in November 2010 on the basis that it does not meet the intent of the Interim Control By-law or the Zoning

By-law and, further that a three bedroom, 92.9m² accessory apartment is not minor in nature. The applicant did not appeal the decision to the OMB.

REPORT

At the January 11, 2011 Committee of Adjustment meeting, Planning staff recommended that the application for minor variances at 129 Baxter Drive be refused. The comments that Planning provided to the Committee of Adjustment indicated that the intent of the Interim Control By-law is to prohibit the establishment of any new accessory apartments until such time as a study is complete and new Zoning regulations are in place to address public concerns surrounding shared rental housing. As the request is to permit a new accessory apartment, it does not meet the intent of the Interim Control By-law (see Schedule 3 – Comments from Staff, Public and Agencies).

The Planning comments also outlined that the accessory apartment would not comply with the proposed Zoning Regulations regarding two-unit houses which are currently under appeal to the OMB. Further, the staff comments indicated that Section 4.15 of the Zoning By-law limits the maximum size of an accessory apartment to 80 m² and the requested variance to permit the accessory apartment to be larger than permitted should be refused.

After considering staff comments, hearing from the applicant and reviewing correspondence received from area residents, the Committee of Adjustment refused the minor variance application (see Schedule 4 – January 11, 2011 Meeting Minutes and Schedule 5 – Committee of Adjustment Decision). The Committee's decision to refuse the minor variance request was in keeping with the recommendation from Planning staff.

The applicant submitted a letter of appeal on January 26, 2011 (see Schedule 6 – Letter of Appeal).

A one day OMB hearing has been scheduled for July 12, 2011 for this appeal.

Planning staff recommend that the City be a party at any future OMB proceedings for this appeal as there is a municipal interest in the application. By-law (2010)-19076 was passed by City Council in September 2010 which introduced new zoning regulations for two unit houses and lodging houses. This By-law was subsequently appealed and is the subject of another OMB hearing. Until such time as there is an OMB decision regarding By-law (2010)-19076, the Interim Control By-law will remain in place. The dwelling at 129 Baxter Drive has four bedrooms upstairs and an additional two bedrooms are proposed in the accessory apartment. Therefore, the proposed new regulations which are currently under appeal, would apply to the subject dwelling. As there is an existing accessory apartment in the dwelling that is immediately adjacent to this property, the proposed accessory apartment would not be permitted if the Zoning regulations are approved by the OMB in the same form that they were approved by Council.

Further, where the Interim Control By-law is not in place, the Zoning By-law permits the establishment of an accessory apartment in a detached or semi-

detached dwelling provided that all of the regulations in Section 4.15 of the Zoning By-law can be met. Among other things, these regulations limit the total floor area of the accessory apartment to 80 m² or 45% of the total floor area of the dwelling, whichever is less. The proposed accessory apartment is 83.61 m² and the variance requested to permit the increased size was also refused by the Committee of Adjustment.

CORPORATE STRATEGIC PLAN

N/A

FINANCIAL IMPLICATIONS

N/A

DEPARTMENTAL CONSULTATION

Legal Services has reviewed this report.

COMMUNICATIONS

N/A

ATTACHMENTS

- Schedule 1 – Location Map
- Schedule 2 – Notice of Meeting
- Schedule 3 – Comments from Staff, Public & Agencies
- Schedule 4 – Committee of Adjustment Meeting Minutes
- Schedule 5 – Committee of Adjustment Decision
- Schedule 6 – Letter of Appeal

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Recommended By:

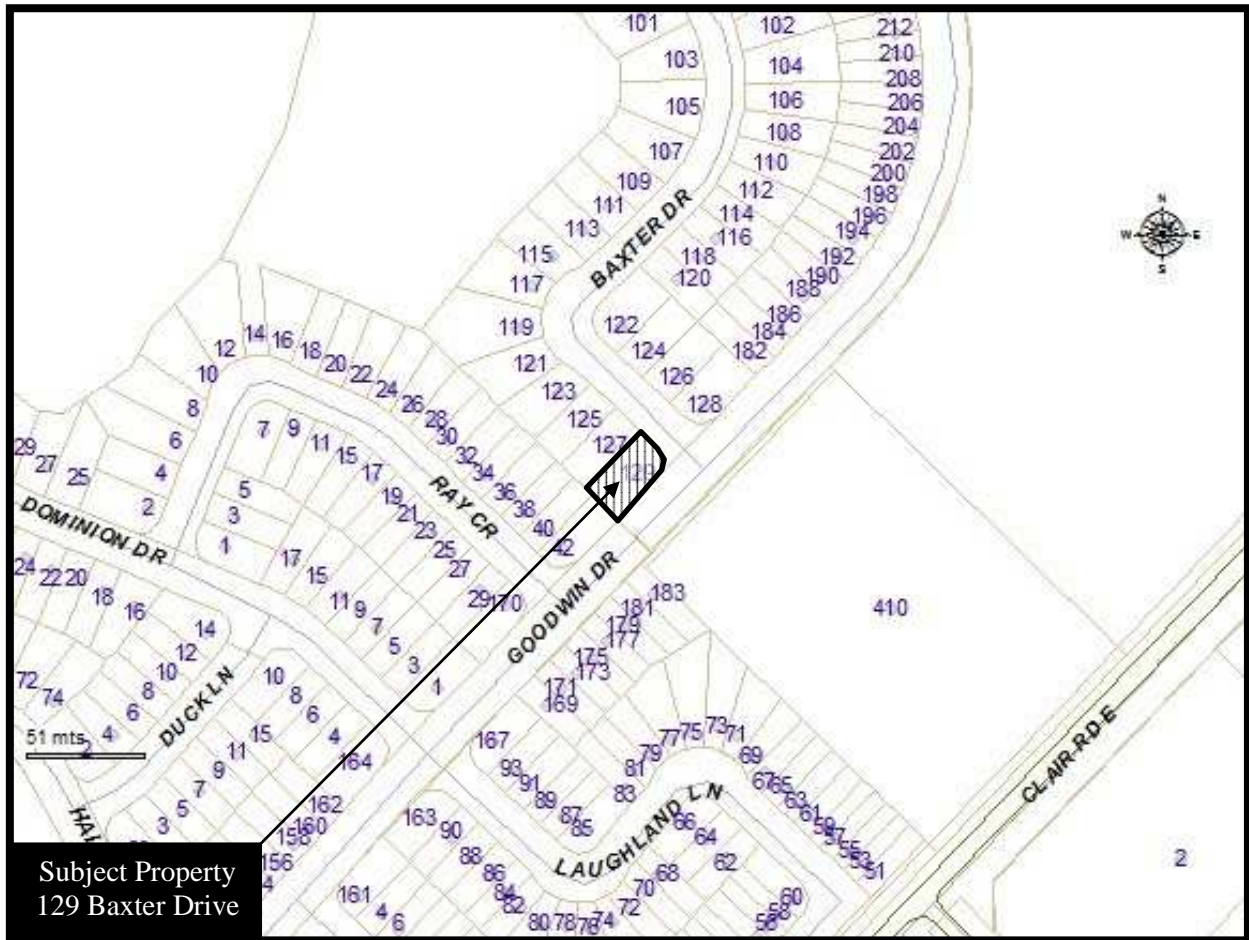
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“original signed by Janet Laird”

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and Environment
519-822-1260, ext 2237
janet.laird@guelph.ca

SCHEDULE 1 – Location Map



SCHEDULE 2 – Notice of Meeting

COMMITTEE OF ADJUSTMENT NOTICE OF PUBLIC MEETING



An Application for Minor Variance(s) has been filed with the Committee of Adjustment.

**LOCATION
of PROPERTY:** 129 Baxter Drive

PROPOSAL: The applicant proposes to establish an 83.61 square metre (900 square foot) accessory apartment.

BY-LAW REQUIREMENTS:

The property is located in the Specialized Residential Single Detached (R.1B-24) Zone. Variances from Interim Control By-law (2010) -19019 and Zoning By-law (1995)-14864, as amended, are being requested.

The Interim Control By-law passed by Guelph City Council on June 7, 2010 directing staff to undertake a review of the zoning regulations pertaining to accessory apartments and lodging houses in R.1 and R.2 zoned portions of Ward 5 and all of Ward 6 for the purpose of recommending zoning amendments to address issues associated with the concentration of shared rental housing in addition to complementary strategic initiatives to address the issues. Recommendations were considered by Guelph City Council on September 20, 2010 and Council passed By-law Number (2010)-1076 which introduced modified regulations for accessory apartments. This By-law has now been appealed to the Ontario Municipal Board (OMB). Until a decision is made by the OMB By-law (2010)-19076, the Interim Control By-law will remain in effect. In addition, regulations in the Zoning By-law limit the size of an accessory unit to a maximum of 80 square metres (861.11 square feet).

REQUEST:

The applicant is seeking relief from the Interim Control By-law (2010)-19019 to permit the establishment of an 83.61 square metre (900 square feet) 2 bedroom accessory apartment. The property is subject to the Interim Control By-law as it is located in Ward 6.

The Committee of Adjustment for the City of Guelph will be holding a public hearing to consider an application under Section 45 of the Planning Act R.S.O. 1990 P.13, as amended.

DATE OF HEARING	January 11, 2011
APPLICATION WILL BE HEARD	4:30 p.m. City Hall 1 Carden Street, Guelph, Ontario
APPLICATION NUMBER	A-1/11

HOW DO I PROVIDE COMMENTS?

You may provide your comments, in support or opposition, regarding this application:

By appearing at the Public Hearing:

Please advise the Secretary-Treasurer of the Committee of Adjustment of your intention to appear before the Committee.

In Writing:

Written comments received by January 7, 2011 will be forwarded to the Committee members. Comments submitted after this date will be summarized at the hearing.

By Mail: Secretary Treasurer, Committee of Adjustment,
City of Guelph, 1 Carden Street, Guelph, ON N1H 3A1

By Fax: 519-822-4632

By Email: cofa@guelph.ca

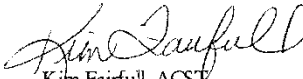
HOW DO I GET MORE INFORMATION?

In Person: City Hall, 1 Carden Street, 3rd Floor

By Telephone: 519-837-5615, Ext. 2524

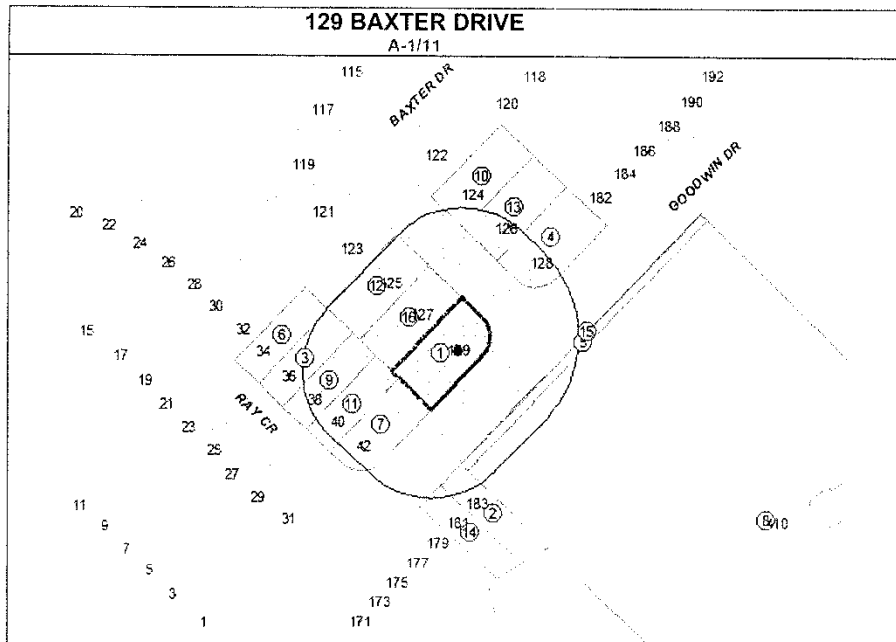
HOW DO I RECEIVE NOTIFICATION OF THE DECISION?

You *must* make a written request for Notice of Decision to the Secretary-Treasurer, Committee of Adjustment.

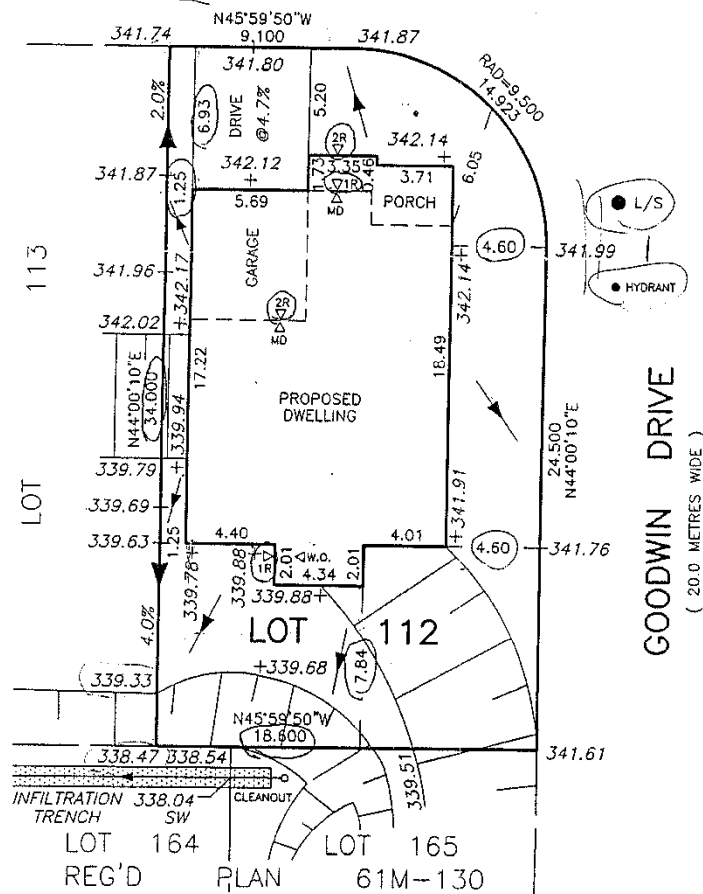

Kim Fairfull, ACST
Secretary-Treasurer
Committee of Adjustment

Dated this 22nd day of December, 2010

SCHEDULE 2 – Notice of Meeting (continued)



BAXTER DRIVE
(17.0 METRES WIDE)



SCHEDULE 3 – Comments from Staff, Public & Agencies

COMMITTEE OF ADJUSTMENT COMMENTS FROM STAFF, PUBLIC & AGENCIES



APPLICATION DETAILS

APPLICATION NUMBER: A-1/11
LOCATION: 129 Baxter Drive
DATE AND TIME OF HEARING: January 11, 2011 at 4:30 p.m.
APPLICANT: Asim Ali Mir and Tanveer Asim
AGENT: Samar Imad, Imad Ali Syed and Abdul Khan
OFFICIAL PLAN DESIGNATION: General Residential
ZONING BY-LAW: Specialized Residential Single Detached (R.1B-24) Zone

REQUEST:	Variance to Interim Control By-law (2010)-19076 – Accessory Apartment proposed in Ward 6
CONDITIONS RECOMMENDED:	No CONDITION RECOMMENDED

COMMENTS

ENGINEERING SERVICES:

We have no objection to the requested accessory apartment size variance from an engineering perspective.

PLANNING SERVICES:

Planning staff have serious concerns with the requested variance to the Interim Control By-law (2010)-19019. The intent of the Interim Control By-law is to not permit the establishment of new accessory apartments until such time as a study is complete and new Zoning regulations are in place to address public concerns surrounding shared rental housing. As the requested variance is to permit a new accessory apartment, it does not meet the intent of the Interim Control By-law.

We advise the Committee that City Council considered amendments to the Zoning By-law regarding Two Unit Houses and Lodging Houses and passed By-law (2010)-19076 which introduced modified regulations. The amending By-law has been appealed to the Ontario Municipal Board. The proposed modifications include adding minimum separation distance requirements for Two-Unit Dwellings with 6 or more bedrooms; limiting the number of lodging units in a Lodging House Type I to a maximum of 8; and clarifying definitions.

The dwelling at 129 Baxter Drive has four bedrooms upstairs and an additional two bedrooms are proposed in the accessory apartment. Therefore, the proposed new regulations which are currently under appeal, would apply to the subject dwelling and the proposed accessory apartment would not be permitted.

Currently, where the Interim Control By-law is not in place, the Zoning By-law permits the establishment of an accessory apartment in a detached or semi-detached dwelling provided that all of the regulations in Section 4.15 can be met. These regulations limit the total number of bedrooms in an accessory apartment to 2 and the total floor area of the accessory apartment to 80 m² (861 sq. ft.) or 45% of the total floor area of the dwelling, whichever is less. The proposed accessory apartment does not meet the current regulations in the zoning by-law.

The requested variance does not meet the intent of the Interim Control By-law and, therefore should be refused. Further, the proposed accessory apartment does not meet our current zoning regulations for accessory apartments and, therefore would not be permitted. If the proposed new zoning regulations are approved by the Ontario Municipal Board in their current form, then the proposed accessory apartment would also not conform to the new regulations. Planning staff recommend that this application be refused.

PERMIT AND ZONING ADMINISTRATOR:

The Zoning Division of Planning and Building Services have concerns with the proposed variance to permit an accessory apartment with an overall area of 83.61 square metres in lieu of the required 80 metres. An interim control by-law was passed by City Council for this Ward to not permit new accessory apartments until such time as new zoning regulations could be implemented. The proposed apartment does not comply with the size regulations (80 square metres maximum allowed and 83.61 square metres proposed). The host unit has 4 bedrooms, therefore

SCHEDULE 3 – Comments from Staff, Public & Agencies (continued)

COMMITTEE OF ADJUSTMENT COMMENTS FROM STAFF, PUBLIC & AGENCIES



proposing 6 bedrooms total. The proposed Zoning amendments that are under appeal restrict buildings with accessory apartments with 6 or more bedrooms to a 100 metre separation distance to any other property with an accessory apartment. At present there is a dwelling with 4 bedrooms up and two in the accessory apartment at 127 Baxter which is next door to this property. Additionally, the owner has installed the kitchen cupboards without permit thereby creating an illegal situation after having a previous variance refused. Zoning still recommends refusal of this application until such time as the Interim Control By-law issues have been rectified.

Building permits have been applied for. Please be advised that the Building Department at present cannot determine the actual square footage of the basement apartment. The most recent plans submitted by the applicant are not to scale.

GUELPH HYDRO:

No comment.

GRAND RIVER CONSERVATION AUTHORITY:

No comment.

REPORT COMPILED BY: KIM FAIRFULL
LETTERS ATTACHED

SCHEDULE 4 – Committee of Adjustment Meeting Minutes

The Committee of Adjustment for the City of Guelph held its Regular Meeting on Tuesday January 11, 2011 at 4:00 p.m. in Committee Room C, City Hall, with the following members present:

R. Funnell, Chair
L. McNair
P. Brimblecombe
J. Andrews
D. Kelly
A. Diamond
B. Birdsell

Staff Present: S. Laughlin, Planner
K. Fairfull, Secretary-Treasurer

Application: A-1/11
Applicant: Asim Ali Mir and Tanveer Asim
Agent: Imad Ali Syed
Location: 129 Baxter Drive
In Attendance: Imad Ali Syed

The Secretary-Treasurer advised there was correspondence received for the file which was distributed to Committee members with the staff recommendations.

Chair R. Funnell questioned if the sign had been posted in accordance with Planning Act requirements and comments were received from staff.

Mr. Syed replied the notice sign was posted and the recommendations and letters were received. He addressed the concerns expressed by the neighbours and noted they have a two car garage and only one family car at this time so the required parking could be accommodated in the driveway. He noted the size of the unit has been reduced from the previous application and will be comprised of two bedrooms. With respect to the construction of the kitchen cabinets in the unit, he explained he retained a contractor in March to construct the accessory apartment. He noted had not moved into the house at that time as they did not take ownership until June 25th. He advised when he came in to apply for his building permit for an accessory unit he was advised the Interim Control By-law had passed and no permits could be issued. He advised he changed his permit to allow for basement finishes, however the original contractor had hired a sub-constructor who entered the house and installed the cabinets without his knowledge. With respect to the size of the unit he advised he would not find the original building permit drawings for the house resulting in him completing all the measurements and drawing on his own so the actual size may not be exact.

Chair R. Funnell noted there are tests outlined in the Planning Act the Committee must considered before rendering a decision on a minor variance however the Interim Control By-law is not permitting any accessory apartments in Ward 6 and a portion of Ward 5.

SCHEDULE 4 – Committee of Adjustment Meeting Minutes (continued)

Committee member P. Brimblecombe questioned if there was adequate room in the driveway to provide three off-street parking spaces side by side.

Planner S. Laughlin replied that based on the drawing submitted three cars would not be able to park side by side. She reminded the Committee that parking is not a matter before them for consideration.

Committee member P. Brimblecombe noted the existing By-law regulations limit the size of the unit to a maximum of 80 square metres. He noted the request is for a larger unit and is in direct contravention to the Interim Control By-law.

Mr. Syed advised he understood why the Interim Control By-law was put into effect. He noted the By-law was passed without any public notice on June 6th and their house was purchased with the understanding they could construct the accessory apartment as it was permitted when they purchased their home.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by P. Brimblecombe and seconded by D. Kelly,

“THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from Interim Control By-law (2010)-19019 and Zoning By-law (1995)-14864, as amended, for 129 Baxter Drive, to permit an 83.61 square metre (900 square foot) two bedroom accessory apartment when the Zoning By-law limits the size of an accessory unit to a maximum of 80 square metres (861.11 square feet) and to permit the accessory apartment when Interim Control By-law (2010)-19019 passed by City Council on June 7, 2010 to undertake a review of the zoning regulations pertaining to accessory apartments and lodging houses in R.1 and R.2 zoned portions of Ward 6 and Part of Ward 5 for the purpose of recommending zoning amendments to address issues associated with the concentration of shared rental housing in addition to complementary strategic initiatives to address the issues (the introduced zoning regulations have been appealed to the Ontario Municipal Board], be refused.

Reasons for refusal being: -

1. The Committee must be respectful of the intent of the Interim Control By-law.
2. The request does not meet the intent of the Zoning By-law regulations.
3. There is a stated intention of the City to limit the concentration of accessory units and the adjacent property has an accessory apartment and home business which has been registered.”

Carried.

SCHEDULE 5 – Committee of Adjustment Decision

DECISION

**COMMITTEE OF ADJUSTMENT
APPLICATION NUMBER A-1/11**



The Committee, having considered whether or not the variance(s) are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, passed the following resolution:

“THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from Interim Control By-law (2010)-19019 and Zoning By-law (1995)-14864, as amended, for 129 Baxter Drive, to permit an 83.61 square metre (900 square foot) two bedroom accessory apartment when the Zoning By-law limits the size of an accessory unit to a maximum of 80 square metres (861.11 square feet) and to permit the accessory apartment when Interim Control By-law (2010)-19019 passed by City Council on June 7, 2010 to undertake a review of the zoning regulations pertaining to accessory apartments and lodging houses in R.1 and R.2 zoned portions of Ward 6 and Part of Ward 5 for the purpose of recommending zoning amendments to address issues associated with the concentration of shared rental housing in addition to complementary strategic initiatives to address the issues (the introduced zoning regulations have been appealed to the Ontario Municipal Board], be refused.

Reasons for refusal being: -

1. The Committee must be respectful of the intent of the Interim Control By-law.
2. The request does not meet the intent of the Zoning By-law regulations.
3. There is a stated intention of the City to limit the concentration of accessory units and the adjacent property has an accessory apartment and home business which has been registered.”

Members of Committee
Concurring in this Decision

I, Kimberli Fairfull, Secretary-Treasurer, hereby certify this to be a true copy of the decision of the Guelph Committee of Adjustment and this decision was concurred by a majority of the members who heard this application at a meeting held on January 11, 2011.

Dated: January 14, 2011

The last day on which a Notice
of Appeal to the Ontario
Municipal Board may be filed
is January 31, 2011.

Committee of Adjustment

T 519-837-5615
F 519-822-4632
E cofa@guelph.ca

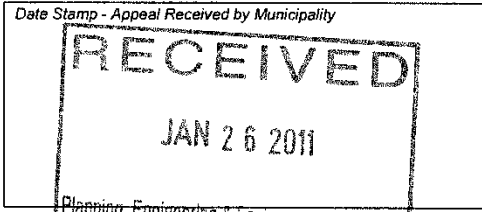
SCHEDULE 6 – Letter of Appeal



Environment and Land Tribunals Ontario
Ontario Municipal Board
 655 Bay Street, Suite 1500 Toronto, Ontario M5G 1E5
 TEL: (416) 212-6349 or Toll Free: 1-866-448-2248
 FAX: (416) 326-5370
 www.elto.gov.on.ca

APPELLANT FORM (A1) PLANNING ACT

**SUBMIT COMPLETED FORM
 TO MUNICIPALITY/APPROVAL AUTHORITY**



Receipt Number (OMB Office Use Only)

Part 1: Appeal Type (Please check only one box)

SUBJECT OF APPEAL	TYPE OF APPEAL	PLANNING ACT REFERENCE (SECTION)
Minor Variance	<input checked="" type="checkbox"/> Appeal a decision	45(12)
	<input type="checkbox"/> Appeal a decision	53(19)
Consent/Severance	<input type="checkbox"/> Appeal conditions imposed	
	<input type="checkbox"/> Appeal changed conditions	
	<input type="checkbox"/> Failed to make a decision on the application within 90 days	53(14)
Zoning By-law or Zoning By-law Amendment	<input type="checkbox"/> Appeal the passing of a Zoning By-law	34(19)
	<input type="checkbox"/> Application for an amendment to the Zoning By-law – failed to make a decision on the application within 120 days	34(11)
	<input type="checkbox"/> Application for an amendment to the Zoning By-law – refused by the municipality	
Interim Control By-law	<input type="checkbox"/> Appeal the passing of an Interim Control By-law	38(4)
Official Plan or Official Plan Amendment	<input type="checkbox"/> Appeal a decision	17(24) or 17(36)
	<input type="checkbox"/> Failed to make a decision on the plan within 180 days	17(40)
	<input type="checkbox"/> Application for an amendment to the Official Plan – failed to make a decision on the application within 180 days	22(7)
	<input type="checkbox"/> Application for an amendment to the Official Plan – refused by the municipality	
Plan of Subdivision	<input type="checkbox"/> Appeal a decision	51(39)
	<input type="checkbox"/> Appeal conditions imposed	51(43) or 51(48)
	<input type="checkbox"/> Failed to make a decision on the application within 180 days	51(34)

Part 2: Location Information

129 Baxter Drive, Guelph, ON, N1L-0C7
 Address and/or Legal Description of property subject to the appeal:

Municipality/Upper tier: City of Guelph

SCHEDULE 6 – Letter of Appeal (continued)

Part 3: Appellant Information

First Name: Asim Ali Last Name: Mir

— (Imad Ali Syed - Son)

Company Name or Association Name (Association must be incorporated – include copy of letter of incorporation)

Professional Title (if applicable): —

E-mail Address: [REDACTED]

By providing an e-mail address you agree to receive communications from the OMB by e-mail.

Daytime Telephone #: [REDACTED] Alternate Telephone #: [REDACTED]

Fax #: —

Mailing Address: 129 Baxter Drive Guelph

Street Address

Apt/Suite/Unit#

City/Town

ON

Province

Country (if not Canada)

N1L-0C7

Postal Code

Signature of Appellant: [REDACTED] Date: January 26th 20

(Signature not required if the appeal is submitted by a law office.)

Please note: You must notify the Ontario Municipal Board of any change of address or telephone number in writing. Please quote your OMB Reference Number(s) after they have been assigned.

Personal information requested on this form is collected under the provisions of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, and the *Ontario Municipal Board Act*, R.S.O. 1990, c. O. 28 as amended. After an appeal is filed, all information relating to this appeal may become available to the public.

Part 4: Representative Information (if applicable)

I hereby authorize the named company and/or individual(s) to represent me:

First Name: Pamela Last Name: Machado

Company Name: Matlow, Miller, Harris, Thrasher LLP

Professional Title: Lawyer

E-mail Address: m.machado@matlowmiller.com

By providing an e-mail address you agree to receive communications from the OMB by e-mail.

Daytime Telephone #: 519-621-2430 Alternate Telephone #: —

Fax #: 519-621-0072

Mailing Address: 39 Dickson Street Cambridge

Street Address

Apt/Suite/Unit#

City/Town

ON

Province

Country (if not Canada)

N1R-5W1

Postal Code

Signature of Appellant: [Signature] (POA) Date: January 26th 20

Please note: If you are representing the appellant and are NOT a solicitor, please confirm that you have written authorization, as required by the Board's Rules of Practice and Procedure, to act on behalf of the appellant. Please confirm this by checking the box below.

I certify that I have written authorization from the appellant to act as a representative with respect to this appeal on his or her behalf and I understand that I may be asked to produce this authorization at any time.

SCHEDULE 6 – Letter of Appeal (continued)

Part 5: Language and Accessibility

Please choose preferred language: English French

We are committed to providing services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible.

Part 6: Appeal Specific Information

1. Provide specific information about what you are appealing. For example: Municipal File Number(s), By-law Number(s), Official Plan Number(s) or Subdivision Number(s):

(Please print) Application # ~~A-1111~~ A-1111.
This is the application number from the City of Guelph.

2. Outline the nature of your appeal and the reasons for your appeal. Be specific and provide land-use planning reasons (for example: the specific provisions, sections and/or policies of the Official Plan or By-law which are the subject of your appeal - if applicable). **If more space is required, please continue in Part 9 or attach a separate page.

(Please print) - WE ARE APPEALING THE INTERIM CONTROL BY-LAW (2010) - ~~1907~~ 1909 WHICH CAME INTO EFFECT ON JUNE 7th 2010 WHICH DOES NOT ALLOW US TO COMPLETE A LEGAL ACCESSORY APARTMENT.

THE FOLLOWING SECTIONS (a&b) APPLY ONLY TO APPEALS OF ZONING BY-LAW AMENDMENTS UNDER SECTION 34(11) OF THE PLANNING ACT.

- a) DATE APPLICATION SUBMITTED TO MUNICIPALITY: _____
(If application submitted before January 1, 2007 please use the O1 'pre-Bill 51' form.)

- b) Provide a brief explanatory note regarding the proposal, which includes the existing zoning category, desired zoning category, the purpose of the desired zoning by-law change, and a description of the lands under appeal:
**If more space is required, please continue in Part 9 or attach a separate page.

Part 7: Related Matters (if known)

Are there other appeals not yet filed with the Municipality? YES NO

Are there other planning matters related to this appeal? YES NO
(For example: A consent application connected to a variance application)

If yes, please provide OMB Reference Number(s) and/or Municipal File Number(s) in the box below:

(Please print) There is a By-law 2010-1909 being appealed at OMB.

SCHEDULE 6 – Letter of Appeal (continued)

Part 8: Scheduling Information

How many days do you estimate are needed for hearing this appeal? half day 1 day 2 days 3 days
 4 days 1 week More than 1 week – please specify number of days: _____

How many expert witnesses and other witnesses do you expect to have at the hearing providing evidence/testimony?
 - 0

Describe expert witness(es)' area of expertise (For example: land use planner, architect, engineer, etc.):
 - 0

Do you believe this matter would benefit from mediation? YES NO
 (Mediation is generally scheduled only when all parties agree to participate)

Do you believe this matter would benefit from a prehearing conference? YES NO
 (Prehearing conferences are generally not scheduled for variances or consents)

If yes, why? The issue is related to an ongoing by-law which might be changed

Part 9: Other Applicable Information **Attach a separate page if more space is required.

~~Nothing to report~~
 - We have previously tried to discuss with the City that our intention to plan to finish the basement apartment was long before the interim control by-law came into place. We bought a new house which we got possession on June 25th 2010. We made the purchase offer in October 2009 when there was no indication of such a by-law. We made specific changes to the plan of the house to accommodate the legal apartment only to find out we could not complete it.

Part 10: Required Fee

Total Fee Submitted: \$ 125

Payment Method: Certified cheque Money Order Solicitor's general or trust account cheque

- The payment must be in Canadian funds, payable to the Minister of Finance.
- Do not send cash.
- PLEASE ATTACH THE CERTIFIED CHEQUE/MONEY ORDER TO THE FRONT OF THIS FORM.

COUNCIL REPORT



TO **Guelph City Council**

SERVICE AREA Planning & Building, Engineering and Environment
DATE June 27, 2011

**SUBJECT 387 Ironwood Road
Upcoming Ontario Municipal Board Hearing (A-13/11)
Ward 6**

REPORT NUMBER 11-65

SUMMARY

Purpose of Report

This report provides a staff recommendation for the City to become a party and for Council to direct staff to attend an upcoming Ontario Municipal Board (OMB) hearing regarding the appeal of a decision refusing minor variances to Interim Control By-law No. (2010)-19019 to permit the establishment of an accessory apartment and the Zoning By-law to permit a reduced side yard setback and a reduced parking space depth within the garage at 387 Ironwood Road.

Council Action

Council to decide whether to direct staff to attend the OMB hearing.

RECOMMENDATION

"THAT Report 11-65 dated June 27, 2011 regarding an appeal from the Committee of Adjustment Decision A-13/11 refusing minor variances to Interim Control By-law Number (2010)-19019 to permit the establishment of an accessory apartment and to Zoning By-law (1995)-14864 to permit a reduced side yard setback and a reduced parking space depth within the garage at 387 Ironwood Road, City of Guelph, from Planning & Building, Engineering and Environment dated June 27, 2011 be received;

AND THAT the City be a party at any upcoming Ontario Municipal Board proceedings regarding an appeal from the Committee of Adjustment's Decision A-13/11 refusing minor variances to Interim Control By-law Number (2010)-19019 to permit the establishment of an accessory apartment and to Zoning By-law (1995)-14864 to permit a reduced side yard setback and a reduced parking space depth within the garage at 387 Ironwood Road, City of Guelph, and that appropriate staff attend any future Ontario Municipal Board proceedings to support Council's direction."

BACKGROUND

Location: The subject property is located on the easterly side of Ironwood Road, south of Kortright Road West (see Schedule 1 – Location Map). There is an existing detached dwelling on the subject property.

Current Zoning: The subject property is zoned R.1B under Zoning By-law (1995)-14864 which permits detached dwellings, accessory apartments, bed and breakfast establishments, day care centres, group homes, home occupations and lodging houses. The R.1B regulations require a side yard setback of 1.50m for dwellings up to two storey's high. The General Provisions in the Zoning By-law require that a parking space within a garage have a minimum depth of 6m.

In June of 2010, Council also passed Interim Control By-law No. (2010)-19019 prohibiting the use of land, buildings or structures for a "Lodging House Type 1" and/or an "Accessory Apartment" in R.1 and R.2 zones for properties within Ward 5 and Ward 6, east of the Hanlon Expressway. Following the passage of the Interim Control By-law and subsequent study, in September 2010, Zoning By-law (2010)-19076 was passed. This by-law amended the City's Zoning By-law to require new regulations for two unit houses and lodging houses.

This By-law was appealed to the Ontario Municipal Board (OMB) and until the appeal is resolved or adjudicated the Interim Control By-law remains in place. As such, the establishment of an accessory apartment or lodging house at 129 Baxter Drive is not permitted.

Application Details: On April 12, 2011 the Committee of Adjustment considered an application (A-13/11) requesting the following minor variances:

1. to permit the establishment of an accessory apartment within the basement of the existing dwelling; whereas Interim Control By-law Number (2010)-19019 does not permit the establishment of an accessory apartment in this instance;
2. to permit a left side yard setback of 1.0m to the addition at the rear of the dwelling; whereas Zoning By-law (1995)-14864 requires a minimum side yard setback of 1.5m; and,
3. to permit the off-street parking space within the attached garage to have a depth of 5.0m; whereas Zoning By-law (1995)-14864 requires a minimum depth of 6.0m in this instance.

The application was refused by the Committee. Subsequently, the applicant appealed the Committee's decision to the Ontario Municipal Board (OMB). The applicant appealed the Committee's decision on the basis that:

- the accessory building at the rear of the dwelling was built according to permit #0900450RR
- the garage can be extended to accommodate the minimum parking space depth required by the Zoning By-law
- the basement apartment can be legalized as it is existing because there are 3 parking spaces and all other regulations are met

It is noted for Council's information that a Building Permit was issued for a detached accessory structure in the rear yard of the subject property. The required side yard setback for an accessory structure is 0.6m. When constructing the accessory structure, the applicant attached it to the existing dwelling. By attaching the structure to the existing dwelling, it becomes part of the dwelling rather than an accessory structure and, therefore, a larger side yard setback is required.

It should be noted that based on drawings received through the building permit for works within the existing dwelling (permit #110003331RX), that the existing dwelling has three separate dwelling units with a total of 6 bedrooms within the structure. The current R.1B zoning for this property does not permit three dwelling units within one detached dwelling.

REPORT

At the April 12, 2011 Committee of Adjustment meeting, Planning staff recommended that the application for minor variances to the Interim Control By-law and the Zoning By-law be refused.

The comments that Planning provided to the Committee of Adjustment indicated that the intent of the Interim Control By-law is to prohibit the establishment of any new accessory apartments until such time as a study is complete and new Zoning regulations are in place to address public concerns surrounding shared rental housing. As the request is to permit a new accessory apartment, it does not meet the intent of the Interim Control By-law (see Schedule 3 – Comments from Staff, Public and Agencies).

The Planning comments also outlined concerns with the requested variances for a reduced side yard setback to the rear addition and a reduced parking stall depth within the garage and recommended that these variances also be refused.

After considering staff comments, hearing from the applicant and surrounding residents and reviewing correspondence received from area residents, the Committee of Adjustment refused the minor variance application (see Schedule 4 – April 12, 2011 Meeting Minutes and Schedule 5 – Committee of Adjustment Decision). The Committee's decision to refuse the minor variance request was in keeping with the recommendation from Planning staff.

The applicant submitted a letter of appeal on May 2, 2011 (see Schedule 6 – Letter of Appeal).

An OMB hearing has not yet been scheduled for this appeal. It is anticipated that the OMB hearing will be scheduled for one day.

Planning staff recommend that the City be a party at any future OMB proceedings for this appeal as there is a municipal interest in the application. By-law (2010)-19019 was passed by City Council in September 2010 which introduced new zoning regulations for two unit houses and lodging houses. This By-law was subsequently appealed and is the subject of another OMB hearing. Until such time as there is an

OMB decision regarding By-law (2010)-19019, the Interim Control By-law will remain in place. The dwelling at 387 Ironwood Road has a total of six bedrooms and, therefore, the proposed new regulations which are currently under appeal, would apply to the subject dwelling. At this time it is unclear if the accessory apartment would comply with the proposed zoning regulations regarding two unit houses.

In addition, there has been a significant amount of correspondence received from residents in the surrounding area expressing concern with respect to this property and the rear addition.

CORPORATE STRATEGIC PLAN

N/A

FINANCIAL IMPLICATIONS

N/A

DEPARTMENTAL CONSULTATION

Legal Services has reviewed this report.

COMMUNICATIONS

N/A

ATTACHMENTS

- Schedule 1 – Location Map
- Schedule 2 – Notice of Meeting
- Schedule 3 – Comments from Staff, Public & Agencies
- Schedule 4 – Committee of Adjustment Meeting Minutes
- Schedule 5 – Committee of Adjustment Decision
- Schedule 6 – Letter of Appeal

Prepared By:

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

“original signed by James Riddell”

Recommended By:

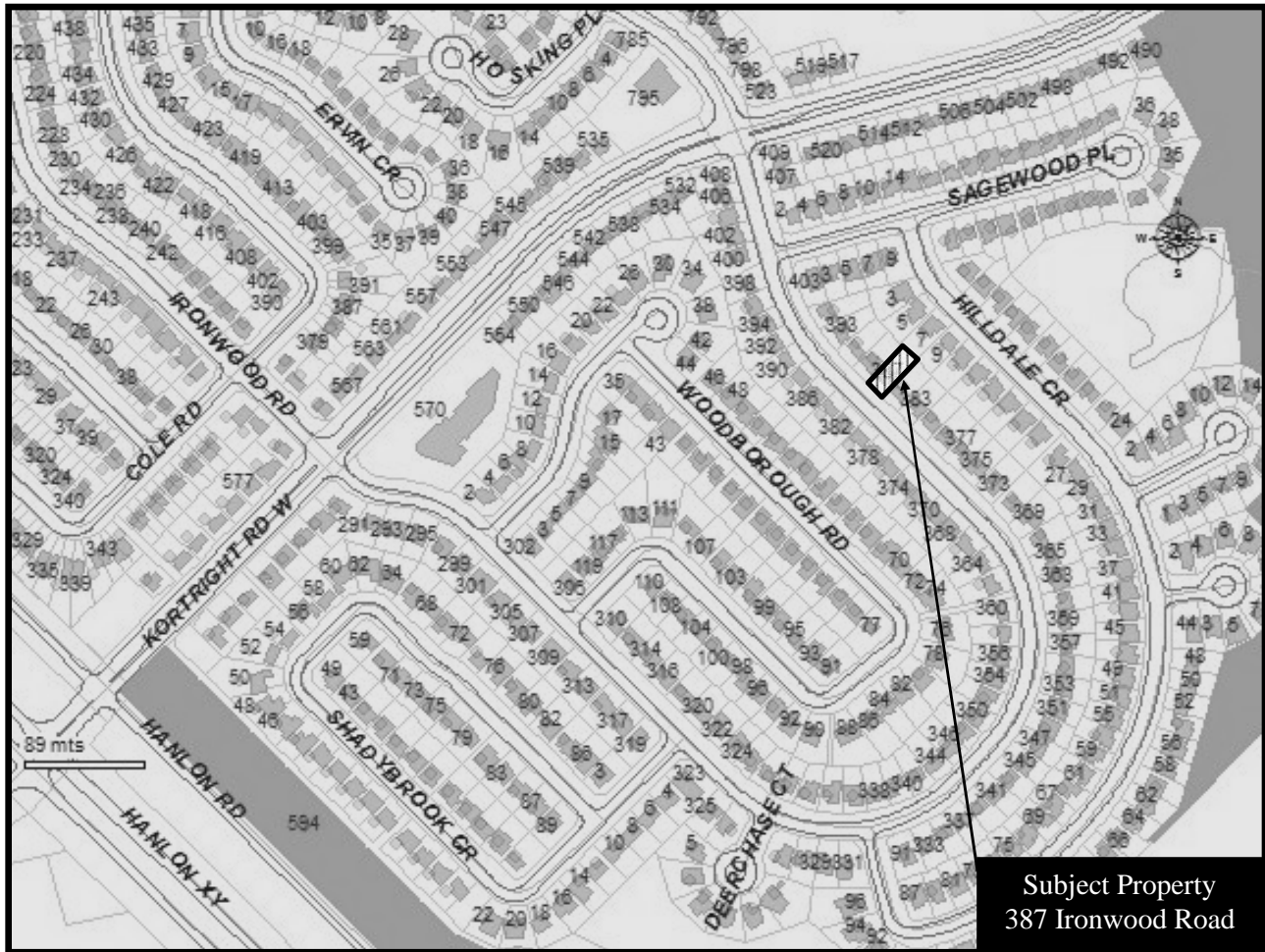
James N. Riddell
General Manager
Planning & Building Services
519-837-5616, ext 2361
jim.riddell@guelph.ca

“original signed by Janet Laird”

Recommended By:

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

SCHEDULE 1 – Location Map



SCHEDULE 2 – Notice of Meeting

COMMITTEE OF ADJUSTMENT NOTICE OF PUBLIC MEETING



An Application for Minor Variance(s) has been filed with the Committee of Adjustment.

LOCATION

of PROPERTY: 387 Ironwood Road

PROPOSAL:

The applicant has constructed a 4.24 metre by 10 metre (13.91 foot by 32.83 foot) addition to the rear of the dwelling. Renovations have occurred in the dwelling resulting in an 62.43 square metre (672 square foot) accessory apartment being constructed in the basement and a furnace room to the rear of the attached garage.

BY-LAW

REQUIREMENTS: The property is located in the R.1B (Residential Single Detached) Zone. A variance from Interim Control By-law (2010) -19019 and Zoning By-law (1995)-14864, as amended, are being requested.

The Interim Control By-law passed by Guelph City Council on June 7, 2010 directed staff to undertake a review of the zoning regulations pertaining to accessory apartments and lodging houses in R.1 and R.2 zoned portions of Ward 5 and all of Ward 6 for the purpose of recommending zoning amendments to address issues associated with the concentration of shared rental housing in addition to complementary strategic initiatives to address the issues. Recommendations were considered by Guelph City Council on September 20, 2010 and Council passed By-law Number (2010)-19076 which introduced modified regulations for accessory apartments. This By-law has now been appealed to the Ontario Municipal Board (OMB). Until a decision is made by the OMB, the Interim Control By-law will remain in effect. The Zoning By-law requires all building additions be setback a minimum of 1.5 metres (4.92 feet) from any lot line and the off-street parking space within the attached garage have a minimum depth of 6 metres (19.68 feet).

REQUEST:

The applicant is seeking relief from the Interim Control By-law (2010)-19019 to permit the establishment of an accessory unit. The property is subject to the Interim Control By-law as it is located in Ward 6. In addition, a variance is being requested to permit the addition to be situate 1 metre (3.28 feet) from the left side lot line and to permit the off-street parking space depth of 5 metres (16.4 feet) within the attached garage.

The Committee of Adjustment for the City of Guelph will be holding a public hearing to consider an application under Section 45 of the Planning Act R.S.O. 1990 P.13, as amended.

DATE OF HEARING	April 12, 2011
APPLICATION WILL BE HEARD	6:20 p.m. City Hall 1 Carden Street, Guelph, Ontario
APPLICATION NUMBER	A-13/11

HOW DO I PROVIDE COMMENTS?

You may provide your comments, in support or opposition, regarding this application:

By appearing at the Public Hearing:

Please advise the Secretary-Treasurer of the Committee of Adjustment of your intention to appear before the Committee.

In Writing:

Written comments received by April 7, 2011 will be forwarded to the Committee members. Comments submitted after this date will be summarized at the hearing.

By Mail: Secretary Treasurer, Committee of Adjustment,
City of Guelph, 1 Carden Street, Guelph, ON N1H 3A1

By Fax: 519-822-4632

By Email: cofa@guelph.ca

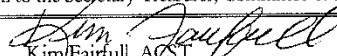
HOW DO I GET MORE INFORMATION?

In Person: City Hall, 1 Carden Street, 3rd Floor

By Telephone: 519-837-5615, Ext. 2524

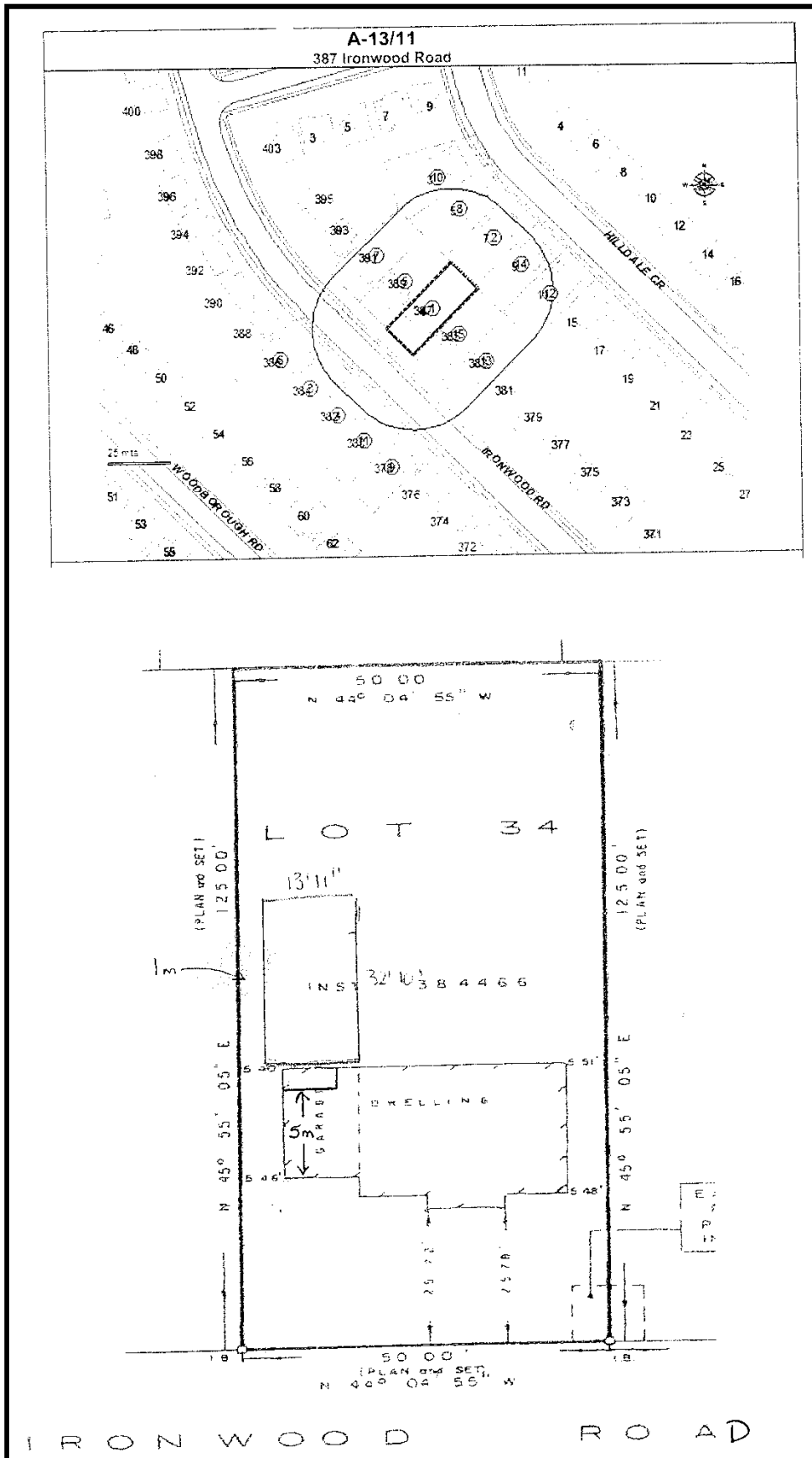
HOW DO I RECEIVE NOTIFICATION OF THE DECISION?

You *must* make a written request for Notice of Decision to the Secretary-Treasurer, Committee of Adjustment.



Kim Fairfull, ACST
Secretary-Treasurer
Committee of Adjustment

Dated this 25th day of March, 2011.

SCHEDULE 2 – Notice of Meeting (continued)



SCHEDULE 3 – Comments from Staff, Public & Agencies

COMMITTEE OF ADJUSTMENT COMMENTS FROM STAFF, PUBLIC & AGENCIES		 CITY OF Guelph Making a Difference
APPLICATION DETAILS		
APPLICATION NUMBER:	A-13/11	
LOCATION:	387 Ironwood Road	
DATE AND TIME OF HEARING:	April 12, 2011 6:20 PM	
APPLICANT:	Mansoor Vezvaie	
AGENT:		
OFFICIAL PLAN DESIGNATION:	General Residential	
ZONING BY-LAW:	Residential R.1B Zone	
REQUEST:	Variance from Interim Control By-law, off-street parking and side yard variance	
CONDITIONS RECOMMENDED:	NON APPLICABLE	
COMMENTS		
ENGINEERING SERVICES:		
<p>We have no objection to the requested left sideyard variance or to the off-street parking variance, to permit the addition to be situate 1.0-metres (3.28 feet) from the left side lot line since it does not affect the left sideyard drainage; and to permit the off-street parking space depth of 5.0-metres (16.4 feet) within the attached garage.</p>		
PLANNING SERVICES:		
<p>Planning staff have concerns with the requested variance to the Interim Control By-law (2010)-19019. The intent of the Interim Control By-law is to not permit the establishment of new accessory apartments until such time as a study is complete and new Zoning regulations are in place to address public concerns surrounding shared rental housing. As the requested variance is to permit a new accessory apartment, it does not meet the intent of the Interim Control By-law.</p> <p>We advise the Committee that City Council considered amendments to the Zoning By-law regarding Two Unit Houses and Lodging Houses and passed By-law (2010)-19076 which introduced modified regulations. The amending By-law has been appealed to the Ontario Municipal Board. The proposed modifications include adding minimum separation distance requirements for Two-Unit Dwellings with 6 or more bedrooms; limiting the number of lodging units in a Lodging House Type I to a maximum of 8; and clarifying definitions.</p> <p>Based on drawings received through the building permit, we are advising that the dwelling at 387 Ironwood Road has three separate dwelling units with a total 6 bedrooms within the house. We note three units within one building are not permitted in the R.1B zone. The addition at the rear of the house has been identified as a 'workshop' with a 'storage area', however, appears to have been laid out in the same manner as another dwelling unit.</p> <p>As noted, there are a total of six bedrooms within the entire structure. Therefore, the proposed new regulations which are currently under appeal, would apply to the subject dwelling.</p> <p>Currently, where the Interim Control By-law is not in place, the Zoning By-law permits the establishment of one accessory apartment in a detached or semi-detached dwelling provided that all of the regulations in Section 4.15 can be met. These regulations limit the total floor area of the accessory apartment to 80 m² (861 sq. ft.) or 45% of the total floor area of the dwelling, whichever is less. The proposed accessory apartment would meet the current regulations in the zoning by-law; however, clarification is still required as there are three dwelling units existing within the existing house.</p> <p>The requested variance does not meet the intent of the Interim Control By-law and, therefore should be refused. Further, if the proposed new zoning regulations are approved by the Ontario Municipal Board in their current form, then the proposed accessory apartment would also have to conform to the new regulations. Planning staff recommend that this application be refused.</p>		
Mailing Address:	City Hall, 1 Carden Street, Guelph ON N1H 3A1	Web Site: guelph.ca
Building Office:	1 Carden Street, 3 rd Floor, Guelph ON, Tel: 519-837-5615, Fax: (519) 822-4632, Email: cofa@guelph.ca	

SCHEDULE 3 – Comments from Staff, Public & Agencies (continued)

COMMITTEE OF ADJUSTMENT COMMENTS FROM STAFF, PUBLIC & AGENCIES



With respect to the requested minor variance relating to the side yard setback to the rear addition, planning staff have concerns with this request. In this instance, the proposed addition is substantial in size and there are no physical on-site constraints that prohibit it from being located on site in compliance with the R.1B zoning regulations. Planning staff recommend that this application be refused.

The requested minor variance relating to the size of the parking space within the attached garage is not supported by Planning staff. We note that a typical exterior parking space must be 5.5m long to allow for a car to park in it. The proposed parking space depth of 5.0m will not allow for a car to be parked in the attached garage, which will result in not enough parking being provided on-site. Planning staff recommend that this application be refused.

PERMIT AND ZONING ADMINISTRATOR:

The Zoning Division of Planning and Building Services have concerns with this application. This application is a result of a Zoning and Building complaint. There are three units existing in the main dwelling and possibly a future fourth dwelling unit in the addition. The heating was installed in the existing garage without a building permit and that reduced the size of the parking space in the garage.

An interim control by-law was passed by City Council for this Ward to not permit new accessory apartments until such time as new zoning regulations could be implemented. Zoning recommends refusal of this application until such time as the Interim Control By-law issues have been rectified. Zoning does not support the reduced parking space size in the garage and recommends refusal of this application. For a second unit to be registered; three parking spaces are required and the one in the garage cannot be recognized due to the reduced size. Zoning does not support the reduced side yard variance for the structure.

Regardless of the Committee's decision, building permits will be required for the heating system, existing finishes/modifications in the main dwelling and interior finishes to the addition.

Zoning recommends all requested variances be refused.

GUELPH HYDRO:

No comment.

GRAND RIVER CONSERVATION AUTHORITY:

No comment.

REPORT COMPILED BY: MINNA BUNNETT

SEE LETTERS ATTACHED

SCHEDULE 4 – Committee of Adjustment Meeting Minutes

The Committee of Adjustment for the City of Guelph held its Regular Meeting on Tuesday January 11, 2011 at 4:00 p.m. in Committee Room C, City Hall, with the following members present:

R. Funnell, Chair
L. McNair
P. Brimblecombe
J. Andrews
D. Kelly
A. Diamond
B. Birdsell

Staff Present: S. Laughlin, Planner
K. Fairfull, Secretary-Treasurer

Application: A-13/11

Applicant: Mansoor Vezvaie

Agent: Mansoor Vezvaie

Location: 387 Ironwood Road

In Attendance: Mansoor Vezvaie
Deb Maskens
Herman deBoer
Peter Buzanis
John Caron
Bob and Maria Podger

Chair L. McNair questioned if the signs had been posted in accordance with Planning Act requirements.

Mr. Vezvaie replied the notice sign was posted and comments were received from staff. He provided background on the three variances requested. He advised the building permit drawings submitted clearly identified the building was attached. He noted he has rented out rooms in his home to supplement his income after a divorce. He noted he rents 2-3 bedrooms on the second floor and rents an accessory unit in the basement which existed when he purchased the dwelling. He noted he retained a contractor to install his furnace and 2-3 inspectors visited the house when he installed the furnace in the garage and gave their clearance.

Chair L. McNair reviewed the building permit and noted the rear building is described as a rear yard shed. He advised the drawing clearly identifies the building as being detached and unheated. He questioned if the shed was heated or insulated.

Mr. Vezvaie replied he has purchased the insulation but not installed it and the heat duct work has been installed.

SCHEDULE 4 – Committee of Adjustment Meeting Minutes (continued)

Planner S. Laughlin produced the notes from the building inspector which did not identify the connection at foundation inspection however it was noted at framing inspection and an Order to Comply was issued shortly thereafter. She noted the building was finished after the Order to Comply was issued.

Committee member D. Kelly, when reviewing the building permit, questioned if there was any heating or insulation in the rear addition.

Planner S. Laughlin noted the Order to Comply states there was work carried out without a building permit, specifically a window/door, heating, plumbing and attaching the shed to the house.

Mr. Vezvaie replied he applied for a building permit to install heating and insulation in the building after the Order was issued. He noted he did not install any plumbing but has installed heating ducts.

Chair L. McNair questioned if the owner anticipated using the building for more than a shed.

Mr. Vezvaie replied he intends to use the space for a workshop and an office.

Committee member B. Birdsell cautioned the owner those plans would require a change to the building permit.

Committee member P. Brimblecombe questioned if the shed can be accessed from the dwelling.

Mr. Vezvaie replied the shed can only be accessed from the outside. He noted the framing of the shed is bolted to the concrete at the back of the house.

Committee member R. Funnell questioned if the accessory apartment had any building permits.

Mr. Vezvaie replied he purchased the dwelling with the accessory apartment. He advised there was a kitchen sink installed on the second floor so he rented out rooms on the second floor. He advised he intends to remove the kitchen from upstairs and receive the required approvals for the accessory apartment.

Committee member J. Andrews questioned if the accessory unit would comply with the proposed recommendations approved by City Council.

Planner S. Laughlin replied staff is unsure if the proposal will comply with proposed By-law regulations as it is unclear how many bedrooms will remain in the dwelling and a separation distance may be in effect.

Deb Maskens who resides at 7 Hilldale Crescent explained she resides to the rear of the subject property. She explained in excess of 45 emails and letters have been received from surrounding neighbours in objection to the proposal. She stated their concerns are clearly identified in the correspondence and requested the variances be refused.

Mr. John Caron questioned if the letter from the Old University Residents Association was received and reviewed.

SCHEDULE 4 – Committee of Adjustment Meeting Minutes (continued)

Committee members advised their correspondence was received and reviewed.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by P. Brimblecombe and seconded by J. Andrews,

“THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, variances from the requirements of Table 5.1.2-Row 7 and Section 4.13.3.2.2 of Zoning By-law (1995)-14864, as amended and Interim Control By-law (2010)-19019 for 387 Ironwood Road,

- a) To permit the establishment of a 62.43 square metre (672 square foot) accessory unit when the Interim Control By-law passed by City Council on June 7, 2010 does not permit the establishment of an accessory unit for any R.1 and R.2 zoned properties in Ward 6,
- b) To permit a 4.24 metre by 10 metre (13.91 foot by 32.83 foot) addition to the rear of the dwelling to be located 1 metre (3.28 feet) from the left side lot line when the By-law requires building additions be situate a minimum of 1.5 metres (4.92 feet) from any lot line, and,
- c) To permit the off-street parking space within the attached garage to have a depth of 5 metres (16.4 feet) to accommodate a furnace room constructed to the rear of the garage when the By-law requires the off-street parking space within the attached garage have a minimum depth of 6 metres (19.68 feet),

BE REFUSED.”

Carried.

SCHEDULE 5 – Committee of Adjustment Decision

DECISION

**COMMITTEE OF ADJUSTMENT
APPLICATION NUMBER A-13/11**



The Committee, having considered whether or not the variance(s) are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, passed the following resolution:

“THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, variances from the requirements of Table 5.1.2-Row 7 and Section 4.13.3.2.2 of Zoning By-law (1995)-14864, as amended and Interim Control By-law (2010)-19019 for 387 Ironwood Road,

- a) To permit the establishment of a 62.43 square metre (672 square foot) accessory unit when the Interim Control By-law passed by City Council on June 7, 2010 does not permit the establishment of an accessory unit for any R.1 and R.2 zoned properties in Ward 6,
- b) To permit a 4.24 metre by 10 metre (13.91 foot by 32.83 foot) addition to the rear of the dwelling to be located 1 metre (3.28 feet) from the left side lot line when the By-law requires building additions be situate a minimum of 1.5 metres (4.92 feet) from any lot line, and,
- c) To permit the off-street parking space within the attached garage to have a depth of 5 metres (16.4 feet) to accommodate a furnace room constructed to the rear of the garage when the By-law requires the off-street parking space within the attached garage have a minimum depth of 6 metres (19.68 feet),

BE REFUSED.”

**Members of Committee
Concurring in this Decision**

[Handwritten signatures of R. J. Burnett, P. William Biddell, and M. Kelly]

I, Kimberli Fairfull, Secretary-Treasurer, hereby certify this to be a true copy of the decision of the Guelph Committee of Adjustment and this decision was concurred by a majority of the members who heard this application at a meeting held on April 12, 2011.

Dated: April 15, 2011

[Handwritten signature of Kimberli Fairfull]

Committee of Adjustment

**The last day on which a Notice
of Appeal to the Ontario
Municipal Board may be filed
is May 2, 2011.**

T 519-837-5615
F 519-822-4632
E cofa@guelph.ca

SCHEDULE 6 – Letter of Appeal



Environment and Land Tribunals Ontario
Ontario Municipal Board
 655 Bay Street, Suite 1500 Toronto, Ontario M5G 1E5
 TEL: (416) 212-6349 or Toll Free: 1-866-448-2248
 FAX: (416) 326-5370
 www.elt.o.gov.on.ca

APPELLANT FORM (A1) PLANNING ACT

**SUBMIT COMPLETED FORM
 TO MUNICIPALITY/APPROVAL AUTHORITY**

Date Stamp - Appeal Received by Municipality:

MAY - 7 2010

Building Services
 Community Design and Development Services

Receipt Number (OMB Office Use Only)

Part 1: Appeal Type (Please check only one box)

SUBJECT OF APPEAL	TYPE OF APPEAL	PLANNING ACT REFERENCE (SECTION)
Minor Variance	<input checked="" type="checkbox"/> Appeal a decision	45(12)
	<input type="checkbox"/> Appeal a decision	
Consent/Severance	<input type="checkbox"/> Appeal conditions imposed	53(19)
	<input type="checkbox"/> Appeal changed conditions	53(27)
	<input type="checkbox"/> Failed to make a decision on the application within 90 days	53(14)
	<input type="checkbox"/> Appeal the passing of a Zoning By-law	34(19)
Zoning By-law or Zoning By-law Amendment	<input type="checkbox"/> Application for an amendment to the Zoning By-law – failed to make a decision on the application within 120 days	34(11)
	<input type="checkbox"/> Application for an amendment to the Zoning By-law – refused by the municipality	
Interim Control By-law	<input type="checkbox"/> Appeal the passing of an Interim Control By-law	38(4)
Official Plan or Official Plan Amendment	<input type="checkbox"/> Appeal a decision	17(24) or 17(36)
	<input type="checkbox"/> Failed to make a decision on the plan within 180 days	17(40)
	<input type="checkbox"/> Application for an amendment to the Official Plan – failed to make a decision on the application within 180 days	22(7)
	<input type="checkbox"/> Application for an amendment to the Official Plan – refused by the municipality	
Plan of Subdivision	<input type="checkbox"/> Appeal a decision	51(39)
	<input type="checkbox"/> Appeal conditions imposed	51(43) or 51(48)
	<input type="checkbox"/> Failed to make a decision on the application within 180 days	51(34)

Part 2: Location Information

387 Ironwood Rd, Guelph, Ontario, N1K 3P2
 Address and/or Legal Description of property subject to the appeal:

Municipality/Upper tier: Guelph

SCHEDULE 6 – Letter of Appeal (continued)

Part 3: Appellant Information

First Name: Mansoor Last Name: Venkatesh

Company Name or Association Name (Association must be incorporated – include copy of letter of incorporation)

Professional Title (if applicable):

E-mail Address: [REDACTED]

By providing an e-mail address you agree to receive communications from the OMB by e-mail.

Daytime Telephone #: [REDACTED] Alternate Telephone #: [REDACTED]

Fax #:

Mailing Address: 387 Ironwood Ave. Guelph

Street Address Apt/Suite/Unit# City/Town

Ontario Canada N1G3P2

Province Country (if not Canada) Postal Code

Signature of Appellant: [REDACTED] Date: May 1st, 2011

(Signature not required if the appeal is submitted by a law office.)

Please note: You must notify the Ontario Municipal Board of any change of address or telephone number in writing. Please quote your OMB Reference Number(s) after they have been assigned.

Personal information requested on this form is collected under the provisions of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, and the *Ontario Municipal Board Act*, R.S.O. 1990, c. O. 28 as amended. After an appeal is filed, all information relating to this appeal may become available to the public.

Part 4: Representative Information (if applicable)

I hereby authorize the named company and/or individual(s) to represent me:

First Name: Last Name:

Company Name:

Professional Title:

E-mail Address:

By providing an e-mail address you agree to receive communications from the OMB by e-mail.

Daytime Telephone #: Alternate Telephone #:

Fax #:

Mailing Address:

Street Address Apt/Suite/Unit# City/Town

Province Country (if not Canada) Postal Code

Signature of Appellant: Date:

Please note: If you are representing the appellant and are NOT a solicitor, please confirm that you have written authorization, as required by the Board's Rules of Practice and Procedure, to act on behalf of the appellant. Please confirm this by checking the box below.

I certify that I have written authorization from the appellant to act as a representative with respect to this appeal on his or her behalf and I understand that I may be asked to produce this authorization at any time.

SCHEDULE 6 – Letter of Appeal (continued)

Part 5: Language and Accessibility

Please choose preferred language: English French

We are committed to providing services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible.

Part 6: Appeal-Specific Information

1. Provide specific information about what you are appealing. For example: Municipal File Number(s), By-law Number(s), Official Plan Number(s) or Subdivision Number(s):

(Please print) This is the application to appeal the decision of the Committee of adjustment on application # A13/11 (384 Commercial Rd)

2. Outline the nature of your appeal and the reasons for your appeal. Be specific and provide land-use planning reasons (for example: the specific provisions, sections and/or policies of the Official Plan or By-law which are the subject of your appeal - if applicable). **If more space is required, please continue in Part 9 or attach a separate page.

(Please print) I believe my application was not treated fairly because
 1- The accessory building was built according to the permit # 0100450RR and was inside
 2- Porch room can stay if porch was extended 1m to the front would still be behind the main
 3- Having 3 parking and all other regulations set, basement apartment can be legalized as it is existed

THE FOLLOWING SECTIONS (a&b) APPLY ONLY TO APPEALS OF ZONING BY-LAW AMENDMENTS UNDER SECTION 34(11) OF THE PLANNING ACT.

a) DATE APPLICATION SUBMITTED TO MUNICIPALITY: _____
 (If application submitted before January 1, 2007 please use the O1 'pre-Bill 51' form.)

b) Provide a brief explanatory note regarding the proposal, which includes the existing zoning category, desired zoning category, the purpose of the desired zoning by-law change, and a description of the lands under appeal:
 **If more space is required, please continue in Part 9 or attach a separate page.

Part 7: Related Matters (if known)

Are there other appeals not yet filed with the Municipality? YES NO

Are there other planning matters related to this appeal? YES NO

(For example: A consent application connected to a variance application)

If yes, please provide OMB Reference Number(s) and/or Municipal File Number(s) in the box below:

(Please print)

SCHEDULE 6 – Letter of Appeal (continued)

Part 8: Scheduling Information

How many days do you estimate are needed for hearing this appeal? half day 1 day 2 days 3 days
 4 days 1 week More than 1 week – please specify number of days: _____

How many expert witnesses and other witnesses do you expect to have at the hearing providing evidence/testimony?

Two (maybe)

Describe expert witness(es)' area of expertise (For example: land use planner, architect, engineer, etc.):

Architect

Do you believe this matter would benefit from mediation? YES NO
 (Mediation is generally scheduled only when all parties agree to participate)

Do you believe this matter would benefit from a prehearing conference? YES NO
 (Prehearing conferences are generally not scheduled for variances or consents)

If yes, why? It may be resolved before the actual hearing.

Part 9: Other Applicable Information **Attach a separate page if more space is required.

- A copy of the permit obtained for the accessing building and the inspector's comments given in different stages of inspection are attached.
- The furnace was installed by a licensed contractor & it is the only heating system in the house.
- The site plan on which the expansion of garage is denoted is attached.
- according to the table 5.1.2 - Row 12 and section ^{4.13.3.2.2} 4.25.24.1 the front yard area and garage (after extension) will provide $\frac{3}{2}$ parking spaces which is the requirement of basement accessory apartment.
- The listing information of the property in 2006 showed that the basement apartment was existed five years ago. (attachment)

Part 10: Required Fee

Total Fee Submitted: \$ 125.00

Payment Method: Certified cheque Money Order Solicitor's general or trust account cheque

- The payment must be in Canadian funds, payable to the Minister of Finance.
- Do not send cash.
- PLEASE ATTACH THE CERTIFIED CHEQUE/MONEY ORDER TO THE FRONT OF THIS FORM.

COUNCIL REPORT



TO **Guelph City Council**

SERVICE AREA Operations & Transit
DATE June 27, 2011

**SUBJECT Purchase of Four (4) Conventional Buses from City of Guelph
Contract No. 11-107**

REPORT NUMBER OT061135

SUMMARY

Purpose of Report:

To seek Council approval for an expenditure of over \$1,500,000 as per City of Guelph purchasing bylaw.

Council Action:

Approve purchase of four (4) transit buses for 2011.
Deem Nova Bus to be preferred vendor for purchases of transit buses for term of Council.

RECOMMENDATION

That Council authorize Finance to issue a purchase order to Nova Bus, Saint-Eustache Quebec for the amount of \$1,717,832 (excluding taxes), for four (4) 40 ft transit buses for 2011 and that Nova Bus be the preferred vendor for term of council.

REPORT

On March 3, 2011 Council approved the 2011 Budget which included the approval to purchase **replacement** transit buses. Contract number 11-107 was issued for the purchase of 40ft Conventional buses. This contract was for the term of Council ending in 2014. The contract closed with the following results;

Vendor	Compliance to Specification	Price per Bus
New Flyer	Bid Not to Specification	\$402,000
Nova	Bid to Specification	\$413,500

The base bid price for the Nova units is \$413,500 as per the specification. Added to this cost is;

Additional Options - \$1,448 per unit
Electric cooling system - \$5,100 per unit (improves fuel economy by 5%)
Extended Warranties - \$9,410 per unit*

Total per Unit - \$**429,458**

**5 year extended warranty for engine, transmission, vapor door control & rear axle*

CORPORATE STRATEGIC PLAN

1.4 A sustainable transportation approach that looks comprehensively at all modes of travel to, from and within the community

FINANCIAL IMPLICATIONS

Funding for four (4) replacement buses will come from the Transit Vehicle Replacement Reserve TR0008. The Nova bid is within approved funding as illustrated in the Funding Summary shown in Attachment A.

DEPARTMENTAL CONSULTATION/CONCURRENCE

Transit Operation

COMMUNICATIONS

N/A

ATTACHMENTS

Attachment A: Funding Summary



Prepared By:

Bill Barr
Manager of Fleet & Equipment
Public Works
Operations & Transit
519-837-5628 ext 2003
bill.barr@guelph.ca

Recommended By:

Derek J. McCaughan
Executive Director
Operations & Transit
519-837-5628 ext 2018
derek.mccaughan@guelph.ca

Attachment A - Funding Summary

PURCHASE of Four (4) conventional buses FROM City of Guelph Contract No. 11-107
 Report OT061135

Reserve Budget and Financing Schedule

Project Scope: 4 Conventional Nova Buses
 Contract #: 11-107
 Capital Account: TC0008
 Prepared by: Christel Gregson
 Date: May 27, 2011

2011 Replacement	Individual Forecasted Amount	Total Number Approved	Total Forecasted Amount	Individual Price Quoted	Total Number Quoted	Total Amount Quoted	Forecasted Surplus/ (Deficit)
4 CONVENTIONAL NOV. TC0008 TR0061	515,400 461,800	3 1	1,546,200 461,800	429,458	4	1,717,832	
less: Trades						0	
Subtotal						1,717,832	
HST (1.76%)						30,234	
TOTAL	977,200	4	2,008,000	429,458	4	1,748,066	259,934

TO **Guelph City Council**

SERVICE AREA Economic Development and Tourism Service

DATE June 27, 2011

SUBJECT **PPP Canada – Wilson Street Parking Facility –
Information Report**

RECOMMENDATION

“That the Information Report dated June 27, 2011, which has been prepared by the General Manager of Economic Development and Tourism Services regarding PPP Canada **BE RECEIVED.**”

BACKGROUND

The purpose of this report is to provide Guelph City Council background information on the PPP Canada funding program as well as to advise of an opportunity that may exist to submit a project proposal for the 2011 round of funding regarding the possible development of the Wilson Street Parking Facility.

PPP Canada is a federal Crown Corporation established to support the development and delivery of a federal Public-Private-Partnership (P3) funding program.

P3 programs are long term contractual arrangements set up by governments that involve the private sector in delivering public infrastructure

P3 programs have been used across Canada and internationally to provide many kinds of infrastructure services. Well-designed P3 programs offer several advantages over traditional infrastructure procurement:

1. P3s can provide access to capital to finance infrastructure (other than through government budgets);
2. P3s use private sector expertise to deliver public projects with defined performance standards; and
3. P3s transfer certain risks from government to the private sector (e.g. the potential to transfer operation and maintenance risk over the life of a project).

To date PPP Canada has launched two calls for project proposals and is currently accepting applications for its third round of funding. The program will fund up to 25% of eligible costs either through grants, loans or loan guarantees. To date the program has provided funding assistance to projects in the range of \$8 - \$40 million. The deadline for current applications is June 30th, 2011. A fourth call for proposals will occur in 2012.

The PPP Canada funding program is structured as follows:

- **Phase 1 – Application.** An initial application which provides summary information on the scope of the project as well as the potential involvement of the private sector is submitted for review by PPP Canada. PPP Canada evaluates this information against its program criteria and if the project is acceptable the applicant is permitted to proceed to Phase 2. There is no contractual obligation placed on the applicant at Phase 1. This phase usually takes three months. The program does not require Council’s authority to make an application at this stage.
- **Phase 2 – Business Case.** At this phase the applicant will prepare a detailed business case which will include, but not be limited to such matters as the financing of the project, preferred contractual obligations between the applicant, PPP Canada and a private sector partner, the performance requirements of the project and its partners, a cost benefit analysis of the project, and the procurement process to select a private partner. The business case will be evaluated by P3 Canada and if accepted the applicant will be permitted to proceed to Phase 3. The applicant is allowed approximately 6 – 8 months to finalize and have approved its business case. Prior to entering into this phase of the program Council’s authority would be required.

Phase 3 – Program Contracts. It is at this Phase the private sector procurement process will take place. Upon the selection of private sector partner contractual arrangements between the private partner, applicant and PPP Canada will also occur. Council’s authority would be required.

Additional information on PPP Canada can be found at:
<http://www.p3canada.ca/home.php>.

REPORT

Initial discussions with PPP Canada and members of the City’s Executive Team suggest that the Wilson Street parking structure may be a suitable candidate for program funding for the following reasons:

1. The project appears to meet PPP Canada’s eligibility requirements, specifically with respect to its ability to provide additional public infrastructure to support the City’s new downtown public transit inter-modal facility;

-
2. The project appears to offer revenue options, including the possible ability to include other projects (i.e. Baker Street redevelopment) which may be attractive to private sector investment at a later stage;
 3. The project has been developed through a comprehensive public process; and
 4. Guelph City Council has approved a conceptual design of the project and the project is tender ready.

With respect to the last point the conceptual design approved by Council at its meeting of January 19, 2009 includes:

- 395 parking spaces;
- 6 parking levels;
- A green roof which in part would allow unencumbered year-round parking on the upper levels, reduce maintenance costs, and contribute to LEED certification;
- Additional LEED certification via solar electricity, water collection and the incorporation of a reflective roof colour to reduce the heat index;
- 1,900 square feet of commercial space;
- Lockable bicycle storage space of 35-50 spaces;
- Public washroom facilities;
- Barrier-free access to the Norfolk Street pedestrian bridge; and
- Potential for a sidewalk to be created on the east side of Norfolk Street from Waterloo to the pedestrian bridge.

The projected capital cost for this project is approximately \$ 16 million. This project is not identified in the 2011 Tax Supported Capital Budget and remains unfunded in the City's capital projections.

Should this application be successful there may also be the potential to extend the scope of the project to include, or to make a separate application for the Baker Street Redevelopment project, Concept C2. Components of this project also appear to be eligible for future PPP Canada funding consideration. This concept was endorsed by Council at its meeting of February 17, 2009 subject to business case development and implementation planning.

Concept C2 includes a public library (90,000 sf) as well as public parking (400 spaces). These components may be eligible for P3 funding.

In addition the concept includes the provision for residential units (200 – 300 units) and commercial space (20,000 sf) which may assist in attracting private investment to the project.

Given the Baker Street redevelopment project is not as advanced in its planning as the Wilson Street project it is staff's opinion that it not be included at this time for P3 funding assistance. However depending on the success of the Wilson Street application it is staff's intention to consider how Baker Street may be positioned for future P3 funding consideration.

As mentioned, it is staff's opinion that one, or both of these projects may be eligible for program funding as they appear to satisfy a number of the program's eligibility criteria. As well, the City has invested to date significant resources in the planning and implementation of both projects (Wilson St. - \$333,523 & Baker St. - \$3,269,083); however due to budget constraints the projects themselves remain unfunded. The PPP Canada program may act as the catalyst that is required to advance these projects as well as to allow the city to leverage and realize a return on its initial investment.

In addition staff have had informal discussions with the Chamber of Commerce as well as other private sector representatives which suggest there may be suitable private sector interest in these projects through a P3 arrangement.

A City team has been established for the purpose of developing Phase 1 of the application. The team is comprised of staff from Economic Development and Tourism Services, Downtown Renewal Services, Realty Services, Parking Services, Engineering Services and Finance Services. Community Services as well as Planning and Building Services have also been advised about this initiative and would be involved in Phases 2 and 3 of the funding program.

As stated earlier in this report the 'Phase 1 – Application' does not require Council's endorsement as it does not obligate the City to any funding or legal commitments at this stage.

Staff's intention in making a 'Phase 1 – Application' is to identify and assess this alternate funding model for the Wilson Street and Baker Street projects as well as to better assess the potential of the PPP Canada program for other infrastructure projects which may be considered by PPP Canada in its 2012 and 2013 calls for applications.

Staff will report back to Council on the results of the Phase 1 – Application, and if the proposal has been approved by PPP Canada to seek Council's authorization to proceed with the Phase 2 Business Case.

CORPORATE STRATEGIC PLAN

- **Goal 1** – An attractive, well-functioning and sustainable city.
- **Goal 2** – A healthy and safe community where life can be lived to the fullest
- **Goal 3** – A diverse and prosperous economy
- **Goal 4** – A community-focused, responsive and accountable government

FINANCIAL IMPLICATIONS

There are no financial implications at this stage of the PPP Canada application.

Future financial implications to be determined through the creation of a business case which will include a cost benefit analysis of funding options.

DEPARTMENTAL CONSULTATION

- Economic Development and Tourism Services
- Finance - Budget & Financial Services
- Downtown Renewal Services
- Operations and Transit – Traffic and Parking Services
- Engineering Services
- Realty Services

COMMUNICATIONS – N/A

ATTACHMENTS – N/A



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“original signed by Hans Loewig”

Recommended By:
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TO **Guelph City Council**

SERVICE AREA Planning & Building, Engineering and Environment
DATE June 7, 2011

SUBJECT 1897 Gordon Street (Bird Property): Proposed Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment (File: 23T-08505/OP0801/ZC0306) – Ward 6

REPORT NUMBER 11-30

SUMMARY

Purpose of Report:

This report provides the staff recommendation on the applications for a residential Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment from Astrid J. Clos Planning Consultants on behalf of Thomasfield Homes Limited for the lands at 1897 Gordon Street (Bird Property).

Council Action:

Council is being asked to consider the staff recommendation on the proposed residential Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment and place the applications on the City Council agenda of June 27, 2011 for a decision.

RECOMMENDATION

“THAT Report 11-30 regarding a Proposed Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment for property municipally known as 1897 Gordon Street, from Planning & Building, Engineering and Environment dated June 7, 2011, be received;

AND THAT the application by Astrid J. Clos Planning Consultants on behalf of Thomasfield Homes Limited for approval of a Proposed Draft Plan of Residential Subdivision comprising 209 units, as shown on Schedule 3, applying to property municipally known as 1897 Gordon Street and legally described as Part of Lot 11, Concession 7 (Geographic Township of Puslinch), City of Guelph, be placed on the City Council agenda of June 27, 2011 for a decision;

AND THAT the application by Astrid J. Clos Planning Consultants on behalf of Thomasfield Homes Limited for approval of an Official Plan Amendment to re-designate Blocks 23, 24 and 25 from the current “General Residential” Official Plan

designation to the "High Density Residential" Official Plan designation affecting the lands municipally known as 1897 Gordon Street and legally described as Part of Lot 11, Concession 7 (Geographic Township of Puslinch), City of Guelph, be placed on the City Council agenda of June 27, 2011 for a decision;

AND THAT the application by Astrid J. Clos Planning Consultants on behalf of Thomasfield Homes Limited for approval of a Zoning By-law Amendment from the Agricultural (A) Zone in the Township of Puslinch Zoning By-law to the Specialized R.1C-18 (Single Detached Residential) Zone, a Specialized R.3A-? (Cluster Townhouse) Zone, a Specialized R.4A-? (General Apartment) Zone for each of the three apartment blocks, and the P.1 (Conservation Land) Zone to implement a residential Draft Plan of Subdivision comprising 209 units, be placed on the City Council agenda of June 27, 2011 for a decision."

(The staff recommendation for Council's consideration is outlined on Schedule 2)

BACKGROUND

Application History

A summary of the application process to date is provided below:

- **January 24, 2003** – Zoning By-law Amendment application submitted
- **November 19, 2008** - Revised application for a Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment (23T-08505/OP0801/ZC0306) deemed by City staff to be a complete application
- **January 12, 2009** – Statutory Public Meeting held by City Council (Council received staff information Report 09-02 that provided background information on the application)
- **January 14, 2009** – Environmental Advisory Committee (EAC) meeting held where Environmental Impact Study (EIS) submitted in conjunction with application was deferred
- **September 2010** – Revised application for a Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment submitted, which included additional lands to accommodate the southerly public road extension of Gosling Gardens from Clair Road to the subject property
- **October 13, 2010** - Environmental Advisory Committee (EAC) meeting held where the second submission of the Environmental Impact Study (EIS), was supported
- **December 13, 2010** – Second Public Meeting held by City Council (Council received staff information Report 10-105 that provided background information on the revised application)

A decision by Council on the proposed draft plan of subdivision is required at a future Council meeting in accordance with Section 51(20) of the Planning Act, which states that a public meeting must be held at least 14 days before a decision on the draft plan of subdivision application can be made by Council. Staff is also

recommending that Council consider the associated Official Plan Amendment and Zoning By-law Amendment applications at the same time as the draft plan of subdivision application.

Revisions to Draft Plan of Subdivision Proposal

The applicant's initial draft plan of subdivision proposal, shown on Schedule 5, was presented to Council at the first statutory Public Meeting held January 12, 2009. There were a number of revisions made to this first subdivision proposal that necessitated holding a second statutory Public Meeting. At this second Public Meeting held on December 13, 2010, Council was presented a revised subdivision plan shown on Schedule 4, which included additional lands to accommodate the southerly public road extension of Gosling Gardens from Clair Road to the subject property. These lands were consolidated to form part of the owner's subdivision proposal following the approval of a requested consent for a lot addition at the Committee of Adjustment on March 9, 2010.

Other revisions to the plan include:

- the removal of the stub road abutting the southerly property boundary as a potential future street extension to the adjacent lands to the south
- the incorporation of three additional apartment blocks (Blocks 23, 25 and 26) to increase the total number of apartment units from 67 units to 152 units.
- a reduction in the number of single detached lots from 33 units to 21 units
- an increase in the size of Open Space Block 27 to accommodate the wetland pocket at the westerly boundary of the site

To implement the revised draft plan of subdivision proposal, the applicant is also requesting an Official Plan Amendment to redesignate the three additional apartment blocks incorporated into the plan from the "General Residential" designation to the "High Density Residential" designation.

Poppy Drive Extension

Recently, the proposed draft plan of subdivision has been modified to include additional lands along the northerly boundary of the plan to accommodate the extension of Poppy Drive from Gosling Gardens to Gordon Street. This modification is included within the applicant's current draft plan of subdivision proposal shown on Schedule 3. The consolidation of these lands within the proposed draft plan has resulted in the need to hold another statutory public meeting, which addresses the creation of this segment of Poppy Drive between Gosling Gardens and Gordon Street as a public street. Planning staff still consider it appropriate to present a recommendation to Council at this time for the consideration of a decision at the next June 27, 2011 Council meeting, since this Poppy Drive road alignment has been continuously shown within the applicant's earlier draft plan proposals as external to the subject lands. Further, the inclusion of these additional lands is considered beneficial and will facilitate the creation of this public street that has always been identified.

Another minor revision made to the latest draft plan proposal is the consolidation of Apartment Block 24 and Apartment Block 25, which was shown within the previous plan on Schedule 4, into one larger Apartment Block (Block 24). While this modification would still allow for the development of two apartment buildings within this larger block, it does provide greater flexibility in accommodating an appropriate final site design. A maximum building height of 8 storeys is also proposed within Apartment Block 24 to increase design flexibility within this block further, recognizing that the development of one larger apartment building with presence along Gordon Street would be a possibility within the larger apartment block now proposed. It is noted that this change does not affect the residential density proposed within the draft plan, as specialized zoning regulations recommending a minimum density of 120 units per hectare and a maximum density of 150 units per hectare still apply to the same area now occupied by one larger apartment block.

Location

The subject lands are 5.76 hectares in size and located south of Clair Road on the west side of Gordon Street. The property consists primarily of vacant land and plantation. The subject lands include the area to accommodate the future southerly public road extension of Gosling Gardens from Clair Road to the proposed development site (see Location Map in Schedule 1). The subject site has undulating topography with a small wetland in an isolated depression located along the west property boundary in an isolated depression. The area surrounding the subject site consists primarily of agricultural field, with existing residential development located along Gordon Street to the north and south of the subject property.

Official Plan Designation

The existing Official Plan land use designations that apply to the subject lands are "General Residential" with a "Non-Core Greenlands Overlay" (see Schedule 7). The lands included within the proposed draft plan to accommodate the southerly extension of Gosling Gardens from Clair Road West are within the Mixed Use Node designation.

It is noted that in July 2010, Council adopted Official Plan Amendment Number 42 (OPA#42) which incorporates new Natural Heritage policies into the current Official Plan. On February 22, 2011, the Ministry of Municipal Affairs and Housing approved OPA#42 with modifications and appeals have been received subsequent to Ministry approval.

The City received the complete draft plan of subdivision, official plan and zoning by-law amendment application resubmission on November 20, 2008, which was prior to the adoption of the Natural Heritage Strategy by Council. Correspondingly, the policies that apply to the application are those in place at the time following the receipt of this complete application.

Existing Zoning

The subject lands are zoned Agricultural (A) Zone in the Township of Puslinch Zoning By-law.

REPORT

Description of Proposed Plan of Subdivision

The application is a request to subdivide the subject property in accordance with the draft plan of subdivision attached in Schedule 3. Details of the proposed subdivision are also included in Schedule 3.

The draft plan includes a total of 209 potential residential units, consisting of 21 single detached dwellings, 36 townhouse units and 152 apartment units within three apartment blocks (Blocks 23-25). A stormwater management block (Block 27) and an open space block (Block 26) are also included within the plan. The open space block contains a small wetland area that is located along the western property line. The proposed draft plan also includes a small 0.04 hectare future development block (Block 30) as a 5 metre strip of land flanking the rear lot lines of the adjacent existing properties fronting Gordon Street.

Access to the site is proposed through a new public street connection from Gordon Street and through the southerly extension of Gosling Gardens from Clair Road West that will connect with the internal road network of the proposed development. This extension of Gosling Gardens will also provide a connection with the public road extension of Poppy Drive that is now included within the proposed draft plan.

The density of the proposed subdivision, as calculated under "Places to Grow", is approximately 79 persons per hectare. Also, the density based on units per hectare equates to 37.9 units per hectare.

Description of Proposed Official Plan Amendment

The subject lands are designated "General Residential" with a Non-Core Greenlands Overlay in the Official Plan. The applicant is requesting an Official Plan Amendment to redesignate the three proposed apartment blocks (Blocks 23-25) from "General Residential" to "High Density Residential". The "High Density Residential" land use designation has a minimum net density of development of 100 units per hectare and a maximum density of 150 units per hectare (see Official Plan Policy 7.2.43 on Schedule 8).

Description of Proposed Zoning Bylaw Amendment

To implement the proposed draft plan of subdivision, the applicant proposes to amend the zoning on the subject property from the Agricultural (A) Zone in the Township of Puslinch Zoning By-law to the R.1C-18 (Single Detached Residential) Zone, a Specialized R.3A-? (Cluster Townhouse) Zone, a Specialized R.4A-? (General Apartment) Zone for each of the three apartment blocks, and the P.1 (Conservation Land) Zone. The P.1 Zone would apply to the proposed stormwater management block and the open space block.

Specialized zoning regulations are requested for the proposed R.3A-? (Cluster Townhouse) Zone to address provisions for minimum rear yard, maximum building coverage, and minimum distance between buildings. Specialized zoning regulations are also requested for the three proposed apartment blocks to address provisions for minimum and maximum density, minimum rear yard, front yard and side yard

setbacks and maximum building height. The proposed zoning concept and the details of the specialized zoning regulations are provided in Schedule 7.

Staff Review/Planning Analysis

The staff review and planning analysis of this application is provided in Schedule 12. The analysis includes the issues and questions that were raised during the review of the application, which include the issues raised by Council at the December 13, 2010 Public Meeting. The issues raised generally relate to:

- policy compliance (Provincial Policy Statement, Places to Grow, Official Plan);
- land use compatibility and integration of proposed development with surrounding lands;
- environmental protection;
- stormwater management approach and impacts on groundwater; and
- impacts of grading activities and opportunities for tree retention

Staff Recommendation

Planning staff are satisfied that the issues have been resolved and recommend approval of the proposed draft plan of subdivision and associated Official Plan Amendment and Zoning By-law Amendment in accordance with the regulations and conditions in Schedule 2 of this report. Staff are recommending that the applications be placed on the City Council agenda of June 27, 2011 for a decision.

CORPORATE STRATEGIC PLAN

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

FINANCIAL IMPLICATIONS

Based on a total of 209 potential residential units:

Population Projections

- 416 persons (based on "Places to Grow" density calculation)

Projected Taxation

- \$689,700 per year (estimated a \$3,300 per unit)

Development Charges

- \$3,213,453 (Residential)

DEPARTMENTAL CONSULTATION

A summary of the public and agency comments received during the review of the application are outlined in Schedule 13.

ATTACHMENTS

Schedule 1 – Location Map

Schedule 2 – Official Plan Amendment, Subdivision Conditions and Zoning

Schedule 3 – Proposed Draft Plan of Subdivision and Details

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- Schedule 4 – Draft Plan of Subdivision Proposal presented at 2nd Public Meeting (December 13, 2010)
 - Schedule 5 – Original Draft Plan of Subdivision Proposal (January 2009)
 - Schedule 6 – Proposed Zoning and Details
 - Schedule 7 – Potential Development Concept for Adjacent Gordon Street Lands
 - Schedule 8 – Official Plan Designations and Relevant Policies
 - Schedule 9 – Paris Galt Moraine Overlay and Identified Aggregate Resources
 - Schedule 10 – Applicant’s Response to Community Energy Initiative (CEI)
 - Schedule 11 – Planning Analysis
 - Schedule 12 – Circulation Comments
 - Schedule 13 – Public Notification Summary

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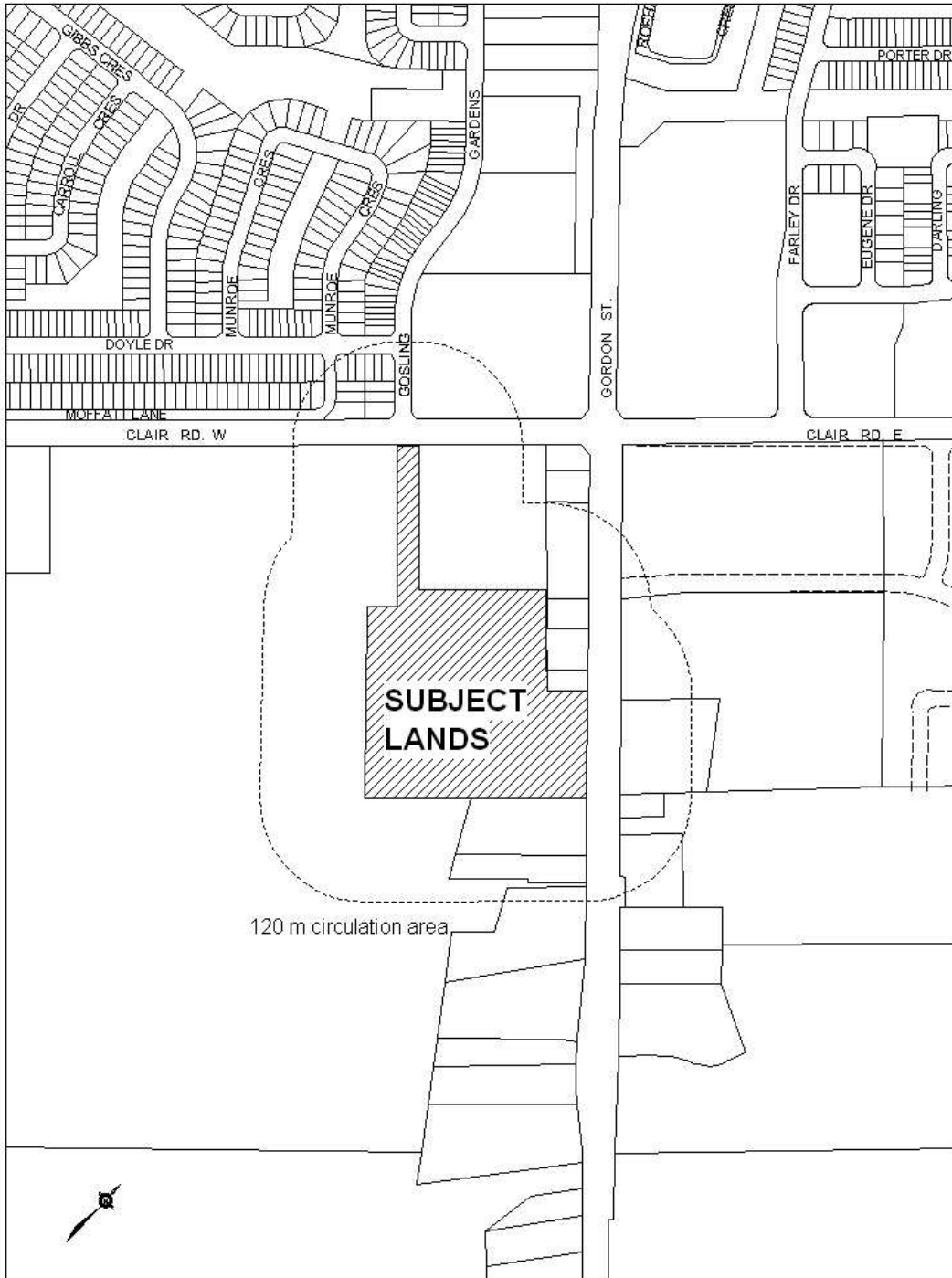
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SCHEDULE 1 Location Map



SCHEDULE 2

Staff Recommendation – Official Plan Amendment, Subdivision Conditions and Zoning

OFFICIAL PLAN AMENDMENT

THAT the application by Astrid J. Clos Planning Consultants on behalf of Thomasfield Homes Limited for approval of an Official Plan Amendment to designate Blocks 23, 24 and 25, as shown on Schedule 3, from “General Residential” to “High Density Residential” Official Plan designation to permit high density residential apartments in a residential subdivision affecting the lands municipally known as 1897 Gordon Street and legally described as Part of Lot 11, Concession 7 (Geographic Township of Puslinch), City of Guelph, BE APPROVED.

SUBDIVISION CONDITIONS

THAT the application by Astrid J. Clos Planning Consultants on behalf of Thomasfield Homes Limited for approval of a Draft Plan of Residential Subdivision to permit the development of a minimum of 205 dwelling units on lands municipally known as 1897 Gordon Street and legally described as Part of Lot 11, Concession 7 (Geographic Township of Puslinch), City of Guelph, BE APPROVED, subject to the following conditions:

CITY CONDITIONS

1. That this approval applies only to the revised draft plan of subdivision prepared by Astrid J. Clos Planning Consultants, Project No. 0553, dated April 27, 2011, as shown on Schedule 3, including road widenings and reserves.

Conditions to be met prior to grading and site alteration

2. The Developer shall complete a **tree inventory and conservation plan**, satisfactory to the City Engineer, 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 earthworks are 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.

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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. The approved overall grading plan shall be the basis for any site specific grading plan to be submitted prior to the issuance of any building permit within the subdivision.
 8. The Developer shall construct, install and maintain **erosion and sediment control** facilities, satisfactory to the City Engineer, in accordance with a plan that has been submitted to and approved by the City Engineer.
 9. The Developer shall provide a qualified **environmental inspector**, satisfactory to the General Manager of Planning & Building Services and the City Engineer, to inspect the site during all phases of development and construction including grading, servicing and building construction. The environmental inspector shall monitor and inspect the erosion and sediment control measures and procedures. The inspector shall report on their findings to the City.
 10. 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.
 11. 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.
 12. The Developer agrees that the **retaining walls in Block 30** abutting existing residential properties and required for the protection of trees shall not be higher than 1.5 metres.
 13. The Developer shall prepare an **Environmental Implementation Report** (EIR) based on terms of reference approved by the City and Grand River Conservation Authority (GRCA). The EIR will include a monitoring program to assess the performance of the stormwater management facilities in the subdivision. Furthermore, the EIR will outline the implementation process including the requirement to provide information to homeowners in the subdivision concerning the stormwater management facilities and their maintenance. The EIR shall also address the items identified in the Environmental Advisory Committee (EAC) resolution dated October 13, 2010 and the GRCA letter dated December 16, 2010, to the satisfaction of the City. The Developer shall implement all recommendations of the EIR to the satisfaction of the City and GRCA.

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14. The Developer shall **design the extension of Gosling Gardens and the extension of Poppy** to ensure that the stormwater management for the two roadways to accommodate the 5-year storm runoff will be provided through a common facility to the satisfaction of the City Engineer. The Developer agrees that prior to proceeding with detailed design, it shall confirm, to the satisfaction of the City Engineer, that the stormwater from all storms greater than the 5 year event from the two roadways can be safely conveyed and managed in the Clairfields subdivision. Any additional work that may be required for such conveyance and accommodation shall be at the expense of the Developer.
15. The Developer shall submit a **Storm Water Management Report and Plan** to the satisfaction of the City Engineer. The Report and Plan shall be prepared in accordance with recognized best management practices, Provincial Guidelines, and the City's current "Design Principles for Storm Water Management Facilities", and address the following: (a) Stormwater Management for the subdivision including Road A; (b) Stormwater Management for Gosling Gardens and Poppy Drive as outlined in Condition 14; (c) provide maintenance and operational requirements for any control and/or conveyance facilities in a format to be available for the City of Guelph's Operations and Transit Department; and (d) provide SWM criteria and guidelines to be followed by Stormwater Management of future multiunit development blocks. Low impact development should be considered for the apartment blocks.
16. The Developer shall submit to the City a **Water Servicing Plan** to the satisfaction of the City Engineer indicating arrangements to connect to the City's water supply system under (a) existing Pressure Zone 1 conditions, and (b) future Pressure Zone 3 conditions. If required, the arrangements will include on-site booster pumping station and appurtenances under existing conditions, as well as fire pumps for the apartment buildings as determined through the Site Plan and Building Permit applications. The Developer shall be responsible for the cost of all the arrangements to service the subdivision, including the watermain installed in the subdivision along the extension of Gosling Gardens and Street A, and the operation and maintenance of the on-site booster pumping station and appurtenances.
17. The Developer shall provide a **Sanitary Servicing Plan** that will include **sanitary sewer flow monitoring in the Clairfields subdivision** prior to the detailed design of sanitary servicing for the proposed subdivision. A monitoring plan shall be prepared to the satisfaction of the City Engineer and the results of monitoring shall establish that (a) there is adequate downstream capacity in the Clairfields subdivision sanitary system to receive sanitary flows from the subject subdivision, and (b) any mitigation measures required to appropriately address potential surcharging impacts in the Clairfields Subdivision resulting from the development. The detailed design of sanitary servicing for the proposed subdivision shall be prepared only after requirements (a) and (b) are fulfilled, to the satisfaction of the City Engineer. If surcharging is identified as a possibility, the developer shall undertake at

the developer's expense the implementation of the required mitigation measures to address potential surcharging impacts in the Clairfields Subdivision.

Conditions to be met prior to execution of subdivision agreement

18. 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.
19. The Developer shall have **engineering drawings and final reports** prepared for the approval of the City Engineer.
20. 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 roads and services** within and external to the subdivision, including the requirements outlined in Conditions 14, 15, 16 and 17 that are required to service the lands within the subdivision including such works as water facilities, sanitary facilities, storm facilities, and road works including sidewalks, boulevards, curbs and traffic signals.
21. The Developer shall pay to the City the cost of all municipal services within the proposed subdivision, as determined by the City Engineer. The Developer is responsible for the frontage charges for existing municipal services on Clair Road and Gordon Street, as determined by the City Engineer.
22. The Developer agrees that no development will be permitted on the lands unless the grading plan prepared for the subdivision and approved by the City Engineer indicates that the **maximum proposed elevation** on the lots and blocks to be developed is less than an elevation of 344 metres, or, until the City Engineer confirms that adequate water pressure is available to service the lands. All costs associated with location, design, construction, operation and maintenance of a water booster pump system to maintain adequate water pressure will be the responsibility of the Developer.
23. The Developer agrees that no development will be permitted on the lands unless there is **adequate sanitary sewer capacity** in the downstream sanitary system in the Clairfields subdivision. All costs associated with any required upgrades or twinning of existing downstream sewers in order to accommodate the flow from these lands will be the responsibility of the Developer.
24. The Developer agrees that no development will be permitted on the lands unless there is **adequate stormwater management capacity** in the roads, sewers and greenway system in the Clairfields subdivision. All costs associated with any required upgrades to convey and accommodate the storm flows from Gosling Gardens will be the responsibility of the Developer.

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25. The Developer shall submit a **Geotechnical Report** to the satisfaction of the City Engineer which describes the potential impact of groundwater and provides recommendations for pavement design and pipe bedding.
 26. The Developer shall implement to the satisfaction of the City Engineer the recommendations of the **Traffic Impact Study** undertaken for this subdivision and approved by the City Engineer.
 27. 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.
 28. The Developer shall pay to the City the flat rate charge established by the City per metre of road frontage to be applied to **street tree planting** within the proposed subdivision.
 29. The Developer shall pay to the City the cost of installing **bus stop pads** at locations to be determined by Guelph Transit.
 30. The Developer shall provide an **On-street Parking Plan** for the subdivision to the satisfaction of the City Engineer.
 31. 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.
 32. The Developer shall **phase the subdivision** to the satisfaction of the City. Such phasing shall conform to the current Development Priorities Plan.
 33. The 0.3 metre reserve on **Block 35** will not be lifted by the City until such time as **Blocks 22 and 29** are under one ownership. The location of the cluster townhouse development access to Poppy Drive will also have to be confirmed to the satisfaction of the City prior to site plan approval.
 34. The Owner agrees to provide the first right of refusal for the purchase of future development **Blocks 30 and 31** to the abutting property owners at 1861, 1871 and 1879 Gordon Street to provide the opportunity to incorporate these lands within the potential future redevelopment of these adjacent properties to the satisfaction of the City. In the event these adjacent landowners confirm in writing that they do not wish to purchase Blocks 30 and 31, these blocks can be merged and developed in conjunction with cluster townhouse Block 22 and 29 to the satisfaction of the City.
 35. The Developer shall submit a **Traffic Noise Impact Report** to the satisfaction of the General Manger of Planning & Building Services. The report shall describe adjacent land uses, which are potential generators of excessive noise and the means whereby their impacts will be reduced to acceptable levels. The Developer shall implement the recommendations of the approved report to the satisfaction of the General Manager of Planning & Building Services and the City Engineer.

-
36. 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 and the administration of the construction contract up to the end of a 2 year warrantee period completed by a Ontario Association of Landscape Architect (OALA) member for approval to the satisfaction of the Executive Director of Operations and Transit. The Developer shall provide the City with **cash or letter of credit** to cover the City approved estimate for the cost of development of the demarcation for the City lands to the satisfaction of the Executive Director of Operations and Transit.
37. 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 Executive Director of Operations and Transit. 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 Executive Director of Operations and Transit.
38. The Developer shall design and develop the **Storm Water Management Facility Landscaping** in accordance with the City's current "Design Principles for Storm Water Management Facilities" to the satisfaction of the General Manager of Planning & Building Services and the City Engineer. This shall include the submission of drawings and the administration of the construction contract up to the end of the warrantee period completed by an Ontario Association of Landscape Architect (OALA) member for approval to the satisfaction of the General Manager of Planning & Building Services.
39. The Developer shall be responsible for the cost of design of a potential **Pedestrian Trail System** for the Storm Water Management Block, if determined necessary. This shall include submitting drawings for approval, identifying the trail system, interpretative signage and trail design details, to the satisfaction of the General Manager of Planning & Building Services and the City Engineer. This shall also include the submission of drawings completed by an Ontario Association of Landscape Architect (OALA) member for approval to the satisfaction of the General Manager of Planning & Building Services.
40. The Developer shall provide Planning and Building Services with a digital file in either **AutoCAD - DWG format or DXF format** containing the following final approved information: parcel fabric, street network, grades/contours, existing vegetation to be retained in the park, and landscaping for the open space and storm water management blocks.

Conditions to be met prior to registration of the plan

41. 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.
42. 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.
43. 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), 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.
44. Prior to the City accepting any real property interests, if contamination is found, the Developer shall:
 - a) submit all environmental assessment reports prepared in accordance with the **Record of Site Condition** (O. Reg. 153/04) describing the current conditions of the land to be conveyed to the City and the proposed remedial action plan to the satisfaction of the Manager of Reality Services;
 - 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
45. The Developer shall enter into a **Subdivision Agreement**, to be registered on title, satisfactory to the City Solicitor, which includes all requirements, financial and otherwise to the satisfaction of the City of Guelph.
46. 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".

47. 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.
48. The Developer shall pay any **outstanding debts** owed to the City.
49. The Developer shall pay **development charges** to the City in accordance with By-law Number (2009) - 18792, 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.
50. 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 and Building Services, City Hall". Further, the signs shall be resistant to weathering and vandalism.
51. The Developer shall convey to the City all lands required for **Storm Water Management facilities**, at the expense of the Developer.
52. The Developer shall pay **cash-in-lieu of parkland** for the entire development, in accordance with the City of Guelph By-law (1989)-13410, as amended by By-law (1990)-13545, or any successor thereof.
53. 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 (Planning):
- a) "Purchasers and/or tenants of all lots are advised that sump pumps will be required for every lot unless a gravity outlet for the foundation drain can be provided on the lot in accordance with a certified design by a Professional Engineer. Furthermore, all sump pumps must be discharged to the rear yard."
 - b) "Purchasers and/or tenants of all lots or units are advised that if any fee has been paid by the purchaser to the Developers for the planting of trees on City boulevards in front of residential units does not obligate the City

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- nor guarantee that a tree will be planted on the boulevard in front or on the side of a particular residential dwelling.”
- c) “Purchasers and/or tenants of all lots or units located in the subdivision plan, are advised prior to the completion of home sales, of the time frame during which construction activities may occur, and the potential for residents to be inconvenienced by construction activities such as noise, dust, dirt, debris, drainage and construction traffic”.
 - d) “Purchasers and/or tenants of advised that the Stormwater Management Block has been vegetated to create a natural setting. Be advised that the City will not carry out routine maintenance such as grass cutting. Some maintenance may occur in the areas that are developed by the City for public walkways, bikeways and trails.”
 - e) “Purchasers and/or tenants of all lots are advised that the Open Space 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.”
 - f) “Purchasers and/or tenants of all lots or units are advised that the boundaries of the open space and stormwater management block will be demarcated in accordance with the City of Guelph Property Demarcation Policy. This demarcation will consist of living fences and property demarcation markers adjacent to certain lot numbers and black vinyl chain link fence adjacent to other lot numbers.”
 - 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 26, 27 and 28 that abut these Blocks and Lots”.
 - i) “Purchasers and/or tenants of all lots or units are advised that a public trail may be installed abutting or in close proximity to Block 27”.
 - j) Purchasers and/or tenants of all lots or units are advised that the lands adjacent to this subdivision may be utilized for agricultural activities such as herbicide application, planting and harvesting of various crops which may affect the living environment of residents living in close proximity to the farming operations.”
 - k) “Purchasers and/or tenants of all lots or units are advised that the adjacent lands are designated for future corporate business park and commercial land uses”.

54. 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.

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55. 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.
56. The site plans for all **corner building lots**, as determined by the City, shall be submitted to the City for approval of driveway location.
57. 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 and Building Services that there are no restrictive covenants which restrict the use of clotheslines.
58. The Developer shall include a **restrictive covenant** to be registered on title to lots yet to be identified, whereby the owner agrees and acknowledges that the stormwater infiltration galleries shall not be damaged, removed, blocked, diverted or interfered with in any manner. Furthermore, the Developer shall place a notice in all offers of purchase and sale for those lots advising the purchasers that there is a stormwater infiltration gallery across the rear of the lot and furthermore, that the stormwater infiltration gallery shall not be damaged, removed, blocked, diverted or interfered with in any manner.
59. 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.

Conditions to be met prior to the issuance of building permits

60. All **Stage 1 Services** are to be constructed to the satisfaction of the City Engineer.
61. Prior to the issuance of a building permit, 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.
62. 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.

63. 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 of subdivision in accordance with applicable provisions contained in the Ontario Building Code.

Conditions to be met prior to site plan approval

64. The Owner acknowledges and agrees that the single detached dwelling units on the subject site will be constructed to the EnergyStar standard that promotes energy efficiency standards in order to comply with the **Community Energy Initiative**, to the satisfaction of the City. Further, prior to site plan approval, the Owner shall provide the City with evidence that the dwelling units in Blocks 22, 23, 24 and 25 of the subdivision will be constructed to the standards set out in Schedule 10 of Planning & Building, Engineering and Environment Report 11-30, dated June 7, 2011.

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**:

- a) A detailed storm water management report and plans in accordance with the Preliminary Site Servicing and Stormwater Management Design report;
- b) An erosion and siltation control plan in accordance with the Grand River Conservation Authority's 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, including a monitoring and maintenance plan and provisions for timely revegetation of the site;
- c) Detailed lot grading and drainage plans; and
- d) An Environmental Implementation Report (EIR) to the satisfaction of the Grand River Conservation Authority in consultation with the City of Guelph. The EIR should include the above noted reports and the follow-up recommendations proposed in the Environmental Impact Study (EIS).

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 62; and
- b) The maintenance of all storm water management systems in accordance with the approved plans throughout all phases of grading and construction.

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67. 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.
68. The Developer agrees to provide the **Upper Grand District School Board** with a digital file of the plan of subdivision in either ARC/INFO export or DXF format containing the following information: parcel fabric and street network.
69. 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"
70. 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 prospective residents that students may be directed to schools outside the neighbourhood.
71. 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.
72. 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 64 has been satisfied.
73. That prior to the registration of all or any portion of the plan, **Upper Grand District School Board** shall advise the City in writing how conditions 65, 66 and 67 have been satisfied.

74. 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 44 and 58 have been satisfied.

75. That prior to the registration of all or any portion of the plan, **Canada Post** shall advise the City in writing how condition 68 has been satisfied.

76. 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 62 and 63 have been satisfied.”

77. That this **Draft Plan Approval shall lapse** at the expiration of 3 years from the date of issuance of the extension of Draft Plan approval.

AND

PART B

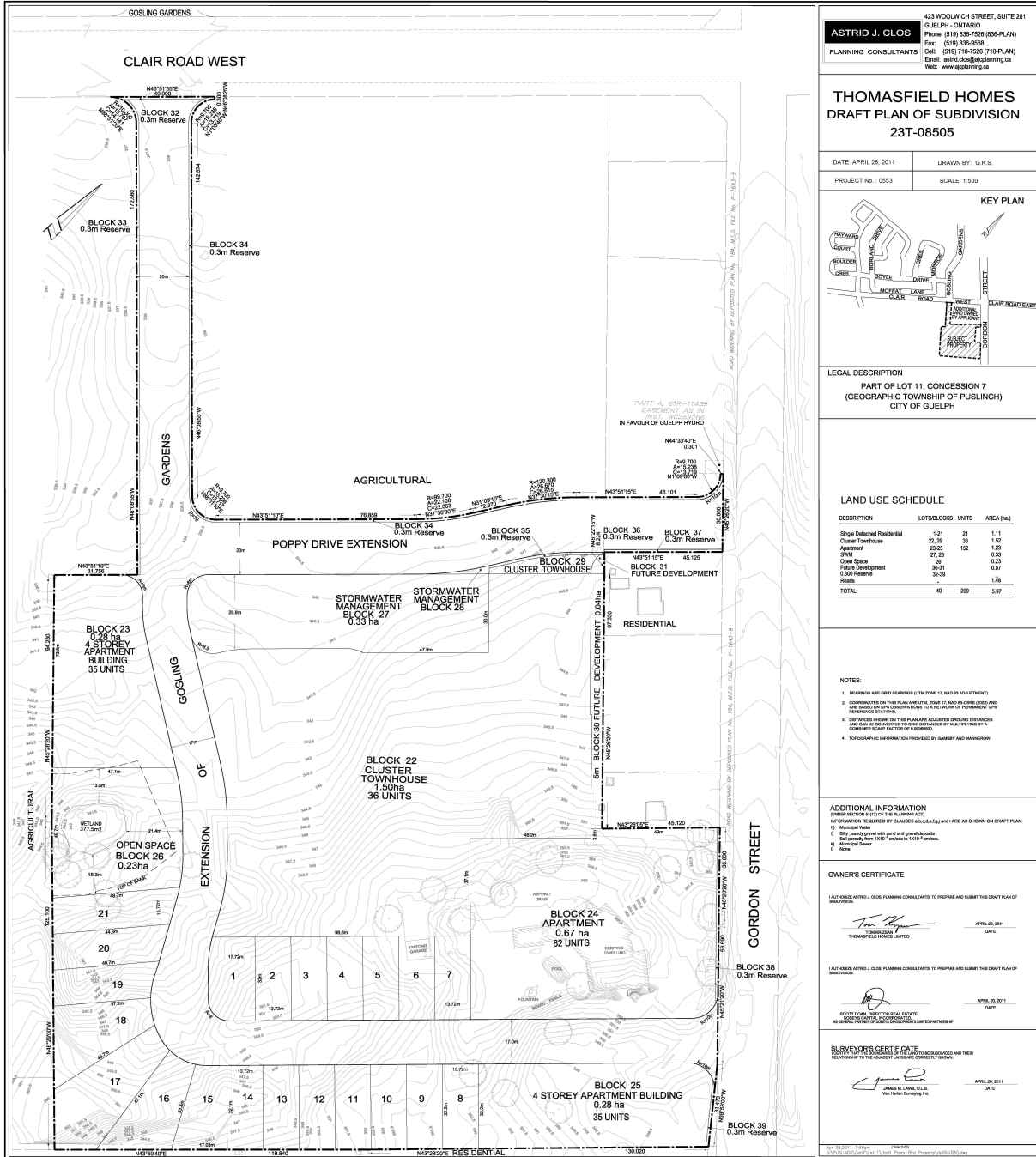
“That the Zoning By-law Amendment application be approved and that City Staff be instructed to prepare the necessary amendment to Zoning By-law Number (1995)-14864, as amended, to change the subject lands from the current Agricultural (A) Zone in the Township of Puslinch Zoning By-law to the following zoning categories as follows:

LOTS/BLOCKS	LAND USE	ZONING
Lots 1-21	Single Detached Residential Minimum Lot Frontage – 12 m Minimum Front Yard – 4.5 m (for dwelling) and 6 m (for garage) Minimum Side Yard – 1.2 m on one side and 0.6 on the other side (where garage provided)	R.1C-18
Blocks 22, 29, 30, 31	Cluster Townhouses Minimum Side Yard – 1.5 m Maximum Building coverage – 40% Min distance between windows to habitable rooms – 9 m	R.3A-?
Block 23	Apartment Regulations Minimum Density - 120 units per hectare Maximum Density – 150 units per hectare Minimum Front and Exterior Side Yard – 4.5 m Minimum Side and Rear Yard – 7.5 m Maximum Building Height – 4 storeys	R.4A-?
Block 24	Apartment Regulations Minimum Density - 120 units per hectare Maximum Density – 150 units per hectare Minimum Side Yard – 5 m	R.4A-?

	Minimum Setback from Gordon Street – 6 m Maximum Setback from Gordon Street – 7.5 m	
Block 25	Apartment Regulations Minimum Density - 120 units per hectare Maximum Density – 150 units per hectare Minimum Side Yard – 6 metres Maximum Building Height – 4 storeys Minimum Setback from Gordon Street – 6 m Maximum Setback from Gordon Street – 7.5 m	R.4A-?
Blocks 27, 28	Stormwater Management	P.1
Block 26	Open Space	P.1

SCHEDULE 3

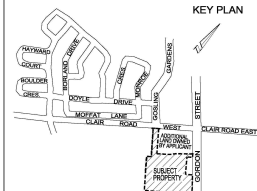
Proposed Draft Plan of Subdivision



ASTRID J. CLOS
 423 WOOLWICH STREET, SUITE 201
 GUELPH - ONTARIO
 Phone: (519) 836-7528 (836-PLAN)
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 Web: www.aplaning.ca

**THOMASFIELD HOMES
 DRAFT PLAN OF SUBDIVISION
 23T-08505**

DATE: APRIL 28, 2011 DRAWN BY: G.K.S.
 PROJECT No.: 0553 SCALE: 1:500



LEGAL DESCRIPTION
 PART OF LOT 11, CONCESSION 7
 (GEOGRAPHIC TOWNSHIP OF PUSLINCH)
 CITY OF GUELPH

LAND USE SCHEDULE

DESCRIPTION	LOTS/BLOCKS	UNITS	AREA (ha)
Single Detached Residential	5-21	21	1.14
Cluster Townhouse	22-29	36	1.52
Apartment	23-25	152	0.33
Open Space	27-28	0	0.23
Future Development	30-31	0	0.07
Roads	32-38	0	1.98
TOTAL:	40	209	5.97

- NOTES:**
- BEARINGS AND GRID BEARINGS (UTM ZONE 17) HAVE BEEN ADJUSTED.
 - CONFORMANCE TO THIS PLAN AND THE ZONING BY-LAW IS SUBJECT TO THE CITY OF GUELPH'S APPROVAL AND IS SUBJECT TO THE CITY OF GUELPH'S APPROVAL OF THE PLAN AND THE CITY OF GUELPH'S APPROVAL OF THE PLAN AND THE CITY OF GUELPH'S APPROVAL OF THE PLAN.
 - DISCREPANCIES BETWEEN THIS PLAN AND ADJACENT PLANS INCLUDING BEARINGS AND DISTANCES SHALL BE RESOLVED BY THE CITY OF GUELPH'S APPROVAL OF THE PLAN AND THE CITY OF GUELPH'S APPROVAL OF THE PLAN AND THE CITY OF GUELPH'S APPROVAL OF THE PLAN.
 - TOPOGRAPHIC INFORMATION PROVIDED BY SURVEY AND OBSERVATION.

ADDITIONAL INFORMATION
 (REFER TO SECTION 411(1) OF THE PLANNING ACT)
 INFORMATION REQUIRED BY CLUSTER TOWNHOUSE (L2) AND APARTMENT (L3) ON DRAFT PLAN:
 1) Maximum Water
 2) 20% water proof area and ground coverage
 3) Maximum Floor Area Ratio (FAR) 1.0
 4) Maximum Height
 5) None

OWNERS CERTIFICATE

I, **Thomasfield Homes Ltd.**, authorize **Astrid J. Clos**, Planning Consultant, to prepare and submit this draft plan of subdivision.
 Signature: *Thomasfield Homes Ltd.* DATE: APRIL 28, 2011

I, **Astrid J. Clos**, Planning Consultant, to prepare and submit this draft plan of subdivision.
 Signature: *Astrid J. Clos* DATE: APRIL 28, 2011

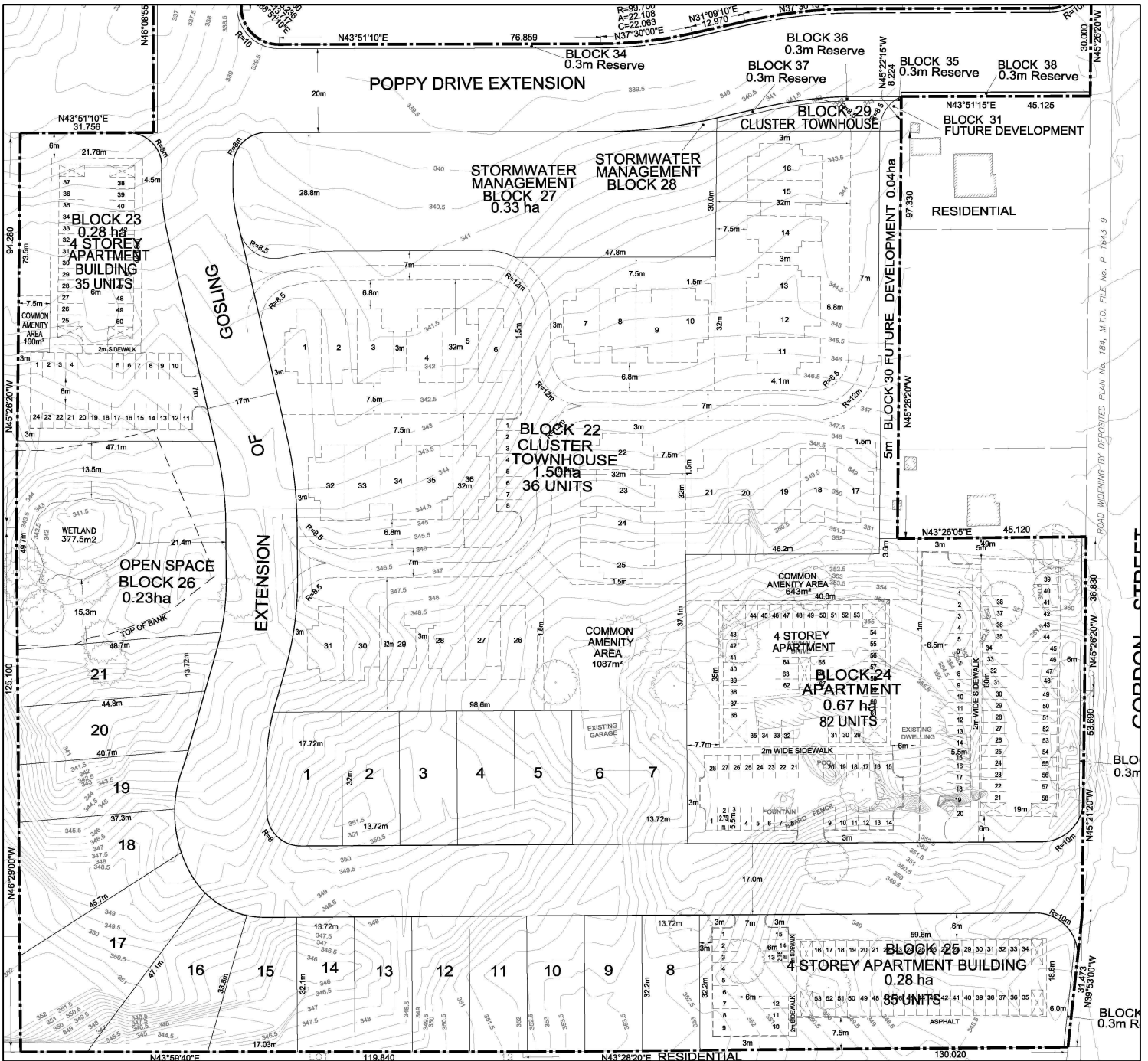
SECTION 41(1) OF THE PLANNING ACT
 I, **James M. Lane, C.L.S.**, as a duly qualified and licensed professional member of the Association of Professional Planners of Ontario, certify that I am a duly qualified and licensed professional member of the Association of Professional Planners of Ontario.

SURVEYOR'S CERTIFICATE
 I, **James M. Lane, C.L.S.**, as a duly qualified and licensed professional member of the Association of Professional Planners of Ontario, certify that I am a duly qualified and licensed professional member of the Association of Professional Planners of Ontario.

Signature: *James M. Lane, C.L.S.* DATE: APRIL 28, 2011

SCHEDULE 3

Proposed Draft Plan of Subdivision (Development Area Enlarged)



SCHEDULE 3 (continued)
Proposed Draft Plan of Subdivision Details

LAND USE SCHEDULE

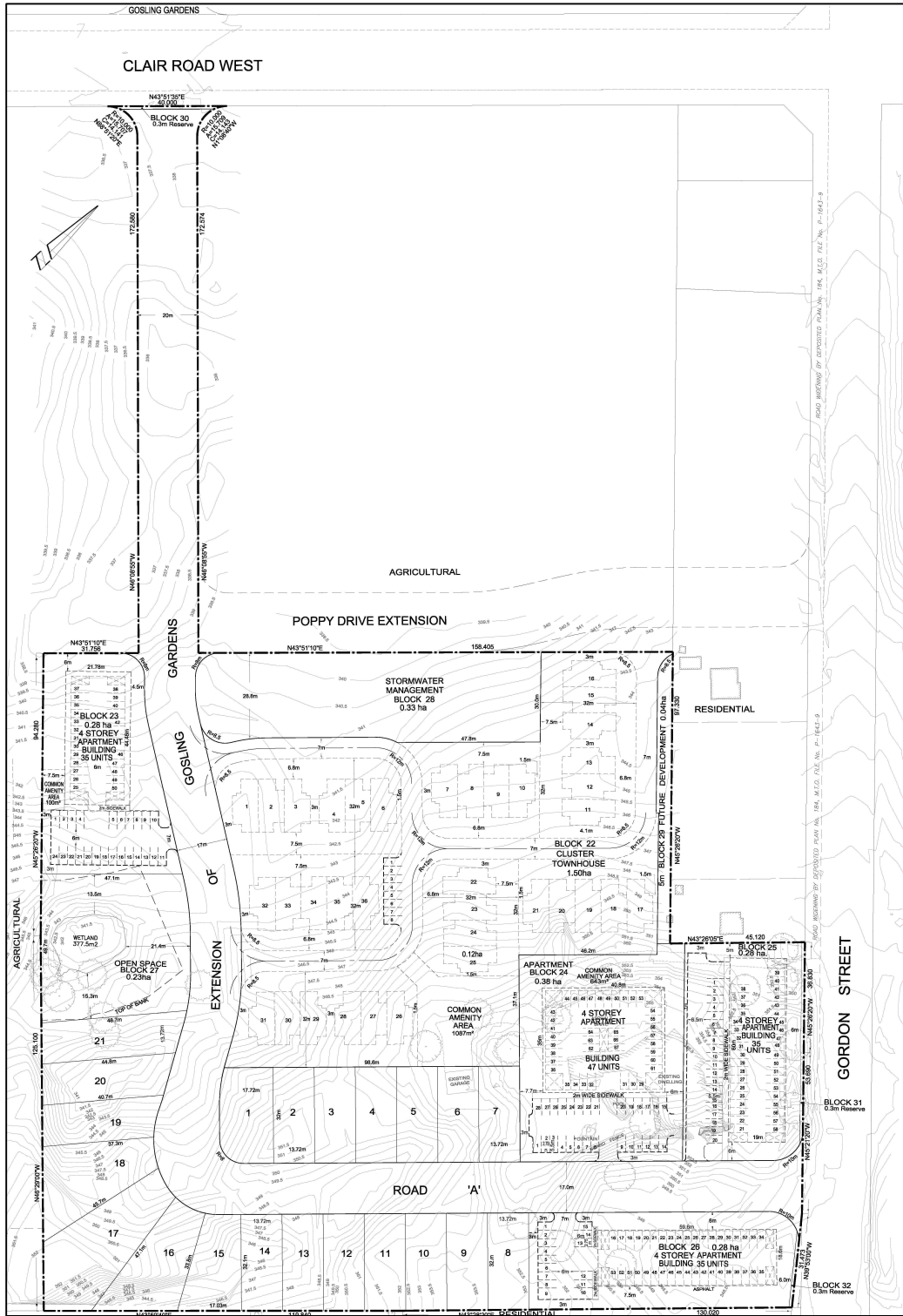
LOTS/BLOCKS	LAND USE	AREA
Lots 1-21	Single-Detached Residential	1.10 hectares
Blocks 22, 29	Medium Density Residential	1.50 hectares
Blocks 23-25	High Density Residential	1.23 hectares
Block 27, 28	Stormwater Management	0.33 hectares
Block 26	Open Space	0.23 hectares
Blocks 30, 31	Future Development	0.04 hectares
	Roads	1.33 hectares
TOTAL AREA		5.76 hectares

DWELLING UNIT BREAKDOWN

LOTS/ BLOCKS	UNIT TYPE	UNITS
Lots 1-21	Single-detached dwelling	21
Block 22	Cluster Townhouse	36
Block 23-25	Apartment units	152
TOTAL UNITS		209

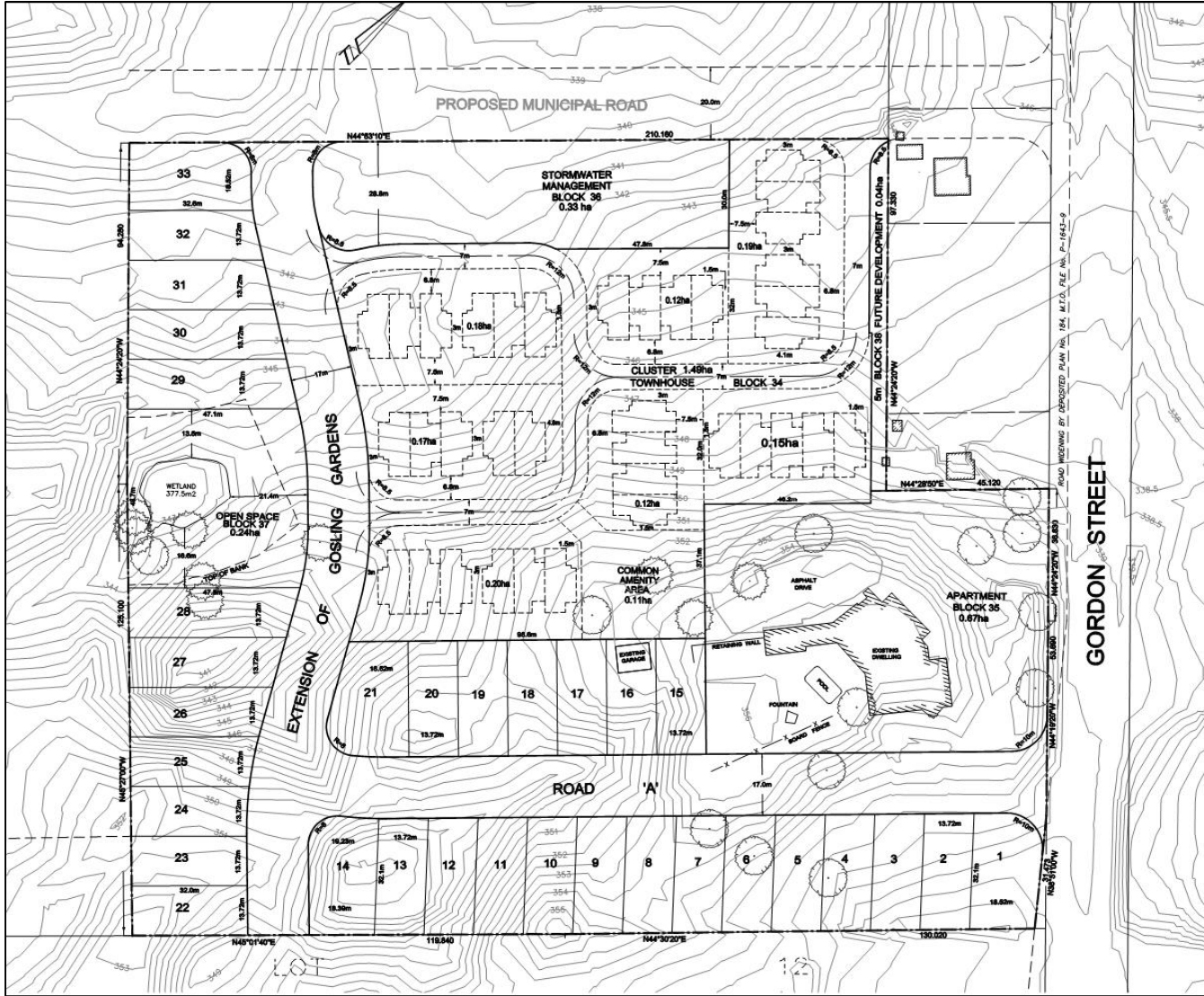
SCHEDULE 4

Proposed Draft Plan of Subdivision presented at December 13, 2010 Public Meeting



SCHEDULE 5

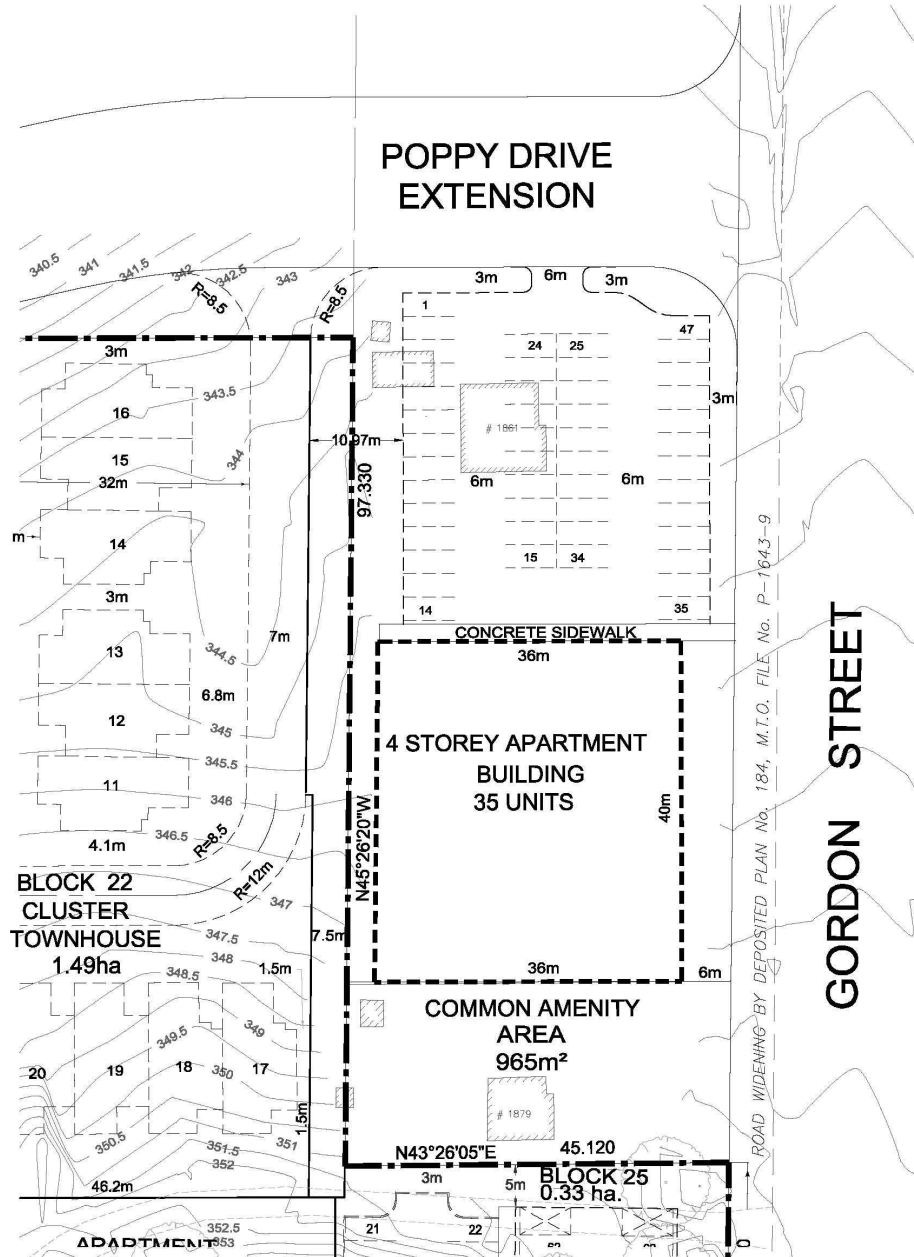
Original Draft Plan of Subdivision Proposal presented at January 12, 2009 Public Meeting



SCHEDULE 6

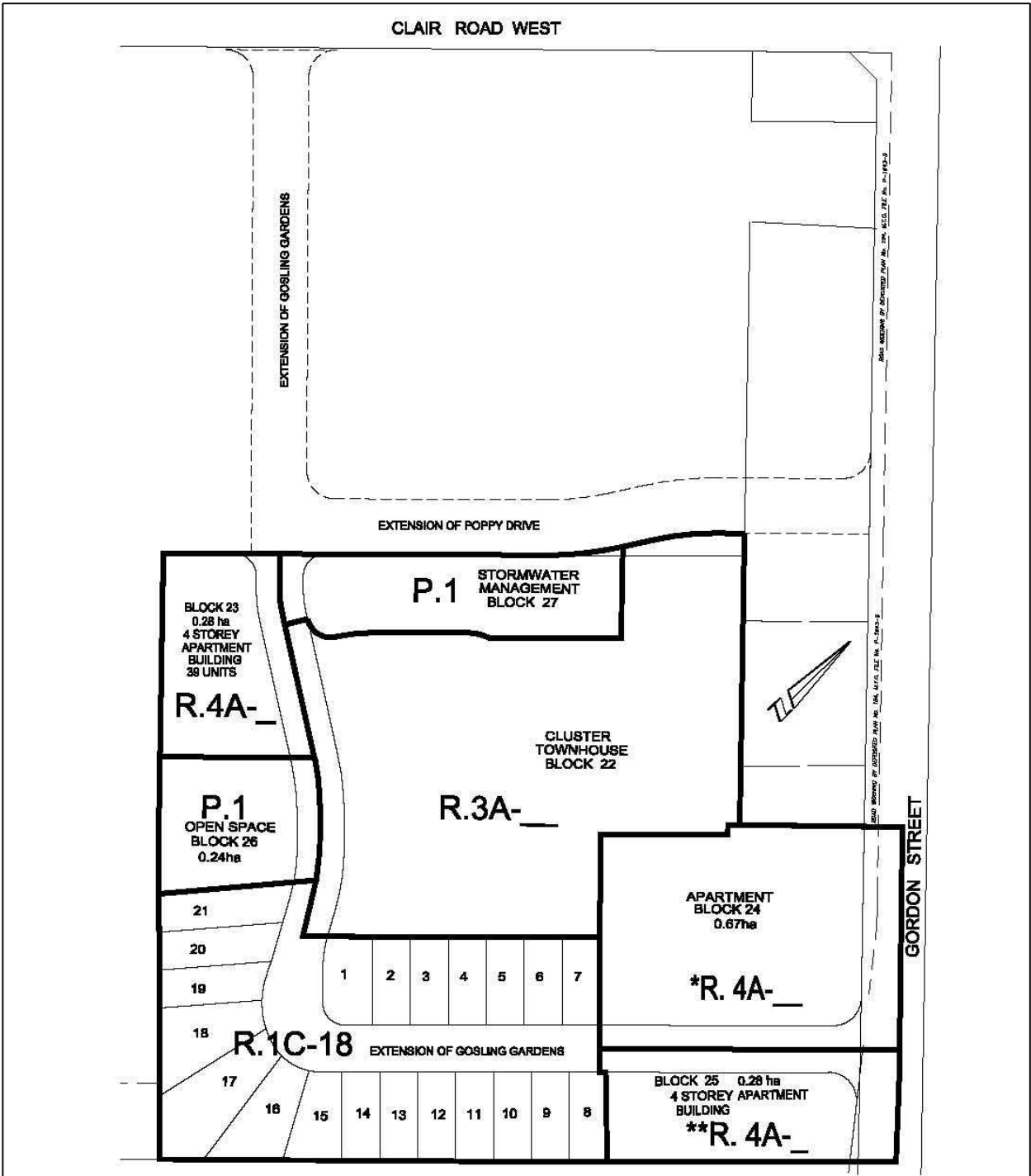
Potential Future Development Concept for Adjacent Lands along Gordon Street

(lands not owned by applicant and provided for information purposes only)



SCHEDULE 7

Proposed Zoning and Details



SCHEDULE 7 (continued) Proposed Zoning Details

LOTS/BLOCKS	LAND USE	ZONING
Lots 1-21	Single Detached Residential	R.1C-18
Blocks 22, 29, 30, 31	Cluster Townhouses	R.3A-?
Block 23	Apartment	R.4A-?
Block 24	Apartment	R.4A-?
Block 25	Apartment	R.4A-?
Blocks 27, 28	Stormwater Management	P.1
Block 26	Open Space	P.1

Specialized Zoning Regulations

Lots 1-21

R.1C-18

Regulations for Interior Lots

- Minimum Front Yard of 4.5 m (for dwelling) and 6 metres (for garage)
- Minimum Side Yard – where an attached garage or carport is provided, one side yard shall have a minimum dimension of 0.6 metres and the other side yard shall have a minimum dimension of 1.2 metres

Regulations for Corner Lots

- Minimum Front Yard and Exterior Side Yard – 4.5 metres for dwelling and 6 metres for garage
- Minimum Interior Side Yard – where an attached garage or carport is provided, the interior side yard shall have a minimum dimension of 0.6 metres

All other standard regulations of the R.1C Zone will apply

Cluster Townhouse Block 22

R3A-?

- Minimum rear yard of 1.5m where the By-law requires 7.5 m
- Maximum building coverage of 40% where the By-law requires 30%
- Minimum distance between buildings of 9m where the By-law requires 15 m

Apartment Blocks 23-25

Regulations

In accordance with Section 4 (General Provisions) and Section 5.4.2 and Table 5.4.2 (General Apartment R.4A Zone Regulations) of Zoning By-law (1995)-14864, as amended, with the following additions and exceptions:

Apartment Block 23

R.4A-?

- Maximum density of 150 units per hectare where the By-law permits 100
- Minimum density of 120 units per hectare
- Minimum front yard of 4.5 m where the By-law requires 6 m
- Minimum rear yard of 7.5 m where the By-law requires half the building height
- Maximum building height of 4 storeys where the By-law permits 8 storey maximum height

Apartment Block 24

R.4A-?

- Maximum density of 150 units per hectare where the By-law permits 100
- Minimum density of 120 units per hectare where the By-law requires 100
- Minimum setback from Gordon Street of 6 metres
- Maximum setback from Gordon Street of 7.5 m (no provision currently exists)

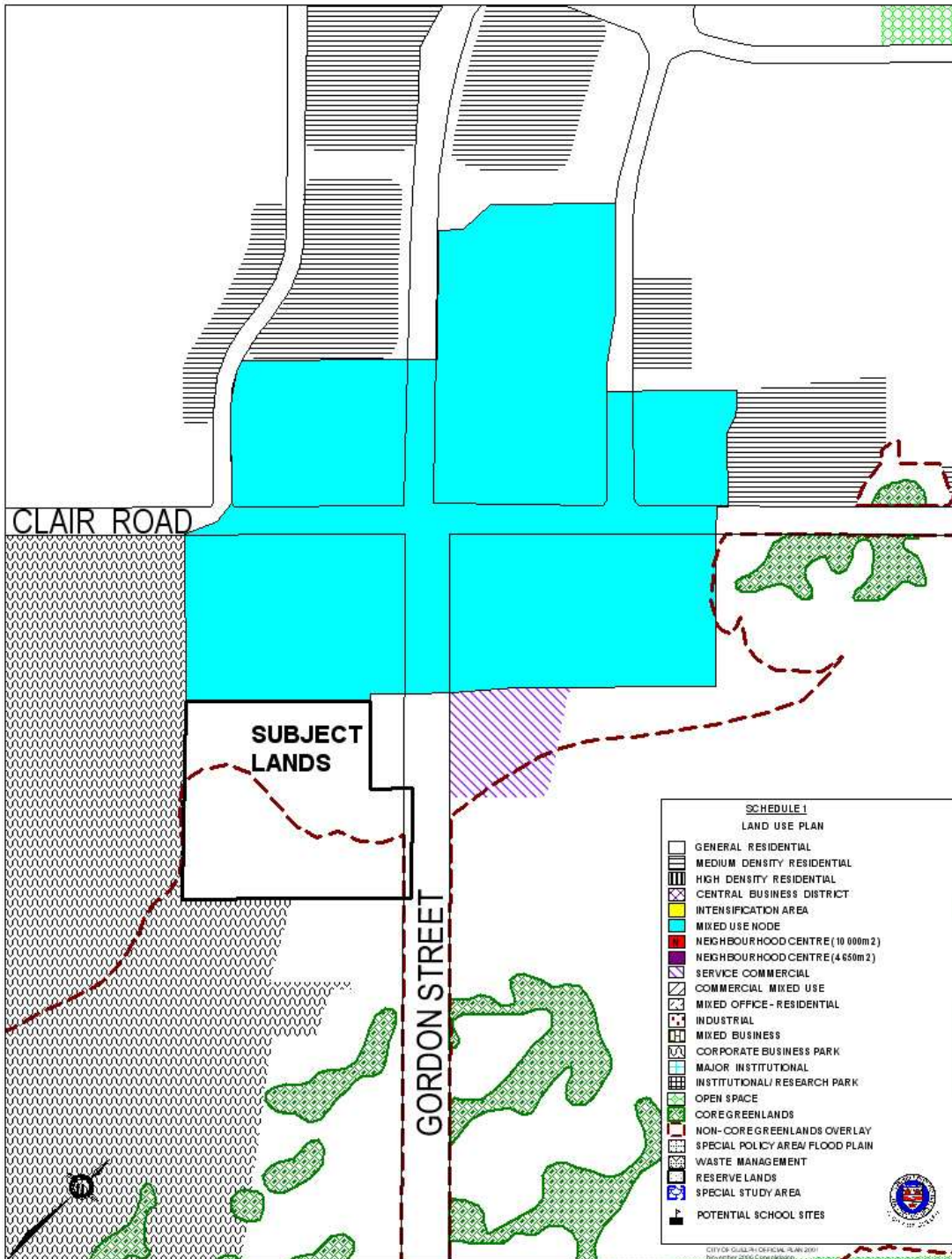
Apartment Block 25

R.4A-?

- Maximum density of 150 units per hectare where the By-law permits 100
- Minimum density of 120 units per hectare where the By-law requires 100
- Minimum side yard of 5 m where the By-law requires half the building height
- Maximum building height of 4 storeys where the By-law permits 8 storey maximum height
- Minimum setback from Gordon Street of 6 metres
- Maximum setback from Gordon Street of 7.5 m (no provision currently exists)

SCHEDULE 8

Official Plan Designations and Relevant Policies



SCHEDULE 8 (continued)

Relevant Official Plan Policies

'General Residential' Land Use Designation

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

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

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

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

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

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

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

“Non-Core Greenlands Overlay”

7.13.5 The lands associated with the Non-Core Greenlands overlay on Schedule 1 may contain *natural heritage features*, *natural feature adjacent lands* and *natural hazard lands* that should be afforded protection from *development*. The following *natural features* and their associated *adjacent lands* are found within the Non-Core Greenlands area: *fish habitat*, *locally significant wetlands*, *significant woodlands*, *significant environmental corridors and ecological linkages*, *significant wildlife habitat*. In many instances these *natural features* also have *hazards* associated with them which serve as development constraints.

1. Policies relating to *natural heritage features* are contained in Section 6 of this Plan.

2. Policies relating to *natural hazard lands* are contained in Section 5 of this Plan.

7.13.6 *Development* may occur on lands associated with the Non-Core Greenlands overlay consistent with the underlying land use designation in instances where an environmental impact study has been completed as required by subsection 6.3 of this Plan, and it can be demonstrated that no *negative impacts* will occur on the *natural features* or the *ecological functions* which may be associated with the area. Where appropriate and reasonable, consideration will be given to measures to provide for the enhancement of any identified *natural heritage feature* as part of such environmental impact study.

7.13.7 It is intended that the *natural heritage features* associated with the Non-Core Greenlands overlay are to be protected for their *ecological value* and *function*. The implementing *Zoning By-law* will be used to achieve this objective by placing such delineated features from an approved environmental impact study in a restrictive land use zoning category.

7.13.8 *Development* may occur on lands associated with the Non-Core Greenlands overlay where the matters associated with *hazard lands* as noted in Section 5 can be safely addressed. In addition, *development* within the *flood fringe* areas of the Two Zone Flood Plain will be guided by the policies of subsection 7.14.

Interpretation Considerations

7.13.9 The physical limits of the 'Core Greenlands' designation and Non-Core Greenlands overlay on the various Schedules to this Plan may be subsequently refined by more detailed mapping on individual properties or through the completion of *scoped* and *comprehensive environmental impact studies*. It is intended that, in circumstances where more detailed mapping is available, this Plan will be interpreted as applying to the most recent information available.

7.13.10 The boundaries of the Greenlands System are approximate. The completion of environmental impact studies will be used to determine the exact limits of *development* and areas to be afforded protection. In instances where an approved environmental impact study adjusts the boundaries of the 'Core Greenlands' designation or the Non-Core Greenlands overlay, the land use policies of the adjacent or underlying designation will apply.

'High Density Residential' Land Use Designation

7.2.41 The predominant use of land within areas designated as 'High Density Residential' on Schedule 1 shall be for *multiple unit residential buildings*, generally in the form of apartments.

7.2.42 The 'High Density Residential' designation has been outlined on Schedule 1 in instances where there is a clear planning intent to provide for the following:

- a) High density housing forms in new growth areas to assist in providing opportunities for *affordable housing*;
- b) Greater housing densities that are supportive of transit usage adjacent to major roads forming the existing and future transit network;
- c) A variety of housing types and forms to be situated throughout all areas of the community; and

d) Supportive of urban form objectives and policies to establishing or maintaining mixed-use nodes.

7.2.43 The *net density of development* shall not occur at less than 100 units per hectare (40 units/acre) and shall not exceed 150 units per hectare (61 units/acre), except as provided for in policy 7.2.10.

7.2.44 High density residential *development* proposals shall comply with the development criteria established for *multiple unit residential buildings* as outlined in policies 7.2.7 and 7.2.45 and shall be regulated by the *Zoning By-law*.

7.2.45 The establishment of a new high density residential use, not within a 'High Density Residential' designation on Schedule 1, will require an amendment to this Plan. When considering such amendments to this Plan, the criteria of policy 7.2.7 will be considered, as well as the following:

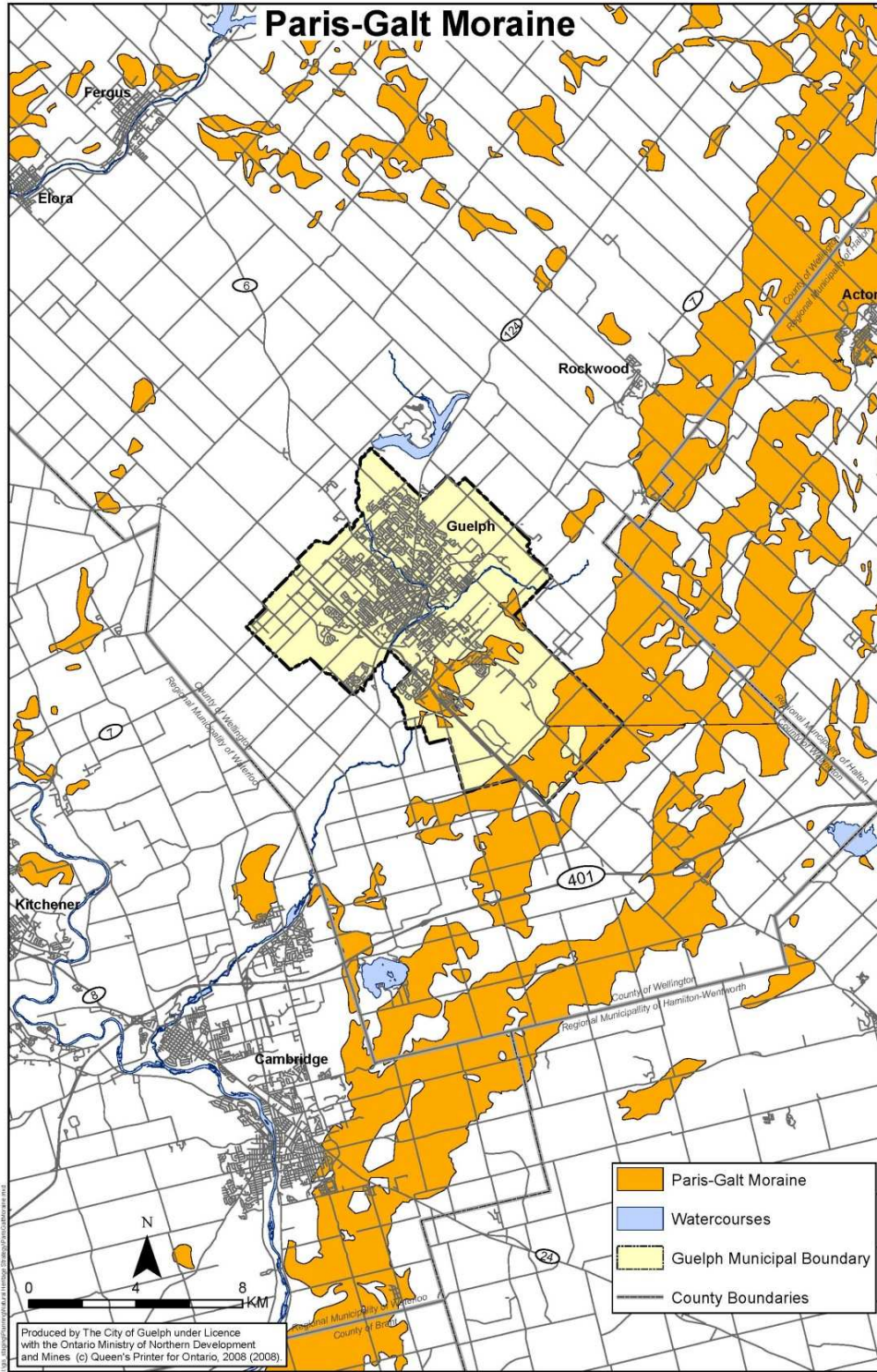
- a) That the proposal is located in proximity to major employment, commercial and institutional activities; and
- b) That the proposal is located on an arterial or collector road.

7.2.46 Within the "High Density Residential" designation on the University of Guelph lands on the east side of Edinburgh Road South, development will comply to special standards established in the Zoning Bylaw to recognize this area as an integrated housing complex comprised of individual apartment buildings on separate parcels.

- a) In spite of the maximum density provisions of Policy 7.2.43, net density of residential development on the lands known municipally as 400, 420 and 430 Edinburgh Road South shall not occur at a density of less than 73 units per hectare and shall not exceed 150 units per hectare.

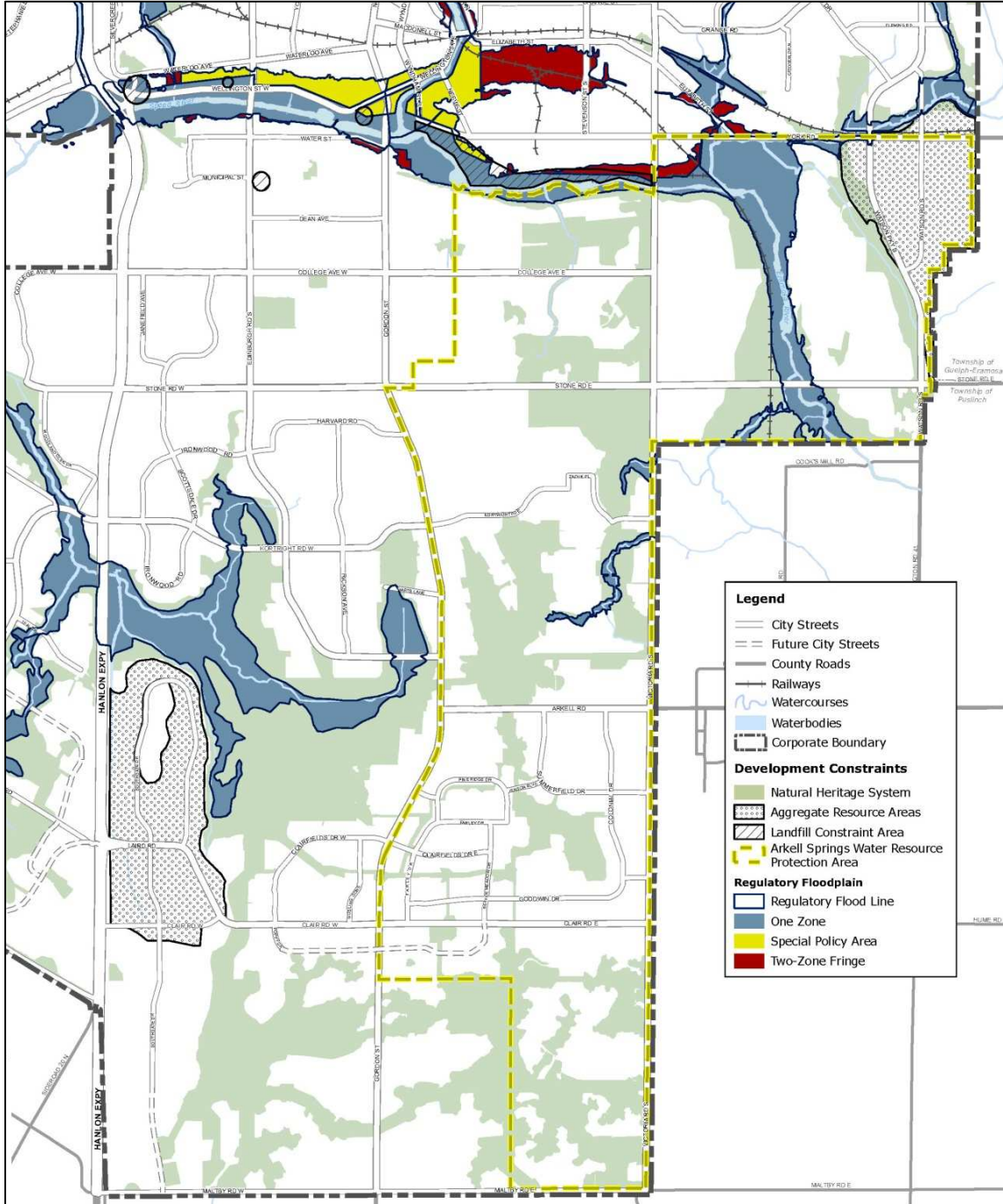
SCHEDULE 9

Paris Galt Moraine Overlay



SCHEDULE 10

Development Constraint Map Showing Location of Aggregate Resource Areas (South Guelph)



SCHEDULE 11

Applicant's Letter of Commitment Community Energy Initiative Conformity

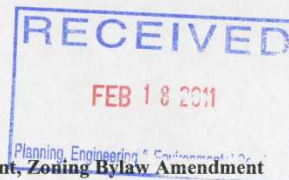


Thursday, February-10-11

Guelph City Hall
1 Carden Street
Guelph, ON N1H 3A1

Attention: Chris DeVriendt, Senior Development Planner
Community Design and Development Services

Re: **1897 Gordon Street (Bird Property)**
Draft Plan of Subdivision, Official Plan Amendment, Zoning Bylaw Amendment
File 23T-08505/OP0801/ZC0306



Further to your request please find outlined below a summary of how the above-noted applications at 1897 Gordon Street will assist to implement the City of Guelph Community Energy Plan.

- The proposed development contains a total of 209 residential units, consisting of 21 single detached dwellings, 36 townhouse units and 152 apartment units. The density of the proposed subdivision is approximately 79 persons per hectare.
- The proposed development is adjacent to the designated "Mixed Use Node" at Clair Road and Gordon Street (Official Plan, 2006). The proposed residential development is of an urban form and density that is supportive of maintaining and supporting the vibrancy of this Mixed Use Node.
- Given the proximity of the Mixed Use Node at Clair Road and Gordon Street to the proposed development, future residents will be afforded the opportunity to walk to the various commercial amenities contained within the node.
- The proposed development will be served by the transit network (bus and bicycle lanes) along Gordon Street and Clair Road. Additionally, future residents will have pedestrian access via the Gosling Garden Extension to the existing and proposed commercial amenities within the Mixed Use Node.
- Previously, the subject lands contained one single detached dwelling. The proposed development of 209 units significantly increases the density of this site.
- The proposed development is committed to the protection of the existing wetland and working where feasible with the existing grades on site.
- A re-vegetation plan will be prepared and will plant trees of native species throughout the site. The re-vegetation plan and the landscape plan which will also utilize native species where appropriate will contribute to the City's tree canopy.
- Site lighting will be designed to direct lighting to the ground and not toward the sky.
- A comprehensive erosion and sedimentation control plan will be prepared for the proposed development.
- The stormwater management plan incorporates principles of Low Impact Development, including a "treatment train" to remove sediments and thereby any absorbed contaminants prior to the infiltration of all runoff generated from the development, up to and including the 100-year design storm event. The "treatment train" approach will include a combination of lot level, conveyance and end-of-pipe best management practices. Prior to infiltration, enhanced water quality control (80% total suspended solids removal) will be provided as part of the "treatment train" system.

295 Southgate Drive, P.O. Box 1112, Guelph, Ontario N1H 6N3
Phone: (519) 836-4332 Fax: (519) 836-2119 info@thomasfield.com

Lot level controls will simply consist of directing roof leaders from the lots to individual lot level infiltration galleries. Surface runoff from the lots will be directed to grassed rear lot areas and grassed rear lot swales. Where feasible, runoff generated from the rooftops of the apartment buildings will also be directed to on-site infiltration galleries. Surface runoff from the remainder of apartment blocks will be directed to the stormwater management facility.

Conveyance controls will consist of the installation of two (2) oil/grit separators upstream of the stormwater management facility. The oil/grit separators have been sized to provide 80% TSS (Total Suspended Solids) removal.

End-of-pipe controls will be provided by a municipal stormwater management facility designed to infiltrate stormwater runoff for all rainfall events up to and including the 100-year design storm event for a drainage area of 4.60-hectares. An overflow weir will convey flows exceeding the 100-year design storm event to the Gosling Gardens and Clair Road right-of-ways, ultimately discharging to the existing greenway (central corridor) system and the Hanlon Creek Wetland System.

- The single detached residential units will be built to Energy Star standards.
- Residential units will include low flow faucets, showerheads, toilets to reduce water consumption.
- Low E windows will be used in order to reduce heat gains and heat loss.
- All residential units will include high efficiency gas heating systems.
- Apartment units will have individual controls for heating, cooling and lighting.
- The apartment units will feature compact fluorescent lighting in common areas, where appropriate, to reduce energy consumption.
- Low VOC (volatile organic compounds) materials will be used where possible.
- Renewable finishes (flooring) are offered as choices to purchasers of residential units.
- A construction waste diversion program will be in effect during the construction period.

We trust the above information is satisfactory for your needs. Should you have any questions or require additional information please do not hesitate to contact our office.

Sincerely,



Tom Krizsan
President

km:km

cc. Astrid Clos, Astrid J. Clos Planning Consultants
Angela Kroetsch, Gamsby & Mannerow

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SCHEDULE 12

Planning Analysis

Provincial Policy Statement, Places to Grow and Official Plan Conformity

Provincial Policy Statement

The application supports the Provincial Policy Statement (PPS) that encourages the development of strong communities through the promotion of efficient, cost-effective development and land use patterns. The proposed subdivision will accommodate an appropriate range and mix of housing to serve future growth at densities which will use land and infrastructure efficiently and are supportive of public transit.

The proposed development is consistent with the Natural Heritage policies of the Provincial Policy Statement. There are no provincially significant natural features (wetlands, valleylands, woodlands) or significant wildlife habitat identified on the subject site. The Natural Heritage policies of the PPS have been addressed through completion of an Environmental Impact Study (EIS) that has demonstrated to the satisfaction of the City and the Grand River Conservation Authority (GRCA) that the proposal will not have negative impacts on the other natural features or on their ecological functions located on site. This includes the preservation of the small wetland area (Open Space Block 27) on the westerly portion of the site that will be protected from the proposed development by a 13 to 30 metre buffer.

Places to Grow

The subject site is located within the "Designated Greenfield Areas" under the "Places to Grow" legislation and proposes development at a density of approximately 79 persons and jobs per hectare, which will contribute towards meeting the Growth Plan's Greenfield density requirement of 50 persons and jobs per hectare. The proposed subdivision provides a good mix of housing types and the site's location provides convenient access to transit and employment opportunities within the area.

Official Plan

The proposed Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment conforms to the policies of the Official Plan. The subdivision provides for a range of housing types to meet a variety of housing needs, including opportunities for affordable housing. The draft plan includes the development of single detached and townhouse residential dwellings in conformity with the corresponding "General Residential" Official Plan designation. The application is in conformity with the Official Plan that outlines specific criteria for permitting multiple unit residential buildings in the General Residential designation, including building form compatibility, traffic accommodation and local amenity and municipal service availability (see General Residential / Housing Policies in Schedule 8).

The proposed density within the three apartment blocks range between 123 and 125 units per hectare, which exceeds the maximum residential density of 100 units per hectare permitted within the current "General Residential" Official Plan designation. Therefore, an Official Plan Amendment is required to redesignate these proposed apartment sites to the "High Density Residential" Official Plan designation that permits a minimum of 100 units per hectare and a maximum of 150 units per hectare. This requested Official Plan Amendment is considered appropriate as these proposed apartment sites satisfy the criteria in the Official Plan for establishing new high density development, including proximity to major employment, commercial and institutional activities and locations on an arterial and collector road with excellent access to public transit. The higher intensity of residential uses proposed within the plan is appropriate to support the urban form objectives and policies of the adjacent Clair and Gordon Community Mixed Use Node to the north. This includes contributing to the creation of a well defined focal point, efficiently utilizing the land base and establishing a complementary and compatible residential land use that is in close proximity and well integrated with the adjacent node.

The proposed draft plan of subdivision also supports the goals and objectives of the City's Local Growth Management Strategy (Official Plan Amendment 39), which includes contributing to the goal of averaging a residential density of 60-70 persons per hectare in the Greenfield Area. This proposal, which includes a residential density of 79 persons per hectare also supports the Growth Management Strategy by achieving higher densities adjacent to Mixed-Use Nodes.

This development is currently identified in the 2011 Development Priorities Plan for draft plan approval in 2011 and registration in 2012.

Subdivision Design and Compatibility with Surrounding Land Uses

The option of providing a future road connection from the proposed development to the adjacent lands to the south was examined through the review of this application. The initial proposal presented at the January 12, 2009 Public Meeting did include a street stub to the southern boundary of the site (see Schedule 5). Through the review of the application, this street stub was removed in recognition of the environmental constraints present on the adjacent properties to the south, where the Hall's Pond Provincially Significant Wetland Complex is located.

The proposed residential development is compatible with the planned development in the immediate area, which includes the adjacent Clair and Gordon Community Mixed Use Node to the north and the Corporate Business Park lands to the south and west (see Schedule 8). The development proposed along the interface of the Corporate Business Park lands is not expected to generate any adverse impacts. The single detached lots at the southern and western boundary of the plan abutting the Business Park lands provide substantial lot depth to serve as a buffer to these adjacent lands. The proposed apartment block at the northwest corner of the plan (Block 23) is oriented along the extension of Gosling Gardens providing good access to Clair Road to the north and Gordon Street to the east that would minimize any residential traffic impacts on the adjacent employment lands to the west. A specialized zoning regulation is also proposed to limit the height of the apartment

building to 4 storeys, which will further enhance compatibility with the adjacent lands.

In addition, the current road layout proposed no longer includes the street stub to the southerly property line, which will minimize any potential traffic conflicts between the residential and employment land uses. A detailed review of building placement, building elevations and buffering will also occur through the future Site Plan Control process to ensure that the apartment building is compatible with these adjacent lands and located appropriately on the site. Future development within the adjacent Corporate Business Park will also be subject to policy within the Official Plan that requires considerations to enhance compatibility between the "Corporate Business Park" lands and "Residential" land use designations, which would include measures, such as setbacks, landscaping and fencing, implemented through the zoning by-law and site plan control. Condition 53 in Schedule 2 also includes a clause to notify all homeowners and tenants within the proposed subdivision that the adjacent lands are designated for future business park and commercial land uses.

Integration of Proposal with Surrounding Lands

One of the issues identified through the review of this application was ensuring that the proposed development could be integrated appropriately with the future development and redevelopment of the surrounding lands, which includes the adjacent Commercial Mixed Use Node to the north.

The revised draft plan presented at the December 13, 2010 Public Meeting has incorporated the additional lands necessary to provide for an appropriate extension of Gosling Gardens south of Clair Road. These lands were consolidated in the draft plan of subdivision following the approval of an application for a consent to sever as a lot addition to 1897 Gordon Street application by the Committee of Adjustment on March 12, 2010. The establishment of this north-south street alignment, in conjunction with the most recent revision to the plan to include the easterly extension of Poppy Drive to Gordon Street within the proposed plan, will establish the appropriate public street framework contemplated for this larger area and allow future development to occur in a comprehensive and efficient manner. The southerly extension of Gosling Gardens creates a parcel of land with frontage on Gordon Street and Clair Road that is sized and configured appropriately to accommodate future development in keeping with the Commercial Mixed Use Node Official Plan designation at the southwest intersection of Gordon Street and Clair Road and the Corporate Business Park lands to the west of Gosling Gardens.

It is also noted that a separate planning application for the adjacent lands to the north has been recently received by the City. A Public Meeting was held on March 7, 2011 where this application was introduced to Council for information. This new commercial development proposal is bounded by Clair Road to the north, Gordon Street to the east, Poppy Drive to the south and Gosling Gardens to the west and will facilitate a comprehensive planning approach for this larger area southwest of Gordon Street and Clair Road. This adjacent proposal has been developed in coordination with the draft plan of subdivision application on the subject property. In addition, Condition 14 on Schedule 2 of this report will ensure that the design of

the extension of Gosling Gardens is coordinated with the design of the extension of Poppy Drive to ensure that stormwater for these two roadways can be accommodated appropriately.

The proposed draft plan of subdivision has also been designed with consideration for how future redevelopment opportunities of the adjacent properties along Gordon Street, which are not included within the subdivision, can be integrated with the proposed development. Schedule 6 provides one example of a potential future redevelopment concept for these adjacent blocks, illustrating how an apartment building can be accommodated on these adjacent lands. A 5 metre wide future development block (Blocks 30 and 31) has been incorporated within the proposed draft plan abutting these adjacent lands to facilitate future redevelopment opportunities. Condition 34 in Schedule 2 outlines the requirement that the owner provides the first right of refusal for the purchase of these future development blocks to the adjacent properties along Gordon Street in order to provide the opportunity for them to include this additional strip of land as part of their potential future redevelopment plans. In the event these adjacent owners do not wish to acquire these lands, these future development blocks can be developed in conjunction with the cluster townhouse block within the draft plan (Block 22).

The South Guelph Secondary Plan, which was approved in 1996, introduced land use designations and planning policies for the southern areas of the City that were annexed from the Township of Puslinch in 1993. The proposed residential subdivision is in conformity with these land use schedules and policies that were implemented into the City's Official Plan to provide guidance for future development south of Clair Road West. The South Guelph Secondary Plan also provided direction in the area generally surrounding the intersection of Gordon Street and Clair Road, referred to as the South Guelph District Centre (SGDC). The proposed development includes the extension of Gosling Gardens south of Clair Road West to connect with the easterly extension of Poppy Drive to Gordon Street. This is consistent with the development pattern envisioned in the South District Centre Study and will allow future development to proceed in a cohesive and complementary manner.

Review of Proposed Zoning and need for specialized zoning regulations

The proposed zoning includes specialized zoning regulations to address development within the multiple unit residential blocks of the draft plan. These specialized zoning regulations, as outlined in Schedule 7, are considered appropriate to address site specific development regulations for the cluster townhouse block (Block 22) and the three proposed apartment blocks (Blocks 23-25). The site specific provisions for front yard, side yard and rear yard setbacks are minor and the size and configuration of these blocks are appropriate to accommodate the development proposed. In support of urban design objectives, a maximum (7.5 metre) building setback from Gordon Street is recommended for Apartment Blocks 24 and 25 to ensure that the apartment buildings address Gordon Street. Site plan control will also apply to the future development of these multiple unit residential blocks, which would address all aspects of site development, including building elevations, access and parking, detailed grading and landscaping.

There are also specialized zoning regulations proposed to limit the height of the apartment buildings within Blocks 23 and 25 to four storeys, which is considered appropriate to enhance compatibility, both with the potential future development on the adjacent lands and with the single detached and townhouse dwellings within the draft plan. The maximum height provision within the larger apartment block (Block 24) is proposed to be eight storeys, which is in accordance with the standard R.4A zoning regulation. This provides additional flexibility to accommodate the development of one larger apartment building in recognition that the potential to accommodate an increase in height exists within this larger apartment block. Specialized zoning regulations for this apartment block include a maximum setback of 7.5 metres from Gordon Street, which would address building presence along Gordon Street and facilitate a suitable transition to adjacent lower rise housing forms within the draft plan. The additional specialized zoning provision to require a minimum density requirement of 120 units per hectare for each apartment block will ensure that the overall residential density proposed within the draft plan is achieved.

Traffic and Impact on Gordon Street (Traffic Impact Study)

The traffic impact study submitted in support of the application has been accepted by City staff, confirming that vehicular traffic generated from the proposal can be accommodated with minimal impact on local residential streets and intersections.

An issue was raised regarding traffic impacts at the intersection of Road A and Gordon Street with respect to the location of an access shown to the underground parking on Block 25, as shown on Schedule 4. The applicant's previous concept plan for Block 25, which illustrated a separate access to the underground parking approximately 15 metres from Gordon Street, has been removed. Conceptually, there is now one driveway access shown that is over 30 metres from Gordon Street, with access to the underground parking provided from the surface parking area at the rear of the building. This preliminary concept has been determined acceptable by Engineering staff. In addition, the current draft plan proposal now includes one larger apartment block in this location as a consolidation of Blocks 24 and 25 in the previous plan. This will provide additional flexibility for site design, which includes the location of access points and providing opportunities to share access. Future site plan approval will ensure all details of site development for each apartment block are addressed appropriately, including driveway locations and associated traffic movements.

Environmental Issues

As discussed earlier, this application was submitted prior to the adoption of the Natural Heritage Strategy (OPA #42) by Council. As such, the policies that apply to the application are those in place at the time of receipt of the complete draft plan of subdivision application resubmission on November 20, 2008. Therefore, the new natural heritage policies or designations contained within Official Plan Amendment No. 42 do not apply to this application. It is noted that the original zoning by-law amendment application was submitted in 2003. While not applicable to this current application, the new natural heritage policies and land use designations would apply in the event that a future new application is brought forward for the subject lands.

The Environmental Impact Study (EIS) has been supported by the City and the Grand River Conservation Authority. At a meeting of the Environmental Advisory Committee held October 13, 2010, the updated EIS and Tree Conservation Plan submitted in association with the revised application was supported based on a number of conditions to be addressed to the satisfaction of City staff through an addendum to the EIS. The addendum submitted to the City on December 9, 2010 was reviewed and approved by City staff, addressing outstanding issues. Condition 13 in Schedule 2 outlines the owner's requirement to prepare an Environmental Implementation Report (EIR) at the detailed design stage to ensure that the recommended mitigation and monitoring measures identified in the EIS are implemented appropriately.

A number of environmental related issues were raised at the statutory public meetings and through the review of the application. These issues and staff's response are provided below.

Conformity to the Hanlon Creek Watershed Study

The issue was raised with respect to the application's conformity to the Hanlon Creek Watershed Study, in particular to the linkage identified for preservation across the subject property to lands on the east side of Gordon Street.

The Hanlon Creek Watershed Plan was approved by Council and incorporated into the Official Plan. The Non-Core Greenland Overlay in the Official Plan that applies to the subject site was intended to reflect the other natural heritage features identified in the Hanlon Creek Watershed Plan (ie. buffers, linkages, corridors) and requires the preparation of an Environmental Impact Study (EIS) to investigate the potential environmental impact of development. The Non-Core Greenland Overlay policies state that residential use is permitted in the General Residential designated lands provided that an EIS is prepared that can demonstrate no negative impacts on the natural features or their ecological functions. The EIS submitted in conjunction with the applicant's latest draft plan of subdivision proposal has been supported by EAC, the City's Environmental Planner and the GRCA. In addition, the owner's requirement to prepare an EIR, as outlined in Condition 13 in Schedule 2, will ensure that the recommended mitigation and monitoring measures identified in the EIS are implemented appropriately.

For information purposes, it is noted that there is no linkage identified across the subject property in the Council approved Natural Heritage Strategy (Official Plan Amendment 42). While a southwesterly portion of the subject property has been identified as "Significant Natural Area" in the Natural Heritage Strategy, these features are identified as "significant landform" and do not extend to the lands on the eastern side of Gordon Street and are not as extensive as what is illustrated in the Hanlon Creek Watershed Plan. This "Significant Natural Area" does not represent any other natural features within the new Natural Heritage Strategy, as it is not identified as wetland, significant wildlife habitat, significant woodlands or ecological linkages. However, as discussed previously, these new natural heritage policies are not applicable to this application in any event.

Paris Galt Moraine and Groundwater Recharge

The property is located on lands that are part of the Paris-Galt Moraine. The Paris-Galt Moraine extends across the southern-most part of the City of Guelph and Puslinch Township (see Schedule 8). Currently, efforts are underway by the Province to secure a portion of the Paris-Galt Moraine in Puslinch Township as an Earth-Science ANSI (Area of Natural and Scientific Interest) as a way of preserving this landform. A key significance of the Paris-Galt Moraine is its ability to recharge groundwater. In terms of impact of development, any Greenland areas that are developed, limit the ability for groundwater recharge. In this specific case, post development infiltration targets will mimic pre development seen in areas to remain undeveloped and retain the ability to recharge groundwater. In addition, the Open Space Block, which includes the small wetland to be retained, and the rear and side yards of the residential lots and blocks, would also promote groundwater recharge.

The EIS addendum has also provided additional information on the pre and post development monitoring plan designed to study the impacts to groundwater recharge, depth, flow and quality at the site. New monitoring wells have been installed, monitoring will continue and a report will be provided as part of the EIR review by staff (see Condition 13 in Schedule 2).

In response to a request at the December 7, 2010 Public Meeting, Schedule 8 also includes the location of aggregate resources in the south Guelph area. This map illustrates that no aggregate resources are identified within the vicinity of the subject property.

Tree Retention and Compensation

Concerns were expressed regarding the extent of tree removals proposed in association with the proposed development and the inadequacy of the tree inventory and compensation plan.

The EIS addendum submitted to the City on December 9, 2010 included an assessment of the trees within the plantation, based on their health rating. A large number of the trees were found to have a low rating of health and the majority of the trees proposed to be removed on the site are considered to be in poor condition or dead. A total of 300 trees are proposed to be planted on the subject site as compensation for the loss, resulting in a post development tree canopy that will meet or exceed the existing canopy cover at maturity. In addition, the proposed compensation plan is comprised mainly of native trees and vegetation (i.e. greater than 90%). Currently, of the 38 species of trees and large shrubs inventoried, 20 are non-native and 10 are species invasive to natural areas (e.g. Buckthorn, Norway Maple). The tree inventory and compensation plan has been supported by City staff. In addition, Condition 13 in Schedule 2 will require the owner to provide a detailed tree preservation and compensation plan in the EIR.

Wildlife Habitat and Linkages

Comments were received stating that the proposed development fails to comply with the Provincial Policy Statement in that it does not protect significant wildlife habitat for the Savannah Sparrow.

The Government of Canada Committee on the Status of Endangered Wildlife in Canada (COSEWIC) lists the Savannah Sparrow as a species of special concern for the Nova Scotia population. The Ontario population is not identified as being at risk by COSEWIC. The species is also not listed on the Ontario Species at Risk list. The Provincial Policy Statement refers to protection of endangered and threatened species as defined by the Ontario Ministry of Natural Resources. Furthermore, the reference was made to the protection of "Significant Habitat" of the Savannah Sparrow. The Provincial Policy Statement defines significant habitat as being "habitat as defined by the Ontario Ministry of Natural Resources that is necessary for the maintenance, survival and/or the recovery of naturally occurring or reintroduced populations of endangered species or threatened species". As discussed previously, the application does comply with the Provincial Policy Statement, noting that the Savannah Sparrow is not identified as a species at risk in Ontario. Even if this species was identified as a species of conservation concern in Ontario, the application would still comply, as the Provincial Policy Statement refers specifically to species that are "threatened or endangered".

Condition 13 in Schedule 2 does include the requirement that the owner to provide detail in the EIR as to how the areas being restored (i.e. stormwater management block and wetland block) could emulate habitat required for this species. This was one of the items identified in the Environmental Advisory Committee resolution dated October 13, 2010.

Impact of Development on the Small Wetland Area

The issue was raised regarding the impact of the proposed development on the small wetland area on the western portion of the site. The concern was expressed that the extent of the wetland buffer would not be adequate to protect the entire catchment area of the wetland or protect species found in and around the wetland area.

The pre and post development conditions for the wetland catchment area will remain the same; draining a small area that does not contain any locations of great concern. The stormwater discharge into the wetland would not contain runoff from roadways or parking areas, as all of these areas would drain to the stormwater management pond where there will be a treatment train providing pre-treatment and infiltration of stormwater runoff prior to discharging into the wetland. Stormwater from residential lots (roof and rear yard runoff) directed to the wetland would be considered clean runoff.

The wetland buffer, which ranges between 13 to 30 metres has been identified as being adequate by the Grand River Conservation Authority, the Environmental Advisory Committee, and City Planning & Building and Engineering departments for various levels of protection. This includes protection for amphibian habitat as well as protection of the integrity of the wetland feature from a water quantity and quality perspective.

Grading Impacts and Stormwater Management

Issues were raised through the review of the application with respect to the extent of grading activities and the adequacy of the stormwater management approach.

Revisions have been made to the original preliminary grading plan in an effort to minimize the extent of grading activities and preserve as much of the site's existing topography as possible. However, in order to implement an appropriate servicing and stormwater management strategy for the site, which includes the identified street extension of Gosling Gardens, significant grading activities are required. The latest preliminary grading plan has been reviewed and accepted by Engineering staff and the conditions of draft plan approval have been recommended to ensure that an overall site drainage and grading plan is prepared to the satisfaction of the City Engineer prior to any grading or site alteration (see Condition 7 in Schedule 2). In addition, Condition 12 in Schedule 2 will limit the height of any retaining wall to 1.5 metres to improve compatibility with adjacent properties.

The Engineering comments provided in Schedule 12 discuss staff's review of all servicing aspects of this subdivision proposal, including the stormwater management approach. The proposed stormwater management strategy is based on the stormwater management pond facility (Block 27) to accommodate drainage within the subdivision. City staff and the GRCA are satisfied with the stormwater management approach and have imposed the necessary conditions of draft plan approval to ensure that stormwater management is addressed appropriately at the detailed design stage (see Conditions 14, 15, and 24 in Schedule 2). This includes the requirement to ensure a coordinated stormwater management approach is implemented in conjunction with the design of the extension of Gosling Gardens and the design of the extension of Poppy Drive that is also now included within the draft plan.

The EIR will also need to include a monitoring program to assess the performance of the stormwater management facilities to the satisfaction of the City and the GRCA and will require further consideration for lower impact development opportunities on the site (see Conditions 13 and 15 in Schedule 2).

Development Priorities Plan

This development is currently identified in the 2011 Development Priorities Plan for draft plan approval in 2011 and registration in 2012.

The Phasing Policy for Large-scaled Subdivisions requires that draft plan approval of new large scale residential subdivisions containing more than 200 potential dwelling units or 10 hectares (25 acres) be brought forward for consideration in a logical phase or phases. Staff is recommending that this entire 209 unit subdivision be considered for draft plan approval in one phase, as this satisfies the intent of the phasing policy and forms logical development, principally because the majority of units are in the form of apartment blocks.

Community Energy Initiative

The owner has submitted a letter explaining how the proposal will support the objectives of the Guelph Community Energy Initiative (Schedule 10). This commitment letter recognizes many of the objectives and policies outlined in Section 3.8 of the Official Plan that promote energy conservation. The owner has committed to developing the single detached dwellings to meet the ENERGY STAR

rating or an equivalent at minimum (See Condition 64 in Schedule 2). The applicant's letter in Schedule 9 also includes a number of energy efficiency initiatives with respect to the construction of the proposed apartment buildings. In addition, the conditions of approval also include the prohibition on the use of any covenants that would restrict the use of clotheslines that also supports the Community Energy Initiative.

SCHEDULE 13 Circulation Comments

<u>RESPONDENT</u>	<u>NO OBJECTION OR COMMENT</u>	<u>CONDITIONAL SUPPORT</u>	<u>ISSUES/CONCERNS</u>
Planning		✓	Subject to Schedule 2
Engineering*		✓	Subject to Schedule 2
Parks Planning		✓	Subject to Schedule 2
GRCA*		✓	Subject to Schedule 2
Environmental Advisory Committee*		✓	Subject to Schedule 2
Upper Grand District School Board*		✓	Subject to Schedule 2
Guelph and Wellington Development Association*	✓		
County of Wellington		✓	Support application provided it is compatible with adjacent future business uses
Guelph Field Naturalists*			impacts of grading activities on water regime (groundwater and surface)
Judy Martin on behalf of the Sierra Club*			Need for secondary plan, conformity with Provincial Policy Statement regarding Savannah Sparrow, HCWP linkages, tree conservation, impact on wetland
Hugh Whitely*			HCWP conformity, protection of moraine, groundwater and quality control
Laura Muir*			Conformity to Official Plan, South Guelph Secondary Plan, HCWP

*comments attached

INTERNAL MEMO



DATE February 10, 2011

TO **Chris DeVriendt, Development Planning**

FROM Rajan Philips, Engineering Services

DIVISION Engineering Services (File: 16.152.341)

DEPARTMENT

**SUBJECT 1897 Gordon Street (Bird Property) Subdivision/OPA/ZC
Applications: File 23T-08505 / OP-0801 / ZC-0306**

The proposed development is located in the southwest corner of the intersection of Gordon Street and Clair Road. The property has a 120m frontage on Gordon Street, and is located 170 m south of Clair to which it will be connected through the proposed southerly extension of Gosling Gardens. The development will have access to both Gordon Street and Clair Road. The subdivision is also proposed to have access to the future Poppy Drive that will be to the north of the development.

A new commercial development is being proposed for the lands at 132 Clair Road, located to the north of the subject subdivision and bounded by Clair Road (north), Gordon Street (east), Poppy Drive (south) and Gosling Gardens (west). The new commercial development shows access points located on Gosling Gardens and Poppy Drive, along with a right-in/right-out access on Clair Road. Engineering staff are currently reviewing the application for this development.

The two developments will have mutual road frontages along Gosling Gardens and Poppy Drive with a shared stormwater management system for the two roads. The two developments are also proposed to have common sanitary outlets. Given the proximity of the two developments and shared infrastructure, the engineering design and supporting studies are being undertaken in coordination by the two developers for review and approval by City Engineering Services.

Water servicing for the residential subdivision will be provided by connections to the existing distribution system, supplemented by an interim booster pumping station to meet pressure requirements in the subdivision. The interim arrangements will have the flexibility to connect with the future water distribution pressure zone for lands south of Clair Road.

The sanitary servicing plan for the new residential subdivision is based on using the Clairfields subdivision sanitary system (to the north of Clair Road) to receive flows from the new subdivision. However, prior to the design of the sanitary system for approval by the City, the developer will implement a monitoring plan to observe sanitary flows in the Clairfields subdivision and confirm that (a) there is adequate capacity in the Clairfields subdivision sanitary system to receive flows from the subject subdivision, the proposed commercial development, and the undeveloped lands located south of Clair Road and west of Gosling Gardens; and (b) there will be no surcharging in the Clairfields sanitary system due to additional flows from developments south of Clair Road. The monitoring methodology and confirmation of results are subject to approval by Engineering Services.

The stormwater management for the residential subdivision is based on a SWM pond facility

to accommodate the runoff within the subdivision. In addition, the developer has proposed to provide an infiltration gallery within the road allowance of Gosling Gardens to accommodate road runoff from Gosling Gardens corresponding to 5-year minor storm. The proposed gallery will be sized to accommodate the minor storm runoff from Poppy Drive as well. The two developers have also proposed to accommodate storm events greater than the 5-year event from Gosling Gardens and Poppy Drive in the Clairfields sewer, road and greenway drainage system. The SWM studies for the two developments will review and confirm that the capacity of the Clairfields storm system can accommodate this runoff from Gosling Gardens and Poppy Drive, to the satisfaction of the City.

As noted below in the comments and conditions, the cost of providing the required road improvements, water/sanitary servicing, and SWM infrastructure, both internal and external to the subject subdivision, will be the responsibility of the developer. There will be no oversizing payment by the City. The developer will also be responsible for frontage charges for the services on Gordon Street, and a share of the cost of the existing traffic lights at Clair/Gosling intersection. The specific items and costs will be confirmed at the time of the subdivision agreement.

Given the infrastructure requirements for this development, Engineering staff have had a number of meetings with Gamsby and Mannerow, engineering consultant for the residential subdivision, and provided technical comments on their plans and reports. Staff have also had joint meetings with Gamsby and Mannerow and R.J. Burnside and Associates who are the consultants for the commercial development. The specific comments included herein and the recommended conditions of approval for the proposed residential subdivision are based on these discussions and review of the supporting studies and plans.

Municipal Road Infrastructure and Access

The proposed subdivision abuts Gordon Street on its west side and is located about 170 metres south of Clair Road. The access to the subdivision will be from Gordon Street (at Street A) and from Clair Road through the extension of Gosling Gardens south of Clair Road to connect with Road A.

The extension of Gosling Gardens will be undertaken as part of the subdivision. A portion of the new road will be on fill and the developer has confirmed that there is access to sufficient property to accommodate the slope outside the 20m road allowance shown on the draft plan. However, prior to approval of grading and road construction, the boundaries of the fill limits should be shown on the grading plan, and either the additional property to accommodate the fill are to be included within the subdivision limits, or written consent from the adjacent property owners to undertaking construction on their property should be provided.

Given the existing and future road frontages, the draft plan should be revised to include 0.3 m reserve outside the road allowance, on either side of Gosling Gardens extension and along the Gordon Street frontage.

Although the draft plan illustrates the internal road layouts for multiple-units blocks, namely, Blocks 22, 23, 24 and 25, it should be noted that these internal roads and their access points are subject to Site Plan review and approval.

The developer has confirmed that Road A west of Gordon Street will be designed to 3% grade which can accommodate driveway access to Blocks 24 and 25. This will be reviewed at the detailed design stage.

We have reviewed the Traffic Impact Study by Paradigm Transportation Solutions Limited and submitted in support of the application and we are satisfied with its conclusions. The proposed unsignalized all-way access on Gordon Street and the connection to the signalized intersection of Clair Road and Gordon Street are sufficient to accommodate traffic from this development. The connection to Clair Road will involve the reconstruction of the

Clair/Gosling intersection including traffic signals.

There are existing traffic lights at the Clair/Gosling and Gordon/Poppy intersections, and the cost of the traffic lights are to be shared with developments on the north side of Clair Road and the east side of Gordon Street, respectively. Given mutual road frontage (on Gosling Gardens and Poppy Drive) and the shared use of the two intersections, the cost-share for Clair/Gosling intersection will be the responsibility of the residential (Bird property) subdivision, and the cost-share for the Gordon/Poppy intersection will be the responsibility of the commercial development.

Municipal Services

We have reviewed Gamsby and Mannerow's Site Servicing and Stormwater Management Report for the subdivision and provided detailed comments on them. Specific requirements in regard to water and sanitary servicing are outlined below.

Water Supply

The water supply to the subdivision is being proposed under existing water distribution conditions (Pressure Zone 1) and will tie into the future system following the creation of a new Pressure Zone 3 for areas south of Clair Road.

Existing Conditions

The Servicing Report proposes a 400mm watermain along Street A and Gosling Gardens extension to connect to the existing 400mm watermain on Clair Road.

As parts of the subdivision are at elevations where minimum pressure requirement cannot be met under Pressure Zone 1, an on-site booster pumping station will be provided to meet this requirement.

Additional fire pumps for the apartment buildings will be provided after review and approval as part of Site Plan and Building Permit processes.

The cost of the 400mm watermain connection, the installation and operation & maintenance costs of booster pumping station including pressure reducing valves and chambers, and the cost of fire pumps and related appurtenances will be the responsibility of the developer.

There will be no City payment for oversizing for the 400mm watermain.

Future Conditions

The subdivision watermain will be connected to the new 400 mm watermain Clair Road to tie into the new Pressure Zone 3.

The on-site booster pumping station and pressure reducing valves and chambers will be decommissioned as the minimum pressure requirement can be met under Pressure Zone 3.

The requirements of fire pumps at apartment buildings may be reviewed after the shift from Pressure Zone 1 to Pressure Zone 3, subject to approval by City Engineer.

The cost of reconnections and modifications to the subdivision water supply system will be the responsibility of the developer.

Sanitary Servicing

The proposed sanitary servicing strategy is based on a gravity connection to the existing 200mm sanitary sewer on Gosling Gardens north of Clair Road which is part of the sanitary system for the Clairfields subdivision. Gamsby & Mannerow did some preliminary calculations to determine what the impact would be to the existing Clairfields subdivision sewer system with additional sanitary flows from the subject development, the proposed commercial development and the undeveloped lands west of Gosling Gardens. Their theoretical analysis showed surcharging of some sections of the existing Clairfields

subdivision sewer system. As such, as a condition of accepting this strategy:

Prior to detailed design, the developer shall carry out sanitary sewer flow monitoring in the Clairfields subdivision, to check actual capacity of the system.

The future sewage flow from the proposed commercial subdivision and undeveloped lands to the south of Clair Road and west of Gosling Gardens must be included in assessing downstream capacity to ensure these lands can be provided with sanitary servicing.

It will be a condition of approval that the results of the sanitary sewer flow monitoring in the Clairfields subdivision and detailed design of the sanitary outlet for the subject subdivision confirm that there will be no surcharging in the Clairfields subdivision sanitary system due to sewage flows from developments south of Clair Road.

All costs associated with mitigating any surcharge condition (including but not limited to upsizing or twinning sections of sewer) will be the responsibility of the developer.

Stormwater Management

The proposed stormwater management strategy is based on a SWM pond facility to accommodate drainage within the subdivision. Staff and GRCA have provided comments in regard to the SWM pond facility, which can be addressed in the detailed design of the subdivision.

An infiltration gallery within the road allowance of Gosling Gardens is being proposed to accommodate the 2-year minor storm runoff from Gosling Gardens as well as the future Poppy Drive that will be constructed as part of the proposed commercial development. The details of the infiltration gallery will be reviewed and approved during detailed design.

The consultants for the two developments propose that storms greater than the 5-year event will be accommodated in the roads, sewers and greenway system of the Clairfields subdivision. Prior to detailed design, the SWM studies for the two developments will review and confirm, to the satisfaction of City Engineering Services, that the Clairfields storm system can accommodate the runoff from Gosling Gardens and Poppy Drive.

The SWM reports will also address the drainage requirements of the undeveloped lands including the section of Poppy Drive to the west of Gosling Gardens.

All costs associated with managing this stormwater in the Clairfields storm system will be the responsibility of the developer.

Taking into consideration the foregoing and other requirements that have to be satisfied by the developer, we recommend the following conditions of approval for the proposed draft plan of subdivision.

Note: Conditions of Draft Plan Approval have been incorporated into Schedule 2



December 16, 2010

City of Guelph, Planning
City Hall
59 Carden Street
Guelph, Ontario N1H 3A1

Attention: Chris DeVriendt

**Re: Proposed Draft Plan of Subdivision, Official Plan and Zoning By-law Amendment
1897 Gordon Street, City of Guelph (Bird Property)
File: 23T-08505/OP0801/ZC0306**

We have reviewed the Second submissions of the Site Servicing and Stormwater Management Report prepared by Gamsby and Mannerow and the Environmental Impact Study and Tree Conservation Plan prepared by Aboud & Associates. In addition, we have reviewed the Stormwater Management System addendum prepared by Gamsby and Mannerow. Based on the information submitted we have no objection to the plan receiving draft approval subject to the following conditions.

1. Prior to any grading or construction on the site and prior to the registration of the plan, the owners or their agents submit the following plans and reports to the satisfaction of the Grand River Conservation Authority:
 - a) A final stormwater management report in accordance with the Preliminary Site Servicing and Stormwater Management Design report;
 - b) 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.
 - c) Detailed lot grading and drainage plans.
 - d) An Environmental Implementation Report (EIR) to the satisfaction of the Grand River Conservation Authority in consultation with the City of Guelph. The EIR should include the above noted reports. In addition, the EIR should include the follow-up recommendations proposed as outlined in the EIS submitted by Aboud & Associates.



ISO 14001 Registered



The GRCA trusts that the City of Guelph will ensure that the Subdivision Agreement between the owners and the municipality will contain provisions for the completion and maintenance of the works in accordance with the approved plans and reports noted in the above conditions.

The following should be addressed at final design.

1. The hydrogeologist assumes refinement of the water budget during design of SWM facilities and states that it has been demonstrated that that it is possible to maintain infiltration rates (we agree) and surface runoff to the on-site wetland. Please clarify this with more realistic representation of existing drainage conditions as described in prior comments. These being:
 - Rather than all of Catchment 100 draining to the north, as shown in Figure 6 of the stormwater management report, topographic contours in the original and revised draft plans, as well as 1m contours in GRCA's WebGIS, indicate a ridge extending southwesterly through the property's existing dwelling to the southern property corner. This essentially directs approximately one third of the sites surface drainage toward the eastern and southern property corners.
 - As the only natural feature identified as dependant on surface runoff is the small wetland along the western boundary, we are not ultimately concerned with the proposed redirection of surface drainage to the north but do ask that any comparison of proposed to existing conditions be realistic and conservative.
2. The hydrogeologist recommended that groundwater and surface water level monitoring continue on a regular basis to provide a baseline of data prior to development and that it continue after development to confirm that groundwater recharge and levels are being maintained. He also assumes continuation of regular monitoring to establish baseline data. Please investigate and comment on the applicability of this recommendation.
3. With regard to a previous comment about significant increase of settling velocities in Stormceptor units using current manufacturer's software: we have confirmed that for the proposed applications there would be no change in the sizes of the selected units if the older tables and software were used instead. However, as the new software is biased toward selection of smaller units we have initiated inquiries with the manufacturer in order to address this concern in other developments.

Yours truly,



Liz Yérex
Resource Planner
Grand River Conservation Authority

cc: Astrid Clos, Astrid J. Clos Planning Consultants

**ENVIRONMENTAL ADVISORY COMMITTEE
WEDNESDAY, OCTOBER 13, 2010 AT 7:00 P.M.**

**COUNCIL COMMITTEE ROOM C
MINUTES**

Present: P. Smith (Chair) G. Drewitt
L. McDonell J. Suke
M. Gillen J. Tivy

Regrets:

Staff: J. McEachren, V. Laur

External Groups: Astrid Clos, Astrid J. Clos Planning Consultants
Steven Aboud, Aboud & Associates Inc.
Angela Kroetsch, Gamsby and Mannerow Limited
Bill Banks, Banks Groundwater Engineering
Chris Sims, Gamsby & Mannerow Limited
Katherine McLaughlin, Thomasfield Homes

1. 1897 Gordon Street (Bird Property) – Environmental Impact Study and Tree Conservation Plan

J. McEachren, Environmental Planner with the City of Guelph, provided a brief overview on the 1897 Gordon Street (Bird Property) development proposal. J. McEachren noted that this application was submitted prior to the Natural Heritage Strategy so the policies that apply to the application are those in place at the time of submission, and does not include the Natural Heritage Strategy.

Astrid Clos, from Astrid J. Clos Planning Consultants, spoke to the application and noted the following:

- The severance was added to the property
- The current plan has created a higher density than previously shown
- Grand River Conservation Authority are satisfied with the approach

Steven Aboud, from Aboud & Associates Inc. provided a brief overview on the updates to the second submission of the Environmental Impact Study and noted that in Section 5.4 (Page 41) – “Vegetation Loss and Compensation” - Correction to be made under “(f)” – Should read as “**300**” trees to be planted.

Steven Aboud explained how the numbers were calculated for the Canopy Cover and Re-Vegetation Concept Plan. He also noted that an application would be made to obtain an exemption from the Cosmetic Pesticide Act to apply pesticides for the benefit of protecting the natural heritage features.

General discussion took place and the Environmental Advisory Committee noted the need for additional groundwater monitoring wells to be installed and to include additional performance monitoring information in the Environmental Impact Study. Also noted was the inadequate tree cover or compensation, post development.

The floor was opened to delegations.

Delegation:

Hugh Whitely provided the following comments on 1897 Gordon Street (Bird Property) – Environmental Impact Study and Tree Conservation Plan:

- Inadequate consideration of the moraine feature on the site
- Inadequate consideration of the ecological value of plantations from considerations of both aesthetics and biodiversity

Delegation:

Judy Martin, Sierra Club, provided the following comments on 1897 Gordon Street (Bird Property) – Environmental Impact Study and Tree Conservation Plan:

- The property should be considered significant enough to be included in the Natural Heritage Strategy
- It is premature to approve the document since a Secondary Plan has not been approved for this area
- The proposal fails to comply with the Provincial Policy Statement in that it fails to protect significant wildlife habitat for the Savannah Sparrow, a species of conservation concern
- The proposal fails to give additional consideration to retaining the natural landscape/contours and portions of the existing plantations
- The proposal fails to accommodate the retention of a portion of the plantation/tree canopy to help address the linkage issue raised in the Hanlon Creek Watershed Plan
- The proposal fails to present a comprehensive tree compensation recommendation which considers plantings on and off site or cash-in-lieu to more adequately offset the loss of canopy cover
- The proposal fails to protect the entire catchment area for the wetlands
- The wetland buffer is not adequate to protect species found in and around the wetland, namely spring peepers, wood frogs, leopard frogs, green frogs
- Noted not all documents for proposals are offered digitally and would like applicants to make this option available to encourage public engagement

Moved by M. Gillen and seconded by J. Tivy

“Whereas the recently approved Natural Heritage Strategy (OPA #42) does not apply to this application, the Environmental Advisory Committee support the Environmental Impact Study prepared by Aboud & Associates Inc., based on the following conditions, some of which are still to be submitted and approved by City staff:

Required for the EIS

- That the EIS consider retaining even a portion of the habitat currently being used by the Savannah Sparrow, or provide detail in the EIR as to how the areas being restored (SWM block and wetland buffer) could emulate habitat required for this species;
- That the EIS address the true number of trees being removed from the site and discuss proposed compensation ratios and consider retention of meadow habitat;
- That the EIS elaborates on the pre and post development monitoring plan which studies the impacts to groundwater recharge, depth, flow and quality at the site. Consideration should be given to implementing/ installing additional ground water monitoring wells.

Required for the EIR

- That the EIR considers and discusses opportunities for lower impact development on the site;
- That the EIR address fencing alternatives for Open Space block 27 and present the best option to allow species to access the feature;
- That the EIR addresses methodology for successful transplant of the Braun’s Wood Fern (i.e. Timing, follow up monitoring/watering as required etc) to ensure their continuing success in their transplant locations.
- That the buffer to the wetland be identified as a no touch zone and adequately protected on site throughout the process;
- That the EIR identify proposed timelines for vegetation removal, and that it conforms with associated breeding times;
- A detailed tree preservation/compensation plan be provided in the EIR;
- That the EIR please provide more detail on methods to be employed for invasive species removal, including timing for removals.”

**Motion Carried
Unanimous-**

2. Correspondence and Information

- None to report

3. Other Business:

- Upcoming Items:
- Committee Member Appointments:
 - J. McEachren advised that three new members have been appointed to the Committee and will be attending the next meeting.

4. Approval of Minutes from September 08, 2010

Moved by J. Suke and seconded by G. Drewitt –

“To accept the minutes as printed.”

**Motion Carried
-Unanimous-**

5. Next Meeting

Next meeting will be November 10, 2010.

The meeting was adjourned at 10:05 p.m.

CHAIRMAN

Suzanne Young

From: judyxmartin@gmail.com on behalf of judy martin [judymartin@rogers.com]
Sent: January 14, 2009 12:42 PM
To: sbarnhart@mac.com; jacksoel1@yahoo.ca; gdias@uoguelph.ca; gdrewitt@uoguelph.ca;
jake.debruyne@omaf.gov.on.ca; kellie.mccormack@gmail.com; lmcdonell@hrca.on.ca;
paul.smith@omaf.gov.on.ca; robj@county.wellington.on.ca; Suzanne Young
Subject: Sierra Club comments on Bird Property



ONTARIO CHAPTER

RE: 1897 Gordon Street (Bird Property)

Dear EAC committee members,

We submit the following comments with respect to the Environmental Impact Study and Tree Conservation Plan on the above property. We believe the EIS is deficient and also ask that an Environmental Implementation Report be prepared for this proposal.

We concur with concerns raised in the staff report to the Environmental Advisory Committee with respect to 1) the need for a more comprehensive plan for this area of the city, 2) the significance of the topography of the site and the substantial tree cover, 3) the potential impacts on the small wetland, and 4) the removal of the linkage to the Halls' Pond Wetland. A more detailed discussion of our concerns with respect to these items follows.

Site topography. The EIS fails to evaluate the consequences of destruction of the hummocky topography of the site.

The City's Phase II Draft Natural Heritage Strategy identifies much of this property as containing slopes of 15% or more. The "rolling, hummocky topography of the lands between Clair and Maltby Roads . . . are considered unique topographically and have also been shown to provide for a relatively high number of locally significant species, as well as a number of provincially significant species and one species recently designated as nationally Threatened . . . The biodiversity on the morainal lands is likely related to the combination of wooded, wetland and open /successional features that still cover most of the hummocky topography in the southern portion of the City." (at page 53)

The Grand River Conservation Authority has stated that "the province must evaluate and protect moraines and recharge areas in the Grand River watershed for their critical function in water supply, waste water assimilation and natural heritage features." (GRCA Watershed Report 2005).

Because of the importance of this topography to biodiversity, water quality and water quantity, we believe that morainal features of this site should be preserved.

09/02/2009

Tree cover. The EIS makes the unsubstantiated claim that the loss of vegetation and trees will have a "minor to moderate" impact. A substantial portion of the site is treed, and it contains "many hundreds of trees." (EIS page 6). A complete tree inventory of the site is not included in the EIS, and only 12 trees are proposed to be retained around the periphery of the site and the wetland.

The City's Official Plan and Strategic Plan contain policies with respect to the importance of trees and tree canopy. The Phase I Natural Heritage Strategy indicated that "using the cost involved in replacing the stormwater management, pollutant removal and soil erosion control functions performed by urban forests, researchers have estimated that during a 50-year lifespan, one tree will generate \$39,000 in oxygen, recycle \$45,000 worth of water, and clean up \$78,000 worth of air pollution. . . Several other studies have shown that maintenance of 'green infrastructure' costs taxpayers significantly less than residential developments in the long term." (page 24)

The significant treed portion of this site contains native species including white spruce, white pine, jack pine, red pine, aspen, black cherry, manitoba maple and white elm, along with other non-native species. The tree "plantation" is 45-50 years old (EIS page 12), and thus provides all of the benefits described above. Yet a tree inventory has not been included in the EIS and these trees will all be removed if this development is approved.

We believe the EIS should document all of the trees on the site, including the number, size and value of the trees to the urban canopy, storm water management, pollutant removal and soil erosion control. Without this documentation, it will be impossible to determine what type of compensation should be required to replace the lost value of the trees, should it ultimately be decided to allow them all to be removed.

If, on the other hand, the trees were to be retained (our strong preference), then there would be no need to provide an inventory in the EIS.

The EIS makes the argument that the trees in the plantation have "low urban tree quality." Aside from the significant dollar value assigned to urban trees noted above, the city's Phase II Natural Heritage Strategy states, "The most current and progressive municipal planning is further recognizing that in a landscape that is increasingly urbanized, successional lands (such as old fields and thickets), PLANTATIONS and agricultural fields have significant ecological value in certain contexts" (page 13, emphasis added) And "Furthermore, although these cultural communities may not contain the highest quality plant communities, they still provide habitat for many locally significant wildlife species . . . and also represent areas which could become future forests in the city." (page 20) And "plantations meeting certain conditions can be considered Significant Woodlands in a number of upper tier municipalities with rural areas (e.g. Region of Halton, Region of York, Region of Peel)." (page 46)

In 2005, there were only 30 woodlands in the entire city that were over 1 ha in size, comprising only 133 ha and 1.5% of land in the city. This illustrates the need to protect both woodlands and plantations--especially one as diverse as that on the subject property--in order to protect this rare landscape feature.

Because there are so few woodlands left within the City, we believe the diverse plantation of mature trees should be preserved. If trees are removed, a mitigation plan should be required that includes a replanting ratio based upon the number and size of trees lost with the goal of expediting replacement of the lost functions and canopy.

Linkages. The EIS makes the unsubstantiated claim that the fragmentation caused by the development will result in minor to moderate impacts on the wetland and wildlife habitat. Figure 7 of the EIS

09/02/2009

indicates that the Hanlon Creek Watershed Plan designated a significant portion of this property as a linkage. We believe it is important to preserve this linkage.

The 2004 Hanlon Creek State of the Watershed Report states that "Natural features within the HCW [Hanlon Creek Watershed] are represented by 2 relatively contiguous habitat blocks (i.e. Hanlon Creek Swamp PSW and Hall's Pond PSW) already surrounded by development on most sides. As such, there are limited opportunities to re-create alternate or redundant linkages or corridors. . . Therefore it is critical that the existing intra-watershed and inter-watershed linkages are maintained to sustain the Natural Heritage System in its current configuration." (page 64)

In addition, the Phase II Natural Heritage Strategy states that "Maintenance and improvement of wildlife corridors is required by Section 2.1.2 of the PPS. The Provincial Policy Statement also requires that connectivity and linkages be maintained between and among natural heritage, surface water and groundwater features." (page 58) Also, "Ecological linkages are very constrained in the City, both in size and number, and should be given the highest degree of protection and enhancement available in accordance with the Provincial Policy Statement." (page 68)

Because linkages are essential to maintaining a healthy natural heritage system, we believe that the linkage identified in the Hanlon Creek Watershed Study should be maintained on this property.

Wetland impacts. The EIS makes the unsubstantiated claim that stormwater runoff will have "none to minor" impacts on water quality and quantity in the wetland. The EIS states that "clean stormwater runoff from rooftops and rear yards of Lots 22 to 28 will supplement clean water to the wetland."

We question the statement that runoff from roofs and rear lots will be "clean" and will have only minor impacts. The EIS relies upon a narrow buffer of vegetation to clean the water from 7 developed lots. According to the document *Natural Heritage Systems in Urbanizing Settings: Sustainable Practices for the Oak Ridges Moraine*, "Key texts on stormwater design and wetlands have taken a clear position on the role of natural wetlands in stormwater runoff systems since the mid-1980's: natural wetlands should not be used deliberately in wastewater treatment systems (Livingston, 1989; Schueler, 1991, Brix, 1993, Olson, 1993, Hammer 1997). According to this document, in Ontario the use of natural wetlands for stormwater quality enhancement is not allowed (MOEE 1994).

As for the cleanliness of roof water, "roofing materials release metallic corrosion products and biocides used to reduce decomposition, e.g. copper, zinc, lead (Zobrist et al. 2000, Bucheli et al 1998, Wallinder et al. 1998). As well, "One of the major assumptions attached to the use of artificial groundwater recharge technologies is that stormwater, including roof run-off, is sufficiently 'clean' to be directed safely into underlying groundwater . . . The numerous contaminants routinely found in stormwater, urban rainwater and roof run-off . . . suggest this assumption is flawed. (page 50)

The fact that a number of species of amphibians have been documented in this location is an indicator that this is currently a relatively healthy ecosystem. **We have concerns that the amount and quality of the water entering the wetland will have negative impacts to the health of the wetland and the ecosystem; and we question whether it is appropriate to direct storm and roof water into the wetland.**

Thank you for the opportunity to comment on this proposal.

Judy Martin, Regional Representative

09/02/2009

Madame Mayor and Council:

Attached please find our review of 1897 Gordon Street which is on your Council Agenda Tonight for review.

We would like to suggest that the following additions be made to the Staff Review on Pg. 3 of the Planning Report.

The review of this application will address the following issues:

- Evaluation of this proposal with respect to the 1994 Hanlon Creek Watershed Plan and recommendations of the 2004 State of the Hanlon Creek Watershed Report

- evaluation of the conformity of this plan with the Draft Natural Heritage Strategy

- whether this plan is consistent with the 2005 PPS

- evaluate whether this plan is in conformity with the South Secondary Plan (the South Secondary Plan was supposed to address the piecemeal planning of this area. This application is characteristic of this type of piecemeal planning - please evaluate the proposed plan with respect to conformity with the South Secondary Plan contained in the OP.)

- evaluate whether this property with its hummocky terrain including the local steep slopes and depressions is part the Paris Moraine and what important functions these features contribute to the overall functioning of the moraine

- evaluate how approval of the development of this property will impact the City's application to the province for the protection of our moraine

- evaluate how the proposed removal of the pine forest will impact the overall city canopy cover and its diversity and the loss of value of this green infrastructure

Thank You Laura and Dennis Murr

1/12/09

December 13, 2010

RE: 1897 Gordon (Bird Property)

Dear Mayor Farbridge and Councillors:

Sierra Club has the following concerns with respect to the proposed development at 1897 Gordon:

1. It is premature to move forward on this development until a proper Secondary Plan has been prepared and approved by Council for the lands south of Clair Road West.
2. The proposal as it stands fails to comply with the Provincial Policy Statement in that it does not protect significant wildlife habitat for the Savannah Sparrow, a species of conservation concern.
3. The proposal removes the linkage recommended for preservation in the Hanlon Creek Watershed Plan. The recent Natural Heritage Strategy adopted by the City identifies this same area as a "Significant Natural Area" and includes it in the Natural Heritage System.
4. A complete tree inventory has not been done for the property. The proposal fails to preserve a portion of the plantation/tree canopy. The proposal fails to present a comprehensive tree compensation plan to offset the loss of substantial canopy cover.
5. The proposal fails to protect the entire catchment for the small wetland and would, in fact, allow stormwater runoff to discharge into the wetland. The proposed wetland buffer is not adequate to protect species found in and around the wetland, namely, spring peepers, wood frogs, leopard frogs and green frogs.
6. Low impact development practices, including reduced grading, have not been adequately considered.

Thank you for the opportunity to comment on this proposal.

Judy Martin
Regional Representative

RECEIVED
DEC 13 2010
CITY CLERK'S OFFICE



Chris DeVriendt
Planning, Engineering and Environmental Services
City of Guelph

December 6, 2010

Re: Proposed Draft Plan of Subdivision, Official Plan Amendment and Zoning Bylaw
Amendment for 1897 Gordon Street (Bird Property)

The Guelph Field Naturalists offer the following comments.

In our submission of January 12, 2009, we expressed concern about piecemeal development and the lack of a regional secondary plan for areas south of Clair Road. We understand that the development proposal for this property predates recent Official Plan Updates. However, we feel that it would be appropriate to have a more complete plan for the moraine lands south of Clair Road which would include all the Special Study Areas prior to any development taking place.

We understand that developments of this type usually require extensive grading of the site. However, we remain concerned about regional impacts to the water regime influencing the nearby Hall's Pond Provincially Significant Wetland Complex as a result of the elimination of steep slopes characteristic of the Moraine. Much of this property is identified in the Natural Heritage System as Significant Landform. If extensive grading is to take place, we assume that final grading at the property edges will not negatively affect the lands adjacent to the proposed development on the south and west sides.

We are very pleased that the proposed development no longer includes a possible future extension of Gosling Gardens road to the south of the property. We support the current proposed road plan as shown on the draft plan of subdivision dated September 14, 2010.

We strongly support the recommendations of the Hanlon Creek Watershed Plan. One of the recommendations of the HCWP indicates a wildlife corridor/linkage in the general area of the subject property. We therefore urge that as many trees as possible be maintained at the rear of Lots 8 to 18 with covenants attached to these lots that would ensure the long term maintenance of these trees and younger regenerating trees for the purpose of contributing to a wildlife corridor/linkage in combination with lands to the south. It is anticipated that future landowners of these properties would welcome and

support the trees and woodland at the back of their lots. In addition, we would support, where possible, the retention of any mature trees in other areas of the proposed development.

We still do not support the use of chemical pesticides/herbicides in an attempt to control invasive plant species identified in the EIS. Species such as common buckthorn are continually being re-introduced by birds and other wildlife and are likely to remain a part of our natural ecosystem. Instead, resources could be re-directed to planting and maintaining native species of trees, shrubs and herbaceous plants throughout the proposed development and in areas identified for restoration.

Thank you for the opportunity to comment on this application.

Charles Cecile
Guelph Field Naturalists, Environment

SCHEDULE 14

Public Notification Summary

November 19, 2008	Revised Application considered complete by the City of Guelph
December 18, 2008	Notice of Public Meeting mailed to prescribed agencies and surrounding property owners within 120 metres
January 12, 2009	Public Meeting of City Council
September 13, 2010	Revised Draft Plan of Subdivision received by the City of Guelph
November 19, 2010	Notice of 2 nd Public Meeting mailed to prescribed agencies and surrounding property owners within 120 metres
December 13, 2010	2 nd Public Meeting of City Council
May 16, 2011	Notice of 3 rd Public Meeting mailed to prescribed agencies and surrounding property owners within 120 metres and to persons providing comments or signed attendees at the Public Meeting that the matter will be on the Council meeting for a decision
June 7, 2011	3 rd Public Meeting of City Council where Council considers staff recommendation on application for a decision at the June 27, 2011 City Council Meeting

MEMO TO: Guelph City Council

FROM: H.R. Whiteley

June 2 2011

Re: 1897 Gordon Street (Bird Property): Proposed Draft Plan of Subdivision Official Plan Amendment and Zoning By-law Amendment (File: 23T-08505/OP0801/ZC0306)

Recommendation: That Guelph City Council not approve the Draft Plan of Subdivision, the Official Plan Amendment and the Zoning By-law amendment for this property for the reasons given below.

Defects in the Proposed Draft Plan of Subdivision

The proposed draft plan of subdivision involves the destruction of 3 ha of Guelph's Natural Heritage System. The portion of the NHS proposed for destruction is a naturally-vegetated segment at the crest of the Paris moraine. It provides intrinsically-important woodland and meadow habitat and, together with the adjacent NHS elements to the south and to the southwest on adjacent properties, it provides a wildlife-corridor linkage that is essential to the long-term ecological function and biodiversity of the natural heritage systems in the south of Guelph.

There are two additional ecological services provided by the identified NHS element on 1897 Gordon that derive from its distinctive moraine topography. One service is the viewscape provided by the naturally-vegetated moraine. The aesthetic value of Natural Heritage System elements is the core reason for preservation of natural heritage systems. This is widely and wisely understood by the general public but much underappreciated and understated in NHS studies.

The second moraine-specific service is the provision of abundant amounts of high-quality recharge to groundwater from the naturally-vegetated hummocky surface of the moraine. When moraines are bulldozed and built over it is possible to employ an infiltration-based stormwater system that conserves, or even modestly enhances, the amount of recharge to groundwater. The key issue is not water quantity but the quality of the recharge that takes place after removal of the naturally-vegetated surface.

Naturally-vegetated moraines provide the highest possible quality of recharge to groundwater, very low in nutrients and salts and essentially free of the whole host of hydrocarbons and other human-made chemicals that are present in urban runoff, - usually in small concentrations but still of concern. Kept as a NHS element the provision of highest-quality recharge is an in-perpetuity service with little or no maintenance cost and no capital cost. To achieve the same quality of recharge from a recharge system receiving urban runoff requires a very elaborate and expensive treatment system with high capital costs and high continuing annual energy and maintenance costs.

Guelph depends on groundwater recharge for all of its water supply. It is thus of great importance to Guelph to conserve the largest possible portion of its recharge area as natural

vegetation in order to protect its water quality most effectively at the lowest possible cost.

In 2010, in adopting OPA 42, the City of Guelph recommitted itself to “ **an environment first approach** “ to one of the City’s most valuable assets - its natural heritage system, a commitment first made in 1993. The City is said to remain “committed to protecting, maintaining, enhancing and restoring the diversity, function, linkages, and connectivity between and among natural heritage features and areas and surface and ground water features within the City over the long term in accordance with the Provincial Policy Statement.”

Approval of the proposed development at 1897 Gordon Street does not correspond to these long-standing commitments.

Background on NHS-Protection Planning on 1897 Gordon Street

As is mentioned in the staff report the Hanlon Creek Watershed Plan was adopted by resolution of Council in 1993 as the Natural Heritage System for the Hanlon Creek Watershed and was incorporated into the 1995/1996 Official Plan. The Natural Heritage System as adopted by City Council was a single system with equal importance attached to the core Greenland areas and the carefully-selected buffers, linkages and corridors required for the long-term ecological function and biodiversity of the natural heritage system.

In adopting the HCWP city council chose not to confirm the exact location of the outer boundaries of the system elements at the time of adoption but instructed staff to employ a system that would allow site-specific adjustments in the location of boundaries. The final selection of boundary is to be determined by details of the site conditions and site-specific performance-based assessment of what extent of land was needed to maintain the ecological functions specified for the portion of the NHS on and adjacent to the site.

The mechanism chosen in the Official Plan for final selection of NHS boundary was to include the location specified in the HCWP as a Non-Core Greenland overlay. The overlay boundary is clearly shown on the OP and is also part of the mapping of the Zoning By-law. The OP is very clear that no development is allowed within a Non-Core Greenland overlay area, just as no development is allowed within a Core Greenland, but the OP does allow for change in the position of the overlay boundary (either an expansion or a reduction in the buffering/corridor area) provided that an EIS has convincingly demonstrated that such a change in boundary in no way impinges on the ecological functions of the NHS – remembering that the NHS consists of core areas and necessary buffers/linkages.

In keeping with the HCWP NHS the southern half of 1897 Gordon Street has a Non-Core Greenland overlay. The primary ecological function identified for this natural area in the HCWP is a linkage function. However, as noted in the EIS for the property, the wooded area and meadow present in the overlay area provide, in addition to the linkage function, habitat for a substantial number of mammals and birds and so have intrinsic additional habitat value.

In 2004 a comprehensive and detailed review of the scientific basis and findings of the HCWP was conducted as part of the Hanlon Creek State of the Watershed Study that was done by Peil

and Associates under contract with the City of Guelph and the GRCA. The Study concluded that the science-base of the HCWP was sound and remained consistent with subsequent research findings. In particular the study noted that the emphasis in the HCWP on the importance of upland buffers and linkages as part of a NHS was confirmed by ongoing research and that this research on the habitat value of meadows, hedgerows and other “cultural” natural areas (wooded plantations and old fields returning to meadow) had revealed high habitat value for these features in the context of urban Natural Heritage Systems.

The HCSOWS found that Core Greenland areas within the Hanlon Creek Watershed had been well protected in planning decisions in the decade prior to 2004 but that there had been a large loss of the equally important buffer/linkage areas through improper use of the EIS process. The HCSOWS made the strong recommendation that the EIS process be corrected and that no additional reductions in the identified buffer/linkage areas be approved, given the extent of loss already present. This recommendation of the HCSOWS was endorsed by the City of Guelph environmental planner and also endorsed by resolution of EAC in 2006.

There is no acknowledgement in the EIS for 1867 Gordon of the conclusions of the Hanlon Creek State of the Watershed Study that apply to this application i.e. the finding in the study of the soundness of the science base for Non-Core Greenland overlay areas. Nor is there mention of the endorsement by EAC of a policy of no further reductions in Non-Core Greenland overlay areas within the Hanlon Creek Watershed.

The City in 2004 began the process of review of its Natural Heritage System. The objective was to establish an integrated NHS for the entire city, building on the NHS for the Hanlon Creek Watershed and expanding coverage of the NHS to be consistent with the much expanded list of Provincially Significant natural features covered in the 2005 Provincial Policy Statement.

As a result of this review an additional ecological function was identified for a portion of the already protected NHS element on the southern half of the 1897 Gordon property. This is a “Significant Landform” function which complements, but does not replace, the pre-existing NHS protection on the site. It is very important to recognize that this is in no way a “retroactive” imposition of a previously undeclared requirement to protect the natural area. It is instead an additional justification for the long-standing (from 1995) decision to protect the natural area.

Mistakes in the Review Process for this Application

The review of this application by planning staff and EAC are said, in the staff report, to be according to city-planning policies “in place at the time following the receipt of this complete application”. Later in the staff report it is stated that the new natural heritage policies developed for and within OPA 42 are “not applicable to this application.” As a preamble to the EAC resolution on the EIS for this proposal, and as a response to specific instruction from the EAC Chair on what could not be included in EAC conditions, the statement is made “Whereas the recently approved Natural Heritage Strategy (OPA #42) does not apply to this application”.

The approach followed by the City is contrary to proper planning procedures in Ontario on two grounds. The first ground is that this approach does not follow OMB guidance on appropriate

planning procedures. The second ground is that the review was not conducted as described in that it did not correspond to the policies in place at the time of application.

In recent decisions the OMB has enunciated clear guidelines on what constitutes proper planning policy in instances where planning policy is evolving. In the attached appendix is a précis of recent decisions. In a series of decisions the OMB first has set out a requirement, confirmed in several rulings, that “fairness” to an applicant means the applicant is entitled to have their application evaluated on the basis of the laws and policies as they existed on the date that the application was made. This requirement was established to prevent retroactive policies being used to protect “backyards” from any and all development, or retroactive adoption of policies to cover negligence or inattention on the part of municipalities..

More recent OMB rulings have noted that in planning cases where the decision involves a compelling public interest, the fairness-to-the-applicant guideline must be subordinated to the need to address the public interest, using the best information and policy directions available. In several cases the OMB has ruled that an application be judged against the most recent policies and standards, not the older policies as they existed at the time of application, and that the more recent policies and standards are to be firmly applicable and determinative.

In the consideration of 1897 Gordon St it is very clear that a compelling public interest is at stake - protecting, maintaining, enhancing and restoring the diversity, function, linkages, and connectivity between and among natural heritage features and areas and surface and ground water features within the City. It is equally clear that the public interest requires the best and most recent policies and standards to be firmly applicable and determinative.

Furthermore in the case of this property there is no justification for not using the best available information and policies since the fairness-to-the-applicant principle does not arise in this case. There are no “new” conditions applied retroactively. Recent policies simply reinforce, clarify, and strengthen the requirement placed on the property in 1995 which identify the southern half of the property as undevelopable. The attempt by planning staff to avoid full consideration of the requirements for protection of identified NHS elements on the property is an example of “wilful blindness” identified by the OMB as a mistake to avoid.

The second point to be made is that the review conducted on the application was not done using the unmodified policies and studies in place at the time of the application. Under this approach the Core Greenland areas as identified in the HCWP with their identified ecological functions would not be in question since the EIS conducted for the property is a scoped EIS and the comprehensive EIS which defines the scope is the original HCWP.

The HCWP clearly established the justification for the NHS element on the southern part of the property in terms of its primary function as an important corridor linkage. As stated in the HCWP every buffer and linkage also provides habitat through its vegetative cover. The EIS done for the property does not provide the required assurance that any reduction in the corridor is possible without loss of ecological function – and such an assurance is required under the OP before any change in boundary position is permitted., Without that assurance no development is permitted within the original area designated as part of the NHS under the HCWP.

Instead of following the policies and procedures of the OP prior to the adoption of OPA 42 both the EIS and the staff report dispute the findings of the HCWP – which one must remember is the

comprehensive EIS that justifies doing only a scoped EIS – and point to new findings and to the now-existing encroachments into the NHS along Clair Road as justification for abandoning the protection provided in the OP by way of the Non-Core Greenland overlay.

This selective use of information on current conditions, together with not-at-all-subtle reference to what is contained in OPA 42 when the change is favourable to the applicant and wilful travesty of transparent objective decision-making.

The review process as conducted by the City was not objective. Revisions to existing policies and new information were accepted if and when they benefitted the applicant but rejected as not applicable when they confirmed the NHS status of the southern portion of the property.

The proper planning procedure is to follow the direction of the OMB and employ the most recent and best informed policies in an objective fashion.

The Way Forward

I most strongly recommend that City Council reject the proposal put before it for decision on June 27. They should then direct staff to liaise with the developer to formulate a suitable plan that would protect the southern and western portion of the property as a natural heritage area. This would involve removing from the development lots 1 to 21 and block 25 and a portion of blocks 22 and 24. The extension of Gosling would be repositioned to curve east from its position at open-space block 26 to reach Gordon St a short distance north of its current proposed location.

This alternative development would provide the required intensification on the developable portion of the property and meet the condition already requested by the environmental planner that the unique topography and substantial canopy cover of the southern portion of the site be retained including a substantial portion of the plantation which provides habitat to wildlife.

Appendix A: Extracts from ruling by B.W. Krushelnicki

[2003] O.M.B.D. No. 1195

File Nos. PL000643, O000191, Z000138, M000054

Ontario Municipal Board

“Simply stated, the Clergy principle [*ruling of the OMB in the hearing Clergy Lands Ltd vs. The City of Mississauga circa 1995*] says that every applicant is entitled to have their application evaluated on the basis of the laws and policies as they existed on the date that the application was made. Normally laws and policies are not applied retroactively. As many Board decisions have said - notably the Clergy decision¹ itself - this is regarded as fair.”

“in Dumart, [*Dumart v. Woolwich Township 36 O.M.B.R. 165*] the Board asserted that where the new policies involved a "significant new imposition" it would not be fair to apply the new policies to an existing application. This is an extension of what could be called the "Kalmoni" principle⁴ which says that an applicant cannot be put to a standard imposed after the date of the application which would have the effect of defeating the application. This principle protects proponents from policy changes that are meant simply to frustrate an application retroactively.

“The Board is especially concerned that the principles expressed in Dumart and elsewhere, are not offended. Where new policies are to be applied, they must not be permitted to apply if their only or main intent is to frustrate an application or to throw up politically inspired roadblocks retroactively. Retroactive policies should not become part of the arsenal of those whose only interest is to protect their own backyards from any and all development.

Nor should municipalities be encouraged in the view that they can adopt and apply policies retroactively to crudely solve a deficiency that the public authority had failed to address by negligence or inattention to its own aging policies.”

“However, it must also be acknowledged that the Clergy principle is not a law or an inviolate rule. It is a practice meant to promote fairness in the planning process. Even so, there are occasions where fairness conflicts with other values that may be of equal, or in some cases, much greater importance to the planning process, and while abandoning a fair practice may result in some prejudice to one party, this must be weighed in the balance against the other values that are at stake.”

“the Board is authorized to conclude when it is fair to apply the Clergy principle and should undoubtedly do so in the vast majority of cases. And equally, it has the authority to conclude when the circumstances of a case warrant the application of another principle. For instance, it

may choose in its procedural discretion to consider and apply more recent policies and more modern standards that are consistent with a compelling public interest.

To conclude otherwise is to require that current practices and policies, no matter how reasonable, must be ignored or given so little weight as to be made virtually trivial, in all cases where the date of the application precedes them. This would amount in some cases to a willful blindness that would prevent the decision-maker when determining the merits of an application - even where it is reasonable to do so - to apply criteria, standards and tests that are based on the most current research and information.”

“The Board accepts the principle in this case that the proposal should be reviewed on the basis of the most recent standards available. What confidence would the public have in an evaluation process that ignored policies and standards that are considered current and modern, or that reduced their importance to simply being "considered" rather than firmly applicable and determinative?

The Board accepts that there may, and will likely, be some level of prejudice to the applicant in this case if the new planning policies are applicable and determinative. However, the Board considers that some of the unfairness is mitigated by the fact that the applicant was aware from the very outset that the policy environment was evolving to a higher level of responsible planning and management, and that the process would lead to newer and presumably more stringent standards and requirements.”

TO Guelph City Council

SERVICE AREA Corporate Administration

DATE June 27, 2011

SUBJECT **Request to Assign Part of License Agreement Between the City of Guelph and Ecotricity Guelph Inc. Regarding Solar Photovoltaic Installations**

RECOMMENDATION

THAT, in respect of the existing License Agreement between the City and Ecotricity Guelph Inc. regarding the use of certain City-owned lands for solar photovoltaic installations:

- (a) The Mayor and Clerk be authorized to execute an Amending Agreement to effectively delete the rights to use the Eastview Landfill Site under the existing License Agreement; and
- (b) The Mayor and Clerk be authorized to execute a License Agreement between the City and Guelph Energy Co-Operative Inc. to use the Eastview Landfill Site for solar voltaic installations.

BACKGROUND

On May 27, 2011 Council adopted the following resolutions:

"That in respect of a proposed License Agreement between the City of Guelph and Ecotricity Guelph Inc. to use certain City-owned lands for solar photovoltaic installations:

- (a) The Mayor and Clerk be authorized to execute the Agreement;*
- (b) The Corporate Manager of Community Energy be directed to review Feasibility and other Plans, in consultation with the City Solicitor and appropriate City Staff, and be authorized to approve installations proposed by Ecotricity under the License Agreement; and*

(c) *That revenues generated from the proposed License Agreement be directed to a reserve fund for the Community Energy Initiative."*

The License Agreement was finalized and fully executed following which Ecotricity submitted applications to the Ontario Power Authority Feed-In-Tariff program for proposed facilities on the three sites identified in the Agreement. Results from the applications are expected within the next six months.

REPORT

Staff have received a request from Ecotricity (see Attachment 1) to assign the rights relating to the Eastview Landfill Site to Guelph Energy Co-operative Inc. Guelph Energy Co-operative Inc. is owned by Ecotricity Guelph Inc., Ag Energy Co-operative Ltd. and Canadian Solar Solutions Inc.,. The Board of Directors for the Co-operative is Barry Chuddy, CEO and Ron Collins, VP Business Development and Partnerships from Guelph Hydro Inc., Rose Gage, CEO from Ag Energy, and Don Thorne, VP Strategic Alliances from Canadian Solar Solutions Inc..

Section 29 (a) of the License Agreement provides that:

"...this Agreement shall not be sublet, subcontracted or assigned without the prior written consent of the City by way of a resolution or by-law passed by Guelph City Council, which consent may be arbitrarily withheld for any reason and which consent, if granted, may be subject to conditions."

Council should be aware that there is an existing License Agreement relating to a pollinator park on the Eastview Site. Staff believe that the pollinator park and solar facility can co-exist on the site. In addition, the Landfill Site is subject to a Waste Disposal Site Certificate of Approval that will require amendment to allow the solar facility.

Staff are recommending that the existing License Agreement be amended to delete the rights to use Eastview Landfill Site and that a separate License Agreement (based on the existing Agreement) between Guelph Energy Co-operative Inc. and the City be approved.

CORPORATE STRATEGIC PLAN

Goal 1 - An attractive, well-functioning and sustainable city

Goal 6 - A leader in conservation and resource protection/enhancement

FINANCIAL IMPLICATIONS

There are no changes to the existing financial arrangement, other than that responsibilities associated with a facility at Eastview Landfill Site will shift from Ecotricity to the Guelph Energy Co-operative Inc..

ATTACHMENTS

1. Letter from Ecotricity Guelph Inc.

“original signed by Jim Stokes”

Prepared By:

Jim Stokes
Manager, Realty Services
519-822-1260 ext. 2279
jim.stokes@guelph.ca

“original signed by Robb Kerr”

Recommended By:

Rob Kerr
Corporate Manager – Community
Energy
519-822-1260 ext. 2079
rob.kerr@guelph.ca

“original signed by Hans Loewig”

Recommended By:

Hans Loewig
Chief Administrative Officer
519-822-1260 ext. 2220
hans.loewig@guelph.ca



395 Southgate Drive
Guelph, Ontario N1G 4Y1
Phone: 519-822-3017
www.guelphhydroinc.com

June 16, 2011

VIA ELECTRONIC MAIL

Mr. Jim Stokes
Manager, Realty Services
The Corporation of the City of Guelph
1 Carden Street
Guelph, Ontario
N1H 3A1

Dear Mr. Stokes:

Subject: License Agreement For Ground-Mounted Solar Installations dated May 30th, 2011 (the "**License**") between The Corporation of the City of Guelph (the "**City**") and Ecotricity Guelph Inc. ("**Ecotricity**")

As per our previous discussions, this letter is to confirm that Ecotricity has requested the consent of the City to an assignment of the License by Ecotricity Guelph Inc. to Guelph Energy Co-Operative Inc. pursuant to Section 29(a) of the License. The proposed assignment only pertains to the lands located at 186 Eastview Road, Guelph, Ontario (the "**Site**"). The remainder of the lands which are the subject of the License shall remain with Ecotricity Guelph Inc. as the licensee.

Guelph Energy Co-operative Inc. is a newly formed community co-operative with the intentions of developing a solar PV ground mount installation at the Site. Ecotricity Guelph Inc. will be a member of the newly formed co-operative and expects to maintain a stake in the Guelph Energy Co-operative. A project of this nature supports the objectives of the Community Energy Initiative in anchoring renewable generation within the City of Guelph while allowing for community participation in the project.

Upon receipt of the City's consent pursuant to Section 29(a) of the License, please prepare and deliver an Assignment of License Agreement for execution by the City, as licensor, Ecotricity Guelph Inc. as the licensee, and Guelph Energy Co-Operative Inc., as assignee with respect to the Site.

Please contact me if you have any questions.

Sincerely,
ECOTRICITY GUELPH INC.

A handwritten signature in black ink, appearing to read "Ron Collins", is written over a light blue horizontal line.

Ron Collins, Vice President Business Development & Partnerships

- **BYLAWS** -- **June 27, 2011** -

<p>By-law Number (2011)-19225 A by-law to amend By-law Number (1995)-14864, as amended, known as the Zoning By-law for the City of Guelph as it affects property known municipally as 587 Victoria Road North.</p>	<p>To amend the Zoning By-law as approved by Council.</p>
<p>By-law Number (2011)-19226 A by-law to remove: Block 38, Plan 61M167, designated as Parts 106 to 129 inclusive, Reference Plan 61R11603; and Block 39, Plan 61M167, designated as Parts 82 to 105 inclusive, Reference Plan 61R11603 in the City of Guelph from Part Lot Control. (52- 66 Curzon Crescent and 68 - 82 Curzon Crescent)</p>	<p>To remove land from part lot control to create separate parcels for 16 on-street townhouse dwellings to be known municipally as 52- 66 Curzon Crescent and 68 - 82 Curzon Crescent.</p>
<p>By-law Number (2011)-19227 A by-law to amend By-law Number (2002)-17017 (adding a through section for Aspenwood Place, Stephanie Drive to southerly limit, Linden Place, Renfield street to the westerly limit, Hawthorne Place, Renfield Street to Walnut Drive and Knightswood Boulevard, Speedvale Avenue to Renfield Street to the Through Highways Schedule V; removing Aspenwood Place at Stephenie Drive, Knightswood Boulevard at Renfield Street, Linden Place at Renfield Street and Sherwood Drive at Renfield Street from the Yield Signs Schedule VIII; adding corner restrictions on the south side of Cross Street at Neeve Street and Arthur Street, installing a parking restriction for the north side of Cross Street from Arthur Street to Neeve Street and removing the parking restriction from the south side of Cross Street from Arthur Street to Neeve Street, adding Kortright Road West, north side, Hanlon Expressway to Gordon Street, Kortright Road west, south side, Hanlon Expressway to Gordon Street, removing parking restrictions from Kortright Road to reflect existing by-law, adding Colonial Drive, both sides, 20m south of Bard Boulevard to 15m north of Bard Boulevard, adding Toronto Street, north side, Neeve Street to 105m west of York Road in the No Parking Schedule XV; adding Colonial Drive, west side, 12m south of Brock Street to 15m north of Bard Boulevard 8:00am-4:30pm, Mon-Fri, Colonial</p>	<p>To amend the Traffic By-law.</p>

<p>Drive, east side, 20m south of Bard Boulevard to 15m north of Bard Boulevard 8:00am-4:30pm, Mon-Fri, and removing Colonial Drive, west side, 12m south of Brock Street to Bard Boulevard, 8:00am-4:30pm, Mon-Fri, removing Toronto Street, north side, 30m west of York Road to 54m west thereof, 8:00am-4:30pm, Mon-Fri Except buses and adding the north and south side of Toronto Street 30m west of York Road to 75m west thereof, 8:00am-4:30pm, Mon-Fri; Sept 1- June 30, from the No Stopping Schedule XVI; adding Kortright Road east, both sides, 47m east of Gordon Street to Huntington Place, 2 hours 8:00am-6:00pm, Mon-Fri, Commercial Street, south side, 62m west of Norfolk Street to 11m east thereof, 30 minute 9:00am-6:00pm, Mon-Sat and removing a portion of the 2 hour parking once per day 9:00am-6:00pm, Mon-Sat, on Commercial Street, south side in the Restricted Parking Schedule XVII; removing a portion of Toronto Street in the Kiss N' Ride Zones Schedule XXVI), and to adopt Municipal Code Amendment #538, amending Chapter 301 of the Corporation of the City of Guelph's Municipal Code.</p>	
<p>By-law Number (2011)-19228 A by-law to authorize the execution of an Agreement between Drexler Construction Limited and The Corporation of the City of Guelph. (Contract 2-1114 for the Water Street Reconstruction)</p>	<p>To execute Contract No. 2-1114 for the Water Street Reconstruction</p>
<p>By-law Number (2011)-19229 A by-law to authorize conveyance of an Easement in favour of Guelph Hydro Electric Systems Inc. over Part of Block 19, 61M169, designated as Part 4, Reference Plan 61R11613 and Part of Block 20, 61M169, designated as Part 5, Reference Plan 61R11613, City of Guelph.</p>	<p>City easement in favour of Guelph Hydro Electric Systems Inc. in the Hanlon Creek Business Park.</p>