

CITY COUNCIL AGENDA



DATE **October 27, 2008**

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

O Canada – The Over Tones
Silent Prayer
Disclosure of Pecuniary Interest

CONFIRMATION OF MINUTES (Councillor Hofland)

"THAT the minutes of the Council Meetings held September 15, 22, 25, 29, October 2, 6 and 16, 2008 and the minutes of the Council meetings held in Committee of the Whole on September 15, 22 and October 6, 2008 be confirmed as recorded and without being read."

PRESENTATIONS

- a) Presentation of City of Guelph medals to the Guelph Regals Minor Boys Lacrosse, Batam B Gold team in recognition of winning the 2008 Ontario Minor Field Lacrosse Provincial Championships: - Jeremy Bannon, Michael Lalani, Steven Domenichini, Michael Kreller, Jacob Cook, Jeremy Finoro, Cameron Allen, Ty Carvalho, Mackenzie Dukelow, Stephen Pierog, Owen White, Dakota Rocco, David Sprague, Anthony Joaquim, Zachery Taylor, Zachary McCulligh, Brody Milne, Nathan McKenzie, Fern Joaquim – Head Coach, Tony Carvalho – Assistant Coach, Paul McCulligh – Trainer
- b) Jon Hebden on behalf of MPAC with respect to the 2008 Assessment Update.

DELEGATIONS (Councillor Kovach)

"THAT persons desiring to address Council be permitted to do so at this time."
(limited to a maximum of five minutes)

- a) Mustafa Ghomishah with respect to street vendor cart operations/tender (see Clause 1 of the Report of the Finance, Administration & Corporate Services)

COMMITTEE OF THE WHOLE (Councillor Laidlaw)

“THAT Council now go into Committee of the Whole to consider reports and correspondence.”

**REPORTS FROM COMMITTEES OF COUNCIL
AND OTHER COMMITTEES**

a) **Community Development and
Environmental Services Committee**

“THAT the Ninth Report of the Community Development and Environmental Services Committee be received and adopted.”

b) **Emergency Services, Community Services
and Operations Committee**

“THAT the Eighth Report of the Emergency Services, Community Services & Operations Committee be received and adopted.”

- Presentation by Director of Community Services with respect to options for City Grants – Framework (Clause 1 of the Report of the Emergency Services, Community Services & Operations Committee)

c) **Finance, Administration and
Corporate Services Committee**

“THAT the Seventh Report of the Finance, Administration & Corporate Services Committee be received and adopted.”

CONSENT AGENDA

- a) **Reports from Administrative Staff**
- b) **Items for Direction of Council**
- c) **Items for Information of Council**

Resolution to adopt the Consent Agenda

“THAT the balance of the October 27, 2008 Consent Agenda be adopted.”

Resolution – (Councillor Piper)

“THAT the Committee rise with leave to sit again.”

Resolution – (Councillor Salisbury)

*“**THAT** the action taken in Committee of the Whole in considering reports and correspondence, be confirmed by this Council.”*

BY-LAWS

Resolution – Adoption of By-laws (Councillor Wettstein)

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

Council Committee Room B
September 15, 2008 5:30 p.m.

A meeting of Guelph City Council.

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Piper, and Wettstein

Absent: Councillors Laidlaw and Salisbury

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Dr. J. Laird, Director of Environmental Services; Ms. T. Agnello, Deputy City Clerk; and Ms. D. Black, Assistant Council Committee Co-ordinator

1. Moved by Councillor Hofland
Seconded by Councillor Farrelly
THAT the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (e) and (g) of the Municipal Act, with respect to:
 - litigation or potential litigation
 - a matter in respect of which council may hold a closed meeting under another Act

Carried

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

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Mayor

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Deputy Clerk

Council Committee Room B
September 15, 2008 5:32 p.m.

A meeting of Guelph City Council meeting in Committee of the Whole.

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Piper, Salisbury and Wettstein

Absent: Councillors Laidlaw

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Chief S. Armstrong, Director of Emergency Services/Fire Chief; Dr. J. Laird, Director of Environmental Services; Mr. J. Riddell, Director of Community Design & Development Services; Ms. T. Agnello Deputy City Clerk; and Ms. D. Black, Assistant Council Committee Co-ordinator

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

There were no declarations of pecuniary interest.

Councillor Salisbury arrived at 5:35 p.m.

The Chief Administrative Officer provided information with respect to a matter regarding litigation or potential litigation.

Mr. H. Loewig
Ms. L. E. Payne

1. Moved by Councillor Hofland
Seconded by Councillor Piper
THAT the CAO be given direction with respect to a matter regarding litigation or potential litigation.

Carried

The Committee met as the Guelph Hydro Shareholder for this portion of the meeting.

2. Moved by Councillor Burcher
Seconded by Councillor Hofland
THAT the delegations representing Guelph Hydro be permitted to present to the Committee.

Carried

Mr. A. Stokman, President, Ms. J. Urisk, Director, Mr. I. Miles, Vice-President, Business Development & CFO, Ms. J. Armstrong, Board member and Mr. B. Cowan, Board member of Guelph Hydro provided information to the Committee.

The Council in Committee of the Whole recessed at 6:55 p.m.

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Mayor

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Deputy Clerk

Council Chambers
September 15, 2008

Council reconvened in formal session at 7:05 p.m.

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Piper, Salisbury and Wettstein

Absent: Councillor Laidlaw

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Chief S. Armstrong, Director of Emergency Services/Fire Chief; Mr. J. Riddell, Director of Community Design and Development Services; Ms. T. Sinclair, Manager of Legal Services; Mr. S. Hannah, Manager of Development & Parks Planning; Mr. A. Hearne, Senior Development Planner; Ms. M. Plaunt, Manager of Policy Planning; Mr. R. Henry, City Engineer; Ms. T. Agnello; Deputy Clerk; and Ms. D. Black, Assistant Council Committee Co-ordinator

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

There was no declaration of pecuniary interest.

O Woodlawn Road West – Proposed Zoning By-law Amendment (File ZC0701) – Ward 3

Mr. S. Hannah, Manager of Development & Parks Planning recapped the application and informed Council that staff have been working with the applicant, the Guelph Curling Club and the Woodlawn Memorial Park and have achieved resolution to their concerns. He stated that the grocery expansion will be reduced to provide the Curling Club with the retail space they are requesting and a financial

contribution will be provided to the cemetery to address their landscaping issues.

Staff made the following recommendations for amendments to the application:

- Condition 10 to change the contribution amount to Woodlawn Memorial Park to be \$41,300
- Regulations 6.2.3.2.18.2.2 and 6.2.3.2.18.2.3 (a) be changed to reflect the reduction of the grocery component for Walmart and increase of retail component for the Curling Club

He also advised that staff will continue to work with the cemetery to resolve the issues.

Staff clarified that the second storey of the buildings will be suitable for use and not just vacant space.

He stated that 6 & 7 Developments have also agreed to participate in an energy study if the City initiates one.

Delegations

1. Moved by Councillor Piper
Seconded by Councillor Findlay

THAT persons desiring to address Council be permitted to do so at this time.

Carried

Ms. Robin-Lee Norris, on behalf of the Guelph Curling Club confirmed that their issues have been settled and resolved. She advised that the Curling Club is extremely pleased with the efforts put forward by staff, and 6 & 7 Developments Limited.

Mr. Paul Taylor, General Manager of Guelph Memorial Park, on behalf of Guelph Cemetery Commission provided a brief history of the changes to their property as a result of the development within the area. He thanked staff and Council for providing a landscaping master plan. He stated that the agreement between Smart!Centres and the cemetery is a prime example of diverse organizations making a neighbourhood work. He advised that the Woodlawn Memorial Park withdraws any concern they had with the zone change.

Ms. Susan Watson stated she appreciates Council deferring this matter. She believes the initial decision to decline the application was based on sound planning principals and adhered to the Places to Grow legislation. She stated that the big picture will no longer come into play if the application proceeds to the Ontario Municipal

Board (OMB). She believes that Council is basing its decision on what will stand up at the OMB. She recognizes that progress has been made but believes the development needs to become more environmentally-friendly such as the Walmart in Vancouver. She stated that this is the first commercial development to come under the CEP and could be setting an undesirable precedent.

Mr. Ben Bennett was pleased to see the deferral of this matter. The Residents for Sustainable Development would like to see a development priorities plan for commercial development similar to the residential development plan. He recommended hiring an independent planner. He believes this development will stall other potential development in the east end. He does not believe a power centre belongs at this location. He suggested the application be refused until such time as a development priorities plan could be put in place.

Mr. Thomas Storr supports the development. He believes the Woodlawn Road location is better than a residential area proposed in the west end. He stated it is time to put this to rest and let the development go forward instead of spending. He believes hiring a planner would be costly and unnecessary.

Mr. Prakash David, on behalf of 6 & 7 Developments, was pleased to announce the issues with the Guelph Curling Club and Woodlawn Memorial Park have been resolved. He stated they are doing more than any other retailer to be environmentally responsible and have a state of the art irrigation system in place and have a state of the art approach to their development. He also advised that other members of the organization were also present and available to answer questions.

He stated that a full build-out of the development will be dictated by the market and estimates that it will be a phased three to five year project. He said the first item will be to expand the grocery component of Walmart.

Staff advised the access to Home Depot will be examined when the site plan control agreements are established.

2. Moved by Councillor Kovach
Seconded by Councillor Billings

6 & 7 Developments
Mr. J. Riddell
Mr. D. McCaughan
Ms. L.E. Payne

That the application by 6&7 Developments Limited for a Zoning By-law Amendment from the UR (Urban Reserve) Zone, the SC.2-3 (Service Commercial) Zone and the CC-18 (Community Shopping Centre) Zone to a new

Ms. M. Neubauer

specialized CC-18 (Community Shopping Centre) Zone (ZC0701) affecting property municipally known as 0 Woodlawn Road West and legally described as Part of Lots 4, 5, 6 and 7, Registered Plan 169, designated as Part 2, 3, 4, 5, 6 and 7 of Reference Plan 61R-9980, City of Guelph, be approved in accordance with the recommendation set out in Schedule 2 of the Community Design and Development Services Report 08-98 dated September 15, 2008, as amended to change Condition 10 and regulations 6.2.3.2.18.2.2 and 6.2.3.2.18.2.3 (a) to read as follows:

Condition 10:

The owner shall contribute \$41,300 towards the Woodlawn Memorial Park Cemetery's proposed tree replacement and buffer improvements along the south side of Woodlawn Road to address the concerns expressed by Woodlawn Memorial Park Cemetery regarding grading, drainage, tree replacement and noise mitigation, to the satisfaction of the Director of Community Design and Development Services, prior to site plan approval.

Regulation 6.2.3.2.18.2.2

6.2.3.2.18.2.2 Maximum Gross Floor Area for a Freestanding (Junior) Department Store which includes a food/grocery component – 17,770m² exclusive of the area associated with any outdoor Garden Centre ancillary thereto.

Regulation 6.2.3.2.18.2.3 (a)

6.2.3.2.18.2.3 (a) Maximum Gross Floor Area for all Buildings and Establishments other than a (Junior) Department Store which includes a food/grocery component 14,800m² GFA.

VOTING IN FAVOUR: Councillors Beard, Billings, Burcher, Findlay, Hofland, Kovach, Piper, Salisbury, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: Councillors Bell, Farrelly (2)

Carried

3. Moved by Councillor Kovach

Seconded by Councillor Wettstein

THAT staff be directed to require future development requiring a zoning by-law amendment or site plan approval within the Woodlawn/Woolwich Mixed Use node to make a financial contribution toward the implementation of the landscape master plan on the Woodlawn Memorial Park lands, with such contribution

Mr. J. Riddell

Ms. M. Neubauer

being determined by proportional share on the basis of the land area (lot size) of each development and using the contribution by Smart Centres as the basis for the amount of the financial contribution required.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Findlay, Hofland, Kovach, Piper, Salisbury, Wettstein and Mayor Farbridge (11)

VOTING AGAINST: Councillors Farrelly (1)

Carried

Contribution Agreement for Funding under the Energy Consumption Building Labelling Pilot Program with Natural Resources Canada

Ms. L.E. Payne

4. Moved by Councillor Salisbury
Seconded by Councillor Burcher

THAT the Contribution Agreement for Funding under the Energy Consumption Building Labelling Pilot Program with Natural Resources Canada Information Report from Corporate Services dated September 15, 2008 be received.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

BY-LAWS

5. Moved by Councillor Salisbury
Seconded by Councillor Hofland

THAT by-laws (2008)-18603 to (2008)-18606 inclusive, be passed.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Piper, Salisbury, Wettstein and Mayor Farbridge (12)

VOTING AGAINST: (0)

Carried

ANNOUNCEMENT

Councillor Beard announced that there will be a Ward 2 public meeting at the Evergreen Seniors Centre on

Wednesday. September 17, 2008 in Room 4. The topics will be the City budget and the proposed hydro merger.

Meeting adjourned at 8:13 p.m.

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Mayor

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Deputy Clerk

Guelph City Council reconvened in Committee of the Whole at 8:15 p.m.

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Hofland, Kovach, Piper, and Wettstein

Absent: Councillors Findlay and Laidlaw

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Ms. T. Sinclair, Manager of Legal Services; Ms. T. Agnello Deputy City Clerk; and Ms. D. Black, Assistant Council Committee Co-ordinator

The representatives from Guelph Hydro continued with their presentation.

The meeting adjourned at 9:58 p.m.

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Mayor

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Deputy Clerk

Council Committee Room B
September 22, 2008 5:30 p.m.

A meeting of Guelph City Council.

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Farrelly, Findlay, Hofland, Piper, Salisbury and Wettstein

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Dr. J. Laird, Director of Environmental Services; Ms. M. Neubauer, Director of Finance; Ms. A. Pappert, Director of Community Services; Mr. J. Riddell, Director of Community Design and Development Services; Mr. M. McCrae, Manager of Corporate Property Services; Ms. T. Sinclair, Manager of Legal Services; Mr. J. Stokes, Manager of Realty Services; Mr. D. Wyman, Manager of Solid Waste Resources; Mrs. L.A. Giles, Director of Information Services/City Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

- 1. Moved by Councillor Beard
Seconded by Councillor Hofland

THAT the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (a), (b), (c), (d), (e) and (f) of the Municipal Act, with respect to:

- security of the property of the city;
- personal matters about identifiable individuals;
- proposed or pending acquisition or disposition of land
- labour relations or employee negotiations;
- litigation or potential litigation;
- advice that is subject to solicitor-client privilege.

Carried

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

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Mayor

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Clerk

Council Committee Room B
September 22, 2008 5:32 p.m.

**A meeting of Guelph City Council meeting in
Committee of the Whole.**

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Dr. J. Laird, Director of Environmental Services; Ms. M. Neubauer, Director of Finance; Ms. A. Pappert, Director of Community Services; Mr. J. Riddell, Director of Community Design and Development Services; Mr. M. McCrae, Manager of Corporate Property Services; Ms. T. Sinclair, Manager of Legal Services; Mr. J. Stokes, Manager of Realty Services; Mr. D. Wyman, Manager of Solid Waste Resources; Mrs. L.A. Giles, Director of Information Services/City Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

**DECLARATIONS UNDER MUNICIPAL CONFLICT OF
INTEREST ACT**

There were no declarations of pecuniary interest.

1. Moved by Councillor Wettstein
Seconded by Councillor Beard
THAT Committee hear the delegations of Denis Chamberland and Scott Gamble.

Carried

The delegation provided the committee with information.

Ms. L.E. Payne
Dr. J. L. Laird

2. Moved by Councillor Findlay
Seconded by Councillor Piper
THAT staff be given direction with respect to receiving advice that is subject to solicitor-client privilege.

Carried

The Chief Administrative Officer and the Manager of Corporate Property Services provided information with respect to a potential litigation matter.

Ms. L.E. Payne

3. Moved by Councillor Wettstein
Seconded by Councillor Beard
THAT the Litigation Status Report dated September 5, 2008, be received for information.

Carried

Ms. L.E. Payne 4. Moved by Councillor Billings
 Seconded by Councillor Farrelly
 THAT staff be given direction with respect to a potential
 litigation matter.

Carried

Ms. L.E. Payne 5. Moved by Councillor Piper
 Ms. H. Loewig Seconded by Councillor Hofland
 THAT staff be given direction with respect to a proposed
 or pending disposition of land.

Carried

Ms. A. Pappert 6. Moved by Councillor Wettstein
 Seconded by Councillor Hofland
 THAT staff be given direction with respect to a proposed
 acquisition of land.

Carried

Mrs. L.A. Giles 7. Moved by Councillor Kovach
 Ms. L. Warren Seconded by Councillor Farrelly
 THAT the notice from Jolyne Neil advising of her
 resignation from the Accessibility Advisory Committee, be
 accepted with regret.

Carried

The meeting adjourned at 6:58 o'clock p.m.

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 Mayor

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 Clerk

Council Chambers
 September 22, 2008

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

Present: Mayor Farbridge, Councillors Beard, Bell,
 Billings, Burcher, Farrelly, Findlay, Hofland,
 Kovach, Laidlaw, Piper, Salisbury and
 Wettstein

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Chief S. Armstrong, Director of Emergency Services; Mr. P. Cartwright, General Manager of Economic Development & Tourism; Dr. J. Laird, Director of Environmental Services; Mr. D. McCaughan, Director of Operations; Ms. M. Neubauer, Director of Finance; Ms. A. Pappert, Director of Community Services; Mr. J. Riddell, Director of Community Design and Development Services; Ms. T. Sinclair, Manager of Legal Services; Mr. J. Stokes, Manager of Realty Services; Mrs. L.A. Giles, Director of Information Services/City Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

There was no declaration of pecuniary interest.

1. Moved by Councillor Wettstein
Seconded by Councillor Hofland

THAT the minutes of the Council meetings held on July 28 and September 2, 2008 and that the minutes of the Council meeting held in Committee of the Whole on July 28, 2008 be confirmed as recorded and without being read;

AND THAT the minutes of the Council meeting held in Committee of the Whole on September 2, 2008 be amended to reflect Councillors Billings and Laidlaw as being in attendance;

AND THAT the minutes of the Council meeting held in Committee of the Whole on September 2, 2008 be confirmed as amended and without being read.

Carried

2. Moved by Councillor Beard
Seconded by Councillor Hofland

THAT persons wishing to address Council be permitted to do so at this time.

Carried

REGULAR MEETING

DELEGATIONS

**Construction of Pilot Scale Research Facility
Adjacent to the Existing Wastewater Treatment
Plant**

Ed McBean was present on behalf of the University of Guelph to answer any questions. Council had no questions.

Councillor Piper presented Clause 5 of the Eighth Report of the Community Development & Environmental Services Committee.

Dr. J. Laird

2. Moved by Councillor Piper
Seconded by Councillor Salisbury

THAT staff be authorized to engage in discussions with the University of Guelph to develop an agreement to provide land and services for a proposed Pilot Scale Wastewater Research Facility adjacent to the existing Wastewater Treatment Plant and to bring the proposed agreement back to Council for its consideration.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

Selection of the Design-Build-Operate (DBO) Model for the Construction and Operation of a Facility to Process Organic Waste

Brad Kelloway, President of CUPE 241 was present and suggested that it is critical to include in the agreement, clauses that would allow city staff to become skilled within the first five years of the contract with the objective of the operation coming in house rather than remaining with a private contractor. He advised that the union is willing to work with the Senior Management Team to keep these operations public.

Councillor Piper presented Clause 1 of the Eighth Report of the Community Development & Environmental Services Committee.

Dr. J. Laird
Mr. H. Loewig

3. Moved by Councillor Piper
Seconded by Councillor Salisbury

THAT the Design-Build (DB) option be eliminated from further consideration with respect to Request for Proposal #06-060, entitled "For the Design-Build-Operation of a Facility to Process Organic Waste";

AND THAT the Chief Administrative Officer and the Director of Environmental Services initiate a process after the first three years to meet with all pertinent

stakeholders to review the future direction of the Organics Facility operations.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

Gummer Victoria Building Development Charges Deferral

Jason Ashdown was present on behalf of Skyline Incorporated to answer questions with respect to the deferral of development charges for the Gummer / Victoria buildings.

4. Moved by Councillor Findlay
Seconded by Councillor Burcher

Mr. P. Cartwright
Ms. M. Neubauer
Ms. L.E. Payne

THAT Council authorize the Mayor and Clerk to execute an agreement with Skyline Incorporated and Skyway Estates Inc. as outlined in the staff report from Economic Development dated September 22, 2008 to defer payment of Development Charges associated with the Gummer, Victoria, and Stewart Drugs Buildings reconstruction, subject to the final wording being satisfactory to the General Manager of Economic Development and Tourism Services and to the City Solicitor.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: Councillor Kovach (1)

Carried

5. Moved by Councillor Bell
Seconded by Councillor Findlay

THAT Council now go into the Committee of the Whole to consider reports and correspondence.

Carried

Councillor Piper presented the balance of the Eighth Report of the Community Development & Environmental Services Committee

Solid Waste Management Master Plan Steering Committee: Final Report and Recommendations

Dr. J. Laird
Ms. M. Neubauer

6. Moved by Councillor Piper
Seconded by Councillor Salisbury
THAT Council adopts the recommendations contained in the final report of the Solid Waste Management Master Plan Steering Committee, attached as Schedule A;

AND THAT staff bring individual projects to Committee and Council for approval through the annual budget approval process;

AND THAT staff report quarterly to Committee on the implementation of the Solid Waste Management Master Plan;

AND THAT Council extend their appreciation to the members of the Waste Management Master Plan Steering Committee for their efforts and dedication over the past year.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

Drinking Water Quality Management System Implementation – Information for Council

Dr. J. Laird

7. Moved by Councillor Piper
Seconded by Councillor Salisbury
THAT the report of the Director of Environmental Services dated September 5, 2008 entitled Drinking Water Quality Management System Implementation – Information for Council be received;

AND THAT Council, as designated owner of the City of Guelph Waterworks under the Provincial Drinking Water License initiative, authorize the Director of Environmental Services to submit, on Council's behalf, all required applications and supporting documents required under the Drinking Water License initiative;

AND THAT staff be directed to report back to Council with information regarding procedures for communicating compliance with Provincial Drinking Water Legislation.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

Mr. J. Riddell

8. Moved by Councillor Piper
Seconded by Councillor Salisbury
THAT City Council adopt amendments to Schedule "A" of By-law (1991)-13791, known as the Backflow Prevention By-law, in accordance with attached Schedule B

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

Councillor Wettstein presented the Sixth Report of the Finance, Administration & Corporate Services Committee

St. Joseph's Health Centre Guelph:- The Next Generation Capital Campaign

Ms. A. Pappert
Ms. M. Neubauer

9. Moved by Councillor Wettstein
Seconded by Councillor Findlay
THAT the letter from the St. Joseph's Health Centre Guelph:- The Next Generation Capital Campaign be received as information;

AND THAT since this request from St. Joseph's Health Centre Guelph would be considered as part of the 2011 budget deliberations, and as it reasonable to consider this matter within the context of a larger corporate investment strategy, that the Finance Administration & Corporate Services Committee refers consideration of this letter to the staff team who will be presenting a proposal to undertake a Grant Review/Investment Framework Study in 2009, also subject to budget deliberations;

AND THAT the letter from St. Joseph's Health Centre Guelph:- The Next Generation Capital Campaign be brought forward in 2010 as part of Council budget deliberations, subject to the outcomes of the Grant Review/Investment Framework Study.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

Councillor Kovach presented the Sixth Report of the Governance & Economic Development Committee

Code of Conduct for Council and Local Boards

Mrs. L.A. Giles

10. Moved by Councillor Kovach
Seconded by Councillor Piper
THAT the Code of Conduct for Council and Local Boards, as attached as Schedule C, be approved.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

Discretionary Positions Under Municipal Act

Mrs. L.A. Giles

11. Moved by Councillor Kovach
Seconded by Councillor Piper
THAT no action be taken at this time to appoint the following discretionary positions under the Accountability and Transparency provisions of the Municipal Act:

- Integrity Commissioner
- Auditor General
- Lobbyist Registrar
- Ombudsman

AND THAT the appointment of these discretionary positions be reviewed again by June 2009;

AND THAT City staff develop a process for responding to a complaint that a contravention of the Code of Conduct may have occurred.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

Change of Name for the Board of Management for the downtown Business Improvement Area; Appointments to the Downtown Guelph Business Association

Ms. J. Garrard
Mrs. L.A. Giles

12. Moved by Councillor Kovach
Seconded by Councillor Piper
THAT the name of the Board of Management for the Downtown Business Improvement Area be changed to "Downtown Guelph Business Association", and that By-law Number (1981)-10773 as amended, be further amended to reflect the change in name;

AND THAT Council confirms the following citizen appointments to the Guelph Downtown Board of Management: John Allan, Tony DiBatista, Julia Grady, Sarah Harrison, Shelley Krieger, Andrew Lambden, Tom Lammer, Barbara Turley-McIntyre, Doug Minett, Konnie Peet, and Mark Rodford for a term expiring November 2010.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

Sidewalk Winter Control Service Review

Ms. B. Boisvert
Mr. D. McCaughan

13. Moved by Councillor Kovach
Seconded by Councillor Piper
THAT the staff proposed Sidewalk Winter Control Service Review Plan outlined in the September 11, 2008 report to the Governance and Economic Development Committee, be approved.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

Councillor Kovach presented the Sixth Report of Council as Committee of the Whole

Appointments to Guelph Junction Railway

Mrs. L.A. Giles

14. Moved by Councillor Kovach
Seconded by Councillor Laidlaw
THAT John Carroll be appointed as a Director of Guelph Junction Railway Board of Directors for a one year term;

AND THAT David Clarke be appointed as a Director of Guelph Junction Railway Board of Directors for a two year term;

AND THAT R. Paul G. Smith be appointed as a Director of the Guelph Junction Railway Board of Directors for a three year term.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

Appointments to the Development Charges Advisory Committee

15. Moved by Councillor Kovach
Seconded by Councillor Laidlaw

Mrs. L.A. Giles

THAT Eric Meliton and Doug Reddick be appointed to the Development Charges Advisory Committee for a term for the mandate of the committee.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

CONSENT AGENDA

The following item #A-3 was extracted from the Consent Agenda to be voted on separately.

16. Moved by Councillor Kovach
Seconded by Councillor Billings

THAT the balance of the September 22, 2008 Consent Agenda as identified below, be adopted:

a) **15 Holland Crescent – Upcoming Ontario Municipal Board Hearing – File A-36/08**

Mr. J. Riddell
Ms. L.E. Payne

THAT the City not be a party at the upcoming Ontario Municipal Board hearing resulting from an appeal to the Committee of Adjustment's Decision A-36/08 concerning a variance for a reduced westerly side yard setback to accommodate a basement entrance at 15 Holland Crescent.

b) **Water and Wastewater Meter Reading and Billing Services Agreement**

Dr. J. Laird
Ms. L.E. Payne

THAT the Mayor and Clerk be authorized to execute a new agreement with Guelph Hydro Electric Systems Incorporated for the provision of Water & Wastewater Meter Reading and Billing Services, subject to the satisfaction of the Director of Environmental Services and the City Solicitor;

AND THAT the Director of Environmental Services be authorized to update Schedule "A", of the Agreement for Water & Wastewater Billing Services as appropriate, to reflect current rates and fees as agreed to between the parties.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

Interim Youth Shelter Facility

Ms. L.E. Payne
Ms. M. Neubauer

17. Moved by Councillor Hofland
Seconded by Councillor Findlay

THAT the Mayor and Clerk be authorized to execute an operating agreement with Wyndham House to operate an interim youth shelter at 65 Delhi Street, subject to the form and content of the agreement being satisfactory to the Director of Corporate Services/ City Solicitor.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

18. Moved by Councillor Billings
Seconded by Councillor Burcher

THAT the Committee rise with leave to sit again.

Carried

19. Moved by Councillor Burcher
Seconded by Councillor Billings
THAT the action taken in Committee of the Whole in
considering reports and correspondence, be confirmed by
this Council.

Carried

BY-LAWS

20. Moved by Councillor Farrelly
Seconded by Councillor Salisbury
THAT By-laws Numbered (2008)-18607 to (2008)-18643,
inclusive, are hereby passed.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings,
Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw,
Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

MAYOR'S ANNOUNCEMENTS

The Mayor announced that Councillor Burcher has
recently been appointed to the Federation of Canadian
Municipalities, Green Municipal Funds Council.

ADJOURNMENT

The meeting adjourned at 8:10 o'clock p.m.

Minutes read and confirmed October 27, 2008.

.....
Mayor

.....
Clerk

Solid Waste Management Master Plan Steering Committee: Final Report and Recommendations

Waste Minimization

1. Adopt a Zero-Waste Philosophy
2. Implement a Per Capita Waste Reduction Program.
3. Enhance and rejuvenated promotion and education program with efforts to target local businesses, community groups and schools in the city.
4. Promote and encourage waste minimization legislation and programs (federally and provincially).
5. Develop and adopt a municipal green procurement policy.
6. Pilot a *Plastic Film Minimization Program*.

Multi-Residential Recycling

1. Contact/survey existing local waste hauling companies to gauge current participation in recycling by the multi-residential sector (above collection service provided by the city).
2. Gather information available from the province regarding multi-residential audit/tonnage data as a benchmark against future pilot project data.
3. Implement a Multi-Residential Pilot Study.
4. Identify target locations/property managers/owners for P&E sweep to promote increased recycling.
5. Create/amend by-law(s) to enforce recycling in conjunction with a dedicated multi-residential co-ordinator.
6. Modify the building permit process to enforce recycling in new multi-residential developments.
7. Access incentives for recycling including rebates, lower permit fees, and other available options.

Re-Use Center Programming

1. Promote use of all existing facilities and programs.
2. Investigate partnership opportunities with an existing re-use organization to develop a drop-off re-use facility at the Waste Resource Innovation Centre.
3. Conduct research to determine weight diverted through re-use programs and facilities and the potential for claiming this diversions with Waste Diversion Ontario.

Open Space Recycling & Special Events

1. Meet interdepartmentally to assess centralized waste/recycling collection in parks and public open spaces.
2. Conduct an public open space (park, trail, arena and streetside) pilot study with an emphasis on collecting high value recyclables (aluminum cans and plastic bottles).

3. Assess requirements for city-wide distribution of waste separation containers.
4. Target park, sportsfield, trail and other users to promote the use of open space recycling containers.
5. Identify partnership opportunities with Guelph businesses or organizations to encourage sponsorship and stewardship.
6. Meet with representatives from the Downtown Board of Management to develop a sustainable streetside recycling program.
7. Mandate recycling and composting with special events permits.
8. Develop promotional and educational materials for event planners and facility users.
9. Assess capacity to provide city collection of sorted materials from events.

Promotion & Advertising

1. Re-focus and re-develop the waste management P&E campaign, build in new messages and re-invigorate municipal residents. Community-based social marketing approaches should be considered.
2. Develop a recognition program to highlight and share the best waste management practices as demonstrated by organizations and individuals in the city.

Residential Construction & Demolition Waste

1. Mandate recycling through building/demolition permits.
2. Develop partnerships and/or pilot studies with local builders.
3. Continue to assess opportunities to recycle commingled construction and demolition materials.
4. Evaluate variable tipping fees to encourage recycling of shingles, drywall, wood.
5. Obtain a Certificate of Approval amendment to store C&D waste at the Waste Resource Innovation Centre.

Industrial, Institutional and Commercial Waste

1. Assess opportunities with various associations for recycling opportunities.
2. Update the Recycling/Disposal Manual for the IC&I Sector.
3. Provide recognition to *high performers* in the IC&I Sector and facilitate shared ideas within that sector for waste minimization and diversion programming.

High Performance Recycling

1. The list of items for the blue bag should be revised and refined to include newspaper, cardboard, fine paper, glass, plastics, aluminum and steel beverage and food containers only.
2. Additional materials represent a very low volume (and weight), are costly to process and have either very low or no market value.
3. The City should regularly review the list of materials in the blue bag.

4. The City's current enforcement program should be maintained. Implementation of a user-pay program may be challenging in Guelph as only 40% of those responding to the *Waste Management Survey* supported such a program.

Waste Disposal

1. Further consideration of disposal strategies within Guelph is not recommended.
2. Waste disposal options including contractual arrangements (municipal or private sector) should be considered further.
3. Municipal partnerships for disposal should be explored and municipalities contacted.
4. Criteria in future disposal contracting arrangements should include an evaluation of the environmental impact of available disposal sites/facilities with consideration given to leachate management, gas management and utilization, energy consumption, energy production at minimum as a basis to compare disposal options.

**Proposed Amendments to Backflow Prevention Regulations
(Schedule "A", By-law Number (1991)-13791)**

Existing	Proposed Amendment
2.0 "ASSE", "AWWA", "Installation Guide"	Deleted these definitions as they are no longer referenced in the schedule.
2.0 "tester"	2.0 Amended definition to "qualified person" and updated reference to current Licensing By-law.
2.0 "Cross Connection Control Survey Form", "Test Report", "Test Tag"	2.0 Amended these definitions to reflect best practices and industry preferences.
Nil	2.0 Added new definition for "Untreated Water".
4.0	4.0 Amended this clause to add "Untreated Water" to restrictions on what may be connected to potable water supplies.
7.2.2	7.2.2 Amended this clause to allow City staff to determine type of protection required, eliminates an owner from retaining a Professional Engineer.
7.3	7.3 Amended this clause to allow flexibility when a unique situation is encountered.
7.4	Deleted former clause which was redundant. 7.4 Added new clause to allow existing approved devices to remain notwithstanding changes to standards or guidelines provided the safety of the water supply is maintained.
8.0.1	8.0.1 Amended this clause to reflect current, recognized industry practice.
9	9 Entire section revised to reflect current, recognized industry practices for testing of devices. Responsibilities are also outlined more clearly.
10	10 Amended this section by including additional resources to assist an inspection. Also clarified requirements if non-compliance with the schedule exists.
12	Deleted this section as it was no longer relevant.
Appendix "A"	Appendix "A" Deleted allowance for a Professional Engineer or Engineering Technologist to perform functions in this appendix. No one in either of these professions have become qualified or licensed since the inception of the program. Expanded the authorized functions for licenced tradespersons to perform additional work which will be more efficient and could reduce the cost for owner's to remain in compliance with the schedule.
Appendix "C"	Appendix "B" Amended this appendix to reflect changes in the CSA standard, provide more clarity in application and to assist our industry partners.
Appendices "B", "D", "E" and "F"	Deleted these appendices as they were not required to be included in the schedule. Their existence in the schedule was onerous on our industry partners and did not reflect best practices.

POLICY	Council Code of Conduct
CATEGORY	
AUTHORITY	S.223.2(1) Municipal Act
RELATED POLICES	Accountability and Transparency
APPROVED BY	
EFFECTIVE DATE	
REVISION DATE	Annually

POLICY STATEMENT

A written Code of Conduct helps to ensure that the members of Council, advisory committees, and local boards of the municipality (as defined in the *Municipal Act*), share a common basis for acceptable conduct. This code is designed to provide a reference guide and a supplement to the legislative parameters within which the members must operate. These standards should serve to enhance public confidence that Guelph's elected and appointed representatives operate from a base of integrity, justice and courtesy. The key principles that underline the Code of Conduct are as follows:

- all members shall serve and be seen to serve their constituents in a conscientious and diligent manner;
- members should be committed to performing their functions with integrity and to avoiding the improper use of the influence of their office, and conflicts of interest, both real and apparent;
- members are expected to perform their duties in office in a manner that promotes public confidence and will bear close public scrutiny;
- members shall seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario Legislature, and the City Council.

PURPOSE

Municipal Council Members hold positions of privilege. Therefore, they must discharge their duties in a manner that recognizes a fundamental commitment to the well being of the community and regard for the integrity of the Corporation. The purpose of the Code of Conduct is to:

- Protect the public interest.
- Encourage high ethical standards among members of Guelph City Council and local boards.
- Provide a universal understanding of the fundamental rights, privileges, and obligations of members of Guelph City Council and local boards.
- Provide a means for members of Guelph City Council and local boards to obtain information on some contemplated conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct.

DEFINITIONS

Members – include the Mayor and Members of Guelph City Council and the following local boards, and their predecessors, and other boards which may be established from time to time:

- Accessibility Advisory Committee
- Committee of Adjustment
- Downtown Board of Management
- Board of Trustees of the Elliott
- Guelph General Hospital Commission
- Guelph Museums Board of Management
- Guelph Non-Profit Housing Corporation
- Heritage Guelph
- Property Standards/Fence Viewers Committee
- River Run Board of Directors

Confidential Information – while the classification of information as “confidential” is a matter of Council discretion whether labeled as confidential or not, disclosure of information will not constitute a breach of the Code of Ethics unless that information is of an inherently confidential nature such as:

- Personal data of employees or others.
- Records related to internal policies and practices, which if disclosed, may prejudice the effective performance of a municipal operation.
- Records of a financial nature reflecting information given or accumulated in confidence.
- Files prepared in connection with litigation and adjudicative proceedings.
- Reports of consultants, draft documents and internal communications, which, if disclosed, may prejudice the effective operation and reputation of the municipality, its officers and employees and its effective operation.

GIFTS AND BENEFITS

No member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his / her duties of office, unless permitted by the exceptions listed below. For these purposes, a fee or advance paid to, or a gift or benefit, provided with the member’s knowledge to a member’s spouse, child or parent or to a member’s staff that is connected directly or indirectly to the performance of the member’s duties is deemed to be a gift to that member.

The following are recognized as exceptions:

- a) compensation authorized by by-law;
- b) such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
- c) a political contribution otherwise reported by law;
- d) services provided without compensation by persons volunteering their time;
- e) a suitable memento of a function honouring the member;
- f) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign country;

- g) food and beverages consumed at banquets, receptions or similar events, if:
 - I. attendance is in keeping with his or her representative role;
 - II. the person extending the invitation or a representative of the organization is in attendance; and,
 - III. the value is reasonable and attendance at events sponsored by the same entity is infrequent.
- h) communication to the offices of a member, including subscriptions to newspapers and periodicals.

In the case of categories (b) (e) (f) (g) and (h), if the value of the gift or benefit exceeds \$300, or if the total value received from any one source during the course of a calendar year exceeds \$300, the member shall within 30 days of receipt of the gift or reaching the annual limit, file a disclosure statement with the City Clerk.

The disclosure statement must indicate:

- the nature of the gift or benefit;
- its source and date of receipt;
- the circumstances under which it was given or received;
- its estimated value;
- what the recipient intends to do with the gift; and,
- whether any gift will at any point be left with the City.

Any disclosure statements will be a matter of public record.

Except in the case of category (f), a member may not accept a gift or benefit worth in excess of \$500 or gifts or benefits from one source during a calendar year worth in excess of \$500. No member shall seek or obtain by reason of his / her office any personal privilege or advantage with respect to City Services not otherwise available to the general public and not consequent to his or her official duties.

CONFIDENTIALITY

All information, including documentation or deliberation received, reviewed or taken in closed session of Council and its committees is confidential. Members shall not disclose or release by means to any member of the public either in verbal or written form any confidential information acquired by virtue of their office, except when required by law to do so. Under the Procedural By-law, authorized under section 239 of the *Municipal Act*, where a matter that has been discussed in an in-camera (closed) meeting remains confidential, no member shall disclose the content of the matter, or the substance of deliberations, of the in camera meeting. Members shall not permit any persons other than those who are entitled thereto to have access to information that is confidential. Particular care should be exercised in ensuring confidentiality of the following types of information;

- items under litigation, negotiation, or personnel matters;
- information that infringes on the rights of others (e.g., sources of complaints where the identity of a complainant is given in confidence)
- price schedules in contract tender or Request For Proposal submissions if so specified;
- information deemed to be "personal information" under the *Municipal Conflict of Interest Act*; and

- statistical data required by law not to be released (e.g. certain census or assessment data).

This list is provided as an example and is not exhaustive. Requests for information should be referred to appropriate staff to be addressed as either an informal request for access to municipal records or as a formal request under the *Municipal Freedom of Information and Protection of Privacy Act*.

Members of Council should not access or attempt to gain access to confidential information in the custody of the City unless it is necessary for the performance of their duties and not prohibited by Council policy.

USE OF CITY PROPERTY

No member shall for personal purposes or profit, permit the use of any City property, equipment, services, or supplies other than for purposes connected with the discharge of City duties or associated community activities of which City Council has been advised, unless such use is permitted by one of the following exceptions:

- Reasonable and incidental personal use of equipment such as computers, fax machines, cell phones, blackberries, etc., where the City incurs no additional costs relating to such use, and the use is of limited duration and frequency.
- Use of City property and facilities where such use is universally known to be available to other residents upon request and on equal terms.

No member shall obtain financial gain from the use of City developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the City of Guelph.

No member shall use information gained in the execution of his or her duties that is not available to the general public for any purposes other than his or her official duties.

WORK OF A POLITICAL OR PERSONAL NATURE

Members are required to follow the provisions of the *Municipal Elections Act, 1996*. No member shall use the facilities, equipment, supplies, services or other resources of the City (including Councillor newsletters and websites linked through the City's website) for any election campaign or campaign-related activities. No member shall undertake campaign-related activities in any City facility for the purpose of seeking the support of City employees working in that facility. No member shall use the services of persons for his or her election campaign purposes during the working hours for which those persons receive compensation from the City.

No member shall use City facilities, services or property for his or her personal or business use. No member shall use the services of persons for his or her personal or personal business use during the working hours for which those persons receive compensation from the City.

CONDUCT RESPECTING CURRENT AND PROSPECTIVE EMPLOYMENT

No member shall allow the prospect of her / her future employment by a person or entity to detrimentally affect the performance of his / her duties to the City.

BUSINESS RELATIONS

No member shall act as a paid agent before Council, its committees, or an agency, board or commission of the City except in compliance with the terms of the *Municipal Conflict of Interest Act*. A member shall not refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.

INFLUENCE ON STAFF

Only Council as a whole has the authority to approve budget, policy, committee processes and other such matters. Members shall be respectful of the fact that staff work for the City as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual member or group of members. Accordingly, no member shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff, and all members shall show respect for the professional capacities of the staff of the City.

Council directs the business of the City and passes by-laws, or resolutions as appropriate, for decisions adopted by Council. Council has delegated responsibility to the Chief Administrative Officer (CAO) for the administration of the affairs of the City in accordance with decisions adopted by Council. This means that under the direction of the CAO staff have the responsibility and the authority to provide consultation, advice and direction to Council and to implement Council approved policy. Accordingly, staff establish the appropriate administrative policies, systems, structures and internal controls to implement the goals and objectives of Council, and manage implementation within the resources at their disposal. The Council should expect a high quality of advice from staff based on political neutrality and objectivity irrespective of party politics, the loyalties of persons in power, or their personal opinions. No member shall compel any staff member to engage in activities that are contrary to the directions of Council or the policies of the municipality.

No member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities. Nor shall any member use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

IMPROPER USE OF INFLUENCE

No member of Council shall use the influence of his or her office for any purpose other than for the exercise of her or his official duties. Examples of prohibited conduct are the use of one's status as a member of Council to improperly influence the decision of another person to the private advantage of oneself, or one's immediate relatives, staff members, friends, or associates, business or otherwise. This would include attempts to secure preferential treatment beyond activities in

which members normally engage on behalf of their constituents as part of their official duties. Also prohibited is the holding out of the prospect or promise of future advantage through a member's supposed influence within Council in return for present actions or inaction.

For the purpose of this provision:

"private advantage" does not include a matter:

- that is of general application;
- that affects a member of Council, his / her immediate relatives, staff members, friends, or associates, business or otherwise as one of a broad class of persons; or
- that concerns the remuneration or benefits of a member of Council.

Council Chambers
September 25, 2008 at 6:00 p.m.

A meeting of Guelph City Council

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, and Salisbury

Absent: Councillors Laidlaw, Piper, and Wettstein

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Ms. M. Neubauer, Director of Finance/City Treasurer; Chief S. Armstrong, Director of Emergency Services/Fire Chief; Dr. J. Laird, Director of Environmental Services; Ms. A. Pappert, Director of Community Services; Mr. D. McCaughan, Director of Operations; Mr. J. Riddell, Director of Community Design and Development Services; Ms. B. Boisvert, Manager , Strategic Planning and Corporate Initiatives; Mr. B. Coutts, Manager of Court Services; Mr. R. Henry, City Engineer; Mr. R. Hagey, Supervisor of Budgets; and Ms. T. Agnello, Deputy Clerk

Capital Planning Presentation

Ms. Neubauer, Director of Finance/City Treasurer gave a presentation on Capital Planning for the City of Guelph and reviewed the long term financial plan, based on Government Finance Officer's Association guidelines, including process, responsibilities, and timing.

Councillor Billings arrived at 6:30 pm.

Councillor Kovach left at 6:30 pm.

- 1. Moved by Councillor Burcher
Seconded by Councillor Beard

Ms. M. Neubauer
Ms. T. Sprigg

THAT Finance staff work with Communications staff regarding the communication to the public of the Long Term Financial Plan for the City of Guelph.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Salisbury, and Mayor Farbridge (9)

VOTING AGAINST: (0)

Carried

Strategic Priorities Update

Council was in receipt of a report from the Manager, Strategic Planning and Corporate Initiatives dated September 25, 2008 regarding the Strategic Priorities Update.

Brenda Boisvert, Manager, Strategic Planning and Corporate Initiatives, provided an overview of the report and explained how the Priorities are linked to the City's long term Financial Plan and also reviewed the accomplishments regarding the priorities during this term of Council

ADJOURNMENT

The meeting adjourned at 7:06 o'clock p.m.

Minutes read and confirmed October 27, 2008.

.....
Mayor

.....
Deputy Clerk

Council Chambers
September 29, 2008 7:00 p.m.

A meeting of Guelph City Council

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Chief S. Armstrong, Director of Emergency Services/Fire Chief; Ms. M. Neubauer, Director of Finance; Dr. J. Laird, Director of Environmental Services; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design & Development Services; Ms. A. Pappert, Director of Community Services; Ms. T. Sinclair, Manager of Legal Services; Mrs. L.A. Giles, Director of Information Services/City Clerk; and Ms. D. Black, Assistant Council Committee Co-ordinator

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

There was no declaration of pecuniary interest.

PRESENTATIONS

Proposed Hydro Merger

Ms. Jasmine Urisk, Vice-Chair of Guelph Hydro Board advised every effort has been made to address all the issues brought forward. She advised that the Councils of St. Catharines and Hamilton have voted unanimously for the merger proposal and stated Guelph Hydro endorses the motion before Council.

Mr. Art Stokman, President of Guelph Hydro outlined the benefits that the proposed merger should bring and provided clarification of information regarding the business case.

Mr. Ron Clarke provided information regarding the process of disposition of shares.

Mr. John MacNeil of BDR, provided information regarding the projected cost savings.

Mr. Hans Loewig, Chief Administrative Officer provided information regarding the merger process to date. He

addressed legal aspects, the human resource strategy and financial implications of proceeding with the merger.

1. Moved by Councillor Findlay
Seconded by Councillor Piper

THAT persons wishing to address Council be permitted to do so at this time.

Carried

Mr. Patrick Vlanich, on behalf of the International Brotherhood of Electrical Workers, Local Union 636 was present to advise the union members are unconvinced the merger is a positive move.

Ms. Tracy O'Meara was also present to answer questions and she advised that the merger will affect their collective agreement. It would affect wages and benefits of Guelph employees – favorably for some and unfavorably for others.

Mr. Lloyd Longfield, on behalf of the Guelph Chamber of Commerce outlined the consultation process the Chamber of Commerce undertook and outlined the various components of the operational and strategic aspects of the merger that were examined. He stated the Chamber of Commerce supports the recommendations of the Guelph Hydro Board of Directors to merge Guelph Hydro with Horizon Utilities.

Mr. Stephen Rodd expressed concern that the complex organization of the merged companies will not be able to adjust to future trends and ecological challenges in an effective manner.

Mr. Dennis Galon challenged the premise of economies of scale that would be achieved through the merger, and suggested that such economies have not been examined thoroughly enough and evidence has not been presented to support same.

Ms. Annie O'Donahue, representing the Guelph Civic League was present to address concerns regarding the public process.

Mr. David Birtwistle expressed opposition to the merger. He raised the issue of the condition of Horizon's infrastructure and believes that the merger will result in less control.

Dr. Hugh Whiteley expressed his view that the merger would diminish Guelph's potential. He stated not merging is critical to ensure the CEP is implemented properly and feels the City would lose its principal partner for the CEP if the merger happens. He stated that the merger would result in losing influence and decisions could result in Guelph losing some of their specific initiatives and approvals would be hard won and slow to occur.

Mr. Richard Chaloner, representing the Council of Canadians, expressed concern about the possibility of a path to privatization. He stated that Horizon is undercapitalized compared to Guelph and would like the City to reconsider the utilities that were approached prior to discussions with Horizon.

Council recessed for five minutes.

The meeting resumed at 10:33 p.m.

2. Moved by Councillor Piper
Seconded by Councillor Burcher
THAT the procedural by-law be suspended to allow the meeting to continue until 11:30 p.m.

Carried

3. Moved by Councillor Laidlaw
Seconded by Councillor Salisbury
THAT the procedural by-law be suspended to allow the meeting to continue until 11:45 p.m.

Carried

4. Moved by Councillor Hofland
Seconded by Councillor Beard
THAT City Council accept the recommendations of the Board of Directors of Guelph Hydro Inc. for the merger of the assets of Guelph Hydro Electric Systems Inc. with those of Horizon Utilities Corporation.

VOTING FOR: Councillors Beard, Hofland, Salisbury, Wettstein and Mayor Farbridge (5)

VOTING AGAINST: Councillors Bell, Billings, Burcher, Farrelly, Findlay, Kovach, Laidlaw, Piper (8)

Defeated

Mr. H. Loewig
Mayor Farbridge

5. Moved by Councillor Piper
Seconded by Councillor Burcher
THAT the CAO and the Mayor, as the Guelph Hydro Inc. shareholder representative, meet with the Guelph Hydro Board to discuss possible next steps.

VOTING FOR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

BY-LAWS

3. Moved by Councillor Findlay
Seconded by Councillor Bell
THAT By-law (2008)-18644 is hereby passed.

Carried

The meeting adjourned at 11:40 o'clock p.m.

Minutes read and confirmed October 27, 2008.

.....
Mayor

.....
Clerk

Council convened at 7:00 p.m. in the Council Chambers on October 2, 2008.

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Piper, Salisbury and Wettstein

Absent: Councillor Laidlaw

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Ms. M. Neubauer, Director of Finance; Mr. J. Riddell, Director of Community Design and Development Services; Mr. D. Corks, Downtown Economic Development Manager; Mr. S. Hannah, Manager of Development & Parks Planning; Mr. P. Kraehling, Senior Policy Planner; Mr. I. Panabaker, Heritage & Urban Design Planner; Ms. M. Plaunt, Manager of Policy Planning & Urban Design; and Ms. T. Agnello, Deputy Clerk

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

The Mayor advised that the purpose of the meeting was to hear a presentation on the draft Urban Design Action Plan.

The Heritage & Urban Design Planner provided an overview of the process.

Councillor Salisbury arrived at 7:15 p.m.

Mark Reid and Tim Smith of Urban Strategies Inc. outlined the City's role and highlighted the Community Urban Design Action Plan. They outlined good urban design and the City's design strengths and weaknesses. They also provided information relating to the proposed workplan and the opportunities areas.

Councillor Kovach retired from the meeting at 8:00 p.m.

They further outlined the key actions and objectives for the following areas:

- Downtown

- Community nodes
- Community corridors
- New communities
- Industrial areas & York District
- The University campus
- City-wide opportunities.

Councillor Billings retired from the meeting at 9:05 p.m.

They also outlined the next steps which include refinements to the draft plan and engagement of stakeholders.

The consultants asked Council to provide any comments on the priorities to the City's Heritage & Urban Design Planner.

ADJOURNMENT

The meeting adjourned at 9:20 o'clock p.m.

Minutes read and confirmed October 27, 2008.

.....
Mayor

.....
Deputy Clerk

Council Chambers
October 6, 2008 5:30 p.m.

A meeting of Guelph City Council.

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. J. Riddell, Director of Community Design & Development Services; Ms. M. Plaunt, Manager of Policy Planning and Urban Design; Mr. S. Hannah, Manager of Development and Parks Planning; Ms. T. Sinclair, Manager of Legal Services; Mr. P. Kraehling, Senior Policy Planner; Mr. I. Panabaker, heritage/Urban Design Planner; Mr. P. Cartwright, General Manager of Economic Development Services; and Ms. T. Agnello, Deputy City Clerk

PRESENTATION

Growth Plan for the Greater Golden Horseshoe

Ms. Hannah Evans, Director for partnerships and consultations, Ontario Growth Secretariat, Ministry of Energy and Infrastructure provided an introduction to implementing the growth plan. She outlined the area represented, the need for growth management as well as the benefits. She also explained the effects the Places to Grow Act, 2005 has on the Growth Plan. She outlined the policy directions, the structure, growth forecasts and intensification strategies. She also discussed the infrastructure needed to support growth and the key elements of municipal conformity. Ms. Evans then provided information regarding the province's commitment and support for the Growth Plan.

ADJOURNMENT

The meeting adjourned at 6:42 p.m.

Council Committee Room B
October 6, 2008 7:00 p.m.

A meeting of Guelph City Council.

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. J. Riddell, Director of Community Design & Development Services; Mr. S. Hannah, Manager of Development and Parks Planning; Ms. K. Nasswetter, Senior Development Planner; Ms. T. Agnello, Deputy City Clerk; and Ms. D. Black, Assistant Council Committee Co-ordinator

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

There was no declaration of pecuniary interest.

PLANNING PUBLIC MEETING

410 Clair Road East – Proposed Zoning By-law Amendment (File ZC0804) – Ward 6

Katie Nasswetter, Senior Development Planner advised that the application is to rezone the property from the specialized Agriculture Zone to a R.4A zone to permit a "nursing home". On a 0.24 hectare portion of the site fronting on Goodwin Drive to a R.1D (Single-Detached Residential) Zone to create eight lots for single-detached houses.

Mr. Peter Cheatley, on behalf of Extendicare advised the public will be quite welcome to walk through the property and the sidewalk will be extended to meet up with any City sidewalk.

Mr. Santiago Kunzle, representing Montgomery Sisam Architects, provided information regarding changes being made to minimize the footprint of the building and urbanizing the building façade.

2. Moved by Councillor Findlay
Seconded by Councillor Salisbury

THAT Report 08-100 dated October 6, 2008 regarding an application for a Zoning By-law Amendment for 410 Clair Road East from Community Design and Development Services be received;

AND THAT the application by Extendicare Canada Inc. for a Zoning By-law Amendment (File ZC0804) from the A Zone to a specialized R.4A and R.1D zone affecting properties municipally known as 410 Clair Road East and legally described as part of Lot 10, Concession 8, Township of Puslinch and Block 175, Plan 61M-143, City of Guelph be approved in accordance with the regulations hereto attached as Schedule A;

AND THAT the future request to demolish the existing detached dwelling and related accessory buildings at 410 Clair Road East, to accommodate the redevelopment contemplated by application ZC0804, be approved.

- 2. Moved in amendment by Councillor Billings
Seconded by Councillor Kovach

THAT the building façade be made more residential in nature and the tree caliper be increased to 80 mm in size.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

- 3. Moved by Councillor Findlay
Seconded by Councillor Kovach

Extendicare Canada Inc.
Mr. J. Riddell
Ms. L.E. Payne
Ms. M. Neubauer
Mr. D. McCaughan

THAT Report 08-100 dated October 6, 2008 regarding an application for a Zoning By-law Amendment for 410 Clair Road East from Community Design and Development Services be received;

AND THAT the application by Extendicare Canada Inc. for a Zoning By-law Amendment (File ZC0804) from the A Zone to a specialized R.4A and R.1D zone affecting properties municipally known as 410 Clair Road East and legally described as part of Lot 10, Concession 8, Township of Puslinch and Block 175, Plan 61M-143, City of Guelph be approved in accordance with the regulations set out in attached Schedule A;

AND THAT the future request to demolish the existing detached dwelling and related accessory buildings at 410

Clair Road East, to accommodate the redevelopment contemplated by application ZC0804, be approved;

AND THAT the developer be required to pay future costs of the installation of the municipal sidewalk;

AND THAT the building façade be made more residential in nature and the tree caliper be increased to 80 mm in size.

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (13)

VOTING AGAINST: (0)

Carried

.....
Mayor

.....
Deputy Clerk

Council Committee Room B
October 6, 2008 7:29 p.m.

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Ms. T. Sinclair, Manager of Legal Services; Mr. J. Riddell, Director of Community Design & Development Services; Mr. S. Hannah, Manager of Development and Parks Planning; Ms. T. Agnello, Deputy City Clerk; and Ms. D. Black, Assistant Council Committee Co-ordinator

- 1. Moved by Councillor Farrelly
Seconded by Councillor Beard

THAT the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (e) and (f) of the Municipal Act, with respect to:

- litigation or potential litigation
- advice that is subject to solicitor-client privilege.

.....
Mayor

.....
Deputy Clerk

Council reconvened in Committee of the Whole.

Mr. Peter Pickfield provided information regarding a matter of litigation or potential litigation and provided advice that is subject to solicitor-client privilege.

Mr. Scott Hannah, Manager of Development and Parks Planning and Mr. Jim Riddell, Director of Community Design and Development Services provided information regarding a matter of litigation or potential litigation.

ADJOURNMENT

The meeting adjourned at 8:27 p.m.

Minutes read and confirmed October 27, 2008.

.....
Mayor

.....
Deputy Clerk

Proposed Zoning By-law Amendment Regulations and Conditions

The properties affected by this Zoning By-law Amendment are municipally known as 410 Clair Road East and legally described as Part of Lot 10, Concession 8, Township of Puslinch and Block 175, Plan 61M-143, City of Guelph.

The following zoning is proposed:

Specialized R.4A-? (Residential Apartment) Zone

R.1D (Residential Single-detached) Zone

Regulations

For the Specialized R.4A Zone

Permitted Uses

In accordance with the provisions of Section 5.4.1.1 of Zoning By-law (1995) – 14864, as amended.

Regulations

In accordance with Section 5.4.2 of Zoning By-law (1995) – 14864, as amended, with the following exceptions:

Table 5.4.2 Row 5

Maximum Density (units/ha)

A maximum density of 192 beds shall be permitted.

A minimum density of 160 beds shall be permitted.

Table 5.4.2 Row 10

Maximum Building Height

A maximum building height of 3 storeys is permitted.

Table 5.4.2 Row 12

Minimum Common Amenity Area

A minimum of 3500 square metres of common amenity area will be provided.

Table 5.4.2 Row 16

Accessory Buildings or Structures

The maximum height of the Garbage storage structure is 5.5 metres.

For the R.1D Zone:

Permitted Uses

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

Regulations

In accordance with Section 5.1.2 of Zoning By-law (1995) – 14864, as amended.

Conditions

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

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, lighting, grading and drainage and servicing on the said lands to the satisfaction of the Director of Community Design and Development Services and the City Engineer, prior to the issuance of a building permit, and furthermore the Owner agrees to develop the said lands in accordance with the approved plan.
2. That prior to site plan approval the developer agrees to modify the building façade to ensure it is more residential in nature.
3. 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.

4. 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.
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. The developer shall pay to the City the actual cost of constructing and installing 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.
7. The developer shall pay to the City the actual cost of constructing and installing the storm sewer required to service the property from Goodwin Drive and furthermore, prior to site plan approval and prior to any construction or grading on the lands, the developer shall pay to the City the estimated cost as determined by the City Engineer of constructing the \pm 57.0 m of storm sewer required to service the property.
8. The developer shall pay to the City the actual cost of the construction of the new access and the required curb cut, prior to site plan approval and prior to any construction or grading on the lands, the developer shall pay to the City the estimated cost as determined by the City Engineer of constructing the new access/private road and the required curb cut.
9. Prior to any development of the lands, the developer shall pay the frontage charge for the Clair Road East upgrades of \$741.01 per metre for 84.13 metres.
10. That prior to the endorstation of deeds, the developer pay future costs of the installation of a municipal sidewalk across the frontage of the subject property on Clair Road East.

11. Prior to any development of the lands, the developer shall pay the flat rate charge established by the City per metre of road frontage to be applied to tree planting for the said lands.
12. That the developer makes satisfactory arrangements with Union Gas for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to the development of the lands.
13. 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 the development of the lands.
14. 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 development of the lands.
15. That the developer shall be responsible for paying a cash-in-lieu of parkland dedication payment for the entire development, in accordance with City of Guelph By-law (1989)-13210, as amended by By-law (1990)-13545, or any successor thereof, prior to the issuance of any permits.
16. That the Developer shall complete a tree conservation and compensation plan for the entire property municipally known as 410 Clair Road East satisfactory to the Director of Community Design and Development Services prior to any grading, tree removal or construction on the site. Furthermore, this plan will focus on providing additional landscaping and buffering between the proposed nursing home and the single-detached housing lots to the north and west of the site.
17. That the developer agrees to plant trees at a minimum tree caliper of 80 mm in size, to achieve the buffering between the nursing home and the abutting single detached dwellings to the satisfaction of the Director of Community Design and Development Services.
18. The developer agrees to plant a tree in the rear yard of each of the new lots for detached dwellings to the satisfaction of the Director of Community Design and Development Services to compensate for tree removal.

19. That the developer agrees to implement the energy and water consumption measures as set out in Schedule 6 of the Planning Report dated October 6, 2008 as part of the development of the nursing home, to the satisfaction of the Director of Community Design and Development Services.
20. That the developer acknowledges and agrees that the 8 dwelling units on the subject site will be constructed to an ENERGY STAR standard that promotes energy efficiency standards in order to comply with the Community Energy Plan, to the satisfaction of the City.
21. Prior to the endorsonation of the deeds, the owner shall pay to the City, the City's total cost of reproduction and distribution of the Guelph Residents' Environmental Handbook, to all future homeowners or households within the project, with such payment based on a cost of one handbook per residential dwelling unit, as determined by the City.
22. The Developer agrees to eliminate the use of any covenants that would restrict the use of clotheslines and that prior to the endorsonation of the deeds for the proposed lots for detached dwellings, the Developer's lawyer shall certify to the Director of Community Design and Development Services that there are no restrictive covenants which restrict the use of clotheslines.
23. That the lands to be severed shall be rezoned to an appropriate zoning category to permit detached dwellings (R.1D) and a nursing home (Specialized R.4-**), prior to the endorsonation of the deeds.
24. The developer shall pay **development charges** to the City in accordance with the City's Development Charges By-law, 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.
25. That 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.
26. That 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.

Council Chambers
October 16, 2008

Council convened in formal session at 5:30 p.m.

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Laidlaw, Piper and Wettstein

Absent: Councillors Kovach and Salisbury

Staff Present: Dr. J. Laird, Director of Environmental Services; Ms. M. Neubauer, Director of Finance; Ms. A. Pappert, Director of Community Services; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design and Development Services; Mr. P. Cartwright, General Manager of Economic Development & Tourism; Ms. S. Aram, Deputy Treasurer; Mr. R. Philips, Transportation Planning & Development Engineering Manager; Ms. M. Plaunt, Manager of Policy Planning & Urban Design; Ms. T. Sinclair, Manager of Legal Services; and Ms. T. Agnello, Deputy Clerk

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

The purpose of the meeting was to hear information on the proposed changes to the development charges for the City of Guelph.

Gary Scandlan of Watson & Associates was present and provided an overview of the development charges study process. He also reviewed the development charges function being to recover growth related capital costs and to review the entire needs/growth forecast at least every 5 years.

He outlined the steps in determining a development charge and the mandatory and discretionary exemptions.

He further outlined the draft policy matters reviewed by the Senior Management Team to be considered in the development charge such as:

- Downtown Area Boundary – existing policy is based on older built up area, planning is considering the Urban Growth Centre
- vary charge between older built up area and other
- marginal pricing for specific areas
- separate commercial/institutional and industrial charge

- industrial development charge – separate charge for manufacturing vs. warehouse/distribution – possible reduction for manufacturing/processing
- social housing to be added as a development charge funded service (under consideration).

He briefly outlined the grants versus development charge by-law. He further provided information relating to the draft definitions under consideration for inclusion in the development charge by-law.

He outlined in detail the changes to the cost of servicing since the 2004 development charge that have had a significant impact on the proposed development charge specifically:

- Water & Wastewater Master Plans recently completed
- cost of water supply and wastewater treatment facilities
- cost of infrastructure replacement/expansion to support the intensification goals of Places to Grow.

Councillor Burcher arrived at 6:30pm.

He highlighted the proposed development charges and the potential revenue shortfall areas. He further provided information with respect to the other municipality's development charge rates.

ADJOURNMENT

The meeting adjourned at 8:00 o'clock p.m.

Minutes read and confirmed October 27, 2008.

.....
Mayor

.....
Deputy Clerk

REPORT OF THE COMMUNITY DEVELOPMENT AND ENVIRONMENTAL SERVICES COMMITTEE

October 27, 2008

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

Your Community Development and Environmental Services Committee beg leave to present their NINTH REPORT as recommended at its meeting of October 10, 2008.

CLAUSE 1 THAT the City seeks to participate with the World Wildlife Federation as one of the pilot communities for the Good Life program;

AND THAT the program be referred to the Director of Information Services, the Director of Environmental Services and the Director of Community Services.

CLAUSE 2 THAT the report of the Director of Environmental Services, dated October 10, 2008, providing an update on the City's Industrial, Commercial and Institution ("ICI") Capacity Buyback Program, be received;

AND THAT Council, authorizes and approves the ICI Capacity Buyback Program in substantially the same form as set out in the document, including the standard Terms and Conditions, which is attached to the October 10, 2008 staff report as Appendix A and as outlined in the October 10, 2008 staff report.

CLAUSE 3 THAT Report 08-93 regarding a sign variance request for 1 and 2 Kortright Road East from Community Design and Development Services, dated September 5, 2008, be received;

AND THAT the request for a variance from the Sign By-law for 1 and 2 Kortright Road East to permit one sign for third party advertising to be situated on the existing brick wall, in lieu of the by-law requirement of no third party advertising be refused.

CLAUSE 4 THAT the proposed demolition of the house at 65 Mary Street be approved.

CLAUSE 5 THAT Guelph City Council endorses the resolution of the Corporation of the Town of Milton that states as follows:

"WHEREAS Aluminum Cans and Plastic Drink Containers create significant litter on our Roadways and whereas the deposit/return system for alcoholic beverages has proved an effective deterrent to roadside littering;

AND WHEREAS many of these Plastic Drink Containers contain water obtained by commercial operations with little or no positive benefit for local residents, and whereas large-scale water taking may adversely affect local water resources, and whereas commercial water tanker trucks create uncompensated wear to local roads;

AND WHEREAS a deposit may encourage residents to use personal reusable containers reducing the demand for plastic bottled water;

BE IT RESOLVED THAT the Town of Milton endorses the Region of Halton's resolution requesting that the Minister of the Environment consider placing a deposit/return system on aluminium and plastic drink containers and that this resolution be forwarded to the Association of Municipalities of Ontario for circulation to all municipalities in Ontario for information and support."

All of which is respectfully submitted.

Councillor Lise Burcher, Chair
Community Development & Environmental
Services Committee



**THE
GOOD
LIFE**

making every hour Earth Hour

Overview

In January 2008, WWF-Canada launched the online tool *The Good Life*, a community-based, action-oriented campaign to enable and encourage "change-ready" Canadians to maximize their Greenhouse Gas savings through simple, but effective action. To date over 13,900 Canadians have signed up and made their actions count!

How The Good Life Works

Individuals want to be 'greener' and sometimes are not sure how to start. The Good Life helps them get started in an easy, fun way.

Visitors to the site are encouraged to take specific actions in the categories of Home Energy, Cars & Transportation, Recreation & Culture, Food & Shopping, and Other (60 actions currently and more are added regularly). Each action is quantified for the associated greenhouse gas (GHG) reductions, which will add up for each individual, by province and Canada-wide. So far Canadians have saved 36.8 million kg of GHGs, which is equal to taking 6,149 cars off the road for an entire year!

WWF's The Good Life features:

- Free online tool (check it out at wwf.ca, and see over for features)
- Celebrity and community profiles highlights leaders who are living The Good Life
- Challenge function offers ability to rally together and create some friendly competition
- Measuring and tracking GHG savings per person and soon- by group!

Mobilizing Ontario communities to live The Good Life

With a grant from the Ontario Ministry of the Environment's Community Go Green Fund, WWF-Canada is taking The Good Life to the streets – your streets! By December 31, 2008 we aim to reach a minimum of 60 different groups of all sorts: Sports teams, faith groups, student groups, sororities, neighbourhood associations etc. You name them, we want to engage and celebrate them! We want to do this in 30 different communities all across Ontario.

One of the barriers to long term behaviour change is a feeling of helplessness in knowing where to start. With different community groups demonstrating their commitment to making simple, but effective changes, showing this leadership will help the rest of the community see a simple way to get started.

For more information, contact Joanne Adair: (416) 489 4567 X 7256 or jadair@wwfcanada.org

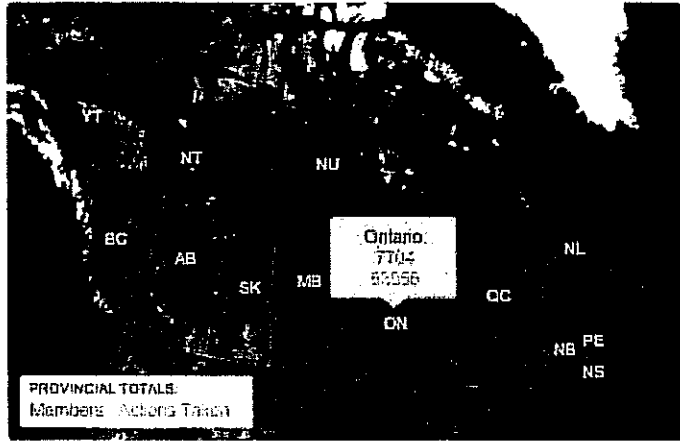


THE GOOD LIFE

making every hour Earth Hour

Snapshot of The Good Life Online

	<p>Cycle or walk to work</p> <p>Cars pollute. But walking or taking your bike to work means you won't produce any greenhouse gas emissions on your commute. Plus, you'll save money and get a great workout. LEARN MORE</p>	<p>2097 PEOPLE have committed to this action.</p> <p>I'll take this action</p> <p>Learn more about this action</p>
	<p>Sign up for car sharing</p> <p>If you're not using your car much, consider getting rid of it and joining a car share program. It's a huge cost savings to you and encourages you to drive only when you really need to. LEARN MORE</p>	<p>202 PEOPLE have committed to this action.</p> <p>I'll take this action</p> <p>Learn more about this action</p>
	<p>Take transit to work</p> <p>Cars pollute. But taking the bus, subway, train or ferry to work means fewer greenhouse gas emissions. Plus, you can save money and reduce traffic congestion. LEARN MORE</p>	<p>1983 PEOPLE have committed to this action.</p> <p>I'll take this action</p> <p>Learn more about this action</p>
	<p>Carpool</p> <p>Find a group of people who live and work near you and share rides. You'll reduce emissions, lessen traffic on the road and make your commute more social. LEARN MORE</p>	<p>562 PEOPLE have committed to this action.</p> <p>I'll take this action</p> <p>Learn more about this action</p>



13,916 Total Canadians making a difference

36,405,450 kg Total greenhouse gas reduction (kg)

We are Making a Difference!

So far The Good Life Community has saved 36,405,450 kg of GHG. That's equal to 6,068 cars taken off the road for one year.

Take Action:

There are over 60 actions relating to home energy, cars and transportation, food and shopping, and recreation and culture, with new actions being added all the time. You have the ability to choose the actions that suit your lifestyle.

Sign up to make it count:

Individual actions do add up! Canadians everywhere are joining The Good Life and making it count! So far Canadians have collectively saved over 35 million Kg (35,000 tonnes) of greenhouse gases. That's equal to 16,217 homes being taken off the grid for an entire year.

Participating Sponsors and Supporters:



With support provided by the Ontario Ministry of the Environment from its *Community Go Green Fund*





Making Every Hour Earth Hour

City of Guelph and The Good Life



THEGOODLIFE



Agenda

1. WWF's Earth Hour
2. Making every hour Earth Hour: The Good Life
3. Role of municipalities: Municipal Pilot Project
4. City of Guelph: the city that makes a difference
5. Resources



THEGOODLIFE



Earth Hour 2008 Recap

Results:

- 50 million people participated globally
- Canada was global leader-10 million Canadians participated

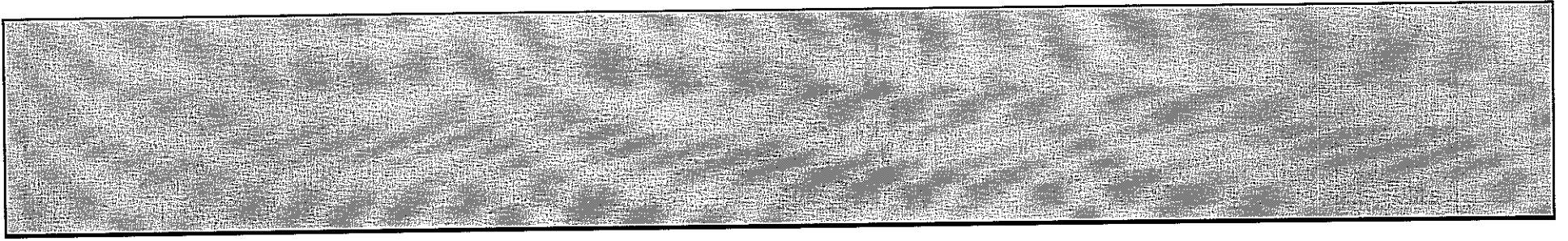
Key Learnings:

- Simple message that was adoptable, Created global 'face' for issue of climate change
- Established internationally a positive initiative, giving hope rather than perpetuating guilt or fear
- Perfect opportunity for follow up to transition into meaningful action



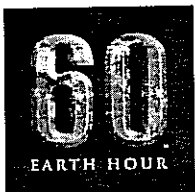
THEGOODLIFE





Earth Hour: One hour in one day.

What about the other 364 days?



THEGOODLIFE®



WWF-Canada's Answer:

THE
GOOD
LIFE 



THEGOODLIFE 



The Good Life

- Community-based, action oriented online campaign to encourage and enable Canadians to maximize their greenhouse gas savings
- Individual actions contribute to collective impact of The Good Life community
- Designed to complement and leverage existing initiatives



THEGOODLIFE



The Good Life: simple actions add up

Get
programmable
thermostats
(319kg/year)

Draft-proof your
home
(435kg/year)

Compost
(175 kg/year)

Retire the Beer
Fridge
(237kg/year)

Carpool one
day/week
(120kg/year)

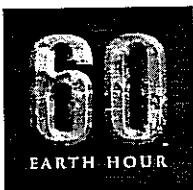
Eat Locally
(200kg/year)

Get low flow
toilets
(8kg/year)

Shop with
Reusable Bags
(11kg/year)

Use a push
mower
(100kg/year)

After one year, one person can save the equivalent of taking 2 homes off the grid for an entire year without even owning a home!



THEGOODLIFE 



Take Action

Browse through the actions to quickly find which ones are right for you. You can filter the list by category, if that helps. Which actions can you do first? Which have you already taken? Do any really grab you?



Filter actions by category:

Actions

Value To The Planet

1 2 3 4 5 6 7 8 9 10

Home Energy

Cars / Transportation

Food & Shopping

Recreation & Culture

Other

Listings per page: 10

Update Listings

Home Energy



Use green power

Sign up to join a green electricity provider - a company that provides your home with power generated from renewable sources such as wind energy and low-impact water power. [MORE](#)

659 PEOPLE

have committed to this action.

I'll take this action

No. 5 - 10

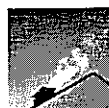
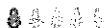
View Comments

Learn more about this action

Legend:

Each time you take an action, there is a positive impact on the environment. One leaf may indicate a small GHG value if evaluated on it's own, but together with others doing the same simple thing, the accumulated results are indeed impressive! An action with a five leaf value is one of the single most impactful actions you could do!

These values are based on average annual reductions in greenhouse gases:



Get a high efficiency furnace

If your furnace is past its prime, replace it with a high efficiency furnace to save on heating dollars and greenhouse gas emissions. [MORE](#)

1656 PEOPLE

have committed to this action.

I'll take this action

No. 5 - 10

View Comments

Learn more about this action



Solar water heating

Having solar collector panels installed on your roof can cover approximately 50 per cent of your home's annual hot water needs, saving approx 960 kg per year in greenhouse gas emissions. [MORE](#)

4 PEOPLE

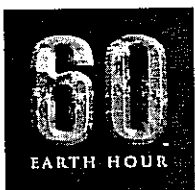
have committed to this action.

I'll take this action

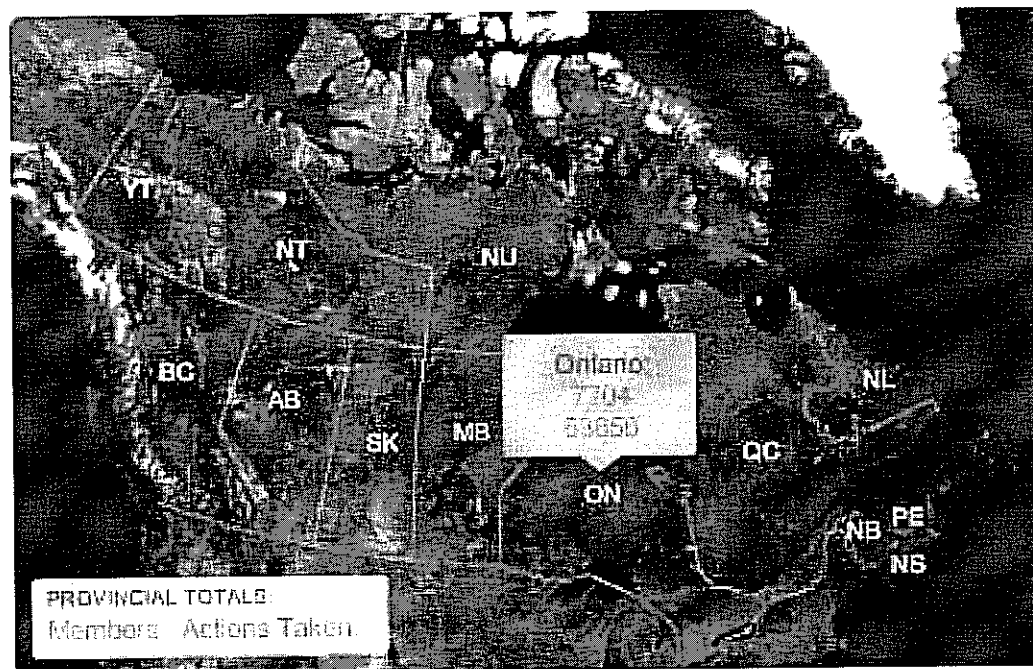
No. 5 - 10

View Comments

Learn more about this action



Sign up to make actions count



13,916

Total Canadians making a difference

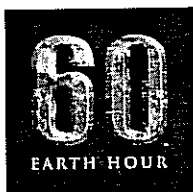
36,405,450 kg

Total greenhouse gas reduction (kg)



We are Making a Difference!

So far The Good Life Community has saved 36,405,450 kg of GHG. That's equal to 6,068 cars taken off the road for one year.



The Good Life: Outreach Project

- Purpose: “Take it off the web”
- Focus on groups to reach people more efficiently, and capitalize on benefits from acting as a group
- Engage community groups, non-profit associations, clubs, and teams
- Benefits include online tool kits, profiles of environmental champions and visits to communities



THEGOODLIFE



Next Steps: Create municipal outreach tool kit

Phase 1: Pilot

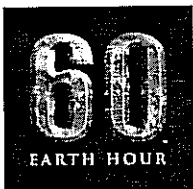
(November '08-March '09)

- 3 pilot municipalities
- Provide input on municipal outreach package
- Outreach support, attendance at community events

Phase 2: Rollout

(March/April 2009)

- All municipalities
- Downloadable tool kit available online
- Limited reporting on results
- Support and attendance where possible



THEGOODLIFE®

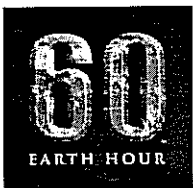


Why the City of Guelph?

Aligns with vision for Guelph:

To be the City that makes a difference....

Acting locally and globally to improve the lives of residents, the broader community and the world.

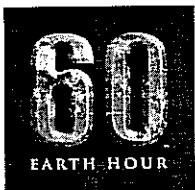


THEGOODLIFE



Benefits to the City of Guelph

- Fun **challenge** function to **rally and harness collective action**
- Complements existing initiatives (eg. CEP, strategic plan)
- Strong step towards decreasing individual foot print as per priority setting exercise (2007)

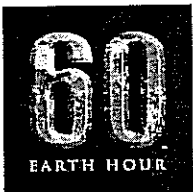


THEGOODLIFE®



Benefits to the City of Guelph

- Opportunity to pool multiple initiatives together and report on GHGs saved (eg. University, chamber of commerce, CEP etc.)
- Profile by WWF-Canada



THEGOODLIFE



Resources Required

Pilot:

- 4 hours initial consultation
- 80 hours implementation (10 days)

Post Pilot:

- Scaleable to achieve full uptake
- Earth Hour model requires equivalent of 1 full time equivalent in months surrounding Guelph Eco Days

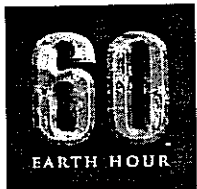


THEGOODLIFE 



Next Steps

We look forward to Guelph's decision on participating in our pilot!



THEGOODLIFE



COMMITTEE REPORT



TO **Community Development and Environmental Services Committee**

SERVICE AREA Environmental Services
DATE October 10, 2008

SUBJECT **City of Guelph Industrial, Commercial and Institutional Capacity Buyback Program**

REPORT NUMBER

RECOMMENDATION

"THAT the report of the Director of Environmental Services, dated October 10, 2008, providing an update on the City's Industrial, Commercial and Institution ("ICI") Capacity Buyback Program, be received;

AND THAT Council authorizes and approves the ICI Capacity Buyback Program as set out in the document, including the standard Terms and Conditions, which is attached to the October 10, 2008 staff report as Appendix A and as outlined in the October 10, 2008 staff report;

AND THAT Council authorizes the Director of Environmental Services to execute related documents, including agreements, if any, required to implement the said ICI Capacity Buy Back Program, subject to the satisfaction of the Director of Environmental Services and the City Solicitor;

AND THAT the Mayor and Clerk be authorized to sign an agreement between the City of Guelph and Cargill Meat Solutions Inc. with respect to financial incentives under the ICI Capacity Buyback Program as outlined in the said staff report dated October 10, 2008;

AND THAT staff be directed to report back to Council with an annual update on program participation and water savings achieved through the City's ICI Capacity Buyback Program."

BACKGROUND

The City of Guelph is committed to community and municipal leadership in water conservation. Since the time of completion of the City's first Conservation and Efficiency Study in 1999, several water conservation and efficiency program initiatives have been implemented in alignment with Study recommendations in efforts to reclaim critical groundwater resources, to limit the impacts of peak seasonal water demands and to best meet the needs of community stakeholders.

The City's Industrial, Commercial and Institutional ("ICI") Capacity Buyback Program offers ICI water consumers financial incentives to identify and implement capital retrofits to achieve greater water efficiency at their respective places of business.

In the time following the ICI Capacity Buyback Program's first capital retrofit completed at the University of Guelph in 2007, the program has gained much exposure and interest amongst the local business community. In addition to the ongoing water conservation works at the University of Guelph in 2008, Cargill Meat Solutions Inc. has also began participation in the ICI Capacity Buyback Program as further discussed herein the report below. The program provides resources to promote the sustainability of local business and a platform to showcase environmental stewardship among our corporate citizens. Furthermore, the program offers a cost-effective complement to the City's existing residential conservation programs and an additional resource in achieving the water reduction goals of the Council's Strategic Plan, the City's Community Energy Plan and the Water Supply Master Plan.

With this in mind, staff are pleased to provide the following update on the City's ICI Capacity Buyback and 2008 program participation.

REPORT

ICI Capacity Buyback Program Overview:

The ongoing ICI Capacity Buyback Program aims to assist ICI water consumers to meet greater water efficiency in day-to-day business operations through the "buyback" of water capacity reclaimed through the introduction of site water efficiency based retrofits. The following section provides an overview of the ICI Capacity Buyback Program process:

1. Introductory Site Meeting and Facility Walkthrough:

City staff will complete a brief overview of the ICI Capacity Buyback Program with key facility staff. Following completion of the overview a guided walkthrough of the facility will be completed to review the water use flow/process chain at the facility and to complete a preliminary evaluation of potential water efficiencies.

2. Facility Water Usage Data Logging and Metering Period:

Should potential efficiencies be identified through the facility walkthrough, an independent, professional consulting engineer retained by the facility operator will complete a detailed water audit at the facility. The water audit will include data logging of the facility's water meter, or meters, for a one week period.

Furthermore, additional in-situ water meters may be installed to better define the water usage of specific process components, if required. (Note: A portion of the cost of the water audit is eligible for financial incentives under the ICI Capacity Buyback Program. Please see "ICI Capacity Buyback Program Incentives" section below.)

3. Water Use Metering Data Review and Audit Reporting:

Following completion of the data logging and metering period, the professional engineering consultant will complete a detailed report to summarize water usage during the study period. This report will identify possible process water use alternatives and identify payback on investment periods for the potential implementation of site-specific water conservation and efficiency measures.

4. Secondary Study Meeting:

A secondary meeting of City staff and key facility staff will be held to discuss findings of the water use metering study and to evaluate the feasibility of implementing the study recommendations, as noted in the engineering consultant's report.

5. Completion of Capital Retrofit and Water Use Verification Monitoring:

Should the ICI facility operator choose to implement the capital water efficiency retrofit recommendations brought forward from the engineering consultant's report, the facility operator may apply to the City for financial incentives which would be based on actual water savings achieved as a result of the retrofit under the ICI Capacity Buyback Program. Immediately following completion of the retrofit by the ICI facility, the engineering consultant would then complete a secondary water use metering study of the facility to quantify initial savings attributed to completion of the capital retrofit. Thereafter, the engineering consultant would complete additional water use metering studies at the point 6 months following completion of the capital retrofit and 12 months following the completion of the capital retrofit. (Note: A portion of the cost of the capital retrofit is eligible for financial incentives under the ICI Capacity Buyback Program. Please see "ICI Capacity Buyback Program Incentives" section below.)

For further reference, the City of Guelph ICI Capacity Buyback Program, including standard Terms and Conditions, is provided as Appendix "A" to this report.

ICI Capacity Buyback Program Incentives:

Through the ICI Capacity Buyback Program, the City offers financial assistance to eligible participants for water use audits completed by professional engineering consultants and financial incentives for water savings achieved through permanent capital water efficiency based process retrofits. The Program provides financial assistance in the amount of 50% of the cost of the water audit and end use monitoring/metering, to a maximum amount of \$10,000. Should the participant facility implement a water efficiency based capital retrofit, an incentive of \$300 per m³ of water saved per day, up to a maximum of the lesser of (1) 50% of the total capital retrofit project cost or (2) \$100,000, is available to eligible ICI water users who demonstrate water savings achieved through the completion of permanent capital water efficiency facility retrofits.

Water conservation is the most cost effective source of new water supply. The one time incentive amount of \$300/ m³/day is about 15% less than the cost per m³ of constructing new groundwater supply sources, based on the City's 2006 Water Supply Water Plan. Incentive payments related to capital retrofits would be completed in 2 portions over a one year period. Following the immediate confirmation of water savings achieved by the facility, and submission of the engineering consultant's report, the City will provide the ICI facility with 50% of the total incentive for the water savings achieved. After the completion of additional water use verification metering (completed at the six month and 12 month periods), and upon the continued demonstration of water savings, the remaining portion of the incentive is then provided to ICI facility based on the overall water savings achieved.

ICI Capacity Buyback Program financial incentives are available on a one-time only basis. To be eligible, facilities must be located in the City of Guelph, be serviced municipally by the City, be classified by the City as an Industrial, Commercial or Institutional facility and must submit a completed application form as required under the Program. Applications under the Program will be acted upon on a first-come, first-served basis and are contingent upon the availability of program funding.

2008 Program Participation – Cargill Meat Solutions Inc.

In March of 2008, Cargill Meat Solutions Inc. ("Cargill") asked to participate in the City's ICI Capacity Buyback Program. Since that time, staff and project consultants, Enviro-Stewards Inc., have been working with Cargill to analyze process water use and quantify water savings gained through a May 2008 efficiency retrofit completed at Cargill's Dunlop Road Facility. Following the completion of two separate water use metering periods by the study consultants, Cargill has

demonstrated a preliminary daily water savings of 190 m³/day through the retrofit works completed. Based on the Program, financial incentives related to the water savings observed to date are estimated at \$57,000. Staff recommend that the Mayor and Clerk be authorized to sign an agreement between the City and Cargill with respect to financial incentives under the ICI Capacity Buyback Program and as outlined herein.

2008 Program Participation – University of Guelph:

In 2008, staff have continued work with the University of Guelph on numerous water efficiency initiatives as part of an ongoing ICI Capacity Buyback Program. Staff and members of the University's Maintenance Department are currently analyzing distribution system water losses and quantification of water savings achieved through laboratory retrofits. With the great success of the 312 m³ per day domestic water retrofit completed at the University of Guelph in 2007, staff have completed a case study highlighting the University water retrofit and associated savings in order to further promote the water conservation efforts of the University and to create further interest in the City's ICI community.

2008 Program Participation – Other Program Interest:

In addition to the works noted above, the City's ICI Capacity Buyback Program has received further interest from the Elliott Community, Polycon Industries, Sleemans Brewing Limited and TDL Canada Limited. Furthermore, staff will be meeting with representatives of Sleeman Breweries Ltd in late September to further discuss the program and the participation of Sleeman Brewing.

CORPORATE STRATEGIC PLAN

1. An attractive, well-functioning and sustainable city.
5. A community-focused, responsive and accountable government.
- 5.4 Partnerships to achieve strategic goals and objectives
6. A leader in conservation and resource protection/enhancement.
- 6.4 Less waste per capita than any comparable Canadian city.
- 6.5 Less energy and water per capita use than any comparable Canadian city.

FINANCIAL IMPLICATIONS

All funding for the Industrial, Commercial and Institutional Capacity Buyback Program is available in the approved 2008 Water and Wastewater User Pay Operating budget. In 2008, \$130,000 of the Water Conservation and Efficiency Program operating budget has been allocated for water use audits and retrofit based incentives under the ICI Capacity Buyback Program.

As ICI Capacity Buyback Program water efficiency incentives are provided over a one year payment period it is important to note that the funding of participant program incentives may be completed over two annual budget cycles. With this in mind, staff will continue to account, and appropriately project, for participant incentive payments within the preparation of future annual program budgets.

DEPARTMENTAL CONSULTATION

Corporate Services - Legal Services Division

COMMUNICATIONS

N/A

ATTACHMENTS

Appendix "A" – City of Guelph ICI Capacity Buyback Program including standard Terms and Conditions

Prepared By:

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Appendix "A"

City of Guelph ICI Capacity Buyback Program including standard Terms and
Conditions

City of Guelph Industrial, Commercial and Institutional (I.C.I.) Capacity Buyback Program
Terms and Conditions

Part A Industrial, Commercial, and Institutional (I.C.I.) Water Capacity Buyback Program – General Conditions for all Programs

City of Guelph water efficiency administration

1. The I.C.I. Capacity Buyback Program and all portions thereof (“the Program”) will be administered by the Water Conservation and Efficiency Group of the Environmental Services Department of the City of Guelph (“the City”)

Eligible Facilities

2. To be eligible for participation in the Program, the facility must:
 - a. be located in the City of Guelph
 - b. have a water account administered by the City and be connected to a municipal water supply;
 - c. be classified by the City as an industrial, commercial and institutional (I.C.I.) building (office, retail outlet, hotel, hospital, factory, warehouse, manufacturing, government, school etc.) and
 - d. submit the completed application form as required for each program and
 - e. the process for which the application is made has not previously received funding under the ICI Capacity Buyback Program.

Selection of Participants

3. The City reserves the right to accept or reject, at its sole discretion, any application or any part thereof
4. As City program funding and/or resources are limited, applications will be acted upon in a first-come-first-served basis for each part of the Program.

General Conditions

5. At any time and for any reason, the City may refuse any or all further applications for the Program, may extend the deadline for applications for the Program or any other deadline, or may terminate the Program, all in the City’s sole discretion.
6. The Applicant shall ensure at all times that all laws including but not limited to Federal, Provincial, and Municipal laws and by-laws are adhered to.
7. Each Applicant must notify, in writing, the Manager of Wastewater Services of the City of any anticipated permanent process changes that may result in significant change(s) in the quantity, composition, or frequency of Wastewater discharge to the sanitary sewer.
8. Failure to meet any or all conditions of the Program may result in refusal or disqualification to any funding payment.

Disclaimer and Release

9. **The Applicant hereby releases and forever discharges the City and its officers, employees, agents and elected officials (the “Releasees”) from and against any and all claims, costs or demands whatsoever, that it may now or ever have against the Releasees in relation to any loss, damage or injury (including death) that may occur indirectly, directly or consequently as a result of or arising from the Applicant’s participation in the Program, including but not limited to the work or activities in relation hereto.**

Indemnity Clause

10. The Applicant shall at all times defend, indemnify and save harmless the City, its officers, agents, employees, invitees, and elected officials (all of which are hereinafter called the "City indemnities") from and against any and all manners of claims, demands, losses, cost, charges, actions and other proceedings whatsoever made or brought against, suffered by or imposed on the City indemnities or their property in respect of any loss, or damage or injury (including fatal injury) to any person or property directly or indirectly arising out of, resulting from or sustained as a result of the Applicant's participation in the Program or the performance of the Applicant of anything in furtherance of its participation in the Program, including, but not limited to, the installation and operation of any equipment at the Applicant's facility or anything else in relation to this agreement.

Applicant's Initials

Part B

Water Use Review Program

Description

1. The Water Use Review entails a site inspection and review of water use by an employee of the City to determine if the Applicant could implement simple water efficiency measures, and to recommend if a further Water Use Audit may result in further efficiencies.

Applicant's Responsibility

2. Each selected Applicant must assume all financial and other responsibility in relation to its participation in the Water Use Review and the implementation of any water efficiency measures.
3. Each participating Applicant must provide the City with:
 - a. Access to their facility and water records during the Water Use Review; and
 - b. A knowledgeable representative from the facility as an escort during the Water Use Review.

City's Responsibility

4. The City shall:
 - a. Notify the Applicant in writing of their acceptance in the Water Use Review; and
 - b. Provide a written review of the Applicants water use, citing possible water efficiency measure to be taken.

Applicant's Initials

Part C

Water Use Audit Cost Sharing Program

Description

1. The Water Use Audit Cost Sharing Program entails the City offering a financial incentive for a business to hire a qualified 3rd party professional engineering consultant to audit the water use in the facility or process, or part thereof, and to make recommendations for water efficiency.

Conditions for Program Acceptance

2. Each Application for the Water Use Audit cost sharing shall include a proposal, which included a work-plan that is satisfactory to the City, from each engineering consultant. Each proposal shall include a background description of the professional engineering consultant, citing their qualification and previous work experience showing competency in water efficiency or water use auditing. Each work-plan shall include a detailed scope of the work to be done, a detailed schedule of the work to be done, and the cost estimation for the work to be completed.
3. The City shall notify the Applicant in writing of their acceptance in the Water Use Audit Cost sharing Program.

Applicant's Responsibility

4. The Applicant shall ensure that the monitoring methodology described in Part E is adhered to.
5. Each participating Applicant must provide the City with;
 - a. Access to their facility during the Water Use Audit period and/pr after the Water Use Audit for a period of up to thirty (30) days to verify the results of the Audit, if the City so requests; and
 - b. Access to process equipment and water meters for the purpose of attaching process meters and /or measuring or recording water use during and after the Water Use Audit period for up to thirty (30) days if deemed necessary by the City; and
 - c. A copy of the completed Water Use Audit Report. The Applicant shall ensure that the completed Water Use Audit Report includes; a detailed report including the required data collected as per Part E Phase 1, proposed technological, process, work-flow, or other changes, estimated costs for implementing the proposed changes, and estimated payback periods for the proposed changes.

City's Responsibility

6. The City will make the financial payment to the applicant within 30 days of receipt of the Water Use Audit Report and 3rd party engineering consultant invoice that are satisfactory to the City.
7. Unless otherwise specified by the City, the amount of the financial incentive for the Water Use Audit shall be 50% of the cost of the Water Use Audit up to a maximum payout of \$10,000.
8. The City reserves the right to provide a portion of the incentive to the Applicant prior to the completion of the final Water Use Audit Report.

Proof of Compliance and Conditions for Payment

9. The Applicant agrees to implement all water efficiency initiatives identified by the Water Use Audit Report that have a simple payback period not exceeding 2 years and are deemed to be reasonable by the Applicant, in consultation with the City, within 1 year of completion of the Water Use Audit Report unless otherwise agreed by the City. Any water efficiency measures the participating applicant implements shall be at their own cost.
10. Each Applicant must assume all financial and other responsibility in relation to the application and participation in the Water Use Audit Cost Sharing Program.

Applicant's Initials

Part D Industrial, Commercial and Institutional (I.C.I.) Water Capacity Buyback Program – Funding

Description

1. The I.C.I. Water Capacity Buyback Program entails a City contribution to help offset the capital costs incurred by an Applicant for the purchase and installation of technology or physical process changes that result in the reduction of long term water consumption.

Conditions for Program Acceptance

2. Each application for I.C.I. Water Capacity Buyback Funding shall include an engineer's report as certified by a professional engineer, to the satisfaction of the City, that identifies the proposed process change, pre-installation water use measurements, water savings estimates, and a work plan for installation that adheres to part E. Potential water reductions and pre-installation measurements may be determined by way of a Water Use Audit that is deemed acceptable to the City.
3. The City shall notify the Applicant in writing of their acceptance into the I.C.I. Water Capacity Buyback Funding program.

Applicant's Responsibility

4. The Applicant shall ensure that the monitoring methodology described in Part E is adhered to.
5. Each participating Applicant must provide the City with:
 - a. Access to their facility during the installation period and/or after the installation for a period of up to one (1) year to verify the installation of the new equipment, technology, or process change if the City so requests; and
 - b. Access to process equipment for the purpose of attaching process meters before and after the installation period for up to one (1) year if deemed necessary by the City; and
 - c. Access to the water meter and/or new equipment/technology for the purpose of attaching and taking readings from temporary monitoring equipment at any time up to give (5) year after the installation of the new equipment/technology, if the City so requests.
6. Each participating Applicant must assume all financial and other responsibility in relation to the application and participation in the Program including but not limited to:
 - a. The purchase and installation of the new equipment/technology to reduce water use, including any preparatory and repair work that is required for the proper installation of this new equipment/technology; and
 - b. Any costs associated with the specialized metering and monitoring for verification of the water consumption as specified by the City; and
 - c. Supplying the City with written estimates regarding expected water savings and estimated payback periods

City's Responsibility

7. The City shall:
 - a. Collect all available information and/or take any reasonable action the City, at its sole discretion, deems necessary to verify the quantity of water saved; and
 - b. Allocate the funds required to pay the I.C.I. Water Capacity Buyback Program Funding incentive on verification of the volume of water saved and make payment of any financial incentives due under the I.C.I. Water Capacity Buyback Funding program within approximately one (1) year of incentive approval in accordance with the Program requirements and water savings calculations, subject to budget approvals by City Council.

- The City may, at its sole discretion, provide a portion of the monetary incentive, as agreed upon by the Applicant and the City, to the Applicant prior to the commencement of recommended process change(s); and
- c. Notify the Applicant in writing of the value of their one-time incentive payment based on the volume of water saved per single average day.

Proof of Compliance and Conditions for Payment

8. The City shall allocate the funds required to pay the I.C.I. Water Capacity Buyback Program Funding upon acceptable verification of the water savings. Payments under the program will be condition upon:
 - a. Acceptance into the program; and
 - b. Submission by the Applicant of proof of purchase and installation of any new equipment/technology in a form acceptable to the City.
9. The City reserves the right to adjust the reported water savings or disqualify any of the proposed or submitted works.
10. Unless otherwise specified by the City, the amount of the one time financial incentive for the I.C.I. Water Capacity Buyback Program Funding shall be based on \$300.00 for every cubic meter (1000 litres) of water saved on a single average day as calculated by the City, up to a maximum of the lesser of (a) 50% of the cost to undertake the process change(s), excluding consumables, or \$100,000 or other maximum value determined by the City.
11. Unless otherwise specified by the City, the amount of the financial incentive for the I.C.I. Water Capacity Buyback Program Funding for project that have a simple payback period of more than one year, but less than two years will be eligible for a prorated rebate up to \$300.00 for every cubic meter (1000 litres) of water saved per average day as calculated by the City..
12. Unless otherwise specified by the City, applications for I.C.I. Water Capacity Buyback Program Funding for projects that have a simply payback period of less than one year will be accepted on a case by case basis only where it can be clearly demonstrated that implementing the water efficient technology would place significant financial hardship on the Applicant.

Applicant's Initials

Part E

Monitoring Methodology for the I.C.I. Water Capacity Buyback Program

Phase 1: Pre-Monitoring

When conducting the pre-monitoring, the Applicant shall perform, or ensure that the following tasks are performed:

1. Calculate the average daily demand (m^3/day) based on actual 7day/week water billing information for each of the past two years
2. Manually read or data log the main municipal water meter(s) and prepare for a 24 hour/day 7-day water demand profile for the site.

3. Use appropriate metering/monitoring/data logging methods on any end-use, process, or system with a potential for water reduction to produce a 24-hour/day 7-day profile that is typical for that process.
4. Record water consumption readings for each water meter and the dates and time when read.
5. Identify new equipment/technologies/processes and their costs for the implementation (including labour). Calculate the associated anticipated water reductions for each new equipment/technology proposed and the Return on Investment/Simple Payback period.
6. Submit an engineering report to the City that shall clearly identify a technological change and estimate the water reductions for each new equipment/technology change proposed. Included in this report shall be the current water use profile for the site and the end-use, process or system proposed to be changed.

Phase 2: Installation

If the application is approved by the City, the Applicant shall install the equipment/technology/processes that have been identified and described in Phase 1.

Phase 3 - Post-Monitoring and Verification

When conducting the post-monitoring and verification the Applicant shall perform, or ensure that the following tasks are performed:

1. Determine a new average daily demand (m^3/day) based on actual water meter reading and data login information.
2. Manually read or data log the municipal water meters and prepare a new 24 hour/day 7-day water demand profile for the site:
3. Use appropriate metering/monitoring/data logging methods on any end-use, process, and system to determine associated water reductions for each new end-use, process, or system installed. Confirm that the new 24-hour/day 7-day profile is typical for that process.
4. Record water consumption readings for each meter and the dates and times when read.
5. Compare new daily demands of both the site as a whole and the individual system(s) to those of historical demands identified in Phase 1 and explain any differences where they may have occurred.
6. Submit to the City, a detailed engineering report that is sufficiently detailed to allow a review of each water/wastewater process by City staff. A professional engineer recognized by Professional Engineers Ontario must clarify the detailed engineering report as correct and complete.

Applicant's Initials

Industrial, Commercial & Institutional (ICI) Capacity Buyback Program

Applicant Information (Please print clearly)

Applicant/Company Name _____ Water Account # _____
 Site Address _____ City _____ Postal Code _____
 Contact Name _____ Title/Position _____
 Phone _____ Fax _____ E-mail _____
 Where did you hear about the ICI Capacity Buyback Program? _____

Water Use Review

Water Use Review – Free

I am interested water efficiency and would like to participate in a Water Use Review provided by the City of Guelph for the location listed above.

Read and Initial: Terms and Conditions Parts A & B

I have read, understand and agree to the ICI Capacity Buyback Program Terms and Conditions as set forth by the City of Guelph.

Signature of owner/facility manager/signing authority _____ Position _____ Date (yyyy/mm/dd) _____

Water Use Audit

Water Use Audit – 50/50 cost sharing on audits to a maximum payment of \$10,000

I am interested water efficiency and would like to participate in a Water Use Audit cost sharing with the City of Guelph for the location listed above.

Read and Initial: Terms and Conditions Parts A & C

I have read, understand and agree to the ICI Capacity Buyback Program Terms and Conditions as set forth by the City of Guelph.

Signature of owner/facility manager/signing authority _____ Position _____ Date (yyyy/mm/dd) _____

ICI Capacity Buyback Program

ICI Capacity Buyback Program

I am applying to the City of Guelph to receive funding for process water efficiency retrofits monitored as per the Terms and Conditions and Monitoring Methodology.

Read and Initial: Terms and Conditions Parts A, D & E

I have read, understand and agree to the ICI Capacity Buyback Program Terms and Conditions as set forth by the City of Guelph.

Signature of owner/facility manager/signing authority _____ Position _____ Date (yyyy/mm/dd) _____

Please attach all required information as required in the ICI Capacity Buyback Funding Program Terms and Conditions

Please submit original application, including initialed terms and conditions to the City of Guelph

Photocopies will NOT be accepted

ICI Capacity Buyback Program
 Waterworks, City of Guelph
 1 Carden St, Guelph ON N1H 3A1

For City of Guelph Use Only		Date Received (yyyy/mm/dd)	Application # (yyyy-mmdd-#)
Funding Approvals			
Average volume of water saved/day	Calculated Funding	Payable Funding	
ICI Capacity Buyback Approval			
	Level of Participation	Initials	Date
Manager, Waterworks	<input type="checkbox"/> Water Use Review	_____	_____
	<input type="checkbox"/> Water Use Audit	_____	_____
Director, Environmental Services	<input type="checkbox"/> Funding	_____	_____
<i>Engineering proposals/reports will accompany all applications for audits and funding</i>			

Guelpth Water Conservation Program - Rebate Program Participant Cost per m3 per day of Water Reclaimed

Single Family Residential Water Conservation Programs			
Rebate Program	Rebate Per Participant (\$)	Water Savings per Participant (m3/day)*	Program Cost (\$/m3 reclaimed)
SF Royal Flush Program (ULF Toilet)	\$ 40.00	0.116	\$ 344.83
SF Royal Flush Program (HET Toilet)	\$ 60.00	0.133	\$ 451.13
SF Royal Flush Program (Dual Flush Toilet)	\$ 60.00	0.151	\$ 397.35
SF Smart Wash Rebate Pilot Program	\$ 80.00	0.073	\$ 1,095.89

Multi Family Residential Water Conservation Programs			
Rebate Program	Rebate Per Participant (\$)	Water Savings per Participant (m3/day)*	Program Cost (\$/m3 reclaimed)
MF Royal Flush Program (ULF Toilet)	\$ 60.00	0.068	\$ 882.35
MF Royal Flush Program (HET Toilet)	\$ 60.00	0.078	\$ 769.23
MF Royal Flush Program (Dual Flush Toilet)	\$ 60.00	0.088	\$ 681.82
MF Smart Wash Rebate Pilot Program	\$ 80.00	1.12	\$ 71.43

Industrial, Commercial and Institutional Water Conservation Programs			
Rebate Program	Rebate Per Participant (\$)	Water Savings per Participant (m3/day)*	Program Cost (\$/m3 reclaimed)
ICI Royal Flush Program (ULF Toilet)	\$ 60.00	0.8	\$ 75.00
ICI Royal Flush Program (HET Toilet)	\$ 60.00	0.92	\$ 65.22
ICI Royal Flush Program (Dual Flush Toilet)	\$ 60.00	1.04	\$ 57.69
ICI Smart Wash Rebate Pilot Program	\$ 80.00	0.273	\$ 293.04
ICI Capacity Buyback Program	\$		\$ 300.00

2006 Water Supply Master Plan - Study Recommendation Water Supply Costs

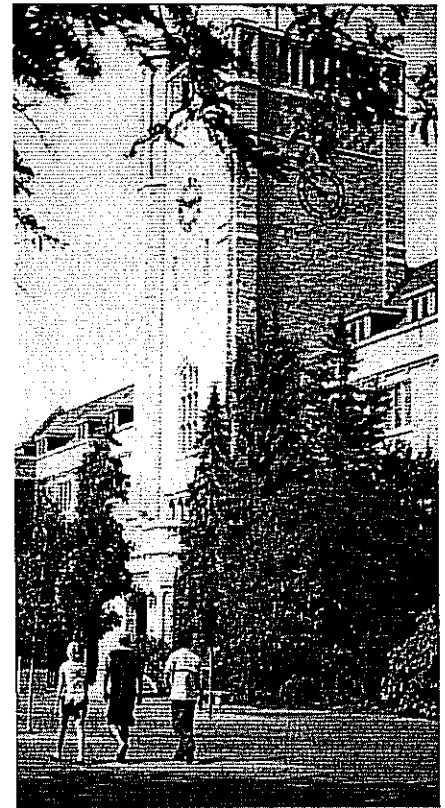
WSMP RECOMMENDATIONS	WSMP Recommendation Term	Capital Cost of Water Capacity Gained (\$/m3 of supply)*
Water Conservation & Demand Management	Short (2006-2010), Medium (2010 - 2025)	TBD
Groundwater In City	Short (2006-2010), Medium (2010 - 2025)	\$795
Groundwater outside City	Medium (2010 - 2025)	\$1,784
New Local Surface Water	Medium (2010 - 2025), Long (2025 - 2054)	\$3,042
Great Lakes Water Supply	Medium (2010 - 2025), Long (2025 - 2054)	\$3,709

City of Guelph Industrial, Commercial and Institution Water Capacity Buyback Program

CASE STUDY: University of Guelph

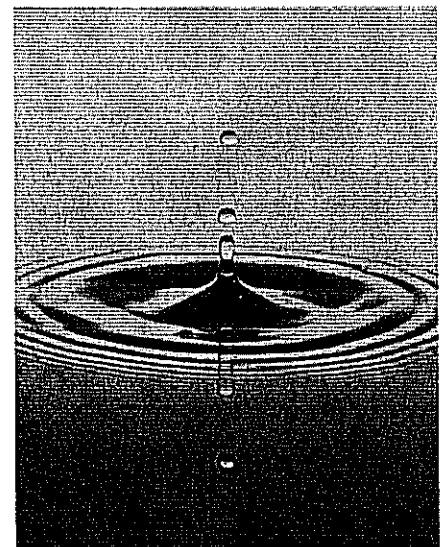
The University of Guelph is one of Canada's premier education facilities. Since its establishment in 1964, the University of Guelph has grown to accommodate over 17,600 students and 2,922 staff members.

In 2007 the University of Guelph initiated a domestic water-use campus audit through the City of Guelph's Industrial, Commercial and Institutional (ICI) Capacity Buyback Program. The water-use audit, completed by MCW Custom Energy Solutions Ltd., investigated domestic water usage within 17 campus buildings and identified potential water saving opportunities and the associated payback on investment for water efficiency based retrofits for each building. This investigation resulted in completion of domestic water retrofits within seven high volume campus buildings and community centres. Water efficiency retrofits completed in the seven buildings included toilet flush valve retrofits, installation of low flow toilets, urinal tank controller installations and the introduction of faucet aerators in washroom and kitchen facilities.



QUICK FACTS

Total Cost of Retrofit:	\$353,300
Annual Water Savings Following Retrofit:	113,844 m ³ /year
Net Annual Operating Savings – Water/Wastewater Volumetric Charges:	\$182,150/year* (*based on 2007 Combined Water/Wastewater Rate)
Amount of ICI Capacity Buyback One Time Incentive:	\$93,570
Payback on Investment:	1.28 years



For more information on the City of Guelph's Industrial, Commercial, and Institutional (ICI) Capacity Buyback Program please visit guelph.ca/waterconservation.

UNIVERSITY
of GUELPH

COMMITTEE REPORT



TO **Community Development and Environmental Services
Committee**

SERVICE AREA Community Design and Development Services
DATE Friday, September 5, 2008

SUBJECT Sign By-law Exemption Request for 1 and 2 Kortright Road
East

REPORT NUMBER 08-93

RECOMMENDATION

"THAT Report 08-93 regarding a sign variance request for 1 and 2 Kortright Road East from Community Design and Development Services, dated September 5, 2008, BE RECEIVED and;

THAT, the request for a variance from the Sign By-law for 1 and 2 Kortright Road East to permit one sign for third party advertising to be situated on the existing brick wall, in lieu of the by-law requirement of no third party advertising, BE REFUSED."

BACKGROUND

The City of Guelph has received a Sign By-law Variance request for 1 and 2 Kortright Road East (see Schedule "A"- Location Map and Sign) on behalf of the local neighbourhood association. Previously, in January 2007, the City acted upon a complaint received regarding signage for a local landscaping company on the two subject properties. The landscaping company had been maintaining the landscaped areas and had signage indicating such. The City acted upon the complaint due to the Sign By-law regulation 7 (1) (d) Location of Signs Restricted that states:

7 (1) No person shall erect or display any sign:

(d) other than a municipal election sign, garage sale sign, portable open house or model home directional sign within a public road allowance, banner on the Norfolk Street pedestrian overpass, mobile sign being used by a non-profit organization, poster or billboard, **on any property other than the property to which the advertisement on said sign pertains;**

Since the landscaping company does not own or have business located on the property, the signage was subsequently removed and in the spring of this year the landscaping company was no longer involved in the ongoing maintenance of the landscaping. The landscaping company has recently performed a one time maintenance of the landscaping as noted on Schedule "B", Site Photographs.

REPORT

The subject landscaped areas (see Schedule "B" Site Photographs) are on private property. The existing brick wall and landscaping were the subject of Committee of Adjustment application A-49/86 (see Schedule "C"- Committee of Adjustment Decision). Variances were approved with conditions to allow the entrance features of the subdivision on private property. The owners were to "maintain in good and tidy appearance, the boundary fence along the Gordon Street property line" and "further agree to maintain in good and tidy appearance, that portion of their lot located between the Kortright Road right-of-way and the boundary fence."

Approximately 9 years ago, Tim Horton's and Manor Landscaping approached the neighbourhood association with an offer to maintain the landscaping. Previously, the neighbourhood association was maintaining the landscaping with limited success and much time and effort. The offer was welcomed. Manor Landscaping asked to erect a small sign (8" x 10") (See Schedule "A" - Location Map and Sign) indicating that the upkeep of the landscaping was being donated by both businesses. No City approvals were given to the signage. The arrangement ended when the sign was found to contravene the by-law and enforcement was required.

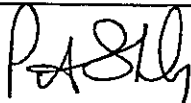
The applicant for this application is the neighbourhood association on behalf of the owners. The neighbourhood association has provided a sixty name petition and a letter stating their concerns and request (see Schedule "D"- Letter).

Staff is recommending refusal of the application because it does not meet the intent of the Sign By-law with respect to third party advertising. Staff is concerned that the approval of this type of third party advertising could lead to setting a precedent. Staff realizes that this is a gateway feature into the subdivision, however the Committee of Adjustment approval was given with conditions related to the upkeep of the landscaping and the present owners have been reminded of such.

The applicant has been advised of our recommendation and of the date, time and location of this meeting.

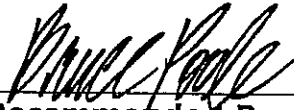
ATTACHMENTS

Schedule "A"- Location Map and Sign
Schedule "B"- Site Photographs
Schedule "C"- Committee of Adjustment Decision
Schedule "D"- Letter



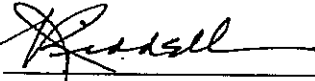
Prepared By:

Pat Sheehy
Senior By-law Administrator
837-5616 ext. 2388
patrick.sheehy@guelph.ca



Recommended By:

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



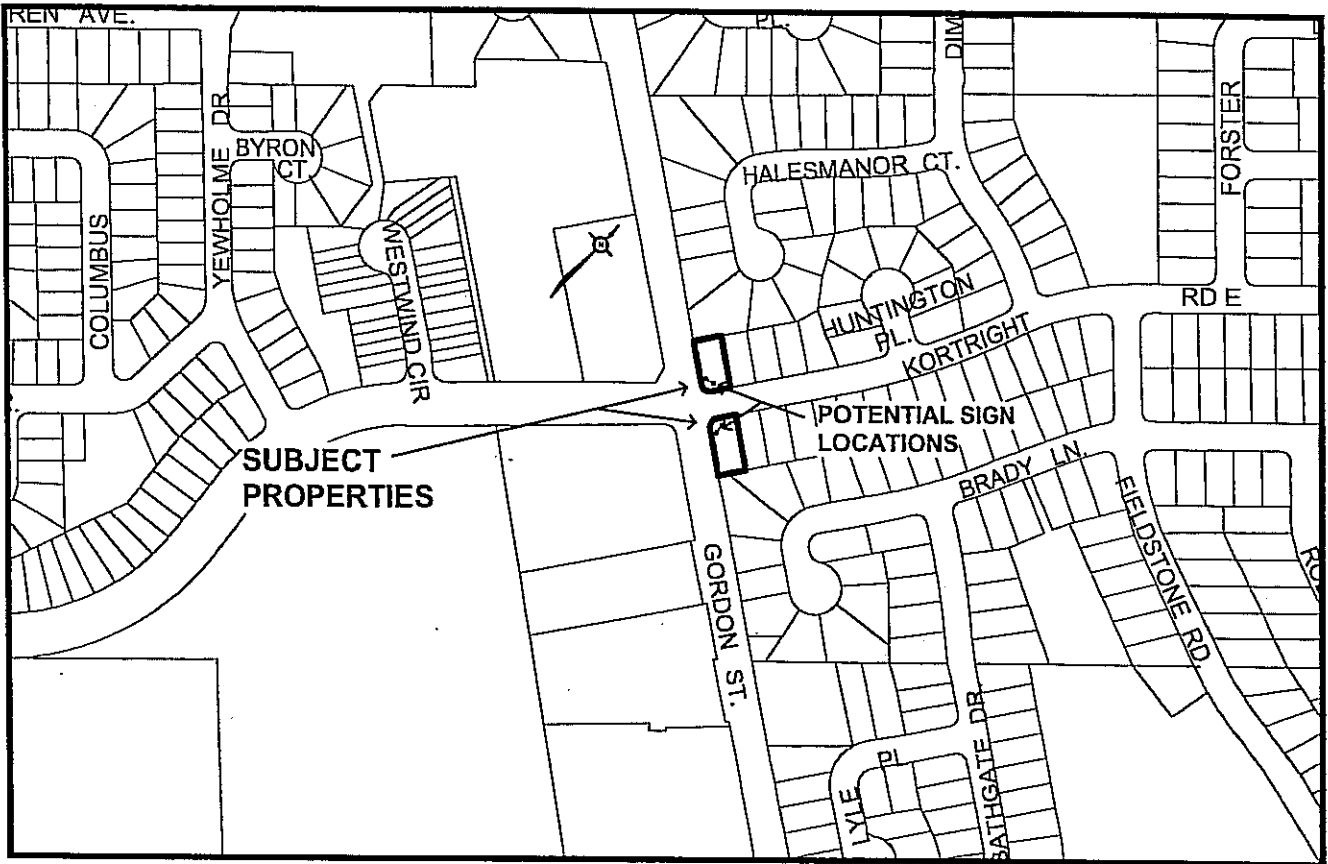
Recommended By:

Jim Riddell
Director, Community Design and Development Services
837-5616 ext. 2361
jim.riddell@guelph.ca

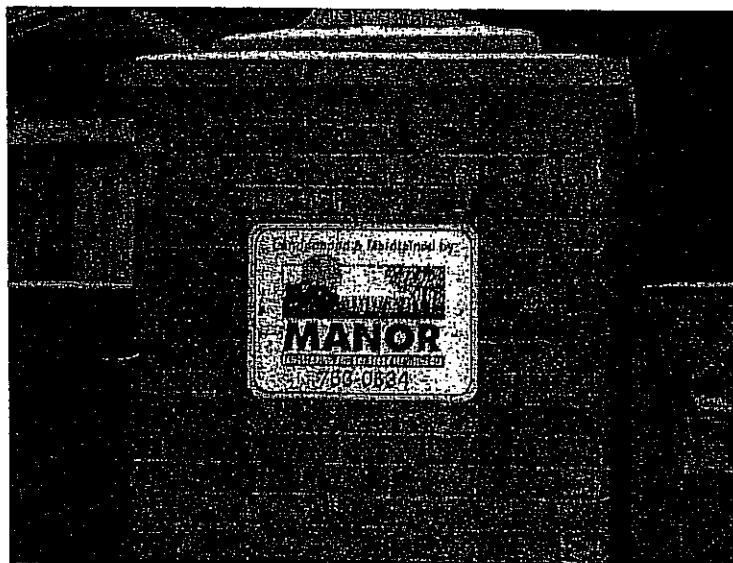
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Variance.doc

SCHEDULE "A"

LOCATION MAP



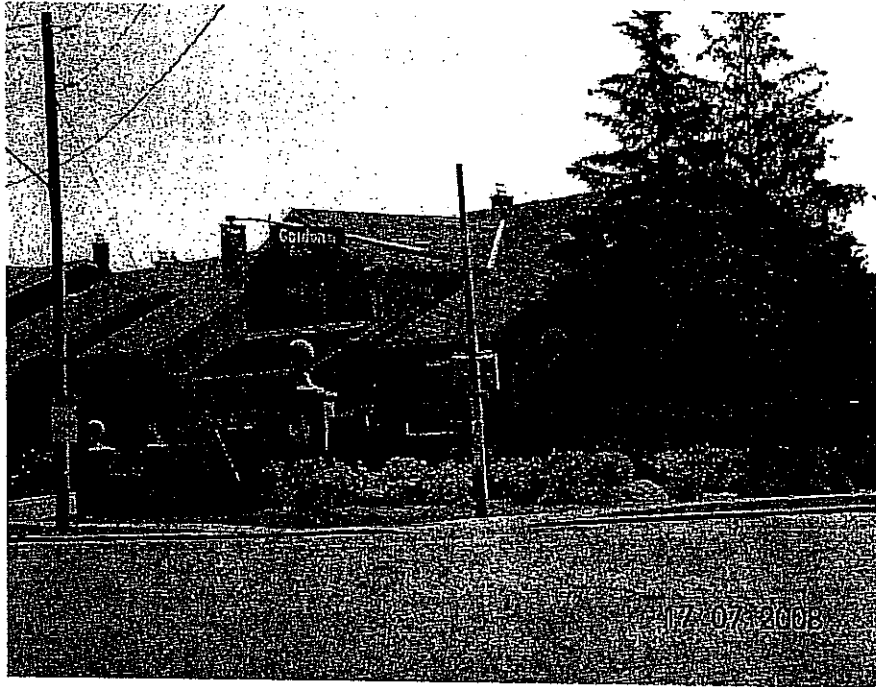
SIGN



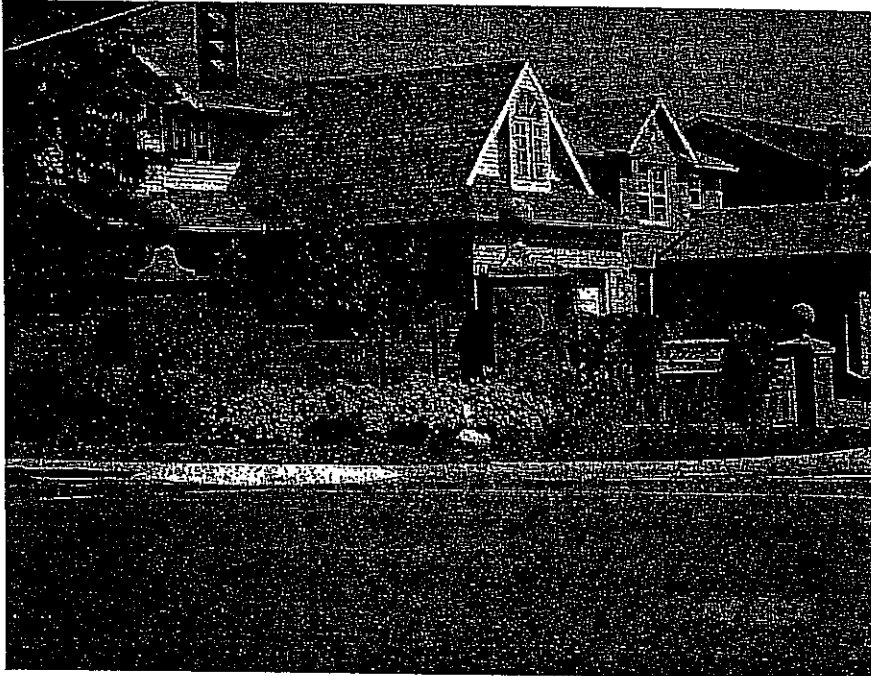
SCHEDULE "B"

SITE PHOTOGRAPHS

1 Kortright Road East



2 Kortright Road East



***Please note that Manor Landscaping has serviced both landscaped areas recently.**

SCHEDULE "C"

COMMITTEE OF ADJUSTMENT DECISION

Application Number A-49/86

Moved, seconded and carried:

"THAT in the matter of an application under Section 44(1) of the Planning Act 1984, a variance from the requirements of Section 6.7.2.1 of Zoning By-law (1971)-7666, as amended for the West Part of Lot 3, Concession 8, formerly the Township of Puslinch, now in the City of Guelph, to recognize the location of a proposed boundary fence along the westerly limit (Gordon Street) of a proposed plan of subdivision having a height of approximately 2.0 metres (6.5 feet) in lieu of the required 1.2 metres (4 feet); and to construct wood and masonry entrance gates at the subdivision entrance at the intersection of Gordon Street and Kortright Road with a height of approximately 2.8 metres (9.19 feet) in lieu of the required 1.2 metres (4 feet), be approved, subject to the following conditions: -

- 1. That the developer agrees to include the following clauses in his agreement of purchase and sale, as well as in the deeds affecting Lots 1, 28 to 33 and 64; and provide the City with a copy of the deeds to indicate that this clause is included in the deeds.

The owners/purchasers agree to maintain in good and tidy appearance, the boundary fence along the Gordon Street property line, without modification:

The owners/purchasers of Lots 1 and 64 further agree to maintain in good and tidy appearance, that portion of their lot located between the Kortright Road right-of-way and the boundary fence.

- 2. That the construction of the proposed fence not be allowed to conflict with the location of planned hydro facilities to be installed in the Halesmanor Heights Subdivision.
3. That the design of the entrance gates be subject to the approval of Guelph Hydro as they relate to the planned overhead pole line on Kortright Road.

Application Number A-49/86

Moved, seconded and carried:

Reason for approval being: -

- 1. The general intent and purpose of the Zoning By-law and Official Plan will be maintained."

Signatures of Members of Committee concurring in this decision

Handwritten signatures of committee members over a horizontal line.

CERTIFICATION

I hereby certify this to be a true copy of the Decision of the Guelph Committee of Adjustment and this decision was concurred in by a majority of the members who heard this application at a meeting duly held on the 8th day of April, 1986

Dated this 14th day of April, 1986
Notice: The last day on which a notice of appeal to the Ontario Municipal Board may be filed is May 8, 1986

Kim Fairfull, Secretary-Treasurer, Committee of Adjustment.

SCHEDULE "D"

LETTER

19 Fieldstone Rd.
Guelph, Ont.
N1L 1A6
June 18, 2008

Mr. Patrick Sheehy
By-law Enforcement Officer
Building Division, City Hall
Corporation of the City of Guelph
59 Carden St.
Guelph, Ont. N1H 3A1

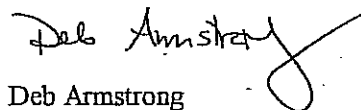
Dear Mr. Sheehy

We are neighbours who are concerned with the appearance of the gardens at Gordon and Kortright and we strongly support this application for a sign variance. For years our neighbourhood association struggled to maintain these gardens ourselves, hauling wagonloads of water to the corner and organizing teams of volunteers to weed and trim the overgrowth. Still, the upkeep was more than we could manage and the gardens never looked tidy or properly cared for. We always felt they made a poor impression for anyone visiting the Guelph community.

When the owners of Tim Horton's and Manor Landscaping approached our neighbourhood association approximately 9 years ago, we gratefully accepted their offer to maintain the gardens. They wanted to give something back to the neighbourhood and we welcomed this gesture. In return, they asked to put up a small and tasteful sign indicating that the upkeep of the gardens was being donated by both businesses. This arrangement has worked perfectly. We have all been extremely thankful for the colorful and tidy appearance of the gardens which we feel do not only beautify the entrance to our neighbourhood but also improve a very busy and visible intersection seen by many visitors and residents alike. The size of the gardens makes them very difficult for the homeowners at the corner to maintain in a professional manner. At best, they could only mow the surrounding grass. The crew from Manor Landscaping regularly applied fresh mulch, weeded, trimmed, replaced dead plants, picked up garbage and tidied up after themselves. They have done a fabulous job!

We would all be grateful if Tim Horton's and Manor Landscaping could continue with this much appreciated community project. We also feel they deserve to be acknowledged for their effort, time and generosity with a simple and tasteful sign.

Thank you for considering this application.


Deb Armstrong

September 15, 2008

Mr. Patrick Sheehy
By-law Enforcement Officer
Building Division, City Hall
Corporation of the City of Guelph
59 Carden St.
Guelph, Ont. N1H3A1

Re: Sign By-law Variance, corner of Kortright & Gordon Sts.

Dear Mr. Sheehy,

I am writing you to voice my support for a sign variance related to the gardens at the corner of Kortright and Gordon Sts.

I have lived in this neighbourhood for 20 years and during this time we have always struggled to maintain the appearance of this corner which serves not only as an entrance to our neighbourhood but as a first impression of the city itself. I'm sure you'll agree that first impressions are lasting impressions and with that in mind we managed to secure the services of Manor Landscaping supported by the owners of Tim Horton's. The only thing they asked for in return was to install a very discreet sign indicating the gardens were maintained through the support of both companies. Over the years this arrangement has worked extremely well providing our neighbourhood and the city with a very attractive garden feature. Now I understand that as a result of one concerned individual this arrangement has been discontinued. I do not try to understand the logic of their position but can tell you that everyone that I have spoken with is completely supportive of the previous arrangement.

I understand that our application for a variance to the by-law comes before the committee for Community Development and Environmental Services on Friday, October 10th. I would ask for your support along with the other committee members to take the common sense approach to this issue and support our application. Making our city a more inviting place to live is our only concern.

Yours truly,

George & Debbie McHallam

Guelph, Ont.

cc:

Karen Farbridge – Mayor

Mike Salisbury

Lise Burcher

Leanne Piper

Christine Billings

COMMITTEE REPORT



TO **Community Development and Environmental Services Committee**

SERVICE AREA Community Design and Development Services
DATE October 10, 2008

SUBJECT Proposed Demolition of 65 Mary Street, Ward 5, Guelph

REPORT NUMBER 08-103

RECOMMENDATION

THAT the proposed demolition of the house at 65 Mary Street, BE APPROVED

BACKGROUND

An application to demolish the existing detached dwelling at 65 Mary Street has been received by Community Design and Development Services.

The land where the house is situated is zoned R.1B (Residential). A Building Permit application has been submitted for a new two storey detached dwelling on the subject property in a similar location to the existing dwelling.

The existing house was constructed in 1940 and is not part of the Heritage Inventory (See **Schedule 2** – Site Photograph).

REPORT

The City's Demolition Control By-law was passed under the authority of Section 33 of the Planning Act. The By-law is intended to help the City "...retain the existing stock of residential units and former residential buildings in the City of Guelph." Section 33 of the Planning Act allows that Council's decision may be appealed by the applicant to the Ontario Municipal Board. In addition, an applicant may appeal if there is no decision within 30 days of application.

The approval of the application is recommended since the existing house is to be replaced with a new dwelling unit, therefore there is no loss of residential capacity proposed. The currently proposed replacement dwelling is to be located on the property with similar front and side yard setbacks as the existing dwelling (see **Schedule 3** – Proposed Site Layout). In addition, the dwelling has been designed in such a manner as to be sensitive to and compatible with the surrounding neighbourhood (see **Schedule 4** – Proposed Front Elevation).

CORPORATE STRATEGIC PLAN

Goal 1: An attractive, well-functioning and sustainable city.

FINANCIAL IMPLICATIONS

N/A

DEPARTMENTAL CONSULTATION

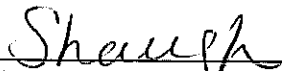
None

COMMUNICATIONS

A sign was posted on the subject property advising that a demolition permit has been submitted and that interested parties can contact Building Services for additional information.

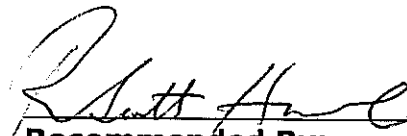
ATTACHMENTS

- Schedule 1 - Location Map
- Schedule 2 - Site Photograph
- Schedule 3 - Proposed Site Layout
- Schedule 4 - Proposed Front Elevation



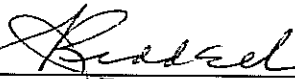
Prepared By:

Stacey Laughlin
Development and Urban Design Planner
519.837.5616 x2327
stacey.laughlin@guelph.ca



Recommended By:

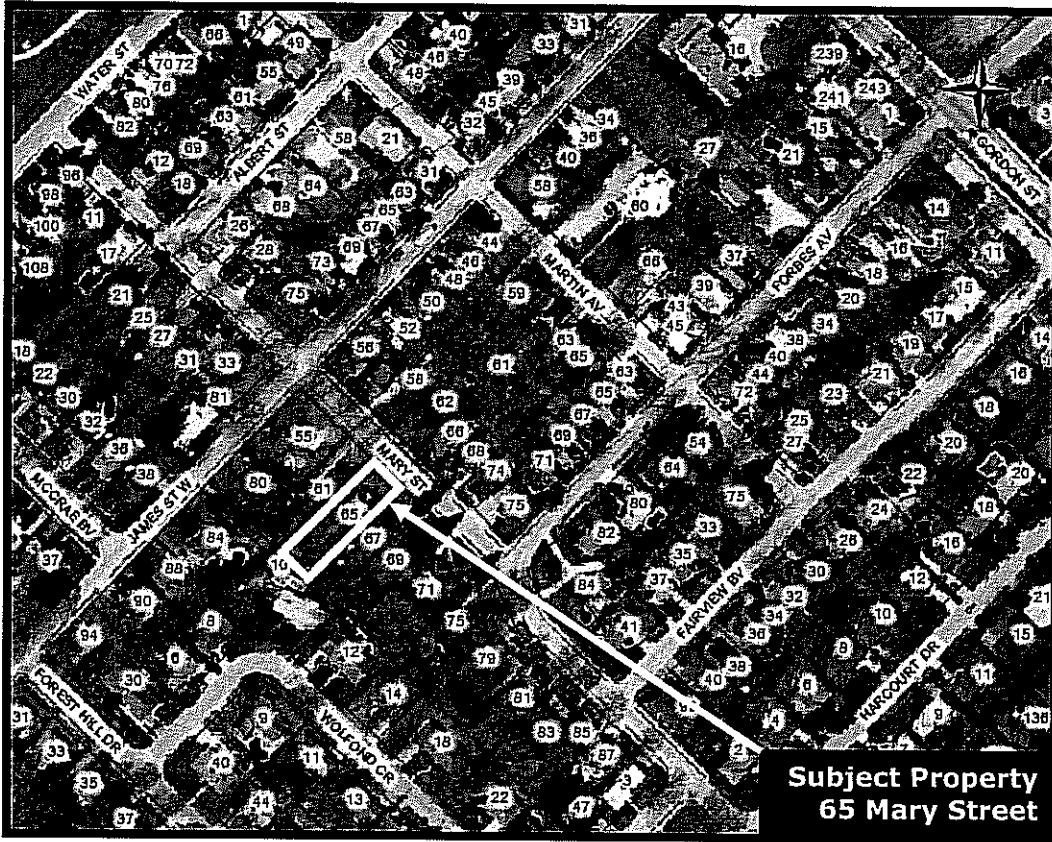
R. Scott Hannah
Manager of Development and
Parks Planning
519.837.5616 x2359
scott.hannah@guelph.ca



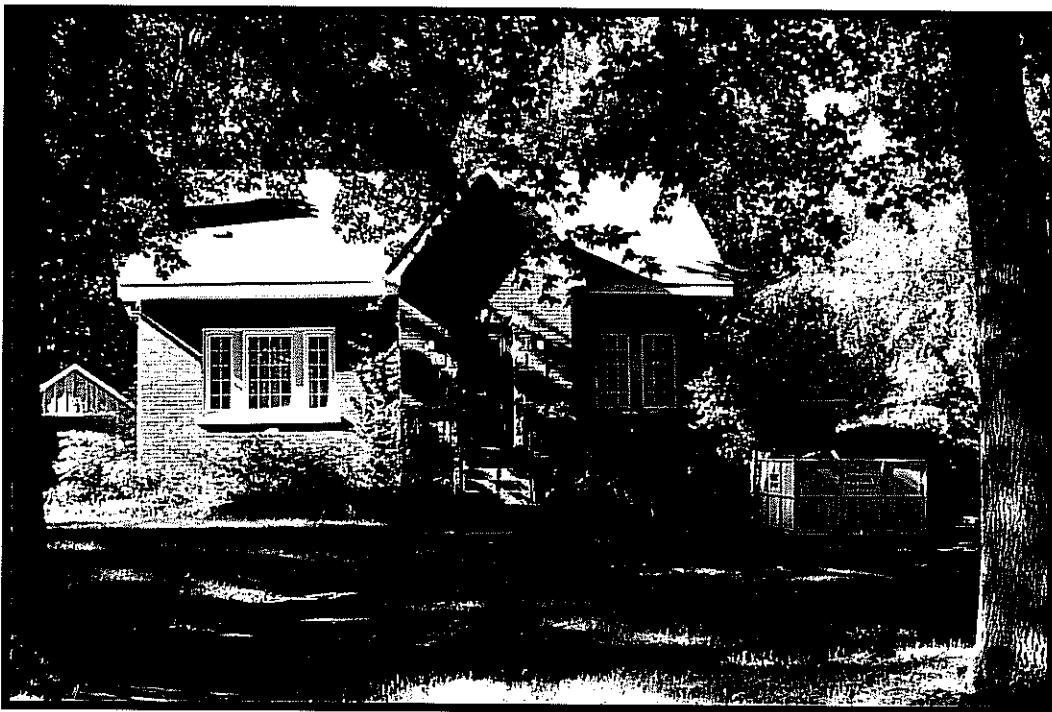
Recommended By:

James N. Riddell
Director of Community Design and Development Services
519.837.5616 x2361
jim.riddell@guelph.ca

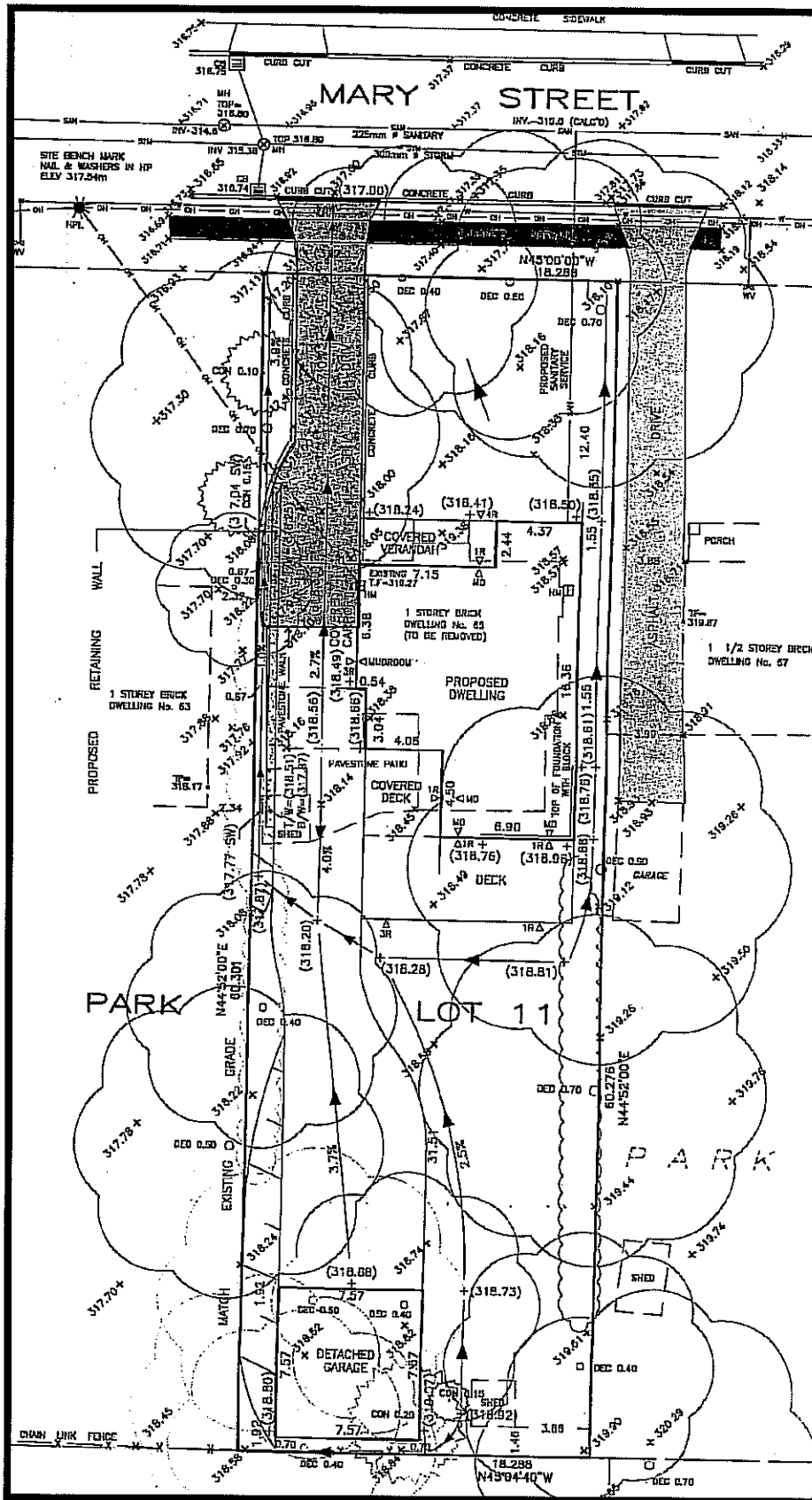
SCHEDULE 1 – Location Map



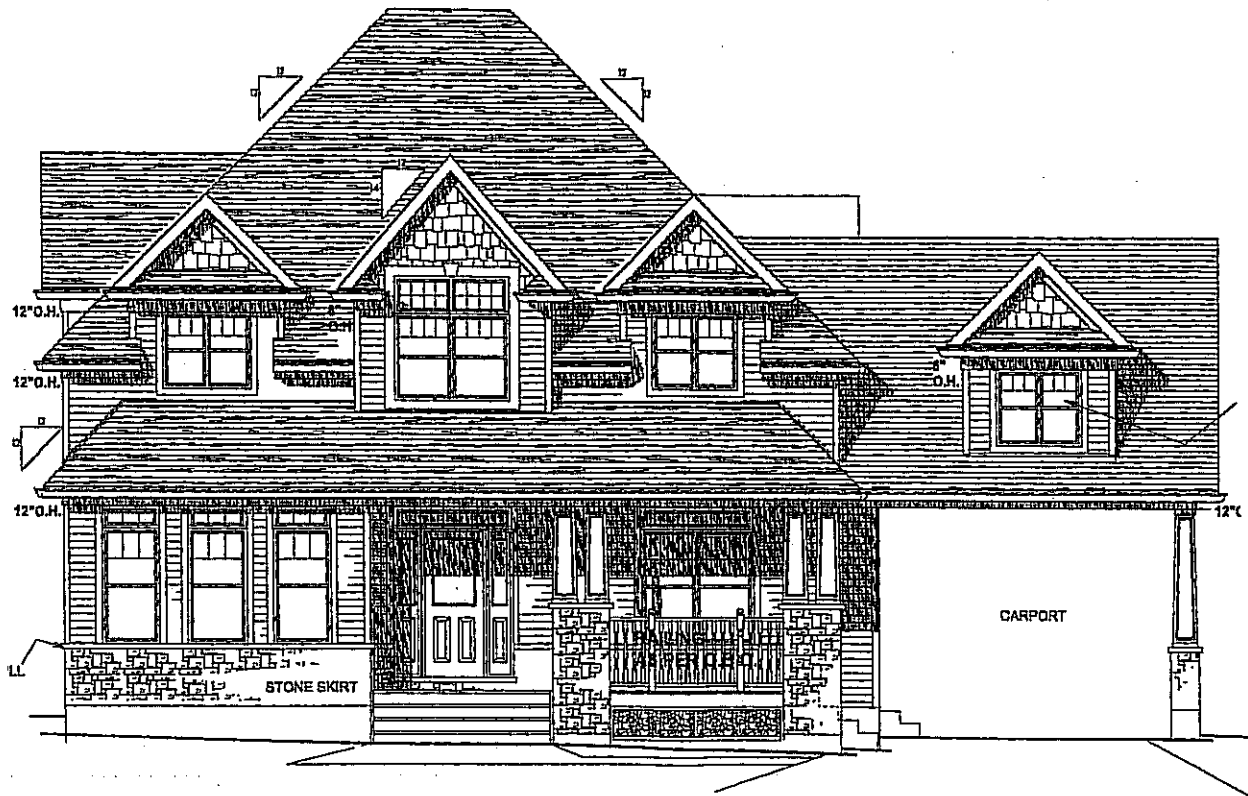
SCHEDULE 2 -- Site Photograph (September 2008)



SCHEDULE 3 – Proposed Site Layout



SCHEDULE 4 – Proposed Front Elevation





28TH SESSION

THE COUNCIL OF THE
CORPORATION OF THE TOWN OF MILTON

Resolution
No. 333-08

Date: August 18, 2008

BE IT RESOLVED:

WHEREAS Aluminum Cans and Plastic Drink Containers create significant litter on our Roadways and whereas the deposit/return system for alcoholic beverages has proved an effective deterrent to roadside littering;

AND WHEREAS many of these Plastic Drink Containers contain water obtained by commercial operations with little or no positive benefit for local residents, and whereas large-scale water taking may adversely affect local water resources, and whereas commercial water tanker trucks create uncompensated wear to local roads

AND WHEREAS a deposit may encourage residents to use personal reusable containers reducing the demand for plastic bottled water;

BE IT RESOLVED THAT the Town of Milton endorses the Region of Halton's resolution requesting that the Minister of the Environment consider placing a deposit/return system on aluminum and plastic drink containers and that this resolution be forwarded to the Association of Municipalities of Ontario for circulation to all municipalities in Ontario for information and support.

Contact Information:

Shelly van Empel, Legislative Administrator
43 Brown Street, Milton, ON, L9T 5H2
Fax: 905-876-5022
Phone: 905-878-7252 #2131
E-mail: shelly.vanempel@milton.ca

DISCLAIMER

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**REPORT OF THE EMERGENCY SERVICES, COMMUNITY SERVICES
& OPERATIONS COMMITTEE**

October 27, 2008

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

Your Emergency Services, Community Services & Operations Committee beg leave to present their EIGHTH REPORT as recommended at its meeting of October 15, 2008.

- CLAUSE 1 THAT the Community Services report CS-AD-0818 dated October 15, 2008 regarding Options for City Grants – Framework, be received;
- AND THAT Option #2 is approved in principle and staff be directed to include the appropriate budget allocation required to undertake Option #2 in their budget submission, its approval to proceed being subject to 2009 budget deliberations.
- CLAUSE 2 THAT the 2008 City of Guelph Emergency Response Plan and Emergency Management Program be approved;
- AND THAT the 2008 Emergency Response Plan and Emergency Management Program be adopted by by-law.
- CLAUSE 3 THAT the establishment of Fire Safety Plan Lock Boxes for premises as listed in Attachment #1 of this report be approved;
- AND THAT a by-law be adopted requiring the installation of Fire Safety Plan Lock Boxes in those premises listed in Section 2.8 of Division B of the Ontario Fire Code that further requires the preparation and implementation of a Fire Safety Plan.
- CLAUSE 4 THAT the recommendation contained in the Director of Operations report of October 15, 2008, to install a road narrowing at the intersection of Wood Street and Ontario Street be approved.
- CLAUSE 5 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;

AND 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.

All of which is respectfully submitted.

Councillor Maggie Laidlaw, Chair
Emergency Services, Community Services &
Operations Committee

COMMITTEE REPORT



TO **Emergency Services, Community Services and
Operations Committee**

SERVICE AREA Community Services
DATE October 15, 2008

SUBJECT **Options for City Grants - Framework**
REPORT NUMBER CS-AD-0818

RECOMMENDATION

THAT report CS-AD-0818 as presented on October 15, 2008 be received; and

THAT Option #2 is approved in principle and staff be directed to include the appropriate budget allocation required to undertake Option #2 in their budget submission, its approval to proceed being subject to 2009 budget deliberations.

SUMMARY

As Guelph grows, our current municipal grant program should respond to changes in community; the program should align itself more closely with our corporate objectives. Staff acknowledge a pressing need to examine and evolve our funding framework, policies and procedures. We propose an 'investment' type program which can provide both sustainable funding for core community delivered services, programs and activities and provide new tools to achieve strategic initiatives and innovative partnerships.

The purpose of this report is: to summarize community changes which impact on the grant program; to introduce the concept of an 'investment' program; and to recommend approval for the development of a 'Guelph Community Investment Program' as a two phased project beginning in 2009 as per Option #2 in this report.

BACKGROUND

Council inquiries regarding the size and scope of services funded by City of Guelph grants along with concerns related to both the application and appeals process are noted in minutes and motions of Council meetings over the last number of years. Attachment A: City Council Resolutions provides Councilors with a comprehensive listing of these motions.

The Finance Department administers Guelph's annual grant program under the City's Grant Policy 2002 (Attachment B). During the 2008/09 grant process, the program provided a total value of \$232,875 in cash grants and \$113,850 through in-kind support to the community. Finance also oversees a Special Projects

discretionary fund which is directed by the Mayor and Council and has historically provided grants to address civic celebrations on an informal basis. Staff time allocated to administering grants is in addition to additional volunteer time provided by community members serving on committees.

Funding is provided to the following sectors (categories):

1. Health and Social Services
2. Arts and Cultural Activities
3. Civic Activities/Special Events

Three sub committees review the current grant applications, by sectors:

1. United Way (Health and Social Services)
2. Guelph Arts Council (Arts and Cultural Activities)
3. Visitor & Convention Services Committee/Sports Advisory Council (Civic Activities/Special Events)

Funding is provided to the United Way (\$27,500) and the Guelph Arts Council (\$30,000) to adjudicate the grant program.

REPORT

A. Current Situation

1) Community has changed in scope, range and diversity

Our Corporate Strategic Plan envisions a City that 'makes a difference' in many inspiring ways. While the City of Guelph has done well to support its annual grant program, the scope, range and diversity of new community ideas and potential partnerships are becoming more complex and diverse in nature.

A number of quality grant requests currently do not fit easily into our grant criteria. Some grants are for services outside the 'scope' of the municipal act (e.g. education, health care) while others seek funding in ways that are not currently allowed under the policy (e.g. capital, travel, DC waivers, research and development.) We do not see this trend diminishing over time.

2) A Program Rationale & Informed Decision making to create a Sustainable City

Services delivered by the community and supported through annual grants are often deemed to be optional programs. They represent an array of programs that the municipality chooses will be provided by the community. However, some community programs are viewed as foundational or 'core' services. Organizations are predominately non-profit and are vulnerable to fluctuations in the economy.

Financial sustainability is crucial to ensure the ongoing delivery of these public goods and the challenge to build sustainability for our non-profit organizations is paramount. This requires a more strategic approach towards investing in the non-profit sector.

There is currently no articulated program rationale or principle statement that neither directs our current grant program to achieve financial sustainability for our

community groups nor is there a program rational that links our grant expenditures to achieving the goals of our Corporate Strategic Plan. Further, we do not provide a holistic or integrated program model to our sub committees (who adjudicate our grants) to inform their decision-making.

Further, in the pursuit of a pertinent and perhaps more democratic community funding model municipalities are examining, reviewing and assessing participatory decision making models. While some community groups in Guelph have initial experience in this regard, it is timely to assess and review a range of models with the intent of deciding their possible, broader application within a funding program.

3) We Build Community Together

It is prudent to build financial collaborations wherever possible in order to see community goals accomplished.

Our grant program tends to be reactive, responding to a specific request from a specific organization without the benefit of knowing if the program or service is being offered by another agency and funding stream. Although our grant program stipulates that 'activities that duplicate existing programs and services will not be funded' there is no mechanism that identifies duplication amongst those supported by the City of Guelph. Further, because we have sub committees making decisions in isolation, it is difficult for staff to determine if incremental funding effectively achieves long-term community objectives. A more proactive municipal investment strategy could advance partnerships that strategically align resources to solve systemic issues by collaborating.

4) Efficient and Effective Administration & Linkages

Community activities link stakeholders with a wide range of municipal departments and divisions. Staff wish to advance a more coordinated system of tracking services and programs, informing the costing of in kind support, advising on the impact of fee waivers and communicating about successful grants in order to properly reflect the extent of civic support.

The current annual grant program involves a range of city staff in various capacities; the extent of their time commitments and possible duplication of work is currently unknown. Further, the Corporation wishes to pursue a more formal review of the benefits (qualitative and quantitative) of services and programs funded under the grant program. It would be timely to establish expectations for reporting on the activities of grant recipients. Once the desired level of performance expectation is defined, follow up reporting would be prudent in order to:

- increase transparency and accountability for both the applicants and the City
- advance internal and external coordination - to reduce corporate duplication and identify efficiencies
- conduct financial reviews of organizations and business plans
- amendment and enhancements in policy and procedures in a regular review
- ensure consistency in communications
- collect data relating to the impact of investing in specific ventures.

5) Grant Programs vs. Investment Programs

Municipalities in Canada have begun to move away from the provision of single grant “tools” (annual operating grants and one time project grants) and have begun to implement ‘investment’ type programs that meet strategic goals, in partnership with the not for profit sector. Cities such as Edmonton, Toronto, Ottawa, Vancouver and most recently Kitchener have ‘investment’ type programs. The United Way in Canada (Windsor and Peel Region in particular) are also leaders in the development of these strategies and their implementation. The following is a simple comparison of these two program approaches.

	Grant Program	Investment Program
Purpose	<ul style="list-style-type: none"> Charitable Assistance to support the goals of the applicant 	<ul style="list-style-type: none"> Financial investment and options for partnerships with City in achieving shared community goals through the work of the non profit organizations
Evaluation	<ol style="list-style-type: none"> Proven need of organization Merit of Applicant’s organization Track record/stability Past funding record Sector specific criteria 	<ol style="list-style-type: none"> Applicants ability to achieve identified community strategic objectives Merit of Applicant Track Record/stability Capacity to achieve performance objectives Integrated perspective of community need sets criteria
General Decision Making	<ul style="list-style-type: none"> Based on an organization by organization review Sub committee decision is by sector – unlinked 	<ul style="list-style-type: none"> A Wider range of opportunities to invest and partner are offered with unique criteria embedded for decision making. Integrated Funding framework is shared amongst sectors for decision making
Advantages	<ul style="list-style-type: none"> Simple program Standard format for tracking outcomes 	<ul style="list-style-type: none"> Encourages innovation Integrative approach to function, form and decision making Links funding partners proactively More targeted funding opportunities (tools) Allows for measured risks and new opportunities within the framework

		<ul style="list-style-type: none"> • Increased effectiveness through appropriate tools • Better communication of integrated community needs
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B. Addressing Our Challenges –Options

Civic staff has discussed two approaches to address our current situation.

Option #1: Conduct a Operational Program Review of the existing grant program and recommend modifications to the program.

In conducting the work of Option #1, staff would assume the following five points, that the:

1. over riding goal of the program is relevant and effective;
2. funding model reflects how Council wishes funds to be aligned (by sector) and distributed (non strategic approach);
3. current awarding of funding reflects the diversity of community needs;
4. types of organizations and types of support provided meet the current and future needs of applicants;
5. Decision-making process is suitable for distributing resources.

Draft Scope of Work: Option #1

An Operational Program Review would include the following goals:

- determine the value and impact of the grant program
- assess the current financial capacity of the program
- review the application and allocation process for efficiency and effectiveness
- refine the linkage between agreements, partners and the resources provided.

The review would include the examination of the following items:

- Levels of financial support compared to requested need
- The distribution of funds and inherent equity between the sectors
- Application criteria and decision making process to increase efficiency/effectiveness
- Accountability & reporting requirements
- Comment on linkages between city policies and priorities

Under Option #1, deliverables would likely include:

1. establishing a performance evaluation system;
2. advancing greater inter-departmental communication of information;
3. refining the application forms; and
4. proposing criteria for single, annual grants.

Option #2: Undertake the development of a 'Guelph Community Investment Program' using a two-phased approach that builds the framework first, and upon approval, designs and implementation plan. This involves the

development of a comprehensive approach towards our funding program to align the expenditure of funds to defined, strategic objectives of the community.

Municipal "investment programs" evolve from the basics of an established annual grant program yet go much further. There are eight characteristics specific to an investment program and they are embedded in the scope of the work for Option #2 below.

Draft Scope of Work: Option #2

The development of a 'Guelph Community Investment Program' would focus on the following goals in addition to those outlined in Option #1:

1. Define a Guelph based investment program that rationalizes and aligns the financial commitment of the municipality to community priorities as outlined in corporate strategic plans.
2. Ensure that the system is transparent and accountable in the allocation of funds invested in the recipient and that there is a qualitative and quantitative return on investment.
3. Define policy principles, values and a program rational that link strategic goals to the program. Where appropriate, ensure that the program provides an integrative approach towards meeting community priorities beyond funding single, sectorial objectives.
4. Ensure program flexibility through the use of different 'tools' – a range of types of funding which the community can apply for and receive investment from the municipality. This will encourage innovation. Tools may fund innovative ideas or explore partnering on pilot programs. Examples of these investments "tools" are, but are not limited to:
 - Multi-year funding for operating
 - Purchase of Services Agreements
 - Partnership/Research "start up" funds to explore opportunities
 - Staff secondments to the non profit sector
 - 'Anchor' Funding to help leverage upper level government or foundations
 - Cross marketing funds shared between sectors with shared goals
 - Capital funding for buildings or asset acquisition
 - Capital Improvement Programs
 - Pilot projects
 - Loan agreements
 - Grants in lieu of taxes
 - Travel and Conference support
 - Emergency requests

The consideration of waivers for development charges will be defined within the Development Charges Policy.

-
5. Propose a process whereby the City could partner with local agencies in order to leverage our local dollars to secure alternative funds with which to achieve shared community objectives.
 6. Examine and propose a comprehensive methodology for informed decision-making.
 7. Define an efficient allocation system to identify and reduce overlap and to more effectively streamline resources to address service gaps or finally resolve a key issue.
 8. Review and propose necessary administrative processes and resources to implement the program.

Staff would propose a two-phased approach towards achieving the following deliverables for Option #2. Specifically:

Phase One: Create the Policy Framework (2009)

Draft deliverables would include a policy framework that has:

- Principles & Values for investing in community
- An investment model or structure
- Defined types of organizations that would be supported by investment
- Defined sectors that would be supported
- Defined types of support provided (Tools) and criteria for each
- Recommendations on funding levels and agreements on allocations
- A method for decision making that builds public input into the process
- Accountability and Transparency guidelines
- Evaluation and Feedback process
- Appeals Mechanism

Phase Two: Create the Implementation Plan (2009-2010)

Draft deliverables would include:

- Partnership opportunities with community agencies
- Established financial projections
- A transition period for existing grant recipients
- Legal agreements
- An application process and user friendly forms
- A communication plan

C. Staff Recommendation

Staff recommend pursuing Option #2.

A traditional operational review as outlined in Option #1 was found to be lacking. Guelph may need to broadly evolve if not, fully shift the scope of the original grant program to respond proactively to shifts in community strategic planning.

Guelph needs to be positioned to capitalize on new ideas and provide sustainable support to those organizations and agencies that are the foundation of our community. Unless the policy and program evolves, we will continue to experience requests approved outside of the policy or being denied, thus raising concerns about the validity of the policy and integrity of the decision making process.

Option #2 creates a program that addresses issues arising from the growing population, the need to foster the sustainability and support changing dynamics between the sectors. Further, it:

- Anticipates the development of multi year corporate budgets linked to strategic initiatives.
- Offers partnering on phased initiatives.
- Promotes work inter-departmentally and inter-sectorally in the areas of tourism, economic development.
- Defines the scope of possible future investment.
- Informs the development of program criteria, the methodology of decision-making and the promotion of a more advanced evaluation process.
- Defines expectations related to equity, access, efficiencies within the program and the effectiveness of resources allocated.
- Builds a more inclusive community because we encourage groups to taking risks together and ensure that we have the 'tools' necessary to support those groups and partnerships or pilot ideas with some calculated risk investment.

In summary, evolving our current grant program into a Guelph Investment Program makes good sense through Option #2. Sustainable investment in non-profit organizations provides the underpinning for any community during difficult economic, social and cultural times because non-profits promote community identity, engage volunteers and provides for meaningful employment.

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 the fullest.
3. A diverse and prosperous local economy.
4. A vibrant and valued arts, culture and heritage identity.
5. A community-focused, responsive and accountable government.

6. A leader in conservation and resource protection/enhancement.

FINANCIAL IMPLICATIONS

To conduct Option #1 would require a budget envelop of \$30,000 to implement the operational review and undertake broad sectorial consultations with the community to ensure that their current needs are being reflected in any recommendations.

If Council concurs with staff's recommendation to undertake Option #2 a budget envelope of \$90,000 will be required to undertake this project due to the increased scope of the work and the requirement for extensive and broader community consultation to achieve shared goals and deliverables.

Both options will require the assistance of existing staff resources under the project coordination lead of the Finance Department and the formation of a staff technical steering committee to advance the deliverables and ensure broad consultation.

Detailed terms of reference will be provided to Council for review through the Emergency Services, Community Services and Operations Committee, upon approval of the budget.


DEPARTMENTAL CONSULTATION

Finance Department
Economic Development and Tourism Services
Community Services Department

COMMUNICATIONS

The progress of this report has been discussed internally with members of the Finance Division, Community Services staff and members of the Economic Development and Tourism Services Division. Broader community communications are to be determined as part of development of terms of reference for this program.

Attachment A – City Council Resolutions
Attachment B – City Grant Policy 2002



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Attachment A

Date	Resolution #	Resolution
9/22/2008	Clause 1	<p>THAT since this request (St.Joesph's Health Centre Guelp) would be considered as part of the 2001 budget deliberations, and as it is reasonable to consider this matter within the context of a larger corporate investment strategy, that the Finance Administration & Corporate Services Committee refers consideration of this letter to the staff team who will be presenting a proposal to undertake a Grant Review/ Investment Framework Study in 2009, also subject to budget deliberations;</p> <p>AND THAT the letter from St.Joseph's Health Centre Guelph: - The Next Generation Capital Campaign be brought forward in 2010 as part of Council budget deliberations, subject to the outcomes of the Grant Review/ Investment Framework Study.</p> <p>THAT Council consider a grant to Community Living Guelph Wellington for relief of costs associated with the redevelopment of the ARC Industries facilities in an amount not to exceed \$80,000 during the 2009 budget deliberations.</p>
5/26/2008	24	<p>THAT the matter of funding Canada Day celebrations outside of the grant process be referred back to the Emergency Services, Community Services & Operations Committee for consideration as part of the overall review of the grant process.</p>
2/25/2008	5	<p>THAT the recommendations of the Sector Review Groups for receipt of a 2008 City of Guelph grant as outlined in the Finance Report dated January 16, 2008, entitled "2008 Grant Recommendations" be approved.</p>
1/28/2008	9	<p>Staff were directed to review the grant process.</p>
1/28/2008	2a	<p>THAT the request of the Guelph and District Labour Council that the rides at Riverside Park be offered at no charge during the annual Labour Day Picnic be approved and that funding be approved from the City's grant budget.</p>
7/16/2007	18	<p>THAT the City will provide a grant to Habitat for Humanity Wellington County in the amount of \$26,000 to cover the development charges and various permit fees charged to the organization in connection with the building of a low income house on Morris Street; AND THAT the \$26,000 financial assistance be provided from the Affordable Housing Reserve.</p>
7/16/2007	19	<p>THAT the City of Guelph provide a grant in the amount of \$2,000 to the Lost Airmen in Muskoka Project.</p>
4/16/2007	23	<p>THAT the Community, Operations and Emergency Services Committee approve the recommendations of the Sector Review Groups for receipt of a 2007 City of Guelph Grant; AND THAT these recommendations be forwarded to City Council for final approval.</p>
2/19/2007	16	

2/19/2007	17	<p>THAT the City of Guelph provide a grant to the United Way Community Services of Guelph and Wellington in the amount of \$27, 500 for the year 2007 to be funded in the approved annual operating budget; AND THAT the City of Guelph provide a grant to the Guelph Arts Council in the amount of \$27,500 for the year 2007 to be funded in the approved annual operating budget.</p>
1/23/2007	13	<p>THAT the expansion packages for grants to: Shakespeare Made in Canada - \$50,000; and Heritage Redevelopment - \$205,000, be approved. (budget)</p>
1/23/2007	14	<p>THAT the expansion package for a grant to the Guelph Rowing Club in the amount of \$25,000 be approved; AND THAT the expansion package for additional community youth space at the Delhi Recreation Centre in the amount of \$16,600 be approved. (budget)</p>
10/16/2006	20	<p>THAT the financial request of the Rotary Club of Guelph for a grant towards the Canada Day and Sparkles in the Park events be forwarded to the Sector Review Group for Civic and Special Events for consideration during the 2007 grant review process.</p>
10/2/2006	3	<p>THAT a grant of up to \$6000 and a \$2,500 waiver of costs (financial contribution in-kind) be made to the Guelph Kinsmen's Club for the Guelph Community Santa Claus Parade to be held on Sunday, November 19, 2006, to offset the costs associated with temporary traffic control and street maintenance by the City of Guelph; AND THAT the funding be subject to the parade being held in the downtown core; AND THAT the grant amount be allocated to the grants budget.</p>
4/18/2006	6	<p>(rec & parks, grca, grant) THAT the Guelph Rowing Club Lake Recreation Centre at the Guelph Lake Conservation area be supported by the City of Guelph; AND THAT an annual contribution of \$25,000 be made for four years, beginning in 2007, from the annual special events grant program; AND THAT the City enter into a Letter of Intent with the Guelph Rowing Club to ensure that public access to community facilities is provided in recognition of the City's grant being offered; AND THAT the City of Guelph will not be responsible for maintenance of the Guelph Lake Recreation Centre.</p>
1/24/2006	15	<p>finance, grant:- THAT the recommendations of the Sector Review Groups for receipt of a 2006 City of Guelph grant be approved.</p>
11/21/2005	7	<p>Grants)- THAT the City of Guelph provide a grant to the United Way Community Services of Guelph and Wellington in the amount of \$27,500 for the year 2006 to be funded in the approved annual operating budget; AND THAT the City of Guelph provide a grant to the Guelph Arts Council in the amount of \$27,500 for the year 2006 to be funded in the approved annual operating budget. - carried</p>

		grant THAT the recommendations of the Sector Review Groups (Health/Social Services, Arts/Cultural, Civic) for 2005 grants be approved, as attached Schedule 1; AND THAT the grants to the following organizations be paid over 2 years: <ul style="list-style-type: none"> · Guelph Girls Minor Softball: 2005 - \$10,000 and 2006 - \$10,000 · Guelph Silvercreeks Junior Baseball Nick Pranger Team: 2005 - \$10,000 and 2006 - \$10,000 · Guelph Curling Club: 2005 - \$4,000 and 2006 - \$2,000. - Carried
3/21/2005	12	
		THAT a request for a grant from the Guelph Round Table on the Environment, Economy and Society in the amount of \$500 be approved. recorded vote:
3/21/2005	17	
		THAT the City of Guelph provide a grant to the United Way Community Services of Guelph and Wellington in the amount of \$27,500 for the year 2005 to be funded in the approved annual operating budget; AND THAT the City of Guelph provide a grant to the Guelph Arts Council in the amount of \$27,500 to be funded in the approved annual operating budget. - Carried
2/14/2005	5	
		budget, grants THAT the matter of grants for 2005 to the United Way Community Services of Guelph and Wellington and the Guelph Arts Council be referred to the 2005 budget deliberations.
2/7/2005	9	
		THAT the City of Guelph make a donation to the Canadian Red Cross towards the South East Asia Disaster Fund in the amount of \$10,000; AND THAT the Director of Finance be directed to fund this donation from the 2004 year-end surplus. recorded vote:
1/3/2005	25	
		THAT a grant of \$9783.00 be disbursed to the owners of 109 Surrey Street East pursuant to the City of Guelph Brownfields Strategy. - Carried
8/9/2004	20	
		THAT no action be taken on the request of Bill Granger on behalf of the Hawthorne Caballeros Alumni Drum & Bugle Corps for a grant in the amount of \$2,000. - Carried
7/12/2004	25	
		THAT the City of Guelph provide a grant to the United Way Community Services of Guelph and Wellington in the amount of \$30,000.00 for the year 2004 to be funded in the approved annual operating budget; AND THAT the City of Guelph provide a grant to the Guelph Arts Council in the amount of \$25,000.00 for the year 2004 to be funded in the approved annual operating budget. - carried
6/7/2004	10	
		THAT the recommendations of the Sector Review Groups (Health/Social Services, Arts/Cultural, Civic) for receipt of a 2004 City of Guelph Grant be approved, as attached Schedule 2. - carried
6/7/2004	11	
		THAT no action be taken to make a grant contribution of \$7,500, to match the contribution from Arnel Corporation, towards improvements at the Marden Community Centre, with respect to the Boundary Adjustment between the City of Guelph and the Township of Guelph-Eramosa. - carried
2/2/2004	12	

1/19/2004

15

THAT the City of Guelph support the 2004 Canadian River Heritage Conference and provide a grant of \$10,000 from the grant section of the 2004 City of Guelph Operating Budget to sponsor part of the conference. - carried

**CORPORATE
POLICY AND
PROCEDURE**



POLICY No.
PAGE 1 of 6
EFFECTIVE DATE FEBRUARY 2002
REVISION SEPTEMBER 25, 2003

Tab Community Services / Finance
Authority Council
Subject GRANTS
Related Policies N/A
Approved by Council - February 2002
Revision Date

POLICY STATEMENT It is the City of Guelph's policy to provide financial assistance to not-for-profit community groups and agencies by means of an annual grant program. Guelph City Council will, through its annual operating budget, determine the amount of funds to be allocated to the grant program. Council will retain the right to make the final decision on both the overall grant allocation and the individual grant.

A. COMMUNITY GRANT POLICY

Community Grant applications will be considered under the categories of:

<u>Category</u>	<u>Sector Review Group</u>
Health & Social Services	United Way
Arts and Cultural Activities	Guelph Arts Council
Civic Activities/Special Events	Visitor & Convention Services Committee/ Sports Advisory Council

Guelph City Council will assign the responsibility of reviewing applications and recommending grants to the applicable Sector Review Group.

GENERAL CRITERIA

An applicant organization must meet the following general criteria in order to be considered for a City of Guelph grant:

1. Operate strictly as a not-for-profit organization. Any specific service, program or activity for which funding is requested must also be not-for-profit in nature.

2. Operate under a formal organizational structure with an active Board of Directors and/or Executive Committee/Officers. First-time applicants must submit copies of Constitution/By-Laws currently in effect. All applicants must submit lists of Board of Directors and Executive Committee/Officers.
3. Be based in Guelph, with at least a majority of members being Guelph residents. Membership and programs must be open to all Guelph citizens, and services, programs and activities must be of benefit primarily to Guelph citizens.
4. Demonstrate a willingness to co-operate as much as possible with the programs and activities of other community organizations, especially those in its own sector (e.g. social services, arts, etc.).
5. Complete the Application for a City of Guelph Grant in full, attached as Schedule 'A' to this policy.
6. It is the policy of the City of Guelph that travel expenses or activities that duplicate existing programs or services will not be funded. Applications from private enterprise or individuals will not be considered. Requests of a capital nature will not be funded.

PROCEDURES

1. The Finance Department will, on an annual basis, advertise in the local media, information relevant to the grant process.
2. Applications must be received by the City Finance Department by the deadline date specified in the information materials. Late applications as well as emails, faxes and computers discs will not be accepted. Support materials (brochures, flyers, programs) that will help explain an application will be accepted, but should be kept to a reasonable minimum.
3. Once all grant applications have been received, they will be divided up into sector groups and distributed to the organizations who have been contracted to review the various sectors (see above).

4. In considering grant applications, the Sector Review Groups will evaluate applications in terms of the general and financial criteria and principles outlined in the Grant Policy and will also consider:
 - the contribution that the service, program or activity makes to the life of the community;
 - the effectiveness and quality of the service, program or activity;
 - the fiscal viability and accountability of the organization and of any specific service, program or activity for which funding is being sought;
 - the need of the organization for funding;
 - the degree of community involvement in the service, program or activity.
5. The recommendations of the Sector Review Groups will be compiled and forwarded to the City of Guelph's Community Services Committee (CSC).
6. City staff will then inform all applicant organizations of the grant recommendations and of the timing and process for any appeals that might be considered.
7. An appeal cannot be made with respect to the amount allocated. **Only** if there is evidence that the normal process was not followed (e.g. if some materials submitted were misplaced and were not considered by the Sector Review Group looking at the particular application) will appeals be handled by the Community Services Committee.
8. The final recommendations will then go directly to City Council for final approval.
9. City staff will notify all organizations of the final grants results, and will look after dispatching grant cheques in as timely a manner as possible.

B. SPECIAL EVENTS GRANT POLICY

The purpose of the City of Guelph's Special Events Grant Policy is to improve and increase the quality of leisure activity and support its various community organizations.

GENERAL POLICY

1. All requests are reviewed by the Visitor & Convention Services Committee with support from the Sports Advisory Council.
2. Each request is reviewed on the following basis:
 - a. Importance of the activity
 - b. Fiscal viability and accountability of the organization
 - c. Community impact
 - d. Media impact
 - e. Economic impact
3. Funds being requested for a volunteerism pride program or activity and should have major impact within the City.
4. Leisure and Community organizations must show that they have made reasonable efforts to raise funds and may be responsible to repay a portion or all of their grant money.
- 5 (a) Applicants applying to the City of Guelph must satisfy all of the following criteria:
 1. Non Profit Organization (incorporation or charitable status not required)
 2. Sanctioning governing body (P.S.O. or N.S.O.) endorsement
Or
Resolution of your Board of Directors
Or
Letters of support from your partners
 3. Special one-time event or Inaugural event
 4. Event is regional, provincial, national, and international in scope

5. Event will attract visitors/participants from out of town
 6. Event is a championship, tournament, festival or sporting in nature
 7. Organization is not in a deficit situation
 8. With specific exemptions, the event is based within the City and provides the majority of services within proximity of City
 9. Event is a continuing one that will establish the City of Guelph as a permanent or semi-permanent site.
 10. Requests for financial assistance must originate only from organizations and not from individuals.
- 5 (b) Trade Shows, conferences and educational events will meet the above criteria in 5 (a) except 6.

ELIGIBLE COSTS

1. Expenses related to event bid preparation and presentation.
2. Bond or holding fees required to secure an event once a bid has been won.
3. Start up costs for organizing committee to begin the process of planning, sponsorship campaigns, volunteer recruitment and training or marketing campaigns prior to revenue generation.
4. Legacy items that can be used for other events.
5. Costs associated with the contract of professional services or the lease of office equipment.
6. To leverage for additional/matching funding from other sources i.e. public or private sectors.
7. Associated expenses related to staging the event.

WHAT ARE THE STEPS?

1. Carefully read the Event Development grant package information and complete the application form including budget information. The application should be submitted at a minimum of two months prior to the commencement of the event or bid submission to the Finance Department.

2. Consult with Visitors and Convention Services staff before completing your application.
3. Enclose letters of intent or support, Board resolution and or letters of confirmation from governing body.
4. The review committee will review the application form and budget information.
5. Your organization will be contacted with the final recommendation prior to Council's final decision.
6. If your organization is successful in receiving a grant, applicants must submit a post-project report to the Community Services Committee within 60 days of the completion of the project.
7. Tournaments/events that are of a fund raising nature part or all of the grant would be required to be payable back to the City of Guelph. This will depend on the assessment of the pre budget and final audited financial report.
8. Recipients of City of Guelph Special Events Grants will be required to report, within a reasonable time, to the Sector Review Group what purpose the grant was applied to. If the project was a profitable venture a proportionate amount (as to other seed investors) will be required to be returned and held in a "trust" for other projects to draw from. E.g. grant \$2,000.00 total seed funds \$10,000.00, project profit \$11,000.00 amount to be returned \$2,200.00-Organization realizes net income of \$8,800.00 on investment of \$8,000.00.

OPTIONS FOR CITY GRANTS FRAMEWORK

Goal of Report

- Summarize community changes
- Compare 'grant' to 'investment' program
- Recommend a 'Guelph Community Investment Program'

BACKGROUND

Questions – size, scope of grants

Concerns – allocation framework & appeals

City Council resolutions – Attachment A

CURRENT PROCESS

- Finance Administers – 2002 policy
- Funding – (08) \$232,875 cash/\$113,850 in kind
- Special Projects Fund – Civic Celebrations
- Three groupings of ‘sectors’

Three sub committees:

- United Way
- Guelph Arts Council
- Visitor & Convention Services Committee /
Sports Advisory Council

• Fund to adjudicate:

- United Way (\$27,500)
- Guelph Arts Council (\$30,000)

CHANGE/PRESSURES

- Community - scope, range of interests and diversity
- Sustainable non profits in City
- Strategic, Informed Decision making
- We Build Community Together
- Efficient and Effective Administration

What is an Investment Program?

A comprehensive, cohesive and accountable investment model that aligns the expenditure of municipal resources with community and corporate strategic objectives.

GRANTS Evolve to INVESTMENT

	GRANT	INVESTMENT
PURPOSE	Charity	Partnership Investment
DECISION	<ul style="list-style-type: none"> • Organization Merit • Past record • Sub Sector Specific 	<ul style="list-style-type: none"> • Community Goals • Integrated View • Capacity
ADVANTAGES	<ul style="list-style-type: none"> • Simple • Standard 	<ul style="list-style-type: none"> • Linkages • Tools • Innovative

EVOLVE...

- **Align municipal financial commitments** to priorities in **corporate strategic** plans.
- Establish a funding **model** and **program rational** that **links strategic goals** to the investment framework.
- Where appropriate, fund **integrative** programs **beyond** funding **single, sectorial** objectives.

Model for Flexibility

Provide a **range of ways (tools)** in which to partner with the community. This will **encourage innovation** and new partnerships.'

Support new ideas / pilot programs.

Examples of Tools

- Multi year funding**
- Purchase of Service Agreements**
- Research “start up” funds**
- Staff “loans” to non profit**
- Organizational capacity – strategic planning**
- Anchor funds – leverage partnerships**
- Cross Marketing – shared goals**
- Capital funding – assets**
- Capital Improvement Programs (CIP)**
- Pilot projects**
- Loan Agreements**
- Grants in lieu of taxes**
- Travel, conferences, support**
- Emergency funding**

Partner with local agencies to **leverage combined local dollars** to **achieve shared community objectives.**

Examine and propose a **comprehensive methodology** for **informed and holistic decision-making.**

Identify overlap
and more
effectively
streamline
resources to
address service
gaps or finally
resolve a key
issue.

Ensure that the
system is
transparent and
accountable in
the allocation of
funds - there is a
return on
investment.

Two Approaches

Option #1 - Operational Review of Grants

Option #2 - Create Guelph Community
Investment Program

Benefits of Option #2

- Positions Guelph to capitalize on ideas
- Provides sustainable support tools
- Meets change community dynamics
- Anticipates multi year budgeting
- Supports phased initiatives
- Promotes inter-sectorial partnerships
- Advances economic development, tourism and job creation in multiple sectors
- Builds a more inclusive community, ideas, pilots

Conclusion

We propose an 'investment' program because it provides both:

- a) sustainable funding for core, community- delivered services, programs and activities; and*
- b) provides more tools to foster collaborations, achieve strategic initiatives and build innovative partnerships.*

COMMITTEE REPORT



TO **Emergency Services, Community Services and
Operations Committee**

SERVICE AREA Emergency Services
DATE 15 October 2008

SUBJECT **City of Guelph Emergency Response Plan and
Emergency Management Program**

REPORT NUMBER

RECOMMENDATION

"THAT the 2008 City of Guelph Emergency Response Plan and Emergency Management Program be approved;

AND THAT the 2008 Emergency Response Plan and Emergency Management Program be adopted by by-law."

BACKGROUND

In early 2008 changes to individual responsibilities caused the current 2006 Emergency Response Plan to be out of date. A review of the plan by the Community Emergency Management Program Committee (CEMPC) has resulted in a recommendation to council that the plan be revised and that the new '2008 Emergency Response Plan and Emergency Management Program' be adopted (as attached.)

REPORT

Ontario regulation 380/04 requires each municipality to have a CEMPC. That committee is required to conduct an annual review of the emergency management program and to make recommendations to Council if revision is necessary.

The CEMPC has reviewed the current plan and has recommended minor adjustments to member responsibilities and other housekeeping issues around staff titles. The Emergency Operations Control Group has reviewed the suggested changes and endorses the 2008 version of the Emergency Response Plan.

The Emergency Management and Civil Protection Act, R.S.O. 1990, c. E-9 mandates that municipalities must pass a by-law authorizing their Emergency Response Plan and their Emergency Management Program.

CORPORATE STRATEGIC PLAN

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

FINANCIAL IMPLICATIONS

None

DEPARTMENTAL CONSULTATION

All members of the Emergency Operations Control Group internally and externally have reviewed their responsibilities and agree with the 2008 Emergency Response Plan.

Lois Giles – Director of Information Services

COMMUNICATIONS

A media release will be issued to the community through Corporate Communications. The plan will be available to the community at guelph.ca and the library branches.

ATTACHMENTS

2008 Emergency Response Plan
2008 (revised) Bylaw



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THE CORPORATION OF THE CITY OF GUELPH

By-law Number (2008) - *****

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

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

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

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

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

PASSED this TWENTY-SEVENTH day of OCTOBER, 2008.

KAREN FARBRIDGE - MAYOR

LOIS A. GILES - CITY CLERK

Schedule "A" to By-law (2008)-*****

City of Guelph

Emergency Management Program

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

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

Schedule “B” to By-law (2008)-*****

City of Guelph

Emergency Response Plan

CITY OF GUELPH
EMERGENCY RESPONSE PLAN
2008



Updated
June, 2008

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CITY OF GUELPH EMERGENCY RESPONSE PLAN

PART A: INTRODUCTION

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

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

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

The population of Guelph is approximately 118,000 residents (138,000 when University students included).

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

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

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

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

PART B: AIM

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

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

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

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

For further details, please contact the Community Emergency Management Coordinator.

PART C: AUTHORITY

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

The *EMCPA* states that the:

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

As enabled by the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E-9* this emergency response plan and its' elements have been:

- ❖ Issued under the authority of the *City of Guelph By-Law(2008) #???*;
and
- ❖ Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

a) Definition of an Emergency

The *EMCPA* defines an emergency as:

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

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing it, by maintaining services to the community and supporting the emergency site.

b) Action Prior to Declaration

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

PART D: EMERGENCY NOTIFICATION PROCEDURES

Upon receipt of a warning of a real or potential emergency, a member of the Emergency Operations Control Group or alternate will immediately contact the City of Guelph Police Duty Supervisor, to request that the notification system be activated.

Upon receipt of the warning, the Guelph Police will notify all members of the Emergency Operations Control Group (EOCG).

Upon being notified, it is the responsibility of all EOCG officials to notify their staff and affiliated volunteer organizations.

Where a threat of an impending emergency exists, the EOCG will be notified and placed on standby.

a) *Requests for Assistance*

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario. This contact shall be the responsibility of the EOCG.

b) *A Declared Community Emergency*

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

Upon declaring an emergency, the head of council will ensure notification of:

- ❖ Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- ❖ City Council
- ❖ Public
- ❖ Neighbouring community officials, as required
- ❖ Local Member of the Provincial Parliament (MPP)
- ❖ Local Member of Parliament (MP)

A community emergency may be terminated at any time by:

- ❖ The Head of Council or the Council.

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

- ❖ Emergency Management Ontario, Ministry of Community Safety and Correction Services
- ❖ City Council
- ❖ Public
- ❖ Neighbouring community officials, as required
- ❖ Local Member of the Provincial Parliament (MPP)
- ❖ Local Member of Parliament (MP)

PART E: EMERGENCY OPERATIONS CONTROL GROUP

a) *Emergency Operations Control Group (EOCG)*

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

- ❖ Mayor, or alternate
- ❖ Chief Administrative Officer, or alternate
- ❖ Director of Information Services, or alternate
- ❖ Chief of Police, or alternate
- ❖ Director of Emergency Services, or alternate
- ❖ Director of Environmental Services, or alternate
- ❖ Director of Operations, or alternate
- ❖ Director of Community Services, or alternate
- ❖ Medical Officer of Health, or alternate
- ❖ Director of Social Services or alternate
- ❖ President of Guelph Hydro, or alternate
- ❖ Additional personnel called or added to the EOCG **may** include:
 - Emergency Management Ontario Representative
 - Grand River Conservation Authority Representative
 - Liaison staff from provincial ministries
 - Community Emergency Management Coordinator, or alternate
 - Red Cross Representative
 - Director of Human Resources, or alternate
 - Emergency Medical Services Representative
 - Director of Planning & Development Services, or alternate
 - Director of Finance / City Treasurer, or alternate
 - Legal Services representative
 - Manager of Transit Services, or alternate
 - School Board Officials
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the EOCG

The EOCG may function with only a limited number of persons depending upon the nature of the emergency. While the EOCG may not require the presence of all the people listed as members, all members must be notified.

b) Emergency Operations Centre

Upon notification the EOCG will report to the primary Emergency Operations Centre. In the event this operation centre cannot be used, then the EOCG will be advised to attend the secondary EOC.

c) Operating Cycle

Members of the EOCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Duty Officer will maintain maps which will be prominently displayed and kept up to date. Members of the EOCG and Support Staff will contribute to, and keep up to date, a computerized main event log.

d) Emergency Operations Control Group Responsibilities

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

- ❖ Ensure the earliest possible response and overall control of emergency operations
- ❖ Appointment of an Emergency Site / Incident Manager (ESIM) from the appropriate department or agency
- ❖ Undertake immediate actions to eliminate sources of potential danger within the affected area
- ❖ Ensure that unaffected areas of the City continue to receive a reasonable level of service having regard for demands on resources occasioned by the emergency
- ❖ Ensure coordinated acquisition and distribution of emergency resources, supplies and equipment
- ❖ Establish an Emergency Operations Centre and any other necessary emergency operations control facilities, reception / evacuation centres, etc.
- ❖ Arrange immediate first aid treatment and transport of casualties to hospitals and / or designated sites
- ❖ Secure the emergency site to establish crowd control, facilitate emergency operations access / egress, and prevent injuries / casualties
- ❖ Provide timely, factual, and official information to the emergency operations officials, media, public, and individuals seeking personal information

- ❖ Evacuate any building that poses a threat to public safety
- ❖ Provide for a total or partial controlled evacuation of the City, as required
- ❖ Provide emergency food, lodging, clothing, and essential social services and assistance to persons affected by the incident and emergency services personnel involved
- ❖ Arrange for assistance from private, voluntary, non-profit and government organizations and agencies
- ❖ Commencement of coordinated recovery activities
- ❖ Authorization of expenditures
- ❖ Restoration of essential services.
- ❖ Deeming all persons to be covered for the duration of the emergency under the Workplace Safety and Insurance Act

PART F: EMERGENCY RESPONSE SYSTEM

a) *The individual responsibilities of the Community Control Group:*

1. Mayor or Acting Mayor

The Mayor or Acting Mayor is responsible for:

- Activating the emergency notification system through the Guelph Police Service
- Attending all regular meetings of the Emergency Operations Control Group
- In consultation with the Emergency Operations Control Group, declaring an emergency to exist within a designated area of the City
- In consultation with the Emergency Operation Control Group, declaring an emergency terminated
- Ensuring that this plan has been activated once an emergency has been declared
- Notifying Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration and termination of the emergency
- Ensuring members of council, Member of Parliament, Member of Provincial Parliament, local municipalities and the public are kept advised of the status of the emergency situation
- To act as the City's official spokesperson for all public announcements and media conferences
- Calling a special meeting of Guelph City Council after the termination of the emergency in order to act on any recommendations of the Emergency Operations Control Group
- Maintaining a record of all of his/her action taken

2. Chief Administrative Officer, or alternate.

The Chief Administrative Officer, or alternate for the City of Guelph is responsible for:

- Activating the emergency notification system through the Guelph Police Service
- As the Operation Officer, coordinating all operations within the Emergency Operations Control Centre
- Providing regular updates and acting as principal adviser to the Mayor and Council on all emergency related matters
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Director of Information Services, in consultation with the Emergency Operations Control Group
- Ensuring that a communication link is established between the Emergency Operations Control Group and the Emergency Site / Incident Manager
- Calling out additional City staff to provide assistance, as required.
- Recommending to the Mayor when a declaration of a state of local emergency is necessary or when the state of local emergency may be terminated
- Activating any community mutual assistance agreements as required
- Commencing at the earliest possible time, the long-term operations plan and establish the priorities for the restoration of services and facilities to the community
- Calling a special meeting of the Emergency Operations Control Group as soon as practicable after the termination of the emergency to consider the report on the emergency response
- Maintaining a record of all of his/her action taken

3. Director of Information Services, or alternate.

The Director of Information Services, or alternate is responsible for:

- Activating the emergency notification system through the Guelph Police Service
- Activating Information Services emergency mobilization system
- Reporting to the Emergency Operations Centre and advising the members of the Emergency Operations Control Group on all matters relating to information, to and from the public
- Assuming direction and control over the operation of the emergency public inquiry and media centre(s)
- In concert with selected members of the Emergency Operations Control Group, preparing self-help information that may be released through the emergency public inquiry telephones or the media
- Preparing information for the approval of the Chief Administrative Officer and Mayor for release to the media
- Preparing on behalf of the Mayor, a schedule of meetings with the media
- Providing public information support services to the Emergency Site / Incident Manager(s)
- Arranging for any additional facilities or resources that may be required to support the emergency public inquiry and media centres
- Liaise with the ESM site information officer
- Keeping the Mayor briefed on emerging and ongoing issues
- Preparing the Mayor prior to any news conferences
- Monitoring accuracy and timeliness of media information
- Providing a crisis communication plan in support of these efforts
- Discontinuing services to any consumer, as required, and restoring these services when appropriate
- Maintaining a record of all Director of Information Services action taken

4. Police Chief, or alternate.

The Police Chief, or alternate is responsible for:

- Activating the emergency notification system, and ensuring all members of the Emergency Operations Control Group are notified
- Controlling and, if necessary, dispersing crowds within the emergency area
- Controlling traffic where required to facilitate the movement of emergency vehicles both in and out of the emergency area
- Conducting the evacuation of buildings as required & ensuring a supporting evacuation plan is maintained.
- Arranging for the maintenance of law and order in any communal emergency welfare facility
- Ensuring the protection of public and private property against looting within the emergency area
- Advising the Coroner in the event of casualties
- To activate the Ontario Provincial Police, and any other Police Service with disaster equipment, when deemed necessary
- Providing a representative at an Information Centre if required
- Notifying necessary emergency and municipal services, as required
- Establishment of a site command post with communications to the emergency operations centre
- Establishment of ongoing communications with the senior police official at the scene of the emergency
- Establishment of an inner perimeter within the emergency area
- Establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel
- Liaison with Social Services regarding the establishment and operation of evacuation and reception centres
- Ensuring that dangerous goods support services are contacted when required
- Providing an Emergency Site / Incident Manager if required
- Calling out additional Police Service members to provide assistance, as required
- Maintaining a record of all Police Service action taken

5. Director of Emergency Services, or alternate.

The Director of Emergency Services, or alternate is responsible for:

- Activating the emergency notification system through the Guelph Police Service
- Conducting all operations connected with the fighting of fires
- Activating the Wellington County Mutual Fire Aid System if it is deemed necessary
- Determining if additional special equipment or supplies will be required, and if so, make the necessary arrangements for procurement - e.g. - air packs, special protective clothing, rescue equipment, etc
- Providing equipment and personnel to assist in pumping operations
- Providing resuscitation equipment and trained personnel when or where required
- Assisting the Police Service in the evacuation of buildings where special equipment is needed
- Providing the Emergency Operations Control Group with information and advice on fire fighting and rescue matters
- Establishment of an ongoing communications link with the senior fire official at the scene of the emergency
- Ensuring that dangerous goods support services are contacted when required, in accordance with the Emergency Plan
- Providing an Emergency Site / Incident Manager if required
- Assist land ambulance in providing basic first aid
- Ensuring that appropriate resources (site responders and equipment) are provided to the site in the event of a chemical spill, in order to mitigate further migration of the hazardous material and to prevent further damage to life, property or the environment. Work in conjunction with the Director of Environmental Services to ensure that appropriate operations are applied to the clean-up and disposal of hazardous material. Ensure that appropriate authorities are notified
- Accountability for land ambulance provision
- Act as the coordinating link with land ambulance.
- Liaison with Ministry of Health and Long Term Care Emergency Health Services Branch
- Maintaining a record of all Emergency Services action taken

6. Director of Environmental Services, or alternate.

The Director of Environmental Services, or alternate is responsible for:

- Activating the emergency notification system through the Guelph Police Service
- Providing assistance to the Director of Emergency Services, in the event of a chemical spill, to ensure that appropriate operations are applied to the clean-up and disposal of hazardous material, preventing further damage to, or contamination of City infrastructure and providing assistance to the Director of Emergency Services to maintain a spills plan in support of these activities
- Disposal of other dangerous or hazardous material in consultation with Medical Officer of Health and the Director of Emergency Services
- Liaison with Ministry of Environment
- Maintenance of water supply and distribution systems
- Liaison with the Director of Emergency Services concerning emergency water supplies for fire fighting purposes
- Providing emergency potable water, supplies, and sanitation facilities to the requirements of the Medical Officer of Health
- Discontinuing services to any consumer, as required, and restoring these services when appropriate
- Providing an Emergency Site / Incident Manager if required
- Maintaining a record of all Environmental Services action taken

7. Director of Operations, or alternate.

The Director of Operations, or alternate is responsible for:

- Activating the emergency notification system through the Guelph Police Service
- Providing temporary traffic control devices at the site of the incident on receipt of the "Emergency Alert"
- Obtaining information on rising flood waters as required
- Carrying out all snow clearing/removal operations
- Organizing and procuring equipment as required
- Arrange for demolition of unsafe buildings through the Chief Building Official and excavation operations where required
- Maintenance of sanitary sewage systems
- Advising on alternate traffic routes and establishing detours during the emergency. Establishing traffic signal control plans to facilitate emergency evacuation
- Through a Community Mutual Assistance Agreement, liaise with senior Public Works Officer(s) from participating municipality(s) to ensure a coordinated response
- Construction, maintenance, and repair of city roads
- As required/requested lend assistance to public utilities disconnecting any service representing a hazard and/or arranging for the provision of alternative services or functions
- Providing and maintaining vehicles and equipment, including communication equipment as available and as required by other emergency services
- Providing Park space as required
- Discontinuing services to any consumer, as required, and restoring these services when appropriate
- Providing an Emergency Site / Incident Manager if required
- Maintaining a record of all Operations Department action taken

8. Medical Officer of Health, or alternate.

The Medical Officer of Health, or alternate is responsible for:

- Activating the emergency notification system through the Guelph Police Service
- Assume a lead role in response to a human health emergency through activation of Public Health Response Plan.
- Prepare information/instructions to the population pertaining to public health risk reduction for the municipality to distribute.
- Consult on the safe disposal of biohazardous and other dangerous material that may affect public health.
- Co-ordinate vaccine management and implement mass immunization plan as required.
- Advise municipality on potability of emergency water supplies and sanitation facilities as required by Environmental Services.
- Liaise with the Ministry of Health and Long Term Care, Public Health Division.
- Consult with coroner on temporary morgue facilities.
- Fulfill legislative mandate of the Medical Officer of Health as outlined in relevant provincial legislation, such as the Ontario Public Health Standards, the Health Protection and Promotion Act and related protocols.
- Provide direction on any matters which may adversely affect public health.
- Liaise with voluntary and private agencies.
- Liaise with Wellington County Social Services on preventing human health risks in evacuation centres in areas of safe food preparation, infection control practices, water quality, and sanitation.
- Keep record of all Public Health activities including actions taken and decisions made.
- Participate in debriefings as required.

9. Director of Social Services, or alternate.

The Director of Social Services, or alternate has five essential areas of responsibility; Food, Clothing, Lodging, Registration and Inquiry, and Personal Services. These services are delivered through operation of a Reception Centre, or Overnight Shelter. They will be accomplished by the following:

- Activating the emergency notification system through the Guelph Police Service
- Identify appropriate facilities to be used as a reception centre or overnight shelter. Notify the facility contact persons, and assign a manager
- Liaison with partner Agency's: Red Cross, St. John Ambulance, Salvation Army, Victim Services, etc.
- Activate Mutual Assistance and various supply agreements as needed
- Maintaining a record of all Social Services action taken and of all expenditures.

10. President of Guelph Hydro, or alternate.

The President of Guelph Hydro, or alternate is responsible for:

- Activating the emergency notification system through the Guelph Police Service
- Discontinuing services to any consumer where this is considered in the interest of public safety
- Maintaining services on a priority basis where necessary/practicable
- In conjunction with the Emergency Operations Control Group, establish priorities for the restoration of services
- Maintaining a record of all Guelph Hydro action taken

b) Support and Advisory Staff

The following staff may be required to provide support, logistics and advice to the EOCG:

1. Community Emergency Management Coordinator, or alternate.

The Community Emergency Management Coordinator, or alternate is responsible for:

- Making arrangements as necessary to ensure the Emergency Operation Centre is operational
- Maintaining an emergency operation centre management plan.
- Maintaining a current EOCG call-out list
- Maintaining a community resource and contact list
- Maintaining a hazard / contingency checklist for the use of the EOCG
- Maintaining a site management plan for the use of the Site / Incident Managers
- Monitoring situation and preparing a duty roster in consultation with EOCG members for continuous operation of EOC in long standing emergencies
- Assisting CAO with regular operations cycle meetings
- Acting as a liaison with support and communication staff
- Providing advice on Emergency Management matters to EOCG
- Acting as a liaison with other Government agencies including Emergency Management Ontario
- Acting as a liaison with industry and service providers.
- Any other duties as assigned by the EOCG
- Maintain a recovery plan for the use of the EOCG
- Maintain a current copy of the Grand River Conservation Authority flood warning system
- Maintain a record of all action taken

2. Duty Officer

The Duty Officer is responsible for:

- Activation of the Emergency Operations Centre including set-up of communication equipment, mapping and stationary supplies
- Preliminary security screening until a replacement is identified
- Maintain security of EOCG meeting room within EOC
- Act as a conduit for incoming and outgoing telephone calls and messages for EOCG
- Monitor the main event log for EOCG
- Maintain a log of all decisions and actions taken by the EOCG
- Assist CAO by keeping minutes of business cycle meetings if a scribe is not available
- Arrange for logistics such as meals, rest areas, telephones and computers for EOCG
- Maintain adequate supplies for use by the EOCG
- Maintain a record of all action taken by the Duty Officer

3. Red Cross Representative

The Red Cross Representative is responsible for:

- The Canadian Red Cross, Guelph-Wellington Branch in its capacity as an 'Auxiliary to Government' and under the direction of Wellington County Social Services will, upon notification of an emergency, confirm the situation with the Director of Social Services or his/her alternate and respond as set out in the Social Services Emergency Response Plan
- VOLUNTEER RESOURCE MANAGEMENT - Red Cross will develop and implement a program for the recruitment, screening, selection and training of volunteers to support the Red Cross commitment to the emergency disaster operation. Red Cross will register all volunteers being used to support the Social Services mandated operation and collect and refer other episodic volunteers to the appropriate agencies and services being offered within the community in support of the emergency operation.
- RECEPTION/SHELTER MANAGEMENT - Red Cross will provide the necessary volunteers to operate a Reception Centre/Shelter. This will include the Management and supervision of all support services. Under the direction of Wellington Social Services, the Red Cross will be responsible for the set-up and shut-down of the Reception Centre/Shelter.
- FAMILY REUNIFICATION - Red Cross will provide Registration services for evacuees and Inquiry services in order to reunify families who have been separated as a result of the current disaster situation.
- LOGISTICS - In cooperation with the Wellington Social Services, Red Cross will assist in the procurement of provisions of material resources, required for the sheltering of evacuees. Red Cross will assist Social Services in the establishing of agreements with local businesses for the timely delivery of necessary materials.
- FIRST AID SERVICES - Red Cross will provide First Aid in the Shelters as back-up to St. John Ambulance or as required.
- EMERGENCY FEEDING - Red Cross will provide snack food to evacuees upon their arrival at the Reception Centre and work with Social Services and Public Health to insure nutritious meals are available to the evacuees at the sheltering location.
- EMERGENCY CLOTHING - Red Cross will provide one set of new clothing to evacuees (max. \$125 per person). In cooperation with external agencies and Social Services agreements, Red Cross will refer evacuees to community resources for additional needs.
- Notify and coordinate other volunteer agencies as required or as set out in the Social Services or City of Guelph Emergency

Response Plan, to assist in the emergency Sheltering or Reception Centre operation.

- Maintaining a record of all Red Cross action taken

4. Royal City Ambulance Service

The R.C.A. Senior Manager or Designate is responsible for:

- Overall co-ordination of 'Emergency Medical Response' to an emergency
- Provide for and maintain Emergency Medical Services at emergency site
- Direct liaison between E.M.S. and Site / Incident Manager.
- Assess and determine need, request and co-ordinate deployment of "on site Medical Teams"
- Establish and maintain open link communications with Cambridge CACC (Central Ambulance Communications Centre)
- Liaise with Public Health 'Incident Manager'
- Updated reporting to Medical Officer of Health and Ministry of Health and Long Term Care designate
- Provide technical assistance to Medical Officer of Health with assessment of resource needs
- Determine resource availability and co-ordinate deployment to emergency site. (I.e. air ambulance, multi-patient buses, support units, Paramedics etc.)
- Procurement and approval of supply purchases
- Ensure appropriate patient allocation to receiving medical facilities, and efficient distribution of patient load
- If required, appoint an E.M.S. Emergency Site / Incident Manager, liaising through CCAC (Community Care Access Centre) for information regarding invalids or disabled citizens that may reside in an area to be evacuated
- Assist in the co-ordinated effort for transport of persons in health care facilities, nursing homes, homes for the aged, etc. in the need of evacuation
- Activation of Critical Incident Stress Management Team
- Participation in debriefing and assisting the CEMC in the preparation of Incident Report

5. Legal Services Representative

The Legal Services Representative is responsible for:

- Providing advice to members of the Emergency Operations Control Group on matters of a legal nature as they may apply to actions of the City of Guelph in its response to the emergency, as required

6. Director of Finance / City Treasurer, or alternate.

The Director of Finance / City Treasurer, or alternate is responsible for:

- Providing information and advice on financial matters as they relate to the emergency
- Ensuring liaison, if necessary, with the Treasurers / Directors of Finance of neighbouring communities
- Ensuring that records of expenses are maintained for future claim purposes
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency
- Making claims for disaster assistance
- In conjunction with the Procurement and Risk Manager provide and secure equipment and supplies not owned by the City of Guelph
- In conjunction with the Procurement and Risk Manager ensure liaison with purchasing agents of neighbouring communities, if necessary
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment

7. Director of Human Resources, or alternate.

The Director of Human Resources, or alternate is responsible for:

- Advising the members of the Emergency Operations Control Group on all matters related to the acquisition and utilization of human resources
- Registering and maintaining a work record of individuals employed or utilized as volunteers during the emergency and/or post-emergency phases
- Ensuring that each person employed receives an identification card for feeding, transportation, and other purpose
- Advising on labour relations issues and legislation
- Maintaining a record of all Human Resources Department action taken

8. City Engineer, or alternate.

The City Engineer, or alternate is responsible for:

- Providing the Emergency Operations Control Group with information, advice and assistance on engineering matters

9. Chief Building Official, or alternate.

The Chief Building Official, or alternate is responsible for:

- Providing the Emergency Operations Control Group with information, advice and assistance on matters relating to building safety

10. Manager of Transit Services, or alternate.

The Manager of Transit Services, or alternate is responsible for:

- Assuming direction and control over all means of public transit used in response to the emergency

11. Other Agencies

In an emergency, many agencies may be required to work with the Emergency Operations Control Group. These others might include Emergency Management Ontario, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

12. Upper Grand District School Board and Wellington Catholic District School Board

The Upper Grand District and Wellington Catholic District School Boards are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure)

13. Guelph General Hospital Administrator

The Guelph General Hospital Administrator is responsible for:

- Implementing the hospital emergency plan
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required
- Evaluating requests for the provision of medical site teams / medical triage teams
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate

c) *Relationship between EOCG and Emergency Site / Incident Manager (ESIM):*

Depending on the nature of the emergency, and once the Site / Incident Manager has been assigned, the EOCG relationship with the Emergency Site / Incident Manager is to offer support with equipment, staff and other resources, as required.

The EOCG will also ensure that the rest of the community maintains municipal services.

The Site / Incident Manager will keep the EOCG informed of significant actions taken.

d) *Relationship between Emergency Site / Incident Manager, and command and control structures of emergency responders:*

The senior representative for each emergency response agency at the site will consult with the Emergency Site / Incident Manager, so as to offer a coordinated and effective response. Regular briefings will be held at the site chaired by the Emergency Site / Incident Manager, so as to establish the manner and process of response to the emergency.

e) *Communication (Technical Support) Manager*

In addition to duties outlined in the Crisis Communication Plan, it will be important to ensure that communications are established between the emergency site and the EOC upon implementation of the Emergency Response Plan. Communications may also be required at various locations including evacuation centres, hospitals, and other key responding agencies. This will be the responsibility of the Communications (Technical Support) Manager.

COMMITTEE REPORT



TO Emergency Services, Community Services and
Operations Committee

SERVICE AREA Emergency Services
DATE October 15, 2008

SUBJECT Improving Fire Department Access to Emergency
Information – Fire Safety Plan Lock Boxes to be
Installed in Guelph Buildings.

REPORT NUMBER

RECOMMENDATION

THAT the establishment of Fire Safety Plan Lock Boxes for premises as listed in Attachment #1 of this report be approved;

AND THAT a by-law be adopted requiring the installation of Fire Safety Plan Lock Boxes in those premises listed in Section 2.8 of Division B of the Ontario Fire Code that further requires the preparation and implementation of a Fire Safety Plan.

BACKGROUND

Upon arriving at an emergency, Fire Department staff requires up to date building details and occupant information to properly assess and mitigate an emergency incident. Fire Safety Plan Lock Boxes are generally located near a main entrance of a building in a readily identifiable location such as a building lobby or foyer. Access to the most current information contained within the Fire Safety Plan Box would be available on site. The mandatory installation of these boxes will make a difference by providing current information that will greatly assist responders and building owners. Fire Safety Plan Lock Boxes have been effectively used by Fire Services in other municipalities and are very effective where occupancy numbers are high and transient such as hospitals and nursing homes with frequent access by the public.

Report

The Fire Safety Plan contains information that informs and directs people where to go during an emergency situation. It identifies occupant numbers within a building assisting Fire-fighters during a response. The by-law also notes that other relevant information such as current Material Safety Data Sheets (MSDS) are also located in the lock boxes. All owners are currently required under Section 2.8 of Division B of the Ontario Fire Code to prepare and implement a Fire Safety Plan. (See attachment # 1 for a description of the occupancies requiring Fire Safety Plans.) Provincial legislation requires that the plan is readily available to Fire Services but does not require the installation of a Fire Safety Lock Box. Often staff experience

that the document is not readily available to responders during an emergency response. The building Superintendent may be busy or off site or the building Management office may be closed and inaccessible to responders. The Fire Safety Plan is designed to suit the resources of each individual building or complex of buildings. This information will be stored in the Fire Safety Plan Lock Box, readily available by the building owner/agents and fire officials in the event of an emergency.

The Fire Safety Plan Lock Box is generally mounted on a wall at heights and distances from a principal entrance as prescribed by the municipality. The product costs approximately \$150.00 plus tax. These boxes are readily identifiable and can be surface mounted or flush mounted.

The Fire Safety Plan Lock Box program combined with a prompt emergency response ensures the effective utilization of the Fire Safety Plan.

The City of Guelph Accessibility Advisory Committee endorses the use of Fire Safety Plan Lock Boxes as a way to improve the safety of persons with disabilities who may require assistance to evacuate a premise promptly, by providing an opportunity for the voluntary submission by owners of relevant information to be included in the lock box with the permission of affected tenants.

Where required, Fire Safety Plans are submitted for approval by the Chief Fire Official. The Guelph Fire Prevention office reviews all submitted Fire Safety Plans and may also request the document upon inspecting a premise. Staff estimate approximately 600 buildings will be affected by this change and Inspectors would inform the building owners on the need and value of these lock boxes. It is estimated that this program would be implement over a three year period.

CORPORATE STRATEGIC PLAN

This initiative supports the following Corporate Strategic directions.

- 1 – An attractive, well-functioning and sustainable city
- 2 – A healthy and safe community where life can be lived to the fullest.
- 5 - A community-focused, responsive and accountable government.

FINANCIAL IMPLICATIONS

The cost for this initiative will be borne by the property owner.

DEPARTMENTAL CONSULTATION

Corporate Services - Legal Services

Corporate Services – Corporate Property Services – Disability Services

COMMUNICATIONS

A Corporate news release will be issued announcing the program.

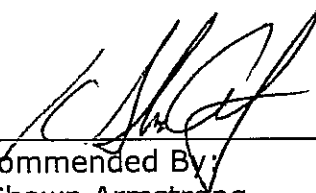
The new requirements will form part of Fire Services public education initiatives.

ATTACHMENTS

Attachment #1 – Description of Occupancies that require Fire Safety Plans and would require a Fire Safety Plan Lock Box.



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Recommended By:
K. Shawn Armstrong
Director, Emergency Services
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Attachment #1

Ontario Fire Code, Section 2.8 of Division B requires the implementation of a Fire Safety Plan for the following occupancies:

- 1) assembly occupancies,
- 2) residential occupancies where the occupant load exceeds 10,
- 3) business and personal services where the occupant load exceeds 300,
- 4) mercantile occupancies with an occupant load exceeding 300,
- 5) high hazard industrial occupancies where the occupant load exceeds 25,
- 6) medium hazard industrial occupancies where the occupant load exceeds 100 or
- 7) low hazard industrial occupancies where the occupant load exceeds 300.

THE CORPORATION OF THE CITY OF GUELPH

By-law Number (2008)-XXXXX

A by-law to require the provision of Fire Safety Plan Lock Boxes.

WHEREAS clause 7.1 (1) (a) Of the Fire Protection and Prevention Act, 1997 permits the council of a municipality to pass by-laws, regulating fire prevention, including the prevention of the spreading of fires; and

WHEREAS the Fire Code established under Part IV of the Act sets out requirements for the preparation, approval and implementation of Fire Safety Plans; and

WHEREAS, under the Fire Code, Fire Safety Plans are to be kept in a location approved by the Chief Fire Official; and

WHEREAS subsection 7.1(4) of the Fire Protection and Prevention Act, 1997 provides that a municipality may appoint an officer to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with this section 7.1 are being complied with; and

WHEREAS subsection 6(3) of the Fire Protection and Prevention Act, 1997 provides that a fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services

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

1. In this By-law:

- a) "Act" means the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended from time to time, or any successor thereof;
- b) "Approved" means approved by the Chief Fire Official in writing, and "Approval" has a corresponding meaning;
- c) "Chief Fire Official" means the Chief of the Guelph Fire Department, or his or her designate;
- d) "Existing Fire Safety Plan Box" means a fire safety plan box in use prior to the enactment of this By-law;
- e) "Fire Code" means O. Reg. 213/07 made under the Act, as amended from time to time, or any successor thereof;

- f) "Guelph Fire Department" means the fire department of the City of Guelph, established under Part II, subsection 5 (0.1) of the Act, as amended from time to time, or any successor thereof;
 - g) "Fire Safety Plan" means an emergency plan, including drawings, as described in Section 2.8 of Division B of the Fire Code, as amended from time to time, or any successor thereof, and approved by the Chief Fire Official;
 - h) "Fire Safety Plan Lock Box" means a white metal weather proof box identified with reflective and visible wording, as shown on Schedule "A" to this By-law;
 - i) "Hazardous Material" has the same meaning as in the Occupational Health and Safety Act;
 - j) "Key Lock Box" means a SUPRA MAX key lock box, as shown on Schedule "A" to this By-law;
 - l) "MSDS Sheet" means an unexpired material safety data sheet containing the information as prescribed under the Occupational Health and Safety Act;
 - m) "Occupational Health and Safety Act" means the Occupational Health and Safety Act, R.S.O. 1990, c. O.1, and the regulations thereto, as amended from time to time, or any successor thereof;
 - n) "Officer" means the Chief Fire Official, any person employed by the City as a fire prevention officer in the Guelph Fire Department, any person designated as an assistant to the Fire Marshal, and any other person appointed by City by-law from time to time for the purpose of enforcing this By-law; and
 - o) "Owner" includes the registered owner, tenant, lessee or manager of the premises.
2. This By-law applies to those premises for which a Fire Safety Plan is required under the Fire Code, as specified in Schedule "B" to this By-law.
3. The Chief Fire Official shall be responsible for the administration of this by-law.
4. a) Any Officer may enter upon lands and into structures at any reasonable time for the purposes of inspecting to determine whether this By-law is being complied with, and may for that purpose:
- i) access the Fire Safety Plan Lock Box or Approved Fire Safety Plan Box, and inspect the box and its contents;

- ii) require the production for inspection of documents or things relevant to the inspection;
 - iii) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - iv) require information from any person concerning a matter related to the inspection; and
 - v) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
- b) In addition to and without limiting any other provision of this By-law, every Owner shall, upon request, provide an Officer with access to the Fire Safety Plan Lock Box or Approved Fire Safety Plan Box, and its contents, without delay, for purposes of an inspection to determine whether this By-law is being complied with.

5. Fire Safety Plan Lock Box

Every Owner of a premises to which this By-law applies shall install and maintain on the premises:

- a) a Fire Safety Plan Lock Box, along with a Key Lock Box; or
- b) a Fire Safety Plan Lock Box with a padlock which can be cut to gain access to the material within;

6. Exception for Approved Existing Fire Safety Plan Boxes

- a) Notwithstanding section 5, the Owner may maintain an Approved Existing Fire Safety Plan Box in place of the requirements of that section.
- b) Any Approval of an Existing Fire Safety Plan Box may contain conditions relating to the location and condition of the box, which may, if the Chief Fire Official determines appropriate, vary from the requirements of this By-law.
- c) An Approval of an Existing Fire Safety Plan Box may be revoked by the Chief Fire Official by notice in writing to the Owner if, in his or her opinion, the Owner fails to comply with any of the conditions thereof.
- d) If an Approval is revoked by the Chief Fire Official pursuant to subsection 6(C), the Owner will, as of the date of revocation, be required to comply with the requirements of section 5.
- e) An Approval of an Existing Fire Safety Plan Box shall not relieve the Owner from complying with any other provision of this By-law, except as may be specifically stated in any condition of the Approval.

7. Location

- a) Every Owner shall ensure that the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box is:
 - i) Surface mounted within three metres of the main entrance of the premises at a height between 1.5 metres to 1.8 metres above the ground; and
 - ii) Securely mounted to an exterior wall of the premises, or in another area approved in writing by the Chief Fire Official.
- b) Every Owner shall ensure that, where a Key Lock Box is provided as required by subsection 5(a) of this By-law, such box:
 - i) Is, at all times, designed to allow access using the standard key held by the Guelph Fire Department;
 - ii) Is located within 0.3 metres of the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box, or in another area approved in writing by the Chief Fire Official; and
 - iii) Contains a functioning key to the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box, along with functioning master keys to the remainder of the building

8. Contents

- a) Every Owner shall ensure that the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box at all times:
 - i) Contains a true copy of the Fire Safety Plan(s) for the premises;
 - ii) Contains a true copy of all MSDS Sheets required from time to time by the Occupational Health and Safety Act to be obtained or prepared in respect of Hazardous Materials, or information where they are located on the premises;
 - iii) Contains a true copy of all other information as may be required from time to time to be provided to the fire department pursuant to the Occupational Health and Safety Act;
 - iv) Contains an open replacement padlock capable of locking the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box, if no Key Lock Box is provided; and
 - v) Contains functioning master keys to the remainder of the building, if no Key Lock Box is provided
- b) Except as may be required by legislation from time to time, the Owner shall ensure that the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box

contains only those documents required or permitted to be contained therein pursuant to this By-law.

- c) An Owner may, with the consent of the Chief Fire Official, include in any Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box, any information which is not required by this By-law to be contained therein, but which is relevant for fire prevention or fire safety purposes, including, where the consent of the affected person(s) has been obtained, any personal information relating to persons requiring assistance during a fire.
- d) Every Owner shall ensure that the Fire Safety Plan Lock Box is a minimum of 13" H X 13" W X 4"D and is at all times of sufficient size to hold all the contents required by this By-law.
- e) Where there is an Approved Existing Fire Safety Plan Box, every Owner shall ensure that such box is of sufficient size to hold all of the contents required by this By-law from time to time, and if the box is not of sufficient size at any time, that it is replaced with a Fire Safety Plan Lock Box meeting the requirements of this By-law.

9. Condition and Access

- a) The Owner shall maintain the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box, as the case may be, in good repair at all times.
- b) The Owner shall ensure that he or she at all times maintains and has access to a functioning key to the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box, to allow the information located within such box to be kept current.
- c) The Owner shall ensure that:
 - i) all information in the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box is reviewed and updated at a minimum
 - a. every twelve (12) months; or
 - b. where reviews or updates are required pursuant to any statute or regulation, in accordance with the applicable statutory or regulatory requirements; and
 - ii) the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box at all times contains the most up-to-date version of all required documents
- d) The Owner shall ensure that, when responding to a call for assistance or alarm, the Guelph Fire Department is at all times permitted access to the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box, and for this purpose, the Guelph Fire Department may use any means available to obtain access to or open same.

- e) The Owner shall ensure that the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box is kept locked at all times except where the Guelph Fire Department requires access pursuant to this By-law, or for the purposes of updating the contents of such box.

10. Tampering

- a) No person shall tamper or interfere with a Fire Safety Plan Lock Box, a Key Lock Box or an Approved Existing Fire Safety Plan Box, including without limitation any tampering or interference that results in access to the Guelph Fire Department being denied, or that results in contents required under this By-law being removed, or the security of the box being compromised.
- b) No person shall use the contents of a Fire Safety Plan Lock Box, a Key Lock Box or an Approved Existing Fire Safety Plan Box for any purpose other than fire prevention or fire safety.

11. Other Legislation

This By-law shall be in addition to, and shall not detract from, the requirements of any other statute, regulation or by-law in effect from time to time.

12. Offence

Every person who contravenes or fails to comply with any provision of this By-law is guilty of an offence and on conviction is liable to a fine not to exceed \$5,000.00, exclusive of costs.

PASSED THIS

DAY OF

OCTOBER 2008.

KAREN FARBRIDGE - MAYOR

LOIS A. GILES - CITY CLERK

SCHEDULE "A"

Fire Safety Plan Lock Box:



Key Lock Box:



SCHEDULE "B"

For purposes of Section 2 of this By-law, the premises to which the By-law applies are those containing any of the following occupancies, as defined in the Fire Code:

- 1) assembly occupancies,
- 2) residential occupancies where the occupant load exceeds 10,
- 3) business and personal services where the occupant load exceeds 300,
- 4) mercantile occupancies with an occupant load exceeding 300,
- 5) high hazard industrial occupancies where the occupant load exceeds 25,
- 6) medium hazard industrial occupancies where the occupant load exceeds 100; and
- 7) low hazard industrial occupancies where the occupant load exceeds 300.

Appendix B outlines the survey area for the proposed road narrowing. 45 notices were distributed to the directly affected households located within the study area and only 17 (38%) of the households surveyed responded. Of the 17 households that responded, 13 (76%) were not in favour of the proposed road narrowing on Ontario Street.

While technically not warranted, staff are recommending the installation of the road narrowing as Ontario Street is overly wide for a local street. Once installed, this narrowing will reduce the exposure that pedestrians, including the elementary school students, have to vehicular traffic as they cross the roadway to the elementary school and to the play area located on the school board property.

ALTERNATIVES

Do not install the road narrowing.

CORPORATE STRATEGIC PLAN

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

FINANCIAL IMPLICATIONS

N/A

DEPARTMENTAL CONSULTATION

Community Design and Development Services

COMMUNICATIONS

Affected property owners have been advised that this matter is being presented to the Emergency Services, Community Services and Operations Committee on October 15, 2008.

ATTACHMENTS

Appendix A – Proposed Road Narrowing
Appendix B – Survey Area



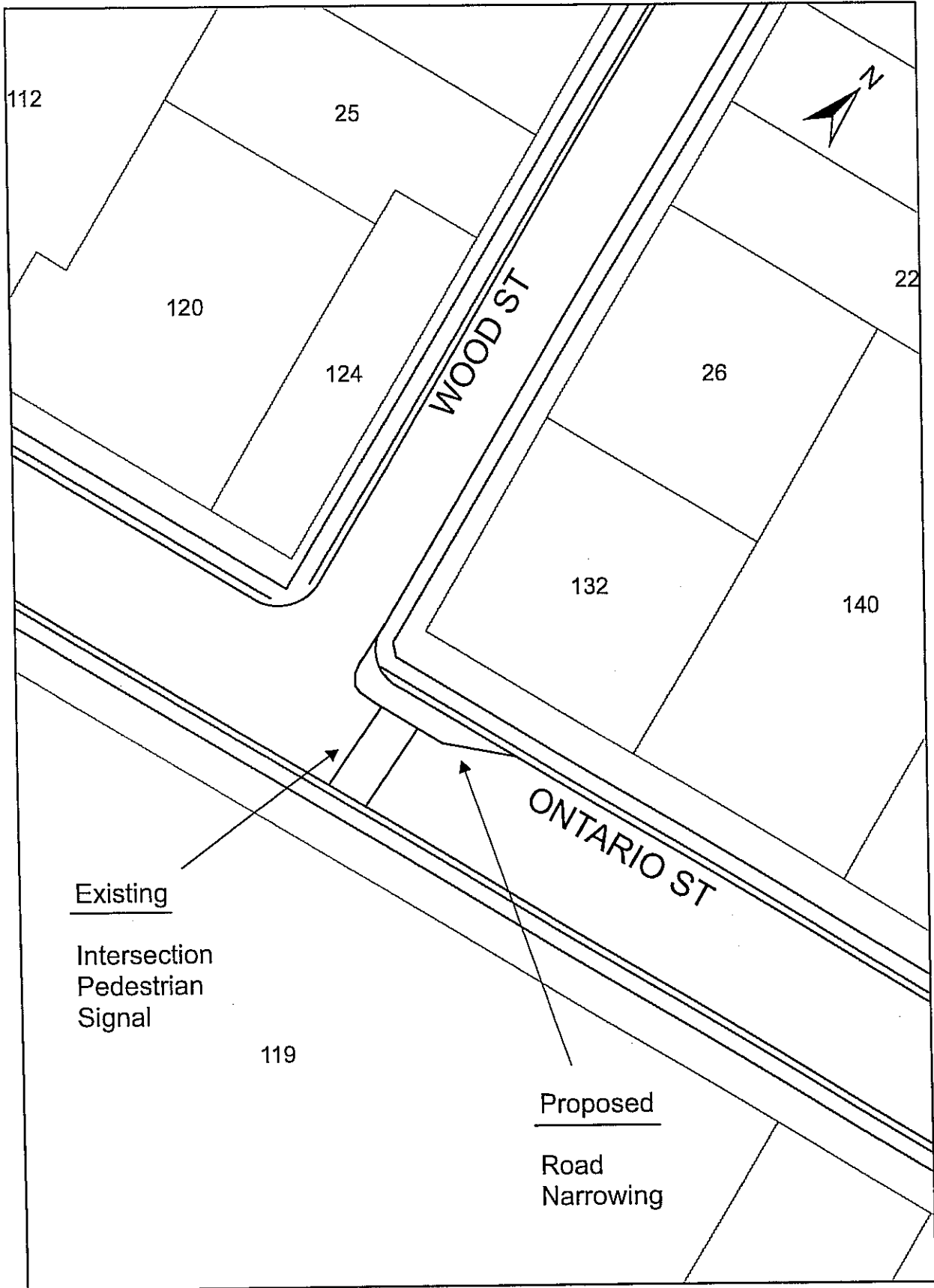
Prepared By:

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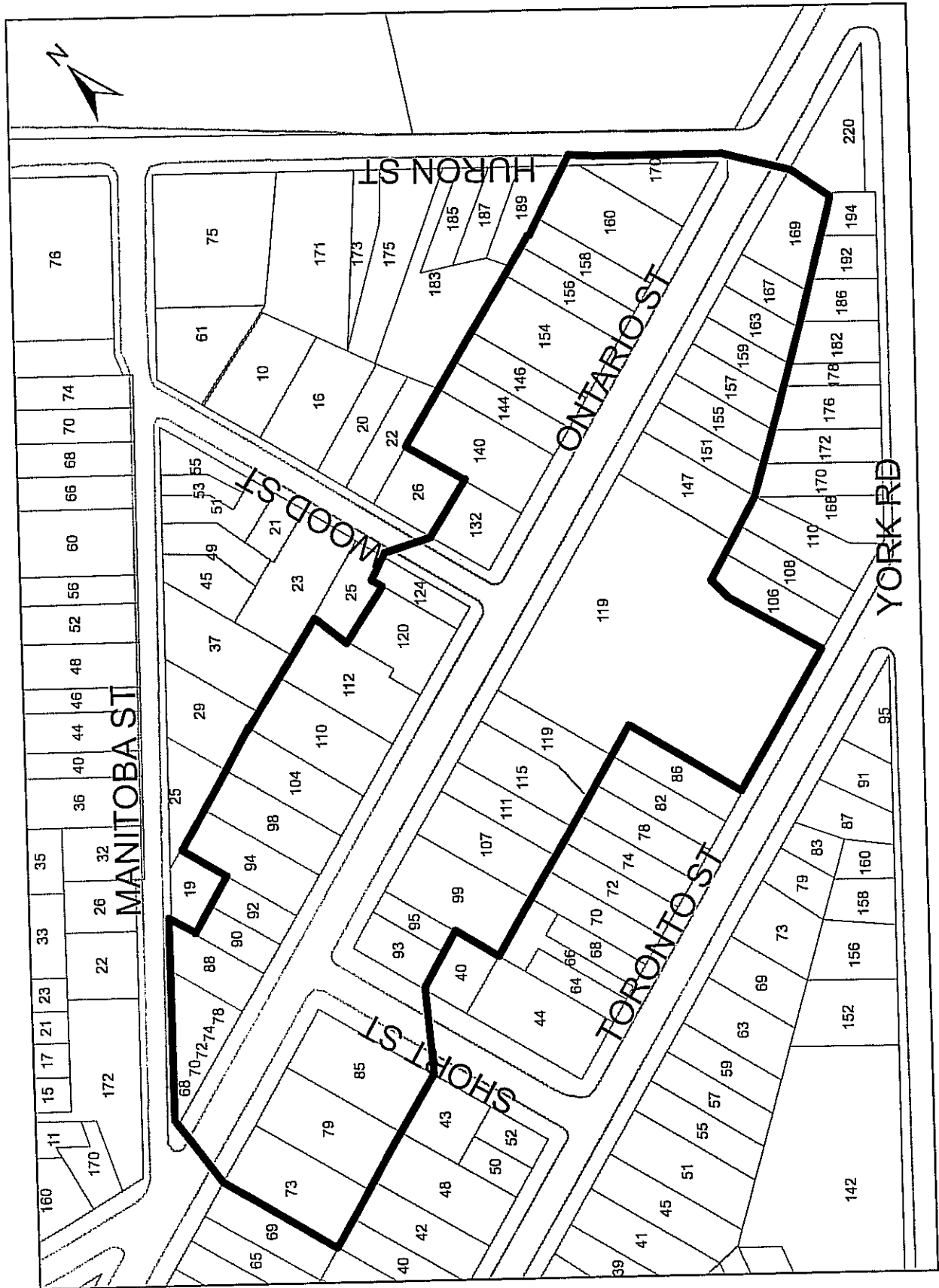
Recommended By:

Derek J. McCaughan
Director of Operations
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Derek.McCaughan@guelph.ca

Appendix A - Proposed Road Narrowing



Appendix B - Survey Area



LEGEND:
— SURVEY BOUNDARY AREA

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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Director of Community Services
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[**ann.pappert@guelph.ca**](mailto:ann.pappert@guelph.ca)

ATTACHMENT A

Framework of Principles – Public Art Policy and Program

A Public Art Policy and program is achieved through the development of a successful program structure. This structure includes three sections:

1. Governance - including policy, principles, goals, oversight, code of conduct, and funding
2. Administration – including guidelines, implementation – selection process, collections, inventory, maintenance, insurance, acceptance of gifts, donations, bequests, de-accessioning, policy review
3. Projects – including the specifics of project classifications and Master Planning.

The following framework proposes a draft for governance including a mandate, principles, goals, oversight and governance, funding model/scope, and project classifications.

Mandate of the Public Art Policy and Program

The Public Art Policy and Program will be designed to:

1. Provide cultural leadership through the integration of distinct, diverse and vibrant artistic reflections of our City's identity and to present this identity to the world through artworks in the public domain;
2. Provide an approved, fair, invested and consistent selection process for the commissioning of art works and/or acceptance of donations to be placed at public sites or secured by the City;
3. Provide sustainable stewardship for the Guelph's collection of artworks;
4. Ensure that creative concepts of artists are embedded in the planning and design of public space;
5. Ensure that all citizens can access and benefit from the cultural, economic and social opportunities afforded by public art work.

Principles

The Public Art Policy and Program will be guided by the following principles and expectations:

1. Encourage excellence, quality and innovation
2. Operate under the oversight of an informed, arms length advisory who report their recommendations to City Council and ensure an impartial jury of art

professionals and community members choose the art or artists selected for commissioning

3. Build greater creativity within the practices of community development, community engagement and community partnership through the commissioning of local works that are site specific to a neighborhood, time, place or theme
4. Be integral to and integrated into civic planning and development processes
5. Be flexible and encourage a wide range of creative expressions, practice and art works
6. Program and juries will be accessible, equitable and inclusive including a range of competitions (open, staged, and invitational)
7. Be administered by a reasoned approach and adequately resourced to support the development, acquisition, and management of the public art program and the preservation of public art works
8. Ensure that all laws apply including those related to copyright, censorship and obscenity.

Goals

1. Integrate creative concepts into the plan, design and execution of selected civic and private sector projects
2. Guide the program with an inter-departmental public art planning team
3. Create and enhance the economic development of specific locations through the enhancement of space using public artworks
4. Establish a selection process whereby qualified artists and variety of artistic media are encouraged to participate in a meaningful, equitable and fair jury process
5. Stimulate creativity and citizenship within the community and within the neighborhoods through public art education and awareness opportunities that explore a wide range of arts, culture and multicultural expressions.

Oversight/Governance

It is a best practice that cities establish a public art advisory committee comprised of volunteers from a range of disciplines including urban design, landscape architecture, architecture, visual artists, art historian, arts administration, education, curators, visual arts consultants, developers, civil engineering, writers, performers, heritage professionals, community at large. A majority of the members should be residents of Guelph and should demonstrate significant knowledge of the field of arts and culture.

A Public Art Advisory Committee would be appointed by Council to:

- Advise on the implementation of the public art policy
- Review proposed project scope and terms of reference
- Ensure application of established procedures and guidelines for each selection process
- Advise and promote communication and outreach of the policy to the community
- Advise and recommend to Council on proposed gifts, donations and bequests to the city in accordance with established guidelines

-
- 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
 - Encourage the scoping of private sector public art and partnerships where appropriate
 - Review the staff's Public Art Master plan for placing works within the public domain.

A Public Art Advisory Committee would be responsive to a specific Code of Conduct ensuring a fair and equitable treatment of all participants in the process and to ensure that their recommendations to Council are without bias.

This Committee would operate with arms length status, reporting to Council on a regular basis. It is acknowledged that public art is occasionally controversial; jury guidelines will provide for a responsible selection process which ensures that the immediate community of interest supports the selected work.

Funding Model/Scope

A funding policy is required to establish a sustainable mechanism to support the city's commitment to existing and future construction and civic development.

1. The standard funding model used throughout North America is the application of a flat rate or "percentage for art" of 1.0 - 1.25% of the total construction cost of any city capital projects over \$100,000 and processed through the 10 year capital planning model.
2. The Percent for Art can be used on the specific project from which it is sourced or it can be pooled with other funds to either enhance a more prominent capital project or to support a non-contributing project identified through a Public Art Master plan.
3. Funds will be allocated to a public art reserve, and allocated to projects identified through a public art master plan process and approved by City Council. Projects included in the master plan are deemed to have high visibility and public impact include new building construction, major additions or renovations to existing buildings, park and trail development projects, engineering structures, streetscapes and lighting or they may be smaller neighborhood or community art projects.
4. The flat rate does not apply to non-construction components identified such as architect & consulting fees, city permits, development charges etc. Staff need to examine the application of the funding model to structures that have limited visual impact or public accessibility.
5. A minimum of 75% of all funds collected must be used for designing, fabricating, installing and documenting public works or community art projects chosen through an objective jury selected process.

-
6. Funds ranging up to 25% will be apportioned to the maintenance, governance and administration of the section process, collection, inventory, insurance, staffing, legal requirements, de-accessioning of works and the overall policy review.

Specific Project Classifications

There are three classifications for organizing public art projects for Guelph:

1. Civic Public Art Projects
2. Community Arts Projects
3. Private Development

Administration of Policy and Program

1. Collection Management
2. Acceptance of Donations, Gifts and Bequests
3. De-accessioning of artworks
4. Overall Policy Review Cycle
5. Public Art Master Plan

PUBLIC ART POLICY



FRAMEWORK OF PRINCIPLES

CS-CU-0821

- Public Art is artwork that is accessible to the public.
- Planned and executed with the specific intention of being sited in the public domain.

What is Public Art?



The concept is not modern



...every civilization has
created public art works



Public art in Guelph





**Public art
can be
integrated
into the
architecture**

Or it can stand alone





It is Monumental & Memorial





Functional & Fun





Playful and Unexpected



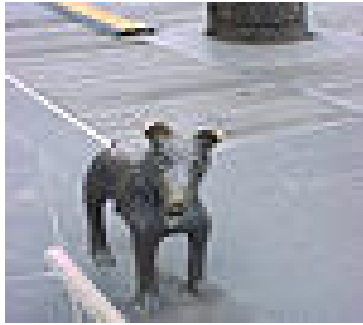


look, mole hill

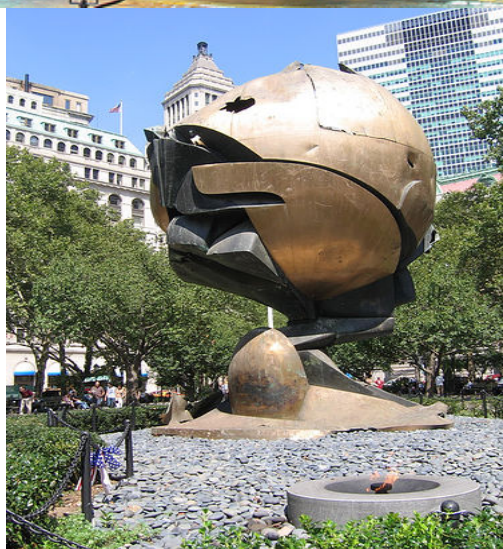
2004

Community Engaging

Reflects Distinct Identities and Stories



Tourism Destination



...can be made of any material



Temporary or Permanent

...found in Public Places





Site – Specific...

Privately Funded & Developed





**...Always
Transforms
Place**



A Guelph Public Art Policy will...

- Ensure a fair, transparent and equitable commissioning process
- Ensure artwork and creativity is valued
- Define a sustainable funding model that respects current fiscal realities
- Establish a Master Plan for public art which determines the best locations of public artworks





FRAMEWORK PRINCIPLES

- Encourage excellence
- Quality & Innovation
- Arms-length decision making
- Engage community
 - Integrated
 - Flexible
- Wide range of expressions
- Reasoned & resourced

Responds to...

- **Private donations of art work to the city**
- **Partnerships with the private sector in the development of space that is accessible to the public.**
- **Manages, maintains and provides stewardship for art works held in the collection of the city.**



Benefits the Community

- **Goal #1**
- Urban Design & Sustainable Growth
 - Provides distinct community identity
 - Point of interest for citizens and visitors
 - Destination of national interest
 - Tourist interest of choice
 - Positive image to the public and investors





Benefits (continued)

- **Goal #2**
- **Personal and Community Well Being**
 - Participating in public art = citizenship
 - Economic and Social development
 - Neighbourhood involvement – themes, events
 - Builds inclusivity, volunteerism, philanthropy



Benefits (continued)

- **Goal #3**
- Economic Opportunity
 - Encourage local employment opportunities by encouraging business relocation
 - Showcases our diverse, skilled workforce
 - Promotes the city as a tourist destination of choice

Benefits (continued)

- Goal #4
- Arts, Culture & Heritage
 - Showcases our creativity to the world
 - Makes visible the ideas, images and spirit
 - Demonstrates our responsibility to include creativity into the urban design of place-making



Questions? Comments?



**REPORT OF THE FINANCE, ADMINISTRATION AND CORPORATE
SERVICES COMMITTEE**

October 27, 2008

Her Worship the Mayor and
Councillors of the City of Guelph

Your Finance, Administration and Corporate Services Committee beg leave to present this their SEVENTH REPORT as recommended at its meeting of October 1, 2008;

CLAUSE 1 THAT the Procurement staff working with the Operations group will issue a new tender Street Vendor Cart Operations that includes the central business district and various parks throughout the City.

CLAUSE 2 THAT staff be directed to include an annual provision in the Tax Supported Operating Budget beginning in 2009 under the title Civic Celebrations Program;

AND THAT the following six (6) events be sanctioned as Civic Celebrations beginning in 2009 including: New Years Eve – Sparkles in the Park; Canada Day Celebrations; Labour Day Picnic; Remembrance Day; Santa Claus Parade; Civic Holiday – John Galt Day;

AND THAT the civic celebrations event criteria outlined in report # FIN-08-19 be approved in principle specific to the 2009 events and that the criteria also be referenced and reviewed within the development of an events framework strategy;

AND THAT staff be directed to work with community partners to secure formal agreements for the delivery of these civic celebration events; the agreements to be subject to the satisfaction of the City Solicitor and that the Mayor and Clerk be authorized to sign these agreements;

AND THAT subject to 2009 budget deliberations, staff be directed to increase the 2009 budget allocation for these events by \$19,000 to a total budget envelop of \$60,000.

All of which is respectfully submitted.

Councillor Karl Wettstein, Chair
Finance, Administration & Corporate
Services Committee

COUNCIL REPORT



TO **Guelph City Council**

SERVICE AREA Finance
DATE October 1, 2008

SUBJECT Street Vendor Cart Operations
REPORT NUMBER FIN-08-026

RECOMMENDATION

That the Procurement staff working with the Operations group will issue a new tender Street Vendor Cart Operations that includes the central business district and various parks throughout the City.

BACKGROUND

In November of 2004, the City issued tender # 04-098 Street Vendor Cart Operations, Part A was for central business district and Part B various parks. Upon closing, these locations were awarded to the successful bidder. At the City Council meeting held March 21, 2005 a motion "That a two year option be included in the previously approved street vendor cart operations in the city parks, for a period of January 1, 2007 to December 31, 2008". Motion carried. The contract is due for re-issue. Tendering of these locations is our current practice.

This report is presented to Council as the existing vendor of the central business district is requesting a long term extension beyond the existing contract.

REPORT

Procurement / Risk Management will be working with the Operations group to develop the tender for issue in October 2008 with a November 2008 closing for Street Vendor Cart Operations. In the central business district, there are three locations available and potentially sixteen parks are identified for operation. The tender will state a minimum bid for each location that the City will accept. The highest bid by location over the minimum will be awarded the contract. Potential bidders can have the opportunity to bid on more than one location. Each bidder will be required to purchase a business license, provide a refundable cleanup deposit and proof of insurance will be required prior to being allowed to setup there cart. Attached is letter, which has been received from the operator of the central business district locations, requesting the City allow a long term extension to the central business district locations for the Street Cart Vendor Operation without a competitive process. Staff do not recommend a long term extension. The current operator of the central business district location may wish to attend the committee meeting as a delegation.

CORPORATE STRATEGIC PLAN

3.1 Thriving and sustainable local employment opportunities.

FINANCIAL IMPLICATIONS

Annual revenue from the three locations in the central business district \$12,630.00

DEPARTMENTAL CONSULTATION

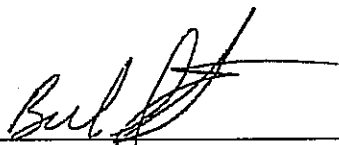
N/A

COMMUNICATIONS

All locations currently under contract with the City will be notified that the new tender is being issued and the timing of the release. The tender will be advertised in the local papers, guelph.ca and OPBA website.

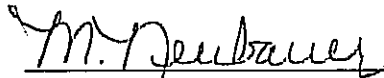
ATTACHMENTS

Mustafa Gomishah's letter



Prepared By:

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Manager of Procurement / Risk Services
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Recommended By:

Margaret Neubauer
Director of Finance
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margaret.neubauer@guelph.ca

Monday, June 16th, 2008

RECEIVED SEP 09 2008

To the Honorable Mayor, Karen Farbridge, and
The Distinguished Members of the City Council,
City of Guelph

Ladies and Gentlemen,

This petition is being respectfully submitted to the City Council relevant to my position as a vending cart operator at St. George's square, under Contract Number 04-098 which remains in effect until the end of this year.

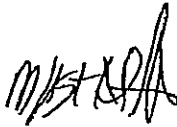
The purpose of this petition is, ladies and gentlemen, to draw your attention to my long time services faithfully rendered to the citizen and visitors of this city in the capacity mentioned above, and my heartfelt desire to continue the same for the years to come. I have no other work and do not know any trade.

As the records show, I have held my vendor cart operation in this city for nearly fourteen years and have worked diligently serving thousands of satisfied customers whose purchases support my family and provide for them a simple but decent life for which my wife and I have always been appreciative.

I feel that by continuously operating my business from the same location allocated to me by the city for all these years, I have earned a position of seniority and should be given priority over others in allocating prime locations for vending operation as I now hold. Therefore, I beg the indulgence of the city council to approve a resolution by which I may be granted a long term extension to my existing contract, due to expire on December 31, 2008, so that I may continue my struggle to earn a living and support my family. In doing so, I agree to pay each year, a fair and just fee comparable to the sums I now pay for the locations under my contract.

Thanking you in anticipation, I am,

Yours sincerely,



Mustafa Ghomishah,

COMMITTEE REPORT



TO Finance, Administration and Corporate Services
Committee

SERVICE AREA Finance
DATE October 1, 2008

SUBJECT Annual Budget Provision for Civic Celebrations
REPORT NUMBER FIN-08-28

RECOMMENDATION

That staff be directed to include an annual provision in the Tax Supported Operating Budget beginning in 2009 under the title Civic Celebrations Program; and,

That the following six (6) events be sanctioned as Civic Celebrations beginning in 2009 including: New Years Eve – Sparkles in the Park; Canada Day Celebrations; Labour Day Picnic; Remembrance Day; Santa Claus Parade; Civic Holiday- John Galt Day; and,

That the civic celebrations event criteria outlined in report# FIN-08-19 be approved in principle specific to the 2009 events and that the criteria also be referenced and reviewed within the development of an events framework strategy; and,

That staff be directed to work with community partners to secure formal agreements for the delivery of these civic celebration events; the agreements to be subject to the satisfaction of the City Solicitor and that the Mayor and Clerk be authorized to sign these agreements; and,

That subject to 2009 budget deliberations, staff be directed to increase the 2009 budget allocation for these events by \$19,000 to a total budget envelope of \$60,000.

SUMMARY

This is the first of three reports prepared to align municipal support for community delivered programs, services and events to a sustainable level of funding within a strategic policy and program framework.

This report specifically reviews the current role of the municipality in supporting public events which occur on civic holidays and recommends a process whereby Council 'sanctions' a list of these key events under the heading of "Civic

Celebrations” and provides a sustainable level of funding through an operating line in the budget rather than through an application within the annual grant program.

The intention of the provision in the operating budget is to ensure that City Council sanctioned events are resourced appropriately on an ongoing basis recognizing both that Council priorities may change from year to year and that there is an expectation that the City will support the provision of a public event on key civic holidays. It is also recognized that the final budget allocation for this program requires annual Council approval during the budget process.

A second report, prepared by Economic Development in conjunction with the Community Services Department will be brought forward on October 15th to the Emergency Services, Community Services and Operations Committee. It will propose the development in 2009 of an overall “Events Framework Strategy”; a framework which would include the category of “Civic Celebrations” within its model.

A third report prepared by the Finance Department in conjunction with the Community Services Department for consideration on October 15th will respond to past Council requests for staff to review the policy and practices of our civic grants program including the provision of “in kind” or waivers given in support to community non profit organizations, and report back to Council with policy options and budget implications. Staff will be proposing the development in 2009/2010 of a Guelph Community Investment Program; a program that will evolve the current grant program.

REPORT

Historically the City of Guelph has supported a series of Civic Celebrations marking National or Provincial Public Holidays. The method of support has varied between a combination of grants and/or waivers approved through both a formal grant application process and informal agreements with staff. The differing treatments have resulted in confusion for event organizers and inaccurate budgeting.

A Civic Celebration is defined as a specific special event originating in Guelph and held for the benefit of its residents which is organized to recognize a national or provincial public holiday and which Council has sanctioned as it’s signature civic event occurring on that holiday. It may be an event for which the City directly programs on its own, or in partnership with other organizations.

EVENT CRITERIA

The designation as a ‘civic celebration’ should be limited to meeting the following criteria:

1. Staff propose that the following list of national, provincial or local public holiday comprise the list of days for which a special event can be considered as a civic celebration:

- New Years Day
- Good Friday/Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday (John Galt Day)
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day/Boxing Day
- Family Day

2. Civic Celebrations are to be organized for the purpose of building and celebrating a sense of community and giving City residents a sense of pride and ownership of those events.
3. Civic Celebrations must possess citywide appeal and be free of charge to ensure public access.
4. The Civic Celebrations Program events must be held in a public open space and where possible, support the use of City infrastructure such as Riverside Park, Civic Square or Sleeman Centre.
5. The Civic Celebrations Program events will be organized as a direct city program or through formal agreements with local service organizations. Event budgets and event descriptions including planned activities will be prepared by and or provided to City Staff during the budget process. The event must be actively programmed around the day's theme, and any significant changes to the funded event's scale or general program mandate must be reported and approved by Council.
6. The Civic Celebrations Program events should include a significant cultural component and strive to support Guelph based artists, performers, producers, technicians and business as applicable to the event.

CIVIC CELEBRATION PROGRAM EVENTS

The following events have been historically supported by the City of Guelph and the amounts below represent 2009 estimated budget requirements for Council information.

New Years Eve – Sparkles in the Park	\$ 4,000
Canada Day Celebrations	\$ 32,000
Labour Day Picnic	\$ 3,000
Remembrance Day	\$ 3,000
Santa Claus Parade	\$ 8,000
Civic Holiday (John Galt Day)	<u>\$ 10,000</u>
TOTAL	\$ 60,000

CORPORATE STRATEGIC PLAN

Supports the following goals:

2.1 A complete community with services and programs for children, youth and adults of all ages.

FINANCIAL IMPLICATIONS

Currently the 2008 Tax Supported Operating Budget has \$41,000 allocated to the previously described holiday community events.

Staff recommend that this fund be increased in 2009 by \$19,000 to better align the budget with historical funding levels.

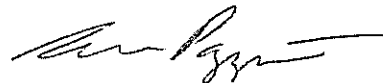
ATTACHMENTS

N/A



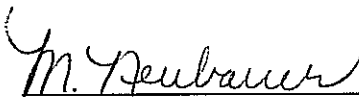
Prepared By:

Susan Aram
Deputy Treasurer
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Recommended By:

Ann Pappert
Director of Community Services
(519) 822-1260 x 2665



Recommended By:

Margaret Neubauer
Director of Finance
(519) 822-1260 x 5606

COMMITTEE REPORT



TO **Finance Administration & Corporate Services**
SERVICE AREA Community Services
DATE October 1, 2008
SUBJECT John Galt Day
REPORT NUMBER
PRESENTERS Peter Anderson, Bonnie McDougall

History of the Celebration of John Galt Day

1. John Galt Statue – 1979
2. Proclamation of "John Galt Day" by City Council
3. John Galt Day Festivals 2007,2008

BACKGROUND

Council approved a name change for the August civic holiday Monday on October 11, 2006. Specifically "That the civic holiday, which falls on the first Monday of August in each year be known a "John Galt Day" in Guelph and that by-law 487 be amended accordingly."

Create a festival to celebrate our founder John Galt and the history of Guelph

John Galt Day 2007- Monday, August 6th

- Committee formed
- Flag designed
- Norm Jary as Emcee
- Descendents of John Galt and other original participants invited to attend
- Flag raising ceremony in front of City Hall
- "John Galt" and "Tiger Dunlop" in attendance
- Procession from City Hall to John Galt Park
- "John Galt Tree" planted to replace the one that John Galt felled
- Water sports - Regatta
 - canoe hockey
 - canoe/kayak races
- Entertainment in front of the Speed Skating Rink façade
- Children's area with old fashioned games (Guelph Museums)
- Neighbourhood groups involved
- Displays
 - Guelph Historical Society
 - Heritage Guelph
 - Architectural Conservancy of Ontario
 - Guelph Museums
- Lecture about John Galt by local historian Gil Stelter
- Historical Walking Tour
- Approx. 600 in attendance
- Budget of \$5000

John Galt Day 2008 – Monday, August 4th

Most of the activities of 2007 **plus:**

- Historical Caboose
- Railway Hand Cars
- 3 historical plaques moved from other parks and relocated to John Galt Park
- Entertainment in the Children's area
- Historical display by the Guelph Mercury
- Kirking Ceremony on Sunday, August 3 starting at Knox Presbyterian Church and service at St. Andrew's Presbyterian Church
- Additional members on the committee including Lloyd Longfield (Guelph Chamber of Commerce), Lynn Broughton (Downtown Business Association)
- Involvement with the city's churches, schools and University
- Major media sponsorship from Guelph Mercury and CJOY
- Approx. 2500 in attendance
- Budget of \$6500

Future John Galt Day Festivals:

- More food vendors
- More traditional crafts, displays and demonstrations
- More entertainment – children's area
- More powerful audio equipment
- Procession escort – police
- Budget \$10,000

REPORT

This successful festival brings together families who are looking for an event on the August long weekend and increases civic spirit. It celebrates our founder and brings an awareness of our history and those who made it what it is today. It reflects on slower, simpler times replicating activities from our past. In the future, we would like to include sheep shearing, traditional crafts and other relevant booths and activities unique to a celebration of this kind.

A John Galt Day celebration is an opportunity for folks to come together to learn and experience Guelph's past and reflect on its history. It tries to balance some of the negativity apparent in our downtown late night events.

ATTACHMENTS

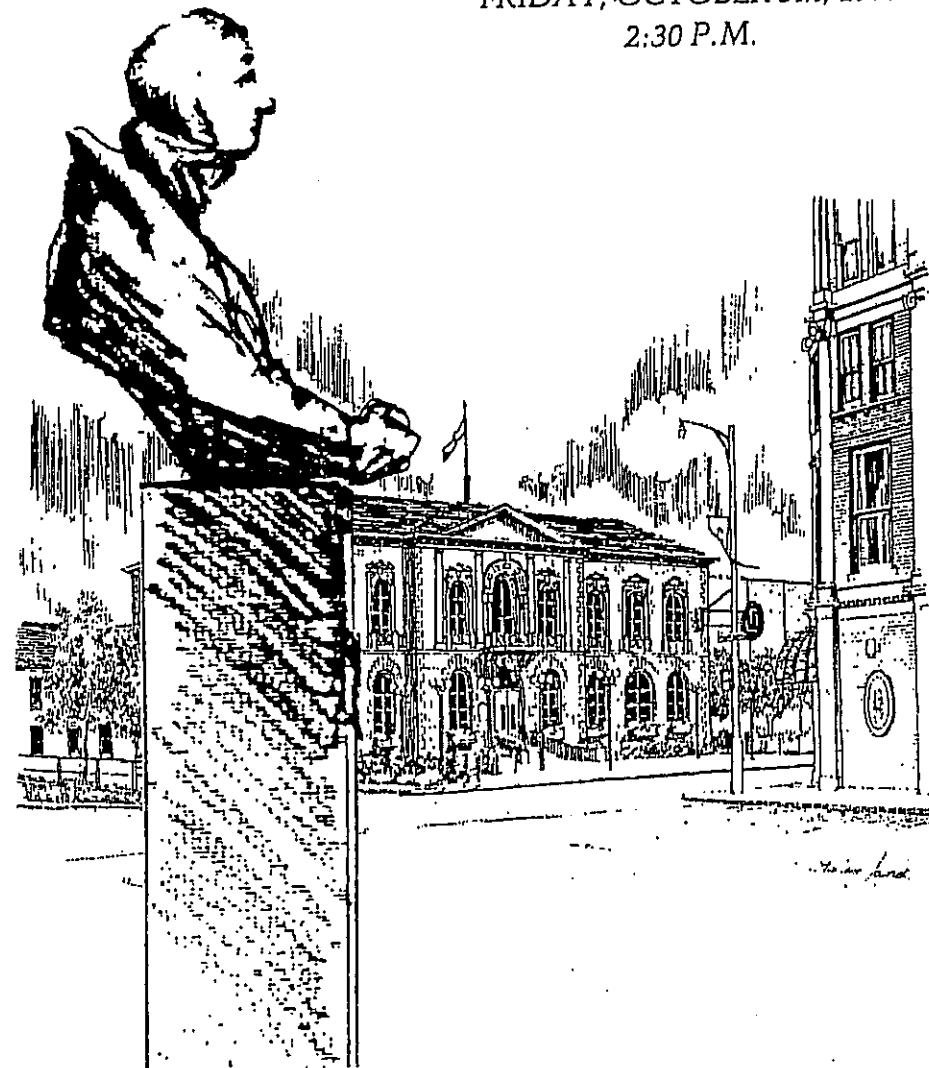
1. John Galt Statue – 1979
 - a) Program of the event
 - b) Mercury article
 - c) Citizen's involved
2. Proclamation of "John Galt Day"
 - a) Tribune article

Prepared By:

Bonnie McDougall
John Galt Day Project Manager
519-837-5662 ext. 2206
bonnie.mcdougall@guelph.ca

Unveiling and Dedication
of a
Public Sculpture commemorating
John Galt, the founder of Guelph

The ceremony will take place
in front of City Hall
Carden St. Guelph, Ontario
FRIDAY, OCTOBER 5th, 1979
2:30 P.M.



Drawing of
"Guelph City Hall"
Marlene Jofriet

Programme

M.C.:-

Mr. Alfred Hales

Introduction:-

Platform Dignitaries

Presentation:-

Mr. Peter Anderson
Committee Chairman

Address of Welcome:-

His Worship, Norman Jary
Mayor of Guelph

Greetings:

Mr. Albert Fish, M.P.
Mr. Harry Worton, M.P.P.
Mr. Larry MacKenzie, Warden
Wellington County

Musical Interlude:

Guelph Scottish Country Dancers.
"John Galt Medley"

Historical Background:

Professor Elizabeth Waterston —
University of Guelph

Unveiling —

The Honourable Robert Welch
Deputy Premier of Ontario

Dedication —

Reverend Keith Tudor
President, Guelph Ministerial
Association

The Plaque reads:

JOHN GALT 1779-1839.

History maker, novelist, poet and superintendent of the Canada Company, he founded Guelph on April 23, 1827. The opening of the Huron Tract in Upper Canada has been described as the most important single attempt at settlement in Canadian history. This progressive community stands as a monument to his efforts and ingenuity.

Born in Irvine, Scotland, May 2, 1779. Died at Greenock, Scotland, April 11, 1839.

Erected by a grateful citizenry in 1979, marking the bi-centennial of his birth and the 100th anniversary of Guelph as a City.

SCULPTOR: John Miecznikowski

JOHN GALT MEMORIAL TRUST FUND COMMITTEE

Mr. Peter Anderson — Chairman
Mr. Brian Coleman — Treasurer
Mrs. Roderick Scott — Secretary
Mrs. Taylor Evans — Committee member
Mr. Peter Misersky — Committee member

Jury: Judith M. Nasby, Curator of Art
University of Guelph
Mr. Stephen Lewis, Art Consultant
Wellington County Board of Education
Mr. Roy Lefneski, Past President
Guelph Arts Council

ERECTED BY: The Citizens of Guelph
Ministry of Culture and Recreation

MERCURY TELEPHONES.

Main Switchboard—822-4310

Classified Ads—822-8690

AFTER HOURS

News Room—822-4313

For Late or Missed Delivery of Paper

Call 822-8690 Between 5:00-7:00 P.M.

The Daily

125 Years of service to Guelph, Fergus, Elora, Arthur

VOL. 126, No. 64

The Daily M

GUELPH HONORS FOUNDER



FLAG REMOVED...The flag-draped statue of Guelph's founder John Galt dropped with a flourish to the cheers of school children and the salute of two city police honor guards Friday afternoon. Clutching the city's flag at far left are Peter Anderson, chairman

of the John Galt Memorial Trust Fund Committee and Deputy Premier and Energy Minister Robert Welch invited specially to unveil the statue.

(Mercury Photo by John MacDonald)

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Galt statue unveiled at City Hall ceremony

By JOHN D'ALTON
Staff Writer

It has taken Guelph 123 years to honor its founder John Galt.

The city finally accomplished this signal event Friday with the unveiling and dedication of the founder's statue in front of city hall, as his descendants and an estimated 200 adults and school children looked on.

It was a fitting occasion because this year marks the 200th anniversary of John Galt's birth in Irvine, Scotland, on May 2, 1779 and the 100th anniversary of Guelph's incorporation as a city.

The unveiling was more than just a tribute to John Galt. It was a tribute to drive of Guelph residents, spearheaded by Peter Anderson and his memorial trust fund committee, who began the project 18 months ago and to the generosity of Guelph residents who contributed their time and money to make this event possible.

Mayor Norman Jary recalled the day following the sesqui-centennial celebrations when Mr. Anderson pointed out to him that there was no physical evidence of John Galt's presence in this city in the form of a monument.

Upon receiving the letter from Mr. Anderson turning over the ownership of the statue to the city, Mayor Jary said the real message underlines the fact that citizens care enough about the community which has given them a good life to give something back to it.

Master of ceremonies Alf Hales said that it took a relatively new resident, Mr. Anderson, the works manager at Pirelli Cables Ltd., to heighten everyone's appreciation of the city.

He noted that Guelph residents in 1856 tried to do just that by collecting \$400 for a statue honoring John Galt. The project for some reason never got off the ground and today, no one knows what happened to that sum of money.

Mr. Anderson summed it up by saying it is the quality of life that everyone enjoys in Guelph which emanated from the efforts of John Galt. He thanked Guelph residents who made this day possible as well as the provincial government who assisted with a matching grant.

Other speakers included MP Albert Fish, MPP Harry Worton, Wellington County Warden Larry MacKenzie and Ontario Deputy Premier and Energy Minister Robert Welch.

John Galt's descendants present at the ceremony marked by Scottish dancing by the Guelph Scottish Country Dancers were: great granddaughter Mrs. D.A. (Helen Galt) Mitchell of Preston; great great granddaughter Helen Hargraff and daughter of Mrs. Mitchell, of Toronto; great great granddaughter Mrs. Richard Birchell of Toronto, and the youngest descendent, six-year-old David Michael Galt Savoie of Brantford.

Mr. Anderson and Mr. Welch, representing Premier William Davis, unveiled the statue to the cheers of school children. The sculptor was John Miecznikowski.

Prior to this Rev. G.L. Royal, Knox Presbyterian

Church and Bert Squires, presented the Goderich city flag to Mayor Norm Jary to commemorate the event. John Galt, along with Tiger Dunlop founded that city in June 29, 1827.

University of Guelph English Professor Elizabeth Waterston put the ceremony into its historical context.

ACCOMPLISHED ARTIST

The dedication of an art work to John Galt is the most appropriate act Guelph residents could do because the founder was an accomplished artist in his own right as well as a humanitarian, said Prof. Waterston.

John Galt wrote two biographies, one about the artist who painted the Death of General Wolfe. He wrote poetry, plays, 27 school textbooks and 22 novels.

To help the disabled veterans from the war of 1812 he founded the Canada Company and became its secretary. Proceeds from land sales were to be used to help those disabled in war.

Before coming to Canada in 1825, he enrolled his three boys in private school. Upon his arrival, he met up with William Lyon MacKenzie, the political firebrand from Toronto.

He selected this site, located at a bend in the Speed River to found Guelph and along with Tiger Dunlop, another person and a bottle of whisky celebrated the felling of a large maple tree to mark the spot.

He designed the small settlement to meet the needs of its residents. It contained a market place, a mill and a hospitality lodge for new arrivals. The streets emanated out from the city's centre like the fingers of a hand, Prof. Waterston said.

A combination of liberal politics and the act of taking in 180 Scottish settlers earlier turned away from South America caused him to fall into disfavor with the Canada Company officials. Financially, he was bankrupt.

When he was recalled to England creditors, led by the schoolmaster where his three boys were educated, began to hound him. He was sentenced to debtor's prison and wrote two books there as well as an article called Guelph in Upper Canada.

He made enough money to pay his debts and outfit his three boys for a new life in Canada. One son became a chief justice of Ontario, another the registrar to the Goderich Company and his other son, Alex Galt, a Father of Confederation and later finance minister who helped bind the country together with a railway.

All were a fitting tribute to an energetic, creative, artist and citizen, she concluded.

The John Galt Memorial Trust Fund Committee chaired by Mr. Anderson consisted of Brian Coleman, treasurer; Mrs. Roderick Scott, secretary; Mrs. Taylor Evans and Peter Misersky.

The jury which selected sculptor John Miecznikowski were Judith Nasby, curator of art, University of Guelph; Stephen Lewis, art consultant, Wellington County board of education and Roy Lefneski, past president of the Guelph Arts Council.

John Galt Memorial Trust Fund Committee

48 Walnut Drive
Guelph, Ontario
N1E 4B3

Telephone 824-0756

COMMITTEE

Chairman
MR. PETER ANDERSON
Treasurer
MR. BRIAN COLEMAN
Secretary
MRS. LOURENE SCOTT

October 5, 1979

MR. ANGELO MIOR
MR. PETER MISERSKY
MR. JOHN SANVIDO
MRS. ISABELL EVANS
MRS. NANCY COATES

Mayor Norman Jary
City Hall
Guelph, Ontario

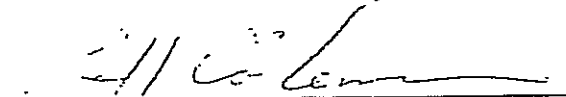
Your Worship:

The undersigned members of the John Galt Memorial Trust Fund Committee on Friday, this 5th day of October 1979 donate to the City of Guelph this public sculpture of John Galt, the founder of Guelph.

We hope that this sculpture, for years to come, will be a source of interest and enjoyment to the Citizens of Guelph and all those who enter City Hall Square.



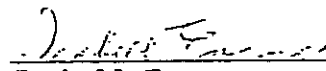
Peter Anderson Chairman



Brian Coleman Treasurer



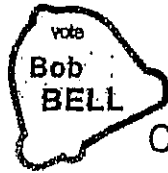
Lourene Scott Secretary



Isabell Evans Committee Member



Peter Misersky Committee Member



vote for
competence

PAGE THREE

Guelph TRIBUNE

Seniors offering support
A Volunteer Ready To Listen 11am-3pm
519-767-4448

Founder John Galt has his day

Guelph's founder is getting added recognition in the city, with the August civic holiday being renamed John Galt Day.

City council made that decision Monday, following in the footsteps of Toronto, which in 1968 renamed the first Monday of August as Simcoe Day, and Burlington, which has celebrated the civic holiday as Joseph Brant Day since 1982.

The proposal came from local historian Gil Stelter, who gives lectures on Galt, and Peter Anderson, who chaired the committee whose work led to a sculpture of Galt being installed in front of city hall in 1979. They got a round of applause from city council

members after the decision was made Monday.

Galt was responsible for creating Guelph in 1827, naming the community after one of the

names of the reigning British royal family, said a supporting letter written by Stelter.

Stelter said Galt is known around the world as a great Scottish literary figure, but he

deserves a Guelph holiday.

As superintendent of the Canada Company based in London, England, Galt conceived of building a town to stimulate and direct the agricultural settlement of this area.

He planned the layout of the town, "a distinctive radial design that made Guelph unique among Canadian cities," said Stelter's letter.

Galt also "determined the character of the early community by emphasizing cultural development and the community's role in promoting advanced agriculture - characteristics that remain central to Guelph to this day."

Gil Stelter, left, and Peter Anderson proposed naming the civic holiday after John Galt, whose statue is in front of city hall.

TRIBUNE PHOTO
BY DOUG HALLETT



The Guelph Community Santa Claus Parade

Attention: Joyce Sweeney

City Clerks Office
City Hall
Main Level
59 Carden Street
Guelph, ON
N1H 3A1

Ms. Sweeney,

This letter is to request to be added as a delegation to the FACS committee meeting of 01 Oct 2008.

In particular, we would like to address the issues of current and future funding for the Guelph community Santa Claus Parade, as well as discussion of an outstanding invoice for city services costs rendered for the 2007 parade.

Please advise that this is acceptable and what our next action should be.

Regards

Dave Thompson
Chairman

Address entries to:
Parade Chairman, .

**CITY OF GUELPH
STATEMENT OF ACCOUNT**

REVENUE AND TAXATION DIVISION

Remit To:
CITY OF GUELPH
59 CARDEN ST
GUELPH ON N1H 3A1

Statement Number 54340

(519) 822-1260 EXT. 2308

Date 2008/08/31

Billing Address:

Account 14012

**GUELPH COMMUNITY SANTA CLAUS PARADE
ATTN: DAVE THOMPSON**

14012 GUELPH COMMUNITY SANTA CLAUS P

Document Type	Invoice Number	Pay Itm	Due Date	Remark	Previous Balance	New Invoices	Payments Received	Revisions	Outstanding Balance
Invoice	248659	001	2007/12/21	LABOUR	5,619.29				5,619.29
Invoice	248659	002	2007/12/21	EQUIPMENT	939.31				939.31
Invoice	248659	003	2007/12/21	MATERIALS	105.15				105.15
Invoice	248659	004	2007/12/21	CONTRACTOR	2,033.17				2,033.17
Invoice	248659	005	2007/12/21	ADMINISTRATION EXPENSE	37.10				37.10
					8,734.02				8,734.02
CAD Canadian Dollars					8,734.02				8,734.02

ACCOUNT SUMMARY

Previous Balance	8,734.02
New Invoices	
Discount Taken	
Payments Received - Thank You	
Adjustments	
Current Balance Due	8,734.02

Payment Terms **NET 21 DAYS**

ACCOUNT AGING

Future	Current	1 - 30	31 - 60	61 - 90	91 - 999	Over 999
					8,734.02	

**2007 Financial Statement
Guelph Community Santa Claus Parade**

Income	2005 budget	2005 actual	2006 budget	2006 actual	2007 actual
City of Guelph	\$9,000.00	\$6,000.00	\$8,000.00 note 1	\$0.00	\$7,000.00
Stone Rd Mall	\$1,500.00	\$2,000.00	\$4,000.00	\$2,000.00	\$2,000.00
Downtown Board of Management	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$3,000.00
Linamar	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Kinette/Kin club of Guelph	\$1,000.00	\$3,000.00	\$1,000.00 note 3	\$1,000.00	\$1,000.00
Willow West Mall	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
Old Quebec St	\$4,000.00		\$4,000.00 note 4	\$1,500.00	\$1,000.00
Cooperators				\$1,500.00	\$1,500.00
Other		\$50.00		\$50.00	\$2,900.00
Total Income	\$20,500.00	\$16,050.00	\$20,000.00	\$10,550.00	\$20,900.00
Expenses					
administration	\$2,352.31	\$1,548.09	\$1,579.05	\$259.20	\$1,301.99
advertising	\$1,375.85	\$1,376.45	\$1,403.98	\$763.73	\$1,399.77
Bands	\$7,642.60	\$8,650.00	\$10,000.00	\$8,900.00	\$6,900.00
Costumes and Characters	\$4,447.79	\$4,303.74	\$4,389.81	\$4,440.79	\$5,654.25
Prizes	\$0.00	\$0.00	\$300.00	\$22.66	\$228.14
Traffic Control	\$2,386.45	\$296.40	\$302.33	\$561.39	\$401.77
shortfall comp	-\$933.54	-\$952.21	\$971.26	-\$4,397.77	\$4,397.77
Total Expenses	\$17,271.46	\$16,174.68	\$18,946.43	\$14,947.77	\$20,283.69
					\$616.31

- note:** 1. city grant, \$5000.00 plus \$3000.00 waiver
 2. this value is confirmed. All others are 2005 estimate plus 2%
 3. Kinette support **WILL** decline for 2006
 4. target for aggressive fundraising during 2005 due to change of venue

The Guelph Community Santa Claus Parade

18 March, 2007

Attention: David Kennedy

Guelph City hall
59 Carden Street
Guelph, ON
N1H 3A1

Dear Mr. Kennedy,

Please find attached the budget and cost tally for the Guelph Community Santa Claus Parade.

Recent discussions with your office have revealed that the city has begun restructuring of the procedure currently in place in that regular annual events will no longer have to apply for city grants each year. It was also communicated to me that monies have been budgeted for our event, providing that the event remains in the downtown core.

As I stated during my address to council in 2006, the parade requires money and resources and would locate our venue to where these were available. This seemed to bring our plight to the forefront, and the support that we have received since then has shown that there is indeed a significant amount of interest in our event and its location.

The support and activities of the Downtown Board of Management in securing additional sponsorship, and the city's committal of responsibility for traffic controls was a large factor in remaining in the downtown core. The grant for 2007, as described to me by Ms. Trerise, would indeed be the final display of support required to keep us downtown and we plan to keep the event there for the foreseeable future.

On behalf of myself and the parade committee, thank you very much!!

Sincerely,

Dave Thompson
Parade Chair

Address entries to:

Parade Chairman,

There are a couple of issues for this year's parade I would like to address with you.

I have an outstanding bill from the city that we have been ignoring but it's not going away. Our meeting in chambers last year netted the result of the city looking after the signage & traffic control, as well as adding numerous porta potties along the route. You guessed it. We are expected to pay. We were given a \$7000.00 grant that I found out later was to go towards the \$8500.00 invoice. We had already spent it assuming it was our usual grant.

Net loss \$1500.00

In the past we distributed it ourselves but still paid for the rental of the signage (approx \$2500.00) with an average grant of \$8500.00

Net gain/grant \$6000.00

Why did I do a presentation to try and show why we need support? Is this how council proposes to keep the parade downtown? I'm not sure that we're really pleased with the support and understanding that the city is showing in this regard.

CONSENT AGENDA

October 27, 2008

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) 2009 Council Planning and Regular Meeting Schedule</p> <p>THAT the 2009 regular meeting schedule for Guelph City Council and Council Planning Public meetings be approved as follows:</p> <p>January 12 – Council Planning / 26 – Regular Council February 2 – Council Planning / 23 – Regular Council March 2 – Council Planning / 23 – Regular Council April 6 – Council Planning / 27 – Regular Council May 4 – Council Planning / 25 Regular Council June 1 – Council Planning / 22 – Regular Council July 6 – Council Planning / 27 – Regular Council August no meetings scheduled September Tuesday 8 – Council Planning / 28 – Regular Council October 5 – Council Planning / 26 – Regular Council November 2 – Council Planning / 23 Regular Council December 7 – Council Planning / 21 Regular Council.</p>	Approve
<p>A-2) PROPOSED DEMOLITION OF 40 NOTTINGHAM STREET, WARD 5</p> <p>THAT the proposed demolition of the house at 40 Nottingham Street, be approved.</p>	Approve
<p>A-3) CITY OF GUELPH CONTRACT NO. 08-116 WEST END RECREATION CENTRE ARENA BUILDING ENVELOPE AND ROOF REPAIRS</p>	Approve

THAT Council approve awarding the contract for the repairs to the arena building envelope and roof at the West End Recreation Centre to TRP Construction General Contractors, of Burlington, Ontario in the total tender amount of \$853,862.30 exclusive of GST, inclusive of PST, of which approximately \$404,959.00 will be from the 2009 Life Cycle Maintenance Reserve, all as per the terms of City of Guelph Contract No. 08-116;

AND THAT the Mayor and Clerk be authorized to sign the necessary documentation.

B ITEMS FOR DIRECTION OF COUNCIL

C ITEMS FOR INFORMATION OF COUNCIL

attach.

COMMITTEE REPORT



TO **Council**

SERVICE AREA Information Services
DATE October 27, 2008

SUBJECT 2009 Council Planning and Regular Meeting Schedule
REPORT NUMBER A-1

RECOMMENDATION

THAT the 2009 regular meeting schedule for Guelph City Council and Council Planning Public meetings be approved as follows:

January	12 – Council Planning / 26 – Regular Council
February	2 – Council Planning / 23 – Regular Council
March	2 – Council Planning / 23 – Regular Council
April	6 – Council Planning / 27 – Regular Council
May	4 – Council Planning / 25 – Regular Council
June	1 – Council Planning / 22 – Regular Council
July	6 – Council Planning / 27 – Regular Council
August	- no meetings scheduled
September	Tuesday 8 – Council Planning / 28 - Regular Council
October	5 – Council Planning / 26 – Regular Council
November	2 – Council Planning / 23 – Regular Council
December	7 – Council Planning / 21 – Regular Council.

BACKGROUND

Pursuant to Council's Procedural By-law, Council is to establish their regular and planning public meetings by resolution.

REPORT

In order to assist Members of Council, staff and the general public, staff are recommending that the 2009 regular meeting and planning public meeting schedule for 2009 be adopted.

Once again this year, no meetings will be scheduled during the month of August. Any required meetings will be scheduled as required during this month.

The regular Council meeting in December is being held one week earlier (3rd Monday) due to the Christmas Holiday closure.

For Council's information, the Federation of Canadian Municipalities Annual Conference will be held June 5 – 8 in British Columbia; also the Association of Municipalities of Ontario Annual Conference is scheduled for August 16 – 19 in Ottawa.

It is therefore being recommended that the 2009 regular Council meetings and planning public meetings be scheduled as follows:

2009 Planning Public Meetings

January 12	July 6
February 2	August – no meeting scheduled
March 2	September Tuesday 8
April 6	October 5
May 4	November 2
June 1	December 7

2009 Regular Council Meetings and Closed Meetings

January 26	July 27
February 23	August – no meeting scheduled
March 23	September 28
April 27	October 26
May 25	November 23
June 22	December 21

CORPORATE STRATEGIC PLAN

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

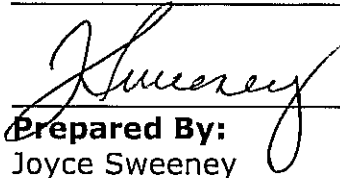
FINANCIAL IMPLICATIONS

N/A

DEPARTMENTAL CONSULTATION

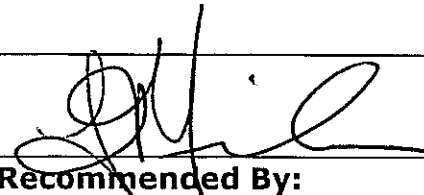
COMMUNICATIONS

ATTACHMENTS



Prepared By:

Joyce Sweeney
Council Committee Co-ordinator
519-822-1260 ext. 2440
joyce.sweeney@guelph.ca



Recommended By:

Lois A. Giles
Director of Information
Services/City Clerk
519-822-1260 ext. 2232
lois.giles@guelph.ca

TO **Guelph City Council**

SERVICE AREA Community Design and Development Services
DATE October 27, 2008

**SUBJECT Proposed Demolition of 40 Nottingham Street, Ward 5,
Guelph**

REPORT NUMBER A-2

RECOMMENDATION

THAT the proposed demolition of the house at 40 Nottingham Street, BE APPROVED

BACKGROUND

An application to demolish the existing detached dwelling at 40 Nottingham Street has been received by Community Design and Development Services.

The subject property is located on the southerly side of Nottingham Street, west of Gordon Street, between Waterloo Street and Wellington Street (see Schedule 1 – Location Map). The property is zoned R.1B (Residential) to accommodate detached dwellings.

The existing house is listed on the City's Inventory of Heritage Properties. Heritage Guelph met on-site on August 11, 2008 to examine the dwelling for its heritage resources. Following the on-site meeting, Heritage Guelph passed the following motion:

"THAT Heritage Guelph does not oppose the demolition of the house located at 40 Nottingham Street subject to the following conditions:

- 1) The owner provide a photographic record of the site, including documentation of the demolition, to the City for its records.
- 2) Salvage of quality material be carried out where possible.
- 3) The property owner contact Heritage Guelph prior to the demolition and allow members to be on site to conduct an architectural assessment."

Heritage Guelph members would also like to be consulted on the infill replacement dwelling.

The applicant is aware of the motion passed by Heritage Guelph and is agreeable to satisfying the conditions. Building Services will be requesting that appropriate arrangements be made to allow for these conditions be satisfied prior to a demolition permit being issued.

REPORT

The City's Demolition Control By-law was passed under the authority of Section 33 of the *Planning Act*. The By-law is intended to help the City "...retain the existing stock of residential units and former residential buildings in the City of Guelph." Section 33 of the *Planning Act* allows that Council's decision may be appealed by the applicant to the Ontario Municipal Board. In addition, an applicant may appeal if there is no decision within 30 days of application.

The owner of the property is proposing to replace the existing structure with a new detached dwelling. The applicant has talked to staff about plans for the replacement dwelling and will be submitting a building permit application in the near future. The applicant has requested the demolition permit ahead of the building permit to allow the site to be cleaned up and prepared for the new dwelling. Staff have strongly encouraged the applicant to design the new dwelling in such a manner that respects the character of the surrounding neighbourhood and would consider supporting minor variances in order to ensure that the new dwelling fits with the surrounding character, particularly relating to front yard setback.

The approval of the application is recommended as the current condition of the existing dwelling warrants replacement and a new detached dwelling unit is proposed. Therefore there will be no loss of residential capacity as a result of this application.

CORPORATE STRATEGIC PLAN

Goal 1: An attractive, well-functioning and sustainable city.

FINANCIAL IMPLICATIONS

N/A

DEPARTMENTAL CONSULTATION


None

COMMUNICATIONS

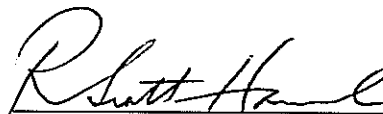
A sign was posted on the subject property advising that a demolition permit has been submitted and that interested parties can contact Building Services for additional information.

ATTACHMENTS

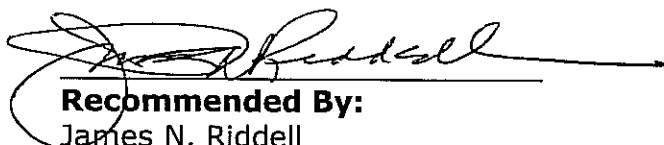
Schedule 1 - Location Map
Schedule 2 - Site Photograph



Prepared By:
Stacey Laughlin
Development and Urban Design Planner
519.837.5616 x2327
stacey.laughlin@guelph.ca



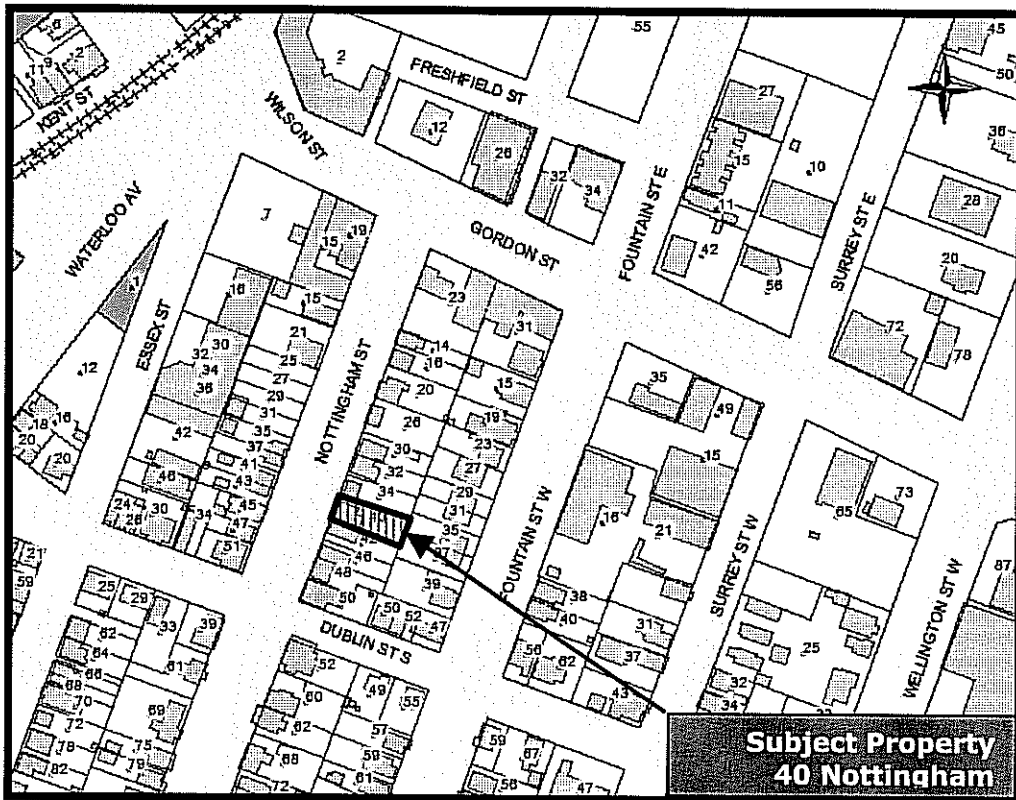
Recommended By:
R. Scott Hannah
Manager of Development and
Parks Planning
519.837.5616 x2359
scott.hannah@guelph.ca



Recommended By:
James N. Riddell
Director of Community Design and Development Services
519.837.5616 x2361
jim.riddell@guelph.ca

T:\Planning\COUNCIL REPORTS\Council Reports - 08\08-106) Proposed Demolition of 40 Nottingham (Stacey).doc

SCHEDULE 1 – Location Map



SCHEDULE 2 -- Site Photograph (August 2008)



TO **Guelph City Council**

SERVICE AREA Corporate Property
DATE October 27, 2008

SUBJECT CITY OF GUELPH CONTRACT NO. 08-116 WEST END
RECREATION CENTRE ARENA BUILDING ENVELOPE AND ROOF
REPAIRS
A-3

RECOMMENDATION

That Council approve awarding the contract for the repairs to the arena building envelope and roof at the West End Recreation Centre to TRP Construction General Contractors, of Burlington, Ontario in the total tender amount of \$853,862.30 exclusive of GST, inclusive of PST, of which approximately \$404,959.00 will be from the 2009 Life Cycle Maintenance Reserve, all as per the terms of City of Guelph Contract No. 08-116; and

That the Mayor and Clerk be authorized to sign the necessary documentation.

BACKGROUND

The past few years has seen water infiltration through arena walls, into the electrical room, through the arena roof, the roof over the east corridor near the manager's office, and several other roof leaks in the pool area change rooms. Through the investigative work of our consultant it has been determined that waterproofing repairs are required in a number of areas of the building.

City of Guelph Contract No. 08-116 for the mitigation of water infiltration through the arena walls, arena roof repairs, repair of the bleacher seating in both ice rinks, various roof repairs throughout the facility and the mitigation of water infiltration into the electrical room closed on Friday, September 12, 2008 at 2:30 pm with the following results:

- TRP Construction, Burlington \$853,862.30 + GST
- Triumph Aluminum, Toronto \$876,203.00 + GST
- Eileen Roofing, Toronto \$1,286,600.00 + GST

(Prices shown exclusive of GST at 5% and inclusive of PST at 8%)

Staff and the City's consultant have reviewed the submissions and recommend acceptance of the low bid submitted by TRP Construction General Contractors of Burlington.

REPORT

"THAT the City of Guelph award the contract for General Contracting Services for the Building and Roof Repairs at the West End Recreation Centre, to TRP Construction General Contractors, of Burlington, Ontario, in the total amount of \$853,862.30 exclusive of GST @ 5% (100% refundable), and

"THAT Purchasing be authorized to issue the necessary purchase order and that the Mayor and Clerk be authorized to sign the CCDC 2 – 1994, Form of Agreement between Client and General Contractor, amended by the Terms of Reference,".

CORPORATE STRATEGIC PLAN

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

FINANCIAL IMPLICATIONS

The funds will come from the Life Cycle Reserve Fund. There is currently \$748,903 left in the fund. After the tender award for the Library roof replacement and the concrete repairs at the Library, we expect \$448,903 to be left in this fund for 2008. With the award of this tender, the Life Cycle Reserve Fund would have a negative variance of about \$404,959, however the cash flow would be such that the short fall would be paid in 2009. It is expected that these funds would be provided from the 2009 \$1.5M Life Cycle Maintenance Reserve Fund when the 2009 budget is approved.

Funds to be provided from the Capital Budget as follows –

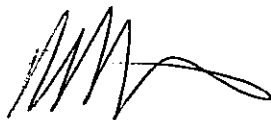
Life Cycle Maintenance GG0044	\$853,862.30 + GST
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DEPARTMENTAL CONSULTATION

Procurement and Risk Management
Financial Services

ATTACHMENTS

Funding Summary



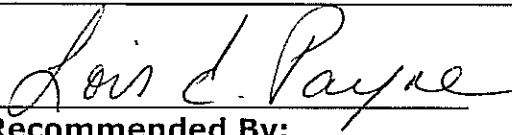
Prepared By:

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Recommended By:

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Recommended By:

Susan Aram

Deputy Treasurer

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Budget and Financing Schedule

JDE Project number: GG0044
 Project name: *Life Cycle WECC*
 Contract Number: 08-116
 Prepared by: Michael Humble
 Date: 29 September 2008

	Total Cost	External Financing			Internal Financing		
		Fed / Prov Grant	Dev't Charges	Developer/ Other	Current Revenues	Capital Reserves	Debt
<u>A. Budget Approval - 2008</u>							
GG0044 Life Cycle WECC	562,820	0	0	0	0	562,820	0
Budget Approval	562,820	0	0	0	0	562,820	0
<u>B. Budget Requirement</u>							
Tender Price (TRP Construction)	896,555	0	0	0	0	896,555	0
less: GST Rebate	(42,693)	0	0	0	0	(42,693)	0
City Share	853,862	0	0	0	0	853,862	0
plus: Expenditures to Date - GG0044	94,089	0	0	0	0	94,089	0
plus: Committed Funds existing PO's GG0044	19,828	0	0	0	0	19,828	0
plus: Future Work GG0044	0	0	0	0	0	0	0
TOTAL BUDGET REQUIREMENT	967,779	0	0	0	0	967,779	0
<u>C. Surplus / (Deficit)</u>	(404,959)						
<u>D. Revised project budget</u>	967,779	0	0	0	0	967,779	0

Please recycle!

- **BYLAWS** -

- October 27, 2008 -	
By-law Number (2008)-18645 A by-law to amend By-law (1981)-10773, being a by-law to establish a Board of Management for the downtown Business Improvement Area and to adopt Municipal Code Amendment #472 which amends Chapter 50 of the City of Guelph's Municipal Code.	To change the name of the Board of Management for the Downtown Business Improvement Area to Downtown Guelph Business Association, as approved by Council September 22, 2008.
By-law Number (2008)-18646 A by-law to authorize Civil Marriage Solemnization services in the City of Guelph.	To authorize civil marriage solemnization services in City of Guelph.
By-law Number (2008)-18647 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 described as Part Lot 6, Concession 5, Division C, City of Guelph, and known municipally as 340 Eastview Road to implement the second phase of a residential draft plan of subdivision (File Number 23T-04501/ZC0404).	To amend the Zoning By-law for property municipally known as 340 Eastview Road as approved by Council September 2, 2008.
By-law Number (2008)-18648 A by-law to appoint members to the Downtown Guelph Business Association Board.	To appoint members to the Downtown Guelph Business Association Board. Please note that letter of resignation was received from John Allan and he has not been included in this appointment by-law.
By-law Number (2008)-18649 A by-law to authorize the execution of release of an Agreement with respect to property described as Part Lot 1, Concession 2, Division "D" (formerly Guelph Township), designated as Parts 1, 2, 3 and 4, 61R7050, City of Guelph.	To execute a release of a Development Agreement as the conditions have been met to the satisfaction of the City.

<p>(Development Agreement dated June 10, 1991 and registered as Instrument Number ROS644220)</p>	
<p>By-law Number (2008)-18650 A by-law to authorize the execution of release of a Sewer Agreement with respect to property described as Lot 22, Registered Plan 440, City of Guelph. (Development agreement with Lucianno Gatto and Guido Gatto registered as Instrument Number MS26862)</p>	<p>To execute release of a Sewer Agreement as the conditions have been met to the satisfaction of the City.</p>
<p>By-law Number (2008)-18651 A by-law to remove Part of Block 110, Plan 61M144 designated as Parts 19 to 36 inclusive, Reference Plan 61R10867 in the City of Guelph from Part Lot Control. (310-330 Severn Drive)</p>	<p>To release land from part lot control to create 11 on-street townhouse lots to be know municipally as 310-330 Severn Drive.</p>
<p>By-law Number (2008)-18652 A by-law to remove Lot 14, Plan 61M48 designated as Parts 1 to 3, Reference Plan 61R10957 inclusive, in the City of Guelph from Part Lot Control. (24 & 26 Sullivan Crescent)</p>	<p>To release land from part lot control to create 2 semi-detached lots to be know municipally as 24 & 26 Sullivan Crescent.</p>
<p>By-law Number (2008)-18653 A by-law to authorize the execution of a Partial Release of Development Covenants and Restrictions with respect to Part of Block 1, Registered Plan 696, designated as Parts 3 and 4, Reference Plan 61R-10856, City of Guelph. (32 Watson Parkway South)</p>	<p>To partially release development covenants and restrictions as they have been met to the satisfaction of the City.</p>
<p>By-law Number (2008)-18654 A by-law to amend By-law Number (2002)-17017 (adding no parking zone on the east side of Elmira Road North from Willow Road to 115m north thereof in the No Parking Zones in Schedule XV; adding taxi stands on the north side of Carden Street from 24m west of Wyndham to 11m west thereof in the Taxi Stands Schedule XXI; adding a kiss n' ride zone on the south side of the west leg of Howden Crescent from 110m</p>	<p>To amend the Traffic By-law.</p>

<p>south of Bard Avenue to 70m east thereof in the Kiss N' Ride Zones in Schedule XXVI) and to adopt Municipal Code Amendment #473, which amends Schedule XV, XXI, XXVI of Chapter 301 of the Corporation of the City of Guelph's Municipal Code.</p>	
<p>By-law Number (2008)-18655 A by-law to amend By-law Numbers (2003)-17082 and (1997)-15351 with respect to appointment of persons serving as municipal by-law enforcement officers, known as "private property agents". (add Bailey and Brousseau and to remove Yantha, Gibson, Mallman, Green and Bresnhan).</p>	<p>To appoint persons as municipal by-law enforcement officers known as private property agents.</p>
<p>By-law Number (2008)-18656 A by-law to authorize the appointment of By-law Enforcement Officers to enforce the provision of all City by-laws and repeal By-law Numbers (2008)-18510, (2004)-17573, (2006)-17952, (2006)-17959, (2006)-17957, (2006)-17958, (2006)-17108 and all amendments thereto.</p>	<p>Appointments of By-law Enforcement Officers to enforce the provisions of City by-laws.</p>
<p>By-law Number (2008)-18657 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 410 Clair Road East and legally described as part of Lot 10, Concession 8, Township of Puslinch and Block 175, Plan 61M-143, City of Guelph (ZC0804).</p>	<p>To amend the zoning by-law for property municipally known as 410 Clair Road East, as approved by Council.</p>
<p>By-law Number (2008)-18658 A by-law to remove Block 67, Plan 61M132, designated as Parts 1, 2, 3 and 4, Reference Plan 61R10683, City of Guelph from Part Lot Control. (224, 226, 228 and 230 Severn Drive)</p>	<p>To remove land from part lot control to create separate parcels for four on-street townhouse parcels to be known municipally as 224, 226, 228 and 230 Severn Drive.</p>
<p>By-law Number (2008)-18659</p>	<p>To execute Contract No. 08-116 for the</p>

<p>A by-law to authorize the execution of an Agreement between The Corporation of the City of Guelph and TRP Construction General Contractors. (Contract No. 08-116 for the West End Recreation Centre Arena building envelope and roof repairs)</p>	<p>West End Recreation Centre Arena building envelope and roof repairs as per Consent Report A-3.</p>
<p>By-law Number (2008)-18660 A by-law to amend By-law Number (1991)-13791, being a by-law to regulate the supply of water in the City of Guelph, by amending Schedule 'A' of the By-law respecting backflow prevention, and to adopt Municipal Code Amendment #474, which amends Chapter 291, Article 1 of the Corporation of the City of Guelph's Municipal Code.</p>	<p>To amend the backflow prevention by-law as approved by Council September 22, 2008.</p>