

Committee of the Whole Meeting Agenda

Tuesday, July 2, 2019 – 2:00 p.m. Council Chambers, Guelph City Hall, 1 Carden Street

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Call to Order - Mayor

Disclosure of Pecuniary Interest and General Nature Thereof

Open Meeting - 2:00 p.m.

Staff Recognitions:

 Employment Coordination Committee Guelph-Wellington – 2019 Mentor of the Year Award – City of Guelph Mentors

Corporate Services

Kerry Pletch, Human Resources Manager Talent Organizational Development

Infrastructure Development and Enterprise Services

Daryush Esmaili, Manager Design & Construction David Gordon, Organic Waste Contract Manager Emily Stahl, Manager Technical Services Water Services Mohsin Talpur, Development Environmental Engineer Prasoon Adhikari, Environmental Engineer Vivian DeGiovanni, Supervisor Program Development

Public Services

Alex Goss, Manager Community Investment
Andrea Harvie, Service Performance Development Analyst Guelph Wellington
Paramedic Service
Muhammed Ismail, Program Manager Corporate Security
Tammy Adkin, Manager Guelph Museums

2. Canadian Public Relations Society - Hamilton - Public Relations Champion of the Year Award

Peter Busatto, General Manager, Environmental Services

3. Association of Municipal Clerks and Treasurers - Executive Diploma in Municipal Management

William Bond, Zoning Inspector III Nicholas Rosenberg, Program Manager, Building Permits

4. American Water Works Association - Exemplary Source Water Protection Award

Water Services Department

5. **2019** Guelph YMCA-YWCA Woman of Distinction Award Conestoga College- Human Resources Diploma

Misty Taylor, Human Resource Advisor

Consent Agenda - Governance

Chair - Mayor Guthrie

The following resolutions have been prepared to facilitate Council's consideration of 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. It will be extracted and dealt with separately as part of the Items for Discussion.

CS-2019-61 2018-2022 Council Composition and Employment Status Review

Recommendation:

- 1. That a Council Composition and Employment Status Review be conducted by a third party subject matter expert during the 2018-2022 term of Council with the intent that any proposed changes to be subsequently approved by Council take effect for the 2022-2026 term of office.
- 2. That the costs associated with the Council Composition and Employment Status Review, as outlined within report CS-2019-61, dated July 2, 2019, be referred to the 2020 budget process.

CS-2019-68 2020 Council and Committee Meeting Schedule

Recommendation:

That the 2020 Council and Committee Meeting Schedule, included as Attachment-1 to Report CS-2019-68, titled 2020 Council and Committee Meeting Schedule, dated July 2, 2019, be approved.

Service Area Chair and Staff Announcements

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

Ten-Minute Break for Service Area Change

Consent Agenda – Infrastructure Development and Enterprise Services

Chair - Councillor Gibson

The following resolutions have been prepared to facilitate Council's consideration of 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. It will be extracted and dealt with separately as part of the Items for Discussion.

IDE-2019-68 Sign By-law Variance - 100 Gordon Street

Recommendation:

That the request for a variance from Table 1, Row 6 of Sign By-law Number (1996)-15245, as amended, to permit a building sign with an area of 2.29m² to be located on the first storey of a building face fronting an adjacent property at a distance of 2.82m from the property line of 100 Gordon Street, be approved.

IDE-2019-69 Sign By-law Variances - 43 Arthur Street South

Recommendation:

- 1. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit an illuminated building sign with an area of 16.03m² to be located on the third storey of a building face, fronting an adjacent property at 43 Arthur Street South, be approved.
- 2. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit an illuminated building sign with an area of 12.48m² to be located on the first storey of a building face, fronting an adjacent property at 43 Arthur Street South, be approved.
- 3. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit an illuminated building sign with an area of 3.77m² to be located above the first storey of a building face, fronting the road allowance at 43 Arthur Street South, be approved.

4. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit a non-illuminated building sign with an area of 2.66m² to be located 1.32m above the ground at 43 Arthur Street South, be approved.

IDE-2019-16 On-Street Parking Policy Review

Recommendation:

- 1. That following Traffic Investigation Policies dated June 16, 2003, to be rescinded:
 - Parking and Stopping Restrictions at School Crossings Policy 019;
 - On-street Parking Changes (Convenience Request) Policy 020;
 - On-street Parking Changes (Safety Request) Policy 021;
 - Parking Restrictions at Kiss 'N Ride Zones Policy 022;
 - Parking on Multi-lane Highways (marked four or more lanes) Policy 023;
 - Parking Restrictions in New Subdivisions Policy 024;
 - Overnight Parking Prohibitions Policy 025;
 - Stopping Restrictions at School Bus Loading Zones Policy 026;
 - Parking and Stopping Restrictions at School Crossings Policy 027;
 - Public Loading Zones Policy 028;
- 2. That the attached On-Street Parking Policies be adopted by Council and be in effect as of August 1st, 2019.

Items for Discussion – Infrastructure Development and Enterprise Services

The following items have been extracted from Consent Agenda and will be considered separately. These items have been extracted either at the request of a member of Council or because they include a presentation and/or delegations.

IDE-2019-73 Setting the Course: A Continuous Improvement and Employee Engagement Service Area Initiative

Presentation:

Marina Grassi, Strategic Business Advisor Kerry Pletch, Human Resource Manager, Talent Organizational Development

Recommendation:

That Report IDE-2019-73 "Setting the Course: A Continuous Improvement and Employee Engagement Service Area Initiative" dated July 2, 2019 be received.

IDE-2019-70 Private Well and Septic System Decommissioning Grant

Presentation:

Jennifer Rose, General Manager, Environmental Services

Recommendation:

- 1. That Council approves the Private Well and Septic Decommissioning Grant Program Terms and Conditions included as part of Attachment 1 to the report.
- 2. That Council delegates authority to the Deputy CAO of Infrastructure, Development and Enterprise to approve, execute and amend related documents, including agreements, if any, required to implement and optimize the Private Well and Septic System Decommissioning Grant Program, subject to approved Council funding and the satisfaction of the Deputy CAO of Infrastructure, Development and Enterprise and the City Solicitor;
- 3. That staff be directed to report back to the Committee of a Whole as part of the Water Services Annual Report on program participation achieved through the Private Well and Septic System Decommissioning Grant Program.

IDE-2019-71 Downey Road Transportation Improvement Plan – Implementation Update

Presentation:

Steve Anderson, Supervisor, Traffic Engineering

Recommendation:

- That staff be directed to implement Phase 2 of the recommendations proposed in the 2017 Downey Road Transportation Improvement Plan (COW-IDE-2016.5), which includes the installation of speed cushions in three locations between Niska Road and Teal Drive.
- 2. That staff be directed to continue monitoring the traffic operations along Downey Road including intersection operations at Niska Road following the road re-opening.

Service Area Chair and Staff Announcements

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

Ten-Minute Break for Service Area Change

Consent Agenda - Corporate Services

Chair - Councillor MacKinnon

The following resolutions have been prepared to facilitate Council's consideration of 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. It will be extracted and dealt with separately as part of the Items for Discussion.

CS-2019-69 Vacant and Excess Land Subclass Review

Recommendation:

That the commercial and industrial vacant and excess land subclass discounts be phased out over two years beginning in 2020; reducing the discount from 30 per cent to 15 per cent in 2020 and fully eliminating the discount in 2021.

CS-2019-21 2019 First Tri-annual Capital Variance Report

Recommendation:

- 1. That the report CS-2019-21, titled 2019 First Tri-annual Capital Variance Report and dated July 2, 2019, be received.
- 2. That \$1,100,000 be transferred from capital account WT0013 Burke Treatment to WT0041 Membro Well Facility Upgrades for the new works required as per the Ministry of Environment, Conservation and Parks change in the Water Street Wellfield permit to take water (PTTW).

Service Area Chair and Staff Announcements

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

Adjournment

Staff Report



To Committee of the Whole

Service Area Corporate Services

Date Tuesday, July 2, 2019

Subject 2018-2022 Council Composition and Employment Status

Review

Report Number CS-2019-61

Recommendation

- 1. That a Council Composition and Employment Status Review be conducted by a third party subject matter expert during the 2018-2022 term of Council with the intent that any proposed changes to be subsequently approved by Council take effect for the 2022-2026 term of office.
- 2. That the costs associated with the Council Composition and Employment Status Review, as outlined within report CS-2019-61, dated July 2, 2019, be referred to the 2020 budget process.

Executive Summary

Purpose of Report

To provide an update regarding the upcoming Council Composition and Employment Status Review (CCESR).

Key Findings

- A comprehensive review of Council composition and ward boundaries has not been conducted in several decades.
- The CCESR may lead to a change in the number of Councillors on City Council, the number of Councillors elected per ward and/or the number and size of wards.
- The CCESR will be conducted in three phases:
 - Phase One: Governance Review and Environmental Scan
 - Phase Two: Ward Boundary Review
 - Phase Three: Compensation and Support Review
- A Request for Proposal (RFP) will be posted to select the appropriate subject matter experts to complete the work in Phases One and Two. Vendors will have the option to bid on Phase One, Phase Two or both.
- Phase Three will be conducted by a Citizen's Review Committee for Council Compensation and Support that will be appointed through the public appointment process. Human Resources staff will facilitate the Committee and recommendations will be vetted through a workforce compensation expert.

 As each phase builds upon the previous phase, Council approval will be sought at the completion of each phase. Once initiated, the process should be seen through to completion.

Financial Implications

The total costs associated with the CCESR will be determined by a formal RFP in the third quarter (Q3) of 2019 and referred to the 2020 budget for approval. The estimated cost of the CCESR is \$150,000.

Report

Background

At its December 16, 2013 meeting, City Council approved the following resolution:

- 1. That a Council Composition and Employment Status Review be conducted by a third party subject matter expert during the 2014-2018 term of Council with the intent that any proposed changes to be subsequently approved by Council take effect for the 2018-2022 term of office.
- 2. That all costs associated with the review be referred to the 2015 budget process for Council approval.
- 3. That the Terms of Reference for the Council Composition and Employment Status Review come back to the Governance Committee for approval.

At its July 8, 2014 meeting, the Governance Standing Committee received report CHR 2014-46 Council Composition and Employment Status Review – Terms of Reference. This report identified the scope of the CCESR and the need for the use of a third party subject matter expert to complete the work.

At its July 7, 2015 Governance Standing Committee meeting, City Council received report <u>CS-2015-58 Council and Employment Status Review – Update</u> that defined the detailed scope of work, including timelines and milestones, to be conducted as part of the project.

During the 2016 budget process, funding for the CCESR was not approved. Section 222 of the Municipal Act establishes legislated timelines related to the passing of ward boundary by-laws. These timelines prevented consideration of the CCESR during the remainder of the 2014–2018 term of Council.

A comprehensive review of Council composition and ward boundaries has not been conducted in several decades. As a result, City Clerk's Office staff are recommending that the project be undertaken during the 2018–2022 term of Council.

Overview

The work of the CCESR has been split into three distinct phases: a Governance Review and Environmental Scan, a Ward Boundary Review and a Council Compensation and Support Review. A single RFP will be produced to give vendors the option to bid on Phase one, Phase two or both.

Depending on the outcome of the phase one Governance Review and Environmental Scan, the total number of Councillors, the method by which they are elected (atlarge vs. ward) and their employment status (full vs. part-time) will be reviewed

and recommendations brought to Council for decision. These recommendations may include either a decrease or increase in the total size of Council.

The Phase Two Ward Boundary Review will result in recommended changes to ward boundaries based on the composition of Council identified in Phase One.

Phase Three will be conducted by a Committee for Council Compensation and Support that will be appointed through the public appointment process. Human Resources staff will facilitate the Committee and recommendations will be vetted through a workforce compensation expert.

Deliverables and guiding principles for each phase have been developed to guide the work of the selected third party subject matter expert and City of Guelph staff where applicable. These requirements, together with a list of guiding principles (provided below), form the terms of reference that will be used in the RFP to vendors.

Terms of Reference

Phase One - Governance Review and Environmental Scan

Objectives

A comprehensive review of governance practices in Guelph as well as local, regional and international comparators to provide best practice recommendations on City Council's governance structure.

Deliverables

At the culmination of the Governance Review and Environmental Scan a final report including the following deliverables is required:

- An analysis and recommendation of the method by which Councillors are elected; either at-large, through wards, or a combination thereof;
- An analysis and recommendation of the total number of Councillors, including the Mayor, who will together comprise City Council; and
- An analysis and recommendation of the employment status of Councillors and the Mayor; either part-time, full-time, or a combination thereof.

Guiding Principles

When conducting the review the following principles are to be considered:

- Information received through the community engagement process;
- A quantification and breakdown of Councillor work time, including: time spent attending municipal events/gatherings, public constituency work, community activities/engagement, research, meeting preparation, in Council meetings, in committee meetings and serving on other committees, local boards, agencies, commissions and associations;
- The impact of City Council composition on the representative role of Councillors and the Mayor;
- The impact of composition on residents/community members;
- Benefits and drawbacks of various governance structures on meeting management processes (both for the public, City Council and staff);
- Evaluation of the governance structure of comparator group municipalities;
- Evaluation of provincial, national and international best practices;

- Broad based consultation with current City Council members; and
- Reinforcement, where applicable, of the provisions of the Municipal Act.

Phase Two – Ward Boundary Review

Objectives

Conduct a comprehensive review of the current municipal ward boundaries in Guelph to provide revised options which provide for a fair and equitable system of representation for the residents of Guelph.

Deliverables

At the culmination of the Ward Boundary Review a final report including the following deliverable is required:

 Multiple options for revised ward boundaries (based on the approved Phase One governance structure) as per the requirements of the Municipal Elections Act and the Municipal Act.

Guiding Principles

When conducting the review, subject to the overriding principle of effective representation and in consideration of the relevant legislation noted above, the following principles are to be considered:

- Respect for the approved recommendations of the CCESR Phase One Governance Review and Environmental Scan;
- Ensure effective representation as mandated by the Supreme Court decision in the Carter case:
- Information received through the community engagement process;
- Representation by population: where possible efforts should be made to ensure that wards have reasonably equal populations;
- Geographic representation: revised ward boundaries should follow Guelph's natural boundaries and geographic features where possible;
- Projected demographic trends: revised ward boundaries should accommodate projected growth patterns for the City;
- Communities of interest: to the extent possible, efforts should be made to avoid splitting neighbourhoods or communities of interest into different wards;
- A best practices approach that builds on the experience of other municipal ward boundary reviews and the outcome of LPAT hearings where ward boundary reviews have been appealed; and
- Fiscal responsibility and alignment to the Community Plan and Strategic Plan for the City of Guelph.

Phase Three – Compensation and Support Review

Objectives

Conduct a comprehensive review of City of Guelph Council compensation and support through the use of a Citizen's Review Committee for Council Compensation and Support to provide best practice recommendations on City Council compensation and support, including, but not limited to: salary, benefits, expense accounts, staff support, physical resources, training and development allocations and financial support.

Deliverables

At the culmination of the Compensation and Support Review a final report produced by the Citizen's Review Committee for Council Compensation and Support, including the following deliverables and in accordance with the work completed in Phase One and Two, is required:

- An analysis and recommendation for the total compensation (salary) for the Mayor and Councillors;
- An analysis and recommendation for the total compensation (benefits) for the Mayor and Councillors;
- An analysis and recommendation for the support, in terms of staff, for the Mayor and Councillors;
- An analysis and recommendation for the support, in terms of other resources, for the Mayor and Councillors.

Terms of Reference – 2020 Citizen's Review Committee for Council Compensation and Support

The terms of reference for the 2020 Citizen's Review Committee for Council Compensation and Support are included as Attachment-1.

The final report and recommendations of the Citizen's Review Committee for Council Compensation and Support will be vetted by a workforce compensation expert. Once the review is complete, a report will be presented to Council for decision.

Community Engagement

Significant, comprehensive and multi-faceted community and stakeholder engagement is a requirement within Phase one and two. The selected third-party subject area expert will work with Community Engagement staff in accordance with the City of Guelph Community Engagement Policy to deliver comprehensive and multi-faceted engagement.

A detailed community engagement plan, including several open house workshops in Phase One and Phase Two, will be included in the RFP to vendors.

Anticipated Work Plan Timelines

Phase One - Governance Review and Environmental Scan

Work completed: January - April, 2020:

 Final report and recommendations to City Council by the second quarter (Q2), 2020

Phase Two - Ward Boundary Review

Work completed: June – September, 2020

 Final report and recommendations to City Council by the fourth quarter (Q4), 2020

Changes to ward boundaries, as per S. 222 (4) of the Municipal Act, are appealable to the Local Planning Appeal Tribunal (LPAT) within 45 days of the passing of a bylaw which alters existing ward boundaries. Following Council approval of revised ward boundaries in Q4, 2020, one year is provided to accommodate a potential

LPAT appeal. This is necessary due to the lengthy time required for a ward boundary by-law to move through the appeal process. If an appeal extends beyond December 31, 2021 new ward boundaries will not be in force for the 2022 municipal election.

Phase Three - Compensation and Support Review

Work completed: First quarter (Q1), 2021

Final report and recommendations to City Council by Q2, 2021

Final Recommendations to Council

Q2-Q4, 2021 (timing based on status of ward boundary appeal).

Recommendations in effect for the 2022 Municipal Election.

Financial Implications

The total costs associated with the CCESR, estimated to be \$150,000, will be determined by a formal RFP in Q3, 2019 and referred to the 2020 budget for approval.

Other costs resulting from changes to Council composition, such as office equipment, support staff and furniture, will be identified when the final recommendations are made to Council in 2021.

Consultations

Staff within Corporate Communications and Customer Service, Community Engagement and the City Clerk's Office, as well as the successful third party subject area expert will develop a communications plan for the CCESR. The communications plan will ensure that the third party will conduct all activities in accordance with applicable City of Guelph policies and procedures, including, but not limited to, the Community Engagement Policy, the Public Notice Policy and the City's Procedural By-law.

Corporate Administrative Plan

Overarching Goals

Service Excellence

Service Area Operational Work Plans

Our Services - Municipal services that make lives better

Our People - Building a great community together

Attachments

Attachment-1 2020 Citizen's Review Committee for Council Compensation and

Support - Terms of Reference

Departmental Approval

Dylan McMahon Manager, Legislative Services/Deputy City Clerk

David Godwaldt General Manager, Human Resources

Report Author

Dolores Black Council and Committee Coordinator

Approved By

Stephen O'Brien General Manager, City Clerk's Office/ City Clerk Corporate Services 519-822-1260 ext. 5644 stephen.obrien@guelph.ca **Recommended By**

Trevor Lee Deputy Chief Administrative Officer Corporate Services 519-822-1260 ext. 2281 trevor.lee@guelph.ca

2020 Citizen's Review Committee for Council Compensation and Support

Terms of Reference

Purpose

To appoint a citizens' committee to review and establish elected officials compensation and support.

Accountabilities

Supported by staff from Human Resources and the City Clerk's Office, the Committee will provide recommendations on Council compensation and support, including salary, benefits, expenses, physical resources, staff support and financial support.

In developing its recommendations, the Committee will recognize that benefits currently provided to elected officials constitute an integral part of the overall compensation package.

Functions

- Respect the approved recommendations of the Council Compensation and Employment Status Review – Phase One Governance Review and Phase Two Ward Boundary Review;
- Reflect on fiscal and corporate objectives as outlined in the current compensation report for non-union City staff;
- Review the matter of compensation as it relates to public office;
- Enable compensation and support adjustments supported by market data and comparable municipalities in terms of scope, size and nature of work;
- Review data and proposals submitted by staff from Human Resources;
- Review the matter of staff support as it relates to workload and workflow; and
- Oversee preparation and presentation of a final report and recommendations to Council for approval.

Membership

The Committee will consist of five members selected from the community, based on expressions of interest, solicited in accordance with the City's Public Appointment Policy. The Chair of the Committee will be chosen by the members at its first meeting.

Members of the Committee will undertake to attend each meeting as required and the Committee will remain in force until Council approves recommendations on these matters, or such time as the Committee is formally disbanded.

In the event a member is unable or unwilling to continue to serve, a replacement will be appointed by the City Clerk from the applications received during the recruitment process. If no other applications were received, the Committee shall continue with the remaining members. The members of the Committee, including the Chair, shall serve in a volunteer capacity only with no remuneration other than for reasonable expenses incurred by attending meetings.

Staff Report



To Committee of the Whole

Service Area Corporate Services

Date Tuesday, July 2, 2019

Subject 2020 Council and Committee Meeting Schedule

Report Number CS-2019-68

Recommendation

That the 2020 Council and Committee Meeting Schedule, included as Attachment-1 to Report CS-2019-68, titled 2020 Council and Committee Meeting Schedule, dated July 2, 2019, be approved.

Executive Summary

Purpose of Report

To approve the 2020 Council and Committee Meeting Schedule.

Key Findings

The meeting schedule for 2020 is based on past practice and the current governance structure adopted by Council.

Placeholder dates for the 2021 budget process, as well as additional placeholder dates for the months of April, May, June, July and September, have been included in the annual meeting schedule.

These dates have been added to the schedule to provide more certainty regarding the Council calendar and to reduce the need to conduct date specific quorum checks of Council throughout the year.

Financial Implications

None.

Report

Pursuant to the City of Guelph's <u>Procedural By-law</u>, Council is required to establish an annual Council and Committee meeting schedule by way of Council resolution.

To support the legislative process for City Council, and to provide for accountability and transparency to the public, it is recommended that Council approve a regular meeting schedule annually.

Guiding Principles

The following principles guided the development of the proposed schedule:

1. Agendas are published a minimum of ten days prior to a meeting.

- 2. Committee of the Whole meetings are generally scheduled the first Monday of the month.
- 3. Council Planning meetings are generally scheduled the second Monday of the month.
- 4. Council meetings are generally scheduled the fourth Monday of the month.
- 5. Committee of the Whole meetings consist of two or three service areas reporting on alternating months with exceptions to be made for matters of a timely nature.
- 6. Council Planning and Regular Council meetings are generally scheduled two weeks a part.
- 7. Closed Council and closed Committee of the Whole meetings are scheduled immediately prior to the corresponding open meeting (start times of closed meetings are based on agenda content).
- 8. Changes to the meeting calendar are posted publicly as soon as possible.
- 9. One or two Council meeting placeholders are generally scheduled per month.
- 10. Council budget meetings are scheduled in collaboration with the Finance department.

Whenever possible, regular meeting dates and times have been established as follows:

•	Committee of the Whole	2:00 p.m. on the 1st Monday
•	Council Planning	6:30 p.m. on the 2 nd Monday
•	Special Council and placeholders	6:00 p.m. on the 3 rd Monday
•	Regular Council	6:30 p.m. on the 4 th Monday

Annual Conferences

The proposed Council meeting schedule has been set to take into consideration statutory holidays and various annual conferences that Council members may attend, including:

- Federation of Canadian Municipalities (June 4 to June 7, 2020)
- Association of Municipalities of Ontario (August 16 to 19, 2020)

Council Placeholder Dates

In 2019, there were a number of requests for additional special Council meeting dates which required quorum checks before scheduling. The proposed 2020 Council meeting schedule includes additional placeholder dates for April, May, June, July and September to accommodate special Council meetings as required.

All placeholder dates which are not utilized will be removed from calendars roughly 30 days prior to the meeting date.

Special Meetings

Special meetings include Council as Shareholder of Guelph Municipal Holdings Inc., Council as Shareholder of Guelph Junction Railway Limited, budget meetings, Council orientation meetings or any specific subject matter deemed to require its own meeting. Special meetings may be closed or open depending on subject matter and in accordance with the <u>Municipal Act</u>.

2021 Budget Meetings

Council approved 2020 budget meetings dates (contained in <u>Internal Memo entitled</u> <u>"2020 Budget Meeting dates"</u>) at the April 23, 2019 Council meeting.

City Clerk's Office staff have worked with Finance to develop a list of budget placeholder dates for the 2021 budget process in the months of October, November and December, 2020.

The following 2021 Budget placeholder dates have been inserted into the proposed 2020 Council and Committee Meeting Schedule:

- Wednesday, October 21, 2020
- Wednesday, October 28, 2020
- Thursday, November 5, 2020
- Tuesday, November 17, 2020
- Thursday, November 19, 2020
- Wednesday, November 25, 2020
- Tuesday, December 1, 2020
- Thursday, December 3, 2020

Specifics regarding the start times and subject matter of budget meetings will be provided in a report to Council from the Finance department in 2020.

The final 2020 Council and Committee Meeting Schedule will be forwarded to the media, internal and community stakeholders, and published on the City's website. Any additional changes to the meeting schedule will be posted to the City's website as they occur.

Financial Implications

None.

Consultations

The Finance department was consulted in the preparation of the 2021 Budget meeting dates.

Corporate Administrative Plan

Overarching Goals

Service Excellence

Service Area Operational Work Plans

Our Services - Municipal services that make lives better

Our People - Building a great community together

Attachments

Attachment-1 2020 Council and Committee Meeting Schedule

Departmental Approval

Dylan McMahon, Manager, Legislative Services/Deputy Clerk

Karen Newland, Manager, Finance Client Services

Report Author

Donna Tremblay, Council and Committee Coordinator

Approved By

Stephen O'Brien GM City Clerk's Office/City Clerk Corporate Services (519)-822-1260 ext. 5644 stephen.obrien@guelph.ca Recommended By

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AUD - AuditCOW - Committee of the WholeCS - Corporate Services

GOV - Governance

IDE - Infrastructure Development & Enterprise

PS - Public Services

		JANUARY			
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
		1 New Year's Day	2	3	5
6	7	8	9	10	11 12
13 COW (IDE/GOV) 2:00 p.m.	14	15	16	17	18
20 Council Placeholder 6:00 p.m.	21	22	23	24	25 26
27 Council/Council Planning 6:30 pm	28	29	30	31	

FEBRUARY							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday		
					1		
					2		
3	4	5	6	7	8		
COW (CS/PS/AUD) 2:00 pm					9		
10	11	12	13	14	15		
Council Planning 6:30 pm					16		
17	18	19	20	21	22		
Family Day		Council Placeholder 6:00 pm			23		
24	25	26	27	28	29		
Council							
6:30 pm							



AUD - Audit **COW** - Committee of the Whole **CS** - Corporate Services

GOV - Governance

IDE - Infrastructure Development & Enterprise

PS - Public Services

	MARCH								
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday				
					1				
2 COW (GOV/IDE) 2:00 pm	3	4	5	6	8				
9 Council Planning 6:30 p.m.	10	11	12	13	14 15				
16 March Break	17 March Break	18 March Break	19 March Break	20 March Break	21 22				
23 Council Placeholder 6:00 pm	24	25	26	27	28				
30 Council 6: 30 p.m.	31								

	APRIL						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday		
		1	2	3	5		
6 COW (PS/CS/AUD) 2:00 pm	7	8 Council Placeholder 6:00 p.m.	9	10 Good Friday	11 12		
13 Easter Monday	14	15 Council Placeholder 6:00 pm	16	17	18 19		
20 Council Planning 6:30 pm	21	22	23	24	25 26		
27 Council 6:30 pm	28	29	30				



AUD - AuditCOW - Committee of the WholeCS - Corporate Services

GOV - Governance

IDE - Infrastructure Development & Enterprise

PS - Public Services

	MAY							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday			
				1	3			
4 COW (IDE/GOV) 2:00 pm	5	6	7	8	9 10			
11 Council Planning 6:30 pm	12	13 Council Placeholder 6:00 p.m.	14	15	16			
18 Victoria Day	19	20	21	22	23			
25 Council 6:30 pm	26	27 Council Placeholder 6:00 p.m.	28	29	30			

	JUNE							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday			
1	2	3	4 FCM	5 FCM	6 FCM 7 FCM			
8	9 COW (AUD/PS/CS) 2:00 p.m.	10	11	12	13			
15 Council Planning 6:30 pm	16	17	18	19	20 21			
22 Council Placeholder 6:00 p.m.	23	24 Council Placeholder 6:00 p.m.	25	26	27 28			
29 Council 6:30 pm	30							



AUD - Audit **COW** - Committee of the Whole **CS** - Corporate Services

GOV - Governance

IDE - Infrastructure Development & Enterprise

PS - Public Services

	JULY							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday			
		1 Canada Day	2	3	4 5			
6 COW (GOV/IDE) 2:00 pm	7	8	9	10	11 12			
13 Council Planning 6:30 pm	14	15	16	17	18			
20 Council Placeholder 6:00 p.m.	21	22 Council Placeholder 6:00 p.m.	23	24	25 26			
27 Council 6:30 p.m.	28	29	30	31				

	AUGUST							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
					Sunday			
					1			
					2			
3	4	5	6	7	8			
Civic Holiday/					9			
John Galt Day								
10	11	12	13	14	15			
					16 AMO			
17	18	19	20	21	22			
AMO	AMO	AMO			23			
24	25	26	27	28	29			
					30			
31								



AUD - Audit **COW** – Committee of the Whole **CS** – Corporate Services

GOV - Governance

IDE - Infrastructure Development & Enterprise

PS - Public Services

	SEPTEMBER							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday			
	1	2	3	4	5			
7 Labour Day	8 COW (PS/CS/AUD) 2:00 pm	9	10	11	12			
14 Council Planning 6:30 pm	15	16	17	18	19 20			
21 Council Placeholder 6:00 pm	22	23 Council Placeholder 6:00 p.m.	24	25	26 27			
28 Council 6: 30 p.m.	29	30						

OCTOBER							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday		
			1	2	3		
					4		
5	6	7	8	9	10		
COW (IDE/GOV) 2:00 pm					11		
12	13	14	15	16	17		
Thanksgiving	Council				18		
Day	Planning 6:30 p.m.						
19	20	21	22	23	24		
Council		Budget			25		
Placeholder		Placeholder					
6:00 pm							
26	27	28	29	30	31		
Council		Budget					
6:30 pm		Placeholder					



AUD - Audit **COW** – Committee of the Whole **CS** – Corporate Services

GOV - Governance

IDE - Infrastructure Development & Enterprise

PS - Public Services

	NOVEMBER								
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday				
2 COW (CS/PS/AUD) 2:00 pm	3	4	5 Budget Placeholder	6	7				
9 Council Planning 6:30 p.m.	10	11 Remembrance Day	12	13	14 15				
16 Council Placeholder 6:00 pm	17 Budget Placeholder	18	19 Budget Placeholder	20	21 22				
23 Council 6:30 pm	24	25 Budget Placeholder	26	27	28				
30									

DECEMBER					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
	1 Budget Placeholder	2	3 Budget Placeholder	4	6
7 COW (GOV/IDE) 2:00 pm	8	9	10	11	12
14 Council Planning 6:30 pm	15	16 Council Placeholder 6:00 pm	17	18	19 20
21 Council 6:30 pm	22	23	24 Christmas Eve	25 Christmas Day	26 27
28	29	30	31		

Staff Report



To **Committee of the Whole**

Service Area Infrastructure, Development and Enterprise Services

Date Tuesday, July 2, 2019

Subject Sign By-law Variance - 100 Gordon Street

Report Number IDE-2019-68

Recommendation

That the request for a variance from Table 1, Row 6 of Sign By-law Number (1996)-15245, as amended, to permit a building sign with an area of 2.29m² to be located on the first storey of a building face fronting an adjacent property at a distance of 2.82m from the property line of 100 Gordon Street, be approved.

Executive Summary

Purpose of Report

To advise Council of sign by-law variance requests for 100 Gordon Street.

Key Findings

The subject property is located in a Service Commercial (SC. 1-2) Zone. The City of Guelph Sign By-law Number (1996)-15245, as amended, requires that building signs facing an adjacent property be located at least 7.0m from an adjacent property.

Westmount Signs has submitted a sign by-law variance application on behalf of the Mortgage Guys to permit an illuminated building sign to front an adjacent property at a distance of 2.82m from the property line.

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

- The request is reasonable given that the adjacent property is zoned commercial and the sign will be adjacent to an asphalt parking area;
- The sign will provide better visibility for the business to persons travelling south on Gordon Street;
- The location of the proposed sign will not detract from the appearance of the building; and
- The proposed sign should not have a negative impact on the streetscape or surrounding area.

Financial Implications

Not applicable.

Report

The subject property is located in a Service Commercial (SC. 1-2) Zone. The City of Guelph Sign By-law Number (1996)-15245, as amended, requires that building signs facing an adjacent property be located at least 7.0m from an adjacent property.

Westmount Signs has submitted a sign by-law variance application on behalf of the Mortgage Guys to permit an illuminated building sign to front an adjacent property at a distance of 2.82m from the property line.

Please see "Attachment 2 - Sign Variance Drawings"

Table 1 - The requested variance is as follows:

	By-law Requirements	Request
Setback of a sign facing an adjacent property	7m	2.82m from the adjacent property

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

- The request is reasonable given that the adjacent property is zoned commercial and the sign will be adjacent to an asphalt parking area;
- The sign will provide better visibility for the business to persons travelling south on Gordon Street;
- The location of the proposed sign will not detract from the appearance of the building; and
- The proposed sign should not have a negative impact on the streetscape or surrounding area.

Financial Implications

Not applicable.

Consultations

Not applicable.

Corporate Administrative Plan

Overarching Goals

Service Excellence

Service Area Operational Work Plans

Our People - Building a great community together

Attachments

Attachment-1 Location Map

Attachment-2 Sign Variance Drawings

Departmental Approval

Not applicable.

Report Author

Bill Bond Zoning Inspector III/Senior By-law Administrator

Approved By

Patrick Sheehy Program Manager – Zoning

Approved By

Jeremy Laur Chief Building Official

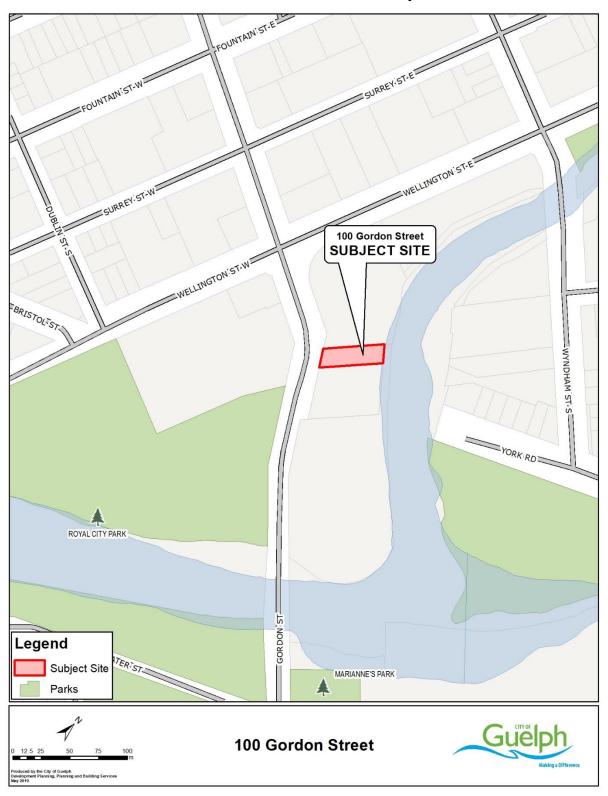
Approved By

Todd Salter, MCIP, RPP General Manager Planning and Building Services Infrastructure, Development and Enterprise Services 519-837-5615 extension 2395 todd.salter@quelph.ca

Recommended By

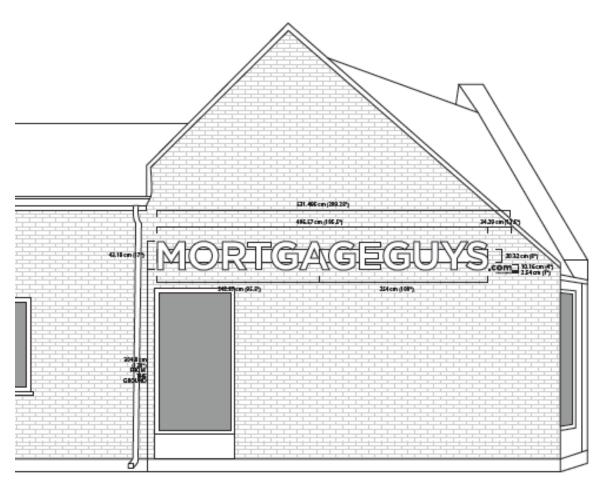
Scott Stewart, C.E.T.
Deputy Chief Administrative Officer
Infrastructure, Development and
Enterprise Services
519-822-1260, extension 3445
scott.stewart@quelph.ca

Attachment-1 Location Map



Attachment- 2 Sign Variance Drawings

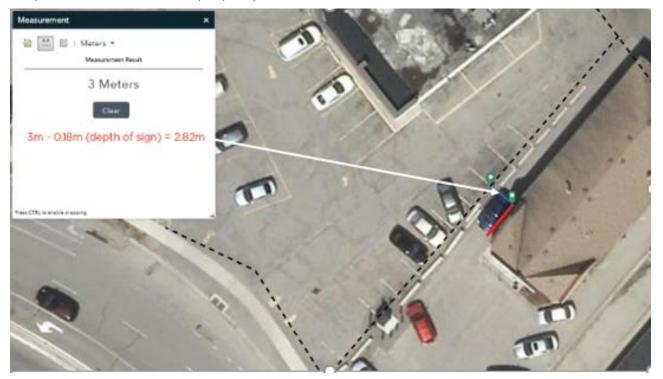
Proposed illuminated building sign





Attachment- 2 Sign Variance Drawings

Proposed location on the property



Staff Report



To **Committee of the Whole**

Service Area Infrastructure, Development and Enterprise Services

Date Tuesday, July 2, 2019

Subject Sign By-law Variances - <u>43 Arthur Street South</u>

Report Number IDE-2019-69

Recommendation

1. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit an illuminated building sign with an area of 16.03m² to be located on the third storey of a building face, fronting an adjacent property at 43 Arthur Street South, be approved.

- 2. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit an illuminated building sign with an area of 12.48m² to be located on the first storey of a building face, fronting an adjacent property at 43 Arthur Street South, be approved.
- 3. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit an illuminated building sign with an area of 3.77m² to be located above the first storey of a building face, fronting the road allowance at 43 Arthur Street South, be approved.
- 4. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit a non-illuminated building sign with an area of 2.66m² to be located 1.32m above the ground at 43 Arthur Street South, be approved.

Executive Summary

Purpose of Report

To advise Council of sign by-law variance requests for 43 Arthur Street South.

Key Findings

The subject property is located in a Residential (R.4B-15.6) Zone. The City of Guelph Sign By-law Number (1996)-15245, as amended, requires that building signs in residential zones be located on the first storey of a building, have a maximum sign face area of $0.2m^2$ and project a maximum of 0.15m from the building.

Lovett Signs Inc. has submitted a sign by-law variance application on behalf of the Fusion Homes to permit:

- an illuminated building sign with an area of 16.03m² to be located on the third storey of a building face fronting an adjacent property;
- an illuminated building sign with an area of 12.48m² to be located on the first storey of a building face fronting an adjacent property;
- an illuminated building sign with an area of 3.77m² to be located above the first storey of a building face fronting the road allowance; and
- a non-illuminated building sign with an area of 2.66m² to be located 1.32m above the ground.

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

- The requested sizes are reasonable given that use of the property permits commercial uses and the size of the signs would comply in a commercial zone (variances would be required for locations);
- The required heritage permits have been approved for the signs which required heritage approval (signs A1 and A2)
- The location of the proposed signs will not detract from the appearance of the building; and
- The proposed signs should not have a negative impact on the streetscape or surrounding area.

Financial Implications

Not applicable.

Report

The subject property is located in a Residential (R.4B-15.6) Zone. The City of Guelph Sign By-law Number (1996)-15245, as amended, requires that building signs in residential zones be located on the first storey of a building, have a maximum sign face area of $0.2m^2$ and project a maximum of 0.15m from the building.

Lovett Signs Inc. has submitted a sign by-law variance application on behalf of the Fusion Homes to permit:

- an illuminated building sign with an area of 16.03m² to be located on the third storey of a building face fronting an adjacent property;
- an illuminated building sign with an area of 12.48m² to be located on the first storey of a building face fronting an adjacent property;
- an illuminated building sign with an area of 3.77m² to be located above the first storey of a building face fronting the road allowance; and
- a non-illuminated building sign with an area of 2.66m² to be located 1.32m above the ground.

Please see "Attachment 2 – Sign Variance Drawings"

The requested variances are as follows:

Sign 1

	By-law Requirements	Request
Sign face area	0.2m ²	16.03m²
Location on building	First storey fronting a road allowance	Third storey facing an adjacent property
Lighting	None	Lighting

Sign 2

	By-law Requirements	Request
Sign face area	0.2m ²	12.48m²
Location on building	First storey fronting a road allowance	First storey facing an adjacent property
Lighting	None	Lighting

Sign 3

	By-law Requirements	Request
Sign face area	0.2m ²	3.77m²
Location on building	First storey fronting a road allowance	Above first storey facing a road allowance
Lighting	None	Lighting

Sign 4

	By-law Requirements	Request
Sign face area	0.2m ²	2.66m²
Location on building	First storey fronting a road allowance	First storey (1.32m above ground surface) facing an adjacent property

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

- The requested sizes are reasonable given that use of the property permits commercial uses and the size of the signs would comply in a commercial zone (variances would be required for locations);
- The required heritage permits have been approved for the signs which required heritage approval (signs A1 and A2);
- The location of the proposed signs will not detract from the appearance of the building; and
- The proposed signs should not have a negative impact on the streetscape or surrounding area.

Financial Implications

Not applicable.

Consultations

Not applicable.

Corporate Administrative Plan

Overarching Goals

Service Excellence

Service Area Operational Work Plans

Our People - Building a great community together

Attachments

Attachment-1 Location Map

Attachment-2 Sign Variance Drawings

Departmental Approval

Not applicable.

Report Author

Bill Bond Zoning Inspector III/Senior By-law Administrator

Approved ByPatrick Sheehy
Program Manager – Zoning

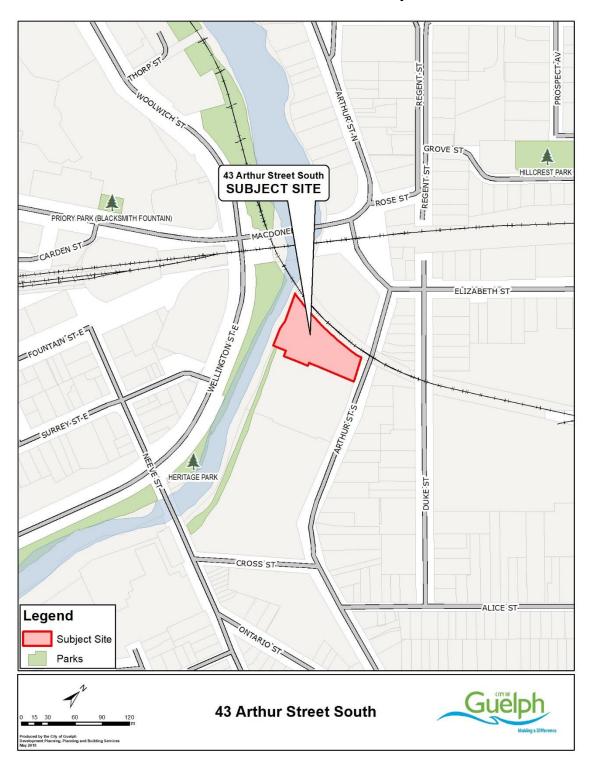
Approved ByJeremy Laur
Chief Building Official

Approved By

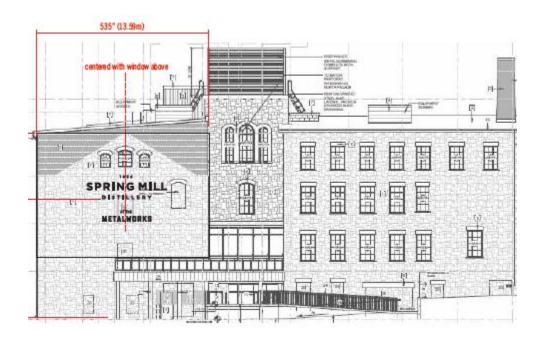
Todd Salter, MCIP, RPP General Manager Planning and Building Services Infrastructure, Development and Enterprise Services 519-837-5615 extension 2395 todd.salter@guelph.ca **Recommended By**

Scott Stewart, C.E.T.
Deputy Chief Administrative Officer
Infrastructure, Development and
Enterprise Services
519-822-1260 extension 3445
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Attachment-1 Location Map



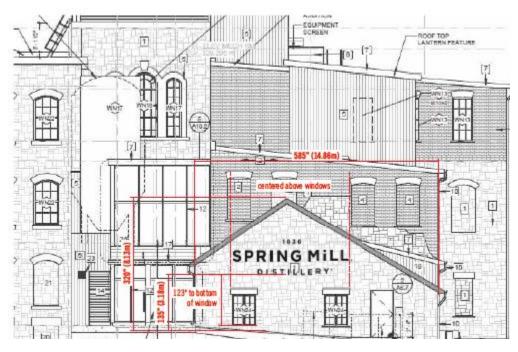
Sign 1 - Proposed illuminated building sign with an area of $16.03 m^2$



Mock up



Sign 2 - Proposed an illuminated building sign with an area of $12.48 m^2$



Mock up



Sign 3 - Proposed illuminated building sign with an area of 3.77m2 to be located above the first storey

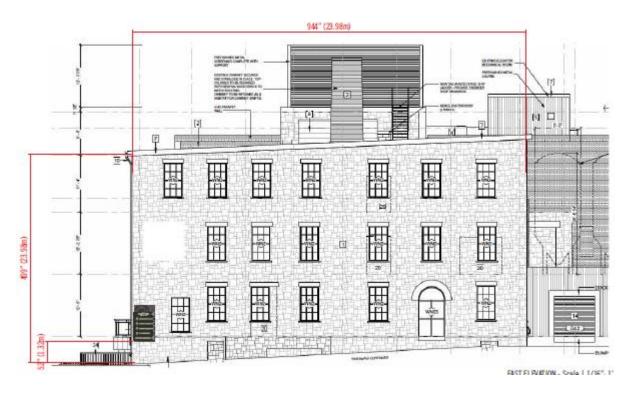


Mock up

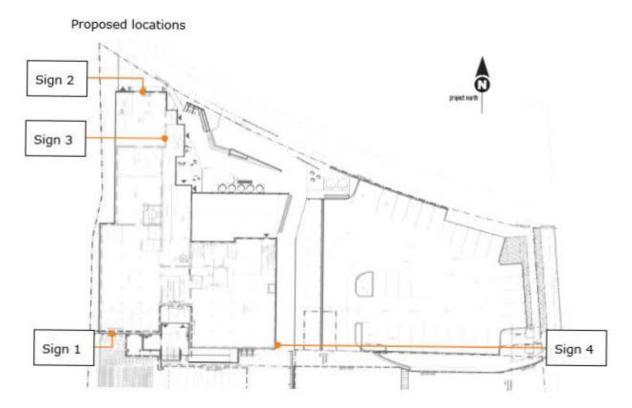


Sign 4 - Proposed non-illuminated building sign with an area of 2.66m²





Proposed locations



Staff Report



To **Committee of the Whole**

Service Area Infrastructure, Development and Enterprise Services

Date Tuesday, July 2, 2019

Subject On-Street Parking Policy Review

Report Number IDE-2019-16

Recommendation

1. That the following Traffic Investigation Policies dated June 16, 2003 be rescinded:

- Parking and Stopping Restrictions at School Crossings Policy 019;
- On-street Parking Changes (Convenience Request) Policy 020;
- On-street Parking Changes (Safety Request) Policy 021;
- Parking Restrictions at Kiss 'N Ride Zones Policy 022;
- Parking on Multi-lane Highways (marked four or more lanes) Policy 023;
- Parking Restrictions in New Subdivisions Policy 024;
- Overnight Parking Prohibitions Policy 025;
- Stopping Restrictions at School Bus Loading Zones Policy 026;
- Parking and Stopping Restrictions at School Crossings Policy 027;
- Public Loading Zones Policy 028; and
- 2. That the attached On-Street Parking Policies be approved and in effect as of August 1st, 2019.

Executive Summary

Purpose of Report

This report presents the results of a review and community feedback, and recommends an updated On-Street Parking Policy for Council approval.

Key Findings

A best practice review of other municipalities' on-street parking policies was conducted and the results were used to develop a draft recommendation for public feedback.

Public feedback received was generally supportive of the proposed updates to the process for on-street parking changes.

The On-street Parking Policy is a document that sets out the principles by which Traffic Engineering staff will apply on-street parking restriction requests and to achieve its organizational objectives.

The updated policy addresses road width clearance requirements based on staff consultation with Guelph Fire, the process by which staff receives and communicates requests for parking changes, the response time for property owners to return surveys and the percentage of favorable replies to make a change to onstreet parking.

Financial Implications

It is expected that there will be an increase in the number of signs installed to address any changes to on-street parking restrictions through the survey process. While the costs are considered minor, any potential increases will be included as part of the 2020 Budget process.

Report

It is the City's intent is to permit as much on-street parking as possible since onstreet parking is generally viewed as a benefit to residents. However, there are operational considerations that require parking restrictions near intersections, pedestrian crossings and curves, and minimum travel lane width requirements to accommodate Emergency Service vehicles.

The City of Guelph has a number of on-street parking policies that were developed and approved by City Council in the early 2000's. These policies have become outdated and require updating. Since these policies were developed, a number of issues have been discovered, including:

- Policies that are disconnected through disjointed language and intent;
- Percentage thresholds that are required to both initiate the review of on-street parking changes and to implement them are, as residents perceive, too high and unattainable;
- Who is to be surveyed (i.e. property owners or residents/occupants and or other stakeholders) when considering changes to on-street parking;
- What role does roadway classification and roadway alignment have in determining what, if any, on-street parking should be permitted; and
- A technically sound, sustainable and defensible safety position (i.e. what road/street widths should parking be permitted on, one side, both sides or not at all) should be established.

Staff retained the services of CIMA+ consulting to complete a best practices review of current legislation and guidelines, as well as existing by-laws and best practices from other municipalities. The results of the review have been used to recommend updates to the City's existing policies.

While there are two City initiatives currently underway that may impact the demand for on-street parking, namely the Comprehensive Zoning By-law and Driveway Width reviews, the proposed updates to the On-street Parking Policies will not be impacted by these reviews since as the On-street Parking Policies only dictate how staff process requests for changes to on-street parking.

Best Practice Review

As part of the update to the City's On-street Parking Policies and Procedures, a best practice review was conducted by means of a review of current legislation, guidelines, a jurisdictional scan (consisting of information publicly available) and an online survey directed toward approved municipalities' Transportation Departments.

The purpose of this review was to investigate how other municipalities review and process on-street parking related requests, including but not limited to:

- Percentage thresholds required to both review and initiate on-street parking changes;
- Who is to be surveyed i.e. property owners vs. residents and or other stakeholders, safety considerations;
- Time restrictions, multi-modal interactions; and
- Roadway operation and maintenance practices.

The Council approved list of municipalities that is to be used when collecting comparative statistics was used for this best practice review. A total of 28 municipalities were invited to participate, 13 of which (46 percent) completed the survey. The results of the survey provided valuable information that was considered in developing the City's proposed On-Street Parking Policy and Practices. The results of the review are in **Attachment 1**.

Existing Policies

Currently, there are ten Council approved on-street parking policies and procedures that City staff utilize to amend on-street parking regulations when required. They are as follows:

•	Parking and Stopping Restrictions at School Crossings	Policy 019
•	On-street Parking Changes (Convenience Request)	Policy 020
•	On-street Parking Changes (Safety Request)	Policy 021
•	Parking Restrictions at Kiss 'N Ride Zones	Policy 022
•	Parking on Multi-lane Highways (marked four or more lanes)	Policy 023
•	Parking Restrictions in New Subdivisions	Policy 024
•	Overnight Parking Prohibition	Policy 025
•	Stopping Restrictions at School Bus Loading Zones	Policy 026
•	Parking and Stopping Restrictions at School Crossings	Policy 027
•	Public Loading Zones	Policy 028

Redundant Polices

Six of the above policies are included within the general provisions of the Traffic Bylaw 2002-17017 and, therefore, do not require separate policies and procedures. The redundant policies and relevant general provisions from within the Traffic Bylaw are noted in the table below. Based on this redundancy, it is recommended that the six policies identified be rescinded.

Policy Number	Name of Policy	Traffic Bylaw General Provision
Policy 019 Policy 027	Parking and Stopping Restrictions at School Crossings	Section 56 1. "Where a Traffic Control Device to that effect is displayed, no person shall Stop or Park any portion of a vehicle on any Highway (i) within fifteen (15.0) metres of a school crosswalk signed with a Traffic Control Device"
Policy 022	Parking Restrictions at Kiss N' Ride Zones Policy	Section 39 A (1) Kiss N' Ride Zones are hereby established at the locations and times set out in Schedule XXVI of this By-law. (2) Where a Traffic Control Device is displayed indicating a Kiss N' Ride Zone, no person shall park any portion of a vehicle within such zone for longer than five minutes."
Policy 025	Overnight Parking Prohibition Policy	Section 57; (1) When a Traffic Control Device to that effect is displayed at each Highway entrance to the City, no person shall Park any portion of a vehicle on or over any Highway between the hours of 2:00 a.m. and 6:00 a.m. from the 1st day of December in each calendar year until the 31st day of March in the next calendar year inclusive. (2) Subsection 57(1) of this By-law does not apply to a vehicle that is exempted by the City."
Policy 026	Stopping Restrictions at School Bus Loading Zones	Section 40 "When a Traffic Control Device to that effect is posted, School Bus Loading Zones are in effect at the locations set out in Schedule XIX of this By-law."
Policy 028	Public Loading Zones	Section 39 "Unless so authorized by the City, when a Traffic Control Device to that effect is displayed, no person shall Park any portion of a vehicle on a Highway set out in Column I of Schedule XVIII of this By-law on the side of the Highway set out in Column II of such schedule at a location set out in Column III of such Schedule between the times set out in Column IV of such schedule, for longer than fifteen (15) minutes."

Proposed Revisions to the existing On-Street Parking Policies and Procedures

a) Operational review based on road width

Existing:

To clearly define what requests constitute a safety concern and to maximize the City's on-street parking inventory, staff will only prohibit parking when the existing on-street parking jeopardizes safety. Safety concerns will be identified by using the "City of Guelph On-Street Parking Safety Warrant." Typical locations for requests include: along the frontage of a neighbourhood park where children may run out from between parked cars; parking along the inside of curve of a residential street or; parking too close to an intersection.

The "City of Guelph On-Street Parking Safety Warrant" identifies the road width criteria as a means to restrict parking from both sides when road width is less than 8.4m; restrict parking from one side only when road width is less than 11.65m to 8.4m; and when the road width is 11.65m or greater, the on-street parking will be reviewed as required.

Proposed:

One of the key stakeholders consulted regarding the on-street parking policies, particularly the minimum road width requirements, was the Guelph Fire Department. On-street parking can create obstacles to the access and operation of emergency vehicles (fire trucks in particular). The City of Guelph's Fire Department indicates that a fire truck needs a minimum width of 3.5 metres for access between two parked vehicles, mirror-to-mirror.

To meet this emergency service need, with the minimum required parking lane widths, a new set standard of curb-to-curb road widths has been established. The road width criteria will restrict parking on both sides for roads less than 6.0m wide; permit parking on one side only when the road width is more than 6.0m to less than 8.3m, and permit on-street parking on both sides where needed based on a road width more than 8.4m.

b) Requirements to initiate an on-street parking review

Existing:

Traditionally staff has accepted any written requests to change existing on-street parking conditions. If the request was a change to an existing parking regulations and was not required to protect the safety and/or property of the general public, it was treated as a convenience request. The requesting resident was advised that in order for staff to proceed with the request, a petition with valid signatures from at least 75% of the households within the affected area must be submitted to Traffic Services Division, to ensure all of the relevant information is provided.

Proposed:

A review to change on-street parking conditions may be initiated by a written request from a property owner on the street or by the identification of a need by City staff. Staff will remove the requirement for the petition to initiate the review.

c) Requirements to implement an on-street parking change

Existing:

Staff will circulate a survey to all affected property owners to determine the level of support for the requested on-street parking restrictions. A minimum of 75% of the affected property owners must be in favour of the requested change in order for staff to support the request.

Proposed:

Staff will circulate a survey to all affected property owners to determine the level of support for the requested on-street parking restrictions. Staff must receive a minimum of 50 percent plus one (1) additional vote from the affected property owners in favour of the proposed on-street parking restriction to move forward.

d) Time frame to permit the affected property owners to review and return surveys

Existing:

Upon receipt of a request to initiate an on-street parking review, staff will send the affected property owners a survey by mail to be completed and returned within two (2) weeks or 10 business days.

Proposed:

Property owners will be informed by mail of the proposed change, applicable justification, and will be allowed three (3) weeks or 15 business days after the survey has been issued to return their completed survey. Responses are accepted by mail, fax or online survey completion. This will permit property owners more time to consider the proposed change(s), and to return the surveys in time.

New On-street Parking Policies

The proposed On-street Parking Policy is included as **Attachment 2** and the key sections of the policy can be summarized as follows:

- **1. Policy Statement:** reasoning behind the policy.
- **2. Purpose:** outlines the purpose of the policy.
- **3. Definitions:** applicable to each policy.
- **4. Procedures:** required to review requests or implement standard restrictions; including approval procedure, funding sources, eligibility, fees, notification requirements and enforcement details.

In addition, by consolidating some of the policies and incorporating elements into the Traffic By-law 2002-17017, the procedures for review and approval of the various types of requests can be simplified into a flowchart, contained within the policy as the "Flowchart: General Process to Evaluate Parking Changes". The flowchart maintains the common elements of the existing procedures and includes specific steps as required for particular conditions.

Financial Implications

There will be an increase in the number of signs installed to address any changes to on-street parking restrictions through the survey process. While the costs are considered minor, any potential increases would be included as part of the 2020 Budget process.

Consultations

The feedback and information obtained from the best practice review was used to develop the draft recommendations for revisions to the On-street Parking Policy. The draft recommendations and supporting data was posted on the City's website for public comment and feedback.

Social media was used to direct the public to the data and feedback forms. A total of 71 responses were received from the public during the commenting period, which ran from June 13, 2017 to June 25, 2017.

In summary, the majority (78%) are in agreement to change the current process to initiate an on-street parking review without the requirement of a petition, rather a written request to the City by a property owner. 67% (46 respondents) were in favour of the City's proposal to reduce the percentage of households in favour of an on-street parking change from 75 percent to 50 percent plus one.

Residents were asked if a two-week, 10 business day response time frame could be increased to three-week, 15 business days, and 62% agreed. However, this may have been interpreted as City staff response time versus property owner/resident response time, which was the intent of this question. A complete breakdown of the community engagement results and comments received can be found in **Attachment 3**.

Corporate Administrative Plan

This report supports the following goals and work plans of the Corporate Administrative Plan (2012-2018)

Overarching Goals

Service Excellence

Innovation

Service Area Operational Work Plans

Our Services - Municipal services that make lives better

Our People - Building a great community together

Our Resources - A solid foundation for a growing city

Attachments

Attachment-1 Results of Jurisdiction Scan

Attachment-2 On-Street Parking Policies

Attachment-3 Public Feedback

Departmental Approval

John Osborne, Chief, Guelph Fire

Doug Godfrey, General Manger, Operations

Brent Andreychuk, Corporate Analyst, Finance

Steve Anderson, Supervisor, Traffic Engineering, Engineering and Transportation Services

Report Author

Julie Tot, C.Tech, Traffic Technologist II

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Recommended By

Scott Steward, C.E.T.

Deputy Chief Administrative Officer Infrastructure, Development and Enterprise Services 519.822.1260, extension 3445 scott.stewart@quelph.ca

ATT 1 Results of Jurisdication Scan

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Minimum percentage of affected households/property owners to initiate a petition	Guelph		Survey	Results	
No		Name and Advantage of the Advanced	40	5%	syldpuryamani mak
Yes, 50 to 70%			38	8%	
Yes, more than 70%	X		8	%	
Yes, less than 50%			8	3%	
Minimum percentage of households/property owners					
in support of a convenience change	Guelph		Survey	Results	
50 to 66%			54	4%	
More than 66%	X		23	3%	
Less than 50%			23	3%	
Who is required to Support a Proposed Change?	Guelph		Survey	Results	
Property Owner	Х	Constant of the State of the St	and the second state of the second	2%	
Resident/Occupant			33	3%	
Not Applicable				5%	
Who is required to Support a Initial Petition?	Guelph			Results	35137
Resident/Occupant		Exclusione Inc.		5%	
Property Owner	Х			1%	
Not Applicable				3%	
Distribution Methods	Guelph	NEW YORK		Results	
Regular Mail	X			7%	
Email				%	and the state of t
Signage on Street				%	
None				%	
Other				2%	
Response Time Allowed (Convenience Requests)	Guelph		Name and Address of the Owner, where the Owner, which is the Owner, where the Owner, which is the Owner, where the Owner, which is the Owner, wh	Results	
2 weeks or 10 business days	X		The second second second	5%	
2 to 4 weeks				5%	
3 weeks or 15 business days				5%	
				%	
4 weeks or 20 business days Other (please specify)				% 5%	
1 week or 5 business days				%	
Minimum period before new requests can be				/0	E STATE
submitted by the public	Guelph		Survey	Results	
A request can be made at any time		46%			
1 Year		23%			
2 Years	Х		15	5%	
Other		15%			
6 Months		0%			
3 Years		0%		X-1101000111-X-1111040	
Formal Policy for Specific Elements	Guelph	A	В	C	D
Cul-de sac with a centre bulb	3)13(4, 24)14	31%	23%	31%	15%
Inside of a horizontal curve		23%	23%	54%	0%

On the side of the street adjacent to park frontage		23%	8%	54%	15%
On a City/Town laneway		54%	8%	23%	15%
Conflict with an on-street bicycle lane	Formal	54%	31%	15%	0%
In an industrial area	Policy		54%	15%	
Within a certain distance from a traffic signal or PXO		62%	23%	15%	0%
Within a certain distance from a trafffic island		31%	31%	38%	0%
Within a traffic circle or roundabout		54%	31%	15%	0%
Affected households/property owners informed prior					
to implementing an on-street parking restriction for	Guelph		Survey	Results	
safety reasons?					
Yes	X	69%			
No			23	3%	
Case by Case			8'	%	
Response Time Allowed (Safety Requests)	Guelph		Survey	Results	
2 weeks or 10 business days	Χ		46	5%	
No Set Time Period			15	5%	
Other			15	5%	-
3 weeks or 15 business days		8%			
4 weeks or 20 business days		8%			
Case by Case		8%			
1 week or 5 business days		0%			
Minimum road width (curb-to-curb) to allow parking on one side of the street	Guelph	Survey Results			
Case by Case / No Standard Available			31	.%	
6.0 metres		23%			
8.4 metres	Х	15%			
8.6 metres		15%			
8.0 metres		8%			
6.4 metres		8%			
7.0 metres			0	%	
< 6.0 metres			09	%	
Minimum road width (curb-to-curb) to allow parking on both sides of the street	Guelph	Survey Results			
Case by Case / No Standard Available			46	5%	
12.0 metres			15	5%	
10.6 metres		8%			
10.5 metres	_	8%			
10 metres		8%			
8.4 metres		8%			
< 8.4 metres		8%			
9 metres		0%			
> 11.65	Х	0%			
Rationale behind minimum widths	Guelph	uelph Survey Results			
Design Standards / Guidelines (TAC, OTM, etc.)			41	.%	

Fire Code / Building Code		23%
Municipal By-laws		18%
Other	X	18%
Overnight parking restrictions	Guelph	Survey Results
Other		36%
02:00 to 06:00 Year Round		29%
02:00 to 06:00 Winter Only	X	21%
None (Except for Metered Areas 02:00 to 06:00)		7%
Midnight to 06:00 Year Round		7%
Midnight to 06:00 Winter Only		0%
Methods to increase on-street parking capacity in residential areas	Guelph	Survey Results
No Plans or Methods		31%
Paid Permits / Metered Parking		23%
Other		23%
Parking on City Boulevards		15%
Parking on Lay-Bys		8%

	<u>Legend</u>
Α	Formal Policy
В	Follow Design Standards
C	Case by Case
D	No Formal Policy/Not applicable

Attachment 2 - On-Street Parking Policies

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Overview of City of Guelph's Parking By-law and Policy

The present document is the result of a study conducted to update City of Guelph's Corporate Policy and Procedures related to establishing on-street parking permissions or prohibitions, and to reviewing requests to changes in on-street parking regulations.

The update takes into consideration current legislation, guidelines, and best practices from other municipalities, and consolidates multiple previous policies into one streamlined policy, which resolves some issues that had been identified by City staff. Part of this streamlining consists of transferring certain criteria from the policies to the City's Traffic and Parking By-law, or removing from the policy criteria that were already part of the by-law.

The following is a list of the items that, after the update to the parking policy, are no longer explicitly covered by the Policy and are now covered by the Traffic and Parking By-law (2002)-17017 only:

- Standard prohibitions:
 - No Parking on the side of the street adjacent to park frontage;
 - No Parking at a cul-de-sac with a centre bulb;
 - No Parking on an industrial area;
 - No Parking on the inside radius of a horizontal curve;
 - No Parking on a City laneway;
 - No Parking for a period longer than 48 hours;
 - No Stopping within a traffic circle or roundabout;
 - No Stopping within 15 metres from a traffic island;
 - No Stopping within 30 metres of a traffic signal or a pedestrian crossover (PXO);
 - No Parking Anytime and No Stopping 8:00 a.m. to 4:30 p.m., Monday to Friday within 15 metres of a school crossing;
- Standard prohibition with the possibility of exceptions or exemptions:
 - No parking on multi-lane highways, except where signed otherwise;
 - No parking between the hours of 2:00 a.m. and 6:00 a.m. from December 1st to March 31st;
- Site designation subject to a case-by-case review with the required by-law amendments:
 - No Parking for longer than 15 minutes in public loading zones;
 - No Parking for longer than 5 minutes, between 8:00 a.m. and 4:30 p.m., Monday to Friday, from September 1st to June 30th at areas marked as Kiss N' Ride zones;
 - No stopping between 8:00 a.m. and 4:30 p.m., Monday to Friday at areas marked as school bus loading zones (except for school buses).

Some items, however, are included in both the By-law and the Policy. This means one of two possibilities:

- the By-law establishes a standard prohibition for which an exemption can be reviewed under the process outlined in the Policy – for example, overnight parking, or
- 2. a request reviewed under the process outlined in the Policy which, once approved, requires amending the By-law to include a specific location in the By-law schedules for example, Kiss N' Ride zones.

Another important improvement resulting from the consolidation of the policies is the adoption of one consistent, simplified review process for most types of requests. Because the review process was relatively similar for several of the previous policies, repeating the same process in multiple documents with only minor variations could increase the time invested by City staff to complete the review.

The basic structure of the process includes the following steps:

- Written request by property owner or issue identified by staff;
- Review by staff;
- Response and/or notification to the public with period for comments; and
- Implementation or file closing.

The only part of the updated Policy that does not follow the new review process are Parking Restrictions in New Subdivisions, since this is not a process initiated by the public/property owners, but by the developer, and requires review by multiple stakeholders, such as the City's Fire, Solid Waste Management, and Transit departments. Therefore, it follows its own procedure, as part of the City's development application review process.

Finally, it is important to note that any reviews conducted by staff must take into account all current relevant documents in order to provide a recommendation. These documents include, but are not limited to the City's Official Plan and Cycling Master Plan, Ontario Traffic Manual books, and any new or updated regulations, standards or guidelines.

On-Street Parking Changes – Convenience Requests

Policy Statement

Traditionally staff have accepted any written request to change existing on-street parking regulations. If the request was deemed not to be a safety concern then it was treated as a convenience request. Meaning a change to an existing parking regulation was not required to protect the safety and/or property of the general public.

Common requests include:

- Requests to remove parking on a local road from one side of the street because two vehicles cannot pass each other;
- Restricting parking opposite a driveway in order to allow an easier egress from adjacent properties; and
- Requests to prohibit parking in order to discourage long term parking on their street.

Requests of convenience have generally been approved when supported by the majority of area property owners. However, these requests needlessly reduce the City's on-street parking inventory and tend to consume a significant amount of Council and staff time.

Following the 2017 update to the City's Parking Policies and Procedures, the following items are also considered convenience requests:

- Implementation of Kiss N' Ride zones;
- Parking on multi-lane highways;
- Overnight parking exemptions;
- Implementation of school bus loading zones; and
- Implementation of public loading zones.

Purpose

To maximize the City's on-street parking inventory.

Definitions

Not applicable.

Procedures

Approval

ppiovai					
Request Type	Staff	By-law Amendment	Committee of Council/Council		
Kiss N' Ride Zones Multi-lane Highways Overnight Parking School Bus Loading Zones Public Loading Zones	Ø	Ø			

Request Type	Staff	By-law Amendment	Committee of Council/Council
Other Convenience Requests	Ø		

☑ Operating ☐ Capital	☐ None Required
-----------------------	-----------------

Business unit: New Sign Installations 720-3141.

Eligibility

Request Type	Eligibility
Kiss N' Ride Zones	All elementary schools within the City of Guelph.
Multi-lane Highways	Any multi-lane highways within the City of Guelph where sufficient off-street parking is not available and where/when no operational and safety concerns are identified.
Overnight Parking	Any street within the City of Guelph where residential driveways are not available, provided emergency and winter maintenance services are not impeded.
School Bus Loading Zones	All primary and secondary schools within the City of Guelph.
Public Loading Zones	Any street within the City of Guelph with commercial activity and where no adequate off-street space is available for loading/unloading passengers or goods.
Other Convenience Requests	Any street within the City of Guelph, excluding those streets within the Central Business District.

Fee

Not applicable.

Procedure

These requests follow the *General Process to Evaluate Parking Changes*.

When reviewing convenience requests, staff shall take into consideration any additional operational or safety criteria that may warrant parking restrictions (from the Traffic and Parking By-law or other relevant documents).

On-Street Parking Changes – Operational Requests

Policy Statement

Prior to any policy being in place, on-street parking was identified as a safety concern when the permitted parking created a sightline obstruction for drivers and/or pedestrians. Common cases of these concerns include:

- Parking along the frontage of a neighbourhood park where children may run out from between parked cars,
- · Parking along the inside curve of a residential street, or
- Parking too close to an intersection.

Following the 2017 update to the City's Parking Policies and Procedures, several items that warranted parking restrictions under the previous policy were transferred to the City's Traffic and Parking By-law. These items correspond to standard elements, which do not typically require a case-by-case review.

The updated Policy consists of identifying situations where safety or operational concerns exist, based the eligibility criteria outlined in Section 0.

Purpose

- To maintain, where possible, on-street parking for the general public.
- To only prohibit on-street parking when the existing parking jeopardizes traffic safety, operations and/or property of the general public.
- To standardize a procedure for addressing these concerns.

Definitions		
Not applicable.		
Procedures		
Approval ☑ Staff	☑ By-law Amendment	☐ Committee of Council/Council
Funding ☑ Operating	☐ Capital	☐ None Required
Business unit: New	Sign Installations 720-31	41.
Fligibility		

Eligibility

Staff will conduct a review of the request according to the following criteria:

 On-street parking or stopping shall be prohibited at locations where any of the conditions described in City of Guelph's Traffic and Parking By-law apply. Staff will also follow current legislation and industry standards and guidelines, including the Ontario Highway Traffic Act, Ontario Traffic Manual, Transportation Association of Canada Geometric Design Guidelines, and any other applicable documents.

- 2. On-street parking shall be prohibited at locations where a conflict with an onstreet bicycle facility exists.
- 3. On-street parking shall be prohibited at locations where it interferes with traffic operations, including, but not limited to, the following situations:
 - Parked vehicles reduce road capacity to unacceptable levels;
 - Parked vehicles impede traffic from accessing turning lanes;
 - Parked vehicles make turning movements at driveways difficult; and
 - Other reasons identified by Staff.

Fee

Not applicable.

Procedure

These requests follow the General Process to Evaluate Parking Changes.

Road Width

Policy Statement

On-street parking may introduce obstructions to the access and operation of emergency vehicles, in particular to the operation of fire trucks. The City of Guelph's Fire Department indicates that a minimum width of 3.5 metres is to be provided between two parked vehicles, mirror-to-mirror.

Considering this requirement and a minimum parking lane width of 2.4 metres, onstreet parking shall be permitted as specified in the following table:

Road Width	Permitted Parking
Less than 5.5 metres	Parking not permitted on either side
More than 5.5 metres to 8.3	Parking may be permitted on one side only
metres	
More than 8.4 metres	Parking may be permitted as needed

It should be noted that these minimum widths do not allow simultaneous two-way traffic, since the 3.5-metre width corresponds to one traffic lane only. Therefore, the presence of these minimum widths at a specific location does not automatically result in parking being permitted. Staff will evaluate traffic conditions to determine if simultaneous two-way traffic should be prioritized over on-street parking availability.

It should also be noted that these requirements do not override parking restrictions resulting from other policy or by-law elements (for example, parking on the inside of a horizontal curve shall not be permitted even if the road is more than 7.5 metres wide).

City staff may apply these requirements with some flexibility where Neighbourhood Traffic Management measures are being considered, since on-street parking can help reduce traffic speeds. However, this decision should be supported by a technical study and Emergency Services should be consulted to ensure that no significant impacts to emergency vehicles will occur.

Purpose

To maximize the City's on-street parking inventory while providing adequate space for emergency vehicle operations.

Definitions		
Not applicable.		
Procedures		
Approval ☑ Staff	☑ By-law Amendment	☐ Committee of Council/Council

Funding ☑ Operating	☐ Capital	☐ None Required
Business unit: New	Sign Installations 720-31	41.
Eligibility Any street within the	he City of Guelph.	
Fee Not applicable.		
Procedure These requests foll	ow the <i>General Process to</i>	Evaluate Parking Changes.

Parking Restrictions in New Subdivisions

Policy Statement

Until 2003, parking restrictions in new subdivisions were implemented as the need arose, either due to a safety concern or when requested by area residents. In the past, Traffic Services have also received requests from City operations such as Fire Services and Solid Waste Management to restrict on-street parking because of its impact on their services and ability to access properties. However, once residents began to reside within their newly developed neighbourhood, any attempt to remove parking was met with growing opposition.

Purpose

Defines the policy and procedures for assigning parking regulations in new subdivisions as they are required for safety and traffic control purposes.

To accomplish these purposes, parking regulations in new subdivision developments must comply with all requirements outlined in the most up-to-date version, at the time of the application approval, of:

- City of Guelph's Traffic and Parking By-law, including but not limited to distance from intersections/traffic control devices, within traffic circles and roundabouts, cul-de-sacs, inside radius of horizontal curves, etc.;
- City of Guelph's Official Plan;
- City of Guelph's Cycling Master Plan; and
- Other sections of this policy (for example, road widths and sight line requirements).

requirement	5).	
Definitions		
N/A.		
Procedures		
Approval ☑ Staff	☑ By-law Amendment	☐ Committee of Council/Council
Funding ☐ Operating	□ Capital	☑ Other (Developer)
Eligibility Any new developm	ents within the City of Gu	elph.

Fee

Per Development application fees and charges:
City of Guelph city hall planning and development application - fees and charges

Procedure

- 1) An on-street parking plan, as provided by the subdivision developer, is forwarded to Traffic Services for approval. This on-street parking plan is part of the development agreement between the City and developer.
- 2) Upon reviewing the plan, Traffic Services staff determine where on-street parking regulations shall be implemented, in accordance with the policy guidelines, and identify where the necessary parking signs are required. Efforts will be made to allow parking on the side of the street that provides the greatest number of on-street parking spaces.
- 3) The proposed parking plan is forwarded to the following City departments for their comments:
 - Guelph Fire
 - Solid Waste Management
 - Guelph Police Service
 - Guelph Transit
- 4) Traffic Services forward the necessary Traffic By-law amendments to City Council for approval.
- 5) The signs will be installed, by the developer's contractor, in a permanent manner once the boulevards including underground services, concrete curbs, etc. have been constructed.

Notification

As part of the purchase agreement, the developer shall notify all prospective purchasers and homeowners that on-street parking restrictions will be implemented in the subdivision and may apply to the street fronting their property.

Sample Purchase Agreement Clause:

The developer shall notify all prospective purchasers and homeowners in the subdivision that on-street parking restrictions will be implemented in the subdivision and may apply to the street fronting their property.

That the developer provide an on-street parking plan, to the satisfaction of the City, prior to the registration of the proposed plan of subdivision.

General Process to Evaluate Parking Changes

This section outlines the general process to evaluate parking changes, applicable to:

- Convenience Requests;
- Operational Requests; and
- Road Widths.

This process does not apply to the review of on-street parking in new subdivisions. In these cases, the review follows its own procedure, as part of the City's development application review process.

The general evaluation process is described below and illustrated in the attached flowchart.

1. Initiation

A review of on-street parking changes may be initiated by a written request from property owners/residents or by the identification of a need by City staff.

2. Review by City Staff

Upon receiving a request or identifying a need, City staff will review it based on existing requirements and/or guidance, including:

- The City's Traffic and Parking By-law;
- The current On-street Parking Policy Operational or Convenience;
- The City's Official Plan;
- The City's Cycling Master Plan; and
- Any new Provincial regulations or guidelines (relevant updates to the Highway Traffic Act, Ontario Traffic Manual Books, or other standards and regulations).

The review will have one of the following outcomes:

On-Street Parking Request Approval Criteria

Auto	matic	App	roval
, , , , , ,		, ,,,	

The change is required to conform with any items in the City's Traffic and Parking By-law, Official Plan, Cycling Master Plan, the Highway Traffic Act, or other current standards and regulations

OR

The change addresses or improves an existing operational concern.

Recommended Rejection

The change does not violate any items in the City's Traffic and Parking By-law, Official Plan, Cycling Master Plan, the Highway Traffic Act, or other current standards and regulations

AND

The change introduces an operational concern.

Recommended Approval

The change does not violate any items in the City's Traffic and Parking By-law, Official Plan, Cycling Master Plan, the Highway Traffic Act, or other current standards and regulations

AND

The does not introduce new operational concerns.

Automatic Rejection

The change violates any items in the City's Traffic and Parking By-law, Official Plan, Cycling Master Plan, the Highway Traffic Act, or other current standards and regulations

3. Response/Notification to the Public and Period for Comments / Survey If the outcome of the review by Staff is Recommended Approval for a change to on-street parking originating from an operational request, Staff will issue a letter to all affected property owners outlining the proposed change(s) and the applicable justification. This applies to recommended changes originating from both requests from the public and issues identified by Staff. The property owners will be allowed a period of 15 (fifteen) business days after the letter has been issued to respond to the Staff's recommendation, including any comments, concerns or objections they may have. If objections are not received by the deadline, Staff will proceed with implementation of the recommended change(s) as well as the necessary by-law amendments.

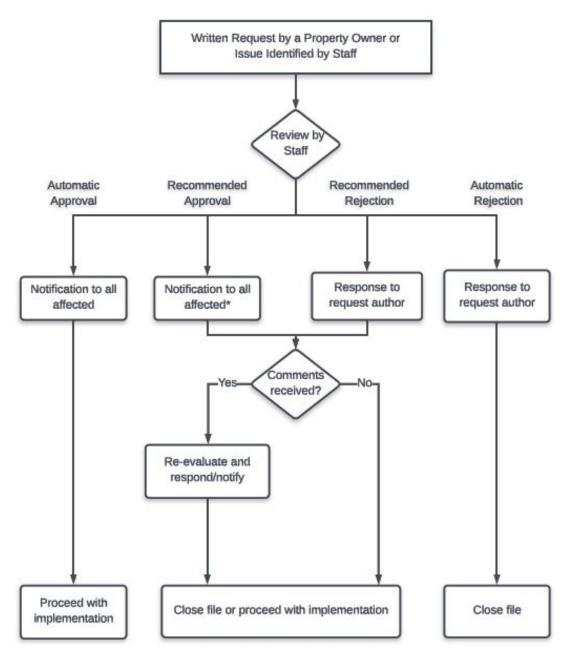
Should the **Recommended Approval** for a change to on-street parking originate from a **convenience request**, Staff will circulate a survey to all affected property owners. Property owners will be informed of the proposed change(s) and the applicable justification, and will be allowed a period of 15 (fifteen) business days after the survey has been issued to return their completed surveys. In order for Staff to issue a final approval of the request, more than 50% of all affected property owners must be in support of the proposed change (for example, if 5 property owners are affected, approval requires 3 in support of the change; if 6 property owners are affected, approval requires 4 in support of the change).

If the outcome of the review by Staff is **Recommended Rejection** for a request to changes to on-street parking, a letter will be issued to the author of the request indicating the reasons for the rejection. The author will be allowed a period of 15 (fifteen) business days to respond to the Staff's recommendation, including any comments, concerns or objections they may have. If objections are not received by the deadline, Staff will close the file.

If comments, concerns or objections are received, Staff will take them into consideration and re-evaluate the original outcome, if necessary. A new notification/response letter will be issued providing the reasoning for maintaining or changing the original outcome. No additional comments will be accepted if the original outcome is maintained. If the original outcome changes to Recommended Approval, the applicable procedures will be followed, as previously described.

No comments will be accepted if the outcome of the review by Staff is **Automatic Approval** or **Automatic Rejection**. However, Staff will still issue a notification letter to all affected property owners (if the request is approved) or to the request author (if the request is rejected), outlining the justification for the decision.

Flowchart: General Process to Evaluate Parking Changes



^{*}If "Convenience Request", a survey will be circulated to all affected property owners. Final approval required support by more than 50% of affected property owners.

Attachment 3 - Public Feedback

On-Street Parking Policy Revie...

Survey Results



On-street parking can introduce obstructions to the access and operation of emergency vehicles, particularly fire trucks. According to The City of Guelph's Fire Department at least 3.5 metres should be provided between two parked vehicles, mirror-to-mirror. Considering this requirement and a minimum parking lane width of 2.0 metres the following on-street parking permissions are suggested in the policy update.

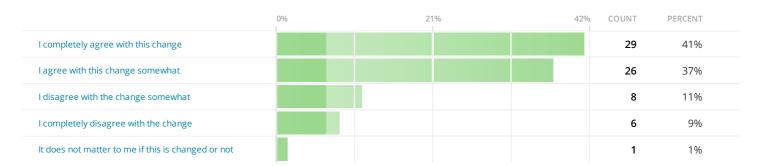
Answers	Skips
67	4
94%	6%

	I COMPLETELY AGREE WITH THE CHA	I AGREE WITH THE CHANGE SOMEWHA	IT DOES NOT MATTER TO ME IF THI	I DISAGREE WITH THIS CHANGE SOM	I COMPLETELY DISAGREE WITH THIS
Where parking is not permitted on either side - Change from the current policy from less than 8.4 metres to less than 5.5 metres	25	9	12	5	16
Where parking is permitted only on one side of the road - The current policy is 11.65 metres to 8.4 metres this would be changed to 5.5 metres to 7.5 metres	23	10	9	7	16
Where parking is permitted on both side of the road- The current policy is from 11.65 metres or greater this would be changed to to 11.65 metres or greater	26	8	15	4	10



In our current policy initiating an on-street parking review required the submission of a petition. The proposed policy suggests an on-street parking review can be initiated with a written request from a resident

Answers Skips 70 1 1%





In our current policy a change is made if 75 percent are in favour. The new policy proposes that the change is made if 50 per cent plus one additional response (1) are in favour.

Answers Skips **68 3** 96% 4%

	0%	19.	5%	39%	COUNT	PERCENT
I agree with this change somewhat					26	38%
I completely agree with this change					20	29%
I completely disagree with the change					10	15%
It does not matter to me if this is changed or not					6	9%
I disagree with the change somewhat					6	9%



In our current policy our response time frame for requests is two-weeks or 10 business days. The suggested policy has a longer response time of three-weeks or 15 business days.

70 99% Skips 1 1%

	0%	1:	3%	26%	COUNT	PERCENT
It does not matter to me if this is changed or not					18	26%
I completely agree with this change					16	23%
I completely disagree with the change					16	23%
I disagree with the change somewhat					11	16%
l agree with this change somewhat					9	13%

Question	
05	•
	7

Do you have any further comment about the proposed On- Street Parking Policy Review? Please tell us below.

Answers **32** 45%

39 55%

180,091,610	My street has parking problems so I am very interested in this issue	Yesterday, 9:41PM
180,087,206	If parking on the stree is allowed it should not be close to the entrance of a driveway, it should be 10ft from the driveway on both sides	Yesterday, 7:08PM
180,083,685	Please change the NO over-night parking dates to begin November 1 and end April 1. Tired of snow being dumped in my driveway because of over-night parking in winter. Also why should the city lose the revenue from those who cannot follow rules.	Yesterday, 4:46PM
180,082,089	When completing road improvements consult home owners when adding a fire hydrant and altering their property	Yesterday, 4:29PM
180,074,218	Change the overnight parking rules downtown	Yesterday, 1:27PM
180,051,318	The beginning of this survey with the details of the bylaw is not worded well. I believe that allowing Max widths for cards to get by and emergency vehicles to get by is important and safe. Reducing these widths is silly and will limit traffic flow in a city with roads designed for people to drive at 40km/hr every where they go.	Yesterday, 1:57AM
180,046,929	Janefield Avenue is not a nice place to drive. I imagine the bus drivers don't care for parking on both sides	Saturday, Jun 24th 9:26PM
179,997,305	Please make your questions reasonable.	Friday, Jun 23rd 3:00PM
179,919,459	I notice Q1 has "Where parking is permitted on both side of the road- The current policy is from 11.65 metres or greater this would be changed to to 11.65 metres or greater" this is the same width, was this intended or a mistake?	Thursday, Jun 22nd 11:03AM
179,873,848	For recently denied reviews/changes to street parking due to less than a 75% reasponse should allowed to be reopened.	Wednesday, Jun 21st 10:42AM
179,871,603	Parking enforcement should really be the topo	Wednesday, Jun 21st 9:49AM
179,844,590	Definitely no winter parking on the street. Keep the current time frame	Tuesday, Jun 20th 6:32PM
179,838,872	I think the city should adopt the odd and even parking idea.	Tuesday, Jun 20th 3:21PM

179,836,578	I find in residential areas many cars are parked in ways that make it difficult to drive around. My own street is clogfed with on street parking. Some of these changes would help but I wish by laws would better enforce the rules already in	2:18PM
179,833,591	Give us the option to move our car if we see the parking officer. I was picking up my kids from daycare and there was no parking on the street so i parked over the sidewalk for 5 minutes. The officer didnt give a shit. Very sad	Tuesday, Jun 20th 1:15PM
179,769,954	One question was not worded correctly. Where parking is permitted on both side of the road- The current policy is from 11.65 metres or greater this would be changed to to 11.65 metres or greater is the same thing. The survey should be updated with the corrected numbers.	Monday, Jun 19th 7:27AM
179,753,939	ban it completely unless for specific reasons like work being done lets say by a roofer and a yekkow bin is in the driveway. Too many people have extra cars that get parked on streets and often on both sides.	Sunday, Jun 18th 8:05PM
179,743,045	Get people using garages and driveways to park! We keep turning subdivision roads into narrow European style streets because people fill the garage with junk and force all visitors to park on the street.	Sunday, Jun 18th 11:19AM
179,665,854	I think exceptions should be made about parking policies for older neighbourhoods where there are no driveways to the houses.	Friday, Jun 16th 12:53PM
179,657,059	What does Q1 mean?	Friday, Jun 16th 10:16AM
179,618,911	as stated earlier when cars park on both sides of a residential street they make it very difficult to use the street, it needs to be one side or the other. Also, I don't thant you should be able to park on the side of the street is there is not enough room to fit your car without blocking someones drive way. It makes it very difficult to back out when this happens. I have watched how difficult it is for grage truck drivers to access trash cans when people are parked on these little pieces of re	Thursday, Jun 15th 2:14PM
179,578,199	Q.1 is extremely confusing as to what the distances in the left column are referring to. Is it total driving surface width? This is why I put somewhat disagree for all three parts.	Wednesday, Jun 14th 9:47PM
179,574,170	If surveys are the only way to get things changed the city needs to have more effective ways to communicate with constituents who speak and read other languages or who are legally blind.	Wednesday, Jun 14th 8:29PM
179,571,822	Further to the scenario I outline above - I think it's imperative that whatever changes occur, residents living on the affected street be given special consideration and exemptions where necessary depending on their particular cases. There's rarely a one-size-fits-all parking solution. For instance, residents should be given the opportunity to pay a reasonable yearly fee for a 24-hour street permit on a road where the city is proposing to restrict parking to limited time periods.	Wednesday, Jun 14th 7:06PM
179,571,372	I've lived in 2 new subdivisions in the city of guelph over the last 9 years. The streets are getting too narrow and not enough curbs are available for guest parking anymore. Including builder's forcing the houses close to the street making it impossible to have guests park in a driveway. This is making the streets harder to navigate.	Wednesday, Jun 14th 6:50PM
179,568,394	Too many people parking on streets in busy areas. Residents have difficulty getting in or out driveways. More space needs to be awarded for safety	Wednesday, Jun 14th 4:59PM
179,561,311	I just think that the decision to move forward with the change should be based only amount of responses you get back, not the total amount of surveys sent out. A 75% or 50% responses rate is high - how often is this met? If you change the rule to saying "If 75% of all respondents are in favour we will make the change" it might work better.	Wednesday, Jun 14th 1:50PM
179,553,547	reducing the minimum width required for on-street parking might be fine on low volume roads but it would cause significant congestion on busy streets especially on garbage day	Wednesday, Jun 14th 10:49AM
179,550,066	Let's keep the streets clear for travel, not parking.	Wednesday, Jun 14th 9:30AM
179,547,215	Including parking on more streets should hopefully have the benefit of making the street feel narrower and contribute to traffic calming, making our streets safer.	Wednesday, Jun 14th 8:27AM

179,546,77	Thornhill Drive is awful for congestion of vehicles. One house has 6 vehicles with at least 4 on the street which leaves no parking for the rest of us. It might be better to have one side parking only and alternate monthly. Also should be 12 hour limit before a car must be moved. We are near the curve on the street and it is now no parking so more congestion	8:21AM
179,546,23	Guelph should have structure overnight parking in the winter like the city of Paris. Side of road alternates beginning and end of month to allow for cleaning.	Wednesday, Jun 14th 8:08AM

Delete all responses



WARNING! Clicking this button and confirming your action will delete all the results of this survey. The results <u>cannot</u> be restored because they are permanently erased.





...for a more aligned, collaborative and strategic IDE team.

Q1, 2018

Our Leadership Team set three directions for all our departments to become more aligned, collaborative and strategic. One of the directions is to improve our workplace culture.



Better manage our resources and work-life balance

Improve the workplace culture Listen and strengthen relationships

Q2-Q3, 2018

A task force of 13 IDE managers, supervisors and program managers narrowed down nine areas to focus our culture

change efforts.





Workplace Culture Areas of Focus

All people feel valued and recognized

Develop more open, positive and professional mindsets across the service area

 Enhance communication and collaboration throughout IDE Invest in the development and wellness of our people

Empower decision making and risk taking

 Improve support services to meet business needs Commitment to and investment in strategic thinking and planning

Accountable leadership

Balance workload with capacity

Q4, 2018-Now



All People Feel Valued and Recognized

Objective/Action	Timing	Deliverables
Recognition program for front line staff: look at tools that front line staff can use to recognize each other, including allowing them to access incentives.	Q4, 2019	Employees providing feedback to their leaders Metrics of use Feedback through surveys IDE specific program to encourage people in IDE to work together
Complete change management program to support culture change: look into training IDE staff on what culture change looks like, what peoples roles are and how people are affected. Change management training.	Q2, 2019	Track through surveying to see where people are on change curve Pulse checks just for IDE
Conversation Café: create regular opportunities for all staff to engage with GMs to have frequent touch points with senior management. Small group participation to encourage conversation (max. 5 to 8 people)	Q4, 2019	Measure attendance Record number of questions and feedback surveys at end of each session





Measures of Success

What staff are saying...

- 80% feel empowered to create a better culture in IDE
- 95% have met new people and grown their internal network
- 70% learned more about what other departments across the service area do



Measures of Success

What staff are learning...

- cross-departmental collaboration
- critical thinking from an organizational perspective
- collaborative decision making
- Ability to work in groups and critically think about what will work in practice

Measures of Success

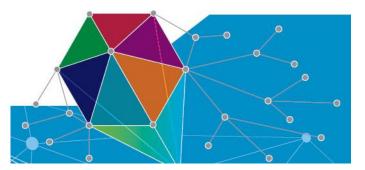
Strong internal partnerships...

- internal service delivery enhancements
- more cross-departmental dialogue
- annual work plan informed by internal needs



Corporate Context

- Builds on and reinforces existing corporate programs e.g. Corporate Values, Leadership Charter and employee engagement
- Fosters relationship building across departments and service areas
- Is helping inform the strategic plan



Thank you. Questions?

Staff Report



To **Committee of the Whole**

Service Area Infrastructure, Development and Enterprise Services

Date Tuesday, July 2, 2019

Subject Setting the Course: A Continuous Improvement and Employee

Engagement Service Area Initiative

Report Number IDE-2019-73

Recommendation

That Report IDE-2019-73 "Setting the Course: A Continuous Improvement and Employee Engagement Service Area Initiative" dated July 2, 2019 be received.

Executive Summary

Purpose of Report

To provide City Council with an overview of Setting the Course, an internal initiative underway in Infrastructure, Development and Enterprise Services (IDE) to continuously improve existing processes and programs; increase employee engagement and collaboration; and deliver even better service.

Key Findings

This initiative is successfully empowering IDE staff at all levels to make positive changes to internal processes, practices and the work environment to improve the overall workplace culture.

Financial Implications

Costs have been accounted for through the approved 2019 operating budget.

Report

Background: A need for greater alignment and collaboration

In 2017, the IDE Leadership Team (general managers and DCAO Stewart) identified the need to begin working on aligning its distinct departmental businesses to:

- better meet senior leaders' expectations;
- work more collaboratively and increase employee engagement;
- and be well-positioned for delivering on corporate priorities

Further, they acknowledged that although staff in IDE are collaborating, communicating well and building relationships to optimize work processes and efficiencies, it could be done more often and more deliberately.

For these reasons, the IDE Leadership Team prioritized alignment and collaboration and committed to working on this through leadership modelling, better communicating expectations, creating opportunities for staff to grow their internal

networks and empowering them to work across departmental lines to deliver even better service.

This body of work was named Setting the Course, which can be summarized as an internal continuous improvement and employee engagement initiative, within the IDE service area. This initiative's expected outcomes include more efficient and effective service delivery, engaged employees, and innovative solutions to interdepartmental challenges.

The Process

The process to date has included three phases. It started with the IDE Leadership Team setting short-term direction to align the service area's five departments while they continue to deliver on their diverse core services. The three directions are as follows:

- Better manage our resources and work-life balance
- Improve the workplace culture*
- Listen and strengthen our relationships

*Workplace culture is the environment you create for your employees. It plays a powerful role in determining their work satisfaction, relationships and progression. It is the mix of your organization's leadership, values, traditions, beliefs, interactions, behaviours and attitudes that contribute to the emotional and relational environment of your workplace. These factors are generally unspoken and unwritten rules that help to form bonds between your colleagues."—Sidekicker.com

The IDE Leadership Team then empowered a task force of their managers and supervisors to work on a process to improve the workplace culture.

Based on survey feedback from more than 150 IDE staff, the Task Force created nine areas to focus the service area's culture change efforts on, which include:

- All people feel valued and recognized
- Develop more open, positive and professional mindsets
- Enhance communication and collaboration throughout IDE
- Invest in the development and wellness of our people
- Empower decision making and risk taking
- Improve support services to meet business needs
- Commit to and invest in strategic thinking and planning
- Accountable leadership
- Balance workload with capacity

Within these categories, IDE staff who attended internal open houses put forward more than 200 actions as considerations to be pursued through the Setting the Course culture change work.

Nine working groups of interested staff were then set up to undertake this work, assess and refine the suggested actions into tangible deliverables and develop implementation plans for a reasonable number of these actions in 2019. A few examples of the 40 actions underway include more opportunities for staff recognition; enabling more conversations between general managers and front line staff; access to video conferencing technology for more effective meetings; and

implementing tools for succession planning. This body of work is scheduled to continue into the fall of 2021. Currently, about 45 staff members, in various capacities, are involved with this work.

Broader Corporate Context

Following considerable community and partner engagement to create the Community Plan, the City is developing its corporate strategic plan that will revisit the existing corporate mission, vision and values and set strategic priorities for the next four years. As part of this process, the City will set its corporate culture for the future and enhance operational systems to better align resources, support staff in their efforts to achieve their best, and make clear connections between staff's work and corporate priorities. This collaborative work is led by the Office of the CAO and a steering committee with representatives from all four of the City's service areas. Setting the Course staff are sharing their insights and identifying opportunities that can be leveraged to further support staff engagement.

Setting the Course also builds on and reinforces existing foundational City programs such as the Leadership Charter and employee engagement and encourages relationship building across departments.

Measures of Success

As the actions underway by the working groups proceed/are completed, they will be measured and shared, including the lessons learned. Those that are successful can be evaluated for adoption in other areas or corporately.

Setting the Course early successes are tied to participation in the process. About 70 per cent of the staff working on this initiative recently completed a survey to share their experiences so far. The following are key highlights:

- 80% feel empowered to create a better culture in IDE
- 95% have met new people and grown their network of City contacts through this work
- 70% learned more about what other departments across the service area do through their Setting the Course work

The following are quotes from survey participants in response to being asked about any new skills they have learned through their Setting the Course work:

- "The biggest skill that has been developed further through this process is cross-departmental collaboration."
- "critical thinking from an organizational perspective"
- "collaborative decision making"
- "Ability to work in group settings and to critically think about what will work in practice. Also, realistic goal setting. Making sure our implementation plans are things our group can actually work to accomplish."
- "Corporately we need to work as a team to establish tangible change."

Many of the skills that are being honed through this process are tied to core competencies listed in performance development plans.

Financial Implications

The majority of actions being pursued by the working groups do not have associated costs beyond staff time. The few that do have been accounted for through the 2019 approved operating budgets within IDE departments and existing employee programs offered by Human Resources.

Consultations

Given the nature of this initiative, Human Resources staff have been an integral partner in this initiative and its success to date. Mutually beneficial outcomes already realized include internal service delivery enhancements, more cross-departmental dialogue between staff, and an annual work plan that is more informed by internal client needs.

Corporate Administrative Plan

Overarching Goals

Service Excellence

Service Area Operational Work Plans

Our People - Building a great community together

Departmental Approval

Kerry Pletch, HR Manager Talent & Organizational Development, Human Resources Jennifer Smith, Manager, Corporate & Community Strategic Initiatives, Strategy, Innovation and Intergovernmental Services

Report Author

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Staff Report



To **Committee of the Whole**

Service Area Infrastructure, Development and Enterprise Services

Date Tuesday, July 2, 2019

Subject Private Well and Septic System Decommissioning Grant

Program

Report Number IDE-2019-70

Recommendation

1. That Council approves the Private Well and Septic Decommissioning Grant Program Terms and Conditions included as part of Attachment 1 to the report;

- 2. That Council delegates authority to the Deputy CAO of Infrastructure, Development and Enterprise to approve, execute and amend related documents, including agreements, if any, required to implement and optimize the Private Well and Septic System Decommissioning Grant Program, subject to approved Council funding and the satisfaction of the Deputy CAO of Infrastructure, Development and Enterprise and the City Solicitor;
- 3. That staff be directed to report back to the Committee of a Whole as part of the Water Services Annual Report on program participation achieved through the Private Well and Septic System Decommissioning Grant Program.

Executive Summary

Purpose of Report

To seek Council approval to implement the staff recommended Private Well and Septic System Decommissioning Grant program to reduce the risk of contamination of the City of Guelph's municipal drinking water supplies from these sources. The Program aligns with the policies included in the Grand River Source Protection Plan, which were previously endorsed by City of Guelph Council, prior to the plan going into effect July 1, 2016. The objective of this Program is to provide eligible residents with grant funding to offset the costs of decommissioning private wells and/or septic systems located within the City that may pose a threat to our municipal drinking water supplies.

The approved Grand River Source Protection Plan contains policies for the City of Guelph that encourage the City to develop and implement incentive programs to manage significant threats to drinking water. This report brings forward the rationale and requests Council approval to initiate a grant program to encourage the decommissioning of private water wells and septic systems located within the city.

Key Findings

Unused and poorly maintained private wells and septic systems pose a threat to our municipal drinking water supplies as they can act as transport pathways or conduit for contaminants to enter the municipal drinking water supplies.

As Canada's largest community solely reliant on groundwater for its drinking water needs, staff recommend the implementation a private well and septic decommissioning grant program to reduce the risk of poorly maintained private wells and septic systems that pose a threat to the drinking water supply. The proposed Program will address the financial burden limiting property owners from addressing such deficiencies and support property owners to initiate work to reduce and eliminate threats to our drinking water.

With continued evolution of the City's Source Water Protection ongoing technical planning and study are now transition to the implementation of public facing programs. To that end, this Program is one of many proposed in accordance with the Council-approved Grand River Source Protection Plan, City of Guelph Policy CG-CW-1.6, which states:

"To support the significant drinking water threat policies contained within this Source Protection Plan, the City of Guelph, in collaboration with other bodies where possible, may develop and implement education and outreach programs where such programs are deemed necessary and/or appropriate by the City of Guelph and where there is available funding. Such programs may include, but not necessarily be limited to, increasing awareness and understanding of significant drinking water threats and promotion of best management practices."

and City of Guelph Policy CG-CW-1.7 which states:

"The City, in collaboration with other bodies and levels of government where possible, may develop and implement incentive programs directed at significant drinking water threat activities, where such programs are deemed necessary and/or appropriate by the City of Guelph and subject to available funding."

Eligible property owners would be welcomed to apply for one or both Programs based on their needs with applications addressed on a first-come-first-serve-basis and dependent on funding. For reference complete Program Terms and Conditions are included as Attachment 1 to this report.

Maximum eligible property owner grants under the Program would include \$1,500 per private well (to a maximum of two (2) per property) and \$15,000 per septic system decommissioned.

With Council approval, staff proposes the Program become effective August 1, 2019. Consistent with the introduction of other City grant programs, grants are not retroactive to work completed before this date. Furthermore, due to challenges with "bonusing" defined under the Municipal Act, the Program will be available only to residential and non-profit public agency properties meeting the eligibility criteria.

Financial Implications

Funding for the City of Guelph Private Well and Septic System Decommissioning Grant Program are within the Council approved 2019 Non-Tax Capital Budget (WT0009 Groundwater Protection). Program expenditures for 2019 will be capped at \$100,000 with administration of grants to be completed on a first-come-first-

serve basis and subject to available budget. Future Program funding needs will be defined as part of the 2020 Non-Tax Budget, as required. Staff will report back to Council on program uptake and expenditures as part of the 2019 Water Services Annual Report.

Report

Background

A primary objective of City of Guelph's Sourcewater Protection Program is to protect our existing and future municipal drinking water supplies. Unused and poorly managed water wells and septic systems pose a threat to our municipal drinking water supplies as they can allow surface water and contaminants to reach and contaminate our groundwater source. In fact, the Province of Ontario's Source Protection Program was developed as a result of contaminants moving to a production well ultimately contaminating the Town of Walkerton's water supply. Unfortunately, this tragedy led to the death of seven residents and thousands of people impacted by the waterborne pathogen that entered the drinking water supply.

The province's Source Protection Program tasked local Source Protection Committees with preparing a comprehensive technical report known as the "Assessment Report." The Grand River Source Protection Area Approved Assessment Report (November 25, 2015) included a series of vulnerability maps that illustrate the vulnerability of the landscape using a scale of 1 to 10, with 10 being the most vulnerable to contamination. A map from the Assessment Report illustrating the vulnerability scores in the City of Guelph is included in Attachment 1. Approximately 70% of the City of Guelph is in an area with a high vulnerability score of 8 to 10. This is due to the fact that there are many municipal wells scattered across the City and that the water supply is sourced from a fractured bedrock setting. Therefore, given the nature of the geology and the locations of the City's municipal drinking water wells, Guelph's drinking water is located in a highly vulnerable setting. As such, infrastructure that could be a threat to the City's drinking water (i.e. private wells and septic systems) needs to be properly managed and decommissioned to reduce the risk of contaminants entering into our drinking water wells.

Identifying unused water wells and septic systems can be a labour intensive effort and inaccessible for those lacking technical understanding. Historic well records can be incomplete or inaccurate and in some cases, meaning some property owners may be unaware that there is an unused or abandoned well on their property as a result. In older areas of the city, full municipal water and wastewater servicing have replaced individual property-based wells and septic systems and these structures have not been properly decommissioned as part of changes to site servicing.

Ontario Regulation 903 provides a clear process on how to safely abandon unused wells and the procedures outlined in the regulation ensure that the transport pathways associated with an unused well are effectively eliminated when the process is followed by trained personnel. However, it is possible for property owners to navigate around this process due to lack of proactive enforcement by Ministry of the Environment, Conservation and Parks (MECP) compliance officers

and minor plumbing alterations which may be undertaken by property owners in absence of a plumbing permit, or awareness by City Building Services' staff.

Under the Clean Water Act, revisions to the Ontario Building Code now require inspections of private septic systems to ensure that they are in good operating order. The inspections are carried out on a five-year cycle. If deficiencies are noted, the property owner is required to take appropriate action, at their expense. The Ontario Water Resources Act and associated regulations govern the installation and maintenance of private water wells. If a private water well is no longer being used, Ontario Regulation 903 stipulates that the well must be decommissioned by the property owner, at their expense.

The costs to decommission a private well or septic system depends on the size and depth of the structure and typically range in cost from \$1,500 to \$2,500 for well decommissioning and \$10,000 to \$15,000 for decommissioning a septic system. Based on the MECP's Water Well Database and the City's Building Services built form records it is estimated that 649 private domestic water wells and 300 private septic systems are suspected in the City of Guelph's urban boundary.

Private Well and Septic System Decommissioning Grant Program

With the City of Guelph being Canada's largest community solely reliant on groundwater for its drinking water needs, staff recommend the implementation a decommission grant program to reduce the risk of poorly maintained private wells and septic systems that pose a threat to the drinking water supply. The proposed grant program will address the financial burden limiting property owners from addressing such deficiencies and support property owners to initiate work to reduce and eliminate threats to our drinking water. The proposed grant program is comprised of two parts: 1) a well decommissioning grant component and 2) a septic system decommissioning grant component. Property owners are welcome to apply for one or both programs based on their needs with program applications to be addressed on a first-come-first-serve-basis and dependent on program funding. To initiate participation in the program all applicants must complete and submit a Decommissioning Grant Application Form. City staff will then contact the applicant and arrange to inspect the well or septic system and approve any work to be eligible for the grant before its completion. Beyond these requirements, general eligibility for the grant program will include the following:

- Residential or not for profit property containing well or septic system located in the City of Guelph;
- Application to Program by owner of property in advance of completing decommissioning works. Each request is evaluated by City staff prior to the start of any work;
- Existing municipal water and sanitary services are present at the street, if the well or septic owner has not transitioned already to municipal services;
- Requests are taken throughout the year; however, decommissioning work is typically carried out in the non-winter months for optimal ground conditions;
- Well decommissioning is carried out by a qualified licenced well contractor;
- Wells are decommissioned in accordance with the Ontario Regulation 903 under the Ontario Water Resources Act, 1990, which governs the well construction, maintenance and decommissioning of wells;

- Septic system decommissioning is carried out by a qualified septic system contractor and all work will be carried out in accordance with the Ontario Building Code, and;
- Eligible costs include licensed well contractor fees, material and contractor labour for decommission activities.
- Maximum eligible property owner grants under the program would include \$1500 per private well (to a maximum of two (2) per property) and \$15,000 per septic system decommissioned.
- Works approved by City and conducted after program start date of August 1, 2019.

For reference, the complete Terms and Conditions of the Program are appended as Attachment 1 to this report.

Comparable Programs

Comparable municipal well decommissioning programs are currently in operation by City of Hamilton, Oxford County, Halton Region and the Region of Peel. The Grand River Conservation Authority's Rural Water Quality Program administers a program to decommission wells and septic systems, where municipal water and sewers are available, but such resources are not available to property owners in the City of Guelph. The following summarizes comparable municipal program funding details for reference.

Well Decommissioning Grants:

- Oxford County Clean Water Program provides grant rate of 50 per cent, to a maximum of \$500
- Halton Region provides a grant rate of 50 per cent, to a maximum of \$1000 per well; limited to two (2) wells per property
- Grand River Conservation Authority Rural Water Quality Program provides grant rate of 100 per cent, to a maximum of \$1500
- Region of Peel provides grant rate of 100 per cent
- City of Hamilton provides grant rate of 100 per cent, to a maximum of \$1000 per well; limited to two (2) wells per property

Septic Decommissioning Grants:

• Grand River Conservation Authority Rural Water Quality Program provides grant funding for upgrades only.

Septic decommissioning grant programs are less common throughout Ontario. Given the intrinsic vulnerability of the lands within the City of Guelph as documented in the Grand River Source Protection Area approved Assessment Report (November 25, 2015) and the number of municipal drinking water wells located throughout the city (18), removing such potential sources of contamination will reduce the risk of drinking water quality impacts from private septic systems.

Program Benefits

The following benefits are anticipated with implementation of the staff-recommended Program:

- Eliminating old or unused water wells and septic systems will reduce the potential for contaminants to enter our drinking water supply aquifers.
- Decrease the need to pursue additional water capacity to replace existing supplies impacted by potential contamination:
 - Obtaining Provincial approvals for new sources of water supply capacity is increasingly difficult, time intensive and expensive.
 - Regulatory approvals to obtain new groundwater sources is dependent on comprehensive hydrogeological studies to demonstrate the sustainability of the water taking and the lack of impact on neighbouring permit holders and the natural environment.
 - These requirements can amount to many years of study with no guarantee of obtaining final regulator approvals, and are often carried out in competition with neighbouring jurisdictions and/or private landowners who are also pursuing new groundwater sources. For example, the approved additional supply takings from the Arkell Spring Grounds required over 12 years of study at a cost of over \$10 million to obtain an increase in our permit to take water from our regulator.
- Reduce capital and operating expenditures for future water treatment upgrades at current well sites:
 - By encouraging and supporting property owners to decommission private
 wells and septic systems the City will decrease contamination vectors to our
 groundwater source and reduce potential changes to source water quality
 driving the need for capital investment in enhanced water treatment capital
 and ongoing operational costs.
 - For perspective, 2016 treatment upgrades implemented at Membro well in response to source water quality changes drove a capital investment of \$365,800.
- By appropriately decommissioning septic systems, the City will reduce its inspection burden of these structures as prescribed under the Ontario Building Code.
- By transitioning properties on private services to municipal services for water and wastewater, the City will experience additional future water and wastewater rate revenues and mitigate potential conflicts of private takings with municipal water supply wells.
- Maintain current level of service to customers and public confidence in municipal water supply safety.

Next Steps

With Council approval, staff proposes the Program become effective on August 1, 2019. Consistent with the introduction of other City grant programs, grants are not retroactive to work completed before this date. Furthermore, due to challenges with "bonusing" defined under the Municipal Act, the Program will be available only to residential and non-profit public agency properties meeting the eligibility criteria described in this report.

Financial Implications

Funding for the City of Guelph Private Well and Septic System Decommissioning Grant Program are within the Council-approved 2019 Non-Tax Capital Budget (WT0009 Groundwater Protection). Program expenditures for 2019 will be capped at \$100,000 with administration of grants to be completed on a first-come-first-

serve basis and subject to available budget. Future program funding needs will be defined as part of the 2020 Non-Tax Budget, as required. Staff will report back to Council on program uptake and expenditures as part of the 2019 Water Services Annual Report.

Consultations

Planning and Building Services

Corporate Communications

Finance

Legal, Realty and Court Services

Wastewater Services

Water Services

Engineering and Transportation Services

Corporate Administrative Plan

Overarching Goals

Innovation

Service Excellence

Financial Stability

Service Area Operational Work Plans

Our Services - Municipal services that make lives better

Our People - Building a great community together

Our Resources - A solid foundation for a growing city

Attachments

Attachment 1 - Vulnerability Map of the City of Guelph

Attachment 2 - Private Well and Septic Decommissioning Grant Program Terms and Conditions

Departmental Approval

Wayne Galliher C.E.T.

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Report Author

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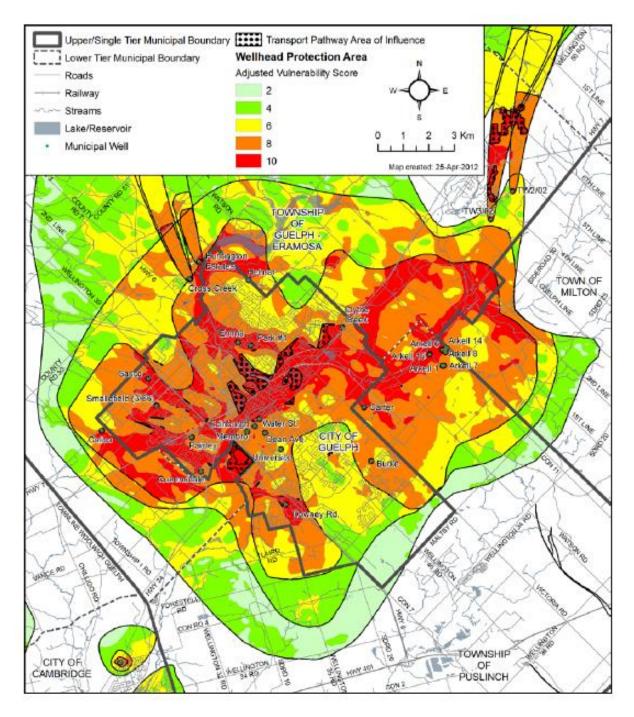
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Attachment 1

City of Guelph Wellhead Protection Area Vulnerability Map



Guelph

Private Well and Septic System Decommissioning Grant Program

Terms and Conditions

Requirements for Eligibility

- a) Property must not be occupied by an industrial or commercial enterprise. Property must not be owned by a corporation or partnership.
- b) Property owner must not be carrying on an industrial or commercial enterprise at the property and must not have any outstanding debt to the City.
- c) Property must be located in the City of Guelph, and have access to municipal water and sanitary servicing in the municipal right-of-way, able to service the property's water and sanitary sewer needs after decommissioning of the private systems, if not in place already.
- d) Private water well and/or septic system must be located on the property owner's private property.
- e) If a private water well is shared with a neighbour, then the property owner must obtain that neighbour's approval before proceeding with a grant application.
- f) Property owner must not commence any decommissioning work prior to August 1, 2019 and formal approval of the grant application by the City of Guelph.
- g) Well decommissioning must be carried out by a qualified well contractor licenced in the Province of Ontario.
- h) Well must be decommissioned in accordance with Ontario Regulation 903 under the Ontario Water Resources Act, 1990, which governs well construction, maintenance and decommissioning.
- i) Septic system decommissioning must be carried out by a qualified septic system contractor and all work must be carried out in accordance with the Ontario Building Code.

Limitations on Grant Availability

- a) Grants are subject to program funding being available.
- b) If applications are made for grants which in total would exceed Water Services' budgeted funding for this program, residents with the highest health risk (i.e. systems in the immediate vicinity of municipal water supply wells) will be given priority access to the grants.
- c) Grants will be allocated on a first-come, first-served basis.

Application and Approval Process

- a) Property owner must submit, directly to Water Services, a written request to participate in the grant program.
- b) Water Services will perform a pre-inspection to assess eligibility and the maximum potential grant amount.
- c) Water Services encourages property owners to deal only with potential contractors who are licensed plumbers and/or licensed drain layers holding Master Business Licences and with adequate experience.
- d) Property owner must obtain a quotation from a potential contractor for the costs (and taxes) of decommissioning the private well and/or septic system, which quotation separates the eligible costs and taxes (see below) from the ineligible costs and taxes (see below).
- e) Property owner must obtain a building permit to have the replacement carried out. Property owner should contact City Building Services at 519-837-5615 or email building@guelph.ca for information regarding the building permit process.
- f) Property owner must complete the City's Grant Application Form.
- g) Applicant must submit to Water Services a completed Grant Application Form, a copy of the building permit, a copy of the potential contractor's quotation for the decommissioning and replacement, and, where applicable, the approval of any neighbours who share the services.
- h) Water Services will review the submitted material, including its completeness, the reasonableness of the potential contractor's quotation, and the eligibility of the property owner for the grant.
- i) If Water Services determines that the grant application is satisfactory, it will provide approval to the property owner (Successful Applicant). Such approval does not include any recommendation, selection or approval of any particular potential contractor.

Maximum Potential Grant Amounts

- a) In a case of decommissioning a private water well the maximum potential grant amount is \$1500 per well, with a maximum of 2 wells decommissioned per property lifetime.
- b) In the case of replacing a private septic system the maximum potential grant amount will be \$15,000 with a limit of 1 septic system per property lifetime.

Eligible Costs:

- a) Successful Applicant's building permit fee paid or payable to City Building Services.
- b) Utility locates and Contractor excavation costs related strictly to public utility protection through works performed.
- c) Decommissioning costs, including pipe capping materials, insulation, bedding, pipe trench back-fill, compaction, and related labour and equipment.
- d) Licensed well contractor fees.
- e) Contractor supply and installation of applicable Building Code compliant full-port stop and waste ball valve in advance of the City water meter.
- f) Contractor repair of new water and/or sanitary sewer line entry point through concrete, block, or stone foundation wall or concrete basement floor.
- g) Applicable taxes assessed on the above eligible costs.
- h) (Water Services will provide support services <u>during</u> normal business hours related to the grant process (e.g. administration, pre-inspection, water turn-on or shut-off, sampling, meter installation etc.) to the Successful Applicant free of charge.)

Ineligible Costs:

- a) Successful Applicant's labour.
- b) Costs to plan and implement new municipal water and wastewater servicing to the property.
- c) Costs of internal plumbing modifications or home renovations including costs of relocating internal plumbing to accommodate location of new water and/or sanitary sewer line.
- d) Costs of restoration of damage to City owned sewer and laterals, pavement, sidewalk, curbing, signage, etc.
- e) Costs of relocation, damage, and repair to private utilities including telephone, cable, natural gas, fibre optic, etc.
- f) Costs of outside private property relocation or restoration e.g. grass seed, sod, trees, shrubs, gardens, decorative stones, driveways, walkways, decks, porches, ramps, sheds, fences, signs, utilities, pools, ponds, or hot tubs, etc.
- g) Any accrued interest related to late payment by the Successful Applicant to third parties for eligible costs covered under the grant.
- h) Water Services will, at its discretion, assess and bill separately to the Successful Applicant, on a time, equipment, and materials basis, support services conducted outside of normal business hours related to the grant process (e.g. administration, pre-inspection, water turn-on or shut-off, sampling, meter installation, etc.)

Decommissioning Program Process

- a) Contractor provides invoices to the Successful Applicant upon job completion. Contractor invoices must separately list actual eligible and ineligible costs and applicable taxes.
- b) Successful Applicant pays the Contractor for 100% of the completed work.
- c) Successful Applicant submits Contractor invoices as well as a copy of proof of payment (receipt) to Water Services.
- d) If the Grant Application Form approval has been fully followed by the Successful Applicant, Water Services issues grant payment.

Revision Date: June, 2019 Page 1 of 1

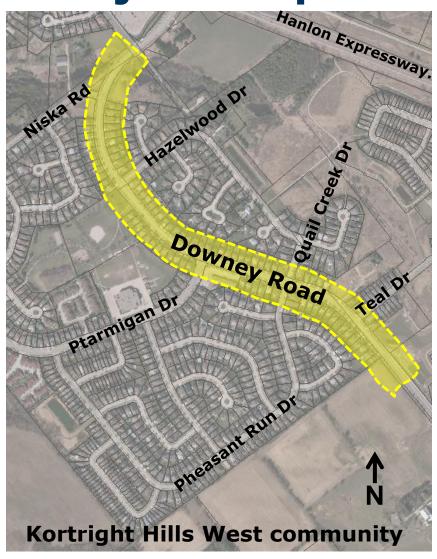


Downey Road Transportation Improvement Study Update

Council Committee of the Whole July 2 2019

Steve Anderson, Supervisor Traffic Engineering

Project Scope



The 2016 report recommended a number of traffic calming measures including a roundabout or signalized intersection at Niska, speed cushions, pedestrian refuge islands, a raised intersection, on-street parking with bumpouts, on-street buffered bike lanes, and pavement markings.



Phase 1 complete

- Curb "bump-outs" to create on-street parking bays on the west side
- On-street painted buffered bike lanes in both directions
- Enhanced crosswalks
- Pedestrian refuge islands

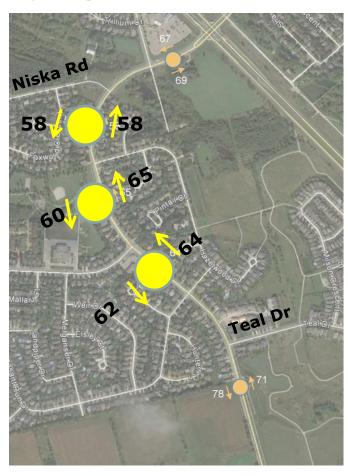


Enhancements to Phase 1

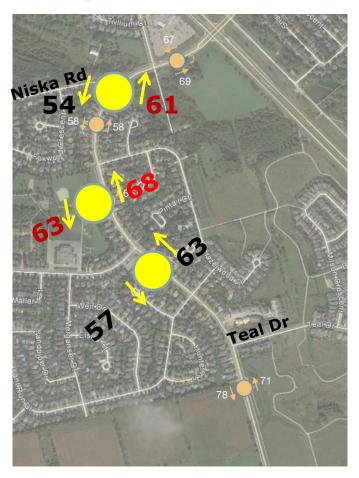
- Remarking of bike lanes south of Ptarmigan at the plaza entrance
- Green paint added to bike lane at Niska Drive to improve lane visibility
- Evaluation of need for left-turn lane at Woodland Glen Drive
- Installation of flashing beacons on pedestrian island markers
- Installation of reflectors along pedestrian island curbs
- Installation of permanent speed radar display boards for both directions near Hazelwood Drive intersection



85th Percentile speeds Spring 2016

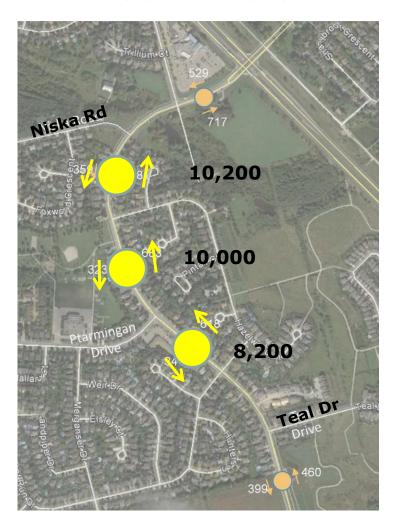


85th Percentile speeds Spring 2019

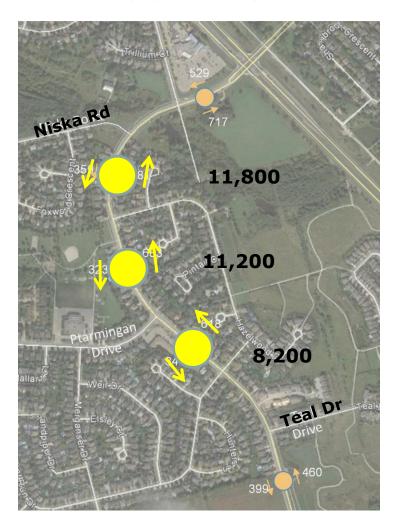




AADT Volumes 2016



AADT Volumes 2019



Section 2: Niska Road to Hazelwood Drive



Section 3: Near Ptarmigan Drive

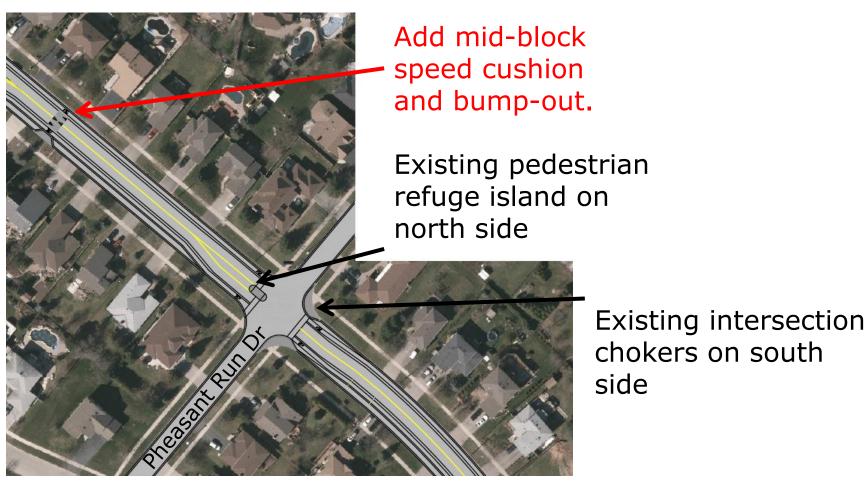
Existing on-street parking on west side

Add mid-block speed cushion and bump-out.

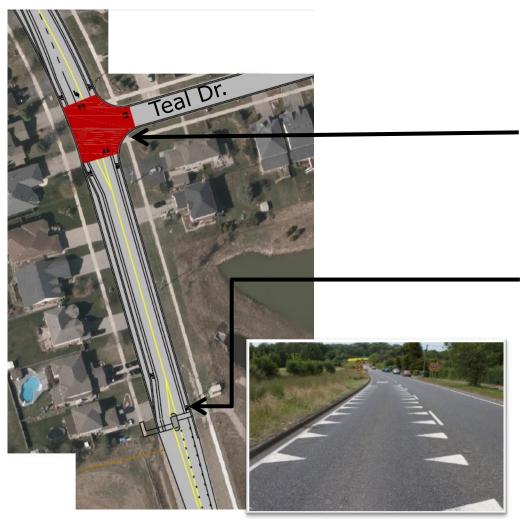
Existing enhanced crosswalks at Ptarmigan



Section 4: Quail Creek / Pheasant Run



Section 5: Teal Drive and South of Teal Drive



Proposed raised intersection with southbound left turn lane NOT RECOMMENDED.

Pedestrian refuge island / entrance feature at trail crossing

Speed bars on approach to residential area.

Recommendations

- That Council direct staff to proceed with phase 2 of the recommendations proposed in the 2017 Downey Road Transportation Improvement Plan (COW-IDE-2016.5), which includes the installation of speed cushions in three locations between Niska Road and Teal Drive.
- That staff be directed to continue monitoring the traffic operations along Downey Road including intersection operations at Niska Road following the road re-opening.

Staff Report



To **Committee of the Whole**

Service Area Infrastructure, Development and Enterprise Services

Date Tuesday, July 2, 2019

Subject **Downey Road Transportation Improvement Plan –**

Implementation Update

Report Number IDE-2019-71

Recommendation

1. That staff be directed to implement Phase 2 of the recommendations proposed in the 2017 Downey Road Transportation Improvement Plan (COW-IDE-2016.5), which includes the installation of speed cushions in three locations between Niska Road and Teal Drive.

2. That staff be directed to continue monitoring the traffic operations along Downey Road including intersection operations at Niska Road following the road re-opening.

Executive Summary

Purpose of Report

This report is provided in response to Council direction to report back following data collection on Phase 1 of implementing the 2016 Downey Road Transportation Improvement Study, and recommend next steps to address road user safety.

Key Findings

Phase 1 was completed in October 2017 with additional traffic calming measures added in 2018. Traffic studies conducted in spring of 2019 indicate that speeds have not substantially changed from pre-Phase 1 implementation. Staff recommend implementing Phase 2: speed cushions, as per the 2017 Downey Road Transportation Improvement Study.

Financial Implications

The estimated capital cost of implementing Phase 2 and adding speed cushions is \$60,000 which is available through Capital Budget line TF0008 Traffic Management Initiatives. In addition, there is approximately \$4,000 in annual operating costs for maintaining the previously installed planted islands which will be included in the proposed 2020 Operating Budget.

Report

Background of the Downey Road Transportation Improvement Study

In 2014, staff presented the Kortright Hills community with three alternatives to add bicycle lanes and mitigate impacts to on-street parking. The community was divided in their support of the three options. A number of local residents delegated to Council to ask for a more holistic study of the traffic issues impacting them, including speeding, truck traffic, and vehicular volumes. Council directed staff to update traffic studies, to develop a Traffic Calming Plan (despite the road's Arterial classification) that would include bike lanes, and to provide a recommendation on the classification of Downey Road.

The City retained Paradigm Transportation Solutions Ltd to undertake the Downey Road Transportation Improvement Study in 2015. The final report was presented to Council in September 2016, and summarized updated traffic studies, extensive community consultations and technical expertise that informed the recommended traffic calming measures. The proposed road design integrates speed reduction measures, cycling facilities and improved pedestrian crossings to connect trails and school routes.

Council directed a phased approach to implementing the proposed design, beginning with Phase 1: horizontal traffic calming measures such as curb bumpouts, chicanes and pedestrian islands to encourage slower speeds. Phase 2 would include the speed cushions and exploring the merits of a raised intersection at Pheasant Run/ Quail Crescent Drives. Phase 3 would explore intersection improvement alternatives at Niska Road.

Council asked staff to report back after implementing Phase 1 with results of updated traffic studies and a recommendation whether to proceed with Phase 2: vertical measures (speed cushions).

Progress Update

Drexler Construction began work to implement the approved first phase of construction in 2017. The majority of construction work was completed in September 2017 with road repainting completed in early October, 2017. Phase 1 included:

- More visible pavement markings at crosswalks
- Construction of bump-outs of the southbound curb at intervals to create onstreet parking bays
- Painting of a buffered bike lane to protect cyclists from being doored
- Construction of pedestrian islands on Downey Road at Hazelwood, Pheasant Run/Quail Creek and just south of Teal at the trail crossing.

The residents of Downey Road and commuters shared concerns about the visibility of the pedestrian refuge islands, the meandering nature of the line markings, and the confusion around the extra bike lane lines defining the buffer zone. These complaints were also received by Guelph Police Services. The initial volume of complaints drew the attention of the community; however the volume subsided as people adjusted to the changes.

Since the completion of Phase 1 construction, Staff have responded to feedback and verified field conditions on a number of occasions. As a result, the following additional improvements to Phase 1 were implemented (Attachment 1):

- Remarking of bike lanes south of Ptarmigan at the plaza entrance
- Green paint added to bike lane at Niska Drive to improve lane visibility
- Evaluation of need for left-turn lane at Woodland Glen Drive
- Installation of flashing beacons on pedestrian island markers
- Installation of reflectors along pedestrian island curbs
- Installation of permanent speed radar display boards for both directions near Hazelwood Drive intersection

Data collection results following implementation of Phase 1

The 2016 data was collected on April 26-May 2. The 2019 data was collected between April 25 and May 1. Spring 2019 traffic studies have revealed an overall increase in traffic volumes by approximately 9% since 2016. Operating speeds stayed consistent on average across the study area, with some areas showing an increase in speeds and other showing a decrease. Attachment 2 shows the following information in a table.

In 2016, the average annual daily traffic was measured at 10,200 vehicles in the north section, 10,000 in the central section and 8,200 in the southern section of the study area. To compare, the same locations had 11,800 vehicles, 11,200 vehicles and 8,200 vehicles in 2019.

The posted speed on Downey Road is 50 km/h. Speed studies measure the 85th percentile operating speed, meaning 85% of the vehicles traveling through a section of road operated at or below the noted speed. In 2016, the 85th percentile for traffic in the north section (near Hazelwood Drive) was 58 km/h in both northbound and southbound directions. In 2019 the speeds increased to 61 km/h northbound and decreased to 54 km/h southbound.

In the central section (near Ptarmigan Drive), the speeds were 65 km/h northbound and 60 km/h southbound. The northbound speeds increased in 2019 to 68 km/h and increased to 63 km/h southbound.

In the south section (near Teal Drive), the speeds were 64 km/h northbound and 62 km/h southbound. In 2019, the speeds decreased slightly to 63 km/h northbound and decreased to 57 km/h southbound.

It should be noted that Niska Road has been closed throughout the implementation of Phase 1. The road reconstruction and bridge replacement work is scheduled to be completed for Q4 2019.

Additional development has also been occurring in the Hanlon Creek Business Park: there are currently 54 businesses and 8 active developments. The City's Economic Development department estimates that this represents approximately 1,700 total jobs that will exist over the next 3 years. These changes are factored into the City's estimated traffic volume growth projection of 2% per year.

The City has no additional information on the timing of Hanlon Expressway improvements at this time.

Staff recommendations and rationale

Phase 1 traffic calming measures are consistent with what the most recent Institute of Traffic Engineering recommends for an arterial roadway. Despite fully implementing Phase 1 measures, traffic speeds continue to operate above the posted speed. Staff conclude that there is sufficient data to support proceeding with Phase 2 and implementing speed cushions at the following locations:

- Between Niska Road and Hazelwood Drive
- Between Hazelwood Drive and Ptarmigan Drive
- Between Ptarmigan Drive and Pheasant Run Drive/Quail Creek Drive
- Between Pheasant Run Drive/Quail Creek Drive and Teal Drive

Speed cushions were initially recommended in the Downey Road Transportation Improvement Study based on their effectiveness at reducing operating speeds without adversely impacting emergency or transit vehicle operations.

Accessibility concerns arise with the introduction of vertical measures since persons with back pain, spinal injuries, multiple sclerosis and other conditions can be exacerbated by passing over devices such as raised intersections and speed cushions. The location of the proposed speed cushions is such that all properties are accessible by an alternative route without having to pass over one. This can mean a longer route, but enables the recommended traffic calming on Downey Road while minimizing impacts to road users who experience negative effects from speed cushions. The raised intersection proposed in the original Downey Road report in 2016 is not being recommended at this time.

Staff also recommend delaying Phase 3: Niska Road intersection improvements, until more information is confirmed around the timing of Hanlon interchange work from the Ministry of Transportation Ontario. The re-opening of Niska Road will also need to be studied in conjunction with traffic calming results on Downey Road prior to concluding recommended design for the intersection.

Financial Implications

To date, \$344,000 in capital costs has been spent to implement Phase 1 of the Downey Road study, which includes \$57,000 for the additional improvements to Phase 1 which is summarized below and scheduled for completion this summer. This work was planned and funded through PN0141 and PN0255 in the 2018 Capital Budget.

Implementation of the speed cushions would require an additional commitment of \$60,000 capital budget line TF0008 Traffic Management Initiatives. In addition, an annual operating budget increase of \$4000 for Parks Operations and Forestry will be proposed through the 2020 Operating Budget to maintain the Phase 1 planters.

Summary of Phase 1 improvement costs: Studies (PH0141)	\$10,000
Physical Measures	
Flashing Your Speed signs	\$8,945
Additional green bike lane segments	\$20,000
Enhanced markings around islands	\$500
Durable marking "50 km/h" speed on roadway	\$600
Flashing beacons on pedestrian refuge islands (solar powered)	\$9,876
Reflective markers on islands and bump-outs	\$5,000
Planters on islands, 2 per island for 3 islands	\$2,660
Subtotal of Physical Measures:	\$47,581
Operating	
Annual maintenance on planters and paint:	\$4,000
TOTAL Capital Costs (PN0255):	\$57,600
TOTAL Operating Costs:	\$4,000

Consultations

As part of the 2016 study, Staff and consultants engaged with over 118 individuals in-person, and recorded over 80 online interactions.

Since the implementation of Phase 1, staff have received and responded to 20 individuals regarding the changes. Most of these exchanges were to identify deficiencies or concerns with the new markings, curb works, or impacts to traffic volumes and speeds.

Staff have received stakeholder feedback and used it to inform additional improvements to the original design and the recommendations of this report.

Corporate Administrative Plan

Overarching Goals

Service Excellence

Financial Stability

Service Area Operational Work Plans

Our Services - Municipal services that make lives better

Our People - Building a great community together

Attachments

Attachment-1 Map of improvements implemented and recommended for Downey Road

Attachment-2 Table of Speed and Volume Traffic Data collected in 2016 and 2019

Departmental Approval

Brent Andreychuk, Corporate Analyst - Finance Terry Dooling, Manager of Operations Jason Simmons, Manager of Transit Operations Chief John Osborne, Emergency Services Leanne Warren, Accessibility Project Specialist

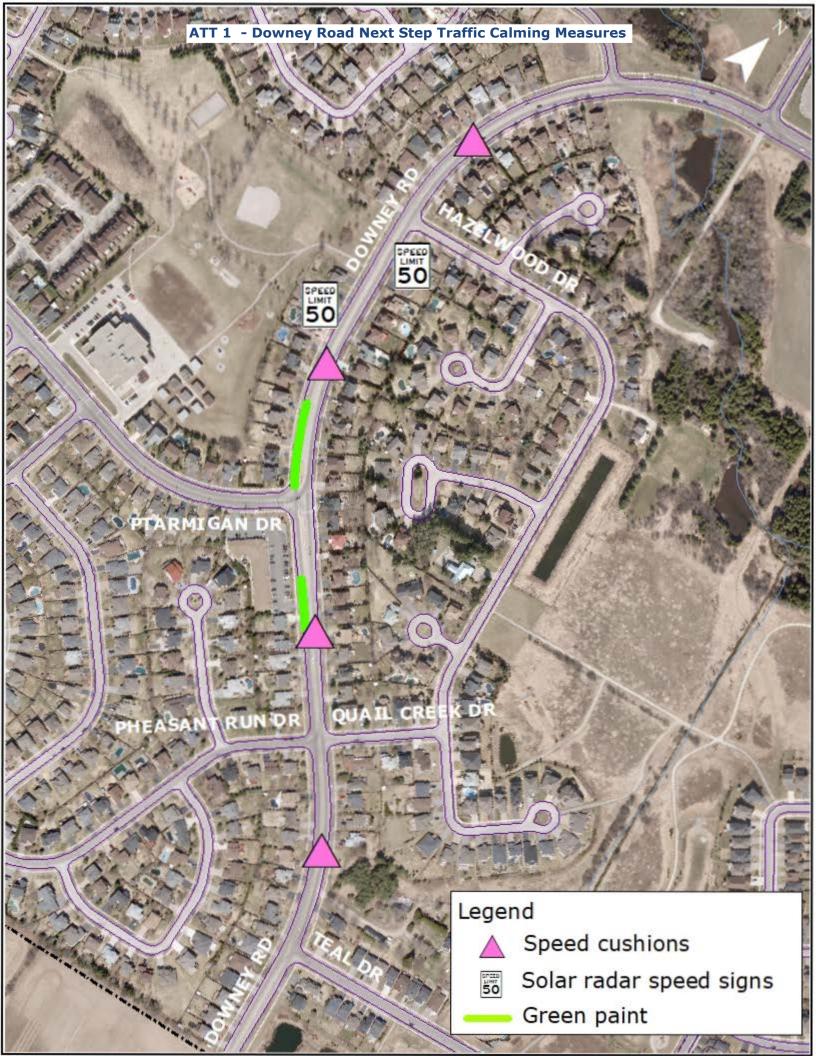
Report Author

Steve Anderson, Supervisor, Traffic Engineering
Jennifer Juste, Program Manager, Sustainable Development

Approved By

Kealy Dedman, P.Eng., MPA GM/City Engineer Engineering and Transportation Services Infrastructure, Development and Enterprise Services 519-822-1260 extension 2248 kealy.dedman@guelph.ca Recommended By

Scott Stewart, C.E.T
Deputy Chief Administrative Officer
Infrastructure, Development and
Enterprise Services
519-822-1260 extension 3445
scott. stewart@guelph.ca



ATT 2 – Table of Speed and Volume Traffic Data collected in 2016 and 2019

	Annual Average Daily Traffic* - 2016 (vehicles)	Annual Average Daily Traffic* - 2019 (vehicles)	85 th – 2016 (km/h)	85 th – 2019 (km/h)
Between Niska Road and Hazelwood Drive	10,200	11,800	Northbound – 58 Southbound - 58	Northbound - 61 Southbound - 54
Between Hazelwood Drive and Ptarmigan Drive	10,000	11,200	Northbound - 65 Southbound - 60	Northbound - 68 Southbound - 63
Between Pheasant Run Drive/Quail Creek Drive and Teal Drive	8,200	8,200	Northbound - 64 Southbound - 62	Northbound - 63 Southbound - 57

^{*} Rounded to the nearest hundredth

Staff Report



To Committee of the Whole

Service Area Corporate Services

Date Tuesday, July 2, 2019

Subject Vacant and Excess Land Subclass Review

Report Number CS-2019-69

Recommendation

That the commercial and industrial vacant and excess land subclass discounts be phased out over two years beginning in 2020; reducing the discount from 30 per cent to 15 per cent in 2020 and fully eliminating the discount in 2021.

Executive Summary

Purpose of Report

To provide Council the background and information required to obtain Council's resolution necessary to phase out commercial and industrial vacant and excess subclass discounts over two years beginning in 2020.

Key Findings

Amendments to the Municipal Act outlined in Bill 70, Building Ontario Up for Everyone Act (Budget Measures), 2016 allow municipalities to make changes to their commercial and industrial vacant and excess land subclass discount program. This amendment allows municipalities to decide, at the local level, the best way to achieve tax fairness for all property taxpayers. Currently, in Guelph commercial and industrial land assessed as vacant or excess receive a 30 per cent tax rate discount.

Feedback from all property owners in Guelph was sought to determine their preference for the future of the tax rate discount. Three options were provided through an online survey: keep the current tax rate discounts, eliminate the discounts in 2020, or phase out the discounts over two years, starting in 2020. The overwhelming response from the survey shows the preference of Guelph taxpayers is to eliminate the subclass discounts.

After considering this feedback and evaluating the best interests of all taxpayers, staff recommends that the commercial and industrial vacant and excess land subclass discounts be phased out over two years beginning in 2020.

Financial Implications

Eliminating subclass discounts will not change the overall amount of revenue raised through taxation; it will only change the distribution of taxes between all property classes. Currently, the 30 per cent tax rate discount is applied to 229 properties in the subclass discount program totaling \$925,000; this discount to commercial and

industrial vacant and excess land property owners is funded by all other taxpayers, including \$683,000 from residential taxpayers.

The recommendation will remove the unfair advantage received over the past 21 years and result in an increase in the city tax rate for commercial and industrial vacant and excess land by approximately 21.2 per cent in 2020, with a similar tax rate increase in 2021.

The city tax rate for all other property classes will decrease by approximately 0.19 per cent in 2020, with a similar decrease in 2021. This will annually shift a total of approximately \$463,000 in taxes away from other property tax classes, including \$342,000 from residential taxpayers, to commercial and industrial vacant and excess land property owners in each of 2020 and in 2021.

Report

Background Information

The commercial and industrial vacant and excess land subclass discount program, herein referred to as subclass discount, was introduced in the 1998 provincial tax reform. Prior to 1998, all properties were taxed a realty mill rate and those properties with businesses were taxed a business mill rate in addition to the realty mill rate. With the 1998 tax reform and shift to tax classes and market value assessment, all properties in the same property class were now taxed at the same rate, regardless of any improvements to the property. Subclass discounts were intended to offset potential tax increases owners of commercial and industrial vacant and excess land may be exposed to because of tax reform, as their new tax rate associated with their property class may have been higher than their previous realty mill rate.

When subclass discounts were introduced in 1998, the prescribed discount was 30 per cent for commercial properties and 35 per cent for industrial properties. In 2018, the industrial subclass discount was reduced to 30 per cent to promote equity between the industrial and commercial property classes.

Currently, the 30 per cent tax rate discount is applied to 229 properties in the subclass discount program totaling \$925,000; this discount to vacant and excess land property owners is funded by all other taxpayers, including \$683,000 from residential taxpayers.

Subclass Discounts Review

Since tax reform, municipalities have been concerned with the inequity created by subclass discounts. The subclass discount benefit is provided to a small percentage of property owners but the cost is funded by all other property owners. In response to this concern, the Province amended the Municipal Act with Bill 70, Building Ontario Up for Everyone Act (Budget Measures), 2016. The amendment allows municipalities to make changes to their subclass discounts as seen fit, up to and including eliminating altogether. Any proposed changes to subclass discounts must be approved by Council resolution in order to be included in a future Ontario regulation.

Further to Bill 70, the Ministry of Finance is phasing out subclass discounts on education tax rates. In Guelph in 2018, a common discount of 30 per cent was

used. In 2019, the discount is reduced to 15 per cent. In 2020, the discount will not exist at all for education tax rates.

In reviewing the future of subclass discounts, staff wanted to ensure equity and fairness for all property owners. Part of this involved waiting to see the direction of comparable municipalities across the province. Comparable municipalities that have reviewed their subclass discount program and recommended changes are:

- The Region of Waterloo (includes Kitchener, Waterloo and Cambridge) and the Region of Durham (includes Oshawa, Ajax, Whitby and Pickering) will no longer give subclass discounts effective for 2019.
- The Region of Halton (includes Burlington, Halton Hills, Milton and Oakville) has received Council support to eliminate subclass discounts after 2019.
- The County of Wellington has received Council support to eliminate subclass discounts in 2019.

Subclass Discount Options

With equity and fairness in mind, three options have been presented by staff: keep subclass discounts as is, eliminate subclass discounts in 2020, and phase out subclass discounts over two years beginning in 2020. Benefits and drawbacks of each option are provided below:

Option 1: Keep the current tax rate discounts

Commercial and industrial vacant and excess land owners will continue to receive a 30 per cent tax rate discount on their property taxes. All other property classes will continue to subsidize this discount. For 2019, the discount amounts to approximately \$925,000 that all other property classes subsidize.

Note: This option is not consistent with the Ministry of Finance's two-year education tax rate phase out process in place for 2019 and 2020.

Option 2: Eliminate the discounts in 2020

With this option, subclass discounts will be eliminated in 2020. This will increase the tax rate for commercial and industrial vacant and excess land by 42.31 per cent. (The tax rate increase is based on the 2019 assessment roll return. The actual tax rate impact will differ slightly based on changes to the City's assessment base.) This will shift a total of approximately \$925,000 in taxes away from other tax classes and onto commercial and industrial vacant and excess land property owners in 2020.

While eliminating the discount in 2020 will give property owners time to prepare and budget for a tax rate increase before the changes come into effect, it does not spread out that impact over two years.

The tax rate for all other property classes will decrease by 0.38 per cent. (The tax rate decrease is based on the 2019 assessment roll return. The actual tax rate impact will differ slightly based on changes to the City's assessment base.)

Note: Eliminating the tax rate discount immediately is not consistent with the Ministry of Finance's two-year education tax rate phase out process in place for 2019 and 2020.

Option 3: Phase out the discounts over two years, starting in 2020

This option will see a phase out of subclass discounts starting in 2020, and an elimination of the discounts in 2021. This will increase the tax rate for commercial and industrial vacant and excess land by 21.20 per cent in 2020, with a similar tax rate increase in 2021. (The tax rate increase is based on the 2019 assessment roll return. The actual tax rate impact will differ slightly based on changes to the City's assessment base.)

This option will give property owners in this subclass time to prepare and budget for the tax rate increase which would be spread out over two years, reducing the immediate impact in 2020.

The tax rate for all other property classes will decrease by 0.19 per cent in 2020, with a similar decrease in 2021. (The tax rate decrease is based on the 2019 assessment roll return. The actual tax rate impact will differ slightly based on changes to the City's assessment base.) This will shift a total of approximately \$463,000 in taxes away from other property tax classes and to commercial and industrial vacant and excess land property owners in 2020 and in 2021.

This option in combination with the Ministry of Finance's two-year education tax rate phase out process in place for 2019 and 2020 provides a three-year complete phase out period of the subclass discounts for both the City and education taxes.

Consultation Process

In order to solicit feedback from all taxpayers in the City, an online survey was published May 14 through May 27, 2019. A media release was issued May 15, 2019 drawing attention to the survey and information explaining subclass discounts was posted on the City's website and social media accounts. A link to the survey was included with the Business Development and Enterprise Mind Your Business May 2019 email newsletter. At least one local media outlet picked up on the media release and published or aired articles which further publicized the request for feedback.

Consultation Results

Survey respondents were asked which of three options for the future of subclass discounts they preferred or if they were unsure. The survey also asked for general comments on subclass discounts before asking respondents to identify as either a City of Guelph resident or property owner (or both), or a commercial or industrial property owner with vacant or excess land.

The overwhelming response from the survey show the preference of Guelph taxpayers is to eliminate the subclass discounts. Comments in the survey indicated discontent with the subclass discounts being funded by all other taxpayers who do not benefit from it.

Complete survey results are included in the report as Attachment-1 Subclass Discounts Survey Results.

Recommendation

Staff want to create a tax system where all property owners pay their fair share. Once eliminated, all other property classes will not have to subsidize, or make up the difference of, the discounted payments from the commercial and industrial vacant and excess land subclass.

Staff's recommendation is to eliminate the subclass discounts over two years, starting in 2020 (see option 3 above).

Phasing out the subclass discounts over two years will lessen the annual impact of the tax rate increase, to those properties in the commercial and industrial vacant and excess land subclasses and will provide time for property owners to plan and budget for the increase.

This plan will also follow the Ministry of Finance's two-year phase out of the education tax rate discount.

Financial Implications

Eliminating subclass discounts will not change the overall amount of revenue raised through taxation; it will only change the distribution of taxes between all property classes. Currently, the 30 per cent tax rate discount is applied to 229 properties in the subclass discount program totaling \$925,000; this discount to vacant and excess land property owners is which is funded by all other taxpayers, including \$683,000 from residential taxpayers.

The recommendation will remove the unfair advantage received over the past 21 years and result in an increase in the city tax rate for commercial and industrial vacant and excess land by approximately 21.20 per cent in 2020, with a similar tax rate increase in 2021.

The city tax rate for all other property classes will decrease by approximately 0.19 per cent in 2020, with a similar decrease in 2021. This will on an annual basis shift a total of approximately \$463,000 in taxes away from other property tax classes, including \$342,000 from residential taxpayers, to commercial and industrial vacant and excess land property owners in each of 2020 and in 2021.

Consultations

Business Development and Enterprise Community Engagement Corporate Communications

Corporate Administrative Plan

Overarching Goals

Financial Stability

Service Area Operational Work Plans

Our Resources - A solid foundation for a growing city

Attachments

Attachment-1 Subclass Discounts Survey Results

Departmental Approval

James Krauter, Manager of Taxation and Revenue / Deputy Treasurer

Report Author

Greg Bedard, Supervisor, Property Tax

Tara Baler Approved By

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Recommended By

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Survey Report

13 May 2019 - 27 May 2019

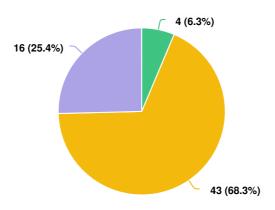
Your feedback please

PROJECT: Vacant and excess land subclass tax discount program

Have Your Say Guelph



Q1 Which of the three options below do you prefer?



Question options

- 1. Keep the current tax rate discounts.
 2. Eliminate the discounts in 2020.
- 3. Phase out the discounts over two years, starting in 2020.

(63 responses, 0 skipped)

Q2 Please tell us any comments you have about your choice above.

N. Page

5/15/2019 07:19 AM

topher

5/15/2019 08:13 AM

M. Moore

5/15/2010 08:42 AM

LMC

5/15/2019 11:12 AM

Cindy

5/15/2019 02:55 PM

Andrea

5/15/2019 02:56 PM

geordie

5/15/2019 05:42 PM

ibarker@golden.net

5/15/2019 06:39 PM

RWM

5/15/2019 07:52 PM

Tyler Livingstone

5/16/2019 12:01 PM

fionadouglas

5/16/2019 12:05 PM

Josh Nasso

5/16/2019 12:09 PM

bill345

5/16/2019 02:46 PM

If businesses want to buy property, they need to pay for it...whether they are using it or not. Loblaws has sat on property for 20 years, not building, holding the neighbourhood hostage since no one else will build a grocery store close to Loblaws property...and they have been receiving a discount on taxes that whole time? We can give them all some leniency by phasing in the adjustment over 2 years though. ;)

The backgrounder does not give any "big picture" information about these choices. Like, if a business or industry is now to pay more in tax, is there a risk they would relocate? Or why have commercial properties been given the discount in the first place?

No other sector of our population gets a discount on property taxes, so businesses shouldn't either. The sooner this is removed the better.

It's not fair to the main tax base to cover the cost for these vacant lands.

Owners of vacant land, excess land and unoccupied commercial rental space have no incentive to develop, sell or lower rents on those spaces when they recieve a tax rebate. This stops economic growth

I pay full taxes on two properties, should I get a discount too. Why is it empty, maybe if the discount was removed these spaces would be filled it for much needed low income and vulnerable housing.

This should be extended to empty residential properties. There are 5 such on my street. It is not just that they are NOT available for people to live in, they are also fire hazards, as they contain hoarded materials.

I an enraged (read that as emphatically as you can; I have lived in Guelph since 1947) that they get this discount, for basically speculating. Incredibly upset to learn this.

This discount encourages land speculators and it encourages absentee landlords to neglect their properties. It should never have been allowed and should be removed immediately. Furthermore, the city should consider a surcharge for vacant land to discourage speculation.

Allowing owners to keep these lands vacant effectively increases the vacancy rate. Eliminating this discount will force owners to either sell the land or lease/rent which will in turn drive more competitive pricing in the market overall

Owners should be discouraged from keeping the lands vacant. As a result of eliminating the taxes, the market will have more competitive pricing.

Owners should be discouraged from keeping the lands vacant. As a result of eliminating the taxes, the market will have more competitive pricing.

Any land that has been or will be bequeathed to the City or set aside for community benefit should not be included in this plan to end discounts.

Steven Huggins

5/17/2019 08:15 AV

Boudica75

5/17/2019 10:18 AM

Bill Hulet

5/18/2019 07:09 PM

Josh

5/21/2019 07:27 AM

Ben

5/23/2019 08:44 AM

edgar

5/23/2019 08:59 AM

Cathy Aldersley

5/23/2019 04:40 PM

tjo

5/24/2019 01:46 PM

Jess

5/24/2019 05:35 PM

Danielle

5/25/2019 05:59 AM

KuustaLB

5/25/2019 09:30 AN

I think the current discounts disinsentive people holding the lands to build on them or sell them to someone who will build on them. I think a number of properties are being horded in the commercial designation in hopes that they will be able to sell them in the future as reclassified mixed use residential, where the land can have a much higher value. By removing this tax break we may see progress in development of these parcels, or where existing vacant properties exist provide incentive to lower rents to attract potential employers. Removing these discounts will encourage large property owners to either get on with planned developments, or sell the land to someone who is ready to do so. There are many desolate tracts of land around the city that create an eyesore and stifle development of needed services (for example, the eastend food desert issue). No more unfair favours to developers at the expense of residents please.

I resent my taxes subsidizing vacant properties when we are in the midst of an insane escalation of property prices! Maybe if owners don't have these subsidies they'd be willing to cut deals with people who want to buy or rent the property!

There is already enough of the kind of development that is getting the discount. It is time to actually earn our reputation as a green city and develop a green future.

Previously there was a distinction on commercial properties between "realty tax" which was paid by the property owner and "business tax" which was paid by the business operators. It made sense that, if part of the building was vacant and was not generating any business income, the portion of the tax for such area would be only for "realty tax". That system was scrapped and replaced with a rebate on property tax for vacant units. Now even the rebate on vacant units has been scrapped. Now it is being proposed to possibly eliminate "vacant and excess land subclass rate discount", even though nothing on the land is generating any income! Please, let's retain some common sense!

taxes are currently high.we do not need to fund for others.

If the discount is eliminated, the incentive to move the land into a status that will encourage building. Additionally, the balance of the City of Guelph taxpayers should not have to fund this discount.

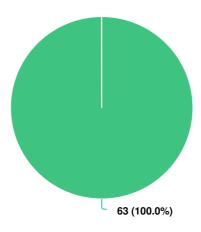
we need smart development and we needed it now. Why give developers more incentive to sit on land.

A phased-in option gives landholders the option and time to sell or develop properties without incurring unexpected expenses. Most 2020 budgets have been set or in development already, this gives landholders the ability to develop over a 2 year period to create services/jobs for the people of Guelph. To align with province and other municipalities. Although you could argue a phased in period would provide more notice, ultimately business have benefitted from a discount which the remaining tax base subsidizes. Providing discounts on vacant land dis-incentivizes developing said land -- a known problem in the East end and elsewhere. We need to make use of all

available space, empty lots/land make no sense in Guelph given the constraints on housing we are already experiencing.

Optional question (24 responses, 39 skipped)

Q3 We want to know a bit about you. Please choose the option below that most closely describes you.



Question options

I am a resident of Guelph or a property owner in Guelph, or both.
 (63 responses, 0 skipped)

Staff Report



To Committee of the Whole

Service Area Corporate Services

Date Tuesday, July 2, 2019

Subject 2019 First Tri-annual Capital Variance Report

Report Number CS-2019-21

Recommendation

1. That the report CS-2019-21, titled 2019 First Tri-annual Capital Variance Report and dated July 2, 2019, be received.

2. That \$1,100,000 be transferred from capital account WT0013 Burke Well Treatment to WT0041 Membro Well Facility Upgrades for the new works required as per the Ministry of Environment, Conservation and Parks change in the Water Street Wellfield permit-to-take-water.

Executive Summary

Purpose of Report

This report provides a summary of the 2019 capital spending for the year-to-date (YTD) as of April 30, 2019, and highlights significant capital project activity and milestones.

This report also serves to notify of any deviations from the approved capital plan.

Key Findings

On an annual basis, the City approves the capital budget. The 2019 capital budget is the City's plan to take care of its assets and plan for future growth while also focusing on the community's health and safety and meeting legislative requirements all while balancing affordability for our citizens and businesses.

For 2019, City Council approved a capital budget of \$87.4 million and as of April 30, 2019, had approved an additional \$2.1 million through special motions and/or due to receipt of additional funding. This is in addition to the carry-over budget amount from 2018 unspent capital of \$165.3 million.

This report reflects 2019 spending totaling \$19.3 million; an increase in spending during this period over 2018 by \$8.0 million.

Below is the capital activity for 2019, all numbers are in thousands.

Details are provided in Attachment-2.

Capital variance	Tri-annual 1
2018 carry-over budget	165,260
2019 capital budget, approved	87,370
2019 additional approved funding	2,052
Available capital funding for 2019	254,682
2019 capital spending	19,303
Open purchase orders	56,881
Projects closed	0
Total spending and commitments	76,184
Uncommitted approved budget	178,498

Financial Implications

Ongoing monitoring of capital spending ensures that projects are delivered as intended and that any financial impacts are addressed proactively.

Report

Details

Staff is reporting on a tri-annual basis to ensure timely, transparent and meaningful reporting. This report provides a summary of the 2019 capital spending as of April 30, 2019, and highlights significant capital project activity and milestones.

Budget carried over from 2018 was \$165.3 million, Council approved a 2019 capital budget of \$87.4 million in February 2019; as well, capital budget additions of \$2.1 million have been made since that time; details are provided in Attachment-1.

This provides for a total available budget in 2019 of \$254.7 million.

The total year-to-date capital spending is \$19.3 million, which is \$8.0 million higher than the same period last year.

Outstanding purchase order (PO) commitments total \$56.9 million as of April 30, which is \$20.4 million less than April 30, 2018.

As in the previous tri-annual capital variance reports, this report follows the Program format that was used during the 2019 budget and will continue to be used for future capital planning purposes. This format aligns the capital reporting with the fully service-oriented structure that is presented in the Corporate Asset Management Plan.

Each Program of Work (Program) provides a summary of available funding, spending YTD and outstanding PO commitments in the purchasing system. They

also include summaries regarding key projects and issues. Any significant differences from the approved capital budget are included.

For further information on the City's current Tier-1 projects please visit the City's website: https://guelph.ca/living/construction-projects/

Program of Work Summaries

(all figures reported in thousands unless otherwise noted)

Contaminated Sites

This Program focus is on managing the City's contaminated site liabilities in order to: protect the City's drinking water, reduce public health and safety risks, invest in land for potential divestiture or redevelopment, revitalize neighbourhoods, and be compliant with the Ministry of the Environment, Conservation and Parks (MECP) guidelines.

Capital variance	Tri-annual 1
2018 carry-over budget	3,839
2019 capital budget, approved	3,325
2019 additional approved funding	0
Available capital funding for 2019	7,164
2019 capital spending	289
Open POs	1,528
Projects closed	0
Total spending and commitments	1,817
Uncommitted approved budget	5,347

The removal of the existing fueling system at 45 Municipal Street is continues with expected completion in the third quarter (Q3) 2019. Total spending incurred YTD is \$108, the balance of \$644 is expected to be incurred prior to year-end.

Monitoring and remediation continues at 200 Beverley Street, it is estimated that active remediation work will begin in Q3 2019 and continue into 2020. Total spending YTD is \$103, with \$2.6 million in approved funding for remediation work.

In addition to these two initiatives, progress continues on the remediation of Goldie Mill Park, construction will begin in Q3 2019 and be finalized by the end of the year.

Environmental, archeological, geotechnical investigation and remediation of the Baker Street parking lot site will be undertaken between the second quarter (Q2) and the fourth quarter 2019 in preparation of the site for the Baker Street redevelopment being planned in partnership with Windmill Development Group.

Additional work for the Fountain Street environmental and historical landfill investigations will be undertaken starting in Q2 2019.

There are no projects currently at risk of budget overage. The unknown conditions of the sites are the driver of the delays on some projects, which makes it difficult to predict the exact time of project completion.

Corporate Projects

This Program is focused on ensuring the overall administrative operations of the corporation are able to effectively deliver service and guidance to the City's external facing service delivery areas. Providing corporate standards ensure that citizens experience a consistent look and feel in their interactions with the corporation.

Capital variance	Tri-annual 1
2018 carry-over budget	15,813
2019 capital budget, approved	8,361
2019 additional approved funding	(763)
Available capital funding for 2019	23,411
2019 capital spending	1,856
Open POs	4,462
Closed projects	0
Total spending and commitments	6,318
Uncommitted approved budget	17,093

In 2018, the Municipal Innovation Exchange (MIE) and the SMART Cities Challenge (SMART) were incorporated into the City's capital portfolio. In April 2019 the provincial government announced that the MIE funding had been cancelled, however, the City has obtained an extension to March 31, 2020 which is being finalized with the province. The combined City/County SMART proposal was successful in obtaining the \$10 million Federal grant, and will be reflected in the capital budget once Council approves a transfer payment agreement. Additional information is available on the City's external web site: https://guelph.ca/city-hall/city-administrators-office/smart-cities-challenge/

The City's fleet replacement program accounts for 27 per cent of this Program and in order to ensure appropriate asset management principles were being applied, the annual vehicle and equipment replacement program was paused while the lifecycle assumptions of all vehicles were assessed; this has led to lower than budgeted spending of only \$252 in 2019.

Total IT spending in 2019 is \$232 which is primarily lifecycle replacement, and upgrades and implementation of new purchasing and inventory modules to JD

Edwards. Further, planning and sourcing of a new Corporate Maintenance Management System is underway, with implementation expected in 2020.

Significant planning work continues related to Clair-Maltby Secondary Plan, including environmental assessment and infrastructure planning.

The Hanlon Creek Business Park project update was recently approved by Council, with environmental monitoring, appraisals and minor construction work to be completed in 2019. Refinement of cost estimates is underway based on detailed designs, with construction expected in Q3 2019.

Emergency Services

This Program is ensuring that our emergency service providers have the vehicles, equipment and facilities required to effectively deliver critical community services. This requires that their assets are in working and reliable condition and are replaced at the right time. Projects in this Program are directed by industry best practice and service-specific legislation.

Capital variance	Tri-annual 1
2018 carry-over budget	8,660
2019 capital budget, approved	4,926
2019 additional approved funding	0
Available capital funding for 2019	13,586
2019 capital spending	1,936
Open POs	4,107
Closed projects	0
Total spending and commitments	6,043
Uncommitted approved budget	7,543

In 2019, the Guelph Police Services (GPS) Headquarter renovation expenses were \$1.3 million YTD. Additional information is available through the City's Tier-1 process webpage.

Additional GPS project spending totalled \$597 for 2019 YTD. This spending was focused on Information Technology (IT) infrastructure upgrades and vehicle and equipment replacement. These projects allow officers to have critical information and tools available when needed.

Continued spending on equipment and vehicle lifecycle related projects for Fire, Paramedic and Police services is planned through 2019.

Open Spaces, Recreation, Culture and Library

Leisure and active living play a critical role in providing Guelph residents and visitors options to support their quality of life, health and well-being. Social, cultural and recreational infrastructure is a key indicator for quality of life and serves as visitor destinations, which stimulates the local economy.

Capital variance	Tri-annual 1
2018 carry-over budget	13,309
2019 capital budget, approved	7,916
2019 additional approved funding	82
Available capital funding for 2019	21,307
2019 capital spending	1,417
Open POs	3,707
Closed projects	0
Total spending and commitments	5,124
Uncommitted approved budget	16,183

Development of the Baker Street site continues, including the planning and design of the new main library with spending of \$500 YTD on these activities leading to the recent public presentation of preliminary designs. Work will continue based on feedback and direction from the Guelph Public Library Board and Council.

Technical upgrades at the River Run Centre of \$108, are under way with additional equipment of \$200, being tendered in Q2.

Park planning work is under way with a number of tenders expected to be awarded by end of Q2 with work to be completed through the summer and fall.

Solid Waste Services

This Program provides for continued customer service, growth, site compliance and maintenance of critical infrastructure required to maintain diversion of waste from landfill. It minimizes landfill disposal costs while reducing the environmental footprint of waste management operations in the City.

Capital variance	Tri-annual 1
2018 carry-over budget	5,948
2019 capital budget, approved	3,107
2019 additional approved funding	0
Available capital funding for 2019	9,055
2019 capital spending	694
Open POs	571
Closed projects	0
Total spending and commitments	1,265
Uncommitted approved budget	7,790

Total spending was \$694 as of April 30, 2019 which includes the purchase of a new front-load waste packer. The vehicle has been put into operation to introduce the City's new multi-residential waste collection program for residents not able to be serviced by the current side load trucks.

Work driven by the inventory and condition assessment at the Dunlop Drive site is ongoing; this work is prioritizing the required renewal work to be incorporated into the capital forecast for 2020 and beyond.

Spending on equipment and facility lifecycle is planned to continue in 2019; this includes purchase of a second front-load waste packer, planning and construction of a second public drop-off scale and additional minor upgrades and renewal to existing facilities.

Stormwater Services

This Program involves constructing, operating, maintaining and improving the City's existing Stormwater Management infrastructure for the purpose of providing flood and erosion control, water quality treatment and environmental protection.

Capital variance	Tri-annual 1
2018 carry-over budget	10,160
2019 capital budget, approved	4,684
2019 additional approved funding	0
Available capital funding for 2019	14,844
2019 capital spending	609
Open POs	3,446
Closed projects	0
Total spending and commitments	4,055
Uncommitted approved budget	10,789

The construction of the snow disposal facility located west of the Wastewater Treatment Plant was awarded and is scheduled to be completed by Q3 2019. The construction of this facility began April 1, 2019 with the goal to begin operations in 2019/2020 winter season.

Stormwater pond rehabilitation work will continue through the year, utilizing funding from the Federal and Provincial governments to complete work through the Clean Water and Wastewater Fund program.

In coordination with other linear reconstruction work, significant stormwater infrastructure was replaced and upgraded as part of the work on the Bull Frog stormwater system at Elizabeth Street.

The extensive condition assessment for the stormwater system infrastructure completed in 2017, provided an overview of the system structure. City staff continues reviewing the impact of the study and prioritizing activities accordingly. This is the case with the sewer rehabilitation project, which requires further investigation in 2019. The results will guide staff in tendering future work to maintain assets in compliance with the MECP.

Transportation Services

This Program captures the network of services and assets that enable the flow of people and goods throughout the city, including: Guelph Transit, Parking, Traffic Management and Infrastructure Development both above and below ground, in the road and right-of-way.

The Program provides for the rehabilitation, renewal, replacement and construction of assets ranging from road surfaces and traffic signals to buses and bus shelters, as well as active transportation routes and parking facilities.

Capital variance	Tri-annual 1
2018 carry-over budget	39,741
2019 capital budget, approved	14,502
2019 additional approved funding	2,734
Available capital funding for 2019	56,977
2019 capital spending	8,105
Open POs	18,130
Closed Projects	0
Total spending and commitments	26,235
Uncommitted approved budget	30,742

Total spending of \$8.1 million as of April 30, 2019 was mainly due to; Wilson Parkade construction (\$2.0 million), road reconstruction related to linear upgrades (\$1.4 million) and the purchase of the LED light fixtures for the City-wide street light replacement (\$3.2 million).

Additional information on the Wilson Street reconstruction and parkade, and the Norfolk Street Foot Bridge can be found on the City's website as part of the Tier-1 project page.

The Niska Road: City boundary/Downey Road project continues, with the construction of the road component completed and the two-lane bridge replacement in place, the balance of work is related to surface asphalt on the road and bridge. Additional information is available on the City's website on the Construction Projects page.

Progress continues to be made on the multi-use path along Woodlawn Road, with the section between Silvercreek Parkway and Regal being partially paved; the balance is expected to be completed in Q2 2019 related to paving and installation of soil and sod along the path.

The purchase of LED fixtures (\$3.2 million) is the first step in the overall project that will see all non-decorative street lights replaced by the end of 2020. The tendering of the purchase of the adaptive controls is expected to be completed in June 2019 followed by the negotiation of the installation contract. Installation is expected to begin in Q3 2019.

Wastewater Services

City staff continue to focus on the maintenance of critical infrastructure to avoid the risk of non-compliance and the higher costs of unplanned maintenance. Further benefits of this Program include: optimizing and increasing capacities of existing systems, reducing infiltration, protecting the natural environment, enhancing asset

management, and ensuring wastewater can be conveyed in a manner to satisfy capacity requirements for the City's Wastewater Treatment Plant.

Capital variance	Tri-annual 1
2018 carry-over budget	28,617
2019 capital budget, approved	13,104
2019 additional approved funding	0
Available capital funding for 2019	41,721
2019 capital spending	803
Open POs	7,491
Closed projects	0
Total spending and commitments	8,294
Uncommitted approved budget	33,427

Total spending of \$803 is made up of work at the Wastewater Treatment Plant and linear renewal and expansion.

Construction continued on the York Trunk Sewer across the city with YTD spending of \$275. This is a multi-year project which will provide the east side of the city with growth capacity for the Guelph Innovation District. The current phase is expected to be completed by August 2019.

Significant design work was completed related to linear systems and plant equipment renewal in 2018, but the major portion of this lifecycle work will continue in 2019. Included is siphon rehabilitation, plant generators, digester structural repairs, gas proofing and the aeration efficiency program.

The Corporate Asset Management division is continuing to work on the condition assessment of the Wastewater Treatment Plant. Progress has been made on the condition of the assets, although there is a delay due to a late start and inclement weather conditions. The project is expected to be completed by December 2019.

Consultation with the MECP continues regarding the re-rating of the current treatment plant capacity, a successful outcome will see the plant continue to meet growth demands without the requirement to significantly expand in the near future. This would provide long-term cost savings to residents and businesses.

Water Services

By proactively creating additional supply and renewing our existing systems, the City is focused on ensuring a safe and reliable source of water for existing customers and to meet the needs of growth.

Capital variance	Tri-annual 1
2018 carry-over budget	39,173
2019 capital budget, approved	27,445
2019 additional approved funding	0
Available capital funding for 2019	66,618
2019 capital spending	3,595
Open POs	13,438
Closed Projects	0
Total spending and commitments	17,033
Uncommitted approved budget	49,585

Construction continued through the year on the Paisley feeder main to the west portion of the city for \$486; Phase 1 is being completed, with only surface work outstanding, Phase 2 is currently under construction. Once completed in 2020, this multi-year project will provide the west side of the City with required redundant water supply and growth capacity.

Construction of the Burke Well treatment facility has reached substantial completion with the public notice on June 6, 2019. Combined with ongoing distribution system, flushing and swabbing activities, this new treatment facility provides residents in the south end with clear, colour-free water. Surplus funds from this project are being recommended to be reallocated to work required at the Membro Well as per changes required by the MECP.

Replacement of water pipes in conjunction with road reconstruction for York Road totaling \$1.0 million and other minor projects is progressing as expected.

Financial Implications

This is the first report of the year and in most areas, substantial work is just being started with awarding of contracts for the summer/fall construction season. Ongoing monitoring of capital expenditures against planned budget is a critical part of ensuring the expected outcomes are delivered from the City's capital program.

Consultations

Corporate Management Team

Corporate Administrative Plan

Overarching Goals

Financial Stability

Service Area Operational Work Plans

Our Services - Municipal services that make lives better Our Resources - A solid foundation for a growing city

Attachments

Attachment-1 2019 Additional Approved Capital Funding Attachment-2 2019 Capital Spending as of April 30, 2019

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Program of Work	Details	Addition (Reduction)
Corporate Projects		(Neduction)
Guelph Innovation District	Council decision to not proceed with acquisition	(665,000)
Victoria Road Recreation Centre	Funding from Corporate Projects for accessibility and energy upgrades	(98,465)
Subtotal	accessibility and energy upgrades	(763,465)
Open Spaces, Recreation, Culture and Library		
Facilities Renewal	Transfer funding to cover Transit facility	(44,400)
Wilson Street Public Art	work Move project from Transportation	27,730
Victoria Road Recreation Centre	Funding from Corporate Projects for	98,465
Subtotal	accessibility and energy upgrades	81,795
Transportation		
Community Buses	Approval of purchase of 5 buses through 2019 Operating budget	2,717,000
Wilson Street Public Art	Move project to Open Space, Recreation, Culture and Library	(27,730)
Facilities renewal	Transfer funding to cover Transit facility work	44,400
Subtotal		2,733,670
Total additional funding		2,052,000

Attachment 2 - 2019 Capital Spending as of April 30, 2019

Program of Work	Carry Over	2019	Adjustment	2019 Available Funding	2019 Actual Spending	Closed Projects	April 30, 2019 Balance	Open Purchase Orders	Uncommitted Approved Budget
Contaminated Sites	3,839,169	3,325,000	-	7,164,169	289,134		6,875,035	1,528,021	5,347,014
Corporate Projects	15,812,904	8,361,000	(763,465)	23,410,439	1,855,746		21,554,693	4,461,773	17,092,920
Emergency Services	8,660,378	4,926,000	-	13,586,378	1,935,629		11,650,749	4,107,139	7,543,610
Open Spaces, Recreation, Culture & Library	13,308,946	7,916,000	81,795	21,306,741	1,417,140		19,889,601	3,707,345	16,182,256
Solid Waste Services	5,948,168	3,107,000	-	9,055,168	693,700		8,361,468	571,346	7,790,122
Stormwater Management	10,159,665	4,683,700	-	14,843,365	609,263		14,234,102	3,446,442	10,787,660
Transportation Systems	39,741,406	14,502,000	2,733,670	56,977,076	8,104,986		48,872,090	18,130,042	30,742,048
Wastewater Services	28,616,928	13,104,400	-	41,721,328	802,841		40,918,487	7,491,463	33,427,024
Water Services	39,172,874	27,445,000	-	66,617,874	3,594,831		63,023,043	13,437,513	49,585,530
Total	165,260,438	87,370,100	2,052,000	254,682,538	19,303,270	-	235,379,268	56,881,084	178,498,184