

# Committee of the Whole Meeting Agenda

**Consolidated as of April 28, 2017**

**Monday, May 1, 2017 – 1:30 p.m.**  
**Council Chambers, Guelph City Hall, 1 Carden Street**

Please turn off or place on non-audible all electronic devices during the meeting.

Please note that an electronic version of this agenda is available on [guelph.ca/agendas](http://guelph.ca/agendas).

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## **Call to Order – Mayor**

### **Authority to move into Closed Meeting**

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to The Municipal Act, to consider:

#### **C-COW-GOV-2017.01 Council Briefing – Public Libraries Act**

Section 239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

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## **Closed Meeting**

**Open Meeting – 2:00 p.m.**

**Mayor in the Chair**

**Closed meeting Summary**

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

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## **Infrastructure, Development and Enterprise**

**Chair – Councillor Gibson**

### **Presentation:**

- a) Guelph and District Home Builders Association – 30 Year Membership Award  
Shawn Marsh, President, Guelph and District Home Builders Association

- b) Recognition of Adrian van Eck, Program Manager, Inspections – Graduation from the Association of Municipal Clerks and Treasurers of Ontario’s Executive Diploma in Municipal Management

## **Consent Agenda – Infrastructure, Development and Enterprise**

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.

### **COW-IDE-2017.20 Elementary School Speed Zone - Update**

#### **Recommendation:**

1. That all existing 30 km/h School Speed Zones be converted to 40 km/h speed zones.
2. That the 40 km/h School Speed Zones by time of day on arterial classified roads be extended to include roadways with 3000 annual average daily traffic.
3. That additional School Speed Zones be implemented based upon a number of factors such as fencing location, property line separation, location of school entrances, location of sidewalks and other mitigating factors that are present.
4. That Traffic Bylaw (2002) 17017 be amended to reflect the changes in speed limits and the additional new School Speed Zones as identified in Report IDE 17-60.
5. That Council request the Ontario Ministry of Transportation to amend Regulation 615 section 5 of the Highway Traffic Act to permit text tab signs indicating times and days when the reduced speeds in school zones are in effect.

### **COW-IDE-2017.21 Municipal Property and Building Commemorative Naming Annual Report**

#### **Recommendation:**

1. That Report IDE 17-56, from Infrastructure, Development and Enterprise titled “Municipal Property and Building Commemorative Naming Annual Report” be approved.
2. That the names and recommendations proposed by the Naming Committee listed in ATT-1 be approved.
3. That Council provide endorsement to the Naming Committee regarding future proposals to name non-City owned assets (GRCA lands).

**COW-IDE-2017.22      2017 Development Priorities Plan Summary**

**Recommendation:**

That Council approve a 2017 target for the draft approval of 286 housing units and the registration of 885 housing units within plans of subdivision in accordance with the 2017 Development Priorities Plan.

**COW-IDE-2017.23      Federation of Canadian Municipalities – Climate and Asset Management Network Application**

**Recommendation:**

That Council support the City of Guelph’s application to participate in the Federation of Canadian Municipalities – Climate and Asset Management Network.

**Items for Discussion – Infrastructure, Development and Enterprise**

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.

**COW-IDE-2017.24      Termite Control Program 2016 Annual Report**

**Presentation:**

Tim Myles, Program Manager, Termite Control

**Recommendation:**

That report 17-48 dated May 1, 2017 entitled “Termite Control Program 2016 Annual Report” be received.

**COW-IDE-2017.25      2016 Building Permit Revenue and Expenditures, Building Stabilization Reserve Fund, Annual Setting of Building Permit Fees and Building By-law Amendments**

**Presentation:**

Rob Reynen, Chief Building Official

**Recommendation:**

1. That Council approve the recommended building permit fees, included as Attachment 2, report IDE 17-45 titled “2016 Building Permit Revenue and Expenditures, Building Stabilization Reserve Fund, Annual Setting of Building Permit Fees and Building By-law Amendments” dated May 1, 2017, effective June 1, 2017.
2. That the Amending By-law, included as Attachment 3, report IDE 17-45 titled “2016 Building Permit Revenue and Expenditures, Building Stabilization Reserve Fund, Annual Setting of Building Permit Fees and Building By-law Amendments” dated May 1, 2017, be enacted to amend the Building By-law.

## **Chair and Staff Announcements - Infrastructure, Development and Enterprise**

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### **Chair – Mayor Guthrie**

#### **Consent Agenda – Governance**

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.

#### **COW-GOV-2017.01      CAO Performance Development Plan (PDP) Process**

##### **Recommendation:**

1. That the CAO Performance Development Plan process previously under the Governance Committee now be brought to Council through Committee of the Whole.
2. That the revised CAO Performance Development Plan Terms of Reference (Attachment 1) of report titled CAO Performance Development Plan (PDP) Process dated Monday, May 1, 2017, be approved.
3. That the CAO Performance Evaluation Process Summary (Attachment 2) of report titled CAO Performance Development Plan (PDP) Process dated Monday, May 1, 2017, be approved.

#### **Items for Discussion – Governance**

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.

#### **Review and Discussion Regarding Notices of Motion**

Councillor Hofland will speak to this item.

#### **Chair and Staff Announcements - Governance**

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**Chair – Councillor MacKinnon**

**Consent Agenda – Corporate Services**

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.

**COW-CS-2017.06                    2016 Operating Variance Report and Surplus and Deficit Allocation**

**56**

**Recommendation:**

1. That the Tax Supported surplus of \$3,079,939 be allocated to reserves; 150-Infrastructure Renewal reserve, and 180-Tax Rate Stabilization reserve as follows:

|                                      |             |
|--------------------------------------|-------------|
| Infrastructure Renewal reserve (150) | \$76,300    |
| Tax Rate Stabilization reserve (180) | \$3,003,639 |
| Total allocation                     | \$3,079,939 |

2. That the Water surplus of \$180,467 be allocated to reserve 181–Water Rate Stabilization reserve.
3. That the Wastewater surplus of \$840,098 be allocated to reserve 153-Wastewater Capital reserve.
4. That the Court Services surplus of \$484,958 be allocated to reserve 211–POA Contingency and 120–POA Capital as follows:

|                       |                  |
|-----------------------|------------------|
| POA Contingency (211) | \$242,479        |
| POA Capital (120)     | <u>\$242,479</u> |
| Total allocation      | \$484,958        |

**COW-CS-2017.07                    2016 Year-End Capital Variance Report**

**Recommendation:**

That the transfer of \$690,918 from the Services Related to a Highway Development Charge Reserve Fund (314) to capital account RD0267 Laird Road & Hanlon Expressway Interchange to fund over budget costs resulting from the agreement with the Ministry of Transportation, be approved.

**Items for Discussion – Corporate 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.

**COW-CS-2017.05                    Six Month Committee of the Whole Recap**

**Presentation:**

Stephen O’Brien, City Clerk

**Delegations:**

Hugh Whiteley

**Recommendation:**

1. That Guelph City Council Committee of the Whole governance structure remain in place.
2. That the Committee of the Whole meeting process be amended by changing the Chair's position to consist of one Chair appointed on a rotating basis, for the remainder of this term of Council and to be selected from the current Service Area Chairs.
3. That the remuneration for the Service Area Chairs be discontinued.
4. That staff conduct a calendar year review of the Committee of the Whole governance structure and report back in Q2 2018.

**Chair and Staff Announcements - Corporate Services**

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**Chair – Councillor Downer****Consent Agenda – Public Services**

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.

**COW-PS-2017.04      Business License Fees 2017****Recommendation:**

That staff be directed to prepare the necessary amendments to Business Licence By-law (2009)-18855, as amended to incorporate the 2017 fees as identified in Report # PS-17-06 dated May 1, 2017.

**COW-PS-2017.05      Refugee Support Program Review****Recommendation:**

That the Refugee Support Program be made a permanent program of the City of Guelph under the name "Welcome to Guelph Program" as outlined in Report # PS-1707 dated May 1, 2017.

**Chair and Staff Announcements - Public Services**

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**Mayor as Chair****Special Resolutions****CON-2017.10      City of Guelph and Guelph Public Library  
Governance – Mayor Guthrie's Motion for Which  
Notice was Given on March 20, 2017**

**Recommendation:**

That in collaboration with the Guelph Public Library, the current governance structure between the City of Guelph and the Guelph Public Library be reviewed to create or confirm governance and/or terms of reference best practices regarding the future development of a downtown main library and other branch locations.

- CON-2017.15**                    **Exploring Pathways for Aligning Guelph's Corporate Assets with the Low Carbon Economy – Councillor Gibson's Motion for Which Notice was Given on April 10, 2017 (Withdrawn by Councillor Gibson)**
- CON-2017.16**                    **Notice of Motion Policy – Councillor Wettstein's Motion for Which Notice was Given on April 10, 2017 (Removed – Motion Defeated at Council on April 24, 2017)**

**Adjournment**

# **Committee of the Whole Six-Month Review**

**Committee of the Whole  
Monday, May 1, 2017**



# Background

- In 2016, the City Clerk's Office was tasked with conducting a Meeting Management Review (MMR).
  - City's governance structure was reviewed as part of MMR.
- April 25, 2016
  - Council approved a Committee of the Whole (CofW) governance model and directed staff report back with on MMR and incorporating the CofW model.
- June 27, 2016
  - Council directed staff to make necessary changes and implement CofW governance model and report back to Council after six months of implementation.
- CofW structure effective September 2016.

# Anticipated CofW Improvements

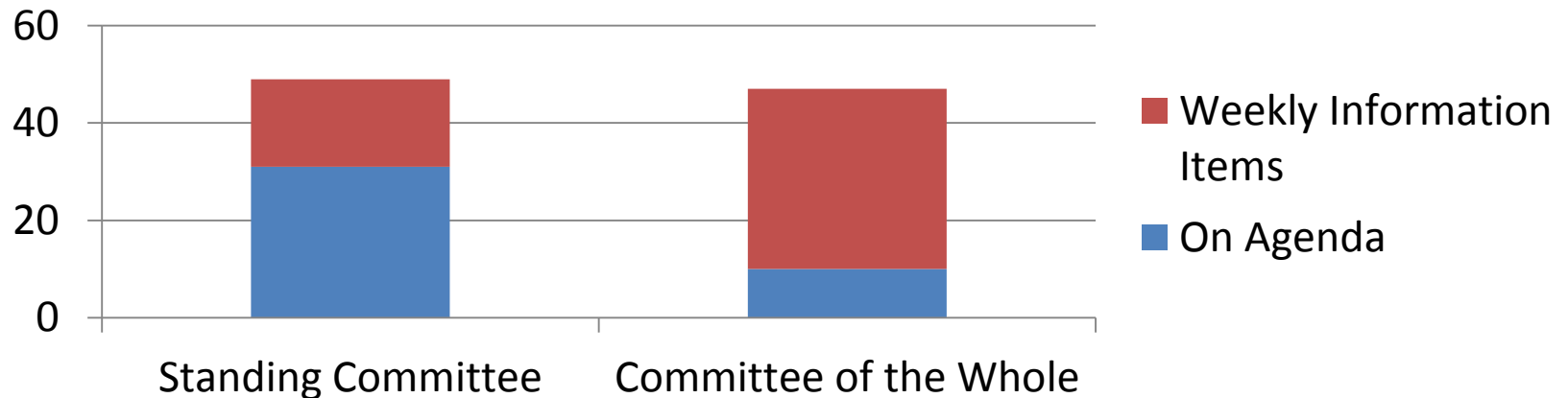
- For The Public:
  - Ability to delegate at both CofW and Council
  - Day and evening options for delegations
  - Improved efficiency in Council meetings
- For Council:
  - Streamlined meetings focusing on recommendations
  - Fulsome discussion with all members present at CofW
  - Reduced duplication at Council meetings
- Resource efficiencies:
  - Fewer agendas produced
  - Less information items on Agenda (receipt only reports)
  - Reduced items on addendum via more timely preparation of report (improved OT)

# Six-Month Review

- Direct comparison of the CofW system (September 2016 to February 2017) to the Standing Committee system (January to June 2016)
- Data taken from meeting and agenda statistics, resourcing statistics and survey results from all 13 Members of Council
- A full calendar year review will provide more data and will allow for more fulsome community engagement on the transition

# Agenda Statistics

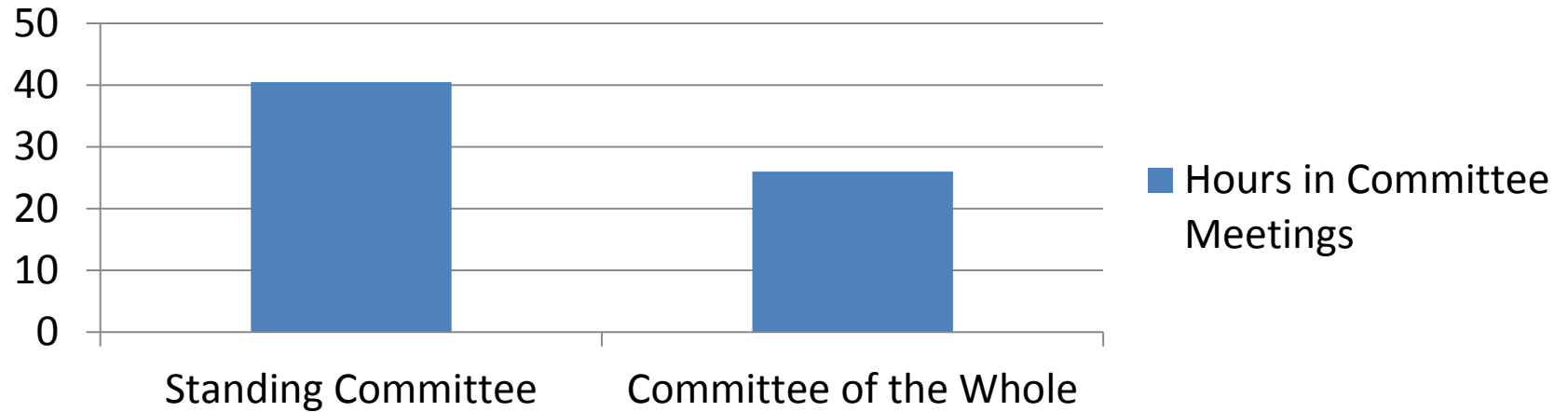
- Information Items (receipt only reports)



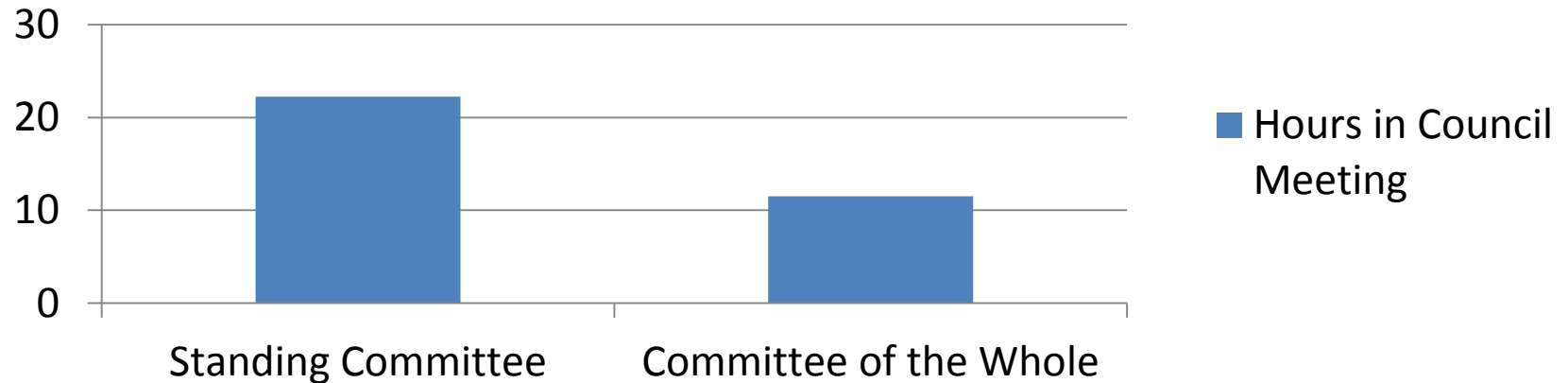
- Reports Added on Addendum/Consolidation
  - CofW – One (1) report
  - Standing Committee – Three (3) reports and three (3) attachments

# Meeting Statistics

## Hours in Committee Meetings



## Hours in Council Meetings

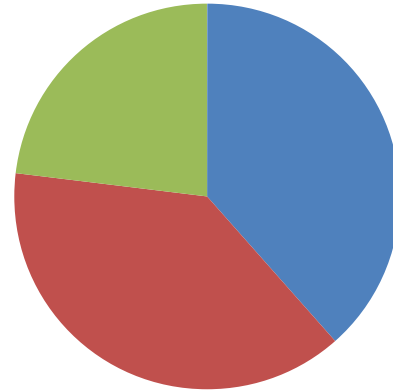


# Resourcing Statistics



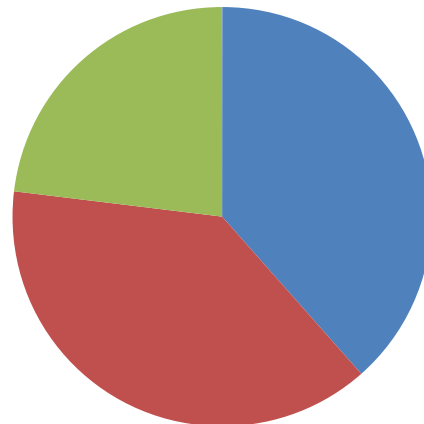
# Council Survey Results

Do you believe the Committee of the Whole system has streamlined and simplified the Council decision making process?



- Yes
- No
- About the Same

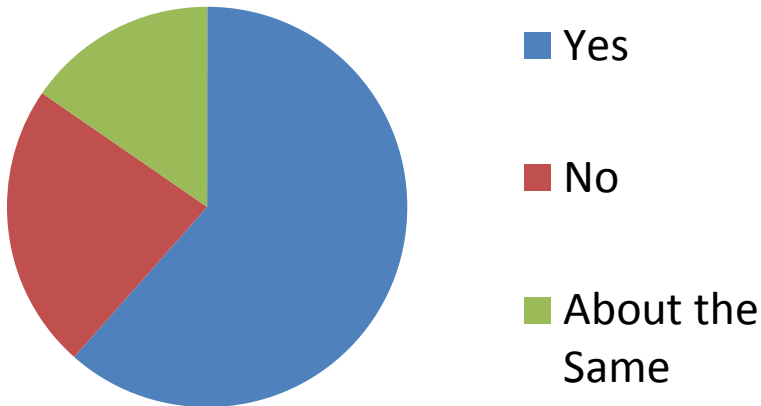
Do you believe the Committee of the Whole system has improved the efficiency and effectiveness of the public delegation and correspondence process?



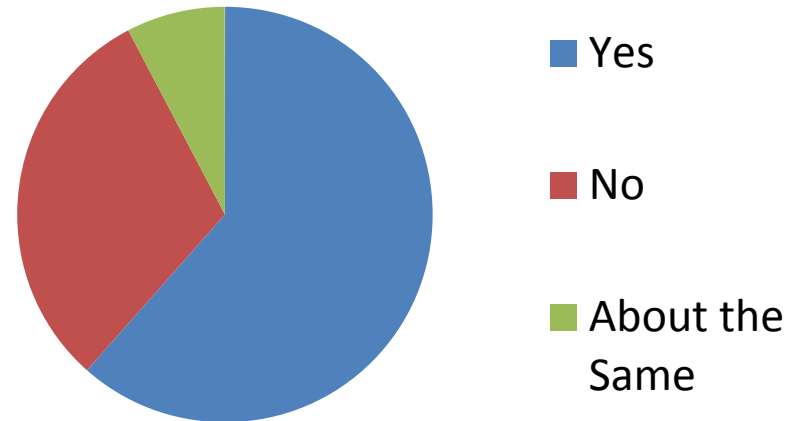
- Yes
- No
- About the Same

# Council Survey Results

Do you believe the Committee of the Whole provides a simplified and predictable meeting schedule for members of Council and the public?



Do you believe the updated agenda format has made it easier to read and understand Council and Committee of the Whole agendas?



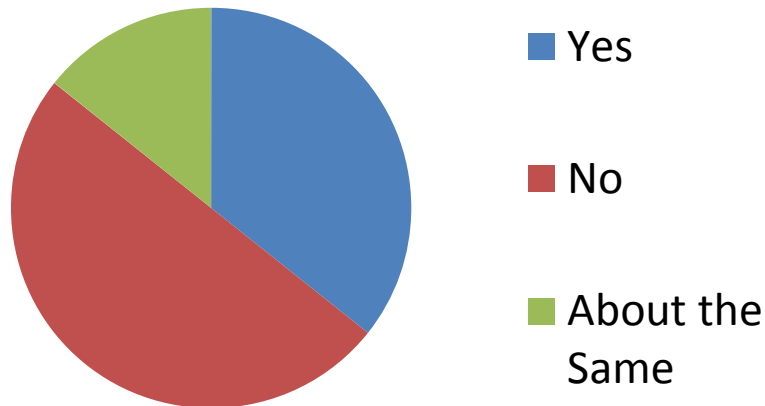
Do you believe the updated staff report template has made it easier to review and understand staff reports?



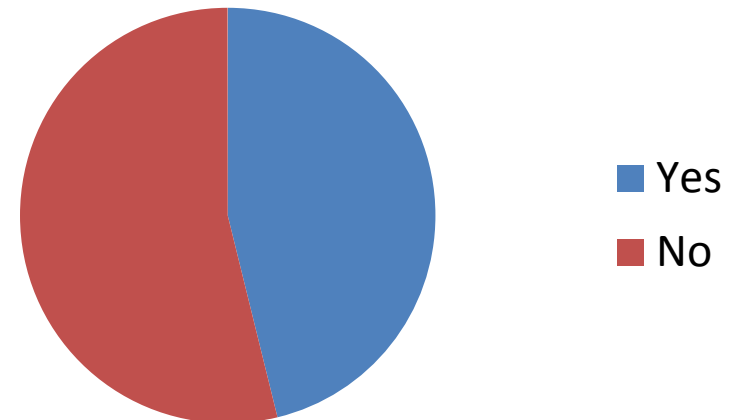


# Council Survey Results

Do you believe the Committee of the Whole system has reduced the amount of duplication between Committee and Council?



Do you believe the current system of Service Area Chairs at Committee of the Whole ensures efficient and effective meetings?



Please identify how you feel about the current Committee of the Whole system?



# Questions

Stephen O'Brien  
City Clerk

**Public Participation in Policy Development**  
The Key to Efficiency in Evidence-based Policy  
Development Is Community Engagement

A Presentation To COW  
May 1 2017

By Hugh Whiteley  
[hwhitele@uoguelph.ca](mailto:hwhitele@uoguelph.ca)

# Promoting an open and transparent government (1)

- A key feature of open government is effective community engagement that allows members of the public to influence policy decisions.
- As noted in Guiding Principles for Community Engagement early engagement and access to decision making are important principles.
- Delegating to COW and/or City Council after recommended actions are formulated is not effective community engagement

# Promoting an open and transparent government (2)

- Major Changes in policy should always have a Community Engagement process completed before the change in policy is presented to COW.
- To confirm the requirement for Community Engagement in Major Changes in Policy this requirement should be added to Corporate Administrative Plan – Overarching Goals As:
- “Incorporating Community Engagement in Policy Development”

# Promoting an open and transparent government (3)

- One of the decisions that should include Community Engagement is what to include in staff work plans.
- I am not aware of any structured opportunity for the community to influence the choice of issues needing attention in the next year.
- For example I see a need for consideration of a transfer of some or all of the GRCA lands in Guelph to the City for optimal management - how can this be raised for consideration ?

# Example of Issues with GRCA ownership of land in Guelph

- The City and its citizens recognize “the significance of these spaces” (GRCA Lands) “within the City’s open space system”.
- 1) GRCA isn’t comfortable providing a blanket letter allowing the City to name our properties or infrastructure (formally). We would ask to be consulted as needed.
- 2) Trails and associated infrastructure is considered municipal infrastructure- so you can name the trails as you see fit. In the case of the termination of the Maintenance Agreement, it is the City’s responsibility to remove all infrastructures from GRCA lands (including trails).

# Example of Issues in Crane Park Planning

- The current scope of work for Crane Park is to complete an EIS that will inventory where trails both formal and informal currently exist in the park, what natural heritage elements exist and where it would be appropriate to place trails within the park.
- Crane Park is located adjacent to Grand River Conservation Authority (GRCA) land that includes the Kortright Waterfowl Park, where a number of informal trails in Crane Park have alignments that enter onto GRCA lands.
- **Currently the City has no agreement with GRCA to promote public access from City lands onto the GRCA lands.**



# Recommendation

- Add to recommendation 4 :
- “including consideration of improved guidance to staff on what types of items require Community Engagement prior to the item being placed on the COW agenda.”