

CITY COUNCIL AGENDA



DATE December 21, 2009

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

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

PRESENTATION

- a) Denise Elizuk, on behalf of the Guelph Girls Minor Softball with respect to the support received from the City relating to tournaments held this past summer.

CONFIRMATION OF MINUTES (Councillor Farrelly)

"THAT the minutes of the Council Meetings held November 19, 23, 30, December 7 and 8, 2009 and the minutes of the Council meetings held in Committee of the Whole on November 23 and 30, 2009 be confirmed as recorded and without being read."

CONSENT REPORTS/AGENDA – ITEMS TO BE EXTRACTED

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

Consent Reports/Agenda from:

Community Development & Environmental Services Committee			
Item	City Presentation	Delegations	To be Extracted
CDES-1 68-76 Wyndham Street South Environmental Study Grant Request			
CDES-2 Proposed Renaming of Wellington Street to John Galt Parkway			
CDES-3 Norfolk/Woolwich/Norwich Five Points Intersection		<ul style="list-style-type: none"> • Graham Giddy • Jean McClelland, on behalf of the Guelph Barrier Free Committee 	X

Adoption of balance of Community Development & Environmental Services
Committee Ninth Consent Report - **Councillor Lise Burcher, Chair**

Emergency Services, Community Services & Operations Committee			
Item	City Presentation	Delegations	To be Extracted
ECO-1	Provincial Cuts to the Community Development Worker Program		
ECO-2	Fire Department Strategic Plan		

Adoption of balance of Emergency Services, Community Services and
Operations Committee Eighth Consent Report - Councillor Hofland,
Chair

Finance, Administration & Corporate Services Committee			
Item	City Presentation	Delegations	To be Extracted
FACS-1	Committee Mandate and Charter		
FACS-2	2009 Capital Project Activity		
FACS-3	Accessible Customer Service Policy		

Adoption of balance of Finance, Administration & Corporate Services
Committee Seventh Consent Report - Councillor Beard, Chair

Governance Committee			
Item	City Presentation	Delegations	To be Extracted
GOV-1	Sustainable Guelph – Our Commitment		
GOV-2	Delegation of Authority		
GOV-3	Comparator Municipalities		

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

Council as Committee of the Whole			
Item	City Presentation	Delegations	To be Extracted
COW-1 Citizen Appointments to the Transit Growth Strategy and Plan Advisory Committee			

Adoption of balance of the Council as Committee of the Whole
Eighth Consent Report –

Council Consent Agenda			
Item	City Presentation	Delegations	To be Extracted
A-1) Royal Bank Credit Facility			

Adoption of balance of the Council Consent Agenda – Councillor

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

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

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

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

Reports from:

- Community Development & Environmental Services – Councillor Burcher
- Emergency Services, Community Services & Operations – Councillor Hofland
- Finance, Administration & Corporate Services – Councillor Beard
- Governance – Mayor Farbridge
- Council as Committee of the Whole – Councillor Kovach
- Council Consent – Mayor Farbridge

SPECIAL RESOLUTIONS

BY-LAWS

Resolution – Adoption of By-laws (Councillor Findlay)

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

Committee Room B (Room 132)
November 19, 2009

Council convened in an information session at 6:10 p.m. with respect to Prosperity 2020 Economic Development & Tourism Strategy; and Strategic Development of the Guelph Agri-Innovation Cluster

Present: Mayor Farbridge, Councillors Beard, Billings (left at 6:40 p.m.), Burcher, Farrelly, Kovach (left at 7 p.m.), Piper and Salisbury

Absent: Councillors Bell, Findlay Hofland, Laidlaw and Wettstein

Staff Present: 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. P. Cartwright, General Manager of Economic Development & Tourism; and Mrs. L.A. Giles, Director of Information Services/City Clerk

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

The Mayor advised that the purpose of the meeting was to gather information relating to Prosperity 2020 – Economic Development & Tourism Strategy and the Strategic Development of the Agri-Innovation Cluster.

Lynn Morrow highlighted the purpose of the meeting was to provide a brief update on the studies' progress and directions and to receive input on the strategic directions and suggested modifications to the directions if required.

John Genest provided information on the Prosperity 2020 – Economic Development & Tourism Strategy project directions.

David Arthurs highlighted the definition of cluster. He provided information in the geographic context of the existing cluster firms. He outlined the current cluster conditions and reviewed the areas of strength and weakness. He then outlined the future strategic directions relating to cluster characteristics and industry development.

At 7 p.m. quorum was not longer available, however, round table discussion facilitated by Lynn Morrow continued with those in attendance.

The General Manager of Economic Development &

Tourism advised of the next steps.

ADJOURNMENT

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

Minutes read and confirmed December 21, 2009.

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Mayor

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Clerk

Council Caucus Room
November 23, 2009 5:30 p.m.

A meeting of Guelph City Council.

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

Absent: Councillors Beard, Bell, Burcher, Kovach, Laidlaw and Piper

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Chief S. Armstrong, Director of Emergency Services; Dr. J. Laird, Director of Environmental Services; Mr. D. McCaughan, Director of Operations; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design and Development Services; Mrs. L.A. Giles, Director of Information Services/City Clerk; and Ms. J. Sweeney, 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 with respect to:

Litigation Status Report

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

Potential Land Acquisition

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

Citizen Appointments to the Transit Growth Strategy & Plan Advisory Committee

S. 239 (b) personal matters about an identifiable individual

Resignation from the River Run Centre Board of Directors

S. 239 (b) personal matters about an identifiable individual

Labour Relations

S. 239 (2) (d) labour relations or employee negotiations

Carried

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

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Mayor

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Clerk

Council Caucus Room
November 23, 2009 5:32 p.m.

A meeting of Guelph City Council closed to the public.

Present: Mayor Farbridge, Councillors Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw (arrived 6 p.m.), Piper (arrived 5:45 p.m.), Salisbury and Wettstein

Absent: Councillor Beard and Bell

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Chief S. Armstrong, Director of Emergency Services; 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; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design and Development 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 were no declarations.

Litigation or Potential Litigation, Including Matters Before Administrative Tribunals

1. Moved by Councillor Hofland
Seconded by Councillor Kovach
THAT the Litigation Status Report dated November 16, 2009, be received for information.

Ms. L.E. Payne

The meeting adjourned at 6:40 o'clock p.m.

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Mayor

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Clerk

Council Chambers
November 23, 2009

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

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

Absent: Councillor Beard

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Chief S. Armstrong, Director of Emergency Services; 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; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design and Development 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.

PRESENTATIONS

The Mayor presented the following with Guelph Barrier Free Access Awareness Awards:

- Dawson Road Family Medical Clinic for Outstanding Contribution of a Business
- Guelph Animal Hospital for Outstanding Contribution of a Business

- Ryan's Quality Pet Foods for Outstanding Contribution of a Business
- Rainbow Day Camp for Outstanding Contribution by a Community Group
- Sue Alexander for Outstanding Accomplishment of an Individual
- Gloria Bruce for Outstanding Contribution of an Individual
- Jolyne Neil for Outstanding Accomplishment of an Individual
- Marcey Gray for Outstanding Accomplishment of an Individual
- Matthew Bulmer for Outstanding Accomplishment of an Individual – Wellington County
- Mildred Kingdon, Award accepted by her son, Brent Kingdon, for Outstanding Accomplishment of an Individual - Posthumous

The Mayor presented the Municipal Waste Association Public Education Award, Gold Winner for the Best Calendar:- City of Guelph 2009 to Laurie Watson of Corporate Communications.

The Mayor presented the Municipal Waste Association Public Education Award, Silver Winner for P&E Tool for the Waste Collection Vehicle Ad Campaign to Mirjana Zubac of Solid Waste Resources.

The Mayor presented the Guelph Tribune Reader's Choice Award, Platinum Winner for Water Supplier to the City of Guelph to Peter Busatto, Gerry Best, Vince Suffoletta and Wayne Galliher of Waterworks.

Deputy Fire Chief John Osborne did a presentation in recognition of the Fire Department's 100th Anniversary.

1. Moved by Councillor Bell
Seconded by Councillor Findlay

THAT the minutes of the Council meetings held on October 26, November 2 and 12, 2009 and the minutes of the Council meetings held in Committee of the Whole on October 26, November 2, 9 and 16, 2009 be confirmed as recorded and without being read.

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

VOTING AGAINST: (0)

CONSENT REPORTS AND AGENDAS

The following item was extracted from the Community Development & Environmental Services Committee Eight Consent Report to be voted on separately:

- CDES-3:- Royal City Park Plant Material Management Plan

Councillor Burcher presented the balance of the Community Development & Environmental Services Committee Eighth Consent Report.

2. Moved by Councillor Burcher
Seconded by Councillor Piper

THAT the balance of the November 23, 2009 Community Development & Environmental Services Committee Eighth Consent Report as identified below, be adopted:

a) Public Promotion Action Plan for Drinking Water Consumption – Progress Update

Dr. J. Laird

THAT the report of the Director of Environmental Services, dated November 16, 2009 providing a progress update on the Public Promotion Action Plan for Drinking Water Consumption, be received for information;

AND THAT the Mayor and Clerk be authorized to sign an agreement between the City of Guelph and Regional Municipality of Waterloo for the development of the Portable Potable Water Supply Station Feasibility and Best Practices Review.

b) The Rink Rats Community Fundraising Update

Mr. J. Riddell
Ms. A. Pappert

THAT report 09-93 from Community Design and Development Services, dated November 16, 2009, providing an update on the Ice Rink/Water Feature fundraising, and including a report from the Rink Rats community fundraising group, be received;

AND THAT Guelph City Council approve the Ice Rink/Water Feature Donor Recognition Corporate Policy and Procedure, as developed by Staff in response to the Rink Rats request;

AND THAT Guelph City Council supports the Rink Rats request for a Public Naming Competition for the Ice Rink/Water Feature, and directs that:

- the Naming Competition Jury to consist of the

the Rink Rats and two representatives from the Lead Donor; and,

- the Municipal Property and Building Commemorative Naming Policy form the basis for the Competition process, with modifications to the themes and process as required to run a site-specific public competition as described in this report.

c) **Committee Mandate and Charter**

Mayor Farbridge
Mrs. L.A. Giles

THAT the Committee Mandate and Charter for the Community Development and Environmental Services Committee, be approved as attached.

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

VOTING AGAINST: (0)

Councillor Salisbury was not in the Council Chambers during the vote.

Carried

Councillor Kovach presented the Council as Committee of the Whole Seventh Consent Report.

3. Moved by Councillor Kovach
Seconded by Councillor Piper

THAT the November 23, 2009 Council as Committee of the Whole Seventh Consent Report as identified below, be adopted:

a) **Minutes of Settlement – Subbor and Eastern Power Limited**

Ms. L.E. Payne

That Council authorise the execution of the Minutes of Settlement with respect to Subbor and Eastern Power Limited regarding legal costs arising from the Subbor litigation.

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

VOTING AGAINST: (0)

Councillor Salisbury was not in the Chambers during the

vote.

Carried

Consent Agenda

The following item was extracted from the November 23, 2009 Consent Agenda to be voted on separately:

- A-1 Proposed Demolition of 26 Hosking Place and Merger of 26 & 28 Hosking Place

DELEGATIONS

Royal City Park Plant Material Management Plan

Norah Chaloner outlined the various policies, plans and resolutions adopted by Council with respect to the protection of trees. She urged Council to protect the City's green spaces, like Royal City Park to prevent the loss of the city's tree canopy.

Judy Martin suggested that the vision statement should reflect public comments. She also suggested that the definition of a healthy tree is not workable and that the City should include more naturalization in the plan. She urged Council to make replanting of trees and naturalization of areas a priority. She further suggested that the removal of a number of trees could risk the remaining veteran trees.

Laura Murr suggested that years of improper care and stewardship had lead us to the potential removal of a number of trees from Royal City Park. She further suggested that the removal of the trees should be the last resort after all other mitigation measures have been considered. She then suggested that if other mitigation measures have not been considered then it is premature to remove the trees without further study by accepted methods of hazard evaluation.

Councillor Burcher presented Clause 3 that was extracted from the Community Development & Environmental Services Committee Eighth Consent Report.

- 4. Moved by Councillor Burcher
Seconded by Councillor Piper

Mr. J. Riddell
Mr. D. McCaughan

THAT the Community Design and Development Services Report 09-97 dated November 16, 2009 pertaining to the Royal City Park Plant Material Management Plan be received;

AND THAT the Royal City Park Plant Material Management Plan dated November 6, 2009 prepared by Silv-Econ Ltd.,

including all the recommendations in Section 6 be approved;

AND THAT staff be directed to implement the Royal City Park Plant Material Management Plan starting in January 2010 to the extent possible within approved budgets;

AND THAT the funding shortfalls identified in Schedule 3 of CDES report 09-97 be considered by Council as part of the 2010 Budget deliberation.

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

VOTING AGAINST: Councillors Bell and Laidlaw (2)

Carried

Report Extracted from the Consent Agenda

Proposed Demolition of 26 Hosking Place and Merger of 26 & 28 Hosking Place

Mr. Fred Lauzon, owner of the subject properties was present and expressed concern with the recommendation to deny the demolition of 26 Hosking Place. He suggested that he purchased the neighbouring property based on advice from City staff that it was possible to join the two properties. He advised that his surrounding neighbours are in support of his application and that such a mix of buildings are found on other streets in the City.

5. Moved by Councillor Kovach
Seconded by Councillor Bell

THAT Report 09-98 regarding the proposed demolition of a detached dwelling at 26 Hosking Place and merger of the properties municipally known as 26 & 28 Hosking Place, City of Guelph, from Community Design and Development Services dated November 23, 2009, be received;

AND THAT the proposed demolition of the detached dwelling at 26 Hosking Place be approved;

AND THAT a by-law to deem Lots 13 and 14, Plan 702 not to be Lots on a Plan of Subdivision, pursuant to Section 50 (4) of the *Planning Act*, which would allow them to

merge, be passed.

It was requested that the clauses be voted on separately.

Mr. J. Riddell

6. Moved by Councillor Kovach
Seconded by Councillor Bell
THAT Report 09-98 regarding the proposed demolition of a detached dwelling at 26 Hosking Place and merger of the properties municipally known as 26 & 28 Hosking Place, City of Guelph, from Community Design and Development Services dated November 23, 2009, be received.

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

VOTING AGAINST: Councillor Farrelly (1)

Carried

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

7. Moved by Councillor Kovach
Seconded by Councillor Bell
THAT the proposed demolition of the detached dwelling at 26 Hosking Place be approved;

AND THAT a by-law to deem Lots 13 and 14, Plan 702 not to be Lots on a Plan of Subdivision, pursuant to Section 50 (4) of the *Planning Act*, which would allow them to merge, be passed.

VOTING IN FAVOUR: Councillors Bell, Billings, Burcher, Farrelly, Findlay, Kovach and Wettstein (7)

VOTING AGAINST: Councillors Hofland, Laidlaw, Piper, Salisbury and Mayor Farbridge (5)

Carried

SPECIAL RESOLUTIONS

Baker Street Redevelopment and Acquisition: 152-158 Wyndham Street North

8. Moved by Councillor Burcher
Seconded by Councilor Wettstein
THAT the Mayor and Clerk be authorized to execute an Agreement between Smilja Lesic and the City for acquisition of the property known as 152-158 Wyndham Street North.

AND THAT staff be directed to take the steps necessary to demolish the building at 152-158 Wyndham Street North due to its poor condition at a cost of approximately \$360,000;

AND THAT staff be directed to take steps necessary to convert the property at 152-158 Wyndham Street North into a parking facility, at cost of approximately \$40,000 to be included in the City's parking inventory until the land is required for redevelopment.

It was requested that the clauses be voted on separately.

Ms. L.E. Payne

9. Moved by Councillor Burcher
Seconded by Councillor Wettstein

THAT the Mayor and Clerk be authorized to execute an Agreement between Smilja Lesic and the City for acquisition of the property known as 152-158 Wyndham Street North.

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

VOTING AGAINST: Councillors Billings, Kovach and Laidlaw (3)

Carried

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

10. Moved by Councillor Salisbury
Seconded by Councillor Piper

THAT the matter of the future use of the property at 152-158 Wyndham Street North be referred back to staff for consideration of alternative uses for the property in addition to a parking lot, and to provide the rationale for the creation of a parking lot on this property.

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

VOTING AGAINST: Councillor Kovach (1)

Carried

BY-LAWS

11. Moved by Councillor Billings
Seconded by Councillor Burcher

THAT By-laws Numbered (2009)-18892 to (2009)-18911,

inclusive, are hereby passed.

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

VOTING AGAINST: (0)

Carried

11. Moved by Councillor Billings
Seconded by Councillor Burcher
THAT BY-law Number (2009)-18912, is hereby passed.

VOTING IN FAVOUR: Councillors Bell, Billings, Burcher, Farrelly, Findlay, Kovach, Piper, Wettstein and Mayor Farbridge (9)

VOTING AGAINST: Councillors Hofland, Laidlaw and Salisbury (3)

Carried

MAYOR'S ANNOUNCEMENTS

The Mayor advised that applications for citizen appointments to various boards, committees and commissions are due in the Clerk's Office by November 27, 2009.

The Mayor congratulated Councillor Burcher on her appointment as the FCM Government Representative for the Caribbean and Latin America.

Councillor Laidlaw extended condolences to the family of Michael Elrick on his recent passing.

NOTICE OF MOTION

Councillor Findlay advised that he will be presenting a notice of motion at an upcoming Council meeting on the signalized intersection at St. George's Square.

ADJOURNMENT

The meeting adjourned at 8:50 o'clock p.m.

Minutes read and confirmed December 21, 2009.

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Mayor

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Clerk

Committee Mandate and Charter

Community Development & Environmental Services Committee

A. Mandate of the Community Development & Environmental Services Committee:

1. Mandate

The Committee's mandate defines its core areas of management and responsibility. Established by Procedural Bylaw (1996)-15200 for Standing Committees, it is the mandate of the Community Development & Environmental Services Committee ensure that appropriate policies, principles, procedures and roles are established for the following functional areas:

- i. Community Design & Development Services:
 - a. Building Services
 - b. Engineering Services
 - c. Development and Parks Planning
 - d. Policy Planning and Urban Design

- ii. Environmental Services
 - a. Solid Waste Resources
 - b. Wastewater Services
 - c. Waterworks

2. Composition of the Committee

I. The Committee will be comprised of four members of Guelph City Council and the Mayor.

II. Additional staff members or specialists may be called upon to conduct research, communications or any other Committee identified requirements.

B. Charter of the Community Development & Environmental Services Committee:

The Committee's Charter outlines how the Committee will satisfy the requirements set forth by Council in its mandate. This Charter is comprised of:

- Operating principles;
- Responsibilities and duties; and
- Operating procedures

I. Operating Principles

All Committee work will be carried out in accordance with provisions of the Municipal Act and other governing legislation and the Committee will fulfill its responsibilities within the context of the following principles:

i) Committee Values

The Council's Code of Conduct, transparency and accountability will guide Committee efforts and promote interaction with the highest ethical standards

and professionalism while ensuring that the best interests of the community are met. The Council endorsed corporate values of wellness, integrity and excellence will also be observed.

ii) Communications

The Committee Chair will act as the primary spokesperson for any media related inquiries.

iii) Meeting Agenda

Committee meeting agendas shall be the responsibility of the Chair of the Committee in consultation with Committee members and staff.

iv) Notice of Meetings

Public notice of all committee meetings will be provided on the City's electronic general calendar at least 72 hours prior to a meeting; by posting a notice in City Hall at least 72 hours prior to the meeting; and by publication in a local paper at least 72 hours prior to the meeting.

It is recognized that some items consistent with Section 239 in the Municipal Act may require a meeting to be closed to the public. The holding of any closed meetings and the general nature of the matter to be considered will be made public to ensure full transparency.

v) Committee Expectations and Information Needs

Meeting minutes will be recorded and distributed to Committee members with each meeting agenda.

Any discussions that lead to the formulation of recommendations for Council consideration will take place at the Committee meetings only and not through electronic or other outside exchanges.

All pertinent information will be shared with all Committee members in advance of meetings. This can include but not be limited to meeting minutes, any supplemental information, public input, media requests etc.

vi) Reporting to Council

The Committee will report to Council with recommendations for approval.

II. Responsibilities and Duties

Specific roles and responsibilities for the Committee as a whole, Chair and Committee members include:

Committee:

- To make recommendations and offer advice for the consideration of Guelph City Council with respect to:
 - Community Design & Development Services:
 - Building Services
 - Engineering Services

- Development and Parks Planning
- Policy Planning and Urban Design
- Environmental Services
 - Solid Waste Resources
 - Wastewater Services
 - Waterworks

Chair:

The Committee Chair will be responsible for:

- To maintain order and decorum during meetings, decide questions of procedure, and generally ensure that the Committee work proceeds smoothly according to the Committee's work plan.
- To ensure adequate and appropriate opportunities are provided for input by the public and other key stakeholders at meetings;
- To engage all members in the decision making process.

Committee Members:

- The Committee members will be responsible for:
- To read all agenda material, and seek clarification on any matters prior to meetings in order to make the most effective use of the Committee's time;
- To attend meetings and participate fully in all Committee work;
- To debate the issues in an open, honest and informed manner to assist the decision-making process;
- To actively contribute to reaching Committee recommendations and directions; and
- To represent and advocate on behalf of constituents, keeping in mind the entire municipality when considering and addressing issues.

iii. Operating Procedures

- i. The Committee shall meet on the third Monday of each month.
- ii. A quorum shall be a majority of the whole committee (3).
- iii. In the event, consensus cannot be achieved on a recommendation to be made to Council, the normal voting process will occur consistent with approved by-laws.
- iv. Any rule not stated herein is deemed to be provided in By-law 1996-15200 Consolidate Procedural By-law.
- vi. The Chair shall vote on any motion.

Council Caucus Room
November 30, 2009 5:00 p.m.

A meeting of Guelph City Council.

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

Absent: Councillors Beard, Burcher, Kovach and Laidlaw

Staff Present: Mr. H. Loewig, Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Chief S. Armstrong, Director of Emergency Services; 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; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design and Development Services; Mrs. L.A. Giles, Director of Information Services/City Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

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

Labour Relations

S. 239 (2) (d) labour relations or employee negotiations

Litigation Settlement

S. 239 (2) (e) and (f) litigation or potential litigation; advice that is subject to solicitor/client privilege.

Carried

The meeting adjourned at 5:01 o'clock p.m.

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Mayor

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Clerk

Council Caucus Room
November 30, 2009 5:02 p.m.

A meeting of Guelph City Council closed to the public.

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; 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; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design and Development 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 were no declarations.

The Director of Corporate Services/City Solicitor provided information with respect to a proposed litigation settlement.

Litigation or Potential Litigation / Advice that is subject to Solicitor/Client Privilege

- Ms. L.E. Payne
1. Moved by Councillor Findlay
Seconded by Councillor Burcher
That Council authorize the execution of the Settlement Proposal with respect to MTA Architects regarding litigation relating to the New City Hall.

Carried

Labour Relations or Employee Negotiations

Staff responded to questions of the Committee.

- Mr. M. Amorosi
2. Moved by Councillor Kovach
Seconded by Councillor Laidlaw
THAT staff be given direction with respect to labour relations relating to the 2010 budget.

Carried

The meeting adjourned at 5:57 o'clock p.m.

.....
Mayor

.....
Clerk

Council Chambers
November 30, 2009

Council reconvened in formal session at 6:00 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; Mr. M. Amorosi, Director of Human Resources; Chief S. Armstrong, Director of Emergency Services; 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; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design and Development Services; Mrs. L.A. Giles, Director of Information Services/City Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

The Mayor advised that the purpose of the meeting was to hear the staff presentation on the 2010 budgets.

The Chief Administrative Officer provided information on the proposed 2010 operating budget and advised that the City is not in a unique situation as other municipalities across the country are experiencing the same challenges. He advised that the primary factor impacting the budget is the \$8.1 million revenue loss with the overall increase over 2009 of 9.2%. He further advised that the recommended proposals reduce the increase to 4.48%.

He outlined the principles considered when putting

forward proposals to reduce the increase to the budget, such as the protection of core services, minimizing the impact on services to the community, mitigating the

impact to City staff relating to job losses and sensitivity to the taxpayer regarding a tax increase. He briefly reviewed the proposed reductions.

The Director of Finance advised that the proposed 2010 capital budget complies with the recently adopted policies. She advised that the capital from current/reserves funding remains the same as in 2009, but the use of an "envelope" system has been introduced for 2010. She then advised that 2010 will be focused on completing prior approved works, stimulus projects and ongoing maintenance, with the Hanlon Creek Business Park development and sale of serviced land providing capacity for other works in later years.

The Director of Community Services provided information with respect to the Guelph Public Central Library and the South End Community Centre. She advised that both projects are not "shovel" ready and that the Central Library needs to be looked at separately from Baker Street. She advised that staff will be recommending that work continue on these projects so that they will be ready in order to respond to any future funding opportunities and partnerships that arise.

In response to questions by members of Council, staff provided detailed information.

Staff were requested to provide the following information:

- Chief Administrator Office to speak with the agencies in an effort to reduce their budgets
- Report back on what is projected savings for utilities/conservation efficiencies and the rationale for the overall projections in the budget
- Obtain information with respect to contracting fuel services
- Forward a list of municipalities which do not clear sidewalks
- List of streets where sidewalk snow removal will continue
- Report back on the operation of the proposed revised household hazardous waste operations and the potential fee for service
- Report back on operating summer day camps on a revenue neutral basis
- Provide information on what a 3%, 5% and 7% transit fare increase would be
- Comparison on other municipalities transit fare

- increases
- Statistics of transit ridership on various statutory and civic holidays and the revenues versus operating costs
- Report back on a refined youth subsidy criteria
- Comparison of the youth subsidy in relation to other municipalities
- Information on the amount of revenue that would be received with a 10% ice rental fee at Centennial Park and the impact of the youth subsidy reduction
- Breakdown of the purchased services specifically MPAC and insurance fees
- Report back on the impact of no contract hirings
- Report back on alternative methods of delivering dining room services at the Evergreen Senior Centre and what would be involved in moving toward operating on a cost recovery basis
- Impact of a reduction to the Macdonald Stewart Art Gallery agreement
- Parking garages not being operated by the city

ADJOURNMENT

The meeting adjourned at 10:00 o'clock p.m.

Minutes read and confirmed December 21, 2009.

.....
Mayor

.....
Clerk

City Hall Meeting Room C
December 7, 2009

Council convened in session at 5:00 p.m.

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

Staff Present: Mrs. L.A. Giles, Director of Information Services/City Clerk; Ms. M. Neubauer, Director of Finance; Mr. J. Riddell, Director of Community Design and Development Services; Ms. T. Sprigg, Manager of Corporate Communications; Ms. T. Agnello, Deputy Clerk

INFORMATION SESSION ON COPROATE COMMUNICATIONS STRATEGY

Ms. Sprigg provided a brief introduction to the sessions and introduced Doug McMillan who facilitated the session.

Mr. McMillan highlighted the research activities to date and the early findings and themes.

A roundtable discussion was held for input and discussion on four questions emanating from the research activities and findings.

ADJOURNMENT

The meeting adjourned at 6:37 o'clock p.m.

Minutes read and confirmed December 21, 2009.

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Mayor

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Deputy Clerk

Council Chambers
December 7, 2009

Council convened 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. J. Riddell, Director of Community Design and Development Services; Ms. A. Pappert, Director of Community Services; Mr. D. McCaughan, Director of Operations; Mr. S. Hannah, Manager of Development and Parks Planning; 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.

PLANNING PUBLIC MEETING

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

410 Clair Road East – Proposed Zoning By-law Amendment (File ZC0912) – Ward 6

Ms. Katie Nasswetter, Senior Development Planner advised the applicant is requesting to rezone a 1.2 hectare portion of the site along Clair Road East from the Specialized R.4A-34 zone to the I.1 (Institutional) zone to permit a religious establishment. She advised that someone has been distributing notices of the public meeting to properties outside the 120m circulation. She stated that the concerns raised to date include the following:

- whether there is enough parking;
- traffic volume and congestion;
- compatibility of the building structure;
- signage issues
- lighting; and
- noise.

She advised that staff will be addressing these issues as well as reviewing the accessory uses and urban design of the building.

John Valeriote, on behalf of the applicant advised the Sikh Society had a public meeting at the end of last month. He stated the portion of land along Goodwin will stay residential as well as the lands to the immediate east. He stated that the applicant wishes to have a place to worship that is consistent with religious practices within the City. He said he believes the issue is lack of knowledge about the religion and not the actual building being proposed.

Dr. Ravi, representing the Sikh Society provided information regarding Sikhism to assure the public of their intentions and stated they wish to be a bigger part of the community. He advised they have been located on Stevenson Street since 1998 but need a larger site now. He provided the following information as well:

- the proposed building is designed to accommodate 400 people;
- they anticipate approximately 100-150 people on Sundays between 9:00 a.m. -1:30 p.m.;
- the temple is for Guelph and is not regional;
- they intend to create green space and fields for children;
- they will provide landscaping;
- their kitchen is vegetarian with no alcohol served;
- there will be no noises such as chimes.

Bill Birdsell, architect for the applicant, provided information regarding the following:

- they are reviewing the best location for the building on the property;
- they plan to meet parking requirements;
- a second access would only be put in place to provide emergency access, and would be enhance pedestrian access;
- the building location respects the privacy of the rear yards of the neighbours;
- the building will have a drive-through canopy;
- the entrance will face Clair Road;
- the principal worship area will be on the raised main floor;
- the second floor would be for an office, library or other ancillary use to the religious function;
- the entrance is at grade to allow easy access;
- the domes are glass to allow natural light into the second floor and will be 11.6metres high;

- the building is designed to adhere to Sikhism and to blend with the City's masonry styles;
- environmentally friendly options will be considered;
- lighting will be directed away from adjacent properties.

Paul Kreutzwiser, a representative of the residents of Dominion Drive and Hall Avenue, requested that the public meeting be deferred because he believes proper signage and proper notice was not given. He advised a number of people wish to speak to the matter but were unaware of the meeting.

Adam Minnion, a local resident, stated he lives approximately 500 metres away but has seen no signage and believes the signage and notification has been inadequate. He advised their concerns revolve around the original zoning of the area being changed. He stated the numbers of parking spaces will not accommodate the number of expected attendees or the growth over the next 10-15 years. He believes people will park on the roadway and use the emergency access to walk in from the road.

Scott Hannah advised the City has gone beyond the minimum requirements for notice by mailing out notices, posting a sign on site and placing an advertisement in the newspaper.

Staff will consider the following:

- a comprehensive parking study of the facility usage and possible restrictions to be put in place;
- a review of the surrounding institutional zones;
- the need for a longterm care facility in the area and possible other usages under the current zoning.

1. Moved by Councillor Findlay
Seconded by Councillor Burcher

Mr. J. Riddell

THAT report 09-95 regarding a Zoning By-law Amendment for the property municipally known as 410 Clair Road East, City of Guelph, from Community Design and Development Services, dated December 7, 2009, be received.

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

VOTING AGAINST: (0)

5 & 7 Cambridge Street – Proposed Zoning By-law Amendment (File ZC0911) – Ward 3

Ms. Katie Nasswetter, Senior Development Planner advised the applicant is requesting a rezoning to recognize the existing semi-detached dwelling in order to allow the property to be severed into two separate parcels of land. She stated the property has legal, non-conforming status under the current zoning by-law.

Mr. J. Riddell

2. Moved by Councillor Kovach
Seconded by Councillor Laidlaw

THAT report 09-92 regarding a proposed Zoning By-law Amendment for the property municipally known as 5 and 7 Cambridge Street, City of Guelph, from Community Design and Development Services, dated December 7, 2009, be received.

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

VOTING AGAINST: (0)

Carried

150 Eastview Road (Grangehill Phase 7) – Proposed Draft Plan of Subdivision and Zoning By-law Amendment (File 23T-07501/ZC0703) – Ward 2

Scott Hannah, Manager of Development and Parks Planning advised this application is a revision to a previous submission in 2007 and the zoning change is being requested to implement the subdivision plan. He stated that the environmental impact study reviewed with the original application was supported and is very similar to the current proposal. He provided information regarding the access points and density requirements. He also advised that the Zilios would like the plans to consider possible future integration of their lands.

Staff will review the following:

- how to join the apartment block to the energy system and the possibility of District Heating;
- proposed access points, specifically parkland;
- suitability of the size of the parkette;
- integration of the lands on the west;
- the road end on the western perimeter and justification for the stub end roads;

- pedestrian access;
- access to the storm water management pond and drainage issues;
- opportunities for connectivity.

Mr. John Cox advised they originally submitted an application in 2005 and made revisions based on the input received at that time. He stated the park was relocated to provide open space access and that the street stubs help increase the density and allow development of flankage units, thus creating a better streetscape.

Mr. Julian Zilio advised his parents concerns have been addressed but they are still worried about trespassing. He advised they currently experience issues with drug use, trespassing, dirt biking, litter, and bush parties. He also stated that fires are a concern because the ground coverage is a peat and when the water table drops too much, there is smoldering. He believes the City needs to take this opportunity to see future development.

3. Moved by Councillor Findlay
Seconded by Councillor Billings

Mr. J. Riddell

THAT Report 09-91 regarding a Proposed Draft Plan of Subdivision and Zoning By-law Amendment for approval of a residential subdivision development applying to property municipally known as 150 Eastview Road, and legally described as Part Lot 3, Concession 5, Div 'C', City of Guelph, from Community Design and Development Services dated December 7, 2009, be received.

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 items were extracted from the December 7, 2009 Consent Agenda to be voted on separately:

- A-3 - Guelph Civic Museum: Approval to Award Contract
- A-4 – Traffic Operational Assessment – St. George's Square

4. Moved by Councillor Burcher
Seconded by Councillor Piper

THAT the balance of the December 7, 2009 Council Consent Agenda as identified below, be adopted:

Mr. A. Artinger
Mr. J. Riddell
Ms. M. Neubauer

a) **80 Frederick Drive – Proposed Zoning By-law Amendment (File ZC0903) – Ward 6**

THAT Report 09-99 regarding a proposed Zoning By-law Amendment to allow the development of two proposed single-detached R.1D lots on lands municipally known as 80 Frederick Drive, City of Guelph, being lands located in Phase 4 of the Westminister Woods East Subdivision (File 23T-02502), from Community Design and Development Services dated December 7, 2009, be received;

AND THAT the application by Westminister Woods Limited for approval of a Zoning By-law Amendment to rezone lands described as Part of Block 86, Registered Plan 61M-160, municipally known as 80 Frederick Drive, City of Guelph, from the existing Specialized R.3A-41(H) (Multiple-Residential Holding) Zone to the R.1D (Single-Detached Residential) Zone be approved in accordance with the uses, regulations and conditions outlined in Schedule 2 of the Community Design and Development Services Report 09-99 dated December 7, 2009, as attached hereto as Schedule A.

Ms. N. Shoemaker
Mr. J. Riddell
Ms. M. Neubauer

b) **2 Clough Crescent – Proposed Zoning By-law Amendment (File ZC0902) – Ward 6**

THAT Report 09-85 regarding a proposed Zoning By-law Amendment to permit the development of 11 on-street townhouse units and a 50 unit apartment building with specialized zoning regulations applying to property municipally known as 2 Clough Crescent, and legally described as Block 1 on Registered Plan 61M-156, City of Guelph, from Community Design and Development Services dated December 7, 2009, be received;

AND THAT the application (ZC0902) from Black, Shoemaker, Robinson & Donaldson Limited for approval of a Zoning By-law Amendment from the current Residential Apartment (R.4A) Zone to the Specialized On-Street Townhouse (R.3B-7) Zone and a Specialized Residential Apartment (R.4A-?) Zone affecting the property municipally known as 2 Clough Crescent, and legally described as Block 1 on Registered Plan 61M-156, City of Guelph, BE APPROVED in accordance with the permitted uses, regulations and conditions provided in schedule 2 of Community Design and Development Services report 09-85 dated December 7, 2009, as attached hereto as 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

Traffic Operational Assessment – St. George’s Square

Mr. Lorenz Calcagno, on behalf of the Guelph Downtown Business Association advised of concerns regarding the walkability of the downtown core. He requested that Council refer the issue to committee to further examine options.

Mr. Charles Cares advised that all the downtown construction has had a negative impact on business and he believes the changes to the lights would be a positive change. He expressed concern about the removal of the free parking as well.

A request was made to vote on Clauses 4 and 5 separately.

- 5. Moved by Councillor Findlay
Seconded by Councillor Burcher

Mr. D. McCaughan

THAT the exclusive pedestrian/vehicle right-of-way signal phase operation in St. George’s Square be retained, with the timing modifications as detailed within Alternative 1, in Table to this report;

AND THAT staff review the exclusive pedestrian/vehicle right-of-way signal phase operation in St. George’s Square in conjunction with the completion of the construction of the new Transit terminal at the VIA/Carden Street location and report back to committee with the results of their review and recommendations regarding changes to the current traffic signal phasing;

AND THAT the existing No Right Turn on Red prohibition, from 7:00 a.m. to 9:00 p.m. daily, in St. George’s Square be modified to only prohibit right turns on red during the hours of 8:00 a.m. to 9:00 a.m., 11:30 a.m. to 12:30 p.m. and 3:45 p.m. to 4:45 p.m. daily.

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. D. McCaughan
Councillor Hofland

6. Moved by Councillor Findlay
Seconded by Councillor Burcher
THAT a review of further enhancements to the traffic signalization of St. George's Square be referred to the Emergency Services, Community Services and Operations Committee with a report back to council by March 31, 2010.

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

VOTING AGAINST: Councillor Kovach (1)

Carried

Mr. J. Riddell
Ms. A. Jamal
Mr. D. Corks

7. Moved by Councillor Findlay
Seconded by Councillor Burcher
THAT Community Design and Development Services staff be directed to communicate with the Guelph Downtown Business Association in consideration of the return to Main Street as it relates to the development of the downtown Secondary Plan.

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

VOTING AGAINST: (0)

Carried

Guelph Civic Museum: Approval to Award Contract

Murray McCrae, Manager of Corporate Property Services, and Ann Pappert, Director of Community Services, clarified items surrounding the contract and timing of the various stages of the Guelph Civic Museum project.

A request was made to vote on the clauses separately.

Ms. A. Pappert

8. Moved by Councillor Kovach
Seconded by Councillor Salisbury
THAT Report# CS-CU-0925, 'Guelph Civic Museum: Approval to Award Contract', dated December 7, 2009 be received.

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

VOTING AGAINST: (0)

Carried

Ms. A. Pappert
Ms. M. Neubauer

9. Moved by Councillor Kovach
Seconded by Councillor Salisbury
THAT staff be authorized to award the general construction tender to Harbridge and Cross for the Guelph Civic Museum's project and to issue a Purchase Order and execute a contract with the successful bidder, with Mayor and Clerk authorized to sign all documents, subject to the satisfaction of the City Solicitor.

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

VOTING AGAINST: Councillors Bell and Billings (2)

Carried

Ms. A. Pappert
Ms. M. Neubauer

10. Moved by Councillor Kovach
Seconded by Councillor Salisbury
THAT staff continue to explore opportunities for alternative funding sources and partnerships in order to offset construction costs and to complete secondary components identified in the site plan.

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

VOTING AGAINST: Councillor Bell (1)

Carried

Ms. A. Pappert
Ms. M. Neubauer

11. Moved by Councillor Kovach
Seconded by Councillor Salisbury
THAT staff report back before the funding agreement is signed with options for the future use of the current Civic Museum and a revenue generating or revenue neutral business case.

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

VOTING AGAINST: (0)

BY-LAWS

12. Moved by Councillor Burcher
Seconded by Councillor Billings

THAT By-laws Numbered (2009)-18913 to (2009)-18914, 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

ADJOURNMENT

The meeting adjourned at 10:13 o'clock p.m.

Minutes read and confirmed December 21, 2009.

.....
Mayor

.....
Deputy Clerk

Schedule 2

Recommendation – Proposed Uses, Regulations and Conditions

The property affected by this Zoning By-law Amendment is municipally known as 80 Frederick Drive legally described as Part of Block 86, Plan 61M-160, City of Guelph.

The following zoning is proposed: R.1D (Single-Detached Residential) Zone in accordance with the Zoning Bylaw as follows:

Section 5.1.1 **PERMITTED USES**

- *Single Detached Dwelling*
- *Accessory Apartment* in accordance with Section 4.15.1
- *Bed and Breakfast* establishment in accordance with Section 4.27
- *Day Care Centre* in accordance with Section 4.26
- *Group Home* in accordance with Section 4.25
- *Home Occupation* in accordance with Section 4.19
- *Lodging House Type 1* in accordance with Section 4.25

Section 5.1.2 **REGULATIONS**

Within the Residential R.1D *Zone*, no land shall be *Used* and no *Building* or *Structure* shall be erected or *Used* except in conformity with the applicable regulations contained in Section 4 - General Provisions, the regulations listed in Section 5.1.2 and Table 5.1.2. that include the following:

Minimum Lot Area
275 m²

Minimum Lot Frontage
9 metres and in accordance with Sections 5.1.2.5 and 5.1.2.6.

Maximum Building Height
3 Storeys and in accordance with Section 4.18.

Minimum Front Yard
6 metres and in accordance with Sections 4.6, 4.24, 5.1.2.3, 5.1.2.4 and 5.1.2.7.

Minimum Exterior Side Yard
4.5 metres and in accordance with Sections 4.6, 4.24, 4.28, 5.1.2.3, 5.1.2.4 and 5.1.2.7.

Minimum Side Yard
1 to 1.5 Storeys
1.5 to 2 Storeys
Over 2 Storeys
0.6 metres and in accordance with Sections 5.1.2.1 and 5.1.2.2.

December 7, 2009

Schedule A
(continued)

Minimum Rear Yard

7.5 metres or 20% of the Lot Depth, whichever is less and in accordance with Section 5.1.2.4.

SCHEDULE 2

Regulations and Conditions

Specialized R.4A-? Zone

Permitted Uses

In accordance with the uses permitted by Section 5.4.1.1. (General Apartment Zone)

Regulations

In accordance with Section 4 (General Provisions) and Section 5.4.1 and Table 5.4.1 (General Apartment R.4A Zone Regulations) of Zoning By-law (1995)-14864, as amended, with the following additions and exceptions:

Required Number of Units

50

Minimum Rear Yard

6 metres

Maximum Height

4 storeys

Common Amenity Area

Despite Section 5.4.2.4.3, a common amenity area may be provided in the Front Yard or Exterior Side Yard

Underground Parking

A minimum of 50% of the required parking shall be provided underground

Maximum Exterior Side Yard Setback (Build-to Line)

A minimum of 90% of the apartment building face shall be located at a maximum exterior side yard setback of 6 metres from Arkell Road

Buffer Strips

A minimum 3 metre buffer strip shall be provided along the southerly and easterly boundary of the site

Conditions

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

1. The Owner shall submit to the City, in accordance with Section 41 of The Planning Act, a fully detailed site plan, 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.
- a. Further, the Owner commits and agrees that the details of the layout, elevations and design for development of the subject lands shall be generally in accordance with and conform to the Owner's concept plans attached as **Schedule 6** and **Schedule 7** to the December 7, 2009 Planning Staff Report Number 09-85 (Site Plan, prepared by BSRD Planning Consultants, Project 08-025, dated July 14, 2009).
 2. Prior to site plan approval and prior to any construction or grading on the lands, the developer shall submit a detailed Stormwater Management Report and Plans to the satisfaction of the City Engineer which demonstrates how storm water will be controlled and conveyed.
 3. That the developer grades, develops and maintains the site including the storm water management facilities designed by a Professional Engineer, in accordance with a Site Plan that has been submitted to and approved by the City Engineer. Furthermore, the owner shall have the Professional Engineer who designed the storm water management system certify to the City that he/she supervised the construction of the storm water management system, and that the storm water management system was approved by the City and that it is functioning properly.
 4. The developer shall pay to the City the actual cost of constructing, installing or removal of any service laterals required and furthermore, prior to site plan approval, the developer shall pay to the City the estimated cost of the service laterals, as determined by the City Engineer.
 5. Should the developer need to extend the City storm sewer along Colonial Drive, the developer shall obtain the necessary M.O.E. approvals and pay to the City the actual cost of designing, constructing and installing the storm sewer. Furthermore, prior to site plan approval, the developer will pay to the City the estimated cost of the storm sewer, as determined by the City Engineer.
 6. The owner shall construct the new buildings at such an elevation that the lowest level of the new buildings can be serviced with a gravity connection to the sanitary sewer.
 7. The developer shall pay to the City the actual cost of the construction of the new driveway entrance(s) and the required curb cut, prior to any construction or grading on the lands, prior to site plan approval the developer shall pay to the City the estimated cost as determined by the City Engineer of constructing the new driveway entrance and the required curb cut.
 8. Prior to issuance of a building permit, the owner shall provide the City with written confirmation that the apartment building on the subject site will be constructed to a standard that implements energy efficiency in order to support

Energy Plan in accordance with the letter provided by the Developer in **Schedule 9** and to the satisfaction of the Director of Community Design and Development Services. This includes an agreement that the 11 townhouse 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.

9. That the owner enters into a site plan control agreement with the City, registered on title, satisfactory to the City Solicitor, agreeing to satisfy the above-noted conditions and to develop the site in accordance with the approved plans and report.

Council Chambers
December 8, 2009

Council convened in session at 6:00 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; Mr. M. Amorosi, Director of Human Resources; Chief S. Armstrong, Director of Emergency Services; 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; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design and Development Services; Ms. T. Agnello, Deputy Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT

There was no declaration of pecuniary interest.

The Mayor advised that the purpose of the meeting was to hear delegations on the proposed 2010 budget.

Virginia Gillham, Chair of Friends of Guelph Public Library was present and expressed concern that the new central library project has been moved out in the capital forecast. She urged Council to find innovative ways to fund this project and that a naming donation should be pursued. She also suggested that the funding model used for the River Run Center be applied to a new central library.

Brigid Porter expressed concern with the proposed reductions to the South End Community Centre. She requested that Council consider eliminating non-essential items and keep the South End Community Centre moving forward. The City needs safe places for children to go to.

Stacey Cooper expressed concern with the delay to the South End Community Centre as this facility is needed as there are no other facilities in the south end.

Ned Coates was present on behalf of the Macdonald Stewart Art Centre and provided information on the benefits of the Centre to the City with respect to:

promotion of local artists; broad community engagement

with the various programs run; growing tourist attraction as it is a nationally recognized gallery. He requested that funding not be cut to this Centre.

Sandy Ferguson, Vice-Chair of the Guelph Non-Profit Housing Corporation provided a brief history of the corporation. She also provided information on the funding shortfall for Paisley Place, which is located at 747 Paisley Road and requested that the City pay the current operating arrears of \$149,846 for the years 2006 to 2009 and provide a commitment of funding over the next 3 years in the amount of \$40,000 per year.

Richard Vollans was present on behalf of the Guelph Arts Council and spoke on behalf of the various arts groups who receive funding through the current community grants program. He requested that grants to community arts groups and events remain intact along with the annual allocation to the Guelph Arts Council.

Gord Tosh was present on behalf of the Joint Social Services Committee, County of Wellington and expressed concern with the proposed reduction to the County. He suggested that it would not be possible for the County to reduce the social services budget as the majority of the costs are mandatory. He advised that daycare programs in Guelph are discretionary. He also requested that the land ambulance budget be postponed until the Land Ambulance Committee has reviewed the proposed budget.

Jane Cabral on behalf of the Neighbourhood Support Coalition provided information on the various activities of the Coalition. She thanked the Council and staff for their support over the years. She presented Council with a petition requesting the continuation of full funding of the grant to the Neighbourhood Support Coalition and its affiliated neighbourhood groups in 2010.

Jeff Buisman was present on behalf of a number of local churches and expressed concern with the reduction in provincial funding to the community development workers. He requested that the City continue the financing of the neighbourhood groups and provide temporary funding for the Community Development Workers for 2 years to allow the neighbourhood groups time to implement a strategy of shared and alternative funding.

Amanda Webb advised that she was a member of the

Onward Willow Neighbourhood Group and now is part of the Brant Avenue Neighbourhood Group. She advised

that this neighbourhood group is just starting their various programs and if funding is cut, there will be no place for the neighbourhood children to go.

Shinthu Puwaneshwaran of the Onward Willow Better Beginnings, Better Futures neighbourhood group was present and advised of the various programs she has participated in and the various activities offered to the youth of the neighbourhood. She requested that Council retain the full funding to all neighbourhood groups and the Neighbourhood Support Coalition.

Pierre Desmarais was present on behalf of the Guelph-Wellington Seniors Association and provided information on the various programs offered to seniors at the Evergreen Seniors Centre. He expressed concern with the proposed closure of the dining room as this service provides affordable and healthy meals to seniors. He urged Council to keep the dining room open and that the Seniors Association is willing to work with the City to ensure that the dining room remains open.

Brian Holstein was present and expressed concern with the proposed closure of the Evergreen Seniors Centre Dining Room. He suggested that this service is not a luxury but an essential service to seniors which meets their dietary needs and an opportunity of socializing. He also requested that the City find a way to save John Galt Day, by finding sponsors to support it.

Chuck Miller of the Sports Advisory Council advised of the importance of minor sports to the City. He expressed concern with the proposed youth subsidy reduction as there was no discussion of this with the various minor sports groups and suggested that such a reduction could force the groups to reduce their registration. He also expressed concern that the closure of facilities would put a further strain on the groups. He advised that the Sports Advisory Council would offer their assistance in helping to reduce the costs if were given the opportunity.

Clive Smith on behalf of Guelph Minor Hockey provided information on the number of children participating in the association. He expressed concern with the proposed closure of Centennial Arena which would drastically impact the programs they offer. He also expressed concern with the proposed increase for ice rentals and the reduction to youth subsidies.

Mr. Burton was present on behalf of the Guelph Marlins and provided information on the club membership and the swim programs provided. He advised that if Centennial

Pool is closed it would drastically impact the programs they would be to offer. He advised that the club would be willing to meet with staff to go over ideas that could increase revenues and decrease the operating costs. He urged Council to not close Centennial Pool.

Rod Finnie, Mayor of the Town of Erin was present with respect to the land ambulance budget and the provision of an ambulance for the Town of Erin. He suggested that the current standard relating to response time is not met in the Town of Erin and that their fire department responds to medical assists calls. He advised that if an ambulance for the Town is not provided, they will provide their own service and charge the cost to the City. He requested that 12 hour a day, 7 day a week ambulance service for the Town of Erin be reinstated into the 2010 budget.

Lou Maieron, County of Wellington Ward 9 Councillor advised that the Town of Erin is receiving more ambulance response from Halton Region than the City of Guelph. He advised that if the City of Guelph will not provide an ambulance for the Town of Erin another party will. He also advised that the Town has a place to house the ambulance.

Ken Chapman, Town of Erin Councillor suggested that the Town of Erin is being left out of being informed with respect to ambulance service for their area. He suggested that the Town of Erin should look after their own ambulance service.

Cynthia Folzer expressed concern with respect to the proposed reductions to city grants, Evergreen Seniors Centre dining room, university bus pass, two hour downtown parking and City Hall job cuts. She expressed concern with the proposed budget impact on the environment. She suggested that reallocation the funding for the Hanlon Creek Business Park would assist the city's deficit, eliminate the reductions and pay for an urban forestry department also for a new library and the remediation of brownfields.

Audrey Jamel on behalf of Downtown Guelph Business Association suggested that parking is a vital part of the downtown infrastructure and is essential for the health and vitality of the downtown businesses. She advised that there is a need for the Wilson Street parking garage.

She further advised that the various construction projects in the downtown area have greatly impacted the local businesses. She urged Council to work with the

Association to keep the 2 hour free parking within the downtown core.

Barb Minett advised that there is overwhelming support for the 2 hour free parking in the downtown. She urged Council to keep the downtown 2 hour free parking program.

Paul Zisschedyk was not present.

Brenda Gibson, Executive Director of the Guelph Music Centre requested that the City not approve proposed reductions to the summer camps. She advised that these camps provide the opportunity to introduce children to the arts.

Courtney Oud was present on behalf of Supporting Kids in Camp, a project which represents various organizations providing support to children with special needs. She advised of the benefits special needs children receive from attending day camps.

Lloyd Longfield representing the Guelph Chamber of Commerce suggested that the City needs to keep the balance between residential, non-residential, and the ICI sectors in order to be competitive in attracting business to the City. He proposed that future development should be considered through public/private partnerships. He further suggested that business helps fund growth.

Brad Kelloway, President of CUPE Local 241 who represent 295 full-time outside workers suggested that the City's public services keeps the community strong and that the residents expect these services in good or bad times. He expressed concern with the proposed service cuts and the impact they would have the citizens. He suggested that rather than cut services the City look into other options such as reducing the number of contracted out services to private contractors.

Dave Peshnak, President of CUPE Local 973 being the 197 inside workers, expressed concern with respect to the proposed staff cuts. He suggested that City staff keep the city safe and vibrant and provide vital services. He urged Council to consider the vital importance of the provision of public services.

Brenda Whiteside was present on behalf of the University of Guelph with respect to the proposed reduction to the universal bus pass. She advised that all university students are required to purchase a bus pass regardless

of whether they use the service or not. She urged Council to keep the universal bus pass.

Galen Fick spoke on behalf of the Graduate, Undergraduate and Students of the University of Guelph regarding the proposal to eliminate the universal bus pass. He advised that this pass allows the students to get around the City and be stewards of the environment. He questioned if the City wants to gamble this stable source of income. He urged Council to not adopt the recommendation to eliminate the universal bus pass and that they would be willing to work with the city to come to a mutual solution.

Chris Morrison expressed concern the funds allocated to the Hanlon Creek Business Park. He suggested that the City consider deferring this funding for 2 years and reallocate those funds to other services. He suggested that the proposed reductions would directly impact the citizens and indirectly impact the environment.

Council requested the following additional information:

- possible alternative funding options of working with the various groups, the process involved and the potential outcome
- potential cost recovery for the operation of the Evergreen Seniors Centre dining room
- number of day camps operated and the number of children participating
- feasibility of the Town of Erin providing their own ambulance service
- background information on the Guelph Non-Profit Housing Corporation Paisley Place, 747 Paisley Road of where it is in the proposed budget and its impact
- the next steps relating to the discussion of the universal bus pass and the decision points that will have to come before Council
- historical data relating to transit fare increases with

respect to the University of Guelph fees and the late night service

- what a communication plan would look like relating to transit stakeholders

ADJOURNMENT

The meeting adjourned at 9:30 o'clock p.m.

Minutes read and confirmed December 21, 2009.

.....
Mayor

.....
Deputy Clerk

**CONSENT REPORT OF THE
COMMUNITY DEVELOPMENT AND ENVIRONMENTAL SERVICES COMMITTEE**

December 21, 2009

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

Your Community Development and Environmental Services Committee beg leave to present their NINTH CONSENT REPORT as recommended at its meeting of December 14, 2009.

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

1) 68-76 Wyndham Street South Environmental Study Grant Request

THAT community Design and Development Services Report 09-101, dated December 14, 2009 regarding a request for financial assistance pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 68-76 Wyndham Street South, be received;

AND THAT the request for financial assistance made by the property owner under the Environmental Study Grant Program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 68-76 Wyndham Street South be approved to an upset total of \$10,000 upon the completion of a Phase 2 Environmental Site Assessment and, if required, an additional grant to an upset total of \$10,000 upon the completion of a Remedial Work Plan;

AND THAT staff be directed to proceed with finalizing an Environmental Study Grant and Information Sharing Agreement with the owner of 68-76 Wyndham Street South;

AND THAT the Mayor and Clerk be authorized to sign the Environmental Study Grant and Information Sharing Agreements.

2) Proposed Renaming of Wellington Street to John Galt Parkway

THAT Report 09-103 dated December 14, 2009 regarding the renaming of Wellington Street from Community Design and Development Services be received;

AND THAT the proposed renaming of Galt Street be referred to the 2010-2011

Priority Setting process.

Page No. 2
December 21, 2009

Community Development and Environmental Services Committee Report Consent

3) Norfolk/Woolwich/Norwich Five Points Intersection

THAT Report 09-102, dated December 14, 2009 regarding a roundabout design at Norfolk/Woolwich/Norwich Five Points Intersection from Community Design and Development Services be received;

AND THAT a roundabout design option not be implemented at the Norfolk/Woolwich/Norwich Five Point Intersection;

AND THAT staff review, design and implement pedestrian, cyclist and vehicular traffic improvements, where possible, as part of the Norfolk Street reconstruction project in 2010;

AND THAT staff continue to review possible future locations for roundabout designs to be implemented when intersections are proposed or reconstructed.

All of which is respectfully submitted.

Councillor Burcher, Chair
Community Development & Environmental
Services Committee

***PLEASE BRING THE MATERIAL THAT WAS DISTRIBUTED WITH THE
AGENDA FOR THE DECEMBER 14, 2009 MEETING.***

COMMITTEE REPORT



TO Community Development and Environmental Services
Committee

SERVICE AREA Community Design and Development Services
DATE December 14, 2009

SUBJECT 68-76 Wyndham Street South Environmental Study
Grant Request

REPORT NUMBER 09-101

RECOMMENDATION

"THAT Community Design and Development Services Report 09-101, dated December 14, 2009 regarding a request for financial assistance pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 68-76 Wyndham Street South BE RECEIVED;

AND THAT the request for financial assistance made by the property owner under the Environmental Study Grant program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 68-76 Wyndham Street South BE APPROVED to an upset total of \$10,000 upon the completion of a Phase 2 Environmental Site Assessment and, if required, an additional grant to an upset total of \$10,000 upon the completion of a Remedial Work Plan;

AND THAT staff be directed to proceed with finalizing an Environmental Study Grant and Information Sharing Agreement with the owner of 68-76 Wyndham Street South;

AND THAT the Mayor and Clerk are authorized to sign the Environmental Study Grant and Information Sharing Agreements."

BACKGROUND

The site is comprised of properties known municipally as 68-76 Wyndham Street South (Attachment A). The site area is 0.14 hectare (0.35 acre) and is located south east of the intersection of Wyndham Street South and Howitt Street. The site is designated General Residential in the City's Official Plan and is currently zoned R1.B, which permits a detached dwelling, accessory apartment, bed and breakfast, day care centre, home occupation, or lodging house. A portion of the site currently

contains a 'vehicle sales establishment' use, which has been deemed legal non-conforming by the City as this use was legally established prior to the approval of the Zoning By-law in 1995 and has continually existed since that time.

The Site is also located within the floodplain which is regulated by the Grand River Conservation Authority and is subject to the special policy area provisions contained within Section 7.14 of the City's Official Plan.

The City of Guelph Brownfield Redevelopment Community Improvement Plan (CIP) consists of financial incentive programs that are intended to stimulate private sector investment in the reuse and redevelopment of brownfield sites and partially offset the costs associated with site assessment and remediation. The Brownfield Redevelopment CIP was approved by the Minister of Municipal Affairs and Housing in March of 2004 and amended by City Council at its July 7, 2008 meeting to make some of these financial incentives available to a larger area, including the subject site.

REPORT

The owner of 68-76 Wyndham Street South has submitted an application (Attachment B) under the City's Brownfield Redevelopment CIP for Environmental Study Grants to partially offset costs associated with a proposed Phase 2 Environmental Site Assessment and, if necessary, a Remedial Work Plan. A Phase 1 Environmental Site Assessment has been completed and demonstrates that there is a potential for on-site contamination. While no planning applications have been submitted, the owner has proposed two multiple unit residential walk-up buildings, which will require a zoning by-law amendment in the future.

Environmental Study Grants are available for both Phase 2 Environmental Site Assessments and Remedial Work Plans under the City's Brownfield Redevelopment CIP (Attachment C). The Environmental Study Grants reimburse up to 50 percent or to a maximum of \$10,000 (whichever is the lesser) for each upon submission of the study results.

All program application requirements have been satisfied and Community Design and Development Services staff support the grant request. The completion of a Phase 2 Environmental Site Assessment will determine the environmental condition of the soil and groundwater beneath the site and whether soil and/or groundwater cleanup is required prior to redevelopment of this site for residential use. The redevelopment of this site will intensify a currently underutilized property within the City's Urban Growth Centre.

CORPORATE STRATEGIC PLAN

The approval of financial assistance will achieve the following Strategic Plan Goals:

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

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

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

FINANCIAL IMPLICATIONS

The estimated cost of the Phase 2 Environmental Site Assessment is \$15,000 which would result in a \$7,500 Environmental Study Grant upon completion of the study. It should be noted that the applicant would be eligible for up to \$10,000 if the actual cost of the Phase 2 Environmental Site Assessment is greater the estimated \$15,000.

If the Phase 2 Environmental Site Assessment recommends remedial work, the applicant would be eligible for a second Environmental Study Grant, up to a maximum of \$10,000 upon the completion of a Remedial Work Plan. The brownfield reserve fund currently has sufficient capacity to accommodate the grant request.

DEPARTMENTAL CONSULTATION

Community Design and Development Services: Engineering Services
Finance

COMMUNICATIONS

N/A

ATTACHMENTS

Attachment A: Location Map
Attachment B: Environmental Study Grant Application
Attachment C: Environmental Study Grant Program Details

Prepared By:

Greg Atkinson MCIP, RPP
Policy Planner
837-5616 ext. 2521
greg.atkinson@guelph.ca

Recommended By:

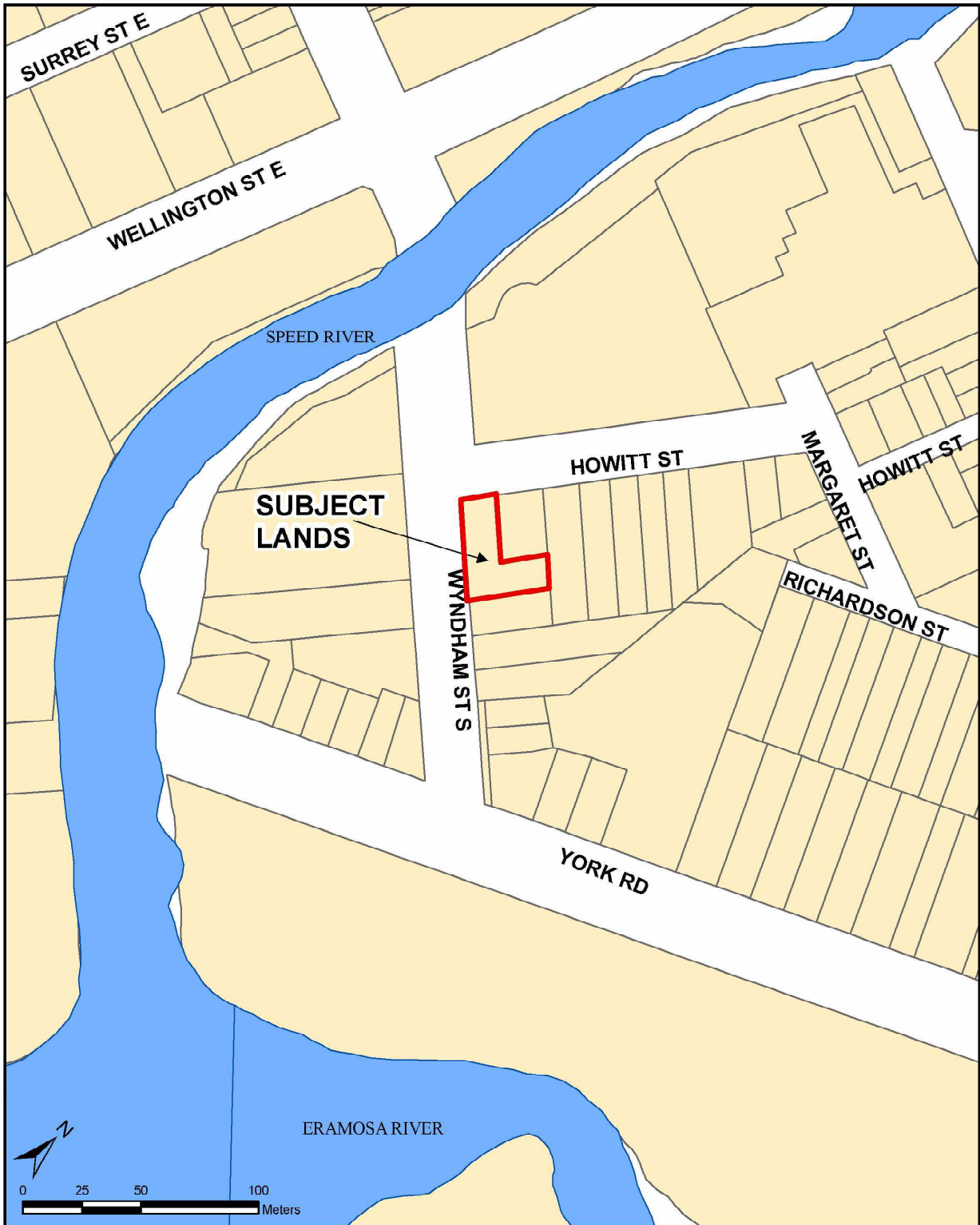
Marion Plaunt MES, MCIP, RPP
Manager of Policy Planning and 519-
Urban Design
519-837-5616 ext. 2426
marion.plaunt@guelph.ca

Recommended By:

James N. Riddell
Director of Community Design and Development Services
579-837-5616 ext. 2361
jim.riddell@guelph.ca

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Evironemntal Study Grant Request.doc

Attachment A: Location map



Attachment B: Environmental Study Grant Application

Brownfield Redevelopment Community Improvement Plan Environmental Study Grant Application Form



PART A: General Instructions

- Community Design and Development Services Staff must be consulted prior to completing and submitting this application.
- As much detail as possible should be submitted regarding a proposed brownfield project. If you require more space than is provided on this form, please attach additional pages and/or documents. Do not simply reference sections in appended reports or documents.
- All environmental reports submitted to the City must be signed and sealed by a Qualified Person as defined by Ontario Regulation 153/04 under the *Environmental Protection Act* as amended from time to time.
- Applications must be acknowledged by Community Design and Development Services Staff as being 'complete'. Applications will not be acknowledged until all required information and material is submitted with the application form.
- Completed applications are accepted and processed on a first come first served basis.
- The total amount of financial assistance provided by the City for the purpose of brownfield redevelopment (i.e. including financial contributions obtained outside of the Brownfield Redevelopment Community Improvement Plan) cannot exceed the eligible costs set out in the Community Improvement Plan.
- All requests for financial assistance under the Brownfield Redevelopment Community Improvement Plan require City of Guelph Council approval.
- Applications should be submitted to: **Community Design and Development Services**
Location: 1 Carden Street, 3rd Floor
Phone: 519-837-5616
Fax: 519-837-5640
Email: planning@guelph.ca

PART B: CONDITIONS & RESTRICTIONS

- Grants must be approved prior to the start of any applicable environmental study.
- Funds will not be issued until the City receives the results of the study. If the environmental study is not submitted within two (2) years the grant will be reallocated.
- The amount of any Environmental Study Grant(s) will be deducted from the eligible redevelopment costs available for tax increment-based grant funding.
- Grants related to the costs of completing a Phase 2 Environmental Site Assessment (ESA) and or Remedial Work Plan will be reimbursed up to 50% or to a maximum of \$10,000 (See BRCIP for exception).
- Studies submitted to the City must be completed by a qualified, independent consultant.
- Properties having a Minister's Order for clean-up are not eligible.
- No more than two (2) Environmental Study Grants will be awarded for a particular redevelopment.
- Properties in tax arrears are not eligible.



**Brownfield Redevelopment Community Improvement Plan
Environmental Study Grant Application Form**

PART C: Applicant Information

Name of Registered Property Owner: Michael Flaman + Gloria Flaman

Address of Registered Property Owner: [REDACTED]

Phone Number: [REDACTED] Fax Number: _____

Email Address: [REDACTED]

Agent Information (If applicable)

Name of Agent: _____

Address of Agent: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

PART D: Property Information

Address of Subject Property: 76 Wyndham Street South, Guelph ON N1E 5R4

Legal Description (e.g. Lot and Plan No.): LOTS 7 and 8
Registered Plan 306

Official Plan Designation: Special Policy Area Flood Plain - General Residential

Zoning: R.1B

Current Use(s): House / Used Car Lot

Size of Property: 1430 m² (191 feet frontage on Wyndham St.)

Existing Buildings:

Yes (please specify size)

No

Building 1: 2 Storey Brick House (30'x26')

Building 2: 1 Storey Frame Building - (22'x28')

Building 3: Metal Clad Garage - (14'x27')



**Brownfield Redevelopment Community Improvement Plan
Environmental Study Grant Application Form**

Property Details (e.g. history, easements, outstanding work orders, or other relevant details):

See Phase I Property Assessment.

Has or will this property received grants/loans or other financial assistance from the City or other level of Government? Yes No

If yes, please specify type and amount of financial assistance received: _____

PART E: Environmental Information

Please describe any known or suspected environmental contamination issues (e.g. soil or groundwater related) affecting the site including the types of contaminants, extent, causes (brief site history), underground storage tanks, above ground storage tanks, etc.

It is known that a property on York Road had significant amounts of foundry sand removed as part of remedial work. More information is contained in the Phase I Report. There were never any storage tanks on the property.

**Brownfield Redevelopment Community Improvement Plan
Environmental Study Grant Application Form**



- Has a Phase 1 Environmental Site Assessment been conducted? Yes No
Has a Phase 2 Environmental Site Assessment been conducted? Yes No
Has any remediation been conducted at the Site? Yes No

(If the answer to any of the above questions is 'Yes', please attach the appropriate Report to this application)

Environmental Consultant Information

Name of Environmental Consultant: Trow Associates Inc.
Address of Environmental Consultant: 85 Edwin Street
Kitchener ON N2H 4N7
Email Address: chris.friedmann@trow.com
Phone Number: (519) 745-4676 Fax Number: (519) 745-5145

PART F: Project Information

Is this property currently or previously subject to any City approvals (e.g. Re-zoning, site plan control, etc)? Yes No

If Yes, please provide brief description and file number: Re-zoning to R.4D and Site Plan Approval are required.

Please provide a description of the proposed redevelopment (attach site sketch):

A sample site plan is attached. All existing buildings will be removed and two four (4) storey infill apartments fronting Wyndham Street will be constructed. Parking will be behind buildings.

**Brownfield Redevelopment Community Improvement Plan
Environmental Study Grant Application Form**



ELIGIBLE COSTS

Please indicate which eligible costs the requested funding will be applied to:

- Phase 2 Environmental Site Assessment
- Remedial Work Plan

PART G: Complete Application Checklist

The following information and material must accompany a complete application:

- Phase 1 Environmental Site Assessment that recommends a Phase 2 Environmental Site Assessment is required to investigate potential on-site contamination.
- A Phase 2 Environmental Site Assessment proposal including a scope of work and cost estimate.
- Written consent from the property owner for a prospective purchaser to conduct the environmental study (if applicable).

PART H: Sworn Declaration

I/WE HEREBY APPLY for a grant(s) under the City of Guelph Brownfield Redevelopment Community Improvement Plan.

I/WE HEREBY AGREE to abide by the terms and conditions of the City of Guelph Brownfield Redevelopment Community Improvement Plan (please refer to Plan for additional details).

I/WE HEREBY AGREE to enter into any Agreement with the City of Guelph where specified in the Brownfield Redevelopment Community Improvement Plan.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City of Guelph by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT PERMISSION to the City, or its agents, to inspect the subject property prior to, during, and after environmental remediation, site rehabilitation and project construction.

I/WE HEREBY AGREE that the program(s) for which application has been made herein is subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who have entered into the Agreement(s) with the City, will continue to receive grant payments, subject to their Agreement.

I/WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the City. Notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Brownfield Redevelopment Community Improvement Plan

Page 5



**Brownfield Redevelopment Community Improvement Plan
Environmental Study Grant Application Form**

and any Agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to any program, including, without limitation, costs incurred in anticipation of a grant.

Michael Flaman
Name of Property Owner or Applicant

Mechanical Engineer
Title

Michael Flaman
Signature of Property Owner or Applicant

11-NOV-2009
Date

Tomislav Renic
Name of Qualified Person
(Environmental Consultant)

Environmental Engineer
Title

[Signature]
Signature of Qualified Person
(Environmental Consultant)

November 11, 2009
Date

PART I: Next Steps

PRIOR TO ISSUANCE OF FUNDS (to be filled out by City Staff)

- Environmental study grant agreement entered into with the City.
- Information sharing agreement entered into with the City.
- One electronic and one hard copy of the Phase 2 Environmental Site Assessment and Remedial Work Plan must be submitted to the City
- Invoices from the environmental consultant indicating complete payment must be submitted to the City.

Attachment C: Environmental Study Grant Program Details

7.0 List of Schedules

Schedule 1. Establish Environmental Study Grant (ESG) Program

Legislative Authority:

- Section 28 of the Planning Act

Application:

- City-wide

Theme:

- Reducing Financial Barriers

Purpose:

- To encourage private sector investment in environmental site assessments
- To encourage development in existing built-up areas of the City by partially offsetting the costs of environmental site assessments.
- To gain information relating to existing contaminants for public health and marketing purposes.
- To quantify environmental risks and clean-up costs.
- To inform the City's Groundwater Protection Strategy.
- The program seeks to increase the environmental knowledge base as well as reward redevelopment / re-use.

Rationale:

- The uncertain outcomes, high upfront costs of environmental studies and legal liability issues relating to brownfield properties are inhibiting information gathering regarding the extent of the required clean-up.

Departments:

- Planning (lead: coordination)
- Finance (budgeting and dispensing of funds)
- Legal (developing grant agreements)
- Works

Priority:

- Year 1

Costs:

- Staff time
- \$200,000 annual operating fund to allow approximately 10 site assessments per year

Details:

- In accordance with section 28 of the Planning Act, Environmental Study Grants reimburse up to 50% of the cost of Phase 2 environmental site assessments and for remedial work plans for brownfield development sites.
- Developers and the City share the costs of the Environmental Site Assessments (ESA's) through Environmental Study Grants.

- In order to be eligible for the grant, developers must first complete and submit a Phase I ESA (review of previous uses) and demonstrate that on-site contamination is likely.
- The purpose of the environmental studies to be funded by this grant shall be to:
 - Confirm and describe existing contamination at the site (Phase II ESA); and/or
 - Develop a remedial work plan to remove, treat, or otherwise manage on-site contamination.
- The City of Guelph agrees to provide:
 - A grant in the amount of 50% or up to \$10,000 of the costs related to Phase 2 Environmental Assessments upon submission of the results of the study.
 - The cost of Remedial Clean-up Plans including remedial investigations and pilot scale testing will be reimbursed in the amount of 50% or up to \$10,000 of the costs upon submission of the results of the study.
 - City Council may alter the above-noted upset limits based upon the specific context such as the size of the property provided the City contribution does not exceed 50% of costs of such studies.

Application Procedure:

- Any property owner wishing to be considered for an Environmental Study Grant must complete and submit an Environmental Study Grant Application Form as well as submit a report outlining the results of a Phase 1 ESA demonstrating the potential for on-site contamination.
- Applications shall include a brief proposal for the environmental study, a detailed work plan and consultant's quote of the expected costs for the required study as well as the planned redevelopment use.
- Applicants must enter into an Environmental Study Grant agreement with the City. This agreement specifies the maximum amount of the grant, the requirements of the grant and the owner's obligations should the owner default on the Agreement.
- The applicant must also enter into agreement with the City of Guelph allowing the City the right to inform the public of the existence of the study. Permission shall be given to the City to circulate said studies to internal City departments, to use the study results in compilation of an area-wide environmental database and to advise other project proponents that a study or studies exists, but said studies will not be released by the City.
- Studies must be completed by qualified, independent consultants as defined by Provincial brownfields legislation.
- Upon completion of the environmental study, the grantee must submit one electronic and one hard copy of the study results, along with an invoice indicating complete payment for the study to the City of Guelph.
- Upon receipt of the study and invoice the Finance Department will disburse the amount of the grant.

Conditions and Restrictions

- Applications will be accepted throughout 5 years of a pilot program.
- The City may discontinue this grant program at any time. Previously approved program participants will continue to receive Study Grants.

- The Environmental Study Grant Program funding will only be available to properties where a Minister's Order for clean-up has not been issued.
- Grants must be approved prior to the start of any applicable environmental study. It is the intent of this program that applications may not be made retroactively
- Purchasers must provide written consent to conduct the environmental study from the owner of the property;
- The City will not forward funds until the city receives the results of the study. If the environmental study is not submitted to the City of Guelph within 2 years the grant allocation will be reallocated to other projects.
- No more than two (2) Environmental Study Grants will be awarded for any brownfield property (i.e. for the Phase 2 environmental site assessment and for the remedial action plan).
- Brownfield properties in tax arrears are not eligible for the Environmental Study Grant. All property taxes must be paid or cancelled in accordance with s.354 of the Municipal Act.
- Grants will be awarded based on strategic priority of the redevelopment of a site, on a first come, first served basis.
- If grant funds remain unallocated, the City reserves the right to roll leftover funds from the annual operating budget into a reserve fund for brownfield initiatives. The contents of this reserve fund will pay for environmental site assessments of city-owned and/or strategic land parcels.
- The amount of any Environmental Study Grant(s) will be deducted from the Eligible Redevelopment Costs available for tax increment-based funding for the same property. It is the intent of this program that other brownfields incentives may be used to off-set site assessment costs not reimbursed by the Environmental Study Grant.
- Program eligibility will be determined by the Planning Department, in consultation with other departments as necessary.
- Applications will be reviewed and approved by the Planning Department.
- The City reserves the right to independently audit the costs of the Environmental Site Assessment studies.

Schedule 2. Tax Increment-Based (or Equivalent) Grant Program

Legislative Authority:

- Section 28 of the Planning Act

Application:

- City-wide

Theme:

- Reducing financial barriers

Purpose

- To stimulate private sector investment in redevelopment
- To reimburse private sector clean-up costs without incurring debt to the municipality
- To increase the long-term municipal tax base
- To reward remediation and redevelopment of brownfield properties

INFORMATION REPORT



TO **Community Development and Environmental Services Committee**

SERVICE AREA Community Design and Development Services
DATE December 14, 2009

SUBJECT **Proposed Renaming of Wellington Street to John Galt Parkway**

REPORT NUMBER 09-103

RECOMMENDATION

“THAT Report 09-103 dated December 14, 2009 regarding the renaming of Wellington Street from Community Design and Development Services be Received;

AND THAT City Council directs that no further action be taken on the request to rename Wellington Street to John Galt Parkway”

SUMMARY

This report provides information on the feasibility of renaming Wellington Street to John Galt Parkway.

BACKGROUND

A public request and a letter of support from the Guelph Historical Society were received proposing to rename Wellington Street to John Galt Parkway (see **Schedule 1**). This request was presented to Community Design and Environment Services Committee on February 17, 2009. The following resolution was adopted:

“THAT staff be directed to investigate the feasibility of renaming Wellington Street and report back to the Community Design and Development Services Committee.”

Wellington Street West begins at the western City limits, where Wellington County Road 124 terminates, and runs easterly for approximately 3.3 kms. Wellington Street East begins at the intersection of Gordon Street and runs north easterly for approximately 0.7 kms before turning into Woolwich Street (see **Schedule 2**).

Wellington Street, from Gordon Street to the Speed River was originally named after Arthur Wellesley, the Duke of Wellington, in 1828 on Registered Plan 8.

This report provides information on the general procedures for renaming a public street and looks at the implications of renaming Wellington Street to John Galt Parkway.

REPORT

Procedures

The general procedures for the renaming of a public highway are set out on **Schedule 3**. These procedures include an internal review to ensure that the name satisfies current policy and is acceptable to Emergency Services (i.e. to avoid names that sound too close to each other like Fischer Street vs. Fisher Crescent). There are also requirements for public and agency notices (i.e. Canada Post), the adoption and registration of a by-law and courtesy mail redirection for a period of not less than 12 months.

The City's Policy on Public Notice Provisions, which sets out the minimum standards for notice in various matters does contain a requirement to provide notice of intention to pass a by-law renaming a highway, and specifies the minimum notice and the manner in which such notice must be given. This policy replaces Notice By-law (2003)-17290 (see **Schedule 4**).

Implications

There are several implications that have already been identified should Council give direction for Staff to initiate the proposed renaming. These include research to be undertaken by staff, the number of properties involved, a possible need to rename Galt Street, due to concerns expressed by Emergency Services and the costs involved to complete the process.

The City may only pass by-laws in respect of highways over which it has jurisdiction. Parcel registry information will need to be retrieved and researched by Realty Services staff in order to confirm title on the lands that form Wellington Street.

The proposed renaming of Wellington Street would affect approximately 58 parcels, containing an additional 102 residential and commercial units (see **Schedule 2**).

An issue has also be raised by Emergencies Services (Fire and Police) about the proximity of Galt Street and the possible need to rename this street in order to avoid dispatch and response confusion (see **Schedule 5**).

Galt Street is located approximately two blocks north of the proposed John Galt Parkway, according to the Guelph Origin of Street Names 1827-1997 by Ross Irwin

this street was named for the town of Galt (which was named after John Galt) in 1855 on Registered Plan 27 (see **Schedule 6**).

The estimated costs to complete the review are included in the Section of the report entitled Financial Implications.

In summary, staff is concerned with the costs and implications of proceeding with the request to rename Wellington Street to John Galt Parkway and would recommend that Council take no action on the request.

FINANCIAL IMPLICATIONS

Staff time to research approximately twenty (20) parcel registers with respect to the lands that form parts of Wellington Street along with document retrieval in the amount of approximately \$30.00 per parcel register. Staff time is also required to review documents with respect to legal descriptions and title.

+/- \$600 - \$1000

(staff time to review documents not included)

Advertise in a local newspaper(s), once per week, for two consecutive weeks. Advertisement size estimated at approximately 1/8 of a full page at \$200 per ad for one publication.

+/- \$400

Ontario Ministry of Transportation to update signage on the Hanlon Expressway. Two notice signs in each direction (four total) and signage at ramps (two total).

+/- \$5000

City of Guelph street signage changes for Wellington Street.

- There are ten (10) oversized street name signs that would need to be replaced at \$653 (total)
- The labour and equipment cost to remove and replace would be \$1949

+/- \$2602

Canada Post redirection and other notification expenses for properties on Wellington Street to a maximum cost of \$100.00 per property. There are approximately 58 parcels on Wellington Street East and West:

- 9 agricultural parcels (vacant land & utilities)
- 18 commercial parcels (2 shopping centres (+/- 23 commercial units))
- 1 industrial parcel
- 4 institutional parcels (municipal facilities)
- 7 parks/open space parcels (parks/conservation lands)
- 19 residential parcels (singles, semis, apartments (48 units))

+/- \$11,300

Potential renaming of Galt Street:

- Canada Post redirection to a maximum cost of \$100.00 per unit X 30 residential units = \$3000.00
 - Notice of street name change (included with Wellington Street notice)
 - City of Guelph street signage changes for Galt Street (4x \$26.50 =106.00)
- +/- \$3106**
- TOTAL +/- \$23,408**

These costs have not been included in the 2010 Capital or Operating budgets.

DEPARTMENTAL & AGENCY CONSULTATION

Information Services

Clerks Department
Corporate Communications

Corporate Services

Realty Services
Legal Services

Operations Department

Emergency Services

City of Guelph Police

Ontario Ministry of Transportation

Canada Post

ATTACHMENTS

- Schedule 1 – Request letters - January 2009
- Schedule 2 – Location Map and Wellington Street properties
- Schedule 3 – Procedure for Renaming of a Highway
- Schedule 4 – Excerpt from the Policy on Public Notice Provisions
- Schedule 5 – Emergency Service comments
- Schedule 6 – Galt Street properties that may be impacted

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Prepared By:

Recommended By:

Julie Owens
Senior Planning Technician

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Planning
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Recommended By:

James N. Riddell
Director of Community Design and Development Services
519 837 5616 ext 2361
jim.riddell@guelph.ca

Schedule 1
Request letters - January 2009

B1

Ross W. Irwin

January 6, 2009

Mayor Karen Farbridge
City Hall
Carden Street
Guelph, ON.

Dear Mayor Farbridge,

It has been 230 years since the birth of John Galt and 170 years since his premature death. John Galt was the originator of the concept of this City and the designer of our unique city space. We owe him some gratitude - recognition in some official way that succeeding generations will see on a recurring basis.

I propose that City Council officially recognize our founder by renaming the street he followed from Galt from Wellington Street to the "The John Galt Parkway." The Parkway would extend from the site of the maple tree he cut down at Allan's bridge to the west boundary of the city along old highway 24.

This is largely a commercial street and few people are affected by such an important name change.

I attach detailed reasons why this is important to the city and as time goes on it would become more difficult to achieve. John Galt deserves such public recognition, I hope Council will make it happen.

Yours sincerely,



Ross W. Irwin

The case for "The John Galt Parkway"

Ross W. Irwin

Statue to John Galt

John Galt is recognized as the founder of Guelph. Efforts to formally recognize his contribution began with the collection of money to erect a statue to him as early as 1853. Nothing happened. Similar proposals were made by service organizations over the years and James Lyon actually offered \$1,000 toward such a public recognition in 1910. It wasn't until 1979, the 200th birthday of John Galt, that Peter Anderson and some private citizens financed the bronze work by John Mieczkowski in front of City Hall. No City sponsorship or public money was spent.

Public Streets for Galt

In 1855, J. J. Ferguson subdivided an area off Edinburgh Rd. and named the streets for nearby towns. Galt Street was named for the town of Galt (Now Cambridge), not for John Galt our founder. However in 1916 a small subdivision was created off York Road and Galt Street was named for our founder. This street was changed to City View Dr. in 1956. So no street in the city honours the man.

Historic Plaques

A few historical plaques exist. On April 23, 1927, the City affixed a bronze plaque to City Hall for the 100th birthday of the City. John Galt is not mentioned on it.

The Guelph Historical Society arranged with the Ontario Archaeological and Heritage Sites Branch to erect a plaque in Royal City Park in 1979 on the 100th Anniversary of Guelph becoming a city.

Also in 1979, The Ontario Heritage Foundation erected a plaque in Exhibition Park which reads "John Galt 1779 - 1839" and recognizes his life's contribution.

The Guelph Historical Society sponsored the John Galt Gardens on Speedvale Avenue in 1988 as their 25th Anniversary project.

Action Needed

We talk about him, we do him homage, but we do nothing significant as a City in a formal recognition of his lasting contribution,

I recommend that Guelph City Council remedy this situation in a long term tangible way by creating "**The John Galt Parkway**". The most appropriate and least costly conversion is Wellington Street.

Reasons for this choice

Wellington Street

Wellington Street, up to 1979, was a short street that ran from Huskisson St (Wyndham St S) to the Gow mill dam. There were no houses on the street.

The first Planning Commission, in November 1945, created on paper the Memorial Parkway as the first segment of a ring road. This Parkway ran from York Road - along Bridge Street - crossed the river and roughly paralleled Bristol Street. The City purchased the old Sleeman brewery for the road. Plans were changed, the Parkway was abandoned, and Wellington Street was extended from Gow's Mill to the Silvercreek Road, and eastward to the Allan Bridge at Woolwich Street.

Why change Wellington Street to The John Galt Parkway?

- It is a very prominent street, one worthy of the Galt name.
- It would be a daily reminder to the population of who created of this city.
- It is the actual path walked by Galt and Tiger Dunlop from Galt to the spot where he cut the maple tree and created Guelph.
- The Parkway would end at the site of the famous maple tree.
- Wellington Street has only a few commercial addresses that would need to be changed, or that would be affected.

Present Street Guide address affected totals -

Wellington St E - north side - 9 addresses

Wellington St E - south side - 9 addresses - total 18 on Wellington St E

Wellington St W - north side - 12 addresses

Wellington St W - south side - 8 addresses (1 apartment) - total 20 on Wellington St W.



January 5, 2009

Mayor Karen Farbridge
City Hall
Carden Street
Guelph, ON

Dear Mayor Farbridge,

The Guelph Historical Society would like to support Ross Irwin's concept of having Wellington Street through to the River Run from the city limits renamed The John Galt Parkway in honour of Galt's legacy to our community. Mr. Irwin's proposal was provided in a letter to the editor of the *Guelph Mercury* the week of John Galt Day 2008. Mr. Irwin was invited to attend a GHS board meeting this fall to discuss his idea. Subsequently, the GHS board met and passed a motion to support the concept. We understand that this is a good time to broach the topic with the City.

The proposed route for the parkway is the closest one to John Galt's original approach to the land cleared for the Guelph Settlement on behalf of the Canada Company. It would be a wonderful way to celebrate this year's John Galt Day if the renaming and dedication of the parkway could be scheduled as part of the August 2009 celebrations. As there is comparatively little residential and commercial development along this route as compared to other access ways into the City Centre, we hope that Mr. Riddell, Director of Community Design and Residential Services, will have local support if Mr. Irwin's idea garners official support from the City. Please advise the Guelph Historical Society of any further steps that need to be taken to register our society's support for the Irwin proposal or to assist Mr. Riddell.

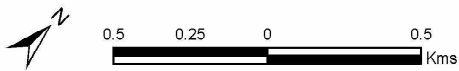
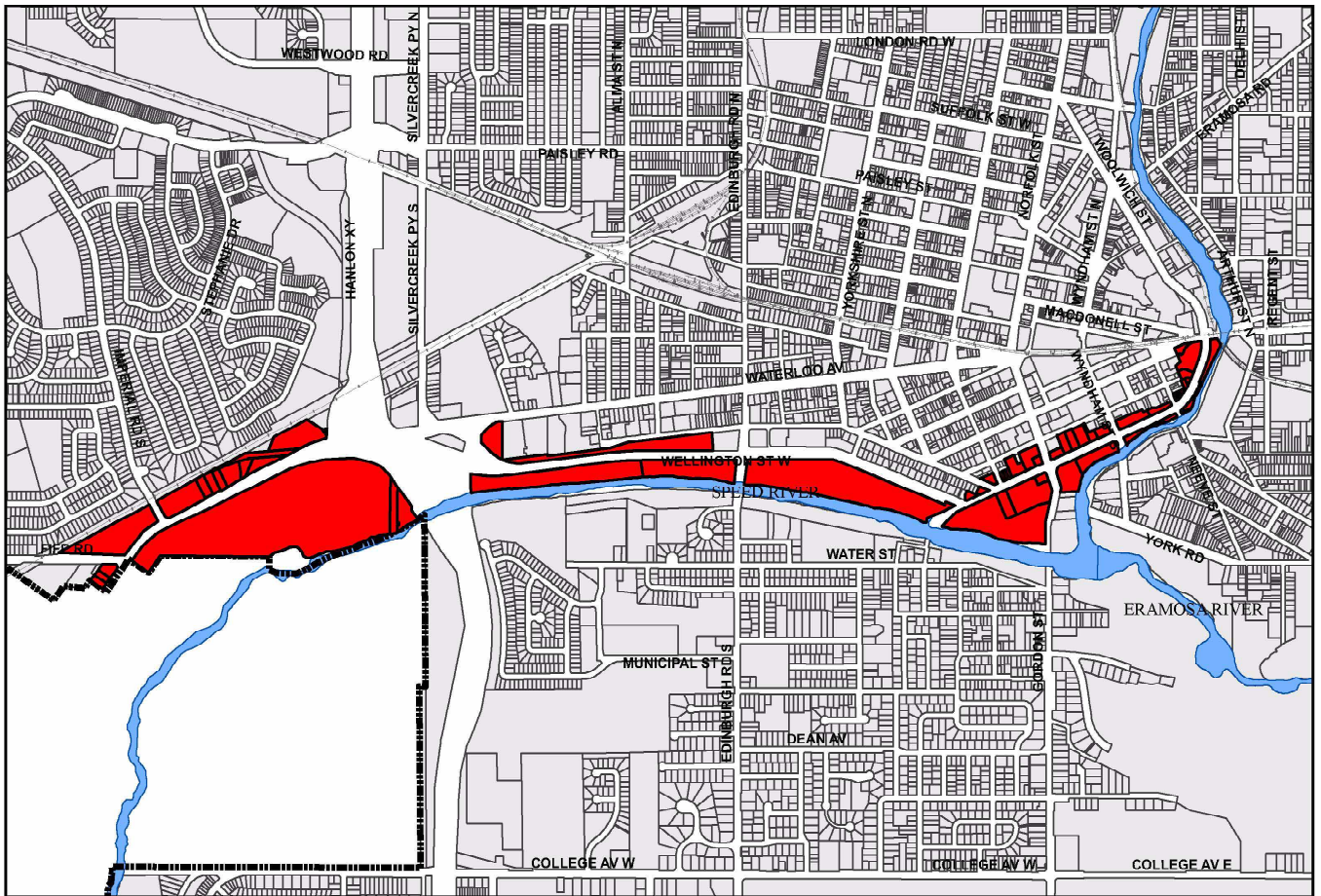
On behalf of the Guelph Historical Society Board,

Debra

Debra Nash-Chambers
President, Guelph Historical Society

cc. Mr. Riddell
Director of Community Design and Development

Schedule 2 Location Map and Wellington Street properties



Schedule 3

Procedure for Renaming of a Highway

PROCEDURE:

- Verify proposed street name is acceptable to Planning, Engineering and Emergency Services.
- Review proposed street name in regards to "Proposed Street Naming Policy" (Council Resolution July 25, 2000)
- Prepare report to Council. Formerly governed by the Municipal Act , R.S.O 1990, Chapter M. 45 and in particular Section 210, Subsection 111 (b) thereof. Currently Council adopted policy for Public Notice Provisions
- Advertise in the local newspaper(s), once per week, for two consecutive weeks.
- Prepare and send By-law to Council after newspaper advertisements.
- Register new street name in the Land Registry Office.
- Notify Canada Post for name change – allow four weeks for file correction.
- Notify all public Agencies.
- Provide effected residents and businesses with courtesy mail redirection for a period of no less than 12 months to a maximum of \$100.00 per address. (The current price for a residential change of address is \$36 for 6 months and for a business it is \$106 for 12 months.)

Schedule 4
Excerpt from the Policy on Public Notice Provisions

CLOSURE OR RENAMING OF HIGHWAYS

(b) Changing Names of Highways

1. *The following are the requirements for giving notice of intention to pass a by-law renaming a highway:*

(1) Manner of Notice

Notice shall be published in a Newspaper.

Where the highway that is to have its name changed is within one kilometre of a neighbouring municipality, notice shall also be sent to the Clerk of that municipality by prepaid, ordinary mail or by facsimile before the meeting at which the by-law will be considered.

(2) Time of Notice

Notice published in a Newspaper shall be published once a week for two consecutive weeks before the meeting at which the matter or proposed by-law will be considered.

(3) Form of Notice

Notice shall contain the following information:

- (i) General description of the purpose of the meeting or proposed by-law;*
- (ii) Relevant section of the Act, including reference to regulations, if applicable;*
- (iii) The date, time and location of the meeting;*
- (iv) Where the purpose of the meeting or proposed by-law is related to specific lands within the City, sufficient particulars of such lands, such as municipal address, legal description or key map;*
- (v) Contact information for submitting written comments on the matter which is the subject of the meeting or proposed by-law and the deadline for receiving such comments;*
- (vi) Contact information for persons wishing to appear as delegations and deadline for registration as a delegation.*

Schedule 5
Emergency Service comments

Guelph Police Services:

From: Ronald Lord [ron.lord@police.guelph.on.ca]
Sent: November 4, 2009 12:20 PM
To: Julie Owens
Subject: RE: Proposed Wellington Street Renaming
Hi Julie:

I am not really in favour of this. It would certainly cause some minor confusion with Galt St.

Our CAD maps and RMS maps would have to be updated (not a big issue)

From a tourism standpoint – is this change going to cause headaches – are the headaches long lasting or short lived.

I would prefer to see a new major street named John Galt Parkway.

Just my thoughts

Ron

Guelph Fire Department:

As per our conversation regarding the proposed renaming of Wellington St.

I believe that "John Galt Parkway" should be given to a NEW location, one without traffic lights to reflect "parkway". Possible suggested: If Guelph approves a by-pass route around the city, then the name could be attached to it.

Cost factor involved changing all the signs, mapping implications and time to make it all happen.

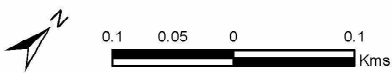
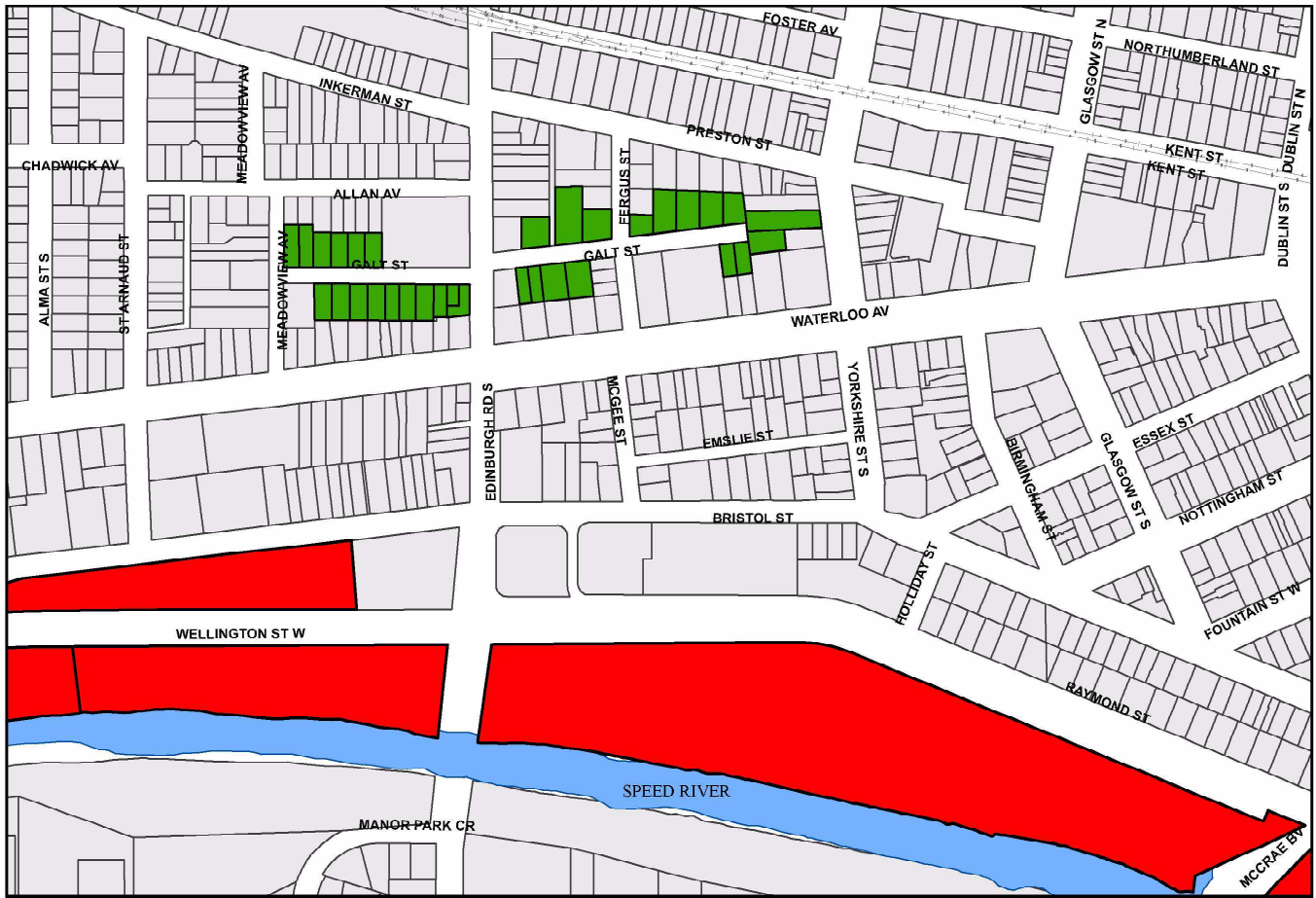
Galt St is too close to the proposed name change area.

Just my thoughts, thank you for giving me the opportunity to express my opinion.

Wendy

Wendy Hamilton, Communications Division
Emergency Management/Emergency Services
Guelph Fire Department
519 824-3232 ext 0
Wendy.Hamilton@Guelph.ca

Schedule 6 Galt Street properties that may be impacted



The case for “The John Galt Parkway”

The City changed the former Civic Holiday, August 1 weekend to John Galt Day and established a Committee to organize events as a reminder of the founder of the city – John Galt. What is proposed below is a major long-lasting event for 2010 which the Committee wishes to celebrate.

What exists today that honors our founder?

Statue to John Galt

John Galt is recognized as the founder of Guelph. Efforts to formally recognize his contribution began with the collection of money to erect a statue to him as early as 1853. Nothing happened. Similar proposals were made by service organizations over the years and James Lyon actually offered \$1,000 toward such a public recognition in 1910. It wasn't until 1979, the 200th birthday of John Galt, that Peter Anderson and some private citizens financed the bronze work by John Mieczkowski in front of City Hall. No City sponsorship or public money was spent.

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Also in 1979, The Ontario Heritage Foundation erected a plaque in Exhibition Park which reads “John Galt 1779 – 1839” and recognizes his life's contribution.

The Guelph Historical Society sponsored the John Galt Gardens on Speedvale Avenue in 1988 as their 25th Anniversary project.

Historic plaques are not widely read. The Gardens has infrequent visitors.

Action Needed

We talk about him, we do him homage, but we do nothing significant as a City in a formal recognition of his lasting contribution,

The John Galt Day organizing committee requests City Council to remedy this situation in a long term tangible way by creating “**The John Galt Parkway**”.

The most appropriate and least costly conversion is Wellington Street.

Reasons for this choice

John Galt and Doctor Dunlop walked the trail from the village of Galt to his proposed Town of Guelph on April 23, 1827. This trail was cut out as a given access road which eventually became Highway 24. The street was called Waterloo Road to the township boundary at Edinburgh Road whence it became Market Street with its origin at the “maple stump”. In 1876 Market Street was changed to Waterloo Avenue and Waterloo Street was changed to Fountain Street in 1956.

Wellington Street

Wellington Street up to 1979, was a very short street that ran from Huskisson St (Wyndham St S) to the Gow mill dam. There were no houses on the street.

The new Planning Commission, in November 1945, created on paper the Memorial Parkway as the first segment of a ring road. This Parkway ran from York Road – along Bridge Street – crossed the river and roughly paralleled Bristol Street. The City purchased the old Sleeman brewery for this road. Plans were changed, the Parkway was abandoned, and Wellington Street was extended from Gow’s Mill to Silvercreek Road, and eastward to the Allan Bridge at Woolwich Street.

Wellington St is now part of old Highway 24 S. This is the road Galt hired Absalom Shade to begin to chop even before the founding of the town. Note on the map it is a “given” road that does not follow a township survey. It was there before the township was surveyed.

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Original 1827 street names changed

Manchester	to	Glasgow S
Fleet	to	Yorkshire S
Bedford	to	Bristol
Devonshire	to	Dublin S
Fleet	to	Yorkshire S
Huskisson	to	Wyndham S

A few other street changes

Perth	to	Arthur
Central	to	Princess
Crerar	to	Imperial
Galt	to	Cityview

There are many others.

In 1827 John Galt and others followed a marked trail to Guelph. This trail was chopped and widened in 1827 and eventually became Highway 24 from Galt (Cambridge) to Guelph. It was a “given” road that did not follow concession lines.

Within Guelph the road was named Market Street and ended at the “tree stump”. Market Street was renamed Waterloo Avenue. This was the principal road from centre Guelph to Galt.

Wellington Street was a short 1827 street with no houses which went from Huskisson (Wyndham S) to the Gow mil dam.

Wellington St was improved by extension through the mill lands from Wyndham Street to Woolwich St at Allans mill. It was then extended as a new road from Gow’s mill through the garbage dump along the river to Silvercreek Rd, the then edge of the city.

The proposal is to name the current Wellington St from the west edge of the city to Woolwich Street at McDonald Street (Allan’s bridge, the site of the famous maple tree where the city was founded) as The John Galt Parkway.

Roundabout at Five Points

Paul Reeve, Chair
of the
City of Guelph
Accessibility Advisory Committee (AAC)

Background to AAC Involvement

- Late 2008 the AAC learns of a proposal to construct a roundabout at the 5 Points intersection.
 - Concerns from:
 - Seniors concerns regarding agility
 - Those who use a mobility device (wheelchair, walker, etc) concerns about being seen by drivers
 - Individuals who have low vision or are blind are not able to safely use a roundabout unless several cues are in place

- AAC members meet with Engineering staff at a roundabout in the south end to demonstrate concerns of pedestrians who are blind

- Engineering staff provide the AAC with the Environmental Assessment report that took place in 2003.

- Engineering staff meet with AAC throughout 2009

Collision Summary

Location Name : Norfolk Street/Norwich Street/Woolwich Street										Location Type : Intersection		Midblock ID : 11602	
Study Period : Jan 01, 2003 To June 30, 2009										Date : July 17, 2009			
Total Collisions : 17										City : City of Guelph, Traffic services Division			
No	Coll. No.	Date	Day	Time	Severity	Light	Weather	Road Condition	Initial Impact Type	Vehicles Involved	Vehicle(s) Type	Cause	
	103-5654	17-Feb-03	Monday	12:05 PM	P.D. only	Daylight	Clear	Wet	Turning movement	2 Vehicles only	Both Automobiles	One disobeyed traffic control, other driving properly	
	203-7780	06-Mar-03	Thursday	2:50 PM	P.D. only	Daylight	Clear	Dry	Angle (t-bone)	2 Vehicles only	Both Automobiles	One disobeyed traffic control, other driving properly	
	303-8540	12-Mar-03	Wednesday	3:35 PM	PI	Daylight	Clear	Wet	Angle (t-bone)	2 Vehicles only	Both Automobiles	One disobeyed traffic control, other driving properly	
	403-26407	21-Jul-03	Monday	5:00 PM	P.D. only	Daylight	Clear	Dry	Angle (t-bone)	2 Vehicles only	One Automobile & other passenger van	One disobeyed traffic control, other driving properly	
	503-40789	31-Oct-03	Friday	7:35 PM	P.D. only	Dark	Clear	Dry	Turning movement	2 Vehicles only	Both other type vehicles	One late improper turn, other driving properly	
	603-48119	23-Dec-03	Monday	1:10 PM	PI	Daylight	Rain	Wet	Turning movement	2 Vehicles only	Both Automobiles	One disobeyed traffic control, other driving properly	
	704-00196	02-Jan-04	Friday	3:20 PM	PI	Daylight	Clear	Wet	Angle (t-bone)	2 Vehicles only	Both Passenger vans	One disobeyed traffic control, other driving properly	
	804-30172	17-Aug-04	Tuesday	5:10 PM	P.D. only	Daylight	Clear	Dry	Turning movement	2 Vehicles only	Both Automobiles	One disobeyed traffic control, other driving properly	
	905-11084	03-Apr-05	Sunday	12:47 PM	P.D. only	Daylight	Snow	Slush	Rear end	2 Vehicles only	One Automobile & other passenger van	One drive too fast, other driving properly	
	1005-37307	20-Oct-05	Thursday	8:06 AM	PI	Daylight	Clear	Dry	Turning movement	1 Vehicle, 1 Pedestrian	One Automobile, Station wagon	Vehicle failed to yield right-of-way, pedestrian crossing with right-of-way	
	1106-25180	11-Oct-06	Wednesday	6:43 PM	PI	Dark, artificial	Rain	Wet	Other	3 Vehicles only	All Automobiles	One disobeyed traffic control, others driving properly	
	1207-13592	03-Jun-07	Sunday	5:38 PM	PI	Daylight	Clear	Dry	Turning movement	2 Vehicles only	Both Automobiles	One disobeyed traffic control, others driving properly	
	1307-15636	24-Jun-07	Sunday	1:37 PM	P.D. only	Daylight	Clear	Dry	Turning movement	2 Vehicles only	Both pick-up trucks	One turn Improperly, other driving properly	
	1407-25621	28-Sep-07	Friday	2:24 PM	P.D. only	Daylight	Clear	Dry	Angle (t-bone)	2 Vehicles only	Both Automobiles	One disobeyed traffic control, others driving properly	
	1508 01229	15-Jan-08	Tuesday	4:47 PM	PI	Daylight	Clear	Wet	Turning movement	2 Vehicles only	Both Automobiles	One disobeyed traffic control, others driving properly	
	1608-01294	16-Jan-08	Wednesday	11:28 AM	PI	Daylight	Clear	Dry	Rear end	2 Vehicles only	Both Passenger vans	One apply brakes suddenly due unsure pedestrian action on the sidewalk, other failed to apply brakes	
	1708-27838	08-Oct-08	Wednesday	10:35 AM	P.D. only	Daylight	Clear	Dry	Turning movement	2 Vehicles only	Both Automobiles	One disobeyed traffic control, others driving properly	

Legends:

PI	Personal Injury
P.D. only	Property Damage only
Fatal	Personal Injury involving fatal

- AAC meets with Engineering's consultant on November 12, 2009
- During 2009 AAC find cases of legal action in the U.S. regarding equal access for pedestrians with a disability

Concerns

- Restricting access to part of our community for some of our citizens – people with a disability
- Strong concerns from people with disabilities regarding the agility, ability to see and ability to accurately judge distances with unusual angle of approaching traffic required to cross at a roundabout

U.S Department of Transportation Federal Highway Administration



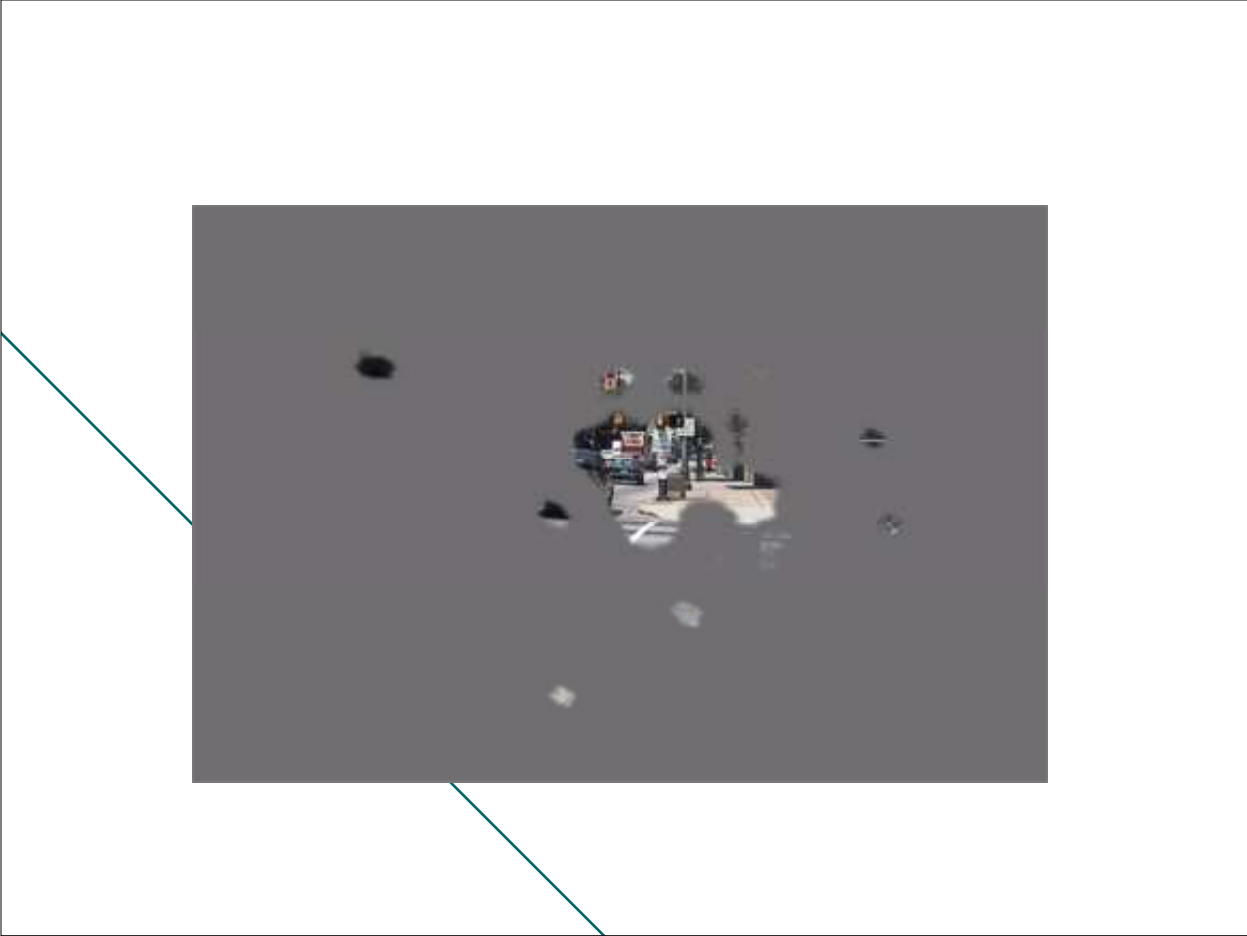
This vehicle did not give the right of way to the pedestrian even though she is using her white cane

Their findings:

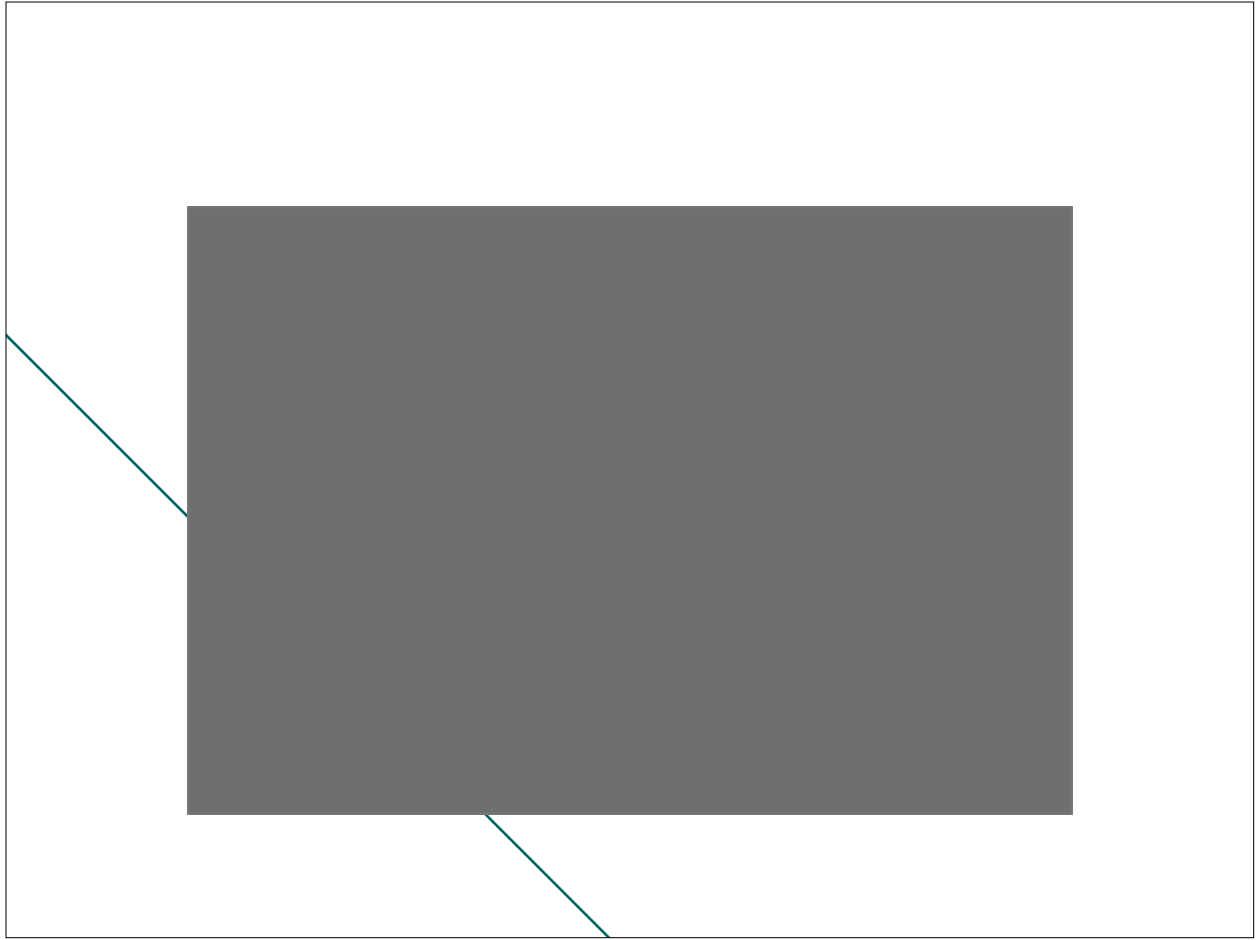
- While roundabouts present no apparent problem for sighted pedestrians, there are measurable access limitations to blind pedestrians such as:
 - Pedestrians who are blind have longer delays before crossing as there is a lack of reliable cues
 - There is an increased likelihood of pedestrians choosing to cross during "risky" gaps in traffic
 - There is an inability to establish eye contact with drivers
 - Pedestrians who are blind have difficulty in detecting yielded drivers
 - Those who are blind have added difficulty of locating pedestrian crossing











Concerns in Other Counties

- **NEI study - Unsafe judgments**
- Blind participants were more than twice as likely to make unsafe judgments as sighted participants
- Time of day differences
 - Little difference between judgments of blind and sighted individuals at mid-day
 - Substantial differences at rush hour
- **NEI study - Latency and delay**
- Blind pedestrians detected gaps later than sighted pedestrians
 - Baltimore - 3 seconds later
 - Tampa - 5.5 seconds later
- Blind pedestrians require longer gaps in order to detect the gap and cross
- **Experience in other countries**
- Reports from pedestrians who are blind or visually impaired indicate that roundabouts are often considered a barrier to independent travel
- **Australia**
- Individuals who are blind or visually impaired and Orientation and Mobility Specialists state that blind pedestrians
 - Avoid crossing at roundabouts
 - Often severely limit where they can travel
- Roundabouts there may have detectable warnings and tactile guidestrips
- **England**
- Pedestrians who are blind or visually impaired state that roundabouts can be very difficult to cross
- Signals are installed at some roundabout locations, as are raised crosswalks

NEI study - Traffic Volume

- Higher volumes yielded fewer crossable gaps
- Higher volumes resulted in more unsafe judgments, more missed gaps, and longer periods of time between the beginning of a crossable gap and the point at which a blind person detected it

AAC Recommendation

- Accessibility Advisory Committee Recommendation:
 - THAT the intersection of Norfolk, Norwich and Woolwich not be reconstructed as a roundabout.

COMMITTEE REPORT



TO **Community Development and Environmental Services Committee**

SERVICE AREA Community Design and Development Services
DATE December 14, 2009

SUBJECT **Norfolk/Woolwich/Norwich Five Points Intersection**
REPORT NUMBER 09-102

RECOMMENDATION

“THAT Report 09-102, dated December 14, 2009 regarding a roundabout design at Norfolk/Woolwich/Norwich Five Points Intersection from Community Design and Development Services be received; and

THAT a roundabout design option not be implemented at the Norfolk/Woolwich/Norwich Five Point Intersection; and

THAT staff review, design and implement pedestrian, cyclist and vehicular traffic improvements, where possible, as part of the Norfolk Street reconstruction project in 2010; and

THAT staff continue to review possible future locations for roundabout designs to be implemented when intersections are proposed or reconstructed.”

BACKGROUND

In June, 2003, a Municipal Class Environmental Assessment (EA) was filed for the improvements to Gordon Street and Norfolk Street from Wellington Street to Five Point Intersection. The EA recommended various improvements for this street corridor and the recommended improvements have been implemented in stages as sections for the Gordon/Norfolk Street corridor have been reconstructed. One of the EA recommendations that has not been implemented to date, is the conversion of the Norfolk/Woolwich/Norwich Five Point Intersection to a roundabout intersection as this design option was recommended to be forwarded to Council for approval prior to construction.

The June, 2003 Council report that summarized the recommendations of the EA study also included reasons for investigating the roundabout option at the Five Point Intersection as follows:

- Some well received public comments suggesting a roundabout
- Visual treatment of this location as secondary gateway
- Ability to allow all turns at the intersection

In 2005, staff engaged a consultant to provide a preliminary design and a feasibility study report with respect to the possible Norfolk/Woolwich/Norwich Street Roundabout. The study report reviewed the basic roundabout geometry, traffic capacity, collisions, benefits of roundabouts versus signalized intersections, overview of common concerns with respect to roundabouts and capital cost comparison between roundabouts and traffic signalization. The study's findings noted that the basic roundabout geometry could be implemented at the Five Point Intersection location, the future level of service for traffic capacity was slightly better served by a roundabout than a signalized intersection, reductions in collisions were expected with a roundabout design and capital cost was slightly lower for a roundabout than a signalized intersection at this location.

In Spring, 2009, the City applied for a number of road reconstruction projects under the Infrastructure Stimulus Fund (ISF) program. The reconstruction of Norfolk Street from Paisley/Quebec Street to Norwich Street was one of the projects that received funding under the ISF program. Construction of a phase of this project commenced in September, 2009 and the first stage of construction is nearing completion on Norfolk Street from Paisley/Quebec Street to Suffolk Street. In 2010, a second phase of construction on Norfolk Street from Suffolk Street to Norwich Street including reconstruction of the Norfolk/Woolwich/Norwich Five Point Intersection will be undertaken. Since funding for the Norfolk Street project is from the ISF program, the project must be completed by March 31, 2011 in order to be in compliance with the conditions of the contribution agreement with the Federal and Provincial governments.

REPORT

Since the Norfolk Street reconstruction project from Paisley/Quebec Street to Norwich Street is currently underway and must be completed by March, 2011 in order to receive funding from the ISF program, staff reinitiated the review of converting the Norfolk/Woolwich/Norwich Five Point Intersection to a roundabout. Steps that staff has undertaken as part of this review include:

- Meeting with the Accessibility and Barrier Free committee members
- Meeting with the Cycling Advisory committee
- Hosting a Public Information Centre (PIC)
- Reviewing current traffic counts and collision data
- Receiving and reviewing public survey and comments from the PIC and on-line survey and comments

Committee Meetings

In order to facilitate discussion with committee members, staff hired Ourston Roundabouts Canada to provide a presentation on roundabout design and concerns with respect to pedestrians and cyclists.

Discussion and concerns expressed with members of the Accessibility and Barrier Free committee included:

- Cues for safe crossings for visually impaired users at pedestrian crossings

-
- Need for straight, perpendicular pedestrian crossings
 - Requirement for pedestrian signals, audible signals and/or signage to facilitate safe pedestrian crossings
 - Sound cues for users to determine safe crossing may be interfered by sound generated from vehicles circulating in a roundabout

It was noted by the consultant and staff that design elements to address the needs for visually and hearing impaired users at roundabouts are not standardized and are a challenge that roundabout designers are currently faced with. A number of options to provide alignment cues such as poles, landscaping and surface treatments were presented as possible methods to address user needs, however, it would appear that the safest crossing method would be to provide pedestrian signals. The inclusion of pedestrian signals would counter any cost savings from constructing a roundabout compared to a signalized intersection and the overall operation of a roundabout design would likely be affected by the inclusion of pedestrian signals as this may cause vehicles to queue back into the roundabout.

For pedestrians, roundabouts in general provide some advantages for safer crossings based on lower vehicle speeds and single lane crossings, however, from the discussion with the members of the Accessibility and Barrier Free committee members, a roundabout at the Five Point Intersection does not meet the needs of this user group to provide a safer crossing than the current intersection configuration.

With respect to the Cycling Advisory committee, the consultant presentation generated minimal discussion. It was noted that dedicated bicycle lanes are not recommended within the roundabout area as cyclists would generally "take the lane" while in the roundabout. This would likely be the case for experienced cyclists while less experienced cyclists would use the sidewalks and would have to dismount their bicycles to do so.

Public Information Centre

The Public Information Centre held on November 12, 2009, was well attended with 45 signed in attendees. In order to facilitate discussion with the public, staff hired Ourston Roundabouts Canada to provide a presentation on roundabout design.

Discussion and concerns expressed with members of the public included:

- Proximity of proposed roundabout to a funeral home, churches, seniors facility and downtown
- Traffic flow with respect to side streets, traffic signals at adjacent intersections (London, Suffolk) and throughout the Woolwich/Norfolk/Gordon corridor, truck movements, funeral processions
- Visually impaired and wheel chair users
- Issues with the current intersection for cyclists, pedestrians and vehicles
- Experience from other locations
- Cost
- Operations and maintenance

While the presentation provided by the consultant highlighted the advantages and disadvantages of roundabouts in general and displayed videos of roundabouts in operation, most discussion from the PIC attendees centered on the suitability of the Five Point Intersection for a roundabout design. It was noted that this location is a high pedestrian location including many seniors due to the proximity to downtown, churches and other facilities. Local residents expressed concern with the ability to access Woolwich Street from nearby sidestreets since the current traffic signals provide gaps in traffic flow to allow for safe access from the sidestreets to Woolwich Street. Concerns were also expressed with respect to providing safe crossings for visually and physically impaired users. Concerns with respect to safety for cyclists and pedestrians based on the current intersection configuration and delay for vehicles having to wait for traffic signals were expressed as well at the meeting. Comments were made from several attendees about their generally positive experience of using roundabouts in other locations. Comments relating to cost including operation and maintenance cost were also made at the meeting.

Traffic Counts and Collision Data

Recent traffic counts at the Five Point Intersection do not indicate that this intersection is a high traffic volume intersection. The 2005 roundabout feasibility study future intersection traffic projections indicated that a roundabout would operate marginally better than a signalized intersection. Since the Five Point Intersection is not a high volume intersection and the roundabout design option does not provide a significantly higher level of service, the advantages for a roundabout to provide fewer vehicle delays even during peak times is negligible.

A collision summary for the Five Point Intersection from 2003 to 2009 indicated 17 incidents. The majority of accidents were due to driver's disobeying the existing traffic control. The number of collisions at this intersection does not indicate that this is a high incident location. One advantage cited for roundabouts is that they are safer for all users and collisions experienced in a roundabout cause less damage due to the angle of most collisions. Since the Five Point Intersection accident rate is relatively low, the advantage of a roundabout at this location with respect to reducing accidents and collisions is negligible.

Since the proposed roundabout location is situated on a corridor that has many traffic signals including signals at adjacent intersections within close proximity of the roundabout, the effectiveness of a roundabout to improve traffic circulation on the Norfolk Street corridor is negligible. The roundabout, however, will improve circulation at the intersection by allowing for all turning movements. Currently, there are some restricted turning movements at the Five Point Intersection.

Engineering Services staff is also aware that Operations staff have recently implemented some traffic signal improvements at this intersection which appear to have improved vehicular movements through the intersection.

Public Survey and Comments

Survey and comment sheets were made available at the committee meetings, PIC and on the City's web site. The survey/comment sheets asked the following questions:

- Are you in favour of a roundabout at the five points intersection at Woolwich/Norwich/Norfolk Streets? Yes or No
- Do you have any other comments on this project option?
- Would you like to be contacted in the future with respect to this project option? Yes or No

To date, 46 survey/comment sheets and emails have been received. A total of 24 respondents were in favour of the roundabout option and 22 respondents were opposed to the roundabout at the Five Point Intersection. A summary of the common themes listed on the comment sheets received were:

- Worries about visually impaired pedestrians
- Worried about pedestrian traffic and those with disabilities
- Worried about cyclists
- It will be better for pedestrians
- Will be better for cyclists
- Better traffic flow

A summary table of the survey/comments is attached to the report.

Norfolk/Woolwich/Norwich Five Point Intersection

Roundabouts have proven advantages for safety, traffic flow and aesthetics along with possible environmental benefits of lower [fuel consumption and emissions through fewer starts and stops and less delay](#). The safety and traffic benefits appear to be particularly significant at rural intersections where vehicle operating speeds are higher. However, the benefits of converting the Five Point Intersection to a roundabout are not significant based on traffic data and projections and collision information.

High pedestrian activity occurs at the Five Point Intersection due to the proximity of the intersection to a funeral home, churches, seniors home and downtown. Though roundabouts in general are safer for pedestrians due to slower vehicle speed and minimal crossing distances, concerns for the safety of pedestrians who are visually and physically impaired as well as the safety for seniors has not been satisfactorily addressed by current roundabout designs. There is very little experience in North America of roundabouts implemented in a downtown or highly urban area where there is a great deal of pedestrian activity.

Other local conditions that do not support a roundabout at the Five Point Intersection are logistics with respect to funeral processions, reduced access

opportunities from area sidestreets to Woolwich Street because of fewer traffic gaps if the existing traffic signals are removed and a roundabout providing little improvement for traffic circulation in the Norfolk/Woolwich Street corridor due to the number of traffic signals in the area.

The Norfolk/Woolwich/Norwich Five Point Intersection will require reconstruction of underground services in 2010. The intersection surface work could be left in its current alignment and cost savings could be achieved. Constructing a roundabout at this location would therefore cost more than restoring the current intersection alignment and, as noted above, the benefits of implementing a roundabout at this location would be minimal. Therefore, staff is recommending to finalize the design of the Five Point Intersection based on its current configuration and will seek to improve pedestrian crossing distances, traffic signal timing and placement and signage which should improve the intersection for all users.

Future Work

Roundabouts have proven advantages that are noted in this report. Staff will continue to review the possible implementation of roundabout designs in the future when new intersections are proposed or existing intersections are proposed to be rehabilitated. Possible candidates for roundabout intersections would be York Road/Elizabeth Street, Watson Parkway/Stone Road and Watson Road/Speedvale Avenue.

CORPORATE STRATEGIC PLAN

1. An attractive, well functioning and sustainable city.

FINANCIAL IMPLICATIONS

Norfolk Street from Paisley/Quebec Street to Norwich Street is funded by the Infrastructure Stimulus Funding program. Sufficient budget allocations are available to complete the 2010 phase of this project and the allocation includes an estimated amount for a roundabout to be implemented.

DEPARTMENTAL CONSULTATION

Community Services, Finance and the Operations Department have reviewed this report.

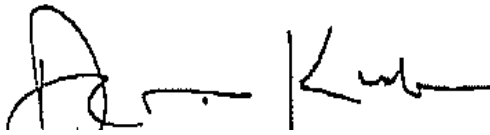
COMMUNICATIONS

A Public Information Centre (PIC) was held on November 12, 2009 to review and obtain input with respect to the roundabout design option for the Norfolk/Woolwich/Norwich Five Point Intersection. A media advisory and advertisement was issued prior to the PIC. PIC notices were delivered to area properties. Survey/comments sheets were compiled and respondents that wished to be contacted in the future on this matter were advised on the availability of this report. The PIC presentation and survey/comment sheets were made available on the City's website.

ATTACHMENTS

- Summary table of survey/comment sheet

-
- Location plan
 - Preliminary roundabout concept plan
 - Existing intersection plan



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Roundabout/Traffic Circle

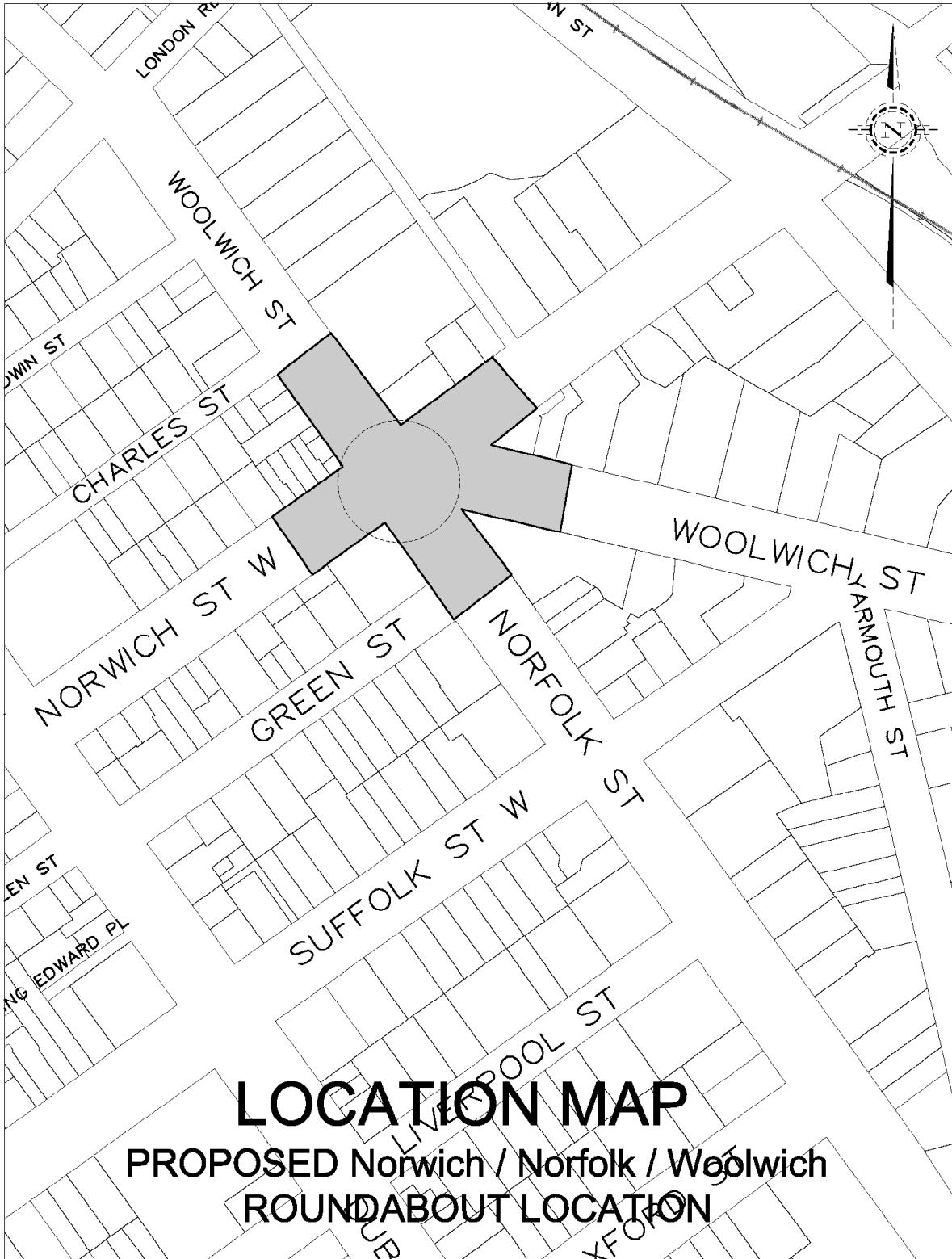
(Five-points intersection at Woolwich/Norwich/Norfolk Streets)
Public Information Centre – Thursday, November 12, 2009

Survey Results

People in favour	24
People opposed	22
Total Number of Comments:	46

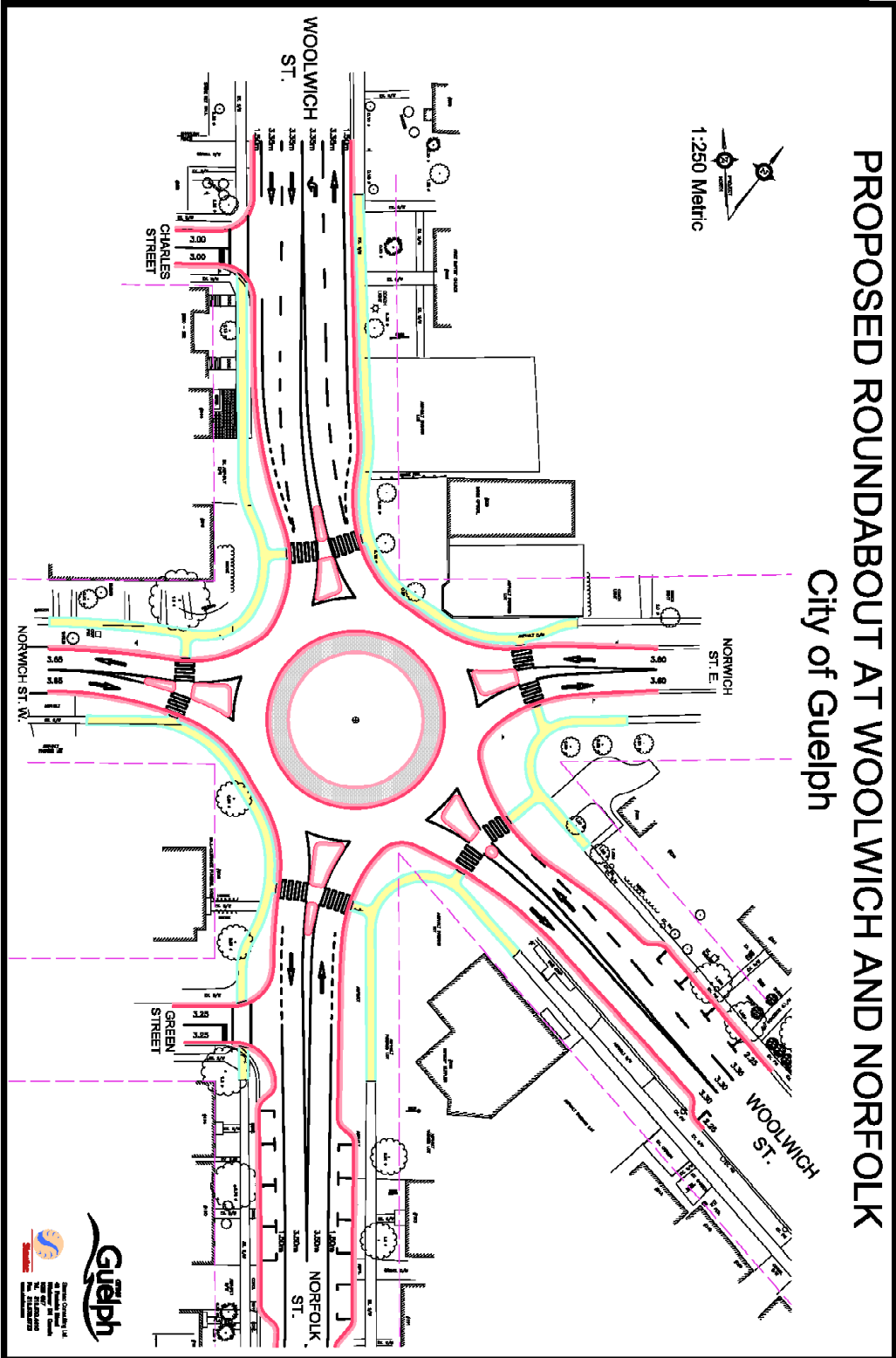
Common thoughts of commentators

1. Worries about visually impaired pedestrians
2. Worried about pedestrian traffic and those with disabilities
3. Worried about cyclists
4. It will be better for pedestrians
5. Will be better for cyclists
6. Better traffic flow
7. Not required, intersection is fine the way it is.



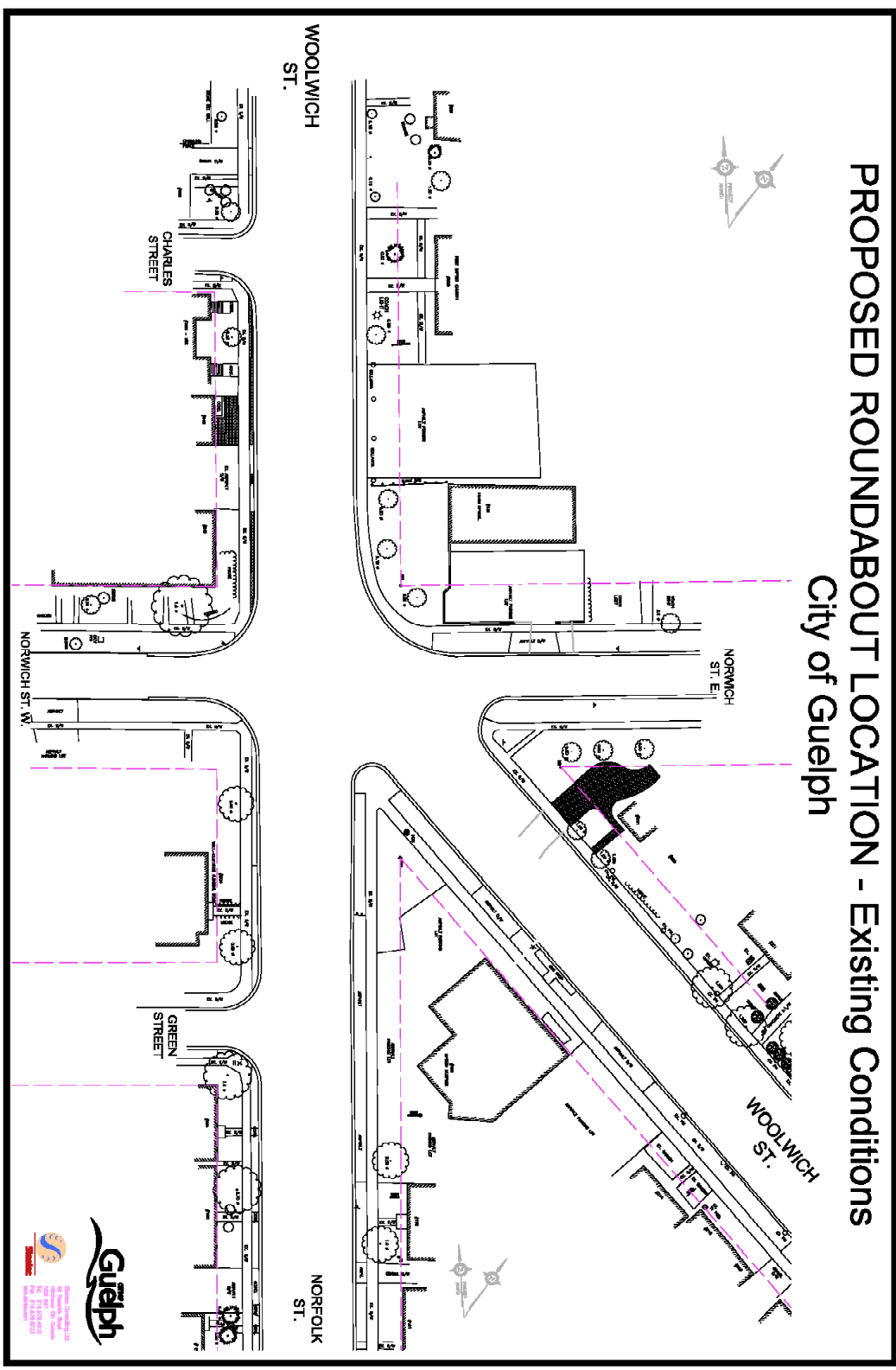
PROPOSED ROUNDABOUT AT WOOLWICH AND NORFOLK

City of Guelph



PROPOSED ROUNDABOUT LOCATION - Existing Conditions

City of Guelph



INTERNAL MEMO



DATE December 16, 2009

TO **City Council**

FROM Richard Henry, City Engineer

DIVISION Engineering Services

DEPARTMENT Community Design and Development Services

**SUBJECT Addendum to CDES Committee report of December 14, 2009
Norfolk/Woolwich/Norwich Five Points Intersection**

The following information is provided as a result of the recommendation of the Community Development and Environmental Services Committee at the meeting on December 14, 2009, to clarify concerns with respect to blind and visually impaired pedestrians at roundabouts and the impact on the City's Community Energy Plan with the recommended exclusion of a roundabout at the Five Points intersection.

Blind and Visually Impaired Pedestrians at Roundabouts

The extent to which roundabouts can be safely used by pedestrians with disabilities or age related limitations has not been investigated extensively, although the issue is controversial. The following information has been extracted from an article in the Journal of Transportation Engineering from the American Society of Civil Engineering, November 2005, entitled "Street Crossing by Sighted and Blind Pedestrians at a Modern Roundabout."

Pedestrian behaviour and safety at roundabouts are not well understood particularly for pedestrians with sensory or mobility impairments. A previous study in which participants indicated when they would cross, suggested that blind pedestrians miss more crossing opportunities and make riskier judgements than sighted pedestrians. In the study conducted blind pedestrians waited three times longer to cross than sighted pedestrians. Approximately 6% of blind participants crossing attempts were judged dangerous enough to require intervention, compared to none for sighted pedestrians. Drivers frequently yielded on the entry lanes but not the exit lanes.

The findings of the study further suggest that sighted adults have adequate information to select safe traffic gaps at roundabouts and that they continue to visually monitor traffic during the crossing.

In contrast, differences between blind and sighted pedestrians suggest the auditory perception of traffic patterns is less reliable than visual perception. It is widely recognized that there are significant information limitations for performance of pedestrian tasks without vision.

In the incidents where traffic volumes are low and there is little background noise, then the absence of engine or tire noise suggests that a pedestrian crossing is possible. However, the increasing prevalence of quiet vehicles, including those that are virtually

December 16, 2009

**RE: Addendum to CDES Committee report of December 14, 2009
Norfolk/Woolwich/Norwich Five Points Intersection**

Page 2 of 2

silent when stopped, affects the ability of blind pedestrians to rely on auditory cues for initiating street crossings.

In addition to the challenge of detecting approaching vehicles, present findings suggest that hearing provides unreliable information about the status of vehicles whose drivers are yielding to pedestrians. Blind participants typically failed to detect that drivers were yielding to them. This implies that efforts to encourage drivers yielding may be of limited use to blind pedestrians unless they have access to information about the driver's intention.

CEP and Five Points Roundabout

The Community Energy Plan (CEP) anticipates a significant reduction in the level of energy consumed in the transportation sector. This would require modal shifts in transportation from automobile use to increased use of transit and active modes. At present, the university and downtown areas in Guelph have higher levels of non-auto usage compared to other areas in the City. It would be critical to achieving CEP targets that the non-auto uses in these areas are sustained and expanded in the future. The Five-Point intersection is an important gateway into the downtown and is frequently used by people walking and cycling to/from downtown. It is also a key intersection on the Gordon-Norfolk-Woolwich corridor that is currently used by transit and will play an even greater role in future transit operations. A roundabout at this location is likely to privilege the auto-users at the expense of pedestrians, cyclists and transit operations. A signalized intersection, on the other hand, will provide greater safety to pedestrian and cyclists and can be used to give priority to buses. For these reasons, a signalized intersection at this location is more consistent with achieving CEP targets than roundabout configuration.



Richard Henry
City Engineer

December 14, 2009

Dear Members of the Emergency Services, Community Services & Operations Committee:

We are sending this letter to you as a valuable community partner and friend of Neighbourhood Groups in Guelph to inform you of an important issue. Guelph's Neighbourhood Support Coalition is a network of neighbourhood and community organizations that is committed to building community, strengthening individuals and families, and ensuring healthy growth and development for every child. The neighbourhood groups are funded primarily through the City of Guelph, the County of Wellington, and Family & Children's Services (also known as the Children's Aid Society). Currently, **the Ministry of Children and Youth have cut funding to the Children's Aid so that they are prohibited from funding this program. They have allowed no time for finding other solutions. These unprecedented cuts will have a catastrophic impact on the most vulnerable families and children of Guelph.**

We are facing the loss of all community development workers and threats to programs supporting **food cupboards, collective kitchens, clothing closets, backpack and winter coat drives, and community building activities** that bring people together and build social networks. The community development worker positions that facilitate these activities have been described as "a compass to help navigate the complex social assistance system that many people living in poverty face". They prevent difficult situations in families from becoming worse which, if no help existed, can lead to child neglect and harm and more devastating problems.

Last year the Ministry of Children and Youth (MCYS) completed extensive community consultations about poverty after which, they released their Poverty Reduction Strategy. As yet, formal Poverty Reduction Strategy activities seem invisible to poor communities in Guelph. The activities that currently exist in the form of neighbourhood groups and are proven effective, are now being cut. This seems very inconsistent with the governments stated policy on poverty reduction.

We are asking the Ministry to stand behind its Poverty Reduction Strategy. We are asking for *time* and an opportunity to *work together*. We are asking MCYS to consider a schedule of gradual funding reductions over the next two years to ensure continuity of services and allow time to secure alternative funding.

We need your help:

Please take two minutes and help us demonstrate why Guelph has become Canada's "Most Caring Community". Add your organization's voice to that of the neighbourhood groups and strengthen the voice of Guelph's most at-risk communities who want to continue to better their own lives and that of their neighbours.

- Consider a financial or in-kind contribution to Neighbourhood Groups to assist with the bridge funding over the next two years while we figure out a longer term plan
- Write a letter, send an email or call Minister Laurel Broten to tell her what you

think about these cuts.

- Join our campaign – contact us if you would like to get involved in some other way
- Join your voice in future planning on how we can make neighbourhood groups continue to work for vulnerable families and children.

Thank you for considering this letter and for being open to supporting this campaign in whatever way you can. We appreciate the contribution that all community members and partners have to make.

Thank you very much,

Yours Sincerely,

Lori Arsenault
Community Member

Jeff Buisman
Community Member

Guelph Fire Department Strategic Plan



Community focused plan

Process

- Process began in August 2009
 - Representation from all divisions within the fire department
 - Assistance from Human Resources, Corporate Communications and CAO – strategic planning initiatives
- Internal and external surveys were distributed; information collated, reviewed by planning team and also through public stakeholder meetings.

Fire Department Accreditation Program

Three step process

- Department self assessment
- Strategic plan
- Standard of coverage document (risk analysis)

Strategic Plan

Goals and Objectives

- 6 goals that contain a total of 17 objectives, along with identified critical tasks to achieve the goals.
 - Goal #1 – *Education and training*
 - Goal #2 – *Health, wellness and recognition*
 - Goal #3 – *Communications and community engagement*
 - Goal #4 – *Service delivery and continuous improvement*
 - Goal #5 – *Administrative excellence*
 - Goal #6 – *Strategic partnerships*

Duration of the Plan

Five year plan (2009 – 2014)

- Linked to the accreditation commission's five year review process

Annual updates

- The fire department is required to submit annual updates to the commission outlining how are goals and objectives within the plan are progressing

Once this strategic plan is in place, the accreditation team will be able to complete final accreditation activities.

CORPORATE STRATEGIC PLAN

This report supports the following Corporate Strategic Directions:

2. A healthy and safe community where life can be lived to the fullest
5. A community-focused, responsive and accountable government

FINANCIAL IMPLICATIONS

Reports will be supplied on related costs that may be associated with the goals and objectives prior to their implementation.

DEPARTMENTAL CONSULTATION

- CAO's Office - Strategic Planning Initiatives
- Human Resources
- Corporate Communications

COMMUNICATIONS

A press release will be issued upon approval of the Strategic Plan.

ATTACHMENTS

1. Emergency Services - Fire Department Strategic Plan (2009 – 2014)

Prepared By:

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Recommended By:

Shawn Armstrong
Director of Emergency Services



There for you



Emergency
Services



Guelph Fire Department
Strategic Plan



2009-2014

Fire Department Strategic Plan (2009 -2014)

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Introduction

In the spring of 2009, a Guelph Fire Department (GFD) Strategic Planning Committee was formed to assist with the development of the Department's first Council approved community-driven Strategic Plan. The five year plan is directly linked to the City of Guelph's Strategic Plan and builds upon on the Corporate Values of Integrity, Excellence and Wellness. A 'living document', this plan will guide the Department strategically and operationally into the future. The Plan will also play a major role in the Department's quest to achieve and maintain the status of being a progressive organization, recognized internationally by the Center for Public Safety Excellence.

The initial Committee consisted of representation from each GFD division, as well as staff from the city's offices of Strategic Planning and Corporate Initiatives, Corporate Communications and Human Resources-Organizational Development. The focus of the Committee was, and will continue to be, to review, revise and/or develop and maintain the following:

- Mission statement
- Vision statement
- Values and guiding principles
- Strengths, Weaknesses, Opportunities, Threats (SWOT Analysis)
- Goals and objectives

The Department provided the opportunity for external stakeholders (community members; including those who have received GFD services), and internal stakeholders (GFD staff) to provide input into the plan. A series of applicable services related questions were created in survey format and distributed to community centres, city website and internally for the two stakeholder groups to complete. Results were compiled and reviewed by the committee, and the input was utilized during the preparation of the Guelph Fire Department Strategic Plan.



Through collaborative discussion, consistent with the City's Corporate Values, the Committee will review the Plan on a semi-annual or on an as-needed basis to ensure measurable progress towards achievement of the stated goals and objectives. At the end of each five year term the same principle will be followed to develop and implement a new plan.

The Fire Department members extend their gratitude to all individuals who contributed to the creation of this plan. Their contributions will help ensure that the Department is positioned successfully to respond to community needs and circumstances.



Background

Today's fire service is faced with unique and changing challenges. Public demands continue to increase, while finances and other resources continue to shrink. These trends place increased pressure on the service demands of today's fire department, policy makers, and staff to develop ways to be more effective and more efficient.

To work efficiently with available resources, organizations must set objectives based on constructive efforts while eliminating programs that do not serve the customer.

Developing customer focus is an absolute necessity. It is required that fire service agencies strategically plan how they will deliver high quality products and services to the public and their other customers through better, faster, and more cost effective programs. Planning is a continuous process, and this strategic plan can only come to life by being shared, debated, and implemented in the context of organizational realities.

Once strategic goals are established, fire service leaders will establish performance measures, to assess and ensure that the organization is indeed delivering on the strategic plan outcomes.

At the outset, the plan will provide a common understanding of where the organization is going. Everyone involved can work to that common purpose, and how progress and levels will measure success.



Community overview

The City of Guelph is strategically located in the heart of southern Ontario, approximately 100 kilometres (60 miles) west of the province's capital city Toronto. It is a growing, diverse, and vibrant community with a well educated population of over 118,000. Because of its low crime rates, clean environment and generally high standard of living, Guelph is consistently rated as one of the country's most liveable cities. In 2008, Guelph was named "Canada's Most Caring City" by Maclean's Magazine, with an impressive 69.7 per cent of the population actively volunteering.

Covering a land area of 86.72 square kilometres (33.49 square miles), the city is marked by a diverse landscape consisting of gentle rolling hills, two rivers, as well as 2,500 acres of parklands, and natural wooded areas throughout. Scenic river banks lined with mature trees run the length of each river with interconnecting nature trails to provide an open space network for all to enjoy.

Blending in with the overall natural townscape is the University of Guelph; which is world renowned for its strong agricultural, veterinarian and science programs, and has an enrolment of approximately 18,000. It is estimated that this enrolment dramatically increases the overall population of the city by about 12,000 during the school year.

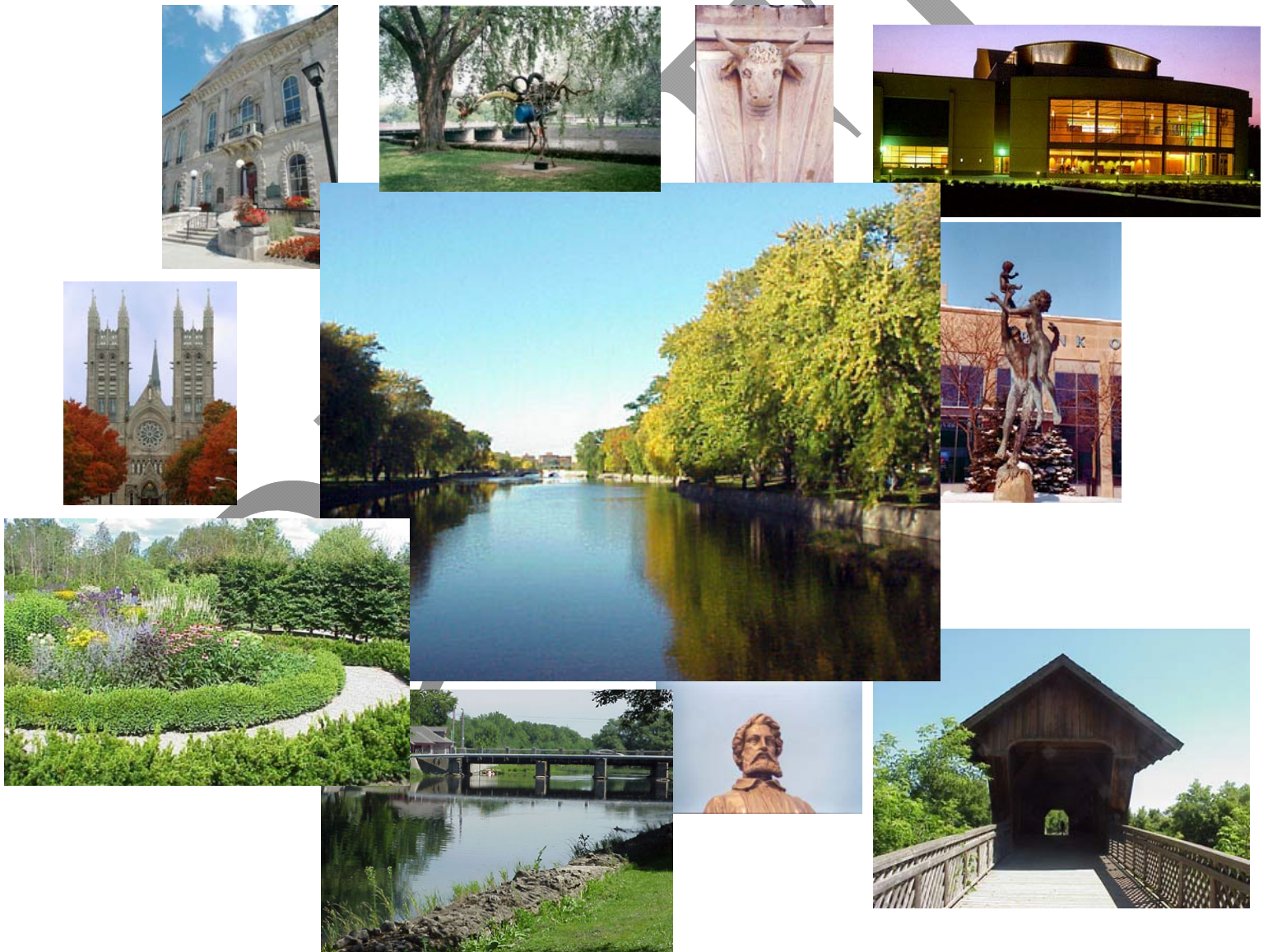
Guelph is noted as having one of the strongest economic regions in Canada, having experienced an annual growth rate of approximately two per cent over the last 10 years, and is expected to reach a population of 150,000 or more by 2027. A steady employment rate which includes industrial, educational, technical and government sectors has attributed to the steady growth.

There are four major business and industrial districts within the city, and numerous other industrial and commercial lands dispersed throughout the city.



The city has excellent living accommodations, from single detached housing to high rise residential buildings for both owners and renters are plentiful. Guelph also provides an abundance of accommodations for seniors, and those with special, or assisted living needs.

This unique mix of lifestyle, employment, educational, and other opportunities, enables Guelph to continue making a difference.



Guelph Fire Department: Past and present

Guelph was founded in 1827; however there is no written record of the official beginning of a fire department until about 20 years afterwards when it fought a large fire in a church. In the 1850s the first volunteer fire department, complete with a horse drawn hand pumper, was established in the downtown core at the new City Hall building.

A couple of years later, the Council of the day passed a by-law ordaining that only stone could be used for building structures in, and near the downtown core. To this day several of the historical downtown buildings and exteriors which are now over a century old have survived major fires, and no doubt deflagration because of those preventative measures.

Guelph firefighters did not become paid municipal servants until 1909 (2009 marks the 100th year anniversary). A motorized Model-T Ford dubbed the "Red Devil" was purchased in 1917 and served as the Chief's car, hose reel, and chemical cart. In 1927 the Department became fully motorized with a triple combination fire truck, ladder truck, and Chief's car. It wasn't until 1946 the fire department acquired a new pumper and 75 foot ladder truck.

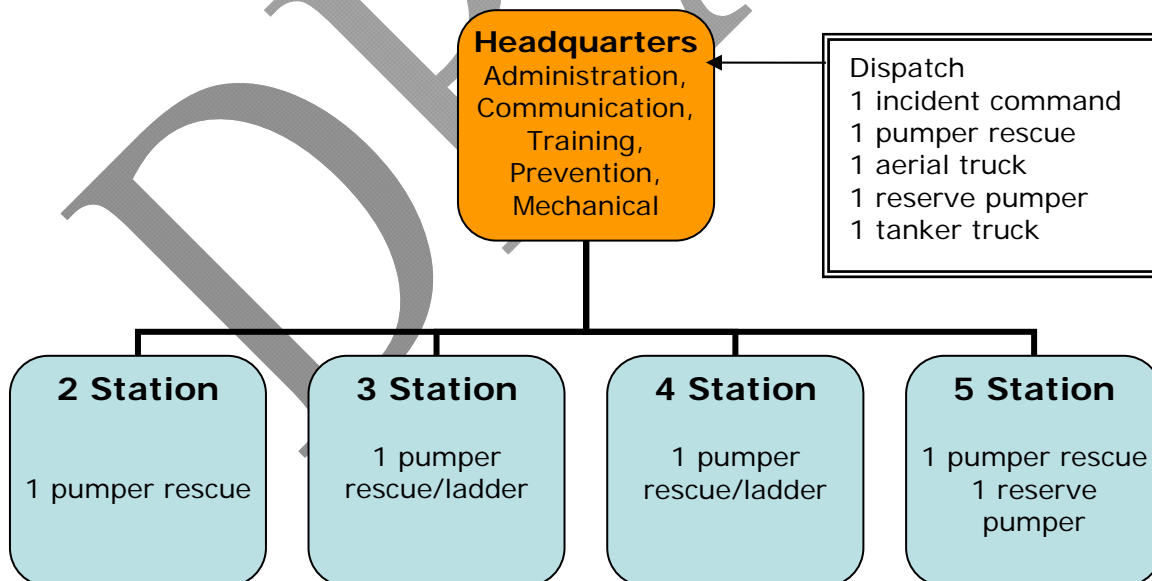


Today, after many changes and technological advancements, the Guelph Fire Department has evolved into a progressive agency with 150 full time staff. Fire service divisions include Administration, Fire Suppression, Communications, Fire Prevention, Training, and Mechanical. Fire Suppression staff are assigned to four platoons and five fire stations, two of which were constructed within the last 10 years; with a sixth station as shown below to be completed in 2010. The construction of Fire Station #6 will assist the GFD with providing improved emergency response services to the city's south end.

Conceptual Drawing – Station 6



The Department has an approximate annual operating budget (2009) of \$17,000,000, and responds to over 6,500 calls annually, ranging from fires, rescues, medical assistance, vehicle collisions, hazardous materials, and public assistance. Additional services include Fire Code inspections, public education, and fire investigations. The following chart demonstrates the current station and equipment placement.



The above chart is representative of front-line emergency response and reserve apparatus. Other Department vehicles and equipment include rescue boats, command vehicle, service truck, fire prevention trucks and cars, safety trailer, special operations trailers, and training car.



Strategic Plan development

In 2009, the Fire Department identified the need to develop and implement a Strategic Plan that will guide its operations over the next five years. Integral to the development process was community consultation with key stakeholder groups to determine public expectations regarding service levels and necessary improvements. Leveraging insights from a Steering Committee made up of internal staff from each division. The Committee consisted of the following members:

Lyle Quan <i>Deputy Chief</i>	Randy Gillis <i>Fire Prevention Officer (Accreditation Coordinator)</i>
Brenda Boisvert <i>Manager, Strategic Planning & Corp. Initiatives</i>	Don McCullough <i>Chief Training Officer</i>
Laurie Watson <i>Senior Communications & Issues Management Coordinator</i>	Tony Sabatini <i>Assistant Chief Fire Prevention Officer</i>
Bill Lawrence <i>Platoon Chief</i>	Bob Millson <i>Training Officer</i>
Chris Dixon <i>Firefighter/Association Vice President</i>	Aidan Prince <i>Organizational Development Specialist</i>
Dave Scott <i>Firefighter</i>	Ted Wagar <i>Emergency Vehicle Technician</i>
Kim Richardson <i>Supervisor, Administration</i>	Melina Gillies <i>Accreditation Assistant</i>



The Strategic Plan includes a vision, mission, values, goals and objectives, as well as methods to quantifiably track and report on success. Development of the plan was completed within a five month period and included the following phases:

PHASE	OBJECTIVE	ACTION
Phase 1:	Initiating the project	❖ Define the services provided to the community
Phase 2:	Strategic listening	<ul style="list-style-type: none"> ❖ Determine service priorities for the community ❖ Establish community service level expectations ❖ Identify any concerns about the organization and its services ❖ Identify those aspects of the fire department the community views positively ❖ Understand the strengths, weaknesses, opportunities and threats facing the department
Phase 3:	Building the framework/defining the vision	<ul style="list-style-type: none"> ❖ Develop the Mission Statement, giving careful attention to the services currently provided and which can reasonably be provided in the future ❖ Create a Vision for the future ❖ Establish fundamental Values of the fire department
Phase 4:	Validating the framework	<ul style="list-style-type: none"> ❖ Establish realistic goals and objectives for the future ❖ Identify implementation tasks for each objective
Phase 5:	Refinement, communications & implementation	❖ Ensure organizational commitment and community awareness of the plan



Key elements

The inclusive and collaborative process included:

- o clearly defined phases built from the proven methodology of the Centre for Public Safety Excellence;
- o consistency with Guelph's Guiding Principles for Public Involvement;
- o meaningful public engagement that included internal staff as well as a variety of stakeholders within the community;
- o linkages with other City initiatives and the City Strategic Plan;
- o use of staff and volunteers to manage costs and provide additional support where needed;
- o use of strategic advice from the Centre for Public Safety Excellence;
- o targeted communication strategies with consistent messaging for both internal and external audiences; and
- o regular reports to the Fire Chief to ensure that the project was completed both on time and on budget.

Community focus groups

All community members who provided feedback on the external surveys were invited to participate in an open forum focus group. Two sessions were conducted in September 2009, in which valuable insight and suggestions were received. The Guelph Fire Department would sincerely like to thank the following participants for their time and input:

Yvon Turgeon	Marion Wallace	Colin Benson
Alison Bruce	Rod Stork	Andy Stephenson
Bryan Connell	Mike Rooke	

**The key stakeholders involved who could not be reached for inclusion by name in this Strategic Plan are sincerely thanked for their contribution.*



What we heard

Both internal and external feedback was consistent in terms of reporting that response times, professionalism and compassion were among the greatest strengths of the Guelph Fire Department. Top issues that were identified include:

- rapid response times
- ensuring appropriate funding for training and equipment
- demographic shifts
- growth and related impacts
- enhancing health and safety programs
- strengthening partnerships with agencies

Of all the issues identified the challenges and opportunities that growth will present were noted as the most significant given their potential impact on maintaining an efficient response. In discussing future directions, it was decided that a focus on fire prevention will be important as well as strong leadership to ensure the continued development of a strong fire services team. All feedback received directly supported the development of targeted goals and objectives.



Vision

To be a recognized leader in providing fire and emergency services. We will continue being a fire department of which both the community and staff are proud.

Mission

Trusted; Responsive; United; and Effective.

We make a difference everyday with rapid, compassionate and professional services that keep our community safe.

Together we:

- prevent and fight fires;
- rescue those in need from critical incidents;
- protect property; and
- educate and prepare the community for unexpected emergencies

Unified in our efforts, we ensure the safest work environment possible, seeking positive change, recognizing efforts and facilitating self-development.

There for you

Values

The Guelph Fire Department adheres to the City of Guelph Corporate Values of Integrity, Excellence and Wellness. Additional behaviours reinforced through the Corporate Values include:

- Trust
- Responsiveness
- Teamwork
- Effectiveness
- Compassion
- Professionalism



Guiding principles

The following guiding principles will inform decision making as the department moves forward. They also outline the departmental approach to providing fire services and form the foundation of ongoing service excellence.

- Leadership and accountability
 - *Ensure strong leaders who are devoted to transparency and responsibility for achieving positive results for set actions.*
- Learning and continuous improvement
 - *Develop highly skilled personnel focused on continuous improvement and service excellence.*
- Openness to change
 - *Set an exemplary standard in practicing proactive measures that allow the department to continue offering effective delivery of emergency services in a rapidly changing industry.*
- Collaboration
 - *Develop and strengthen effective partnerships that will achieve mutual benefit to the community and all Emergency services.*
- Sustainability and environmentally responsible
 - *Ensure all current and future goals are environmentally responsible and endeavour to reduce our environmental footprint wherever possible*

Goals and objectives

The following 6 goals and 17 objectives, along with subsequent timeframes identified, will work collectively towards realization of the defined mission and vision statements of the Guelph Fire Department. While goals constitute higher-level purposes and serve as statements of intent without measurement or timeframes, objectives are the key actions or directions that support each of the goals. As such the Guelph Fire Department recognizes each of following goals as being equal.



Education and training

Goal 1: A highly skilled workforce

Objective 1.1:	Identify and plan for training requirements.
Critical tasks:	<ul style="list-style-type: none"> • Consult appropriate sources, industry standards and best practice material to understand future learning and development needs • Regularly survey staff to determine learning gaps
Start date/Timeframe:	<ul style="list-style-type: none"> • Commenced 2009: 12-24 months and ongoing

Objective 1.2:	Develop targeted training to meet emerging needs
Critical tasks:	<ul style="list-style-type: none"> • Source and budget for confined space and high angle rescue training • Assess the efficiency of training interventions • Enhance career planning efforts for personnel • Ensure Fire Department personnel achieve provincial certification where applicable
Start date/Timeframe:	<ul style="list-style-type: none"> • Commencing 2010: 6-12 months and ongoing

Objective 1.3:	Ensure the availability of a training facility for all personnel
Critical tasks:	<ul style="list-style-type: none"> • Investigate options, including potential partnerships, for an appropriate learning/training centre that will facilitate current and future learning needs • Develop a business case to support the most cost effective and highest quality alternatives
Start date/Timeframe:	<ul style="list-style-type: none"> • Commencing 2010: 12-24 months



Health, wellness and recognition

Goal 2: A safe and healthy work environment

Objective 2.1:	Support staff efforts to achieve a healthy work/life balance
Critical tasks:	<ul style="list-style-type: none">• Encourage and promote opportunities for physical fitness• Assess and improve current fitness facilities• Ensure the availability of useful information (in a variety of formats) on physical health and well being• Consult staff to best understand their valued options• Ensure Employee Assistance Plan (EAP) awareness• Enhance and further develop peer support initiatives including possible options such as a welcome event for new recruits and network for family members
Start date/Timeframe:	<ul style="list-style-type: none">• Commenced 2009: 6-12 months and ongoing



Objective 2.2:	Promote and enhance work place safety
Critical tasks:	<ul style="list-style-type: none"> • Have qualified Incident Safety Officers for each platoon • Enhance regular testing and maintenance efforts on all equipment and vehicles • Liaise regularly with staff to identify safety concerns and related issues to be addressed • Establish facility maintenance and housekeeping protocols for all emergency service facilities • Review, revise, and develop Standard Operating Guidelines annually
Start date/Timeframe:	<ul style="list-style-type: none"> • Commenced 2009: 6-12 months and ongoing

Objective 2.3:	Recognize the ongoing efforts of personnel
Critical tasks:	<ul style="list-style-type: none"> • Institute meaningful recognition protocols for personnel • Establish recognition events for staff • Capture, preserve and communicate the history and successes of the Guelph Fire Department
Start date/Timeframe:	<ul style="list-style-type: none"> • Commenced 2009: ongoing



Communications and community engagement

Goal 3: A safety conscious and aware community

Objective 3.1:	Undertake communications initiatives to promote service awareness and provide valued information
Critical tasks:	<ul style="list-style-type: none"> • Identify future communication tools to promote information on provided services • Enhance current web content to ensure ease of access to frequently requested information (e.g. data on alarm retailers, key contacts, incident statistics) • Evaluate the current frequency levels of public service announcements, determine the value of enhancements and plan for potential improvements • Enhance leveraging of effective options in place (e.g. fire hall message boards) • Investigate new communication channels (e.g. Web 2.0 strategies, Twitter, Facebook etc.)
Start date/Timeframe:	<ul style="list-style-type: none"> • Commenced 2009: ongoing

Objective 3.2:	Undertake initiatives to promote emergency preparedness
Critical tasks:	<ul style="list-style-type: none"> • Support emergency preparedness planning and enhance information dissemination • Regularly evaluate the effectiveness of initiatives and plan for required improvements • Seek out best practices and investigate applicability to needs
Start date/Timeframe:	<ul style="list-style-type: none"> • Commenced 2009: ongoing



Objective 3.3:	Design valued community outreach and educational initiatives
Critical tasks:	<ul style="list-style-type: none"> • Plan and implement regular community events such as open houses and celebrate key milestones • Receive and evaluate invitations for attendance at community events • Develop a communications strategy for the Strategic Plan
Start date/Timeframe:	<ul style="list-style-type: none"> • Commencing 2010: ongoing



Service delivery and continuous improvement

Goal 4: An innovative work place focused on service excellence

Objective 4.1:	Achieve and maintain accreditation status
Critical tasks:	<ul style="list-style-type: none"> • Finalize and submit required information to the Center for Public Safety Excellence (CPSE) for approval • Achieve accreditation status • Plan for and celebrate successes • Follow through with applicable plans for improvement noted in Self-Assessment Manual • Provide annual updates to the CPSE, and GFD staff on progress achieved and plans going forward
Start date/Timeframe:	<ul style="list-style-type: none"> • Commencing 2010: 3-6 months and ongoing

Objective 4.2:	Identify and plan for required technology enhancements
Critical tasks:	<ul style="list-style-type: none"> • Plan for and give priority to communications-related technology (e.g. mobile data terminals) • Investigate the introduction of GPS in fire vehicles • Research best practices in the use of technology to improve service delivery efforts and apply where possible
Start date/Timeframe:	<ul style="list-style-type: none"> • Commenced 2009: 12-24 months



Objective 4.3:	Focus on the continued effective delivery of current services
Critical tasks:	<ul style="list-style-type: none"> • Encourage personnel to seek out and report on opportunities for service delivery improvements • Monitor and report on adherence to response times • Undertake efforts to regularly evaluate service delivery methods and options for improvement consistent with Accreditation requirements
Start date/Timeframe:	<ul style="list-style-type: none"> • Commencing 2009: ongoing



Administrative excellence

Goal 5: An accountable and transparent department with strong leadership

Objective 5.1:	Integration of the Strategic Plan
Critical tasks:	<ul style="list-style-type: none"> • Implement and evaluate the Strategic Plan and Standards of Cover • Regularly report on progress achievements • Update the Strategic Plan and Standards of Cover to be consistent with accreditation, and established guidelines
Start date/Timeframe:	<ul style="list-style-type: none"> • Commenced 2009: ongoing

Objective 5.2:	Ensure ongoing leadership development
Critical tasks:	<ul style="list-style-type: none"> • Determine an effective succession planning model and approach • Collaborate with staff to promote awareness and facilitate implementation of the model • Develop leadership training requirements; plan and budget for ongoing support
Start date/Timeframe:	<ul style="list-style-type: none"> • Commencing 2010: 24-36 months and ongoing

Objective 5.3:	Continue seeking and incorporating staff feedback into planning and decision-making
Critical tasks:	<ul style="list-style-type: none"> • Collaborate annually with staff to support planning and improvement efforts • Encourage staff feedback on an ongoing basis • As a minimum, report to staff annually on progress and plans
Start date/Timeframe:	<ul style="list-style-type: none"> • Commenced 2009: ongoing



Strategic partnerships

Goal 6: A well developed network of partnerships with key support agencies

Objective 6.1:	Continue to develop strategic partnerships to support service delivery excellence
Critical tasks:	<ul style="list-style-type: none"> • Evaluate the inventory of current partners critical for effective service delivery • Communicate content to staff and organizations where this information can be used most effectively • Establish a supplier resource guide and contact list for Emergency Services staff to use when replacing day to day supplies
Start date/Timeframe:	<ul style="list-style-type: none"> • Commencing 2010: ongoing

Objective 6.2:	Strengthen existing partnerships
Critical tasks:	<ul style="list-style-type: none"> • Better understand current partnerships and resource-sharing opportunities (e.g. space, instructors, specialized teams) • Plan and host an annual partnership meeting to discuss cost sharing opportunities, recognize efforts and celebrate successes • Partner with the University of Guelph to reduce the number of false alarm responses by strengthening educational initiatives within the university community
Start date/Timeframe:	<ul style="list-style-type: none"> • Commenced 2009: 6-12 months and ongoing



The success of the strategic plan

This Strategic Plan articulates for the community and for the Department, an understanding of who we are, what we do, and the values by which we define ourselves.

The success of GFD's Strategic Plan will not only depend upon the implementation of the current (6) goals and their related (17) objectives, it will also depend upon our assessment of where the Department stands today as we dedicate ourselves to these shared objectives.

As ever changing opportunities and demands arise, so too must the GFD Strategic Plan evolve. The planning process will continue to be dynamic and adaptable to ensure the framework of the plan remains current. As such, the Department will continue in its commitment of being a leader in the provision of fire and emergency services.



The Inspiration behind the picture

The image of the sculpture placed behind the Guelph Fire Department Vision, Mission and Value statements is a representation of the fire fighting service and how it is perceived by the community it serves. It is a reflective representation, and a deeply personal one for Captain Ron Head of the Guelph Fire Department, whose personal experiences and artistic ability have given way to the inspiration for a sculpture that Ron has been creating to commemorate the Guelph Fire Department's 100 years of service. The story in Ron's own words:

"This piece relates to a call I went to early in my career. We were called to a child struck by a car on Alice Street. Upon arrival we found a little boy of about ten years old with a broken leg. We comforted him and helped the Ambulance paramedics load him into the ambulance. The last thing I said to the child was "come see us at the fire hall when you get better". Some time passed and the boy and his Mom came into Headquarters. They gave Dave Simons and me a small Angel figure. This was one of the most rewarding moments that I have had on the department.

I have been creating this sculpture over the last 24 months. I started with a small wax model and then moved on to this half life-size sculpture. My sculpture depicts the moment when the little boy gave me the angel. The firefighter is down on one knee looking at the child handing him an angel figurine with humility on the child's level.

I feel this sculpture best represents our relationship with the community. Firefighters are public servants ready to serve. The child represents the public showing appreciation for what we do."



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

December 21, 2009

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

Your Finance, Administration & Corporate Services Committee beg leave to present their SEVENTH CONSENT REPORT as recommended at its meeting of December 7, 2009.

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

1)

THAT the Finance, Administration & Corporate Services Committee Mandate and Charter, be approved as attached.

2)

THAT the Finance Report 09-40 dated December 7, 2009 entitled "2009 Capital Project Activity", be received;

AND THAT Council approve the proposed project closures and adjustments to 2009 or prior approved capital budgets as of November 15, 2009.

3)

THAT the report dated December 7, 2009 of the Director of Corporate Services/City Solicitor with respect to Accessible Customer Service Policy, be received by Council;

AND THAT the Council approves the attached Accessible Customer Service Policy;

AND THAT Council authorizes the Administrator of Disability Services to update this policy to respond to community and corporate needs and to reflect the requirements of new and/or amended Accessibility for Ontarians with Disabilities Act regulations as they pertain to customer service and the Accessible Customer Service Standard, Ontario Regulation 429/07;

AND THAT Council authorizes the Director of Corporate Services to certify on behalf of the City reports prepared by Administrator of Disability Services under the Accessibility for Ontarians with Disabilities Act.

All of which is respectfully submitted.

Councillor Vicki Beard, Chair
Finance, Administration & Corporate Services Committee

**PLEASE BRING THE MATERIAL THAT WAS DISTRIBUTED WITH THE
AGENDA FOR THE DECEMBER 7, 2009 MEETING.**

Committee Mandate and Charter

Finance, Administration & Corporate Services

A. Mandate for the Finance, Administration & Corporate Services Committee

1 Mandate

The Committee's Mandate defines its core areas of management and responsibility.

Established by Procedural Bylaw (1996)-15200 for Standing Committees, it is the mandate of the Finance, Administration & Corporate Services Committee to ensure that appropriate policies, principles, procedures and roles are established to guide and enhance for the following functional areas:

- I. Corporate Services;
- II. Finance;
- III. Human Resources;
- IV. Information Services;
- V. Economic Development & Tourism

2. Composition of the Committee

- I. The Committee is comprised of four members of Guelph City Council and the Mayor.
- II. The Chair is elected by the Committee at their first meeting of each year.
- III. Additional staff members or specialists may be called upon to conduct research, communications or any other Committee identified requirements.

B. Committee Charter

The Committee's Charter outlines how the Committee will satisfy the requirements set forth by Council in its Mandate. This Charter comprises:

- Operating principles
- Responsibilities and duties
- Operating procedures

I. Operating Principles

All Committee work will be carried out in accordance with provisions of the Municipal Act and other governing legislation and the Committee shall fulfill its responsibilities within the context of the following principles:

i. Committee Values

The Council Code of Conduct, transparency and accountability guide Committee efforts and promote interaction with the highest ethical standards and professionalism while ensuring that the best interests of the community

are met. The Council endorsed corporate values of wellness, integrity and excellence will also be observed.

ii. Communications

The Committee Chair will act as the primary spokesperson for any inquiries.

iii. Meeting Agenda

Committee meeting agendas shall be the responsibility of the Chair of the Committee in consultation with the Mayor, CAO and other senior staff.

iv. Notice of Meetings

Public notice of all committee meetings will be provided on the City's electronic general calendar at least 72 hours prior to a meeting: by posting a notice in City Hall at least 72 hours prior to the meeting; and by publication in a local paper at least 72 hours prior to the meeting.

It is recognized that some items consistent with Section 239 in the Municipal Act may require a meeting to be closed to the public. The holding of any closed meetings and the general nature of the matter to be considered will be made public to ensure full transparency.

v. Committee Expectations and Information Needs

Meeting minutes will be recorded and distributed to Committee members with each meeting agenda.

All decisions that lead to the formulation of recommendations for Council consideration will take place at the Committee meetings only and not through electronic or other outside exchanges.

All pertinent information will be shared with all Committee members in advance of meetings. This can include but not be limited to meeting minutes, any supplemental information, public input, media requests etc.

vi. Reporting to Council

The Committee will report to Council with recommendations for approval.

II. Responsibilities and Duties

Specific roles and responsibilities for the Committee as a whole, Chair and Committee members include:

- To make recommendations and offer advice for the consideration of Guelph City Council with respect to Corporate Services, Finance, Human Resources, Information Services and Economic Development & Tourism matters.

Chair

- To maintain order and decorum during meetings, decide questions of

2

Committee Charter

July 2009

procedure, and generally ensure that the committee work proceeds smoothly according to the committee's mandate.

- To ensure that adequate and appropriate opportunities are provided for input by the public and other key stakeholders at meetings;
- To engage all members in the decision making process.

Committee members:

- To read all agenda material, and seek clarification on any matters prior to meetings in order to make the most effective use of the committee's time;
- To attend meetings and participate fully in all committee work;
- To debate the issues in an open, honest and informed manner to assist the decision-making process;
- To actively contribute to reaching committee recommendations and directions;
- To represent and advocate on behalf of constituents, keeping in mind the entire municipality when considering and addressing issues.

III. Operating Procedures

- i. The Committee shall meet on the second Monday of each month
- ii. A quorum shall be a majority of the whole committee (3).
- iii. Meeting minutes will be provided to each member of the committee as part of the agenda for meetings.
- iv. The Chair of the Committee shall establish regular meeting dates and be responsible for calling the meetings.
- v. Any rule not stated herein is deemed to be provided in Bylaw 1996-15200 Consolidated Procedural By-law.
- vi. The Chair shall vote on any motion.

2009 Capital Activity

(Finance Report 09-40)

1

Overview

- Outline adjustments to 2009 and prior approved capital budgets (Schedule A)
- Summarize proposed capital project closures as of November 15, 2009 (Schedule B)
- Provide a revised schedule of capital projects being funded using IOA funding (Schedule C)
- Show unspent budget amounts by Department at November 15, 2009 (Schedule D)

2

Adjustments to Approved Capital Budgets

- See Schedule A, Columns D-G for details
- Only impacts 2009 and prior approved capital budgets
- Impact of Adjustments (Including ISF & RiNC Budgets)
 - Budget Deferrals & Reductions: (\$100.4) million
 - Project Consolidations & Reallocations: \$0.233 million
 - Approved Outside of the Budget Process: \$119.5 million
 - Proposed Project Closures: (\$67.0) million

**TOTAL REDUCTION IN APPROVED CAPITAL BUDGETS =
\$47.7 MILLION**

3

Proposed Project Closures

- See Schedule B for details
- Includes projects that have been **completed and closed** or **closed and rescheduled** to a time when expenditures more accurately meet revenue collections

	Approved Budget (@ Nov 15, 2009)	Expenditures	Unspent Balance
Projects to be Closed & Rescheduled	\$18,333,000	\$1,503,286	\$16,829,714
Projects to be Closed	\$48,711,707	\$35,213,613	\$13,498,094

4

Proposed Project Closures

- The funding impact of the unspent balance is:

	Other	Fed Gas Tax	Dev't Charges	Capital Reserve	Other Capital	Debt
Projects to be Closed & Rescheduled	\$256,500	\$0	\$10,904,369	\$2,155,427	\$26,417	\$3,487,000
Projects to be Closed	\$5,451,589	\$20,748	\$4,555,945	\$3,303,883	\$165,929	\$0

Note: "Other" includes direct developer contributions, sale of assets, grants, etc that were typically not required due to the project coming in under budget.

5

Next Steps....

- Staff will continue monitoring capital project activity and bring forward additional 2009 reporting at year end
- Engage Departments in ongoing capital project management – working with IT to provide better information
- Staff will bring forward a Capital Project Monitoring and Control Policy for Approval in early 2010
 - The policy will include updated capital project variance reporting requirements and capital project closing and over expenditure funding approval criteria and procedures for reporting.

6

COMMITTEE REPORT



TO **FACS Committee**

SERVICE AREA Finance
DATE December 7, 2009

SUBJECT 2009 Capital Project Activity
REPORT NUMBER FIN-09-40

RECOMMENDATION

THAT the Finance Report 09-40 dated December 7, 2009 entitled "2009 Capital Project Activity" be received and;

THAT Council approve the proposed project closures and adjustments to 2009 or prior approved capital budgets as of November 15, 2009.

PURPOSE

The purpose of this report is:

- To provide information regarding adjustments that have been made to 2009 or prior approved capital budgets including budget reductions and deferrals, project consolidations and reallocations and projects approved outside of the normal budget process,
- To provide a summary of proposed capital project closures as of November 15, 2009 and demonstrate the funding impact of these closures,
- To provide documentation for audit purposes of any adjustments that have been made to approved 2009 or prior capital budgets,
- To provide a revised schedule of capital projects receiving Investing in Ontario Act (IOA) funding,
- To advise Council that staff will bring forward a Capital Project Monitoring and Control Policy for Council Approval in early 2010.

REPORT

Throughout 2009, there have been substantial changes to approved capital budgets in response to declining development charge revenue and debt and reserve fund management restrictions. These changes include budget reductions and deferrals, project consolidations and reallocations, projects approved by Council outside of the normal budget process and project closures.

Schedule "A" provides a high level summary of open capital project budgets by department at November 15, 2009 and outlines the activity that has impacted 2009 or prior approved capital budgets. Schedule "B" provides a summary of proposed 2009 capital closures and highlights the funding impact, such as returning already funded amounts to the originating reserve or reduce commitments against City

Reserves. Schedule "C" highlights adjustments that have been made to the approved Investing in Ontario Act (IOA) funding. Schedule "D" provides a high level summary of actual expenditures and unspent budgets by Department as at November 15, 2009.

Budget Reductions and Deferrals

In an effort to move forward with a sustainable and balanced capital program, City Departments have undertaken an extensive review of open capital projects and identified areas where budgets could be permanently reduced or deferred into future years. Total reductions and deferrals as of November 15, 2009 equaled \$100.4 million (Schedule A, Column D) with Roads, Economic Development, Water and Waste Water accounting for 98% of this amount.

It is anticipated that projects appearing in this category will be rescheduled over the next 10 years. Funding is available for any deferred projects that currently appear in the 2010-2014 capital budget, however, funding for any project outside of the 5-year forecast is not confirmed and will be addressed as part of the capital budgeting exercise to take place in early 2010. In addition, due to the numerous budget reductions and deferrals undertaken, there have been adjustments to the original approved use of the IOA funding received in 2008.

Project Consolidations and Reallocations

Project consolidations and reallocations have been undertaken by Finance to move towards a more transparent and manageable capital project listing that will support the City's ongoing compliance with PSAB reporting requirements. Beginning January 1, 2009, Finance began reallocating budgets from large "bucket" accounts to specific capital projects which will provide a more direct link between the City's asset repository and Financial System. Also shown in this section are any capital projects that received funding as a result of transfers from Departments' operating budgets. Total project consolidations and reallocations of 2009 and prior approved capital budgets is \$233,147 (Schedule A, Column E).

Projects Approved Outside of the Budget Process

As of November 15, 2009, projects totaling \$119.5 million (Schedule A, Column F) have been approved outside of the City's normal budgeting process. ISF and RiNC projects (\$76.8 million), the New Civic Museum (\$6.7 million), the Organics Facility (\$30 million), Baker St. Redevelopment (\$1.7 million), Pavement Deficit (\$1.2 million) and the South End Emergency Facility- Police (\$2.4 million) represent \$118.4 million of this amount. All projects listed above were fully approved outside of the normal budget process in 2008 or 2009; however, project budgets were split across several years for cash flow purposes. In order to enable better project management practices and secure required debt financing, project budgets spanning into 2010 were consolidated into 2009.

Projects to be Closed and/or Rescheduled

As of November 15, 2009, City Departments have proposed the closure and/or rescheduling of capital projects with a total approved budget of \$67.0 (Schedule A,

Column G) million and a total unspent balance of \$30.3 million (Schedule B, Column C). This will reduce the current commitment against City reserves by approximately \$24.6 million (Schedule B, Columns E-I).

Projects to be Closed and Rescheduled:

Projects classed under this category are recommended to be closed at the present time, however, it is intended that these projects may be re-budgeted in future years when funding is identified as part of the long term financial plan and when expenditures are more accurately matched to expected revenue collections, such as DC revenue. The major project that has been closed to be rescheduled is the Wilson St. Parkade, which had an approved budget of \$16 million as of November 15, 2009 and an unspent balance of \$15.990 million.

Proposed Project Closures

Finance is seeking approval for projects included under this category. Any project appearing under this category indicates that Finance has received approval from the Project Manager or corresponding Department that the project has been completed and is able to be permanently closed. Projects that are proposed to be closed have a total approved budget of \$48.7 million (Schedule B, B. Proposed Project Closures Column A) and an unspent balance of \$13.5 million (Schedule B, B. Proposed Project Closures Column C). This will reduce commitments against City Reserves by \$8.1 million (Schedule B, B. Proposed Project Closures Columns E-I). Major projects completed include Disinfection Compliance, New Conventional Buses, Arthur Street Relief Pumping Station and Speed River Relief: Victoria to Hood.

Additional projects may be identified for closure during the remainder of 2009 and will be brought forward for Council approval early in 2010.

CORPORATE STRATEGIC PLAN

5.5- A high credit rating and strong financial position

FINANCIAL IMPLICATIONS

Ongoing monitoring of the capital work-in-progress accounts is a very important function as capital expenditures represent a large portion of annual municipal spending. Capital projects that are not completed according to municipal standards, on time and within budget can result in significant financial implications for the City.

DEPARTMENTAL CONSULTATION

The responsibility of monitoring the capital budget work-in-progress is shared by the departments responsible for managing the project and Finance. Departments must manage the project to completion according to municipal standards, on time and within the approved budget.

COMMUNICATIONS

Finance staff have worked closely with all City Departments.

ATTACHMENTS

Schedule "A" Summary of 2009 Capital Budget Activity

Schedule "B" Summary of 2009 Capital Project Closures

Schedule "C" Adjustments to Approved Investing in Ontario Act (IOA) Funding

Schedule "D" Summary of Unspent Budgets

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Schedule A: FIN-09-40
Summary of Adjustments to 2009 or Prior Approved Capital Budgets

	Adjustments to 2009 and Prior Approved Budgets							
	A	B	C	D	E	F	G	H
Approved Budgets for Open Capital Projects @ Dec 31, 2008	2009 Approved Budgets	Total Approved Budgets for Open Capital Projects @ January 1, 2009	Budget Reductions & Deferrals	Project Consolidations & Reallocations	Projects Approved Outside of the Budget Process	Projects to be Closed and Rescheduled	Approved Budgets for Open Capital Projects @ November 15, 2009	
Tax Supported Projects								
CDDS								
Roads	66,000,149	25,489,000	91,489,149	(23,538,741)	-	1,198,771	(4,294,000)	64,855,179
Stormwater	2,806,000	2,975,000	5,781,000	(1,058,005)	(40,000)	-	(400,000)	4,282,995
Parks Planning	11,047,009	2,655,800	13,702,809	-	120,000	100,000	(75,000)	13,847,809
Policy Planning	3,040,800	702,000	3,742,800	-	-	-	-	3,742,800
Economic Development	15,393,286	7,500,000	22,893,286	(16,500,345)	-	1,700,000	-	8,092,941
Waste Management	7,624,980	2,232,200	9,857,180	-	-	30,000,000	(1,650,000)	38,207,180
Operations	8,032,000	2,180,000	10,212,000	-	-	-	(2,346,300)	7,865,700
Fleet/Traffic/Roadside Operations	1,273,411	722,000	1,995,411	-	(11,400)	-	-	1,984,011
Park Operations	1,433,000	16,100,000	17,533,000	-	-	-	(16,165,000)	1,368,000
Community Services	1,251,000	526,000	1,777,000	(190,000)	-	-	-	1,587,000
Rec Facilities & Community Dev	5,093,500	1,097,000	6,190,500	-	-	6,700,000	(30,000)	12,860,500
Culture & Museum	8,118,907	4,941,000	13,059,907	(50,000)	-	-	(5,554,907)	7,455,000
Transit	5,502,650	3,742,250	9,244,900	(250,000)	-	-	-	8,994,900
Emergency Services	56,762,140	5,850,000	62,612,140	(300,000)	-	-	-	62,312,140
Corporate Services	698,500	531,000	1,229,500	-	-	-	(89,500)	1,140,000
Corporate Properties	3,260,600	2,137,800	5,398,400	(100,000)	-	138,320	(1,351,100)	4,085,620
Information Services	7,184,916	1,297,000	8,481,916	-	-	2,400,000	(347,400)	10,534,516
Local Boards	1,090,000	-	1,090,000	-	-	-	-	1,090,000
Police	-	-	-	-	-	60,379,540	-	60,379,540
Library	-	-	-	-	-	-	-	-
ISF & RINC Projects	-	-	-	-	-	-	-	-
Total Tax Supported	205,612,848	80,678,050	286,290,898	(41,987,091)	168,600	102,616,631	(32,303,207)	314,585,831
User Pay Projects								
Waste Water	72,580,000	17,258,000	89,838,000	(32,505,379)	-	-	(11,122,000)	46,210,621
Waterworks	73,137,500	24,507,000	97,644,500	(25,911,331)	164,547	853,000	(23,619,500)	49,131,216
ISF Projects	-	-	-	-	-	16,036,200	-	16,036,200
Total User Pay	145,717,500	41,765,000	187,482,500	(58,416,710)	164,547	16,889,200	(34,741,500)	111,378,037
Total Capital Activity	351,330,348	122,443,050	473,773,398	(100,403,801)	233,147	119,505,831	(67,044,707)	426,063,868

Schedule C: FIN-09-40
Adjustments to Approved Investment in Ontario Act (IOA) Funding

Project Number & Description	Council Approved	Current IOA Funding	Change	Comment
WM0025 MRF Building	(1,100,000)	(1,100,000)	-	
SW0038 CIP Storm Sewers	(2,670,000)	(2,322,000)	(348,000)	Funding reallocated to SW0010 (\$161,500), SW0037 (\$161,500), RP0273 (\$25,000)
SW0010 SWM Pond Rehabilitation	(75,000)	(236,500)	161,500	Funding reallocated from SW0038 (\$161,500)
SW0037 Storm Sewer Investigation	(180,000)	(341,500)	161,500	Funding reallocated from SW0038 (\$161,500)
SW0041 Drainage Improvements	(50,000)	(10,000)	(40,000)	Funding Reallocated to RP0273 (\$15,000), RP0444 (\$25,000)
RP0273 Youth Music Centre Parking Lot	(140,000)	(240,000)	100,000	Funding Reallocated from SW0041 (\$15,000), SW0038 (\$25,000) and RP0339 (\$60,000)
RP0256 Sleeman Centre	(150,000)	(150,000)	-	
RP0336 Waverley Park	(475,000)	(475,000)	-	
RP0065 Bristol Park	(33,000)	(33,000)	-	
RP0114 Howitt Park	(27,000)	(27,000)	-	
RP0126 Norm Jary Park	(50,000)	(50,000)	-	
RP0152 Guelph Lakes	(35,000)	(35,000)	-	
RP0218 Drummond	(30,000)	(30,000)	-	
RP0283 Exhibition Park	(55,000)	(55,000)	-	
RP0339 Riverside Park	(60,000)	(60,000)	-	
RD0144 Street Lights	(250,000)	(250,000)	(60,000)	Funding Reallocated to RP0273 (\$60,000)
RP0421 Parks Infrastructure	(250,000)	(250,000)	-	
RD0168 Civic Square	(336,628)	(336,628)	-	
GG0107 Youth Shelter	(810,000)	(810,000)	-	
RP0311 Ferndale Park	(90,000)	(90,000)	-	
RD0213 Speedvale: Imperial Lewis	(150,000)	(150,000)	-	
RD0225 Dublin: Suffolk to Waterloo	(2,000,000)	(2,000,000)	-	
RD0205 Wymdham: Carden to Wellington	(500,000)	(500,000)	(500,000)	ISF Project, Funding reallocated to RD0250 (\$339,000), RP0444 (\$161,000)
RD0102 College: Powerhouse Lane	(370,000)	(370,000)	-	
RD0112 Pavement Deficit	(1,050,000)	(1,050,000)	-	
RD0250 Water St: Edinburgh to East City Limit	-	(339,000)	339,000	Funding reallocated from RD0205 (\$339,000); Project in 2010
RP0444 City View Park Enlargment	-	(186,000)	186,000	Funding reallocated from SW0041 (\$25,000) and RD0205 (\$161,000); Project in 2010
	(\$10,936,628)	(\$10,936,628)		

Schedule D: FIN-09-40
Summary of Unspent Budgets (at November 15, 2009)

	Approved Budgets for Open Capital Projects @ November 15, 2009	Actual Expenditures @ November 15, 2009	Remaining Budget @ November 15, 2009	% Spent
	A	B	C	D
Tax Supported Projects				
<u>CDDS</u>				
Roads	64,855,179	58,076,097	6,779,082	90%
Stormwater	4,282,995	2,404,715	1,878,280	56%
Parks Planning	13,847,809	8,993,864	4,853,945	65%
Policy Planning	3,742,800	2,548,083	1,194,717	68%
Economic Development	8,092,941	5,825,547	2,267,394	72%
Waste Management	38,207,180	4,839,422	33,367,758	13%
<u>Operations</u>				
Fleet/Traffic/Roadside Operations	7,865,700	7,344,213	521,487	93%
Park Operations	1,984,011	1,198,394	785,617	60%
Parking	1,368,000	1,199,771	168,229	88%
<u>Community Services</u>				
Rec Facilities & Community Dev	1,587,000	1,291,922	295,078	81%
Culture & Musuem	12,860,500	1,035,235	11,825,265	8%
Transit	7,455,000	5,206,772	2,248,228	70%
Emergency Services	8,994,900	3,831,975	5,162,925	43%
<u>Corporate Services</u>				
Corporate Properties	62,312,140	52,701,011	9,611,129	85%
Other	1,140,000	1,178,363	38,363	103%
Information Services	4,085,620	3,073,085	1,012,535	75%
<u>Local Boards</u>				
Police	10,534,516	6,372,327	4,162,189	60%
Library	1,090,000	633,991	456,009	58%
ISF & RiNC Projects	60,379,540	832,342	59,547,198	1%
Total Tax Supported	314,685,831	168,587,129	146,098,702	54%
User Pay Projects				
Waste Water	46,210,621	36,344,922	9,865,699	79%
Waterworks	49,131,216	35,486,009	13,645,207	72%
ISF Projects	16,036,200	1,250,897	14,785,303	8%
Total User Pay	111,378,037	73,081,828	38,296,209	66%
Total Capital Activity	\$ 426,063,868	\$ 241,668,957	\$ 184,394,911	57%

Accessible Customer Service The City of Guelph Policy

FACS
Dec 7, 2009

Leanne Warren
Disability Services, Corporate Property

The Policy

Guiding Principles:

Reasonable efforts will be made to ensure the following:

- (i) That goods and services be provided in a manner that respects the dignity and independence of people with disabilities.

- (ii) The provision of goods and services to people with disabilities, and others, will be integrated unless an alternate measure is necessary, whether temporarily or permanently, to enable a person with a disability to obtain, use or benefit from the goods and services.

- (iii) People with disabilities will be given an opportunity equal to that given to others to obtain, use and benefit from the goods and services.

Policy Statement

- The City of Guelph is committed to providing its goods and services in an accessible manner. The City recognizes the diverse needs of all residents and strives to provide goods, services and facilities that are accessible to all.
- The City of Guelph promotes accessibility through policies, procedures and practices governing the provision of its services to people with disabilities. To do this we must use reasonable efforts to ensure that the policies, procedures and practices address integration, independence, dignity and equal opportunity.

Policy Definitions

- **Disability:** The City of Guelph uses the Ontario Human Rights Code's definition of "disability." This definition includes but is not limited to physical, mental health, developmental and learning disabilities. A disability may be visible or not visible.
- **The "City":** In this policy the "City" refers to the City of Guelph and its service areas but does not include local boards. Local Boards may adopt this policy at their discretion.

Financial Implications

- Training – Included in Human Resources Budget
- Providing alternate formats of documents upon request - Corporate-wide resources will be considered under the Disability Services budget
- Resources such as signage to indicate service disruptions
- Fees for support person

Key Components of the Report

- The City's Accessible Customer Service Policy will come into effect on January 1, 2010.
- New legislation, new processes for our community may result in a need for revisions to this policy. Staff recommend that the Administrator of Disability Services update this policy to respond to community and corporate needs or to reflect revisions to the regulation.
- The Ministry of Community and Social Services requires organizations such as the City of Guelph identify a person to certify the City's report that will be prepared by the Administrator of Disability Services. Staff recommend that the Director of Corporate Services certify the report.

Questions?

COMMITTEE REPORT



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

SERVICE AREA Corporate Services
DATE December 7, 2009

SUBJECT **Accessible Customer Service Policy**
REPORT NUMBER

RECOMMENDATION

THAT this report dated December 7, 2009 be received by Council.

AND THAT the Council approves the attached Accessible Customer Service Policy.

AND THAT Council authorizes the Administrator of Disability Services to update this policy to respond to community and corporate needs and to reflect the requirements of new and/or amended Accessibility for Ontarians with Disabilities Act regulations as they pertain to customer service and the Accessible Customer Service Standard, Ontario Regulation 429/07.

BACKGROUND

The Accessibility for Ontarians with Disabilities Act (AODA, 2005), which became law on June 13, 2005, provided the province with the mandate to develop, implement and enforce sets of accessibility standards. The AODA (2005) applies to both public and private sector organizations that employ at least 20 employees in Ontario and provide goods, service, facilities or accommodation to the public. There are five sets of accessibility standards in various stages of development and implementation:

- Customer service which refers to delivering service to the public and includes business practices and employee training.
- Transportation, a sector-specific standard which refers to the modes of passenger transport within provincial and municipal transit and taxis.
- Built environment which refers to access to from and within buildings and outdoor spaces and could include counter heights, aisle, door width, parking, and signs, as well as pedestrian access routes and signal systems.
- Information and communications which refers to information processing and communication, and could include publications, software applications, and websites.
- Employment which refers to hiring and retaining employee, and could include employment practices, policies, and processes

To date, only the AODA Accessibility Standards for Customer Service (Ontario

Regulation 429/07) ("the Accessible Standards for Customer Service Regulation") has become law.

REPORT

The Accessible Standards for Customer Service Regulation established requirements with which every public sector organization, including the City of Guelph, must comply by January 1, 2010. The Accessible Standards for Customer Service Regulation outlines what the City must do to ensure the provision of accessible customer service to people with various types of disabilities. In summary the City must:

- Establish policies, practices, and procedures on providing goods and services to people with disabilities.
- Set policies on the use of personal assistive devices to access goods and services.
- Use reasonable efforts to ensure policies, practices and procedures are consistent with the principles of independence, dignity, integration, and equal opportunity.
- Communicate with a person with a disability in a manner that takes into account his or her disability.
- Train all persons who deal with the public or other third parties on behalf of the City, including staff, volunteers, and contractors, on the topics outlined in the Accessible Standards for Customer Service Regulation.
- Allow people with disabilities to be accompanied by their guide dog or service animal when accessing goods or services unless the animal is otherwise excluded by law from the premises.
- Permit people with disabilities who use a support person to bring that person with them while accessing goods or services.
- Provide advance notice of admission fees that may be payable in respect of the support person.
- Provide prior notice of temporary service disruptions.
- Establish a process for feedback and make information on the feedback process readily available to the public.

As a public sector organization the City must also:

- Document in writing all policies, practices and procedures for providing accessible customer service.
- Notify customers that documents required under the Accessible Standards for Customer Service Regulation are available upon request.
- Provide requested documents required under the Accessible Standards for Customer Service Regulation to persons with disability in a format that takes into account the person's disability.

The City's Accessible Customer Service Policy will come into effect on January 1, 2010.

It is anticipated that the City's Accessible Customer Service Policy will require revision once new AODA Standards become law. Staff await direction from the Ministry of Community and Social Services regarding the remaining the four AODA

Standards. Currently staff continues to review and provide feedback for the remaining AODA Standards in developments as appropriate.

CORPORATE STRATEGIC PLAN

A healthy and safe community where life can be lived to the fullest: A well-connected and accessible community that values diversity, multiculturalism, volunteerism and philanthropy

FINANCIAL IMPLICATIONS

Those provisions outlined in the Accessible Customer Service Policy that are expected to have a cost associated with them include training, providing alternate formats of documents upon request, and resources such as signage to indicate service disruptions or fees for support person. The cost for training has been accommodated within the Human Resources training budget. The cost for other resources as required under the Accessible Customer Service Policy, such as corporate-wide resources, will be considered under the Disability Services budget.

DEPARTMENTAL CONSULTATION

All City Departments through Senior Management Team have received the Accessible Customer Service Policy for review/comment, as well as departmental representatives who participate on the City Accessibility Steering Committee have received previous drafts of the Policy for comment. Legal Services has reviewed and commented.

COMMUNICATIONS

Upon approval of this report by Council, staff will:

- Communicate the Policy and resources to employees by posting these documents on the City's internal website.
- Inform third-party contractors of their obligation to train their employees and subcontractors that provide goods or services on behalf of the City while under contract.
- Communicate procedures regarding the use of assistive device to appropriate staff.
- Post the Policy on the City of Guelph website and announce the Policy in other media prior to January 1, 2010.
- Compile training records, policies, practices and procedures related to this policy in anticipation of a reporting request from the Ministry of Community and Social Services.

ATTACHMENTS

Appendix A: The Accessible Customer Service Policy

"original signed by Leanne Warren"

Prepared By:

Leanne Warren
Administrator of Disability Services

"original signed by Lois Payne"

Recommended By:

Lois Payne
City Solicitor/ Director of Corporate
Services

CORPORATE POLICY AND PROCEDURE



POLICY	Accessible Standards for Customer Service
CATEGORY	Corporate
AUTHORITY	All Departments
RELATED POLICES	Animal Control Bylaw, Stoop and Scoop Bylaw, Exotic and Non-Domestic Animal Bylaw, Guide Dogs on Board Transit Vehicles, Service Animals on Board Transit Vehicles
APPROVED BY	City of Guelph Council
EFFECTIVE DATE	January 1, 2010
REVISION DATE	

POLICY STATEMENT

The City of Guelph is committed to providing its goods and services in an accessible manner. The City recognizes the diverse needs of all residents and strives to provide goods, services and facilities that are accessible to all.

The City of Guelph promotes accessibility through policies, procedures and practices governing the provision of its services to people with disabilities. To do this we must use reasonable efforts to ensure that the policies, procedures and practices address integration, independence, dignity and equal opportunity.

Purpose

The City of Guelph is committed to being responsive to the needs of all its residents. To do this, we must recognize the diverse needs of our residents and respond by striving to provide services and facilities that are accessible to all. As a provider of goods and services, the City of Guelph is committed to ensuring its goods and services are provided in an accessible manner.

Definitions

Disability: The City of Guelph uses the Ontario Human Rights Code's definition of "disability." This definition includes but is not limited to physical, mental health, developmental and learning disabilities. A disability may be visible or not visible.

The "City": In this policy the "City" refers to the City of Guelph and its service areas but does not include local boards. Local Boards may adopt this policy at their discretion.

POLICY

Reasonable efforts will be made to ensure the following:

- (i) That goods and services be provided in a manner that respects the dignity and independence of people with disabilities.
- (ii) The provision of goods and services to people with disabilities, and others, will be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods and services.
- (iii) People with disabilities will be given an opportunity equal to that given to others to obtain, use and benefit from the goods and services.

Note: Equal opportunity may require an individual accommodation in addition to this policy.

Procedures

City departments will implement the following procedures and practices:

- (i) When communicating with a person with a disability it will be done in a manner that takes into consideration a person's disability;
- (ii) Staff members receive appropriate training on providing accessible customer service, policies, procedures and practice related to Accessibility Standards for Customer Service, Ontario Regulation 429/07;
- (iii) Persons with disabilities accompanied by a guide dog or service animal are permitted in those areas of the premises owned or operated by the City of Guelph;
- (iv) Persons with disabilities accompanied by a support person are permitted to be accompanied by that support person on City premises;
- (v) Prior notice is provided by the City for admission fees applicable to support person who accompany persons with disabilities;
- (vi) Notice is provided when it is known that facilities or services that people with disabilities rely on to access City of Guelph services are temporarily disrupted;
- (vii) A feedback process is established which allows people to provide feedback on how the City of Guelph provides services to persons with disabilities;
- (viii) Persons with disabilities are allowed to use their own personal assistive devices to obtain, use, or benefit from the services offered by the City of Guelph; and
- (ix) City of Guelph policies, practices and procedures related to providing accessible customer service will be available to the public.

Training

The City of Guelph shall require that the following people receive training about the provision of its goods or services to people with disabilities:

- (a) Every person who deals with members of the public or other third parties on behalf of the City, whether the person does so

as an employee, agent, volunteer or otherwise.

- (b) Every person who participates in developing the City's policies, practices and procedures governing the provision of goods or services to members of the public or other third parties.

The City of Guelph shall provide training to its employees and volunteers and will log and maintain records which will record the details of the training provided, as well as the name of the person, location, and date the training was completed. Reporting statistics will be managed by the Administrator of Disability Services.

The City of Guelph will provide training to each person as soon as practicable after he or she is assigned the applicable duties. Training will also be provided on an ongoing basis in connection with changes to applicable legislation, and/or City policies, procedures and practices governing the provision of goods or services to person with disabilities.

Third party contractors who deal with the public or other third parties on behalf of the City shall ensure that their employees, agents, subcontractors, etc. receive training in accordance with this policy and the Accessible Standards for Customer Service, Ontario Regulation 429/07 and upon request provide the training records to the City of Guelph.

City of Guelph employee/volunteer and third party contractor training will include a review of the purposes of the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c11 and the Accessible Standards for Customer Service Ontario Regulation 429/07, the requirements of this policy, and any other City policies, practices and procedures regarding the provision of goods and services to persons with disabilities and instruction about the following matters:

- (a) How to interact and communicate with people with various types of disability;
- (b) How to interact with people with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person;
- (c) How to use equipment or devices available on the provider's premises or otherwise provided by the provider that may help with the provision of goods or services to a person with a disability; and
- (d) What to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services.

Service Animals

For the purpose of this policy, a 'service animal' is defined as either:

-
- a) A "guide dog," as defined in section 1 of the *Blind Persons' Rights Act*; or
 - b) A "service animal" for a person with a disability:
 - (a) if it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or
 - (b) if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

The City of Guelph will allow the person that is accompanied by a service animal to enter all City of Guelph premises, and to keep the animal with him or her unless the animal is otherwise excluded by law.

If a service animal is excluded by law from the premises which could include, but is not limited to, City policy, bylaw, Federal and/or Provincial Public Health laws, policies and guidelines the provider of goods or services shall upon request use reasonable efforts to ensure that other measures are available to enable the person with a disability to obtain, use or benefit from the City program, service, or facility. The "other measures" described above will be addressed on a case by case basis.

The concept of service animals may be new for some customers; as a result there is the potential for misunderstandings between customers. People who use service animals often find themselves providing education about the use of service animals to those they meet; at times they report that they have difficulty with some individuals. If a customer accessing City services experiences difficulty from another person regarding the treatment of the service animal or themselves the following could take place. The person with the service animal could;

1. mention to the other person that their animal is a service animal, and /or
2. request assistance from City staff. City staff will upon request assist in a professional manner within their capacity.

Persons with a disability with a service animal are responsible for the control of that animal at all times as well they must comply to all applicable legislation which includes but is not limited to the Provincial Dog Owner's Liability Act and City by-laws (such as the Dog Control By-law, Stoop 'n Scoop By-law and City of Guelph Exotic and Non-Domestic Animal Bylaw).

If the guide dog or service animal is not kept under control City staff may use their discretion to request that the guide dog or service animal, accompanied by a person, leave the premises until the guide

dog or service animal is under control. If the guide dog or service animal has bitten another person or animal or is a menace to the safety of other persons or animals, the guide dog or service animal, accompanied by a person, may be required to leave the premises. If this occurs, the person would be permitted to continue to access the City goods or services without the service animal. In addition, City staff will, upon request, consider alternate accommodations for the person in such circumstances. The service animal may not be permitted to accompany the person until such time as the person has demonstrated to the City that the issue has been resolved and steps taken to correct the situation. The person could present the City with a letter from a veterinarian and physician or nurse that explains how the issue has been resolved and the steps taken to correct the situation. If the person plans on using City facilities, programs or services with the guide dog or service animal it is expected that the person would make every effort to ensure the issue would be resolved within a reasonable period of time as alternate accommodations provided by the City may be discontinued after a limited amount of time. City staff may take further action as described in the laws noted above.

If a conflict should arise concerning a service animal, staff will attempt to balance the needs of all persons involved by following conflict resolution strategies. These strategies will include collecting appropriate information from all persons involved and observing the rights of all individuals involved according to the Ontario Human Rights Code and the Canadian Human Rights Act.

Support Persons

For the purpose of this policy a 'support person' is defined as, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services.

The City of Guelph will allow people with disabilities to be accompanied by a support person in all City premises. The City of Guelph reserves the right to request the person with a disability be accompanied by a support person, in the event that it is considered necessary to protect the health or safety of the person with a disability or the health and safety of others on the premises.

If an amount is payable by a person for admission to the premises or in connection with a person's presence at the premises the provider of the services will ensure that notice is given in advance about the amount, if any, payable in respect of the support person.

Service Disruption

For the purposes of this policy, a 'facility or service disruption' is defined as planned and unplanned unavailability of goods, facilities or services operated by or on behalf of the City of Guelph, including but not limited to closed washroom facilities, elevators that are inoperable due to maintenance and websites that are temporarily unavailable.

If, in order to obtain, use or benefit from the City's goods or services, persons with disabilities usually use particular facilities or services of the City of Guelph and if there is a temporary disruption in those facilities or services in whole or in part, the City of Guelph shall give notice of the disruption to the public. Those responsible for posting the notice include facility and service managers or their designate.

Notice of the disruption will include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

Notice of the disruption will be given by posting the information in a conspicuous place on the relevant City premises and, whenever possible by posting it on the City of Guelph website and in the media as appropriate.

If the City of Guelph Website should expect a planned temporary service disruption, advance notice where possible, keeping with the conditions of the service disruption section of this policy, shall be provided on the website.

Feedback Process

The City of Guelph has established a process for receiving and responding to feedback on the manner in which the City provides goods and services to person with disabilities. Information about this process is available to any person.

Should a member of the public wish to provide feedback they can do so:

- 1) In person to a City Manager, Supervisor, Director or the Administrator of Disability Services;
- 2) By telephone, via the City's General Inquires telephone line: 519-822-1260 or TTY: (519) 826-9771;
- 3) In writing to the attention of the Administrator of Disability Services, 1 Carden St, Guelph, ON, N1H 3A1;
- 4) By using the form included in Appendix B: or
- 5) Electronically:
 - a. By email: info@guelph.ca; or
 - b. By diskette or otherwise

Once the feedback has been received the following process will be implemented:

- a) If the feedback is received by a City staff person other than a manager, supervisor, director or disability services the staff person will forward the form to their supervisor.
- b) The feedback will be forwarded to the Administrator of Disability Services.
- c) The Supervisor will forward the form to the relevant Service Area or staff person.
- d) The relevant staff person will take appropriate action in a timely manner with the assistance of the Administrator of Disability Services and members of other departments if needed.
- e) Whether the feedback is intended to be a helpful suggestion or a complaint, the staff person along with the Administrator of Disability Services will assess current policies, practices, and procedures to determine if any changes are required.
- f) Staff will follow up with the person who submitted the feedback if more clarification is needed or if the person has requested that follow up take place.
- g) Staff will keep records of all steps including any discussions with the person submitting the feedback and any actions taken.

Format of Documents

The City of Guelph shall give a person with a disability a City of Guelph public document, or the information contained in the document, in a format that takes into account the person's disability upon their request. These alternate formats could include but are not limited to providing a document with color contrast between the font and the background, a plain language version or an audio version of a text document.

City material printed in-house or publications produced on behalf of the City of Guelph for the public should contain a note indicating, "Alternate formats are available upon request" and include relevant contact information.

The City of Guelph and the person with a disability requesting the document shall agree upon the format to be used for the City document or information.

The timeframe attached to the process to convert the City document to an alternate format may vary depending on the media, the size, complexity, quality of the source documents and number of documents to be converted.

Assistive Devices

The City of Guelph will allow people with disabilities to use their own personal assistive devices to obtain, use or benefit from the services offered by the City of Guelph.

Should a person with a disability be unable to access the City's services through the use of their own personal assistive device, the City of Guelph will assess service delivery and potential service options to meet the needs of the individual.

Contact Information

For more information about this policy, or questions related to accessibility at the City of Guelph, please contact us:

Accessibility Administrator
City of Guelph
1 Carden St
Guelph, ON N1H 3A1
Phone: 519-822-1260 ext. 2670
TTY: 519-837-5688
Fax: 519-837-5661
Email: leanne.warren@guelph.ca

Links

Customer Service Standard, Ontario Regulation 429/07:

http://www.e-laws.gov.on.ca/html/source/regs/english/2007/elaws_src_regs_r07429_e.htm

Accessibility for Ontarians with Disabilities Act, 2005:

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm

Ministry of Community and Social Services:

<http://www.mcscs.gov.on.ca/mcscs/english/pillars/accessibilityOntario>

AccessON: www.accesson.ca

Ontario Human Rights Commission: <http://www.ohrc.on.ca/en>

Dog Owners Liability Act (Provincial Act): http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90d16_e.htm

Blind Persons' Rights Act (Provincial Act): http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900058_e.htm

City of Guelph documents related to Service Animals and Guide Dogs:

-
- Animal Control By-law: http://guelph.ca/uploads/PDF/By-laws/animal_control.pdf
 - Stoop and Scoop By-law: <http://guelph.ca/uploads/PDF/By-laws/stoop%20and%20scoop.pdf>
 - Exotic and Non-Domestic Animals: http://guelph.ca/uploads/PDF/By-laws/exotic_animals.pdf

City of Guelph Resource Documents

Available on the Internet and/or Intranet under Accessibility:

- Service Disruption Notice
- Feedback Form

CONSENT REPORT OF THE GOVERNANCE COMMITTEE

December 21, 2009

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

Your Governance Committee beg leave to present their SEVENTH CONSENT REPORT as recommended at its meeting of December 7, 2009.

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

1)

THAT Council endorse the sustainability statement "Sustainable Guelph – Our Commitment" developed by community partners and designed to foster city-wide economic, social, and environmental sustainability at all levels in the community.

2)

THAT pursuant to Section 23(1) of the Municipal Act, Council delegate by by-law its authority for approval of the following matters, as set out in Schedules "A" to "M" attached to the report of the Director of Information Services/Clerk, dated December 7th, 2009

- the execution of various types of routine administrative agreements;
- community festivals and special occasion permits;
- special events.

3)

THAT when producing comparative statistics, only municipalities from the attached Schedule "2" be used, and that when only selected municipalities from this list are to be used, a full explanation be provided as to why others have been excluded.

All of which is respectfully submitted.

**PLEASE BRING THE MATERIAL THAT WAS DISTRIBUTED WITH THE
AGENDA FOR THE DECEMBER 7, 2009 MEETING.**

COMMITTEE REPORT



TO **Governance Committee**

SERVICE AREA Corporate Administration
DATE December 7, 2009

SUBJECT Sustainable Guelph – Our Commitment

REPORT NUMBER

RECOMMENDATION

That Council endorse the sustainability statement "Sustainable Guelph – Our Commitment" developed by community partners and designed to foster city-wide economic, social, and environmental sustainability at all levels in the community.

BACKGROUND and REPORT

In September of 2008, a Sustainability Forum Advisory Group made up of eight organizations, including representatives from the business sector, University of Guelph and Guelph Hydro, began preparations for a Sustainability Forum for over 100 business and community leaders. The forum was successful on many fronts and resulted in the creation of a sustainability statement based on input from participants. The statement outlines fundamental beliefs about the value of sustainability to both business and community prosperity as a whole; outlines the necessary directions to position the city for success and states that progress will be measured.

Another outcome of the first forum was recognition by the Advisory Group of the need for a coordinating force to consistently align efforts around community sustainability, further identify best practices, make connections between community leaders and assess current activities and gaps to be addressed. To support that direction, the group has successfully secured Trillium funding in the amount of \$86,300 to be received over a two year time period.

At present, plans are underway for the second Sustainability Forum to be held on January 6th at the Linamar Training Centre (Frank Hasenfratz Centre of Excellence in Manufacturing). The focus for the 2010 event will be moving from the value or 'why' it is important to move in sustainable directions to 'what' can be done to achieve greater levels of sustainability and how success can be gauged and tracked on a sector basis.

Achievements realized to date by this notable voluntary partnership are evidence of the many possibilities that can be realized through collaborative community efforts.

Sustainability Forum Advisory Group

City of Guelph

Linamar Corporation

Guelph Chamber of
Commerce

University of Guelph

The Co-operators

McNeil Consumer Health
Care

Guelph Hydro

Meridian Credit Union

CORPORATE STRATEGIC PLAN

This effort is directly linked to all goals in the Strategic Plan and most directly to objective 1.2 which calls for Municipal sustainability practices that become the benchmark against which other cities are measured’.

FINANCIAL IMPLICATIONS

Shared financial and in-kind contributions from all contributing partners support this initiative. In 2009 the City provided a \$2000 contribution to this initiative. In 2010, the City of Guelph contribution will be in-kind.

DEPARTMENTAL CONSULTATION

This report was reviewed by the Senior Management Team.

COMMUNICATIONS

n/a

ATTACHMENTS

Appendix A – Sustainable Guelph – Our Commitment

“original signed by Brenda Boisvert”

Prepared By:

Brenda Boisvert,
Manager, Strategic Planning
and Corporate Initiatives

“original signed by Kate Sullivan”

Prepared By:

Kate Sullivan
Communications Assistant to the
Mayor

“original signed by Hans Loewig”

Recommended By:

Hans Loewig, CAO



Sustainable Guelph: Our Commitment

We know...

It is in the best interest of our community to strive for economic, social, and environmental sustainability.

We won't always get it right the first time, and as we learn from our experiences, our approach to sustainability will change.

Different sectors approach sustainability differently.

We believe...

Collaboration, cooperation, and commitment are essential and possible.

The whole community has a stake in sustainability. Citizens, businesses, governments, not-for-profit organizations, and educators must all work together with mutual trust, a shared sense of purpose, and a willingness to change.

Sustainability is everyone's business and is good for business.

Social, environmental and economic sustainability improves profitability, productivity, and competitiveness, and attracts talent and investment. We can't afford to be unsustainable.

A more sustainable world is our legacy to future generations.

The Earth's resources are finite and if we don't make changes now, life as we know it will not be the same for our children and grandchildren.

We will...

Position our community/organization to prosper.

We will strive to provide good opportunities for our people by encouraging innovation, entrepreneurship, and diversification.

Support the members of our community/organization.

We will promote health, safety, wellness, inclusion, education and training.

Use resources wisely and minimize waste.

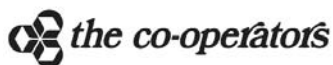
Our community [organization] will show leadership in energy and water conservation, waste reduction, the protection of natural areas and farmland, and the reduction of greenhouse gas emissions.

Share what we know.

As champions for sustainability in our community we will create networks to share our experiences and resources.

Measure our progress.

We will develop metrics that are relevant to our own business activities, and report on our contributions to these sustainability measures.



COMMITTEE REPORT



TO **Governance Committee**

SERVICE AREA Information Services

DATE December 7, 2009

SUBJECT Delegation of Authority

REPORT NUMBER

RECOMMENDATION

THAT pursuant to Section 23(1) of the Municipal Act, Council delegate by by-law its authority for approval of the following matters, as set out in Schedules "A" to "M" attached to the report of the Director of Information Services/Clerk, dated December 7th, 2009.

BACKGROUND

Prior to Bill 130, the *Municipal Act, 2001* contained few provisions that expressly addressed the extent to which a council could delegate its authority to other bodies or persons. Revisions to the Municipal Act in 2006 broadened the ability of municipal councils to delegate authority to committees, staff, and others subject to certain restrictions. The Act prohibits councils from delegating the following matters:

- the adoption or amendment of the budget;
- the setting of taxes, user fees, tax rates and ratios;
- the power to appoint or remove statutory officers;
- the power to incorporate municipal corporations;
- the power to adopt or amend its Official Plan; or
- the approval of Community Design Plans or a zoning by-law.

REPORT

The three types of powers that can be delegated are administrative, legislative and quasi-judicial. In general terms, administrative powers deal with rather mechanical activities that are usually necessary to carry out the municipality's role; legislative powers deal with creating laws; and quasi-judicial powers deal with deciding disputes. The law relating to delegating these three types of powers differs somewhat, and it is not always clear as to which one or more of these three categories a specific power may fall.

Council can determine whether or not it wishes to retain the power it is delegating so that both it and the delegate can exercise the power or whether it intends to provide that only the delegate can exercise the delegated power, leaving the delegate as the only entity capable of exercising the power).

A delegation can be made subject to such conditions and limits as Council considers appropriate, and Council can outline the procedures that the delegate is required to follow and specific measures for accountability and transparency of the delegate's actions. The power can be delegated subject to any limits on the power and to any procedural requirements, including conditions, approvals and appeals which apply to the power. Council has the ability to revoke a delegation without notice.

In 2007, City Council adopted a policy on delegation of authority, which is considered to be an over-riding policy statement with underlying components contributing to the principles of accountability and transparency. In effect, the policy was intended to become a living document that would expand as new components were developed, or as existing components were updated. The policy applies specific rules such as:

- how delegation of authority will occur;
- how the City will ensure that it is accountable to the public for its actions; and
- how the City will ensure that its actions are transparent to the public.

This report is intended to deal with the delegation of routine administrative and legislative powers, are of a minor nature, and which would contribute to the efficient management of the City while still adhering to the principles of accountability and transparency.

Areas of delegation include authority to approve:

- the execution of various types of routine administrative agreements;
- community festivals and special occasion permits;
- special events

A standard format has been developed for each delegation of authority, providing for any conditions, limitations, and reporting requirements.

CORPORATE STRATEGIC PLAN

Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.

FINANCIAL IMPLICATIONS

n/a

DEPARTMENTAL CONSULTATION

Senior management of all departments were consulted in the development of this report.

COMMUNICATIONS

n/a

ATTACHMENTS

Schedules A – M

“original signed by”

Prepared By:

Lois A. Giles,
Director of Information Services/Clerk.
(519) 822-1260 x 2232
lois.giles@guelph.ca

SCHEDULE "A"
DELEGATION OF AUTHORITY TO APPROVE THE EXECUTION OF
GRANT AGREEMENTS

Power to be Delegated	Authority to approve the execution of agreements by the Mayor and Clerk, with the Government of Ontario, the Government of Canada, or an agency of the Government of Ontario or the Government of Canada with respect to funding commitments for City initiatives. The delegation also applies equally to any amendment or termination of such agreements.
Reasons in Support of Delegation	<ul style="list-style-type: none"> ○ Contributes to the efficient management of the City of Guelph. ○ Meets the need to respond to issues in a timely fashion. ○ Maintains accountability through conditions, limitations and reporting requirements. ○ Minor in nature. ○ Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.
Delegate(s)	<ul style="list-style-type: none"> ○ Chief Administrative Officer (CAO) ○ Director of Community Design & Development Services ○ Director of Community Services ○ Director of Corporate Services/City Solicitor ○ Director of Emergency Services ○ Director of Environmental Services ○ Director of Finance ○ Director of Information Services/City Clerk ○ Director of Operations ○ A person who is appointed by the CAO or selected from time to time by one of the above delegates to act in the capacity of the delegate in the delegate's absence.
Council to Retain Power	No
Conditions and Limitations	<ul style="list-style-type: none"> ○ The grant must relate to a City activity, program or initiative, funded through a current year's operating or capital budget which has been approved by Council; or ○ The grant was identified as a funding source at the time of approval by Council. ○ Agreements are to be reviewed by Legal Services.
Review or Appeal Reporting Requirements	Not applicable. Annual information report on agreements executed during the year pursuant to this delegation of authority.

SCHEDULE "B"
**DELEGATION OF AUTHORITY TO APPROVE THE EXECUTION OF
SOFTWARE LICENSING AGREEMENTS**

Power to be Delegated	Authority to approve the execution of software licensing agreements by the Mayor and Clerk. The delegation also applies equally to any amendment or termination of such agreements.
Reasons in Support of Delegation	<ul style="list-style-type: none">○ Contributes to the efficient management of the City of Guelph.○ Meets the need to respond to issues in a timely fashion.○ Maintains accountability through conditions, limitations and reporting requirements.○ Minor in nature.○ Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.
Delegate(s)	<ul style="list-style-type: none">○ Chief Administrative Officer (CAO)○ Director of Community Design & Development Services○ Director of Community Services○ Director of Corporate Services/City Solicitor○ Director of Emergency Services○ Director of Environmental Services○ Director of Finance○ Director of Human Resources○ Director of Information Services/City Clerk○ Director of Operations○ A person who is appointed by the CAO or selected from time to time by one of the above delegates to act in the capacity of the delegate in the delegate's absence.
Council to Retain Power	No
Conditions and Limitations	<ul style="list-style-type: none">○ The software product to be licensed is funded through a current year's operating or capital budget which has been approved by Council.○ Agreements are to be reviewed by Legal Services.
Review or Appeal	Not applicable.
Reporting Requirements	Annual information report on agreements executed during the year pursuant to this delegation of authority.

SCHEDULE "C"
**DELEGATION OF AUTHORITY TO APPROVE THE EXECUTION OF
DATA ACQUISITION AGREEMENTS**

Power to be Delegated	Authority to approve the execution of data acquisition agreements by the Mayor and Clerk. The delegation also applies equally to any amendment or termination of such agreements.
Reasons in Support of Delegation	<ul style="list-style-type: none"> ○ Contributes to the efficient management of the City of Guelph. ○ Meets the need to respond to issues in a timely fashion. ○ Maintains accountability through conditions, limitations and reporting requirements. ○ Minor in nature. ○ Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.
Delegate(s)	<ul style="list-style-type: none"> ○ Chief Administrative Officer (CAO) ○ Director of Community Design & Development Services ○ Director of Community Services ○ Director of Corporate Services/City Solicitor ○ Director of Emergency Services ○ Director of Environmental Services ○ Director of Finance ○ Director of Human Resources ○ Director of Information Services/City Clerk ○ Director of Operations ○ A person who is appointed by the CAO or selected from time to time by one of the above delegates to act in the capacity of the delegate in the delegate's absence.
Council to Retain Power	No
Conditions and Limitations	<ul style="list-style-type: none"> ○ The data to be acquired is necessary to support a City program or initiative that is funded through a current year's operating or capital budget which has been approved by Council. ○ Agreements are to be reviewed by Legal Services.
Review or Appeal	Not applicable.
Reporting Requirements	Annual information report on agreements executed during the year pursuant to this delegation of authority.

SCHEDULE "D"
DELEGATION OF AUTHORITY TO APPROVE THE EXECUTION OF
CONFIDENTIALITY OF DATA AGREEMENTS

Power to be Delegated	Authority to approve the execution of confidentiality of data agreements by the Mayor and Clerk. The delegation also applies equally to any amendment or termination of such agreements.
Reasons in Support of Delegation	<ul style="list-style-type: none"> ○ Contributes to the efficient management of the City of Guelph. ○ Meets the need to respond to issues in a timely fashion. ○ Maintains accountability through conditions, limitations and reporting requirements. ○ Minor in nature. ○ Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.
Delegate(s)	<ul style="list-style-type: none"> ○ Chief Administrative Officer (CAO) ○ Director of Community Design & Development Services ○ Director of Community Services ○ Director of Corporate Services/City Solicitor ○ Director of Emergency Services ○ Director of Environmental Services ○ Director of Finance ○ Director of Human Resources ○ Director of Information Services/City Clerk ○ Director of Operations ○ A person who is appointed by the CAO or selected from time to time by one of the above delegates to act in the capacity of the delegate in the delegate's absence.
Council to Retain Power	No
Conditions and Limitations	<ul style="list-style-type: none"> ○ Agreements are to be reviewed by Legal Services.
Review or Appeal	Not applicable.
Reporting Requirements	Annual information report on agreements executed during the year pursuant to this delegation of authority.

SCHEDULE "E"
**DELEGATION OF AUTHORITY TO APPROVE THE EXECUTION
OF AGREEMENTS PURSUANT TO AN APPROVAL UNDER THE
PLANNING ACT**

Power to be Delegated	<p>Authority to approve the execution by the Mayor and Clerk of agreements pursuant to an approval by Council or the Committee of Adjustment under the Planning Act, including:</p> <ul style="list-style-type: none">○ S. 37 increased density○ S. 40 parking○ S. 41 site plan approvals○ S. 45 minor variances○ S. 51 subdivisions, including condominiums○ S. 53 consents
Reasons in Support of Delegation	<p>The delegation also applies equally to any amendment or termination of such agreements.</p> <ul style="list-style-type: none">○ Contributes to the efficient management of the City of Guelph.○ Meets the need to respond to issues in a timely fashion.○ Maintains accountability through conditions, limitations and reporting requirements.○ Minor in nature.○ Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.
Delegate(s)	<ul style="list-style-type: none">○ Director of Community Design & Development Services○ A person who is appointed by the CAO or selected from time to time by the Director of Community Design & Development Services to act in the capacity of the delegate in the delegate's absence.
Council to Retain Power Conditions and Limitations	<p>No</p> <ul style="list-style-type: none">○ Agreements are to impose conditions which formed part of the approval by City Council or the Committee of Adjustment under the Planning Act.○ Where applicable, timing of a development has been approved by Council in the Development Priorities Plan.○ Agreements are to be reviewed by Legal Services.
Review or Appeal Reporting Requirements	<p>Not applicable.</p> <p>Annual information report on agreements executed during the year pursuant to this delegation of authority.</p>

SCHEDULE "F"
**DELEGATION OF AUTHORITY TO APPROVE THE EXECUTION
OF AGREEMENTS FOR PARKING ENFORCEMENT ON PRIVATE
PROPERTY**

Power to be Delegated	Authority to approve the execution by the Mayor and Clerk of agreements for parking enforcement on private property. The delegation also applies equally to any amendment or termination of such agreements.
Reasons in Support of Delegation	<ul style="list-style-type: none">○ Contributes to the efficient management of the City of Guelph.○ Meets the need to respond to issues in a timely fashion.○ Maintains accountability through conditions, limitations and reporting requirements.○ Minor in nature.○ Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.
Delegate(s)	<ul style="list-style-type: none">○ Director of Operations○ A person who is appointed by the CAO or selected from time to time by the Director of Operations to act in the capacity of the delegate in the delegate's absence.
Council to Retain Power	No
Conditions and Limitations	<ul style="list-style-type: none">○ Agreements are in response to a request by a private property owner for the owner's agent to enforce parking regulations on the property in accordance with the parking by-laws in effect in the City.○ Form of agreement has been reviewed by Legal Services.
Review or Appeal	Not applicable.
Reporting Requirements	Annual information report on agreements executed during the year pursuant to this delegation of authority.

SCHEDULE "G"
**DELEGATION OF AUTHORITY TO APPROVE THE EXECUTION
OF AGREEMENTS FOR FIRE DISPATCH SERVICES**

Power to be Delegated	Authority to approve the execution by the Mayor and Clerk of agreements for the provision of fire dispatch services by the City to municipalities within the County of Wellington. The delegation also applies equally to any amendment or termination of such agreements.
Reasons in Support of Delegation	<ul style="list-style-type: none">○ Contributes to the efficient management of the City of Guelph.○ Meets the need to respond to issues in a timely fashion.○ Maintains accountability through conditions, limitations and reporting requirements.○ Minor in nature.○ Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.
Delegate(s)	<ul style="list-style-type: none">○ Director of Emergency Services○ A person who is appointed by the CAO or selected from time to time by the Director of Emergency Services to act in the capacity of the delegate in the delegate's absence.
Council to Retain Power	No
Conditions and Limitations	<ul style="list-style-type: none">○ Fees for such services are approved as part of the annual operating budget by Council.○ Form of agreement has been reviewed by Legal Services.
Review or Appeal	Not applicable.
Reporting Requirements	Annual information report on agreements executed during the year pursuant to this delegation of authority.

SCHEDULE "H"
DELEGATION OF AUTHORITY TO APPROVE THE EXECUTION
OF AGREEMENTS WITH TELEPHONE SERVICE PROVIDERS
FOR 9-1-1 SERVICE

Power to be Delegated	Authority to approve the execution by the Mayor and Clerk of agreements with telephone service providers for 9-1-1 service. The delegation also applies equally to any amendment or termination of such agreements.
Reasons in Support of Delegation	<ul style="list-style-type: none">○ Contributes to the efficient management of the City of Guelph.○ Meets the need to respond to issues in a timely fashion.○ Maintains accountability through conditions, limitations and reporting requirements.○ Minor in nature.○ Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.
Delegate(s)	<ul style="list-style-type: none">○ Director of Emergency Services○ A person who is appointed by the CAO or selected from time to time by the Director of Emergency Services to act in the capacity of the delegate in the delegate's absence.
Council to Retain Power	No
Conditions and Limitations	<ul style="list-style-type: none">○ Form of agreement has been reviewed by Legal Services.
Review or Appeal	Not applicable.
Reporting Requirements	Annual information report on agreements executed during the year pursuant to this delegation of authority.

SCHEDULE "I"
DELEGATION OF AUTHORITY TO APPROVE TEMPORARY ROAD CLOSURES NECESSITATED BY CONSTRUCTION, ROUTINE OPERATIONS, REHABILITATION, MAINTENANCE AND REPAIRS

Power to be Delegated	Authority to approve temporary road closures for construction, routine operations, rehabilitation, maintenance and repairs.
Reasons in Support of Delegation	<ul style="list-style-type: none">○ Contributes to the efficient management of the City of Guelph.○ Meets the need to respond to issues in a timely fashion.○ Maintains accountability through conditions, limitations and reporting requirements.○ Minor in nature.○ Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.
Delegate(s)	<ul style="list-style-type: none">○ Director of Operations○ Director of Community Design & Development Services○ Director of Environmental Services○ City Engineer○ A person who is appointed by the CAO or selected from time to time by one of the above delegates to act in the capacity of the delegate in the delegate's absence.
Council to Retain Power	No
Conditions and Limitations	<ul style="list-style-type: none">○ For scheduled temporary road closures, advance notice is to be given through appropriate signage, advertising, and/or City web site postings to provide reasonable advance notice of the temporary closure.○ For un-scheduled operations such as emergency repairs that require the temporary closure of a road, appropriate signage shall be posted.○ Delegates are to ensure that the closure has been coordinated with appropriate City Departments and outside agencies.○ Closures should be of a term to minimize impact on the community.○ Adequate steps are implemented to minimize impact on adjacent neighbourhoods.○ All temporary road closures are to be consistent with the requirements set out in Book 7 of the Ontario Traffic Manual.
Review of Decision	<ul style="list-style-type: none">○ N/A

**Reporting
Requirements**

Annual information report for temporary road closures authorized pursuant to this delegation of authority.

SCHEDULE "J"
DELEGATION OF AUTHORITY TO APPROVE TEMPORARY ROAD CLOSURES FOR SPECIAL EVENTS

Power to be Delegated	Authority to approve temporary road closures for special events. Events are a one-time, annual or infrequently occurring activity, that utilize a road or street, thus requiring a temporary road closure and event approval.
Reasons in Support of Delegation	<ul style="list-style-type: none">○ Contributes to the efficient management of the City of Guelph.○ Meets the need to respond to issues in a timely fashion.○ Maintains accountability through conditions, limitations and reporting requirements.○ Minor in nature.○ Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.
Delegate(s)	<ul style="list-style-type: none">○ Director of Community Services○ Director of Operations○ A person who is appointed by the CAO or selected from time to time by the Director of Community Services or the Director of Operations to act in the capacity of the delegate in the delegate's absence.
Council to Retain Power Conditions and Limitations	No <ul style="list-style-type: none">○ Where the Director grants approval for the temporary closure of a road for a special event, the approval shall be subject to the applicants being responsible for:<ul style="list-style-type: none">a) Damage to City property however caused, arising out of or during the use of the roadway.b) Maintaining emergency access at all times to the satisfaction of the Director of Operations and/or the Director of Emergency Services.c) Maintaining public liability and property damage insurance in a form acceptable to the Director of Operations.d) All costs associated with set up and removal of signage, barricades, etc.e) Such other conditions as may be required by the Director of Operations.○ Director to ensure that the closure has been coordinated with appropriate City Departments and outside agencies.○ That the temporary traffic control measures will be designed to minimize the impact of the special event on the community and Municipal operations

Review of Decision

- Where the Director has not approved a request to permit a temporary road closure for a special event, the applicant may request that the decision be reviewed by Guelph City Council.
- A person who has reason to believe that they will be negatively impacted by an approved special event may request that the decision to approve be reviewed by Guelph City Council.

Reporting Requirements

Annual information report for each temporary road closure authorized pursuant to this delegation of authority.

SCHEDULE "K"
DELEGATION OF AUTHORITY TO APPROVE SPECIAL EVENTS
IN CITY PARKS

Power to be Delegated	Authority to approve the holding of special events in City Parks.
Reasons in Support of Delegation	<ul style="list-style-type: none"> ○ Contributes to the efficient management of the City of Guelph. ○ Meets the need to respond to issues in a timely fashion. ○ Maintains accountability through conditions, limitations and reporting requirements. ○ Minor in nature. ○ Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.
Delegate(s)	<ul style="list-style-type: none"> ○ Director of Community Services ○ Director of Operations ○ A person who is appointed by the CAO or selected from time to time by the Director to act in the capacity of the delegate in the delegate's absence.
Council to Retain Power	No
Conditions and Limitations	<ul style="list-style-type: none"> ○ Where the Director grants approval for a special event in a City park, the approval shall be subject to the applicants being responsible for: <ul style="list-style-type: none"> a) Any damage to City property however caused, arising out of or during the use of the park. b) Maintaining public liability and property damage insurance in a form acceptable to the Director of Operations. c) All costs associated with set up and removal of signage, barricades, etc. d) Such other conditions as may be required by the Director of Operations. ○ Director to ensure that the closure has been coordinated with appropriate City Departments and outside agencies.
Review of Decision	<ul style="list-style-type: none"> ○ Where the Director has not approved a request to permit a special event in a City park, the applicant may request that the decision be reviewed by Guelph City Council. ○ A person who has reason to believe that they will be negatively impacted by an approved special event may request that the decision to approve be reviewed by Guelph City Council.

Reporting Requirements Annual information report for events held in parks pursuant to this delegation of authority.

SCHEDULE "L"
**DELEGATION OF AUTHORITY TO APPROVE SPECIAL EVENTS
IN CITY RECREATIONAL AND CULTURAL FACILITIES**

Power to be Delegated Authority to approve the holding of special events in City recreational cultural facilities.

Reasons in Support of Delegation

- Contributes to the efficient management of the City of Guelph.
- Meets the need to respond to issues in a timely fashion.
- Maintains accountability through conditions, limitations and reporting requirements.
- Minor in nature.
- Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.

Delegate(s)

- Director of Community Services
- A person who is appointed by the CAO or selected from time to time by the Director of Community Services to act in the capacity of the delegate in the delegate's absence.

Council to Retain Power No

Conditions and Limitations

- Where the Director of Community Services grants approval for a special event in a City recreational or cultural facility, the approval shall be subject to the applicants being responsible for:
 - a) Any damage to City property however caused, arising out of or during the use of the facility.
 - b) Maintaining public liability and property damage insurance in a form acceptable to the Director of Operations.
 - c) All costs associated with set up and removal associated with the event.
 - d) Such other conditions as may be required by the Director of Community Services.
- Director of Community Services to ensure that the event has been coordinated with appropriate City Departments and outside agencies.

Review of Decision

- Where the Director of Community Services has not approved a request to permit a special event in a City recreational or cultural facility, the applicant may request that the decision be reviewed by Guelph City Council.

Reporting Requirements The Community Services Department to issue an annual information report for special event authorized pursuant to this delegation of authority.

SCHEDULE "M"
DELEGATION OF AUTHORITY TO APPROVE COMMUNITY FESTIVALS/SPECIAL OCCASION PERMITS

Power to be Delegated	Authority to approve Community Festivals as required by the Alcohol and Gaming Commission of Ontario to permit the sale and service of beverage alcohol at such events.
Reasons in Support of Delegation	<ul style="list-style-type: none">○ Contributes to the efficient management of the City of Guelph.○ Meets the need to respond to issues in a timely fashion.○ Maintains accountability through conditions, limitations and reporting requirements.○ Minor in nature.○ Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.
Delegate(s)	<ul style="list-style-type: none">○ Director of Information Services/Clerk○ A person who is appointed by the CAO or selected from time to time by the Director of Information Services/Clerk Services to act in the capacity of the delegate in the delegate's absence.
Council to Retain Power	No
Conditions and Limitations	<ul style="list-style-type: none">○ Applicants must be a registered charity or non-profit corporation, or association organized to promote charitable, educational, and religious or community objects as required by the AGCO.
Review of Decision	N/A
Reporting Requirements	Annual information report for community festivals authorized pursuant to this delegation of authority.

COMMITTEE REPORT



TO **Governance Committee**

SERVICE AREA Information Services
DATE December 7, 2009

SUBJECT **Comparator Municipalities**
REPORT NUMBER

RECOMMENDATION

THAT when producing comparative statistics, only municipalities from the attached Schedule "2" be used, and that when only selected municipalities from this list are to be used, a full explanation be provided as to why others have been excluded.

BACKGROUND

In October of 2009, staff were directed to prepare a standard list of municipalities the City of Guelph is to use for comparison purposes.

REPORT

The City often produces statistics from other municipalities for comparison purposes to assist Council when it is considering such matters as tax rates, compensation, services, governance issues, etc. There are different comparison criteria the City uses:

- Proximity to Guelph
- Average Family Income
- Population
- Annual Expenditures
- Number of Employees
- Municipal Tier (single, lower, upper)
- Governance Structure
- Services Provided
- Presence of a Post-Secondary Educational Institution

It is important to note that it is not possible each time we provide comparator data, to provide information from every municipality on the recommended list.

In order to have relevant comparisons, it is sometimes necessary to look beyond a list of municipalities that are similar in size to Guelph. For example, limiting ourselves to municipalities of similar population, would yield only two comparator cities that are located within less than 100 kilometres. A comparison based on similar annual expenditures, would include a lower tier comparator municipality in

the GTA area with a much higher population than Guelph. It is also important to include municipalities against whom we are regularly competing in the job market for professional and technical staff. There will be occasions when a comparator may be chosen on the basis that it is precedent setting provincially, such as in summarizing negotiated settlements reached throughout the Province.

In summary, there will be times when it would be relevant to provide comparisons with municipalities that are dissimilar to Guelph. Conversely, it will also be relevant in some circumstances to limit a comparison to municipalities that are similar in size, population, tier, etc. Attached as Schedule #1, is a summary showing the mix of results depending upon the comparison criteria used, e.g. population, tier, service, proximity or expenditure.

Schedule #2 is a list of Ontario municipalities that range in size from 80,000 to 1.6 million. This list includes single, lower and upper tier municipalities with annual expenditures ranging from \$65 million to \$2.5 billion. It is recommended that when producing comparative statistics, only municipalities from this list be used, and that when only selected municipalities from this list are used, an explanation be provided as to why others on the list have been excluded.

Schedule #3 is the previously approved list of 18 comparator municipalities approved by Council to be used from compensation purposes for the CAO, Director level and Non-union staff. These municipalities are all included in the recommended list.

CORPORATE STRATEGIC PLAN

Supports Goal 5 of the Strategic Plan of having a community-focused, responsive and accountable government.

FINANCIAL IMPLICATIONS

Not applicable.

DEPARTMENTAL CONSULTATION

Senior Management Team was consulted on this report.

COMMUNICATIONS

Not applicable.

ATTACHMENTS

- 1 – Comparisons by Criteria
- 2 – List of Recommended Comparator Municipalities
- 3 – Comparator Municipalities for Compensation Purposes

“original signed by Lois Giles”

“original signed by Mark Amorosi”

Prepared By:

Lois A. Giles

Recommended By:

Mark Amorosi

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Director of Human Resources
(519) 822-1260 x 2281
mark.amorosi@guelph.ca

Schedule "1"

Cities 100,000 – 150,000 Population

City	Population	Expenditures per 2008 FIR	Tier
Barrie	128,430	220,199,150 ('07)	Single
Cambridge	120,371	122,095,923	Lower
Chatham-Kent	108,177	284,492,491	Single
Guelph	114,943	305,439,686	Single
Kingston	117,207	352,018,807	Single
Oshawa	141,590	122,579,789	Lower
St. Catharines	131,989	152,241,996	Lower
Thunder Bay	109,140	458,527,820	Single
Whitby	111,184	90,736,100	Lower

Single Tier Cities within 100 km Radius

City	Population	Expenditures per 2008 FIR	Tier
Brantford	90,192	261,014,446	Single
Guelph	114,943	305,439,686	Single
Hamilton	504,559	1,370,444,935	Single
London	352,395	881,809,558	Single
Toronto	2,503,281	9,139,662,469	Single

Cities with Expenditures between \$300M - \$400M

City	Population	Expenditures per 2008 FIR	Tier
Guelph	114,943	305,439,686	Single
Brampton	433,806	371,399,859	Lower
Kingston	117,207	352,018,807	Single

Water and Wastewater Service Provides within 100 km Radius

City	Population	Expenditures per 2008 FIR	Tier
Brantford	90,192	261,014,446	Single
Guelph	114,943	305,439,686	Single
Halton Region	467,200	628,412,179	Upper
Hamilton	504,559	1,370,444,935	Single
London	352,395	881,809,558	Single
Niagara Region	435,126	816,036,647	Upper
Peel Region	1,159,405	1,459,102,810	Upper
Toronto	2,503,281	9,139,662,469	Single
Waterloo Region	507,000	678,051,159	Upper

York Region

872,976

1,328,805,571

Upper

Schedule "2"

Niagara Falls
Wellington County
Pickering
Ajax
Brantford
Waterloo
Chatham-Kent
Thunder Bay
Whitby
Guelph
Kingston
Cambridge
Barrie
St. Catharines
Oshawa
Greater Sudbury
Richmond Hill
Burlington
Oakville
Kitchener
Windsor
Vaughan
Markham
London
Brampton
Halton Region
Waterloo Region
Hamilton
Mississauga
Ottawa
Peel Region

Schedule "3"

Comparator Group: CAO and Director Level Positions

1. City of Barrie
2. City of Burlington
3. City of Brampton
4. City of Brantford
5. City of Cambridge
6. City of Chatham-Kent
7. City of Hamilton
8. City of Kingston
9. City of Kitchener
10. City of Mississauga
11. City of Oakville
12. City of Vaughan
13. City of Waterloo
14. Region of Waterloo
15. City of Greater Sudbury
16. Regional Municipality of Halton
17. Regional Municipality of Peel
18. Wellington County

**CONSENT REPORT OF THE
COUNCIL AS COMMITTEE OF THE WHOLE**

December 21, 2009

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

Your Council as Committee of the Whole beg leave to present their EIGHTH
CONSENT REPORT as recommended at its meeting of November 23, 2009.

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

**1) CITIZEN APPOINTMENTS TO THE TRANSIT GROWTH STRATEGY AND
PLAN ADVISORY COMMITTEE**

THAT the following citizens be appointed to the Transit Growth Strategy and Plan
Advisory Committee for a term for the mandate of the committee:

Carol Dauda as the representative for Ward 1;
Stefan Larasse as the representative for Ward 2;
Unto Kihlanki as the representative for Ward 5;
John Marchese as the representative for Ward 6.

AND THAT staff continue efforts to fill the vacancies in the remaining two wards.

All of which is respectfully submitted.

CONSENT AGENDA

December 21, 2009

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
A-1) ROYAL BANK CREDIT FACILITY THAT Council authorize the Mayor, City Clerk and Treasurer to execute an agreement with the Royal Bank of Canada to provide a \$10 million one year interest only loan to be drawn prior to December 31, 2009 and to be repaid in full on or before December 31, 2010 to finance unfunded capital expenditures related to the Hanlon Creek Business Park development.	Approve
B ITEMS FOR DIRECTION OF COUNCIL	
C ITEMS FOR INFORMATION OF COUNCIL	

attach.

COUNCIL REPORT



TO **Guelph City Council**

SERVICE AREA Finance
DATE December 21, 2009

SUBJECT Royal Bank Credit Facility
REPORT NUMBER FIN-09-43

RECOMMENDATION

THAT Council authorize the Mayor, City Clerk and Treasurer to execute an agreement with the Royal Bank to provide a \$10 million one year interest only loan to be drawn prior to December 31, 2009 and to be repaid in full on or before December 31, 2010 to finance unfunded capital expenditures related to the Hanlon Creek Business Park development.

REPORT

Staff will continue to develop the phasing of future expenditures and land sales for the Hanlon Creek Business Park in order to remain within the identified maximum debt financing limit of \$20 million. However, until these development plans are more clearly defined, Finance recommends that the unfunded balance in the Industrial Land Reserve of \$10 million be funded to improve the City's year end financial position.

Currently the Industrial Land Reserve Fund is in a negative position of approximately \$10 million. This reflects unfunded capital expenditures related to the Hanlon Creek Business park land assembly and phase 1 development.

The recommended credit facility is a \$10 million one year committed term facility comprised of an interest only loan to be drawn prior to December 31, 2009. Interest is to be paid monthly at a rate of Royal Bank Prime plus 70 basis points with principal repayment in full on or before December 31, 2010. At the current time this represents an annual interest rate of 2.95% or approximately \$25,000 per month. In anticipation of securing this credit facility, sufficient funds have been provided in the 2010 operating budget.

In 2010, replacement financing to a maximum of \$20 million will be negotiated based on an approved Hanlon Creek Business Park development plan. The appropriate bridge financing and repayment period will be identified at this time in contemplation of principal repayment funded from land sales.

Updated Annual Debt Repayment Limit

As required for Council to provide authorization, the Treasurer has calculated an updated debt and financial obligation limit pursuant to Ontario Regulation 403/02 Section 4(1) and confirms that the debt charges resulting from this loan and all approved not yet issued debt, will fall within the limits prescribed by the Ministry.

“original signed by Susan Aram”

Prepared By:
Susan Aram CGA
Deputy Treasurer

“original signed by Margaret Neubauer”

Recommended By:
Margaret Neubauer CA
Treasurer

- **BYLAWS** -

- December 21, 2009 -	
<p>By-law Number (2009)-18916 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 80 Frederick Drive, City of Guelph (File ZC0903).</p>	<p>To amend the zoning for property municipally known as 80 Frederick Drive, as approved by Council December 7, 2009.</p>
<p>By-law Number (2009)-18917 A By-law to amend By-law Number (1984)-11440, as amended, being a By-law respecting parking for disabled persons (to add 26 Ontario Street to the Disabled Parking Schedule), and to adopt Municipal Code Amendment #508, amending Schedule B of Chapter 200 of The Corporation of the City of Guelph's Municipal Code.</p>	<p>To amend the by-law respecting parking for disabled persons by adding 26 Ontario Street to the schedule.</p>
<p>By-law Number (2009)-18918 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 2 Clough Crescent and legally described as Block 1 on Registered Plan 61M-156, City of Guelph (ZC0902).</p>	<p>To amend the zoning for property municipally known as 2 Clough Crescent, as approved by Council December 7, 2009.</p>
<p>By-law Number (2009)-18919 Being a By-law to amend By-law Number (2002) - 17017 (Changes on Liverpool St., Powell St. and Hales Cr. in No Parking Schedule XV), and adopt Municipal Code Amendment #507, amending Chapter 301 of the Corporation of the City of Guelph's Municipal Code.</p>	<p>To amend the Traffic By-law.</p>

<p>By-law Number (2009)-18920 A by-law to authorize the execution of an Agreement between the Corporation of the City of Guelph and Stantec Consulting Ltd. (for engineering services Phase II and III, construction services related to the reconstruction of Norfolk Street from Paisley/Quebec Street to Norwich Street)</p>	<p>To authorize the execution of an agreement for engineering services Phase II and III, construction services related to the reconstruction of Norfolk Street from Paisley/Quebec Street to Norwich Street.</p>
<p>By-law Number (2009)-18921 A by-law to remove Lot 26, Plan 61M144 designated as Parts 23 and 24, Reference Plan 61R10879; in the City of Guelph from Part Lot Control. (46 & 48 Acker Street)</p>	<p>To remove land from part lot control to create 2 semi-detached lots to be known municipally as 46 & 48 Acker Street.</p>
<p>By-law Number (2009)-18922 A by-law to remove Lot 67, Plan 61M152, designated as Parts 9 and 10, Reference Plan 61R11108; and Lot 68, Plan 61M152, designated as Parts 7 and 8, Reference Plan 61R11108 in the City of Guelph from Part Lot Control. (16 & 18 Vipond Street and 20 & 22 Vipond Street)</p>	<p>To remove land from part lot control to create separate parcels for semi-detached dwellings to be known municipally as 16 & 18 Vipond Street and 20 & 22 Vipond Street.</p>
<p>By-law Number (2009)-18923 A by-law to authorize the acquisition of property described as Part Lots 73 and 74, Part of Burying Ground, and Part of Lane, Plan 8, City of Guelph. (152-158 Wyndham Street North)</p>	<p>To acquire land known municipally as 152-158 Wyndham Street North, as approved by Council November 26, 2009.</p>