



A great place to call home  
A vibrant downtown

A progressive diversified economy  
An appealing attractive city

## COMMUNITY, OPERATIONS AND EMERGENCY SERVICES COMMITTEE

February 14, 2007

Council Chambers - 5:00 P.M.

- Disclosure of Pecuniary Interest
- Business Arising

| ITEMS FOR CONSIDERATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | STAFF RECOMMENDATION |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <p><b>2007 GRANT RECOMMENDATIONS</b></p> <p>Delegations:</p> <ul style="list-style-type: none"><li>• Morris Twist, Sally Wismer and Sue Trerise will be present to answer questions</li></ul> <p>THAT the Community, Operations and Emergency Services Committee approve the recommendations of the Sector Review Groups for receipt of a 2007 City of Guelph Grant;</p> <p>AND THAT these recommendations be forwarded to City Council for final approval.</p>                                                                                                                                                                                     | Approve              |
| <p><b>2007 GRANT REQUESTS – COMMUNITY PROGRAM SERVICE FEES</b></p> <p>THAT the City of Guelph provide a grant to the United Way Community Services of Guelph and Wellington in the amount of \$27, 500 for the year 2007 to be funded in the approved annual operating budget;</p> <p>AND THAT the City of Guelph provide a grant to the Guelph Arts Council in the amount of \$27,500 for the year 2007 to be funded in the approved annual operating budget;</p> <p>AND THAT in future budgets these items be automatically considered part of the tax supported operating budget and not be required to make application on an annual basis.</p> | Approve              |

|                                                                                                                                                                                                                                                                                                                           |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <p><b>GRANT APPLICATIONS FOR MUSEUM/BUILDING PROJECT</b></p> <p>THAT the request from Guelph Museums Board of Management to begin the Cultural Spaces Canada grant application for the Civic Museum/Building Project, be approved.</p>                                                                                    | Approve |
| <p><b>FUNDING FOR NEW INITIATIVES</b></p> <p>THAT funds from the Class Recovery account be made available to support new initiatives in the Community Services Department.</p>                                                                                                                                            | Approve |
| <p><b>HISTORY OF GUELPH NON-PROFIT HOUSING BOARD COMPOSITION</b></p> <p>THAT the report dated February 14, 2006 with respect to the Guelph Non-Profit Housing Board composition be received for information.</p>                                                                                                          | Receive |
| <p><b>AMO ALERT: AMO RESPONDS TO “HEAVY-HANDED” BILL 140</b></p> <p>THAT the AMO Alert with respect to Bill 140 be received for information.</p>                                                                                                                                                                          |         |
| <p><b>IN CAMERA</b></p> <p>THAT the Community, Operations and Emergency Services Committee now hold a meeting that is closed to the public pursuant to Section 239 (2) (b) of the Municipal Act with respect to:</p> <ul style="list-style-type: none"> <li>• Personal matters about identifiable individuals.</li> </ul> |         |

## OTHER BUSINESS

## ITEMS REFERRED

**NEXT MEETING:**      March 14, 2007



# City of Guelph

## FINANCE

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

**DATE:** February 14, 2007

**SUBJECT:** 2007 Grant Recommendations

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### RECOMMENDATION:

That the Community, Operations and Emergency Services Committee approve the recommendations of the Sector Review Groups for receipt of a 2007 City of Guelph Grant;

And that, these recommendations be forwarded to City Council for final approval.

### BACKGROUND:

Applications for a 2007 City of Guelph grant were received by the Finance Department by October 27, 2006 and forwarded to the Sector Review Groups. The following Sector Review Groups have reviewed the grant applications applicable to their respective areas:

United Way Community Services – Morris Twist, Executive Director

Guelph Arts Council – Sally Wismer, Director

Tourism Services – Sue Trerise, Senior Business Development Specialist

These groups have herewith provided the Committee with their recommendations based on the 2007 submitted grants budget of \$240,000:

|                        |           |
|------------------------|-----------|
| Health/Social Services | \$50,000  |
| Arts/Cultural          | \$65,000  |
| Community Events       | \$110,000 |
| Special Events         | \$15,000  |

**FINANCIAL IMPLICATIONS:**

Funds to be provided from the approved 2007 operating budget.

**COMMUNICATIONS:**

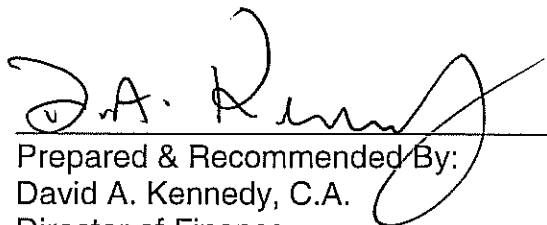
The recommendations of Council will be communicated to all applicants.

**ATTACHMENTS:**

Attach. 1: Health/Social Services Grant  
Recommendations

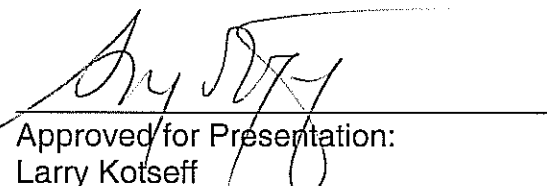
Attach. 2: Arts/Cultural Grant  
Recommendations

Attach. 3: Community Events Grant  
Recommendations



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Prepared & Recommended By:  
David A. Kennedy, C.A.  
Director of Finance  
837-5610 ext. 5606  
david.kennedy@guelph.ca



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Approved for Presentation:  
Larry Kotseff  
Chief Administrative Officer



DEC 20 2006

**ACTION**

BF \_\_\_\_\_

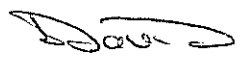
File \_\_\_\_\_

Circulate to:

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December 19, 2006.

Mr. David Kennedy  
City Treasurer  
City of Guelph  
59 Carden Street  
Guelph, Ontario N1H 3A1

Dear Mr. Kennedy, 

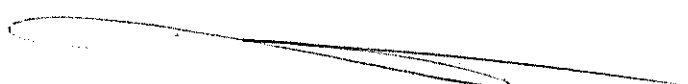
Please find enclosed our recommendations for the City of Guelph's 2007 Health and Social Services grants.

We have not considered the Canadian Breast Cancer Foundation, as there is no local presence and it is strictly a fundraising organization as opposed to Breaststrokes, which uses the Dragon Boat concept as a survivor support group.

As you will see from the attached sheet, the requested total is \$94,490. We have allocated \$49,912 on the understanding that there will be \$50,000 allotted to Health and Social Services in 2007.

UW is pleased to provide this information. Please advise us of the date of the Community Services Committee meeting, assured that we will be in attendance if requested.

Yours Sincerely,

  
Morris Twist  
Executive Director

**2007 - City of Guelph Health & Social Services Grants**  
Recommendations by United Way Community Services of Guelph & Wellington

Available Funds: \$50,000  
Requested Funds: \$94,490

| Organization                                  | Program Description                                                                                        | 2006 Actual | 2007 Request | Eligibility | Community Need | Financial Need | 2007 Recommended Allocation | Comments      |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------|--------------|-------------|----------------|----------------|-----------------------------|---------------|
| Action Read                                   | literacy groups for women and the Sheldale centre                                                          | 5,000       | 11,990       | Yes         | high           | high           | \$7,000                     |               |
| Breaststrokes                                 | dragon boat team for breast cancer survivors supporting strategies leading to a breast cancer free society | 0           | 6,000        | Yes         | high           | high           | \$3,000                     |               |
| Canadian Breast Cancer Foundation             | Core service - outreach program providing basic needs                                                      | 3,000       | 12,000       | Yes         | high           | medium         | \$3,000                     | high reserves |
| Chalmers Community Service Centre             | emergency overnight youth shelter                                                                          | 2,400       | 3,000        | Yes         | high           | high           | \$3,000                     |               |
| Change Now Food Program/Norfolk United Church | core service - distress line                                                                               | 3,500       | 5,000        | Yes         | high           | medium+        | \$3,500                     |               |
| Distress Centre                               | core service - educating people and increasing the number of block parent homes                            | 1,200       | 2,500        | Yes         | medium         | medium         | \$1,500                     |               |
| Guelph Block Parents                          | banner on Gordon St. bridge to educate public about crime prevention                                       | 912         |              | Yes         | medium         | medium         | \$912                       |               |
| Guelph Neighbourhood Watch                    | providing business education to young people                                                               | 1,000       | 6,000        | Yes         | medium         | medium         | \$1,500                     |               |
| Junior Achievement of Guelph                  | housing program for pregnant youth                                                                         | 2,500       | 20,000       | Yes         | high           | high           | \$7,000                     |               |
| Michael House                                 | CPR & first aid services at community events                                                               | 6,000       | 8,000        | Yes         | high           | high           | \$6,000                     |               |
| St. John Ambulance Guelph                     | core service - volunteer management and community information services                                     | 6,200       | 12,000       | Yes         | high           | medium+        | \$7,000                     |               |
| Volunteer Centre                              | core service - transitional housing for youth enrolled in school                                           | 6,200       | 8,000        | Yes         | high           | medium+        | \$6,500                     |               |
| Wyndham House                                 |                                                                                                            |             |              |             |                |                |                             |               |

**TOTAL**

37,912 94,490

49,912

## GUELPH ARTS COUNCIL

### REVIEW / RECOMMENDATIONS FOR 2007 ARTS / CULTURE CITY GRANTS

#### REPORT PREPARED FOR CITY COUNCIL COMMITTEE MEETING

January 12, 2007

In accordance with the agreement between Guelph Arts Council and the City of Guelph, Guelph Arts Council has reviewed all 2007 Arts / Culture grant applications submitted to the City.

#### Process

Our review panel met three times this year. In the course of these meetings, the 2007 Arts / Culture grant applications were reviewed and analyzed in considerable detail, and pros and cons of all were noted. Some **specific factors** considered were:

- number of people served (audience)
- number of volunteer hours
- size of budget
- size accumulated surplus/deficit
- degree of fundraising
- diversified sources of revenue
- realistic grant request
- need for funding
- organizational structure
- stage of organizational life cycle / growth
- artistic accomplishment
- youth involvement
- risk factor / accountability
- new ideas / concepts
- duplication of services
- willingness to collaborate
- tourism draw
- completeness / presentation of application

As in previous years, we found that the applications were falling naturally into **several categories**. For 2007 the categories agreed upon were: Festivals; Umbrella-type / Educational Organizations; Community Organizations; and One-Time.

All applications were reviewed *within their respective categories*, and specific grant amounts were then recommended, based particularly on each organization's contribution to the community, its program plans, its fiscal management / financial need. As requested, recommendations were made based on a total allocation of \$65 000 for Arts / Culture groups.

The **final grant recommendations** are included in the attached Chart. The panel has compiled **brief explanatory notes** which, we hope, will convey some sense of why the various recommendations were made. However, we will be prepared to elaborate further at the upcoming meeting of the appropriate Council Committee, should that committee's members have any questions or concerns. In addition, the panel is once again preparing **comment sheets to be included with the final letters** that all Arts / Culture applicant groups get from the City (after the approval process has gone its course). Since the comments process was introduced in 2005, it has borne fruit in that we have seen some notable improvements over the last two years. Still lacking in many applications are clear and complete financials.

In summary, Guelph Arts Council feels that the **process again worked well**. We feel confident that our evaluation was comprehensive, thorough and fair to all those who applied, and that the 2007 review was a natural progression from the results of the previous few years. We look forward to continuing improvements in the process.

**GUELPH ARTS COUNCIL**  
**RECOMMENDATIONS FOR 2007 CITY OF GUELPH ARTS / CULTURE GRANTS**  
 [DNA - did not apply]

| No.                                                        | Name of Applicant Organization                               | Notes                                                                                                                                                                                                      | 2006 Actual       | 2007 Request | 2007 Recommend |
|------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------|----------------|
| <b>FESTIVALS</b>                                           |                                                              |                                                                                                                                                                                                            |                   |              |                |
| 1.                                                         | Guelph Contemporary Dance Festival                           | - excellent programming<br>- strong organization / obvious dedication<br>- strong youth / emerging artist components                                                                                       | 7 000             | 9 900        | 9 900          |
| 2.                                                         | Guelph Jazz Festival                                         | - innovative / pushing the boundaries of art form<br>- tourism draw / international reputation<br>- strong fundraising / good financial management have wiped out debt                                     | 9 000             | 15 000       | 10 000         |
| 3.                                                         | Hillside Community Festival of Guelph                        | - good planning / important contingency rationale<br>- strong volunteer management/environmental stewardship<br>- focussed programming / new youth Battle of the Bands                                     | 9 000             | 10 000       | 10 000         |
| <b>Sub-Total Festivals</b>                                 |                                                              |                                                                                                                                                                                                            |                   | 34 900       | 29 900         |
| <b>UMBRELLA-TYPE / EDUCATIONAL ORGANIZATIONS</b>           |                                                              |                                                                                                                                                                                                            |                   |              |                |
| 4.                                                         | Ed Video Media Arts Centre Arts<br>[see also One-Time below] | - unique - only media arts centre in southwestern Ontario<br>- excellent programming initiatives, including diversity<br>- strong youth component<br>- realistic about future needs and financial capacity | 3 000             | 3 000        | 3 000          |
| 5.                                                         | eyeGO to the Arts                                            | - positive youth focus to build future audiences<br>- good first steps for Guelph youth council<br>- good proposed activities + new project financing model                                                | 1 000<br>500 (1x) | 2 000        | 2 000          |
| 6.                                                         | Guelph Youth Music Centre                                    | - impressive array of programming<br>- providing affordable space for performances<br>- financials somewhat confusing                                                                                      | 3 000             | 5 000        | 4 000          |
| <b>Sub-Total Umbrella-Type / Educational Organizations</b> |                                                              |                                                                                                                                                                                                            |                   | 10 000       | 9 000          |

| No.                                      | Name of Applicant Organization     | Notes                                                                                                                                                                                                                                                     | 2006 Actual | 2006 Request | 2007 Recommend |
|------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|----------------|
| <b>COMMUNITY ORGANIZATIONS</b>           |                                    |                                                                                                                                                                                                                                                           |             |              |                |
| 7.                                       | Guelph Chamber Choir               | <ul style="list-style-type: none"> <li>- strong, healthy organization</li> <li>- good fiscal position -- having recovered from deficit</li> <li>- good application with good outline of strengths</li> </ul>                                              | 1 500       | 1 500        | 2 500          |
| 8.                                       | Guelph Concert Band                | <ul style="list-style-type: none"> <li>- community band with a long history / own niche in city</li> <li>- offers performing opportunities to local musicians</li> <li>- some financial challenges / lack of financial information</li> </ul>             | 1 000       | 5 000        | 1 500          |
| 9.                                       | Guelph Creative Arts Association   | <ul style="list-style-type: none"> <li>- longstanding community organization</li> <li>- important niche for amateur artists</li> <li>- could undertake more fundraising</li> </ul>                                                                        | 750         | 1 510        | 1 500          |
| 10.                                      | Guelph Symphony Orchestra          | <ul style="list-style-type: none"> <li>- enhanced programming</li> <li>- strong community connection / outreach</li> <li>- good new marketing materials</li> </ul>                                                                                        | 1 500       | 3 000        | 3 000          |
| 11.                                      | Guelph Youth Singers               | <ul style="list-style-type: none"> <li>- good reputation nationally</li> <li>- accessibility addressed through bursary program</li> <li>- strong application / strong organization</li> </ul>                                                             | 1 600       | 2 500        | 2 500          |
| 12.                                      | Kiwanis Music Festival of Guelph   | <ul style="list-style-type: none"> <li>- important opportunity / incentive for youth performers</li> <li>- new equipment needed</li> <li>- improved application</li> </ul>                                                                                | 1 500       | 2 500        | 2 500          |
| 13.                                      | Rainbow Chorus                     | <ul style="list-style-type: none"> <li>- filling a need in community / credit to Guelph</li> <li>- interesting learning techniques</li> <li>- well organized / fiscally sound / strong application</li> </ul>                                             | 1 000       | 1 200        | 1 200          |
| 14.                                      | Royal City Musical Productions inc | <ul style="list-style-type: none"> <li>- unique in community / a Guelph tradition</li> <li>- much healthier financial position than in recent years</li> <li>- financials somewhat confusing</li> </ul>                                                   | 1 000       | 10 000       | 2 000          |
| 15.                                      | Theatre Guelph                     | <ul style="list-style-type: none"> <li>- theatre for all ages - adult mentors become role models for younger actors / backstage experience</li> <li>- commendable plan to revive Dramaticks workshops</li> <li>- financials somewhat confusing</li> </ul> | 2 250       | 2 500        | 2 500          |
| 16.                                      | Touchmark Theatre                  | <ul style="list-style-type: none"> <li>- important professional theatre offerings for Guelph</li> <li>- high standards</li> <li>- working to deal with financial challenges</li> </ul>                                                                    | DNA         | 4 000        | 2 700          |
| <b>Sub-Total Community Organizations</b> |                                    |                                                                                                                                                                                                                                                           |             | 33 710       | 21 900         |

| No.                          | Name of Applicant Organization  | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2006 Actual | 2007 Request | 2007 Recommend |
|------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|----------------|
| <b>ONE-TIME</b>              |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |              |                |
| 17.                          | Edward Johnson Music Foundation | <ul style="list-style-type: none"> <li>- successful Musicians in the Schools program</li> <li>- very large operating deficit which has been growing (and reducing endowment funds) with no clear strategy for elimination of accumulated deficit</li> </ul> <p>NOTE: Recommendation is for a one-time grant to develop and implement a realistic deficit-reduction strategy AND to pursue discussions with appropriate community groups regarding partnerships to ensure continuity of Foundation's purpose</p> | 2 250       | 5 000        | 2 500          |
| 18.                          | The Over Tones                  | <ul style="list-style-type: none"> <li>- good outreach into community / good marketing plans</li> <li>- striving to improve</li> <li>- fundraising is directed to other charitable causes rather than own operations</li> </ul> <p>NOTE: Recommendation is for a one-time grant to assist in implementation of a marketing strategy</p>                                                                                                                                                                         | DNA         | 4 900        | 1 200          |
|                              | Ed Video Media Arts Centre      | <ul style="list-style-type: none"> <li>- facing some challenging issues regarding space</li> </ul> <p>NOTE: Recommendation is for a one-time grant to assist in solving issues regarding their space (upgrade? / move?)</p>                                                                                                                                                                                                                                                                                     |             |              | 500            |
| <b>Sub-Total One-Time</b>    |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             | 9 900        | 4 200          |
| <b>TOTALS ALL CATEGORIES</b> |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$ 57 750   | \$ 88 510    | \$ 65 000      |

## COMMUNITY EVENTS – 2007 GRANT RECOMMENDATIONS

### NOTES:

- ☐ events ranked high and medium priority should be supported
- ☐ even though it did not submit a request, we should put aside money for the 2007 Santa Claus parade
- ☐ civic events such as Canada Day and Santa Claus Parade should be funded to the full amount of the request as they are put on by volunteers on behalf of the city
- ☐ events ranked low priority should not be funded if we had provided support the year before
- ☐ low priority events celebrating an anniversary should receive a token amount in recognition of a milestone
- ☐ a \$6500 amount should be held in reserve for events bids or support that might be needed outside the grant process
- ☐ events which are put on by service clubs on behalf of the City such as Santa Claus Parade and Canada Day should be line items in the City budget so that clubs do not need to reapply each year- I have coded those events in blue
- ☐ service clubs that request donations as admission to events should only receive consideration for waivers to their facility costs

| <u>Group</u>                                   | <u>Funding Priority</u> | <u>Contact</u>    | <u>Application Rc'vd</u> | <u>Request</u> | <u>Recommended</u> | <u>Explanation</u>                                 |
|------------------------------------------------|-------------------------|-------------------|--------------------------|----------------|--------------------|----------------------------------------------------|
| Silver 7 Skaters                               | LOW                     | Stella Stewart    | Oct 23                   | \$1500         | \$ 0               | funded last year                                   |
| 65 John Street                                 |                         |                   |                          |                |                    |                                                    |
| Georgetown, ON L7G 2J9                         |                         |                   |                          |                |                    |                                                    |
| Guelph and District                            |                         |                   |                          |                |                    |                                                    |
| Multicultural Centre<br>Multicultural Festival | MED                     | Delfino Callegari | Oct.26                   | \$7400         | \$ 5400            | \$4000 waiver for park<br>\$1400 waiver for police |
| 319 Speedvale Ave.East                         |                         |                   |                          |                |                    |                                                    |
| Guelph, ON N1E 1N4                             |                         |                   |                          |                |                    | request of \$2000 for staff-not funded             |

# COMMUNITY EVENTS – 2007 GRANT RECOMMENDATIONS

|                                  |      |                   |        |                 |           |                                                      |
|----------------------------------|------|-------------------|--------|-----------------|-----------|------------------------------------------------------|
| Doors Open Guelph                | MED  | Sally Wismer      | Oct 27 | \$9000          | \$ 8500   | supported by province                                |
| c/o Guelph Arts Council          |      |                   |        |                 |           |                                                      |
| 147 Wyndham St. N., Suite 404    |      |                   |        |                 |           |                                                      |
| Guelph, ON N1H 4E9               |      |                   |        |                 |           |                                                      |
| Architectural Conservancy        | LOW  | Susan Ratcliffe   | Oct 27 | \$3,000         | \$0       | should be in arts/cultural                           |
| PO Box 882                       |      |                   |        |                 |           |                                                      |
| Guelph, ON N1H 6M6               |      |                   |        |                 |           |                                                      |
| Guelph Wrestling Club            | HIGH | Doug Cox          | Oct 27 | \$17,000 waiver | \$15,000  | \$11,000 waiver for GSEC<br>\$4,000 waiver for buses |
| 50 Stone Rd. E., Athletics Dept. |      |                   |        |                 |           |                                                      |
| Guelph, ON N1G 2W1               |      |                   |        |                 |           |                                                      |
| Guelph Athletics Society         | HIGH | Dave Scott-Thomas | Oct 27 | \$20,000        | \$ 20,000 | significant room nights                              |
| 50 Yewholme Drive                |      |                   |        |                 |           |                                                      |
| Guelph, ON N1G 3A4               |      |                   |        |                 |           |                                                      |
| Guelph Horticultural Society     | HIGH | Cathy Ralston     | Oct 27 | \$800           | \$ 800    |                                                      |
| 41 Woodside Road                 |      |                   |        |                 |           |                                                      |
| Guelph, ON N1G 2H1               |      |                   |        |                 |           |                                                      |



# COMMUNITY EVENTS – 2007 GRANT RECOMMENDATIONS

|                           |      |                  |        |                |                                   |                    |
|---------------------------|------|------------------|--------|----------------|-----------------------------------|--------------------|
| 121 Red Arrows            |      |                  |        |                |                                   |                    |
| Air Cadet Squadron        | LOW  | Andrew Epler     | Oct 27 | \$4,400        | \$1,000                           | 65th anniversary   |
| PO Box 1789               |      |                  |        |                |                                   |                    |
| 7 Wyndham Street South    |      |                  |        |                |                                   |                    |
| Guelph, ON N1H 7A1        |      |                  |        |                |                                   |                    |
| The Rotary Club of Guelph | HIGH | Trevor Lee       | Oct 27 | \$9,000        | \$7,000                           | \$4,000 waiver     |
| Sparkles in the Park 2007 |      |                  |        |                |                                   | \$3,000 fireworks  |
| PO Box 511                |      |                  |        |                |                                   |                    |
| Guelph, ON N1H 6K9        |      |                  |        |                |                                   |                    |
| The Rotary Club of Guelph | HIGH | Trevor Lee       | Oct 7  | \$32,000       | \$32,000                          | \$18,000 fireworks |
| Canada Day Event 2007     |      |                  |        |                |                                   | \$14,000 waiver    |
| PO Box 511                |      |                  |        |                |                                   |                    |
| Guelph, ON N1H 6K9        |      |                  |        |                |                                   |                    |
| The Walk                  | LOW  | Jaellayna Palmer | Oct 27 | \$1,000        | \$0                               |                    |
| 102-300 Willow Road       |      |                  |        |                |                                   |                    |
| Guelph, ON N1H 7C6        |      |                  |        |                |                                   |                    |
| Trillium Rotary Club      | MED  | Laurie Lantaigne | Nov 8  | \$6,000 waiver | \$5,000 waiver (late application) |                    |
| Ribfest                   |      |                  |        |                |                                   |                    |

# COMMUNITY EVENTS – 2007 GRANT RECOMMENDATIONS

|                            |      |            |        |                         |                                 |
|----------------------------|------|------------|--------|-------------------------|---------------------------------|
| River Run 10th Anniversary | LOW  | Ella Pauls | Dec 19 | \$10,000                | \$500                           |
| * Santa Claus Parade       | HIGH | Kinsmen    | N/A    | \$0                     | \$7,800 allocate to 2007 budget |
| * Organics Conference      | LOW  |            |        | \$0                     | \$500                           |
| Reserve                    | HIGH |            |        | <u>\$0</u>              | <u>\$6,500</u>                  |
| for additional requests    |      |            |        |                         |                                 |
| <b>TOTALS</b>              |      |            |        | <b><u>\$121,000</u></b> | <b><u>\$110,000</u></b>         |



# City of Guelph

## FINANCE

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

**DATE:** February 14, 2007

**SUBJECT:** 2007 Grant Requests - Community Program Service Fees

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### **RECOMMENDATION:**

That the City of Guelph provide a grant to the United Way Community Services of Guelph and Wellington in the amount of \$27,500 for the year 2007 to be funded in the approved annual operating budget;

That the City of Guelph provide a grant to the Guelph Arts Council in the amount of \$27,500 for the year 2007 to be funded in the approved annual operating budget;

And that in future budgets these items be automatically considered part of the tax supported operating budget and not be required to make application on an annual basis.

### **BACKGROUND:**

On February 4, 2002 Guelph City Council resolved that these two groups be removed from the annual grant process and that their application for grant allocation monies be forwarded directly to Committee for consideration. These groups are responsible for reviewing grant applications received by the City of Guelph. The 2007 approved grants budget is \$240,000 and \$304,000 has been requested from the community for 2007.

### **FINANCIAL IMPLICATIONS:**

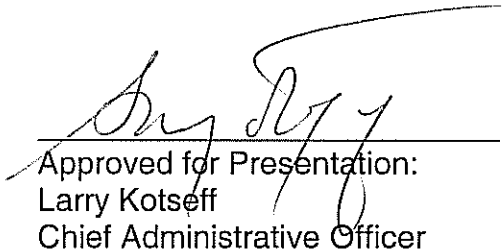
Funds to be provided from the approved 2007 operating budget.

**ATTACHMENTS:**

2007 Grant Applications – United Way and Guelph Arts Council



Prepared and Recommended By:  
David A. Kennedy, C.A.  
Director of Finance  
519 837 5610 ext. 5606  
david.kennedy@guelph.ca



Approved for Presentation:  
Larry Kotseff  
Chief Administrative Officer

*Program Service  
FEE 2007*

RECEIVED

OCT 26 2006

October 25, 2006

Mr. David Kennedy  
City Treasurer  
City of Guelph  
59 Carden Street  
Guelph, Ontario  
N1H 3A1

Dear Mr. Kennedy:

**RE: 2007 CITY OF GUELPH GRANT REQUEST**

Please find enclosed our material in support of our request for funding of the Community Services program of the United Way Community Services of Guelph and Wellington in the amount of \$27,500 for the year 2007.

The United Way Community Services looks forward to continuing to support and provide services to the City of Guelph in 2006-07.

Sincerely,



Morris Twist  
Executive Director

MT/jf  
Encl.



## 2007 GRANT APPLICATION – COVER PAGE

APPLICANT (name of organization submitting request):

**RECEIVED**  
Date Received (office use only):  
OCT 26 2006

**ALL ORGANIZATIONS SUBMITTING A 2007 GRANT APPLICATION ARE REQUIRED TO:**

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>Refer to the City of Guelph Grant Policy (February 2002).</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>2.</b> | <b>Submit six (6) copies (original plus 5 copies) of the following:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> This cover page</li> <li><input type="checkbox"/> Completed and signed 2007 Grant Application Form (including any program information attachments relating to activities and plans)</li> <li><input type="checkbox"/> Organization's mission statement / statement of purpose</li> <li><input type="checkbox"/> Brief history of the organization (1/2 page max)</li> <li><input type="checkbox"/> Most recent Financial Statements (i.e. balance sheet and income statement, showing comparison with previous year – preferably audited)</li> <li><input type="checkbox"/> Budget for the coming year (year for which funds are being requested) including a separate budget for any special program for which funding is being sought</li> <li><input type="checkbox"/> Notes to the Financial Statements/Budget if there are any significant increases or decreases from previous to coming year (NOTE: If your Financial Statements/Budget do not clearly identify City funding request, please use the notes to indicate in which revenue category City funding is included.)</li> <li><input type="checkbox"/> List of Board of Directors / Executive Officers / Staff of Organization</li> </ul> |
| <b>3.</b> | <b>Include one (1) copy of the following:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Constitution, letters patent, by-laws or other documents that outline the organization's goals and objectives (NOTE: required ONLY from those organizations that have not submitted these documents in the past, or who have revised these documents since they were last submitted.)</li> <li><input type="checkbox"/> Support materials (such as brochures, media reports, etc.) that help to illustrate the organization's activities/programs)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**PLEASE FORWARD ALL GRANT APPLICATION FORMS TO:**

**City of Guelph – Finance Department**

**City Hall, 59 Carden Street**

**Guelph, ON N1H 3A1**

**ATTENTION: David A. Kennedy, City Treasurer**

**APPLICATIONS ARE DUE NO LATER THAN 4:00 pm on October 27, 2006**

**NOTE: Grant Application Forms and the 2002 Grant Policy may also be downloaded as PDF or Word documents from the City of Guelph website at [guelph.ca/finance](http://guelph.ca/finance).**



## 2007 GRANT APPLICATION FORM

Deadline: October 27, 2006 – 4:00 pm

Application Date October 25, 2006

**Please print all information.**

| General Information                                                                                                                |         |                                                                     |       |
|------------------------------------------------------------------------------------------------------------------------------------|---------|---------------------------------------------------------------------|-------|
| <b>Organization Name:</b> United Way of Guelph & Wellington                                                                        |         |                                                                     |       |
| <b>Mailing Address:</b> 85 Westmount Road                                                                                          |         |                                                                     |       |
| <b>City/Town:</b> Guelph                                                                                                           |         | <b>Postal Code:</b> n1H 5J2                                         |       |
| <b>Telephone No.:</b> 518-821-0571                                                                                                 |         | <b>Fax:</b> 519-821-7847                                            |       |
| <b>Email:</b> info@unitedwayguelph.com                                                                                             |         | <b>Web site:</b> www.unitedwayguelph.com                            |       |
| <b>Contact Information (Name/Phone/Email):</b> Morris Twist, Executive Director/ 519-821-0571 ext. 23 / morris@unitedwayguelph.com |         |                                                                     |       |
| <b>Does the organization operate as a not-for-profit?</b>                                                                          |         | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |       |
| <b>Is the organization incorporated?</b>                                                                                           |         | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |       |
| <i>If so, give date of incorporation</i>                                                                                           |         | 1968                                                                |       |
| <b>Does the organization have charitable status?</b>                                                                               |         | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |       |
| <i>If so, provide charitable number</i>                                                                                            |         | 10745 7053 RR001                                                    |       |
| Number of members in the organization                                                                                              | N/A     | Membership Fee                                                      | N/A   |
| Number of volunteers working or involved with the organization                                                                     | 700     | Number of volunteers hours per year                                 | 15000 |
| Number of paid administrative or program staff                                                                                     | 2.2 FTE | Number of paid professional/artistic personnel                      | N/A   |
| Number of individuals (audience) served                                                                                            | N/A     |                                                                     |       |

| Program Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Please attach separate pages (max. 4 pages) that describe the following:</p> <p>(a) The services/programs that the organization provided in Guelph <u>during the past year</u>. Describe how these met the aims and objectives of the organization itself as well as the policies and principles of the City of Guelph as outlined in the City Grant Policy.</p> <p>(b) The services / programs that the organization <u>intends to provide</u> in Guelph during the coming year (year for which funds are being requested). Indicate how these will meet the organization's aims and objectives as well as the City's policies and principles.</p> |



## Financial Summary

Please summarize organization's finances for previous and coming years. Please be certain that the figures shown here relate to / are derived from organization's financial statements and budget (both attached) **for two consecutive years.**

|                                        | Previous Fiscal Year | Coming Fiscal Year |
|----------------------------------------|----------------------|--------------------|
| <b>EXPENSES</b>                        |                      |                    |
| Salaries & Benefits                    | 141,575              | 141,575            |
| Artistic Fees / Honoraria              |                      |                    |
| Office & Administration                | 8,694                | 6,210              |
| Program Costs                          | 33,849               | 15,300             |
| Other                                  | 9,000                | 9,000              |
| <b>TOTAL EXPENSES</b>                  | <b>193,118</b>       | <b>172,085</b>     |
| <b>REVENUES</b>                        |                      |                    |
| City of Guelph                         | 27,500               | 27,500(\$ request) |
| Province of Ontario                    |                      |                    |
| Government of Canada                   |                      |                    |
| United Way / Other grants              | 127,730              | 127,730            |
| Fundraising / donations                |                      |                    |
| Program Revenues                       |                      |                    |
| Other                                  | 32,275               | 16,855             |
| <b>TOTAL REVENUES</b>                  |                      | <b>172,085</b>     |
| <b>SURPLUS / (DEFICIT)</b>             |                      |                    |
| <b>ACCUMULATED SURPLUS / (DEFICIT)</b> | <b>(5,613)</b>       | <b>0</b>           |

## SUMMARY OF PAST FUNDING FROM THE CITY OF GUELPH

| Year            | 2004   | 2005   | 2006   |
|-----------------|--------|--------|--------|
| Grant Requested | 30,000 | 27,500 | 27,500 |
| Grant Received  | 30,000 | 27,500 | 27,500 |

## SIGNATURES

| Name (please print) | Signature |
|---------------------|-----------|
|---------------------|-----------|





# UNITED WAY COMMUNITY SERVICES OF GUELPH AND WELLINGTON

85 Westmount Road  
Guelph, ON N1H 5J2

Tel: (519) 821-0571  
Fax: (519) 821-7847

## 2007 CITY OF GUELPH COMMUNITY GRANT SUBMISSION

### PROGRAM INFORMATION

- a) **The services/programs that the organization provided in Guelph during the past year. Describe how these met the aims and objectives of the organization itself as well as the policies and principles of the City of Guelph as outlined in the City Grant Policy.**

The Community Services Program of the United Way Community Services of Guelph and Wellington has two primary functions:

1. **Social Planning:** This program seeks to assess the existing and emerging social needs, issues, trends and opportunities in our community. Activities include researching community needs, producing socio-demographic profiles of the community, facilitating community planning groups, and holding an annual community forum
2. **Fund Distribution:** Using research conducted by the Social Planning program, this program allocates funds to local programs addressing community needs, and ensures that United Way dollars are used efficiently and effectively.

### **Social Planning Activities in 2006**

In 2006, the Social Planning Committee conducted research on topics related to the two funding categories under review: *Basic Needs & Creating a Better Community*. Due to the variety of programs the United Way supports in these categories, this year's research focused on social service issues affecting the following issues:

Homelessness  
At-risk Youth  
Low-income Families & Individuals  
Transportation  
Volunteerism  
Emergency Food Programs  
Food for Individuals with Barriers to Mobility  
School Food Programs  
Community Information

A total of 9 research profiles have been produced on the above topics. Each report presents a definition of the population, data on the number of individuals in Guelph-Wellington concerned (if available), an overview of local services and supports, and a summary of local service gaps/needs. (Copies of the research profiles are attached.)

In 2006, staff worked with a variety of community groups to develop solutions to locally-identified social service needs, including:

- *Youth at risk* - Alternative Education for Youth Working Group
- *Housing* - Wellington & Guelph Housing Committee; Working Group on Housing and Homelessness; Community Advisory Board of Guelph-Wellington (Chair)
- *Community Information* - Community Information Guelph's Advisory Committee; 211 Planning Group for Guelph-Wellington-Dufferin (Chair); 211 Planning Group for the Central West Region of Ontario
- *Transportation* – Rural Wellington Transportation Group

In addition, staff is requested to participate on a number of planning groups in the community. In 2006 and 2007, this includes the following:

- Children's Report Card Coalition of Guelph-Wellington-Dufferin
- Guelph Early Years Advisory Committee
- National Child Benefit Review Committee
- Seniors Services Network
- Suicide Resource Group of Wellington-Dufferin
- Wellington Children's Services Council
- Wellington Developmental Services Planning Group
- United Way – Centraide Canada's Research Committee

### **Fund Distribution Activities in 2006**

In 2006, the Fund Distribution Committee distributed \$1.7 million to 80 programs provided by 46 agencies.

Programs are funded on a three-year cycle. In 2006, agencies have submitted funding proposals for programs in the following categories under review:

|                             |                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Providing Basic Needs       | <ul style="list-style-type: none"> <li>• Offering food and shelter to individuals and families living in poverty</li> <li>• Helping homeless individuals/families and those at risk of homelessness gain and maintain stable housing</li> <li>• Providing supports and interventions for people experiencing crisis</li> </ul>                                              |
| Creating a Better Community | <ul style="list-style-type: none"> <li>• Creating a safe and inclusive community</li> <li>• Increasing volunteerism and civic engagement</li> <li>• Ensuring people have access to information and resources regarding community services</li> <li>• Increasing the capacity of agencies and neighbourhoods to recognize and respond to changing community needs</li> </ul> |

Volunteers from the Fund Distribution Committee are in the process of assessing funding applications, visiting program sites, and reviewing the Social Planning Committee's research profiles. Funding decisions are in the process of being finalized, and successful proposals will receive funding beginning in January 2007.

### **Meeting Aims, Objectives, Policies and Principles**

The Community Services Program meets the criteria outlined in the City Grant Policy. The United Way office is based in Guelph, and Community Services staff is involved in a number of collaborative planning initiatives with other community organizations in Guelph. The majority of programs which receive funding from the United Way respond to the social service needs of the citizens of Guelph.

- b) The services / programs that the organization intends to provide in Guelph during the coming year (year for which funds are being requested). Indicate how these will meet the organization's aims and objectives as well as the City's policies and principles.**

In 2007, the Community Services Program of United Way Community Services of Guelph and Wellington will continue to carry out its primary function of Social Planning and Fund Distribution.

### **Social Planning Activities in 2007**

In 2007, the Social Planning Committee will hold a Community Forum to address the issues arising from the 9 Research Profiles on *Basic Needs & Creating a Better Community*.

In addition, staff will carry out the recommendations arising from the 2007 and previous Community Forums. This will include working with local government, service providers, and community planning groups to ensure the recommendations come to fruition. Staff will continue to lead and/or participate in the community planning groups outlined above, in section a).

### **Fund Distribution**

In 2007, the Fund Distribution Committee will initiate another Call for Proposals, and distribute funding to program working to meet the social service needs of the residents of Guelph.

### **Meeting Aims, Objectives, Policies and Principles**

The Community Services Program will continue to meet the policies and procedures outlined in the City Grant Policy, through involvement in a number of collaborative planning initiatives with other community organizations in Guelph, and the distribution of funds to programs meeting the social service needs of the citizens of Guelph.

# City of Guelph



Program Service Fee 2007

## 2007 GRANT APPLICATION – COVER PAGE

APPLICANT (name of organization submitting request):  
Guelph Arts Council

|                                  |
|----------------------------------|
| RECEIVED                         |
| Date Received (office use only): |
| OCT 27 2006                      |

ALL ORGANIZATIONS SUBMITTING A 2007 GRANT APPLICATION ARE REQUIRED TO:

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Refer to the City of Guelph Grant Policy (February 2002).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2. | <p>Submit six (6) copies (original plus 5 copies) of the following:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> This cover page</li> <li><input checked="" type="checkbox"/> Completed and signed 2007 Grant Application Form (including any program information attachments relating to activities and plans)</li> <li><input checked="" type="checkbox"/> Organization's mission statement / statement of purpose [see APPENDIX VI]</li> <li><input checked="" type="checkbox"/> Brief history of the organization (1/2 page max) [see APPENDIX VI]</li> <li><input checked="" type="checkbox"/> Most recent Financial Statements (i.e. balance sheet and income statement, showing comparison with previous year – preferably audited) [see APPENDIX III]</li> <li><input checked="" type="checkbox"/> Budget for the coming year (year for which funds are being requested) including a separate budget for any special program for which funding is being sought [see APPENDIX I]</li> <li><input checked="" type="checkbox"/> Notes to the Financial Statements/Budget if there are any significant increases or decreases from previous to coming year (NOTE: If your Financial Statements/Budget do not clearly identify City funding request, please use the notes to indicate in which revenue category City funding is included.) [see APPENDIX II]</li> <li><input checked="" type="checkbox"/> List of Board of Directors / Executive Officers / Staff of Organization [see APPENDIX VII]</li> </ul> |
| 3. | <p>Include one (1) copy of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Constitution, letters patent, by-laws or other documents that outline the organization's goals and objectives (NOTE: required ONLY from those organizations that have not submitted these documents in the past, or who have revised these documents since they were last submitted.)</li> <li><input checked="" type="checkbox"/> Support materials (such as brochures, media reports, etc.) that help to illustrate the organization's activities/programs [see APPENDIX VIII]</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

PLEASE FORWARD ALL GRANT APPLICATION FORMS TO:

City of Guelph – Finance Department

City Hall, 59 Carden Street

Guelph, ON N1H 3A1

ATTENTION: David A. Kennedy, City Treasurer

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## 2007 GRANT APPLICATION FORM

Deadline: October 27, 2006 – 4:00 pm

Application Date: October 27, 2006

Please print all information.

| General Information                                             |       |                                                                     |        |
|-----------------------------------------------------------------|-------|---------------------------------------------------------------------|--------|
| Organization Name: Guelph Arts Council                          |       |                                                                     |        |
| Mailing Address: 147 Wyndham Street North - Suite 404           |       |                                                                     |        |
| City/Town: Guelph, Ontario                                      |       | Postal Code: N1H 4E9                                                |        |
| Telephone No.: 519-836-3280                                     |       | Fax: 519-766-9212                                                   |        |
| Email: gac@sentex.net                                           |       | Web site: www.guelphartscouncil.org                                 |        |
| Contact Information (Name/Phone/Email): Sally Wismer / as above |       |                                                                     |        |
| Does the organization operate as a not-for-profit?              |       | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |        |
| Is the organization incorporated?                               |       | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |        |
| If so, give date of incorporation                               |       | 1975                                                                |        |
| Does the organization have charitable status?                   |       | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |        |
| If so, provide charitable number                                |       | 11894 9098 RR0001                                                   |        |
| Number of members in the organization                           | 450   | Membership Fee                                                      | \$25 + |
| Number of volunteers working or involved with the organization  | 300   | Number of volunteers hours per year                                 | 4000   |
| Number of paid administrative or program staff                  | 2     | Number of paid professional/artistic personnel                      |        |
| Number of individuals (audience) served                         | 40000 |                                                                     |        |

## Program Information

Please attach separate pages (max. 4 pages) that describe the following: [see APPENDIX IV and APPENDIX V]

- The services/programs that the organization provided in Guelph during the past year. Describe how these met the aims and objectives of the organization itself as well as the policies and principles of the City of Guelph as outlined in the City Grant Policy.
- The services / programs that the organization intends to provide in Guelph during the coming year (year for which funds are being requested). Indicate how these will meet the organization's aims and objectives as well as the City's policies and principles.

## Financial Summary

Please summarize organization's finances for previous and coming years. Please be certain that the figures shown here relate to / are derived from organization's financial statements and budget (both attached) **for two consecutive years.**

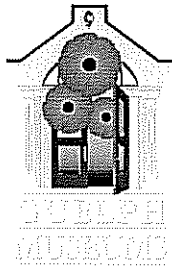
|                                        | Previous Fiscal Year | Coming Fiscal Year     |
|----------------------------------------|----------------------|------------------------|
| <b>EXPENSES</b>                        |                      |                        |
| Salaries & Benefits                    | \$ 50 008            | \$ 55 700              |
| Artistic Fees / Honoraria              |                      |                        |
| Office & Administration                | 25 675               | 27 025                 |
| Program Costs                          | 110 027              | 72 650                 |
| Other                                  | 1 735                | 2 500                  |
| <b>TOTAL EXPENSES</b>                  | <b>\$ 187 445</b>    | <b>\$ 157 875</b>      |
|                                        |                      |                        |
| <b>REVENUES</b>                        |                      |                        |
| City of Guelph                         | \$ 27 500            | \$ 27 500 (\$ request) |
| Province of Ontario                    | 8 075                | 8 075                  |
| Government of Canada                   |                      |                        |
| United Way / Other grants              | 36 500               | 36 700                 |
| Fundraising / donations                | 56 105               | 63 400                 |
| Program Revenues                       | 19 800               | 19 500                 |
| Other                                  | 44 088               | 2 700                  |
| <b>TOTAL REVENUES</b>                  | <b>\$ 192 068</b>    | <b>\$ 157 875</b>      |
|                                        |                      |                        |
| <b>SURPLUS / (DEFICIT)</b>             | <b>4 623</b>         | <b>0</b>               |
| <b>ACCUMULATED SURPLUS / (DEFICIT)</b> | <b>\$ 202</b>        | <b>\$ 202</b>          |

## SUMMARY OF PAST FUNDING FROM THE CITY OF GUELPH

| Year            | 2004      | 2005      | 2006      |
|-----------------|-----------|-----------|-----------|
| Grant Requested | \$ 25 000 | \$ 27 500 | \$ 27 500 |
| Grant Received  | \$ 25 000 | \$ 27 500 | \$ 27 500 |

## SIGNATURES

|                                   |                 |           |                           |
|-----------------------------------|-----------------|-----------|---------------------------|
| Name (please print)               | Antonia Andrews | Signature | <i>Antonia E. Andrews</i> |
| Position (President or Treasurer) | President       |           |                           |



**TO:** Community, Operations and Emergency Services Committee  
**DATE:** 2007/01/19  
**SUBJECT:** Grant Applications for Museum/Building Project

**RECOMMENDATION:**

THAT the request from Guelph Museums Board of Management to begin the Cultural Spaces Canada grant application for the Civic Museum/Building Project be approved.

**BACKGROUND:**

Since 2002/03, Guelph Civic Museum has been planning for its future needs, first by examining the possibilities for expansion at its current location and then by looking at other potential locations. In 2004, an opportunity arose when the Diocese of Hamilton applied for a demolition permit for the Loretto Convent, situated adjacent to the Church of Our Lady, in the most prominent and central location in Guelph. The Convent, built in 1854-57, is a limestone building with a substantial chapel addition dating to 1872.

After considerable public concern for the potential loss of this important heritage building, Mayor Kate Quarrie appointed a Convent Task Force chaired by Dr. Alastair Summerlee, President of University of Guelph. The Task Force report, tabled in May 2005, recommended that the possibility of converting the Convent to museum use should be pursued. The Diocese indicated that because of the Convent's close proximity to the Church, the only use they would consider would be as a museum.

Guelph Museums completed a feasibility study in March 2006 which indicated that the Loretto Convent would meet the needs of the Civic Museum in all respects including programming, curatorial, administration, parking, access, etc. The estimated cost to renovate the building for museum use is \$10 million.

**REPORT:**

Issues

The Museum Director has been investigating possible sources of funding for this project. Most significant is the federal Cultural Spaces Canada program, which funded half of the first feasibility study at the current museum location. Program staff continue to be extremely supportive of an application from Guelph Museums and are encouraging an application for the maximum amount which is \$3 million. This program is currently scheduled to end in 2010 with

final grants being made in 2009. An application for this final round of funding would have to be submitted in 2007.

To submit a strong grant application and to begin other fundraising efforts, Guelph Museums requires support and approval from the City of Guelph.

#### Implications

This project should be seen as one part of an overall strategy to strengthen the cultural and heritage resources within the City of Guelph. This project will allow Guelph Civic Museum to evolve and expand to continue to meet the needs of a rapidly growing population that is sophisticated, multicultural, and aging. An expanded facility in a highly visible location will also allow Guelph Civic Museum to continue to meet the ten community museum standards as defined by the Ontario Ministry of Culture. The ten standards include collections management, physical plant, research, exhibition and interpretation, human resources, finance, etc. and must be met in order to receive an annual operating grant from the Province. Guelph Civic Museum was the first museum in Ontario to meet the newly-minted standards in 1981.

If the Museum can be relocated to the Loretto Convent, a significant heritage building in the heart of our downtown will find a new and vibrant use.

The Convent is also an appropriate opportunity because the interior of the building would have to be a complete renovation. Because it was built as a convent, there are virtually no architectural features to be retained in the interior. The building was renovated and redecorated many times and currently has mostly 1960s features, which are easily removed. This will avoid the common problem of trying to fit a community museum into a historic building that does not lend itself to museum use.

The potential for heritage tourism is another aspect of this project. Church of Our Lady is already a significant tourist attraction and the combination of the Church and the Museum side-by-side would attract an even greater number of residents and visitors to the City.

#### **CORPORATE STRATEGIC PLAN:**

Guelph Museums contributes to a number of the City of Guelph's strategic priorities. This project would address the following in particular:

2.6 a healthy, viable downtown

3.3 a policy on culture and the arts

4.5 strengthening commitment to volunteers and community partners

#### **FINANCIAL IMPLICATIONS:**

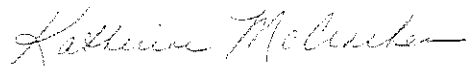
The Guelph Civic Museum project has been included in the Capital Forecast for 2011. A successful grant application to Cultural Spaces Canada will provide \$3 million in funding.

#### **DEPARTMENTAL CONSULTATION/CONCURRENCE:**

Culture Department

Finance Department





Prepared & Recommended by:  
Katherine McCracken  
Director, Guelph Museums  
519-836-1221 x222  
[katherine.mccracken@guelph.ca](mailto:katherine.mccracken@guelph.ca)



Approved by:  
Ian Brown  
Chair, Guelph Museums Board of Management  
519-829-3607  
[ian.brown@stanleybrown.ca](mailto:ian.brown@stanleybrown.ca)



# City of Guelph

Report:

---

Community, Operations & Emergency Services Committee

DATE: 2007/02/14

SUBJECT: Funding for New Initiatives

---

## RECOMMENDATION:

**That funds from the Class Recovery account be made available to support new program initiatives in the Community Services Department.**

## BACKGROUND:

The Class Recovery account collects \$1.00 from each recreation program registration and it accumulates between \$20-25,000 per year. This account was established to pay for the CLASS software that is currently used in the Recreation Division for program registration and facility bookings. The software was paid for in the fall of 2006 and continues to accumulate funds.

## REPORT:

The Recreation Department is requesting support for the *In Motion* project, a new program initiative. This project is a collaborative effort including partners from the Counties of Wellington & Dufferin, the Guelph YM/YWCA, the University of Guelph, the Wellington Dufferin Guelph Health Unit and the City. We are collaborating on a health promotion strategy that focuses on physical activity to address the alarming increase in childhood obesity and the current type 2 diabetes in our region. This program is aimed at increasing physical activity levels for all residents in the counties of Wellington and Dufferin and the City of Guelph through a number of targeted strategies and through a comprehensive social marketing campaign.

To date, funding for this initiative has been provided by the counties of Wellington & Dufferin and from grants they have received from the Ministry of Health Promotion. These initial funds were used to purchase a program from the Saskatoon Regional Health Authority called "*In Motion*". This program is a comprehensive strategy to get people more active and the complete package includes resource materials, consultation hours, survey examples, website use and marketing support (use of logos, trademarks, marketing materials etc). The detailed program will be brought to Council at a later date.

The City, as a partner in this initiative, will have access to all In Motion materials which will be used to develop a program both regionally and locally. City funds, as an equal partner in this collaborative, will be required to support future baseline research and as leverage for further grant applications to the province.

**CORPORATE STRATEGIC PLAN:**

The in motion project is an excellent example of "partnering with other levels of government and community based agencies to improve health, and access to leisure services and health promotion." The overall goal is to increase levels of physical activity among adults and children in the three partnering municipalities in order to achieve health benefits and enhance community wellness.

**FINANCIAL IMPLICATIONS:**

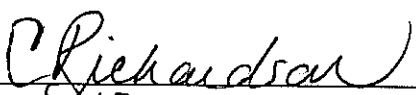
There will be no financial implications as funds will be made available from an existing revenue source. Funds would be used to support programs initiated through this partnership and potential grants that could become available for the on-going programs.

**DEPARTMENTAL CONSULTATION:**

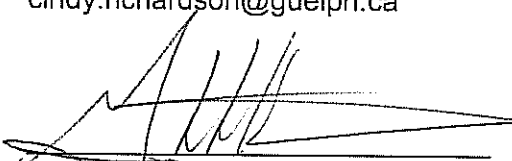
Finance Department

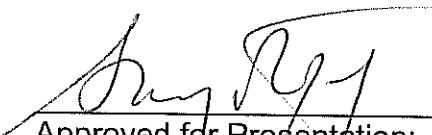
**COMMUNICATIONS:** N/A

**ATTACHMENTS:** N/A

  
Prepared By:  
Cindy Richardson  
Program Development Manager  
837-5625  
cindy.richardson@guelph.ca

  
Recommended By:  
Rob Mackay  
Manager of Culture and Recreation  
837-5618  
rob.mackay@guelph.ca

  
Recommended By:  
Gus Stahlmann  
Director of Community Services  
837-5618  
gus.stahlmann@guelph.ca

  
Approved for Presentation:  
Larry Kotseff  
Chief Administrative Officer



# City of Guelph

## CORPORATE SERVICES

### Information Report

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**TO:** Community, Operations & Emergency Services Committee

**DATE:** 2007/02/14

**SUBJECT: HISTORY OF GUELPH NON PROFIT HOUSING BOARD COMPOSITION**

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#### **SUMMARY:**

This report provides a history of the composition of the Guelph Non-Profit Housing Corporation Board.

#### **BACKGROUND:**

In 2005, the membership of the Guelph Non-Profit Housing Board was as follows;

The Mayor and 2 Councillors,  
6 Citizen Members,  
for a total of 9 members.

The Ad Hoc Committee on Boards and Commissions recommended the reduction of Council members on the Board by one. Subsequently, the Guelph Non Profit Housing Board requested a reduction of its citizen members by one. As a result, Council, on May 1, 2006, approved a change in the composition of the Board as follows;

THAT Guelph City Council approves the amendment to reduce the composition of the Guelph Non-Profit Housing Corporation Board from 9 members to 7 which includes a reduction in a Councillor representative (Mayor) and a reduction in a citizen representative and that the Mayor and Clerk be authorized to sign the resolution of the Board dated March 1<sup>st</sup>, 2006.

Council forwarded their recommendation to the Board who implemented the change of the membership in their bylaws. As a result, the current By-laws state that the Board be comprised of 2 Councillors and 5 citizens.

In December 2006, Council appointed a Councillor and 2 citizens to sit on the Committee. They also passed a motion reducing the membership on the board from 2 Councilors to 1. As one position is currently filled until November 2008, there are 2 citizen members yet to be appointed. These 2 vacancies will be forward to the Community Operations and Emergency Services Committee who will recommend to Council on the remaining appointments to the Board.

Any resolutions passed by Council regarding the composition of the Guelph Non Profit Housing Board are to be forwarded to the Board with direction to the Mayor and Clerk to sign the corresponding Board resolution to implement such. Once the resolution is signed, the Board's by-laws are amended accordingly.

#### **CORPORATE STRATEGIC PLAN:**

The report supports strategic direction # 4 "To Enhance Community Wellness"; specifically "to partner with other levels of Government and the private sector to provide affordable Housing".

#### **FINANCIAL IMPLICATIONS:**

N/A

#### **DEPARTMENTAL CONSULTATION:**

As this is a governance matter, departmental consultation does not apply.

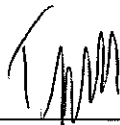
#### **COMMUNICATIONS:**

N/A

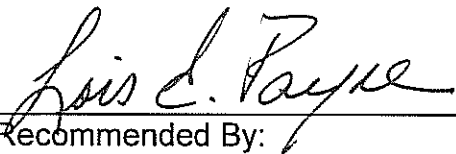
#### **ATTACHMENTS:**

Attachment 1:

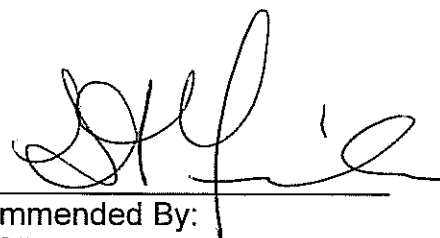
Letter from the Chair of the Guelph Non Profit Housing Board dated January 29, 2007 requesting 3 additional members to the Board. It is expected that Councillor Bob Bell who is a member of the Guelph Non Profit Housing Board will be speaking to the matter.



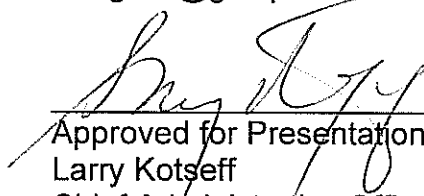
Prepared By:  
Tina Agnello  
Deputy Clerk  
519 822-1260 X 2811  
[tina.agnello@guelph.ca](mailto:tina.agnello@guelph.ca)



Recommended By:  
Lois Payne  
Director of Corporate Services/City Solicitor  
519 822 1260 X 2288  
[lois.payne@guelph.ca](mailto:lois.payne@guelph.ca)



Recommended By:  
Lois Giles  
Clerk & Manager of Council  
Administrative Services  
519 822-1260 X 2232  
[lois.giles@guelph.ca](mailto:lois.giles@guelph.ca)



Approved for Presentation:  
Larry Kotseff  
Chief Administrative Officer



**GUELPH NON-PROFIT HOUSING CORPORATION**  
Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9  
gnphcinfo@gnphc.on.ca

**Office Hours:**  
**8:30 a.m. to 4:30 p.m.**

**Administration: 519-766-1022**  
**Fax: 519-837-6349**

January 29, 2007

Mayor Karen Farbridge, Members of Guelph City Council, and Members of the Community Operations and Emergency Services Committee

I write as Chair of the Guelph Non-Profit Housing Corporation (GNPHC). I am advised that the issue of appointments to the Board of Directors of the Corporation will be discussed at your meeting on February 14, 2007.

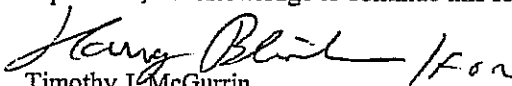
As I am sure you are aware, GNPHC operates at arm's length from the City of Guelph but is charged with owning, developing and managing the City's social housing asset portfolio. It is the also GNPHC's mandate to further the availability and provision of affordable housing to those in need within the City. At present, the Corporation has 545 housing units with a total asset value of approximately \$55 million, and an annual budget of approximately \$7,000,000.00.

Recently, the Board of Directors of the Corporation has experienced some turnover and lost several of its long serving members. Presently, 3 of the 7 positions for directors are open. We were also advised by the City that Council has determined that it will only be appointing one councillor as a director. This has continued the trend of less Council representation at the Board. Until relatively recently, two councillors and the mayor served as directors. At that time, there were actually 9 directors in total.

Historically, there has been an effort to balance representation on the Board. Moreover, an effort was made to locate and appoint directors with particular experience, expertise, and interest suitable to the good management of the Corporation and the furthering of its mandate. Over the years, volunteer directors have brought experience and knowledge with respect to the rental housing industry, accounting, real estate development, social housing planning and reform, law, and engineering to the Board. I am a lawyer and began my time at as director upon the resignation of another. Most recently one of our directors stepped down upon reaching approximately 9 years of service. His expertise as a civil engineer will be missed.

A member of the Board for ten years was advised that her term could not be renewed. The Board of Directors sent a letter to Council asking for reconsideration of that decision in order to provide some continuity on the Board. We have not to date heard back on that request.

In my respectful view, the value of a balanced and full compliment of dedicated directors is important to maintain the high standards of management and achievement accomplished by the Board and Staff of the Guelph Non-Profit Housing Corporation. Any assistance you may be able to provide in appointing 3 new directors with the interest, experience, and knowledge to continue this service to our community would be gratefully received.

  
Timothy J. McGurrin  
Miller Thomson LLP

295 Hagey Boulevard, Suite 300  
Waterloo, ON  
N2L 6R5



## MEMBER COMMUNICATION

ALERT N°: 07/002

*To the attention of the Clerk and Council*  
**January 16, 2007**

FOR MORE INFORMATION CONTACT:  
**Petra Wolfbeiss**, AMO Senior Policy Advisor  
(416) 971-9856 ext 329

# AMO Responds to “Heavy-Handed” Bill 140

### Issue:

AMO President, Doug Reycraft, today responded to the Ministry of Health and Long-Term Care's Bill 140, *Long-Term Care Homes Act*, 2006, in a submission to the Standing Committee on Social Policy. President Reycraft expressed AMO's concern with the Bill's excessively heavy-handed approach to regulating the operation of municipal homes for the aged.

### Background:

On October 3, 2006 the Government of Ontario introduced Bill 140, legislation that will, if passed, govern all long-term care homes in the province. The Act repeals three Acts currently governing nursing homes, charitable homes and municipal homes and necessitates amendments to approximately 30 other acts.

Today President Reycraft issued a reminder that municipalities subsidize the provincial long-term care system by a net of \$270 million a year and that municipalities, recognizing the need for long-term care services in their communities, provide standards of care that exceed the provincial standard.

The President stated that it is perplexing that the Government, through Bill 140, is risking the viability of municipal homes for the aged through heavy-handed legislative measures. He stated that the government seems intent on fixing something that, in the case of municipally operated services, is not broken.

Key issues raised included: that the Bill creates unprecedented liabilities for municipal governments and their councils, the need for recognition for the role and importance of municipalities in the provincial long-term care system; that increased administrative burdens and standards should be funded by the Province, and that the Province should meet its commitment of \$6,000 per bed per year.

A copy of [AMO's submission](#) is linked to this Alert.

*This information is available in the Policy Issues section of the AMO website at [www.amo.on.ca](http://www.amo.on.ca).*



# ***Bill 140, Long-Term Care Homes Act, 2006***

## ***AMO's Presentation to the Standing Committee on Social Policy***

***January 16, 2007***

## INTRODUCTION

Good morning, ladies and gentlemen. My name is Doug Reycraft. I am the Mayor of the Municipality of Southwest Middlesex, Councilor with the County of Middlesex and the President of the Association of Municipalities of Ontario.

I want to begin my presentation by making a few observations that AMO believes are very important.

First, I believe we all recognize that the quality of life, safety and well-being of residents in Ontario's long-term care facilities is a top priority for the Province, for our communities and for the people of Ontario.

Second, I know we agree that individuals, private and not-for-profit agencies, and governments providing services to vulnerable populations, must be truly accountable for the quality of care they provide.

Third, I think it is widely recognized that municipally operated homes for the aged do an excellent job, under the current legislative framework, of providing the highest quality services that routinely exceed provincial standards.

Fourth, and perhaps less widely recognized, Ontario's municipal governments go far beyond what they are required to do in law by investing a net \$270 million a year of municipal resources in the provincial long-term care system through the funding and operation of homes for the aged. They do so because they recognize the need for services in their communities and because provincial funding for the provincial long-term care system is woefully inadequate. In Middlesex County, the municipal subsidy to this provincial program will be over \$825,000 in 2007 for 160 beds.

My final observation is that, given what I have just said, it is surely not the intent of this Bill to encourage municipal governments to vacate the industry to the greatest extent possible.

Yet, that is the concern that is being expressed among municipal governments today.

While we believe the Government's intentions are laudable, our assessment of the Bill itself is that it is excessively heavy-handed when it comes to regulating the operation of municipal homes for the aged – with many of the measures having nothing whatsoever to do with the quality of life, safety or well-being of residents.

In the case of municipally-operated homes for the aged, this Bill sets out to fix something that is not broken.

The result is a level of liability exposure for municipal councillors and property tax payers that is unprecedented in Ontario's legislative history.

As the Bill reads currently, municipalities would be well advised to reduce services and investment in Ontario's long-term care system and provide only the minimum mandated level of service in their communities.

And there is another result. By compounding the current administrative responsibilities of those operating homes for the aged, without increasing provincial funding in the system, the Bill will require administrators to reallocate resources away from patient care to administration with a consequence of reduced services.

Surely, it is not anyone's intention to reduce the number of beds in our communities by taking a heavy-handed approach to addressing a problem that does not seem to exist in the municipal operation of provincial long-term care services.

## **THE MUNICIPAL CONTEXT AND LONG-TERM CARE**

Before I address a number of specific concerns, I would like to provide the Committee with some contextual information.

Municipal governments operate over 16,500 beds in long-term care homes in Ontario. That is nearly a quarter of the total beds in the province. In any given year, that is over 6 million days of care.

As I mentioned earlier, municipalities also invest a net \$270 million of property tax revenues per year into the operation and capital development of their long-term care homes.

As the most accountable of the three orders of government, municipalities operate under significant scrutiny. As a mayor and municipal councillor, I can tell you that poor service or poor standards in a municipal facility would not escape this scrutiny.

As the Minister has acknowledged, municipalities are not only leaders in long-term care but committed to the provision of quality long-term care services.

Yet, over the years, municipalities have seen the increased cost of new standards without the corresponding provincial funding support.

And finally, by way of context, the Government's commitment to increase operating funding to \$6,000 per resident has not been achieved.

## **SPECIFIC CONCERNS**

### ***New Administrative & Operational Requirements***

This Bill places great emphasis on the enforcement of standards.

AMO agrees that the administrators of homes for the aged must be accountable. But the Bill will require administrators to spend a great deal more of their time and resources on compliance and documentation and, unless the Government provides additional funding, homes will be forced to apply even more of their limited resources to meeting all the new administrative requirements.

Without provision for additional funding from the Province, the Act will lead to existing staff resources being reallocated to administrative and other non-resident care activity. That means less money will be getting to the care of residents.

### ***Excessive Liability for Municipal Councillors and Municipal Governments***

Bill 140 would create unprecedented liability for municipal councillors, municipal governments and property tax payers through its heavy-handed approach to the issue of duty of care.

Section 67 is a remarkably blunt instrument. It would set out a requirement that a committee of management or board of management for a municipal home for the aged will “take all reasonable care to ensure” that the operation of the home for the aged complies with “all requirements under this Act.” Every person who fails to do so would be “guilty of an offence.”

That means, without any exaggeration, that if a municipal councillor or a member of a board of management cannot demonstrate “reasonable care” to ensure that the administration of the home meets even the most minuscule administrative requirement – of a Regulation that we have not yet seen – the councillor or board member is guilty of an offence.

This section is not about offences related to the specific wrongdoing such as failing to report an incident of abuse. Those serious matters are dealt with directly in the Bill. In fact, this section is not about safeguarding the rights or interests of long-term care residents. This section is a catchall of liability that would make anyone think twice about operating a home for the aged or running for a seat on council.

The penalty set out in the Bill includes a fine of up to \$25,000 or imprisonment of up to 12 months for a first offence.

Furthermore, this section will likely be a significant barrier to recruiting and retaining directors.

Interestingly, the penalties far exceed similar accountability sanctions for members of hospital boards under the *Public Hospitals Act*, imposing harsher offence provisions on the Board members of homes than those serving on hospital Boards. If this is the road the Province is choosing to travel, it would seem reasonable to align the offence provision under Bill 140 with the *Public Hospitals Act*<sup>1</sup>.

### ***Increased Risk to the Viability of Municipal Homes***

I want to turn for a moment to issues of standards and licensing.

AMO appreciates the need for the ongoing upgrading of homes. But the fact of the matter is that there is no evidence that there is any problem with the maintenance or upkeep of facilities in the municipally-operated homes sector.

This begs the question of why Bill 140, sections 150, 151, 156, would provide ministry officials with the authority to order municipalities to undertake upgrading and other work as a condition of licensing.

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<sup>1</sup> The Public Hospitals Act has general offence provisions but the penalty on a conviction is minor (\$50 and not more than \$1,000).

This authority could be used by the ministry to require municipal governments to make any number of unbudgeted and perhaps unnecessary expenditures without recourse. If this Committee agrees that municipal governments are accountable and responsible, then surely giving such sweeping authority to the ministry is unnecessary.

## **CONCLUSION**

These provisions that I have raised act as disincentives to the expansion of long-term care services, and fail to recognize that it is municipalities and municipal revenues - and not provincial standards - that are what is holding the provincial long-term care system together and filling a quarter of a billion dollar gap in provincial health care funding.

The future is clear regarding long-term care in Ontario. For the municipal role in the Province's long-term care system, Bill 140 appears to be moving the sector towards fewer beds, reduced funding for care, greater risk and greater costs.

AMO and many others in the sector foresee an overall erosion of quality resident-focused long-term care in the province.

What is clearly missing in Bill 140 is a statement that commits the Province to preserving and promoting long-term care through adequate and sustainable funding.

The Government must consider that any new or enhanced standards must be accompanied by appropriate operating funding, and must consider the added financial burden that will be placed on homes for the aged and municipalities as a result of the new requirements. The Government must at a minimum, increase operating funding by that amount.

AMO's position on which order of government should be funding provincial health care services is well known. Until we have achieved our goal of good public policy and good fiscal policy in Ontario, please do not undermine our ability to deliver provincial services effectively.

Implementation of Bill 140 without appropriate and sustained provincial funding bodes poorly for the future of long-term care in Ontario.

Finally, let us not undo the good and productive work between AMO, municipalities, and the Province as a result of legislation that, on the face of it, is designed to fix a problem that does not exist – legislation that fails to recognize the municipal contribution to the long-term care system in Ontario.

We look forward to building on our successes to ensure that long-term care legislation meets the needs of our vulnerable residents in a sustainable and realistic manner. And we urge the committee to consider the important matters we have raised today.



**The Corporation of the City of Guelph  
Community, Operations & Emergency Services Committee  
Wednesday, February 14, 2007, 5:08 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Wednesday, February 14, 2007 in Council Chambers at 5:08 p.m.

Present: Councillors Laidlaw, Beard, Hofland and Mayor Farbridge

Absent: Vacancy

Staff in Attendance: Mr. L. Kotseff, Chief Administrative Officer; Mr. D. Kennedy, Director of Finance/City Treasurer; Chief S. Armstrong, Director of Emergency Services/Fire Chief; Mr. R. French, Manager of Transit Services; Ms. K. McCracken, Director of Guelph Museums; Mr. G. Beal, Manager of Financial Services; Ms. C. Richardson, Program Development & Delhi Centre Manager; Ms. T. Agnello, Deputy City Clerk; Ms. N. Marino, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

**2007 Grant Recommendations**

REPORT

1. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
THAT the Community, Operations and Emergency Services Committee approve the recommendations of the Sector Review Groups for receipt of a 2007 City of Guelph Grant;

AND THAT these recommendations be forwarded to City Council for final approval.

Carried

Mayor Farbridge and the Committee Chair thanked Morris Twist, Sally Wismer and Sue Trerise for their hard work as Sector Review Groups.

**2007 Grant Requests – Community Program Service Fees**

REPORT

2. Moved by Mayor Farbridge  
Seconded by Councillor Beard  
THAT the City of Guelph provide a grant to the United Way Community Services of Guelph and Wellington in the amount of \$27,500 for the year 2007 to be funded in the approved annual operating budget;

AND THAT the City of Guelph provide a grant to the Guelph Arts Council in the amount of \$27,500 for the year 2007 to be funded in the approved annual operating budget;

AND THAT in future budgets these items be automatically considered part of the tax supported operating budget and not be required to make application on an annual basis.

Carried

**Grant Applications for Museum/Building Project**

REPORT

3. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
THAT the request from Guelph Museums Board of Management to begin the Cultural Spaces Canada grant application for the Civic Museum/Building Project, be approved.

Carried

**Funding for New Initiatives**

REPORT

4. Moved by Mayor Farbridge  
Seconded by Hofland  
THAT funds from the Class Recovery account for 2007 be made available to support the In-Motion project in the Community Services Department.

AND THAT a package with respect to the In-Motion project be brought forward in the 2008 budget.

Carried

**History of Guelph Non-Profit Housing Board Composition**

REPORT

5. Moved by Mayor Farbridge  
Seconded by Councillor Beard  
THAT the composition of the Guelph Non-Profit Housing Corporation Board of Directors to consist of 1 Councillor and 6 citizens;

AND THAT the Mayor and Clerk be authorized to sign the corresponding Board resolution to implement such.

Carried

**AMO Alert: AMO Responds to “Heavy-Handed” Bill 140**

Mr. D. Kennedy, Director of Finance/City Treasurer advised of the concerns that staff have with respect to Bill 140 and the liability and penalties associated with the new administrative requirements. He further advised that staff was in support of AMO president, Mr. Reycrafts concerns and observations regarding Bill 140.

February 14, 2007

**Community, Operations and Emergency Services Committee** Page No. 3

REPORT

6. Moved by Councillor Beard  
Seconded by Councillor Hofland  
THAT a letter of support from Mr. David Kennedy, Director of Finance/City Treasurer on behalf of The City of Guelph be sent to Mr. Doug Reycraft, President of the Association of Municipalities of Ontario with respect to Bill 140.

Carried

**Other Business**

Counc. Laidlaw  
Mrs. L. A. Giles

7. Moved by Councillor Hofland  
Seconded by Councillor Beard  
THAT the list of outstanding items for the Community, Operations and Emergency Services Committee be referred back to staff to be updated and brought forward to the March 14, 2007 Community, Operations and Emergency Services meeting.

Carried

REPORT

8. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
THAT the name of the Community, Operations and Emergency Services Committee be changed to the Emergency Services, Community Services and Operations Committee;

AND THAT the procedural by-law be amended to reflect the name change.

Carried

Counc. Laidlaw

9. Moved by Councillor Beard  
Seconded by Councillor Hofland  
THAT the Community, Operations and Emergency Services Committee direct the Chair to form an Ad-hoc Committee with respect to body rub parlours to bring forward recommendations by the next meeting of the Community, Operations and Emergency Services Committee.

Carried

**In Camera**

10. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
THAT the Community, Operations and Emergency Services Committee now hold a meeting that is closed to the public pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about identifiable individuals.

Carried

The remainder of the meeting was held in camera.

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

11. Moved by Mayor Farbridge  
Seconded by Councillor Beard  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

12. Moved by Councillor Hofland  
Seconded by Mayor Farbridge  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

Counc. Laidlaw  
Mrs. L. A. Giles

13. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

14. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

15. Moved by Councillor Beard  
Seconded by Councillor Hofland  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

16. Moved by Mayor Farbridge  
Seconded by Councillor Beard  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

February 14, 2007

**Community, Operations and Emergency Services Committee** Page No. 5

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

17. Moved by Mayor Farbridge  
Seconded by Councillor Beard  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

18. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

19. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

Next Meeting: March 14, 2007

The meeting adjourned at 6:00 p.m.

.....  
Chairperson



A great place to call home  
A vibrant downtown

A progressive diversified economy  
An appealing attractive city

## EMERGENCY SERVICES, COMMUNITY SERVICES & OPERATIONS COMMITTEE

March 14, 2007

Council Chambers - 5:00 P.M.

- Disclosure of Pecuniary Interest
- Confirmation of Minutes – February 14, 2007

| ITEMS FOR CONSIDERATION                                                                                                                                                                                                                                                                                                                                                                                                    | STAFF RECOMMENDATION |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>KIDSABILITY PRESENTATION</b><br><br>Stephen Swatridge will be present to provide information with respect to the Kidsability Program.                                                                                                                                                                                                                                                                                   | Approve              |
| <b>ACCESSIBILITY ADVISORY COMMITTEE – ACTIVITIES</b><br><br>Paul Reeve on behalf of the Accessibility Advisory Committee will be present the Committees activities and future plans.                                                                                                                                                                                                                                       |                      |
| <b>AMENDMENTS TO ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE</b><br><br>Paul Reeve of the Accessibility Advisory Committee will be present to answer any questions.<br><br>THAT Council approves the Guelph Accessibility Advisory Committee's recommendation to amend the Terms of Reference of the Accessibility Advisory Committee effective November 2007 with the changes set out in Schedule "A" (attached). | Approve              |
| <b>CITY OF GUELPH ACCESSIBILITY PLAN (ONTARIANS WITH DISABILITIES ACT 2001)</b><br><br>Paul Reeve of the Accessibility Advisory Committee will be present to answer any questions.                                                                                                                                                                                                                                         | Approve              |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <p>THAT the City of Guelph Accessibility Plan 2007 be approved and submitted to the Province of Ontario.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |
| <p><b>AMENDMENT TO LAND AMBULANCE SERVICE AGREEMENT</b></p> <p>THAT the Mayor and Clerk be authorized to execute on behalf of the Corporation of the City of Guelph an amendment to the Approved Staffing Patterns, hours of operation in the Land Ambulance Agreement between the City and Royal City Ambulance Service Ltd.</p>                                                                                                                                                                                                                                                                                                                                                         | <p>Approve</p> |
| <p><b>STEVENSON STREET AT BALSAM DRIVE – TRAFFIC INVESTIGATION</b></p> <p>THAT an adult school crossing guard be posted at the intersection of Stevenson Street and Balsam Drive to assist children crossing Stevenson Street during school arrival and dismissal times;</p> <p>AND THAT the Upper Grand District School Board be requested to restrict access to the Edward Johnson Public School parking lot during school arrival and dismissal times;</p> <p>AND THAT City staff in consultation with the Upper Grand District School Board investigate options for relocating the existing school bus loading zone on Stevenson Street in front of Edward Johnson Public School.</p> | <p>Approve</p> |
| <p><b>OUTSTANDING ITEMS BEFORE THE COMMITTEE</b></p> <p>See attached.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |

## **OTHER BUSINESS**

## **ITEMS REFERRED**

**NEXT MEETING:**      April 11, 2007

**The Corporation of the City of Guelph  
Community, Operations & Emergency Services Committee  
Wednesday, February 14, 2007, 5:08 p.m.**

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Present: Councillors Laidlaw, Beard, Hofland and Mayor Farbridge

Absent: Vacancy

Staff in Attendance: Mr. L. Kotseff, Chief Administrative Officer; Mr. D. Kennedy, Director of Finance/City Treasurer; Chief S. Armstrong, Director of Emergency Services/Fire Chief; Mr. R. French, Manager of Transit Services; Ms. K. McCracken, Director of Guelph Museums; Mr. G. Beal, Manager of Financial Services; Ms. C. Richardson, Program Development & Delhi Centre Manager; Ms. T. Agnello, Deputy City Clerk; Ms. N. Marino, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

**2007 Grant Recommendations**

1. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

THAT the Community, Operations and Emergency Services Committee approve the recommendations of the Sector Review Groups for receipt of a 2007 City of Guelph Grant;

AND THAT these recommendations be forwarded to City Council for final approval.

Carried

Mayor Farbridge and the Committee Chair thanked Morris Twist, Sally Wismer and Sue Trerise for their hard work as Sector Review Groups.

**2007 Grant Requests – Community Program Service Fees**

2. Moved by Mayor Farbridge  
Seconded by Councillor Beard

THAT the City of Guelph provide a grant to the United Way Community Services of Guelph and Wellington in the amount of \$27,500 for the year 2007 to be funded in the approved annual operating budget;

AND THAT the City of Guelph provide a grant to the Guelph Arts Council in the amount of \$27,500 for the year 2007 to be funded in the approved annual operating budget;

REPORT

REPORT



February 14, 2007

**Community, Operations and Emergency Services Committee** Page No. 2

AND THAT in future budgets these items be automatically considered part of the tax supported operating budget and not be required to make application on an annual basis.

Carried

**Grant Applications for Museum/Building Project**

REPORT

3. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

THAT the request from Guelph Museums Board of Management to begin the Cultural Spaces Canada grant application for the Civic Museum/Building Project, be approved.

Carried

**Funding for New Initiatives**

REPORT

4. Moved by Mayor Farbridge  
Seconded by Hofland

THAT funds from the Class Recovery account for 2007 be made available to support the In-Motion project in the Community Services Department.

AND THAT a package with respect to the In-Motion project be brought forward in the 2008 budget.

Carried

**History of Guelph Non-Profit Housing Board Composition**

REPORT

5. Moved by Mayor Farbridge  
Seconded by Councillor Beard

THAT the composition of the Guelph Non-Profit Housing Corporation Board of Directors to consist of 1 Councillor and 6 citizens;

AND THAT the Mayor and Clerk be authorized to sign the corresponding Board resolution to implement such.

Carried

**AMO Alert: AMO Responds to "Heavy-Handed" Bill 140**

Mr. D. Kennedy, Director of Finance/City Treasurer advised of the concerns that staff have with respect to Bill 140 and the liability and penalties associated with the new administrative requirements. He further advised that staff was in support of AMO president, Mr. Reycrafts concerns and observations regarding Bill 140.

February 14, 2007

REPORT

Counc. Laidlaw  
Mrs. L. A. Giles

REPORT

Counc. Laidlaw

**Community, Operations and Emergency Services Committee** Page No. 3

6. Moved by Councillor Beard

Seconded by Councillor Hofland

THAT a letter of support from Mr. David Kennedy, Director of Finance/City Treasurer on behalf of The City of Guelph be sent to Mr. Doug Reycraft, President of the Association of Municipalities of Ontario with respect to Bill 140.

Carried

**Other Business**

7. Moved by Councillor Hofland

Seconded by Councillor Beard

THAT the list of outstanding items for the Community, Operations and Emergency Services Committee be referred back to staff to be updated and brought forward to the March 14, 2007 Community, Operations and Emergency Services meeting.

Carried

8. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT the name of the Community, Operations and Emergency Services Committee be changed to the Emergency Services, Community Services and Operations Committee;

AND THAT the procedural by-law be amended to reflect the name change.

Carried

9. Moved by Councillor Beard

Seconded by Councillor Hofland

THAT the Community, Operations and Emergency Services Committee direct the Chair to form an Ad-hoc Committee with respect to body rub parlours to bring forward recommendations by the next meeting of the Community, Operations and Emergency Services Committee.

Carried

**In Camera**

10. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT the Community, Operations and Emergency Services Committee now hold a meeting that is closed to the public pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

February 14, 2007

**Community, Operations and Emergency Services Committee** Page No. 4

- personal matters about identifiable individuals.

Carried

The remainder of the meeting was held in camera.

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

11. Moved by Mayor Farbridge  
Seconded by Councillor Beard  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

12. Moved by Councillor Hofland  
Seconded by Mayor Farbridge  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

Counc. Laidlaw  
Mrs. L. A. Giles

13. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

14. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

15. Moved by Councillor Beard  
Seconded by Councillor Hofland  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

16. Moved by Mayor Farbridge  
Seconded by Councillor Beard  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

February 14, 2007

**Community, Operations and Emergency Services Committee** Page No. 5REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

17. Moved by Mayor Farbridge  
Seconded by Councillor Beard  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

18. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

19. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
THAT staff be given direction with respect to appointments to Boards,  
Committees and Commissions.

Carried

Next Meeting: March 14, 2007

The meeting adjourned at 6:00 p.m.

.....  
Chairperson



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**From:** Stephen Swatridge [mailto:sswatridge@KidsAbility.ca]

**Sent:** Wednesday, January 31, 2007 10:36 AM

**To:** Mayors Office

**Subject:** KidsAbility/City Partnership

Dear Mayor Farbridge,

First, congratulations on your return to the leadership of the City of Guelph. I know from your inaugural speech that you and your new Council will have a full and progressive agenda during the next four years. Good luck on each of your important goals for the City.

I am writing this note both in my role as the staff leader of KidsAbility - Centre for Child Development and as a "tenant" in one of the City's recreational jewels, the West End Community Centre. I'd like to convey two messages to you. First, in my staff leader role, I'd like to offer myself as a volunteer for the Health Advisory Council you spoke about in your inaugural speech to Council and to the City. I have extensive health care experience within and outside of government and working experience in both Ontario and British Columbia. My MBA and Social Work degrees provide me with a unique perspective on many health-related issues. Second, in my role as a City "tenant", KidsAbility wishes to be a delegation at an appropriate Council meeting in order to thank you for your foresight in planning and partnership development and for your support of children with special needs in your community. Our KidsAbility Guelph site now reaches over 500 special needs children in Guelph and Wellington and we have developed many positive and creative partnerships that benefit the young citizens of your community. We have worked collaboratively with Vikki Dupuis at the West End Centre for several years and look forward to extending that to Rob Mackay in his new role. In summary, we're proud of what we've achieved in Guelph and we think you and Council should be too!

Please let me know if you are interested in pursuing either or both suggestions. Thanks.

Stephen

Stephen Swatridge  
Chief Executive Officer  
KidsAbility - Centre for Child Development  
sswatridge@kidsability.ca  
519-886-8886 x 212  
<http://www.kidsability.ca>

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# City of Guelph

## CORPORATE SERVICES

Report:

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

**DATE:** 2007/03/14

**SUBJECT:** AMENDMENTS TO ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE

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### RECOMMENDATION:

**THAT Council approves the Guelph Accessibility Advisory Committee's recommendation to amend the Terms of Reference of the Accessibility Advisory Committee effective November 2007 with the changes set out in Schedule "A" (attached).**

### SUMMARY:

1. Article 2.0; delete "the AAC" definition and replace with: **"the AAC" refers to The Accessibility Advisory Committee**. *continues to define the terminology and eliminates the mention of the establishment of the committee which is already mentioned in 1.0*

**Article 4.0 "The Accessibility Advisory Committee (AAC) shall report to City Council through the appropriate Standing Committee to Council on a no less than annual basis..."** *Updates the Standing Committee that the AAC is to report to and adds a minimum report timeline. This statement reflects the direction from City Council resolutions of December 18, 2006 "THAT the Accessibility Advisory Committee report through the appropriate Standing Committee to Council on a no less than annual basis"*

**Article 5.0 “b) a maximum of six (6) members who may not have a disability which could include”** would replace the first bullet and becomes the title of the remaining bullets. This change reflects City Council resolution of December 18, 2006 “THAT no Councillor appointment be made to the Accessibility Advisory Committee”. Prior to this resolution, the AAC had one member of Municipal Council as a voting member. With the addition of the words “which could include”, Council members still have the latitude to appoint a Council Member as a voting member in the future.

**“One member (parent) representing children or youth with disabilities under the age of 19”** the addition of the words “or youth” and “under the age of 19” would further define this specific age group and provides the opportunity to have a committee member who will have a specific understanding of the barriers experienced by children or youth with a disability. The AAC believe this to be an under-represented group.

**“Quorum will consist of one half of the membership plus one member AND of those present, a majority must be persons with a disability”** ensures that people with a disability retain a majority of quorum during all voting opportunities.

**“The total length of term for each Guelph AAC member will be up to ten (10) consecutive years beginning with a period of one year for the first appointment”**. Reflects Council’s new appointment period of Boards, Committees and Commissions, December 18, 2006. The previous document just mentioned “The length of term ...will be up to three years as per Council’s policy.”

The last bullet of 5.0 to be moved to the section titled Staff Support Group and correct the staff title.

The first paragraph in the section titled Staff Support Group state **“It is recommended that each City Service Area shall appoint a staff person who will represent their department on the Corporate Accessibility Steering Committee. The area representative will work within their service area to identify barriers and recommend solutions. The Administrator of Disability Services will act as the committee chair.”** Reflects the current, and gives further latitude to any future changes to, service areas as the original document listed specific areas. The change to the title of the Disability Resource Coordinator to Administrator of Disability Services is updated.

All references to the **Guelph Accessibility Guidelines (GAG)** to be deleted and replaced with the **“Wellington Accessibility Partnership 2005 Facility Accessibility Design Manual (FADM)”**. Updates the document to be referenced for the built environment; the Guelph Accessibility Guide has been replaced with the Facility Accessibility Design Manual.

## **BACKGROUND:**

Provincially, new legislation in the form of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) received Royal Assent on June 13, 2005 and is now the law, however the provisions of the Ontarians with Disabilities Act, 2001 (ODA) remain in force until the Act is repealed.

Locally, the Terms of Reference were developed in 2001 when the Guelph Accessibility Advisory Committee was established. During this past six years changes to titles and processes deemed the document information to be out of date. The recommended changes will bring the document up to date.

## **REPORT:**

The Accessibility Advisory Committee requests the noted changes to their Terms of Reference.

The Accessibility Advisory Committee approved these recommendations on February 20, 2007.

### **Motion:**

**The amendments to the Accessibility Advisory Committee Terms of Reference are approved for recommendation to Council with the following addition under 5.0 Membership:**

"Quorum will consist of one half of the membership plus one member AND of those present, a majority must be persons with a disability."

**Motion: Janice Pearce-Faubert      2<sup>nd</sup>: Cory Chisholm**

**Carried**

## **CORPORATE STRATEGIC PLAN:**

The work that the Accessibility Advisory Committee carries out assists the City to enhance community wellness, Goal 4 of the City of Guelph Strategic Plan.

## **FINANCIAL IMPLICATIONS:**

There are no financial implications to these recommended changes.

## **DEPARTMENTAL CONSULTATION:**

The Clerk's office was consulted regarding Council policies and practices regarding appointments to Committees

## **COMMUNICATIONS:**

Once approved these recommendations will be incorporated into the remaining Terms of Reference which will be posted on the City of Guelph website in the Accessibility section. This updated document will also be given to current members of the Accessibility Advisory Committee (AAC) and to all new AAC members as part of their committee orientation.

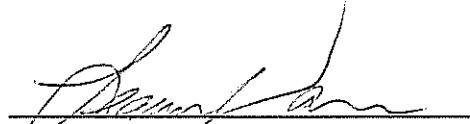


**ATTACHMENTS:**

Schedule A

Copy of the original Terms of Reference

Copy of the draft Terms of Reference with recommended text underlined.



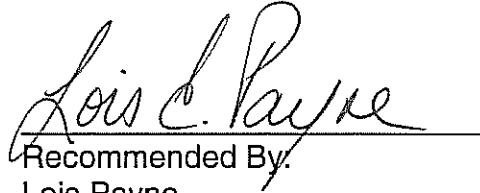
Prepared By:

Leanne Warren

Administrator of Disability Services

519-837-5618 230

leanne.warren@guelph.ca

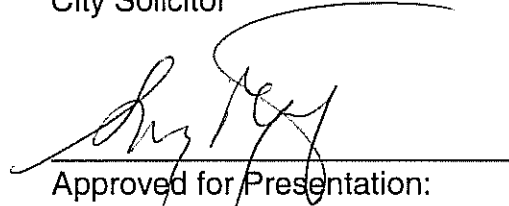


Recommended By.

Lois Payne

Director of Corporate Services/

City Solicitor



Approved for Presentation:

Larry Kotseff

Chief Administrative Officer

## Schedule A

1. Article 2.0; delete “the AAC” definition and replace with: ““the AAC” refers to The Accessibility Advisory Committee”.
2. Article 4.0; modify the first sentence as follows: “The Accessibility Advisory Committee (AAC) shall report to City Council through the appropriate Standing Committee to Council on a no less than annual basis.”.
3. Article 5.0; delete article and replace with:  
5.0 Membership  
Voting Members  
A maximum of 15 members consisting of:
  - a) a majority of the members (minimum of seven (7)) shall be persons with disabilities. These Committee members shall be representative of gender, ethnicity and different types of visible and invisible disabilities noted in the “ODA 2001” such as persons with a physical (visual, speech, hearing, deaf, brain injury, use of a wheelchair or assistive device); cognitive (intellectual impairments); perceptual (learning disability) and mental health issues;
  - b) a maximum of six (6) members who may not have a disability which could include:
    - One member of Municipal Council;
    - One member (parent) representing children or youth with disabilities under the age of 19; and
    - Four members at large, interested in issues related to persons with disabilities

Quorum will consist of one half of the membership plus one member AND of those present, a majority must be persons with a disability.

The total length of term for each Guelph AAC member will be up to ten (10) consecutive years beginning with a period of one year for the first appointment.

The Guelph Accessibility Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues. These sub-committees and working groups shall draw upon members from the Guelph Barrier Free Committees as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Accessibility Advisory Committee.

**Staff Support Group:**

**The City of Guelph Administrator of Disability Services will act as a City liaison to the AAC but will not be a voting member.**

**It is recommended that each City Service Area shall appoint a staff person who will represent their area on the Corporate Accessibility Steering Committee. The area representative will work within their service area to identify barriers and recommend solutions. The Administrator of Disability Services will act as the committee chair..**

- 4. All references to “City of Guelph Accessibility Guidelines (GAG) to be deleted and replaced with “Wellington Accessibility Partnership 2005 Facility Accessibility Design Manual (FADM)”.**

## Current Terms

### Terms of Reference

#### 1.0 Preamble:

The *Ontarians with Disabilities Act, 2001* (ODA) received Royal Assent on December 14, 2001. The purpose of the ODA is to improve opportunities for people with disabilities through identification, removal and prevention of barriers to participation in the life of the province.

The new legislative requirements set out standards that all municipalities must follow to ensure that existing barriers for people with disabilities are removed over time and that no new barriers are created.

Under the ODA, all municipalities must prepare and make public all accessibility plans. Municipalities with populations over 10,000 must appoint an Accessibility Advisory Committee (AAC) to help them prepare the plan.

The contents of this "*Terms of Reference*" may be modified as the *Ontarians with Disabilities Act* is adapted and changes are made.

#### 2.0 Definitions:

Within this Terms of Reference the term:

**"the organization"** refers to The City of Guelph and may refer to the City's Agencies, Boards and Commissions. It is intended that the Accessibility Advisory Committee shall advise comprehensively upon issues for a barrier-free Guelph which may entail forwarding recommendations to the City's Agencies, Boards and Commissions and/or other outside organizations.

**"the ACC"** refers to The Accessibility Advisory Committee appointed by Council on Sept 3, 1002 for a period of one year.

**"barrier"** means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, and architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or practices ("obstacle");

**"disability"** means:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes, mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- a condition of mental impairment;
- a condition of a developmental disability;
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder; or,

- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; ("handicap").

### **3.0 Mandate:**

In accordance with the Ontarians with Disabilities Act, Chapter 32, Statutes of Ontario, 2002, the ACC shall advise and assist "the organization: in promoting and facilitating a barrier-free Guelph for citizens of all abilities (universal accessibility), including persons with disabilities. This aim shall be achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by person with disabilities.

### **4.0 Duties:**

The Accessibility Advisory Committee (AAC) shall report to City Council, through the Community Services Committee. The AAC shall be responsible for the following:

#### **Duties Required by the Ontarians with Disabilities Act (2001)**

1. participating in the annual development and/or refinement of "the organization's" Accessibility Plan(s) which are intended to improve the quality of life for all Guelphites, including persons with disabilities;
2. advising "the organization" on the implementation, and effectiveness of the City's annual Accessibility Plan to ensure that it addresses the identification, removal and prevention of barriers to persons with disabilities in "the organization's" by-laws, and all policies, programs, practices and services;
3. selecting and reviewing in a timely manner the site plans and drawings for new developments, described in section 41 of The Planning Act;
4. reviewing and monitoring existing and proposed procurement policies of "the organization" for the purpose of providing advice with respect to the accessibility for persons with disabilities to the goods or services being procured;
5. the committee shall meet each year to review the effectiveness of the plan, and to assist/advise municipal staff on the preparation and presentation of an annual report to Council;
6. reviewing access for persons with a disability to building, structures and premises (or parts thereof) that the City purchases, constructs, significantly renovates, leases or funds for compliance with the City of Guelph Accessibility Guidelines (GAG).

#### **Other Duties**

- reviewing "the organization's" policies and standards and advising "the organization" on issues and concerns (barriers) faced by persons with disabilities and the means by which the organizations may work towards the elimination of these barriers;
- reviewing and advising "the organization" on universal transportation issues, their policies and standards, and how to enable barrier-free access for persons with disabilities;
- advising, consulting and reporting findings and recommendations to "the organization" on matters related to the status of persons with disabilities. The AAC shall be informed on matters of policy (municipal, provincial or federal gov't and CSA) affecting persons with disabilities and shall inform "the organization" about the impact of these policies on Guelph;
- annual reviewing and recommending changes to the City of Guelph Accessibility Guidelines (GAG);

- coordinating the immediate and ongoing dissemination of information in various formats to persons with disabilities, etc and to the public at large regarding issues faced by persons with all types of disabilities and regarding the work undertaken by the AAC; and,
- supporting, encouraging and being an ongoing resource to "the organization," individuals, agencies and the business community by education and building community awareness about measures (such as employment accommodations, business accessibility, etc.) for improving the quality of life for persons with disabilities, through the removal of physical barriers, incorporation of universal design standards and education to overcome attitudinal barriers to make Guelph an accessible, livable City for all people.

## **5.0 Membership**

### **Voting Members**

A maximum of 15 members consisting of:

a) a majority of the members (minimum of seven (7)) shall be persons with disabilities. These Committee members shall be representative of gender, ethnicity and different types of visible and invisible disabilities noted in the "ODA 2001" such as persons with a physical (visual, speech, hearing, deaf, brain injury, use of a wheelchair or assistive device); cognitive (intellectual impairments); perceptual (learning disability) and mental health issues;

- a maximum of six (6) members who may not have a disability
- One member of Municipal Council;
- One member (parent) representing children with disabilities; and
- Four members at large, interested in issues related to persons with disabilities
- The City of Guelph Disability Resource Coordinator who will act as a resource to the AAC but will not be a voting member.

The length of term for GAAC committee members will be up to three years as per Council's policy.

The Guelph Accessibility Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues. These sub-committees and working groups shall draw upon members from the Guelph-Wellington Barrier Free Committees as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Accessibility Advisory Committee.

### **Staff Support Group:**

Staff from the following Departments/Divisions are recommended to sit on the Corporate Steering Committee: Community Services Group, Environment and Transportation Group, Purchasing, and Planning. The Disability Resource Coordinator will act as the committee chair.

Staff from other Departments/Divisions will be appointed by the Directors/Commissioners to work with the Corporate Steering committee and staff within their dept/division to identify barriers and recommend solutions. They will include: Legal, Finance, Community Services, Museum, Traffic Services, Human Resources, Library, Building/Zoning Division, Economic Development, and Information Services.

## Proposed Terms

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### Terms of Reference

#### 1.0 Preamble:

The *Ontarians with Disabilities Act, 2001* (ODA) received Royal Assent on December 14, 2001. The purpose of the ODA is to improve opportunities for people with disabilities through identification, removal and prevention of barriers to participation in the life of the province.

The new legislative requirements set out standards that all municipalities must follow to ensure that existing barriers for people with disabilities are removed over time and that no new barriers are created.

Under the ODA, all municipalities must prepare and make public all accessibility plans. Municipalities with populations over 10,000 must appoint an Accessibility Advisory Committee (AAC) to help them prepare the plan.

The contents of this "*Terms of Reference*" may be modified as the Ontarians with Disabilities act is adapted and changes are made.

#### 2.0 Definitions:

Within this Terms of Reference the term:

**"the organization"** refers to The City of Guelph and may refer to the City's Agencies, Boards and Commissions. It is intended that the Accessibility Advisory Committee shall advise comprehensively upon issues for a barrier-free Guelph which may entail forwarding recommendations to the City's Agencies, Boards and Commissions and/or other outside organizations.

**"the ACC"** refers to The Accessibility Advisory Committee appointed by Council on Sept 3, 1992 for a period of one year.

**"barrier"** means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, and architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or practices ("obstacle");

**"disability"** means:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes, mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- a condition of mental impairment;
- a condition of a developmental disability;
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder; or,

- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; ("handicap").

### **3.0 Mandate:**

In accordance with the Ontarians with Disabilities Act, Chapter 32, Statutes of Ontario, 2002, the AAC shall advise and assist "the organization: in promoting and facilitating a barrier-free Guelph for citizens of all abilities (universal accessibility), including persons with disabilities. This aim shall be achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by person with disabilities.

### **4.0 Duties:**

The Accessibility Advisory Committee (AAC) shall report to City Council through the appropriate Standing Committee to Council on a no less than annual basis. The AAC shall be responsible for the following:

#### **Duties Required by the Ontarians with Disabilities Act (2001)**

1. participating in the annual development and/or refinement of "the organization's" Accessibility Plan(s) which are intended to improve the quality of life for all Guelphites, including persons with disabilities;
2. advising "the organization" on the implementation, and effectiveness of the City's annual Accessibility Plan to ensure that it addresses the identification, removal and prevention of barriers to persons with disabilities in "the organization's" by-laws, and all policies, programs, practices and services;
3. selecting and reviewing in a timely manner the site plans and drawings for new developments, described in section 41 of The Planning Act;
4. reviewing and monitoring existing and proposed procurement policies of "the organization" for the purpose of providing advice with respect to the accessibility for persons with disabilities to the goods or services being procured;
5. the committee shall meet each year to review the effectiveness of the plan, and to assist/advise municipal staff on the preparation and presentation of an annual report to Council;
6. reviewing access for persons with a disability to buildings, structures and premises (or parts thereof) that the City purchases, constructs, significantly renovates, leases or funds for compliance with the Wellington Accessibility Partnership 2005 Facility Accessibility Design Manual (FADM).

#### **Other Duties**

- reviewing "the organization's" policies and standards and advising "the organization" on issues and concerns (barriers) faced by persons with disabilities and the means by which the organizations may work towards the elimination of these barriers;
- reviewing and advising "the organization" on universal transportation issues, their policies and standards, and how to enable barrier-free access for persons with disabilities;
- advising, consulting and reporting findings and recommendations to "the organization" on matters related to the status of persons with disabilities. The AAC shall be informed on matters of policy (municipal, provincial or federal gov't and CSA) affecting persons with disabilities and shall inform "the organization" about the impact of these policies on Guelph;
- annually reviewing and recommending changes to the Wellington Accessibility Partnership 2005 Facility Accessibility Design Manual (FADM);



- coordinating the immediate and ongoing dissemination of information in various formats to persons with disabilities, etc and to the public at large regarding issues faced by persons with all types of disabilities and regarding the work undertaken by the AAC; and,
- supporting, encouraging and being an ongoing resource to "the organization," individuals, agencies and the business community by education and building community awareness about measures (such as employment accommodations, business accessibility, etc.) for improving the quality of life for persons with disabilities, through the removal of physical barriers, incorporation of universal design standards and education to overcome attitudinal barriers to make Guelph an accessible, livable City for all people.

## **5.0 Membership**

### **Voting Members**

A maximum of 15 members consisting of:

- c) a majority of the members (minimum of seven (7)) shall be persons with disabilities. These Committee members shall be representative of gender, ethnicity and different types of visible and invisible disabilities noted in the "ODA 2001" such as persons with a physical (visual, speech, hearing, deaf, brain injury, use of a wheelchair or assistive device); cognitive (intellectual impairments); perceptual (learning disability) and mental health issues;
- d) a maximum of six (6) members who may not have a disability which could include:
  - One member of Municipal Council;
  - One member (parent) representing children or youth with disabilities under the age of 19; and
  - Four members at large, interested in issues related to persons with disabilities

Quorum will consist of one half of the membership plus one member AND of those present, a majority must be persons with a disability

The total length of term for each Guelph AAC member will be up to ten (10) consecutive years beginning with a period of one year for the first appointment.

The Guelph Accessibility Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues. These sub-committees and working groups shall draw upon members from the Guelph-Wellington Barrier Free Committees as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Accessibility Advisory Committee.

### **Staff Support Group:**

The City of Guelph Administrator of Disability Services, will act as a City liaison to the AAC but will not be a voting member.

It is recommended that each City Service Area shall appoint a staff person who will represent their area on the Corporate Accessibility Steering Committee. The area representative will work within their service area to identify barriers and recommend solutions. The Administrator of Disability Services will act as the committee chair.

Staff from other Departments/Divisions will be appointed by the Directors/Commissioners to work with the Corporate Steering committee and staff within their dept/division to identify barriers and recommend solutions. They will include: Legal, Finance, Community Services, Museum, Traffic

Services, Human Resources, Library, Building/Zoning Division, Economic Development, and Information Services.



# City of Guelph

## CORPORATE SERVICES

Report:

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** 2007/03/14

**SUBJECT:** CITY OF GUELPH ACCESSIBILITY PLAN (ONTARIANS WITH DISABILITIES ACT 2001)

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### RECOMMENDATION:

**THAT the City of Guelph Accessibility Plan 2007 be approved and submitted to the Province of Ontario.**

### BACKGROUND:

The Ontarians with Disabilities Act 2001 (ODA) was passed to improve opportunities for people with disabilities through identification, removals and prevention of barriers to participation in the life of the Province. The ODA mandates that provincial government, municipal governments, public transportation providers, schools, colleges, universities and hospitals develop annual accessibility plans and make them public. Accessibility plans are intended to address existing barriers to people with disabilities and to prevent new barriers from being established.

New legislation in the form of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) received Royal Assent on June 13, 2005, but has not yet been proclaimed. The provisions of the Ontarians with Disabilities Act, 2001 (ODA) remain in force until the new Act is proclaimed.

### REPORT:

The attached document, "City of Guelph 2007 Accessibility Plan", was developed by the staff ODA Corporate Accessibility Steering Committee (ODA-CASC) with consultation and input from the City's Accessibility Advisory Committee (AAC).

The document provides a listing/status of the barriers identified by the public during the ODA-CASC and AAC's Public Open House during 2006. Members of the ODA – CASC consulted with those in their service area to determine a plan of action for each item. The 2007 Accessibility Plan also fulfills the City of Guelph Transit Services obligations to complete an Accessibility Plan under the ODA.

The ODA-CASC and AAC will be responsible to monitor the progress of the Plan and to obtain public input to subsequent Plans that are to be submitted yearly.

### **CORPORATE STRATEGIC PLAN:**

The elimination of barriers or development of documents identified in the Accessibility Plan will assist the City to enhance community wellness, Goal 4 of the City of Guelph Strategic Plan.

### **FINANCIAL IMPLICATIONS:**

In cooperation with the ODA Corporate Accessibility Steering Committee and the Accessibility Advisory Committee, each service area will determine the costs associated with addressing each barrier under their area of responsibility. In some cases no cost will be required (i.e. Development of Inclusion Policy in Recreation). In other cases funds will be identified in general operating and capital budgets as well as from the City's Accessibility Reserve.

### **DEPARTMENTAL CONSULTATION:**

The ODA Corporate Accessibility Steering Committee includes a wide representation of staff and service areas whose task is to oversee the process of preparing the Accessibility Plan under the direction of the Administrator of Disability Services.

The Committee has also actively consulted with other staff and groups within each Service Area to ensure their expertise and input has been included in developing the Plan.

### **COMMUNICATIONS:**

The 2007 Accessibility Plan will be made available to the public through the following means:

1. A PDF document will be placed on the City's website;
2. Copies of the plan are available to the public from the City's Community Services either by pick-up or through mail.
3. Formats such as CD, Braille, audio and disk are available upon request;

4. Communication of the Plan is provided to the media and the public through our Corporate Communications Division through media releases etc.;
5. All general information relating to the Accessibility Plan is posted on the City's website.

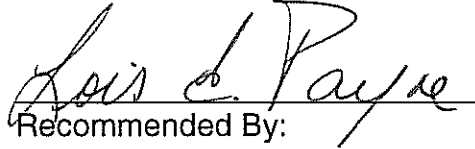
The ODA-CASC will also assist in communicating this Plan with staff in their department.

#### **ATTACHMENTS:**

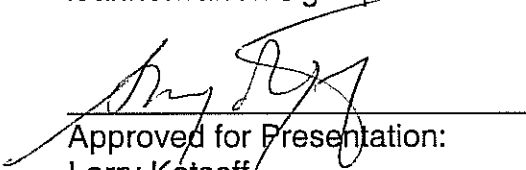
The recommended 2007 City of Guelph Accessibility Plan.



Prepared By:  
Leanne Warren  
Administrator of Disability Services  
519-837-5618  
leanne.warren@guelph.ca



Recommended By:  
Lois Payne  
Director of Corporate Services/  
City Solicitor



Approved for Presentation:  
Larry Kotseff  
Chief Administrative Officer

# **The Corporation of the City of Guelph**



**2007**

## **ACCESSIBILITY PLAN**

**Submitted By**

*Leanne Warren*

*Coordinator,*

*ODA Corporate Accessibility Steering Committee*

*Accessibility Advisory Committee*

**This document is available  
in the following  
Alternate Formats:**

**Braille**

**Audio**

**CD**

**NOTE:** This document has been prepared in large print (14pt or larger)

**Please contact, [accessibility@guelph.ca](mailto:accessibility@guelph.ca)**

**(519) 837-5618 ext. 230,**

**TTY: (519) 826-9771, Web: [guelph.ca](http://guelph.ca)**



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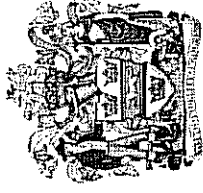
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THE CITY OF  
**Guelph**

## **Barrier Free Policy Statement**

**T**he City of Guelph is an innovative, caring community, and is committed to being responsive to the needs of its citizens. We want Guelph to be a great place to call home for everyone who lives here. To do this, we must recognize the diverse needs of our residents and respond by striving to provide services and facilities that are accessible to all.

**O**ur vision of Guelph is that of a well-designed community that is safe, convenient and comfortable. To this end, the City of Guelph has developed this Barrier Free Policy and associated action statements.

### **Goals**

**T**he City of Guelph as an employer and provider of services is committed to Barrier Free access and thus will:

- 1) Take a leadership role in achieving and setting an example to the business, institutional and volunteer sectors in terms of access and integration, employment equity, communications, recreation, transportation, housing and education.
- 2) Establish a process to identify barriers and gaps in existing services and facilities.
- 3) Continuously improve the level of accessibility of existing municipal services and facilities.
- 4) Actively encourage input from all segments of the community in the design, development and operation of new and renovated municipal services and facilities.
- 5) Provide resources and support to give effect to this policy.

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**Karen Farbridge, Mayor**

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**Larry Kotseff, City Administrator**

### **This report:**

1. Describes the process by which **The City of Guelph** identifies, removes, and prevents barriers to people with disabilities.
2. Reviews the progress **The City of Guelph** has made in removing and preventing barriers that were identified last year in its facilities, policies, programs, practices and services.
3. Lists the facilities, policies, programs, practices and services that **The City of Guelph** will review in the coming year to identify barriers to people with disabilities.
4. Describes the measures **The City of Guelph** will take in the coming year to identify, remove and prevent barriers to people with disabilities.
5. Describes the ways that **The City of Guelph** will make this accessibility plan available to the public.

## **SECTION 1: EXECUTIVE SUMMARY**

People with disabilities represent a significant and growing part of our population. According to Statistics Canada, about 1.5 million Ontarians have disabilities — about 13.5% of the population. It is estimated that 20% of the population will have disabilities in two decades. In the City of Guelph that represents over 20,000 people.

The purpose of the *Ontarians with Disabilities Act, 2001* (ODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province. The ODA mandates that all municipalities prepare annual accessibility plans.

This is the fourth year that a plan has been prepared by the ODA Corporate Accessibility Steering Committee (ODA-CASC) of the City of Guelph. The report describes (1) the measures that the City of

Guelph has taken in the past, and (2) the measures that the City will take during 2007, to identify, remove and prevent barriers to people with disabilities who use the facilities and services of the Municipality, including staff, and other members of the community.

This year, the City of Guelph committed itself to the continual improvement of access to facilities, and services for persons with disabilities; the participation of people with disabilities in the development and review of its annual accessibility plan; and the provision of quality services to all members of the community with disabilities.

The ODA Corporate Accessibility Steering Committee and Accessibility Advisory Committee identified several barriers to people with disabilities. The most significant areas that pose barriers are those that affect circulation of persons with disabilities such as curb ramps, parking, transportation services and sidewalks.

Our goal, during the coming year, is to:

- a. Work to complete the priorities identified in this Accessibility Plan
- b. Continue to promote and encourage the removal of barriers to City of Guelph policies, programs, practices and facilities.
- c. Monitor the release of draft or final versions of Provincial Standards under the Accessibility for Ontarians with Disabilities Act 2005.
- d. Respond to the release of the Provincial Standards under the Accessibility for Ontarians with Disabilities Act 2005.

## **SECTION 2: MUNICIPAL JURISDICTION(S) PARTICIPATING IN THIS PLAN**

### **2.1 Municipality**

The Corporation of the City of Guelph.

### **2.2 Mailing Address**

City Hall,  
59 Carden Street.  
Guelph Ontario, N1H 3A1

### **2.3 Introduction**

The Corporation of the City of Guelph has established a comprehensive and collaborative approach to dealing with barriers to accessibility for its citizens who have disabilities. We have developed the ways and means of working with the various agencies and organizations established to meet the special needs and interests of persons with disabilities and with public volunteers who have disabilities and other community-spirited volunteers. Our accumulated experience and successful initiatives have given the City an enviable reputation in removing barriers experienced by persons with disabilities. The Ontario Ministry of Citizenship has included Guelph as an “example of municipal best practices” in removing accessibility barriers.

While the work is primarily designed for persons with disabilities, many of the accomplishments in improved and enhanced accessibility are of direct benefit to other residents of Guelph, their guests and visitors to Guelph. The Principles of Universal Design are predicated on the benefits to be derived by all.

The implementation of an ever-growing fleet of low-floor buses, for example, makes boarding and disembarking for elderly customers an easier and safer experience, as does the adoption of audible traffic signals. Easier entrance to and exit from Guelph's public buildings are an asset for all.

With the appointment of its first Disability Resource Coordinator in 1995, Guelph began its sustained and constantly enhanced commitment to serve persons with disabilities. Premised on an acceptance of the principles of Universal Design, the City has: promoted and supported the formation of the Guelph – Wellington Barrier Free Committees in 1998; adopted a corporate Barrier Free Policy Statement in 2001; devised and adopted the municipality's own Guelph Accessibility Guidelines in 2001 governing all municipal buildings and facilities; undertook an extensive Accessibility Audit of its 21 owned and leased properties and facilities in 2002; and appointed its Accessibility Advisory Committee, its Staff ODA Corporate Accessibility Steering Committee in 2003, and developed the 2005 Facility Accessibility Design Manual in partnership with the County of Wellington, Homewood Health Centre and the Upper Grand District School Board. The manual, adopted as a standard by the Guelph City Council, applies to all City owned or leased property and replaces the Guelph Accessibility Guidelines for a more extensive approach to accessibility and universal design. Guelph is committed to expanding and enhancing its service to those persons who have disabilities.

## **2.4 Population**

Guelph is a city with a population of some 119,200 residents and is located within the County of Wellington.

## **2.5 Municipal Highlights**

The City of Guelph is known as a "separated city", and does not form part of the County system. It is located approximately 1 hour west of Toronto in what is known as Canada's Technological Triangle. Neighboring cities include: Kitchener, Waterloo, Cambridge, and Hamilton.

The Corporation of the City of Guelph consists of 8 Service Areas and approximately 850+ full time employees. The Service Areas consist of Environment Services, Operations, Finance, Community Services, Emergency Services, Corporate Administration, Corporate Services, Community Design and Development Services. The City also works with a number of Boards including: Police Services, Library, River Run and Museum to deliver a wide-range of services, programs and activities.

## **2.6 City of Guelph Vision**

Guelph is an innovative, caring community, excited about its future...

- Recognized as an appealing, attractive city
- Committed to its environmental stewardship
- Supportive of its progressive diversified economy
- Proud of its downtown... a great place to call home.

## **2.7 City of Guelph Mission**

We are a government that is accessible, affordable, accountable and responsive to its citizens.  
Commitments

- To ensure quality growth
- To preserve our natural, cultural & architectural heritage
- To promote community wellness
- To enhance our diversified economic base
- To maintain strong municipal management practices

## SECTION 3: ODA WORKING COMMITTEES

### 3.1 ODA Corporate Accessibility Steering Committee

The City of Guelph recognizes that the ODA utilizes comprehensive definitions for both *disability* and *barrier* and therefore the Municipality's *Plan* will need to reflect these definitions. In order to ensure that all service areas are represented within the *Plan*, City Council approved the formation of an ODA Corporate Accessibility Steering Committee. This committee includes a wide representation of staff and service areas whose task is to oversee the process of preparing the *Accessibility Plan* under the direction of the Administrator of Disability Services,

The Committee has also actively consulted with other staff and groups within each Service Area to ensure their expertise and input has been included in developing the *Plan*.

The ODA Corporate Accessibility Steering Committee's primary role is to:

- Demonstrate leadership in creating and recommending innovative approaches and progressive solutions to make City Services, programs, by-laws, policies and practices more accessible to residents of Guelph and City employees.

The following is a list of the 2007 ODA Corporate Accessibility Steering Committee including which Department/Area they represent:

1. **Leanne Warren**, Administrator of Disability Services/Plan Coordinator, Corporate Services,  
[leanne.warren@guelph.ca](mailto:leanne.warren@guelph.ca)
2. **Susan Smith**, Corporate Services,



3. **Murray McCrae**, Corporate Services
4. **Kristen Quennell**, Community Services
5. **John Tsilogianis**, Finance
6. **Beth Brombal**, Operations
7. **Scott Hannah**, Community Design and Development Services

### **3.2 Key Contact/Accessibility Plan Coordinator**

The key contact for inquiries regarding the Municipality's Accessibility Plan is the Administrator of Disability Services who acts as the staff liaison between the ODA Corporate Accessibility Steering Committee and the Accessibility Advisory Committee (AAC). The role of the Administrator has been to coordinate all meetings, to ensure consistency and continuity in the preparation and implementation of the annual accessibility plan, assign responsibility for its coordination and development, arrange for public consultation and consultation with the AAC.

Leanne Warren , Community Services Department, Administrator of Disability Services/Plan Coordinator, Corporate Property Management, Corporate Services  
City Of Guelph, 59 Carden St., Guelph, ON N1H 3A1  
(519) 837-5618 ext 230, [leanne.warren@guelph.ca](mailto:leanne.warren@guelph.ca), website: [guelph.ca](http://guelph.ca)

### 3.3 Accessibility Advisory Committee

The *Ontarians with Disabilities Act, 2001 (ODA)* requires that all Municipality's over 10,000 appoint an Accessibility Advisory Committee. A majority of the members of the committee must include persons with disabilities.

In 2006 City Council appointed the following individuals to the AAC:

|                        |                      |
|------------------------|----------------------|
| Paul Reeve             | Citizen (Chair)      |
| France Tolhurst        | Citizen (Vice-Chair) |
| Sharon Van Manen       | Citizen              |
| Doug Grove             | Citizen              |
| Cory Chisholm          | Citizen              |
| Jane McNamee           | Citizen              |
| Jennifer Popkey-Bergin | Citizen              |
| Tom Goettler           | Citizen              |
| Mary Grad              | Citizen              |
| Laurie Lanthier        | Citizen              |
| Jolyne Neil            | Citizen              |
| Janice Pearce-Faubert  | Citizen              |
| Leanne Warren          | Committee Liaison    |

## SECTION 4: STATUS OF BARRIERS IDENTIFIED AND INITIATIVES TO REMOVE AND PREVENT THEM

### 4.1

#### 2007 Accessibility Initiatives

Service Area: Community Services

|          | Access<br>ibility<br>Plan<br>Ref # (if<br>applica<br>ble) | Barrier/Issue                                                                                                              | Procedure To<br>Remove Barrier                                                                                                        | Status   | Staff<br>Member       | Comments |
|----------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------|----------|
| <b>1</b> | 04-05<br>Plan<br>Sec 5.3<br># 16                          | Develop<br>Inclusion Policy<br>to guide<br>provision of<br>Municipal<br>Recreation,<br>Leisure and<br>Cultural<br>Programs | Research other<br>Inclusion<br>Policies in<br>neighboring<br>communities.<br>Develop policy<br>with<br>assistance of<br>stake holders | Underway | J Doherty             |          |
| <b>2</b> | 05 Plan<br>Sec 5.4<br># 4                                 | Program for<br>Persons with<br>Complex<br>Disabilities                                                                     | Meet with<br>Recreation Staff<br>regarding current<br>service levels<br>Investigate                                                   | 2007/08  | J Doherty<br>L Warren |          |

|          |                                              |                                                                     |                                                     |                                                                                                                        |                             |                                                                                 |  |  |
|----------|----------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------------|--|--|
|          |                                              |                                                                     |                                                     | adaptation possibilities. Meet with community agencies to identify gaps and where improvements can be made in programs |                             |                                                                                 |  |  |
| <b>3</b> | 03-04 Plan Appendix F – Sec H – 1            | Upgrading of stair nosing and treads                                | Replace linoleum and stair nosing according to FADM | Underway                                                                                                               | C<br>Richardson<br>L Warren |                                                                                 |  |  |
| <b>4</b> | 03-04 Plan Appendix F – Sec H - 1            | Doors to Family/Accessible washrooms not automatic                  | Automatic door buttons to be installed              | Complete                                                                                                               | M McCrae                    | Listed in 2006 Plan under Culture. Automatic Door opener installed at River Run |  |  |
| <b>5</b> | Transportation Business Plan 2005 Task 1.7.1 | Persons with disabilities have difficulty traveling within the city | Increase the number of accessible transit routes    | Complete                                                                                                               | Transit Services            |                                                                                 |  |  |

|          |                                                                  |                                                                                                     |                                                                                                                                                                   |                                      |                       |                                                                 |
|----------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------|-----------------------------------------------------------------|
| <b>6</b> | Transpo<br>rtation<br>Busines<br>s Plan<br>2005<br>Task<br>1.7.2 | Persons with<br>disabilities<br>have difficulty<br>traveling<br>within the city                     | Establish priority<br>for<br>accessible bus<br>stop<br>audit                                                                                                      | Audit<br>completed<br>summer<br>2006 | Transit<br>Services   |                                                                 |
| <b>7</b> | Transpo<br>rtation<br>Busines<br>s Plan<br>2005<br>Task<br>1.7.3 | Persons with<br>disabilities<br>have difficulty<br>traveling<br>within the city                     | Implement the<br>accessible bus<br>stop<br>audit (Includes<br>installation of bus<br>cement pads) to<br>comply with<br>Facility<br>Accessibility<br>Design Manual | On-going<br>project                  | S<br>Sarafinovs<br>ki | 50 stops completed<br>in 06<br>50 more in 07 to be<br>completed |
| <b>8</b> | Transpo<br>rtation<br>Busines<br>s Plan<br>2005<br>Task<br>1.7.9 | Mobility service<br>may not be<br>meeting the<br>requirements<br>of<br>persons with<br>disabilities | Meet with<br>community to<br>better identify,<br>review<br>and improve<br>Mobility<br>service                                                                     | On-going<br>project                  | S<br>Sarafinovs<br>ki | Meetings planned for<br>2007                                    |
| <b>9</b> | Transpo<br>rtation<br>Busines                                    | Improve<br>accessible bus<br>service                                                                | Ensure that<br>Transit fleet<br>has enough low-                                                                                                                   | Completed                            | S<br>Sarafinovs<br>ki | All new buses will be<br>low floor buses                        |

|    |                                  |                                                                                                                                                                 |                                                                                                                    |           |                       |                                                                          |  |
|----|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------|-----------------------|--------------------------------------------------------------------------|--|
|    | s Plan<br>2005<br>Task<br>1.7.12 |                                                                                                                                                                 | floor<br>buses to provide<br>at least<br>one bus for<br>accessible<br>service on all<br>existing<br>Transit routes |           |                       |                                                                          |  |
| 10 | New                              | Grab bars<br>needed at<br>West End<br>Community<br>Centre                                                                                                       | Install a fold down<br>grab bar in<br>washrooms at<br>WECC                                                         | 2007      | L Warren              |                                                                          |  |
| 11 | New                              | Lack of<br>independence<br>to ride low floor<br>bus as people<br>who use a<br>wheelchair<br>often have<br>difficulty or<br>cannot secure<br>their<br>wheelchair | Investigate and<br>provide possible<br>solutions                                                                   | Completed | S<br>Sarafinovs<br>ki | 95% of operators<br>trained in proper<br>securing of<br>wheelchair       |  |
| 12 | New                              | Flexibility in<br>Mobility service<br>dispatching –<br>rider changes                                                                                            | Continue to<br>improve flexibility<br>in Mobility<br>bookings and                                                  | 2007      | S<br>Sarafinovs<br>ki | Working on<br>implementing a taxi<br>script program – ½<br>price coupons |  |

|           |     |                                                                                                                                                   |                                                                             |                                           |                |                                                                |  |
|-----------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------|----------------|----------------------------------------------------------------|--|
|           |     | and dispatch changes in schedules                                                                                                                 | lower changes to rider's scheduled rides                                    |                                           |                |                                                                |  |
| <b>13</b> | New | Miscommunication about ride bookings between Transit and contracted accessible service company has resulted in people not having an expected ride | Increase efficiency in dispatching the two services                         | 2007/2008                                 | S Sarafinovski | Working with Taxi service providers – joint training an option |  |
| <b>14</b> | New | Corridor between Evergreen Seniors Centre and attached residence requires door openers                                                            | Install a device that will open door to Evergreen during hours of operation | Underway                                  | L Warren       |                                                                |  |
| <b>15</b> | New | Washrooms in upper part of Riverside Park are                                                                                                     | Retro-fit washrooms to Facility Accessibility                               | Identified in Facility Audit consider for | L Warren       |                                                                |  |

|           |                     |                                                                                   |                                                        |                               |                 |  |
|-----------|---------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------|-----------------|--|
|           |                     | inaccessible                                                                      | Design Manual                                          | retro-fit capital budget 2008 |                 |  |
| <b>16</b> | 06 Plan section 5.3 | Individuals with low vision are not aware when city bus has arrived at their stop | Communication - Drivers to announce verbally each stop | 2008                          | S Sarafinovs ki |  |



**2007 Accessibility Initiatives  
Service Area: Corporate Services and City Solicitor**

|          | <b>Access<br/>ibility<br/>Plan<br/>Ref #<br/>(if<br/>applica<br/>ble)</b> | <b>Barrier/Issue</b>                                                                                              | <b>Procedure To<br/>Remove Barrier</b>                                                                                                                                                                                                                                                             | <b>Status</b>                                                      | <b>Staff<br/>Member</b>    | <b>Comments</b> |
|----------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------|-----------------|
| <b>1</b> | 03-04<br>Plan<br>Appendi<br>x F<br>Section<br>A –                         | Develop a<br>formal system<br>for public<br>to provide input<br>on barriers and<br>gaps<br>in Municipal<br>policy | City is<br>investigating<br>purchasing a<br>survey/questionna<br>ire tool to be used<br>by staff. Program<br>will have<br>accessible<br>features to ensure<br>access by<br>persons with<br>visual limitations.<br>A survey will be<br>developed using<br>programs and<br>posted on City<br>website | Purchase<br>Complete<br><br>Training/Imp<br>lementation<br>Ongoing | C<br>Robertson<br>L Warren |                 |
| <b>2</b> | 03-04                                                                     | Lack of                                                                                                           | Booklet -"Access                                                                                                                                                                                                                                                                                   | Ongoing                                                            | L Warren                   |                 |

|   |                               |                                                                                             |                                                                                                                                    |                                                    |                      |                                          |
|---|-------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------|------------------------------------------|
|   | Plan Appendix F Section J – 1 | information on accessible City services and some amenities in the community                 | Guelph” developed that provides information on accessible features to city and some private services                               |                                                    |                      |                                          |
| 3 | NA                            | Council Approved Facility Accessibility Design Manual (FADM) requires review and amendments | City to work with Consultant and members of the Wellington County consortium to review Facility Accessibility Design Manual (FADM) | 2008                                               | L Warren             |                                          |
| 4 | 03-04 plan Section 5.1        | Lack of accessible and inclusive gardens in Guelph for persons with disabilities to enjoy   | Guelph Enabling Garden opened Summer of 2005. Focus on Programming                                                                 | On-going staff, administrative support to continue | L Warren             |                                          |
| 5 | Transportation                | Obstacles are blocking                                                                      | Enforce by-law to ensure                                                                                                           | Completed 2006                                     | J Stokes<br>L Warren | Accessible Standard for by-law developed |

|   |                                     |                                                                                                                     |                                                                                                                                                                                                                                                                          |                    |                                                   |                                                                                                                                                |
|---|-------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
|   | Business Plan 2005 Task 1.7.10      | sidewalks                                                                                                           | that businesses do not block sidewalks with newspapers, patio cafes etc.                                                                                                                                                                                                 |                    |                                                   | under advisement of Accessibility Advisory Committee and Downtown Board of Management. Resource document: Facility Accessibility Design Manual |
| 6 | 03-04 Plan Appendix F Section A – 2 | Increase awareness of existing corporate TTY phones, ensure staff are trained on its use and communicate to public. | <ul style="list-style-type: none"> <li>- Re-locate Community Services TTY phone to Information Services for Corporate TTY</li> <li>- Purchase TTY phone for City's 24 hr emergency service</li> <li>- promote through website, media and promotional material</li> </ul> | Completed Dec 2005 | B Richard<br>L. Giles<br>L. LaCelle<br>M. Mercier |                                                                                                                                                |
| 7 | New                                 | Soap dispensers and                                                                                                 | Communicate importance of best                                                                                                                                                                                                                                           | 2007               | L Warren                                          |                                                                                                                                                |

|           |     |                                                                               |                                                                                                                           |                                                        |          |  |
|-----------|-----|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------|--|
|           |     | sinks are not always accessible for those who use wheelchairs                 | location of soap dispensers and sinks in City washrooms                                                                   |                                                        |          |  |
| <b>8</b>  | New | Sometimes there are too many signs for automatic door openers in a small area | Communicate importance of sign location and determining which door belongs to which button or reconsider layout of system | 2007                                                   | L Warren |  |
| <b>9</b>  | New | Washrooms at Guelph Lake sports field is inaccessible                         | Investigate steps to make washroom accessible                                                                             | 2007                                                   | L Warren |  |
| <b>10</b> | New | Tables often difficult to sit up to when using a wheelchair                   | Communicate Facility Accessibility Design Manual dimensions for knee clearance                                            | 2007                                                   | L Warren |  |
| <b>11</b> | New | Lack of public pay-phones with TTY                                            | Safety concerns – install two TTY pay phones and promote their location.                                                  | -Installation on hold until Bell Canada gains approval | L Warren |  |

|           |         |                                                                                                                                                                                                                    |                                                                                                                                                                               |                                                                         |          |  |
|-----------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------|--|
|           |         |                                                                                                                                                                                                                    | Promote location of two other TTY payphones in the city                                                                                                                       | from CRTC for new device. -2007 – promote location of TTYs within City. |          |  |
| <b>12</b> | 05 Plan | Persons with chemical sensitivities experience Chemical Sensitivities issues related to environmental sensitivities (including allergies) when using public facilities or buses due to chemicals and products used | Research other communities for policies affecting this issue including “scent-free” policy and use of chemical alternatives and ways to minimize risk to public and employees | 2007                                                                    | L Warren |  |
| <b>13</b> | New     | People with                                                                                                                                                                                                        | Retro-fit existing                                                                                                                                                            | Target 2009                                                             | L Warren |  |

|           |                                 |                                                                                                                                        |                                                                                                                         |                          |                     |  |
|-----------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------|--|
|           |                                 | low vision or blind can have difficulty identifying which floor they are on when using an elevator                                     | elevators in City facilities with voice enunciator                                                                      |                          |                     |  |
| <b>14</b> | New                             | People who use mobility devices have difficulty using the sidewalk at the railway crossings on Woolwich St near Speedvale and Woolwich | Research who owner of railway is and submit request for the installation of a rubber guard at the sidewalk intersection | 2007                     | L Warren            |  |
| <b>15</b> | 02 Facility Accessibility Audit | Guelph Farmers market is not fully accessible to persons with disabilities                                                             | Renovate to meet Facility Accessibility Design Manual                                                                   | 2006/2007 Capital Budget | L. Warren           |  |
| <b>16</b> | 02 Facility                     | Hastings' Stadium is not                                                                                                               | Renovate to meet Facility                                                                                               | Audit Capital            | L Warren Parks Dept |  |

|    |                                 |                                                                              |                                                       |                      |                     |  |
|----|---------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------|----------------------|---------------------|--|
|    | Accessibility Audit             | fully accessible to persons with disabilities                                | Accessibility Design Manual                           | budget               |                     |  |
| 17 | 02 Facility Accessibility Audit | Riverside park offices are not fully accessible to persons with disabilities | Renovate to meet Facility Accessibility Design Manual | Audit Capital budget | L Warren Parks Dept |  |

**2007 Accessibility Initiatives  
Service Area: Finance and City Treasurer**

|          | <b>Access<br/>ibility<br/>Plan<br/>Ref #<br/>(if<br/>applica<br/>ble)</b> | <b>Barrier/Issue</b>                                                                       | <b>Procedure To<br/>Remove Barrier</b>                                                                                                                              | <b>Status</b>         | <b>Staff<br/>Member</b> | <b>Comments</b> |
|----------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------|-----------------|
| <b>1</b> | 2003 -<br>04,<br>2005<br>Accessi<br>bility<br>Plans                       | Limited funds<br>identified to go<br>towards<br>Municipal<br>accessibility<br>improvements | The Capital<br>budget of<br>\$200,000 from<br>2006 to 2011 for<br>accessibility<br>deficiencies<br>identified in the<br>2002<br>Facility<br>Accessibility<br>Audit. | Ongoing<br>until 2011 | M Humble<br>L Warren    |                 |



**2007 Accessibility Initiatives  
Service Area: Libraries**

|          | <b>Access<br/>ibility<br/>Plan<br/>Ref #<br/>(if<br/>applica<br/>ble)</b>           | <b>Barrier/Issue</b>                                                                                                                                                                                                                                        | <b>Procedure To<br/>Remove Barrier</b>                                                                                          | <b>Status</b>                                                        | <b>Staff<br/>Member</b>                    | <b>Comments</b> |
|----------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------|-----------------|
| <b>1</b> | 03-04<br>Plan<br>Appendi<br>x F<br>Sec G<br>12 and<br>O5'<br>Plan<br>Sec.<br>5.3.17 | Some General<br>issues around<br>accessibility<br>with services<br>(i.e.<br>assistance with<br>locating<br>materials,<br>shut-in service,<br>technical<br>equipment<br>etc)<br>Accessibility<br>Advisory<br>committee<br>and Library<br>Board to<br>discuss | Sub-committee of<br>Library formed<br>consisting of<br>seniors<br>staff and board<br>member<br>to meet with AAC<br>subcommittee | AAC<br>prepared list<br>of barriers to<br>services at<br>main branch | C McInnis<br>Adult<br>Services<br>L Warren |                 |

|          |                                                      |                                                                                 |                                                                                                                                                        |                                                                                                              |                          |                                                                                                                     |  |
|----------|------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------|--|
|          |                                                      | general issues around access to library services                                |                                                                                                                                                        |                                                                                                              |                          |                                                                                                                     |  |
| <b>2</b> | 03-04 Plan Appendix F Sec G 9                        | Washrooms not accessible at main library branch                                 | Add permanent signage Retro-fit according to Facility Accessibility Design Manual                                                                      | Underway                                                                                                     | L Warren                 | To be completed 2006 – Capital Budget                                                                               |  |
| <b>3</b> | 05 Plan Sec 5.3.18                                   | Washroom at sub-library branches not accessible                                 | Upgrade according to Facility Accessibility Design Manual                                                                                              | 2007/08                                                                                                      | L Warren                 | Confirm work done to date – Propose remainder for 2007/08 Capital Budget                                            |  |
| <b>4</b> | 03-04 Plan Appendix F Sec G 11 And 05 Plan Sec 5.5.8 | Library website not accessible and “user friendly” to persons with disabilities | All public assess catalogues and library website have large print fonts available Text is larger than usual font size for websites. An additional text | Original text enlargement completed 2004. Internet Explorer version 7. Due to be deployed in February, 2007. | L Kearns Library Systems | Internet Explorer version 7 will have more font enlargement capacity and users will be able to adjust it themselves |  |

|   |                                |                                                                 |                                       |                                                                                                                           |           |  |  |
|---|--------------------------------|-----------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------|--|--|
|   |                                |                                                                 |                                       | enlargement feature has been added to each website page Systems support investigating a text-only version of the web-site |           |  |  |
| 5 | 03-04 Plan Appendix F Sec G 12 | Automatic door buttons at main library not working consistently | Inside door buttons tested regularly. | Corrected                                                                                                                 | C McInnis |  |  |
| 6 | 03-04 Plan Appendix F Sec G 12 | Lack of directional signage to Elevator                         | Signs posted                          | Completed                                                                                                                 | C McInnis |  |  |
| 7 | 03-04 Plan Appendix F Sec G 12 | Lack of directional signs to accessible washroom                | On order                              | Completed                                                                                                                 | C McInnis |  |  |

|           |                                                |                                                                                                                    |                                                                            |          |           |  |
|-----------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------|-----------|--|
| <b>8</b>  | 03-04<br>Plan<br>Appendi<br>x F<br>Sec G<br>12 | Obstruction of<br>automatic door<br>buttons at front<br>door (outside)                                             | Signage under<br>investigation                                             | Complete | C McInnis |  |
| <b>9</b>  | 03-04<br>Plan<br>Appendi<br>x F<br>Sec G<br>12 | Lack of mirrors<br>in small<br>elevator to<br>assist persons<br>who use<br>mobility<br>devices with<br>backing out | Mirrors under<br>investigation                                             | Complete | C McInnis |  |
| <b>10</b> | 03-04<br>Plan<br>Appendi<br>x F<br>Sec G<br>12 | Obstruction of<br>elevator doors<br>with<br>book carts                                                             | Carts moved<br>away from<br>elevator doors on<br>main<br>and second floors | Complete | C McInnis |  |
| <b>11</b> | 03-04<br>Plan<br>Appendi<br>x F<br>Sec G<br>12 | Buttons in<br>elevator too<br>high                                                                                 | Buttons have<br>been<br>lowered                                            | Complete | C McInnis |  |

**2007 Accessibility Initiatives  
Service Area: Development and Parks Planning  
Community Design and Development Services**

|          | <b>Access<br/>ibility<br/>Plan<br/>Ref #<br/>(if<br/>applica<br/>ble)</b> | <b>Barrier/Issue</b>                                                                                            | <b>Procedure To<br/>Remove Barrier</b>                                                            | <b>Status</b>                                                      | <b>Staff<br/>Member</b>                                        | <b>Comments</b>                                                                                                                                                           |
|----------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | New                                                                       | South-End<br>Park needs<br>accessible<br>parking located<br>close to<br>amenities                               | Install accessible<br>parking closer to<br>the amenities                                          | The<br>permanent<br>solution may<br>not be<br>achieved in<br>2007. | S Hannah                                                       | There may be<br>something that can<br>be done on a<br>temporary basis by<br>operations until a<br>more permanent<br>solution can be<br>designed and<br>constructed        |
| <b>2</b> | 03-04<br>plan<br>appendi<br>x F<br>Section<br>D<br>number<br>6            | Policy for<br>renovations<br>and<br>redevelopment<br>of outdoor<br>spaces<br>stipulating level<br>of compliance | Follow standard in<br>development,<br>renovation and<br>redevelopment of<br>public open<br>spaces | ongoing                                                            | S Hannah<br>in<br>consultatio<br>n with<br>Parks<br>Operations | The FADM will be<br>followed in new<br>development. In the<br>design of upgraded<br>parks, where is not<br>possible to achieve<br>full compliance with<br>the FADM, Parks |

|   |                                          | with standard                                                                 |                                                                                                                                                  |                                                                                   |                                    | Planning will consult with the AAC                                                                                      |
|---|------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 3 | 03-04 plan appendix F Section G number 4 | Lack of standards for public open spaces                                      | Develop standards for public open spaces                                                                                                         | Developed Standards for parks in conjunction with FADM – to include tennis courts | S Hannah L Warren Parks Department |                                                                                                                         |
| 4 | New                                      | Access to neighborhood parks not always accessible and cannot be retro-fitted | Develop process so that future neighborhood parks are accessible beginning with the entrance by meeting the Facility Accessibility Design Manual |                                                                                   | S Hannah                           | FADM Standard will be followed.                                                                                         |
| 5 | 03-04 plan appendix C                    | Audit of Trails and Parks for barriers                                        | Ensure classification of Trail Master Plan meet FADM                                                                                             |                                                                                   | S Hannah                           | Where new designs are necessary to be undertaken by Parks Planning, to correct a problem, Planning will follow the FADM |

|  |  |  |  |  |  |                                                                                                                                                                        |
|--|--|--|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  |  |  |  |  | in new development.<br>In the design of<br>upgrades, where is<br>not possible to<br>achieve full<br>compliance with the<br>FADM, Planning will<br>consult with the AAC |
|--|--|--|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**2007 Accessibility Initiatives  
Service Area: Operations**

|          | <b>Access<br/>ibility<br/>Plan<br/>Ref #<br/>(if<br/>applica<br/>ble)</b> | <b>Barrier/Issue</b>                                                                                                 | <b>Procedure To<br/>Remove Barrier</b>                                                                                            | <b>Status</b>            | <b>Staff<br/>Member</b> | <b>Comments</b>           |
|----------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------|---------------------------|
| <b>1</b> | New                                                                       | Cement tiles<br>around the<br>trees in St<br>Georges<br>Square can be<br>a hazard for<br>those using a<br>white cane | Replaced with<br>tiles that meet the<br>Facility<br>Accessibility<br>Design Manual<br>(FADM)                                      | Scheduled<br>for_2007    | B<br>Thompson           |                           |
| <b>2</b> | New                                                                       | Varying sizes<br>of City<br>accessible<br>parking spaces<br>and location of<br>access ramp                           | Audit municipal<br>parking space to<br>Facility<br>Accessibility<br>Design Manual<br>(FADM) standard<br>develop retro-fit<br>plan | Scheduled<br>for 2007/08 | L Warren                | Bylaw staff can<br>assist |
| <b>3</b> | Transpo<br>rtation                                                        | Accessible<br>parking permits                                                                                        | Develop policies<br>and procedures to                                                                                             | Complete<br>2006         | D Godfrey<br>Parking &  |                           |



|   |                                               |                                                                  |                                                                                                                                                                                                  |                                                                                                                                           |                                         |  |
|---|-----------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--|
|   | Business Plan 2005 Task 1.7.5                 | are misused                                                      | prevent the misuse of accessibility parking permits                                                                                                                                              |                                                                                                                                           | Downtown Operations                     |  |
| 4 | Transportation Business Plan 2005 Task 1.7.11 | By-law related to persons with disabilities is not current       | Update disabled by-law                                                                                                                                                                           | Scheduled for 2007                                                                                                                        | D Godfrey Parking & Downtown Operations |  |
| 5 | Transportation Business Plan 2005 Task 1.8.2  | Persons with visual impairments have difficulty using crosswalks | Upgrade signaling systems and devices so that persons with low vision or who are blind are able to use intersections (maximum of 4 intersections annually)<br>Kathleen and Speedvale – Done 2006 | On-going -Highway 6 at Woodlawn – tentative scheduled for 2007.<br><br>-Speedvale and Woolwich – no current schedule – to be investigated | R Barr                                  |  |

|          |                                              |                                                                                          |                                                                                               |                    |                                                     |                                                         |  |
|----------|----------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------|---------------------------------------------------------|--|
|          |                                              |                                                                                          |                                                                                               |                    | - Norfolk at Paisley – tentative scheduled for 2009 |                                                         |  |
| <b>6</b> | Transportation Business Plan 2005 Task 1.9.2 | Pay and display spitter at Wilson Lot is not easily accessible                           | Reduce height of pay and display spitter at Wilson Lot                                        | Scheduled for 2007 | A O'Connell                                         | Part of the Parking Accessibility Audit recommendations |  |
| <b>7</b> | Transportation Business Plan 2005 Task 1.9.3 | Difficult for persons with disabilities to use the pay and display spitter at Wilson Lot | Increase visibility of pay and display screen at Wilson Lot and provide dexterity adaptations | Scheduled for 2007 | A O'Connell                                         | Part of the Parking Accessibility Audit recommendations |  |
| <b>8</b> | Transportation Business Plan 2005 Task 1.9.4 | Persons who use wheelchairs are unable to access kiosk                                   | Enlarge kiosk at Macdonell Lot                                                                | Scheduled for 2007 | A O'Connell                                         | Part of the Parking Accessibility Audit recommendations |  |
| <b>9</b> | Transportation                               | Persons who use                                                                          | Enlarge kiosk at Wilson                                                                       | Scheduled for 2007 | A O'Connell                                         | Part of the Parking Accessibility Audit                 |  |

|           | Business Plan 2005 Task 1.9.5                | wheelchairs are unable to access kiosk                                  | Lot                                                                                               |               |                                         | recommendations                                         |
|-----------|----------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------|-----------------------------------------|---------------------------------------------------------|
| <b>10</b> | Transportation Business Plan 2005 Task 1.9.6 | Provide additional exit from Baker Lot to provide greater accessibility | Remove meter space on Park Lane and provide a pedestrian exit from the Baker Lot (alternate exit) | Complete 2006 | D Godfrey Parking & Downtown Operations | Part of the Parking Accessibility Audit recommendations |
| <b>11</b> | Transportation Business Plan 2005 Task 1.9.7 | Persons with disabilities have difficulty using elevators               | Automate Parkade doors to Old Quebec Street and River Run                                         | Complete 2006 | D Godfrey Parking & Downtown Operations | Part of the Parking Accessibility Audit recommendations |
| <b>12</b> | Transportation Business Plan 2005 Task 1.9.8 | Elevator at East Parkade is only operational during specific hours      | Change operating hours of East Parkade elevator to 24 hour service                                | Complete 2006 | D Godfrey Parking & Downtown Operations | Part of the Parking Accessibility Audit recommendations |
| <b>13</b> | Transportation Business Plan 2005 Task 1.9.8 | Pay and                                                                 | Reduce height of                                                                                  | Complete      | D Godfrey                               | Part of the Parking                                     |

|           |                                                  |                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                            |                                                                                                                               |                                     |                                                                                                                                                                 |
|-----------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | ration<br>Business Plan<br>2005<br>Task<br>1.9.2 | display spitter<br>at<br>Macdonell<br>Street Lot is<br>not<br>easily<br>accessible                                                                                                                                                                                                                                        | pay<br>and display spitter<br>at<br>Macdonell Street<br>Lot                                                                                                                | 2006                                                                                                                          | Parking &<br>Downtown<br>Operations | Accessibility Audit<br>recommendations                                                                                                                          |
| <b>14</b> | 03-04<br>Plan<br>Appendix F<br>Sec D -<br>9      | Not all curb<br>ramps are<br>accessible so<br>that persons<br>who use<br>wheelchairs<br>and other<br>pedestrians<br>with disabilities<br>are provided<br>with easy<br>access to<br>sidewalks,<br>crosswalks,<br>etc. Not all<br>sidewalks and<br>walkways<br>implement<br>accessibility<br>features such<br>as curb cuts, | An additional<br>\$100,000 has<br>been allocated to<br>retrofit and<br>replace<br>curb-ramps. A<br>total of 84 Curb<br>ramps to be<br>retrofitted/installed<br>in<br>2005. | Completed<br>2006<br><br>18 ramps<br>identified for<br>2007 as<br>priority<br><br>68 ramps<br>identified as<br>"2nd priority" | B<br>Thompson                       | 18 locations<br>identified for 2007<br><br>With available<br>funding, 18 locations<br>can be done in 2007,<br>plus start on "2 <sup>nd</sup><br>priority" list. |

|           |                                  |                                                                                                                                          |                                                                                                                                                   |                                                        |           |  |  |
|-----------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------|--|--|
|           |                                  | ramps, grate design, and location and grade elevations                                                                                   |                                                                                                                                                   |                                                        |           |  |  |
| <b>15</b> | 03-04 Plan Appendix F Sec D - 13 | Persons who use wheelchairs having difficulty reaching pedestrian crossing buttons on crosswalk poles in winter due to snow accumulation | Staff working on manual snow removal list have been directed to remove snow accumulation close to these poles as compounded by mechanical plowing | Initiated in January 2005 Divisional directive Ongoing | S Mattina |  |  |
| <b>16</b> | 03-04 Plan Appendix F Sec D - 13 | Persons who use wheelchairs expressed concerns about lack of snow plowing service to pathway between                                     | Initiated the mechanical plowing of this segment of pathway in conjunction with nearby sidewalk plowing.                                          | Initiated in January 2005 Divisional directive Ongoing | S Mattina |  |  |

|    |                                  |                                                                                   |                                                                                                                                            |                                       |                              |                                                              |  |
|----|----------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------|--------------------------------------------------------------|--|
|    |                                  | Neeve and Wyndham St. as this is a convenient and safe shortcut used by many.     |                                                                                                                                            |                                       |                              |                                                              |  |
| 17 | New                              | Retaining curb is located in an unexpected location on sidewalk                   | Mark or eliminate unexpected curb edges such as Quebec St and Norfolk                                                                      | Painting of curb edges Spring of 2007 | B Thompson                   |                                                              |  |
| 18 | New                              | Existing tennis courts not accessible due to entrance path and door through fence | Audit and develop plan including cost estimates, to retro-fit tennis courts in accordance with Facility Accessibility Design Manual (FADM) | 2007                                  | I Haras                      |                                                              |  |
| 19 | Parks Dept 03-04 plan appendix F | Ensure barrier-free designs into new construction projects and redevelopment      | Incorporate barrier free standard into new construction projects and redevelopment in public open                                          | Standard of FADM will be followed     | I Haras, Planning Parks Dept | Standard to include the Facility Accessibility Design Manual |  |

|           |                                          |                                                                                       |                                                                                       |                                                                             |                                               |                                                                                                           |  |
|-----------|------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------|--|
|           | Section H number 3                       | in public open spaces                                                                 | spaces                                                                                |                                                                             |                                               |                                                                                                           |  |
| <b>20</b> | New                                      | Pathways around the play area are in need of repair                                   | Repair rubberized surface in play area                                                | 2007                                                                        | I Haras                                       |                                                                                                           |  |
| <b>21</b> | 03-04 plan appendix F Section H number 1 | Issues with accessibility to parks buildings and public open spaces                   | Retrofit parks buildings and public open spaces for accessibility                     | Ongoing                                                                     | L Warren – Buildings, M Cameron – Open Spaces | Ongoing to incorporate retrofits into annual budgets. Open Spaces - Develop into 10 year Capital Forecast |  |
| <b>22</b> | 03-04 plan appendix F Section H Number 9 | Provide information and directional signage to parks buildings and public open spaces | Install information and directional signage to parks buildings and public open spaces | Developed Standards for parks in conjunction with FADM – to include signage | M Cameron L Warren                            | Incorporate retrofits into annual budgets. Develop into 10 year Capital Forecast                          |  |

## **4.2 Initiatives Requiring Further Research**

In this area it is expected that, within a reasonable amount of time, the research will be developed into a project plan.

Employment has been identified as an area of further research. The City of Guelph Human Resources Department and Disability Services will work together during 2007 to review trends, best practices and the Accessibility for Ontarians with Disabilities Act Employment Standards (release date not known at this time).

## **4.3 Review Process**

The priorities identified each year will be reviewed on a regular basis by both the Accessibility Advisory Committee and ODA-CASC. Updates will be given at each meeting by the Accessibility Plan Coordinator. The Accessibility Advisory Committee meets six (6) times per year with the main objective to be to review progress and discuss actions taken.

As in previous years, Management staff, through their ODA-CASC representative, will be required to submit progress reports on their service area's initiatives yearly which will be included in each year's Accessibility Plan.

The ODA-Corporate Accessibility Steering Committee members will meet 1-2 times per year with the Accessibility Advisory Committee to discuss priorities and their progress.

Members of the ODA-Corporate Accessibility Steering Committee will ensure discussion of the Accessibility Plan and Priorities are discussed at upper management staff meetings.



## 4.4 Communication

The 2007 Accessibility Plan was prepared by the ODA-Corporate Accessibility Steering Committee in consultation with the Accessibility Advisory Committee and input from the community through the measures described in section 3.2 *Key Contact/Accessibility Plan Coordinator*. The consultative process also involved staff and management throughout the Corporation. Approval of the Plan was received by the Emergency Services, Community Services, Operations Standing Committee and Guelph City Council.

Upon approval, the 2007 Accessibility Plan will be made available to the public through the following means:

1. A PDF document will be placed on the City's website;
2. Copies of the plan are available to the public from the Corporations Community Services either by pick-up or through mail.
3. Formats such as CD, Braille, audio and disk are available upon request;
4. Communication of the Plan is provided to the media and the public through our Corporate Communications Division through media releases etc.;
5. All general information relating to the Municipal *Plan* is posted on the City's website.

## **SECTION 5: CONCLUSION**

The ODA has legislated municipalities across Ontario to improve access for persons with disabilities. As providers of municipal services, the City of Guelph plays a crucial role in ensuring that persons with disabilities have access to all the public services, programs and opportunities that it provides to the community.

The City of Guelph's commitment to addressing barriers and ensuring accessibility for its residents who have disabilities is conducted in partnership with those in need, the organizations that serve them, and citizen volunteers who care and are concerned.

This commitment to be progressive and develop innovative solutions to accessibility issues began well before the passing of the *ODA* in 2001 and is evident in the previous section of this report which details the broad base of progress and accomplishments achieved to date.

Guelph's sustained commitment towards minimizing barriers and improving accessibility has been recognized by the Ministry of Citizenship as an example of "municipal best practices" within the Province of Ontario.

Guelph City Council and city employees will continue to develop and support initiatives that move our community closer to full inclusion.



# City of Guelph

Report:

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

**DATE:** March 14, 2007

**SUBJECT: AMENDMENT TO LAND AMBULANCE SERVICE AGREEMENT**

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**RECOMMENDATION:**

**THAT the Mayor and Clerk be authorized to execute on behalf of the Corporation of the City of Guelph an amendment to the Approved Staffing Patterns, hours of operation in the Land Ambulance Agreement between the City and Royal City Ambulance Service Ltd.**

**BACKGROUND:**

The City of Guelph is responsible for the delivery of land ambulance services in the County of Wellington and the City of Guelph. The provision of service is presently contracted to Royal City Ambulance Service Ltd. until the end of 2008.

In July of 2006, the City and Royal City Ambulance entered into a new agreement for service. Included in this agreement is Appendix "A" that outlines the staffing patterns for each ambulance base and the unit(s) stationed within them.

It has been identified by staff that an 8am to 4pm ambulance which is stationed in Guelph is incurring a substantial amount of overtime costs due to required coverage during peak call times which occur between 4pm and 7pm. This report has been prepared to recommend a change to the staffing patterns appendix.

**REPORT:**

The recommended change in hours of operation is two fold, the first is to re-allocate an eight hour unit into a slot that will more effectively cover the peak call times; the second is to reduce the amount of overtime incurred by this unit in its present time slot.

The adjustment does not change the overall hours of operation or location of the ambulances. It only affects one unit that would switch from an 8am - 4pm shift over to an 11am - 7pm shift. Once implemented, this change would be monitored to ensure its effectiveness.

**CORPORATE STRATEGIC PLAN:**

1. To manage growth in a balanced, sustainable manner
6. To have exemplary management practices

**FINANCIAL IMPLICATIONS:**

Any costs associated with this change would be covered under the current funding agreement. No extra costs would be incurred by the City or County.

**DEPARTMENTAL CONSULTATION:**

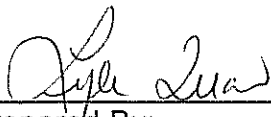
Legal Department, Royal City Ambulance Service Ltd

**COMMUNICATIONS:**

n/a

**ATTACHMENTS:**

Amendment to the Agreement.



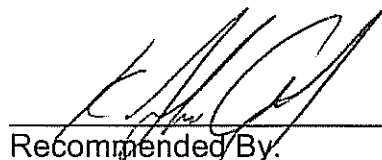
Prepared By:

Lyle Quan

Deputy Fire Chief – Administration

(519) 824-6590

lyle.quan@guelph.ca



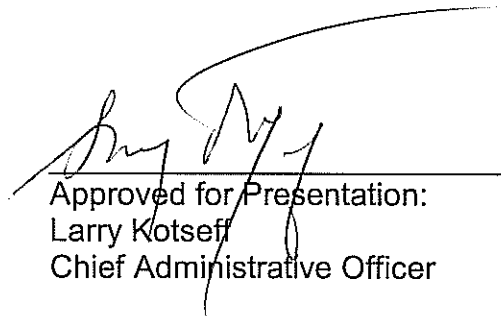
Recommended By:

Shawn Armstrong

Director of Emergency Services

(519) 824-6590

shawn.armstrong@guelph.ca



Approved for Presentation:

Larry Kotseff

Chief Administrative Officer

## **AMENDING AGREEMENT**

This Amending Agreement dated March 1, 2007.

**BETWEEN:**

THE CORPORATION OF THE CITY OF GUELPH  
(hereinafter referred to as "the City")

### **OF THE FIRST PART**

- and -

ROYAL CITY AMBULANCE SERVICE LTD.  
(hereinafter referred to as "the Operator")

### **OF THE SECOND PART**

**WHEREAS** the City and the Operator ("the parties") have entered into a Land Ambulance Service Performance Agreement dated July 17, 2006 ("the Agreement");

**AND WHEREAS** the parties wish to amend certain hours set out in the staffing pattern in Appendix A of the Agreement, relating to the staffing pattern in Guelph;

**NOW THEREFORE** the parties agree as follows:

- 1.1 Appendix A of the Agreement is hereby replaced with the new Appendix A attached hereto as Schedule 1.
- 1.2 All other provisions of the Agreement remain unchanged.
- 1.3 This Amending Agreement shall be effective as of March 1, 2007.

**IN WITNESS WHEREOF** the parties have executed this Amending Agreement by their duly authorized signing officers.

The Corporation of the City of Guelph:

\_\_\_\_\_  
**KAREN FARBRIDGE, MAYOR**

\_\_\_\_\_  
Date:

\_\_\_\_\_  
**LOIS A. GILES, CITY CLERK**

\_\_\_\_\_  
Date:

Royal City Ambulance Service Ltd.:

\_\_\_\_\_  
Name:  
Position:

\_\_\_\_\_  
Date:

**I have authority to bind the Corporation.**

## SCHEDULE 1

### Appendix A

#### GUELPH-WELLINGTON APPROVED STAFFING PATTERN

| Day                        | Start    | Finish   | Days | #of Vehicles | Weekly Hours | Annual Hours  |
|----------------------------|----------|----------|------|--------------|--------------|---------------|
| <b>Guelph</b>              |          |          |      |              |              |               |
| Mon-Fri                    | 1100 Hrs | 1900Hrs  | 5    | 1            | 80           | 4171          |
|                            |          |          |      |              |              |               |
| Mon-Sun                    | 0600 Hrs | 0600 Hrs | 7    | 1            | 336          | 17520         |
|                            | 0700 Hrs | 0700 Hrs | 7    | 1            | 336          | 17520         |
|                            | 0800 Hrs | 0800 Hrs | 7    | 1            | 336          | 17520         |
| <b>Fergus</b>              |          |          |      |              |              |               |
| Mon-Sun                    | 0700 Hrs | 0700 Hrs | 7    | 1            | 336          | 17520         |
|                            |          |          |      |              |              |               |
| <b>Arthur</b>              |          |          |      |              |              |               |
| Mon-Sun                    | 0700 Hrs | 0700 Hrs | 7    | 1            | 336          | 17520         |
|                            |          |          |      |              |              |               |
| <b>Mount Forest</b>        |          |          |      |              |              |               |
| Mon-Sun                    | 0800 Hrs | 0800 Hrs | 7    | 1            | 336          | 17520         |
|                            |          |          |      |              |              |               |
| <b>Harriston</b>           |          |          |      |              |              |               |
| Mon-Sun                    | 0800 Hrs | 0800 Hrs | 7    | 1            | 336          | 17520         |
| Mon-Fri<br>(*Drayton)      | 0800 Hrs | 1600 Hrs | 5    | 1            | 80           | 4171          |
| <b>Total Staffed Hours</b> |          |          |      |              |              | <b>130982</b> |

\*Drayton is staffed part-time, Mon-Fri, 0800-1600 Hrs by moving one of the Harriston Units to the Drayton Fire Station.



# City of Guelph

## OPERATIONS

Report:

---

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

**DATE:** 2007/03/14

**SUBJECT:** Stevenson Street at Balsam Drive – Traffic Investigation

---

### **RECOMMENDATION:**

"THAT an adult school crossing guard be posted at the intersection of Stevenson Street and Balsam Drive to assist children crossing Stevenson Street during school arrival and dismissal times;

AND THAT the Upper Grand District School Board be requested to restrict access to the Edward Johnson Public School parking lot during school arrival and dismissal times;

AND THAT City staff in consultation with the Upper Grand District School Board investigate options for relocating the existing school bus loading zone on Stevenson Street in front of Edward Johnson Public School."

### **BACKGROUND:**

Stevenson Street between Speedvale Avenue and Eramosa Road is a 4-lane roadway with predominantly residential frontage. However, it does include an elementary public school on its east side, just south of Speedvale Avenue. Stevenson Street is classified as an arterial roadway with a speed limit of 50 km/h and carries an annual daily traffic volume of 12,000 vehicles per day. For a diagram of the area, please refer to Appendix A.



On December 15<sup>th</sup>, 2006, a motor vehicle collision occurred at the intersection of Stevenson Street and Balsam Drive involving two pedestrians. Initial information from the Guelph Police Service suggested that the motorist involved in the collision was unable to see the southbound traffic signal displays because of the physical environment i.e. wet surface, position of the sun. Operations staff quickly conducted a re-enactment of the physical conditions present at the time of the collision to assess the situation. In the re-enactment, the position and glare of the sun did make the primary (right-hand side) signal head's indication difficult to see, the secondary signal head (left-hand side) remained visible providing approaching southbound vehicles adequate time to recognize and stop for the red light. A wet surface exacerbated the situation. While certainly not desirable, it is noted that the concern with the low morning sun and its position behind the primary signal head is a seasonal problem that lasts for a short period each year and is not uncommon on streets with similar orientation to Stevenson Street.

Upon completion of the re-enactment, staff committed to posting a Crossing Guard at the crossing as an interim measure while further investigation and assessment of the crossing occurred.

#### **REPORT:**

Staff undertook a number of studies during the months of January and February 2007 during school arrival and dismissal times between the hours of 8:00 a.m. to 9:00 a.m. and 3:00 p.m. to 4:00 p.m. when school activity is prevalent on Stevenson Street. The following summarize staff's findings:

#### **Pedestrian Crossing Volumes:**

There is an existing Intersection Pedestrian Signal (IPS) located at Balsam Drive and Stevenson Street in front of Edward Johnson Public School. Studies confirm that there are a significant number of pedestrians crossing Stevenson Street at this location. A total of 144 pedestrians (81 school aged children) crossed in the morning and 153 pedestrians (70 school aged children) crossed in the afternoon. These high volumes are attributable to the fact that many parents park on neighbouring residential streets (Balsam Drive and Pine Drive) and walk their children across Stevenson Street to / from Edward Johnson Public School.

During staff's observation, conflicts involving motorists and pedestrians were observed at the intersection. One conflict involved an eastbound left-turn vehicle on Balsam Drive turning while pedestrians were crossing the north crosswalk and two incidents were observed involving northbound vehicles on Stevenson Street turning left onto Balsam Drive during the red signal indication. Staff also observed vehicles parking illegally within the "No Stopping" zone on Balsam Drive at Stevenson Street.

**Vehicular Turning Movement Count:**

In February 2007, peak hour turning movement counts (to measure the volume and movement of vehicles and pedestrians) were conducted at the intersection of Stevenson Street and Balsam Drive during the morning and afternoon periods.

During the morning peak hour, there were a total of 638 vehicles entering the intersection from all directions and 867 vehicles entering during the afternoon period. Staff recorded a relatively low number of vehicles exiting Balsam Drive, 19 vehicles during the morning and 20 vehicles during the afternoon. Observations also found a low volume of northbound left turn movements, 15 vehicles during the morning and 20 vehicles during the afternoon, averaging one vehicle every three minutes. The majority of traffic (94%) travelling through the intersection were northbound and southbound through movements.

**School Bus Loading Zone:**

There is a designated school bus loading zone on the east side of Stevenson Street in front of Edward Johnson Public School, just north of Balsam Drive. This school bus loading zone is heavily utilized during both the morning and afternoon time periods, and school officials confirm there are 10 school buses in total which serve Edward Johnson Public School. These school buses occupy the northbound curb lane which reduces the roadway from two lanes to one lane northbound. This in turn results in northbound motorists making lane changes while approaching the school crosswalk in order to avoid buses parked in the northbound curb lane. Staff also observed vehicles parking illegally within the school bus loading zone to drop off / pick up children from school.

**School Parking Lot:**

The school's parking lot is located on the south side of the school property, just south of Balsam Drive. Studies revealed that during the morning period there were a total of 94 vehicles (73 vehicles inbound and 21 vehicles outbound) using the parking lot; and a total of 89 vehicles (35 vehicles inbound and 54 vehicles outbound) observed using the lot during the afternoon.

In relation to this activity, a minor motor vehicle collision was observed during the morning period at the school driveway. This occurred when a northbound vehicle that had stopped on Stevenson Street to yield to a vehicle exiting the school parking lot was rear-ended by a another northbound vehicle. Staff also observed two incidents of vehicles blocking the sidewalk while waiting to exit out of the driveway.

**Collision Experience:**

A total of four reportable collisions occurred at the intersection of Stevenson Street and Balsam Drive during the past five years. There were three rear-end collisions involving property damage only (two southbound and one northbound).

A fourth collision, the one occurring on December 15<sup>th</sup>, 2006, involved two pedestrians, an adult and 6-year old child, resulting in minor injuries. The pedestrians were lawfully walking within the signalized crosswalk when they were struck by a southbound driver who failed to stop for the red signal indication.

The statistics for the last five years indicates the collision frequency at this location is low.

**Conclusion:**

As illustrated by staffs' observations, there is a significant amount of traffic and school related activity occurring during school arrival and dismissal times which compete for drivers' attention.

In an effort to improve pedestrian safety, staff recommends:

1. Posting on a permanent basis an adult crossing guard at the intersection of Stevenson Street and Balsam Drive to assist pedestrians crossing Stevenson Street during school arrival and dismissal times.

The recent collision involving pedestrians, the conflicts observed and the visibility issue created by the seasonal position of the sun justify placement of a crossing guard to better manage the entry of school children into the crosswalk.

Consultation with the school confirms that there are a very low number of children who leave the school grounds for lunch and therefore supervised crossing assistance is not required during this period. Further, the issues identified (sun position, buses, parking lot activity) are not present during this time of the day.

Staff are able to identify approximately \$5,000 from approved 2007 Operating Budget to post a crossing guard for the current year but request pre-approval of this expansion to the 2008 Budget at this time.

2. Restricting access to the school parking lot to school faculty and school taxis only, during school arrival and dismissal times.

Parents should be encouraged to park on neighbouring streets (e.g. Balsam Drive and Pine Drive) and walk their children to school. Similar measures have been implemented successfully at a number of schools within the City such as Paisley Road Public School and Westwood Road Public School. School officials confirmed that notice will be sent to the students' parents notifying them that the parking lot will be closed to their use and to find alternative parking locations within the next few weeks in order to improve safety in front of the school.

3. In consultation with the Upper Grand School Board, explore the feasibility of relocating the school bus loading area from in front of Edward Johnson Public School.

Relocating the existing school bus loading zone from Stevenson Street will serve to eliminate the need for lane changing in the vicinity of the school crosswalk simplifying the movement of traffic in front of the school.

**CORPORATE STRATEGIC PLAN:**

To enhance community wellness by supporting the development of vibrant and safe neighbourhoods while ensuring the accessibility and safety of facilities, services and programs in Guelph.

**FINANCIAL IMPLICATIONS:**

Staff will be able to identify approximately \$5,000 from the approved 2007 Operating Budget to post a crossing guard for the current year.

2008 Operating Budget - \$7,500 will be required to maintain a school crossing guard.

**DEPARTMENTAL CONSULTATION:**

N/A

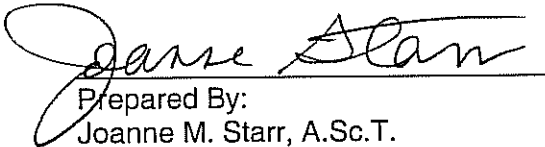
**COMMUNICATIONS:**

These recommendations were discussed with the Mr. Gord Heasley, Principal of Edward Johnson Public School along with Mr. Greg Seguin, Manager of Transportation of the Upper Grand District School Board, and were endorsed.

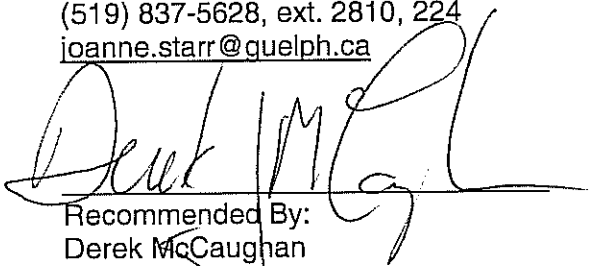
School officials are aware this matter will be presented to the Emergency Services, Community Services and Operations Services Committee at their meeting of March 14<sup>th</sup>, 2007.

**ATTACHMENTS:**

Appendix A – map of subject area

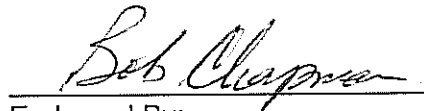
  
Prepared By:  
Joanne M. Starr, A.Sc.T.

Supervisor, Traffic Investigations  
(519) 837-5628, ext. 2810, 224  
[joanne.starr@guelph.ca](mailto:joanne.starr@guelph.ca)

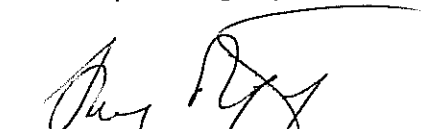
  
Recommended By:  
Derek McCaughan  
Director of Operations

(519) 837-5628, ext. 523  
[derek.mccaughan@guelph.ca](mailto:derek.mccaughan@guelph.ca)

*A Great Place to Call Home*

  
Endorsed By:

Bob Chapman  
Manager, Traffic & Parking  
(519) 837-5612, ext. 2275  
[bob.chapman@guelph.ca](mailto:bob.chapman@guelph.ca)

  
Approved for Presentation:

Larry Kotseff  
Chief Administrative Officer

**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday March 14, 2007, 5:00 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Wednesday March 14, 2007 in Council Chambers at 5:00 p.m.

Present: Councillors Laidlaw, Beard, Hofland and Mayor Farbridge

Absent: Councillor Baily

Staff in Attendance: Chief S. Armstrong, Director of Emergency Services/Fire Chief; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. G. Stahlmann, Director of Community Services; Mr. B. Barr, Manager of Fleet & Equipment; Mr. B. Chapman, Manager Traffic & Parking; Mr. R. Mackay, Manager of Recreation & Culture; Mr. M. McCrae, Manager of Corporate Property Services; Ms. J. Starr, Supervisor Traffic Investigations; Ms. L. Warren, Administrator of Disability Services; Ms. T. Agnello, Deputy City Clerk; Ms. J. Sweeney, Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on February 14, 2007 be confirmed as recorded and without being read.

Carried

**Kidsability**

Stephen Swatridge, Chief Executive Officer of Kidsability – Centre for Child Development was present and outlined the services the organization provides for children with special needs. He thanked staff for their support. He highlighted the various partnerships with mental health providers, the health unit, Childrens' Aid Society and the school boards.

2. Moved by Councillor Beard  
Seconded by Councillor Hofland

THAT the presentation by Stephen Swatridge, Chief Executive Officer of Kidsability – Centre for Child Development be received for information.

Carried

**Accessibility Advisory Committee – Activities**

Paul Reeve, Chair of the Accessibility Advisory Committee was present and outlined the various activities the Committee has participated in over the past year, including:

- planning for the civic administration centre complex;
- hosting an open house to obtain information on barriers faced by the citizens;
- providing input into the creation of the standards for sidewalk accessibility in the downtown core;
- commenting on regional and provincial policies.

He also briefly highlighted the activities they will be participating in 2007 such as assisting in the development of a policy for inclusion for recreation programs and commenting on new building projects. He further advised that the Committee will be working towards services and programs which will meet the needs of people with non-visible disabilities.

**Amendments to Accessibility Advisory Committee Terms of Reference**

3. Moved by Mayor Farbridge  
Seconded by Councillor Beard

REPORT

THAT the Guelph Accessibility Advisory Committee's recommendation to amend the Terms of Reference of the Accessibility Advisory Committee effective November 2007 with the changes set out in Schedule "A" (attached), be approved.

Carried

**City of Guelph Accessibility Plan (Ontarians With Disabilities Act 2001)**

4. Moved by Councillor Hofland  
Seconded by Councillor Beard

REPORT

THAT the City of Guelph Accessibility Plan 2007 be approved and submitted to the Province of Ontario.

Carried

**Amendment to land Ambulance Service Agreement**

5. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

REPORT

THAT the Mayor and Clerk be authorized to execute on behalf of the Corporation of the City of Guelph an amendment to the Approved Staffing Patterns, hours of operation in the Land Ambulance Agreement between the City and Royal City Ambulance Service Ltd.

Carried

**Stevenson Street at Balsam Drive – Traffic Investigation**

Gord Heasley, Principal of Edward Johnson Public School was present and thanked the City for their support. He advised that this intersection has been a problem for a number of years. He further advised that the school board will be investigating the situation and that the school will be following through with the recommendations in the report.

**REPORT**

6. Moved by Councillor Beard  
Seconded by Councillor Hofland

THAT an adult school crossing guard be posted at the intersection of Stevenson Street and Balsam Drive to assist children crossing Stevenson Street during school arrival and dismissal times;

AND THAT the Upper Grand District School Board be requested to restrict access to the Edward Johnson Public School parking lot during school arrival and dismissal times;

AND THAT City staff in consultation with the Upper Grand District School Board investigate options for relocating the existing school bus loading zone on Stevenson Street in front of Edward Johnson Public School.

Carried

**Outstanding Items**

Mr. L. Kotseff  
Senior Mgt. Team

7. Moved by Mayor Farbridge  
Seconded by Councillor Beard

THAT staff be directed to update the outstanding items by identifying which items are no longer relevant and the timelines for reporting back to the Committee.

Carried

**Other Business**

Mrs. L.A. Giles  
Ms. L.E. Payne

8. Moved by Councillor Hofland  
Seconded by Mayor Farbridge

THAT staff be directed to report back to the Emergency Services, Community Services & Operations Committee on the process involved in amending the business licence by-law with respect to body rub parlours.

Carried

March 14, 2007

**Emergency Services, Community Services & Operations**

Page No. 4

Next Meeting: April 11, 2007

The meeting adjourned at 5:50 p.m.

.....  
Chairperson





A great place to call home  
A vibrant downtown

A progressive diversified economy  
An appealing attractive city

## EMERGENCY SERVICES, COMMUNITY SERVICES & OPERATIONS COMMITTEE

April 11, 2007

**Council Chambers - 5:00 P.M.**

- Disclosure of Pecuniary Interest
- Confirmation of Minutes – March 14, 2007

| ITEMS FOR CONSIDERATION                                                                                                                                                                                                                                                           | STAFF RECOMMENDATION |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>GUELPH YOUTH COUNCIL</b><br><br>Pinky Langat and Kristen Bowman will be present to provide information with respect to the Guelph Youth Council activities and to extend an invitation to the Mayor and Council for participation in a youth forum on April 30 <sup>th</sup> . |                      |
| <b>CHILDREN'S MENTAL HEALTH ISSUES</b><br><br>Judy Coulman and Marg Starzynski will be present to provide information with respect to Children's Mental Health Initiatives.                                                                                                       |                      |
| <b>GUELPH MINOR SOCCER – INDOOR SOCCER FACILITY UPDATE</b><br><br>Larry Vettor on behalf of Guelph Soccer will be present to provide information with respect to the indoor soccer facility.                                                                                      |                      |
| <b>GUELPH &amp; DISTRICT MULTICULTURAL CENTRE</b><br><br>Pat Joannie on behalf of the Guelph & District Multicultural Centre will be present to provide information relating to their operations.                                                                                 |                      |
| <b>SUPPORT FOR ATTENDANCE AT THE WORLD POLICE &amp; FIRE GAMES</b><br><br>THAT the Committee recommend to Guelph City Council that the                                                                                                                                            | Approve              |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <p>Fire Department send a representative to attend the World Police &amp; Fire Games.</p> <p>AND THAT the expenditure be provided from the current Fire operating budget.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |
| <p><b>EMERGENCY SERVICES ACCREDITATION</b></p> <p>THAT the Committee receives the report and attached PowerPoint presentation dated April 11, 2007 regarding the Emergency Services Accreditation program.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Approve |
| <p><b>WELLINGTON DUFFERIN GUELPH CHILDREN'S CHARTER OF RIGHTS</b></p> <p>WHEREAS the Wellington-Dufferin-Guelph Report Card Coalition on the Well-being of Children has developed the Wellington-Dufferin-Guelph Children's Charter of Rights as a community document which clearly outlines a vision for children in Wellington County, Dufferin County and the City of Guelph;</p> <p>AND WHEREAS the principles included in the Wellington-Dufferin-Guelph Children's Charter of Rights are based on the United Nations Convention on the Rights of the Child, with special attention focused on local priorities and issues;</p> <p>BE IT RESOLVED THAT the City of Guelph endorse the Wellington-Dufferin-Guelph Children's Charter of Rights as a document that identifies values and principles that are upheld by the City of Guelph;</p> <p>AND FURTHER THAT the City of Guelph adopt the Wellington-Dufferin-Guelph Children's Charter of Rights as a document that will guide the City's policy decisions and key activities as they relate to children.</p> | Approve |
| <p><b>CULTURE SERVICES ADVISORY GROUP</b></p> <p>THAT the report from Community Services dated March 5, 2007 entitled "Culture Services Advisory Group" be received for information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Receive |
| <p><b>TEMPORARILY ALLOWING EXOTIC ANIMALS WITHIN CITY LIMITS</b></p> <p>THAT permission be granted to the operators of the Garden Brothers Circus to have exotic animals within City Limits for the purpose of staging the circus on Saturday June 2 and Sunday June 3, at the Guelph Sports and Entertainment Centre.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Approve |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |

|                                                                                                                                                                                                                                                                                                                                                                                                |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <p><b>UNIVERSAL BUS PASS PROGRAM OPT-IN FOR DISTANCE EDUCATION STUDENTS</b></p> <p>THAT the Mayor and Clerk be authorized to sign an amendment to the Universal Bus Pass agreement with the Central Student Association.</p>                                                                                                                                                                   | <p>Approve</p> |
| <p><b>IN CAMERA</b></p> <p>THAT the Emergency Services, Community Services &amp; Operations Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) and (e) of the Municipal Act with respect to:</p> <ul style="list-style-type: none"> <li>• personal matters about an identifiable individual;</li> <li>• litigation or potential litigation.</li> </ul> |                |

## **OTHER BUSINESS**

**NEXT MEETING:** May 9, 2007

**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday March 14, 2007, 5:00 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Wednesday March 14, 2007 in Council Chambers at 5:00 p.m.

Present: Councillors Laidlaw, Beard, Hofland and Mayor Farbridge

Absent: Councillor Baily

Staff in Attendance: Chief S. Armstrong, Director of Emergency Services/Fire Chief; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. G. Stahlmann, Director of Community Services; Mr. B. Barr, Manager of Fleet & Equipment; Mr. B. Chapman, Manager Traffic & Parking; Mr. R. Mackay, Manager of Recreation & Culture; Mr. M. McCrae, Manager of Corporate Property Services; Ms. J. Starr, Supervisor Traffic Investigations; Ms. L. Warren, Administrator of Disability Services; Ms. T. Agnello, Deputy City Clerk; Ms. J. Sweeney, Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on February 14, 2007 be confirmed as recorded and without being read.

Carried

**Kidsability**

Stephen Swatridge, Chief Executive Officer of Kidsability – Centre for Child Development was present and outlined the services the organization provides for children with special needs. He thanked staff for their support. He highlighted the various partnerships with mental health providers, the health unit, Childrens' Aid Society and the school boards.

2. Moved by Councillor Beard  
Seconded by Councillor Hofland

THAT the presentation by Stephen Swatridge, Chief Executive Officer of Kidsability – Centre for Child Development be received for information.

Carried

March 14, 2007

**Emergency Services, Community Services & Operations**

Page No. 2

**Accessibility Advisory Committee – Activities**

Paul Reeve, Chair of the Accessibility Advisory Committee was present and outlined the various activities the Committee has participated in over the past year, including:

- planning for the civic administration centre complex;
- hosting an open house to obtain information on barriers faced by the citizens;
- providing input into the creation of the standards for sidewalk accessibility in the downtown core;
- commenting on regional and provincial policies.

He also briefly highlighted the activities they will be participating in 2007 such as assisting in the development of a policy for inclusion for recreation programs and commenting on new building projects. He further advised that the Committee will be working towards services and programs which will meet the needs of people with non-visible disabilities.

**Amendments to Accessibility Advisory Committee Terms of Reference**

3. Moved by Mayor Farbridge  
Seconded by Councillor Beard

THAT the Guelph Accessibility Advisory Committee's recommendation to amend the Terms of Reference of the Accessibility Advisory Committee effective November 2007 with the changes set out in Schedule "A" (attached), be approved.

Carried

**City of Guelph Accessibility Plan (Ontarians With Disabilities Act 2001)**

4. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT the City of Guelph Accessibility Plan 2007 be approved and submitted to the Province of Ontario.

Carried

**Amendment to land Ambulance Service Agreement**

5. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

THAT the Mayor and Clerk be authorized to execute on behalf of the Corporation of the City of Guelph an amendment to the Approved Staffing Patterns, hours of operation in the Land Ambulance Agreement between the City and Royal City Ambulance Service Ltd.

Carried

REPORT

REPORT

REPORT

March 14, 2007

**Emergency Services, Community Services & Operations**

Page No. 3

**Stevenson Street at Balsam Drive – Traffic Investigation**

Gord Heasley, Principal of Edward Johnson Public School was present and thanked the City for their support. He advised that this intersection has been a problem for a number of years. He further advised that the school board will be investigating the situation and that the school will be following through with the recommendations in the report.

**REPORT**

6. Moved by Councillor Beard

Seconded by Councillor Hofland

THAT an adult school crossing guard be posted at the intersection of Stevenson Street and Balsam Drive to assist children crossing Stevenson Street during school arrival and dismissal times;

AND THAT the Upper Grand District School Board be requested to restrict access to the Edward Johnson Public School parking lot during school arrival and dismissal times;

AND THAT City staff in consultation with the Upper Grand District School Board investigate options for relocating the existing school bus loading zone on Stevenson Street in front of Edward Johnson Public School.

Carried

**Outstanding Items**

7. Moved by Mayor Farbridge

Seconded by Councillor Beard

THAT staff be directed to update the outstanding items by identifying which items are no longer relevant and the timelines for reporting back to the Committee.

Carried

**Other Business**

8. Moved by Councillor Hofland

Seconded by Mayor Farbridge

THAT staff be directed to report back to the Emergency Services, Community Services & Operations Committee on the process involved in amending the business licence by-law with respect to body rub parlours.

Carried

Mr. L. Kotseff  
Senior Mgt. Team

Mrs. L.A. Giles  
Ms. L.E. Payne

March 14, 207

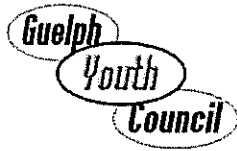
**Emergency Services, Community Services & Operations**

Page No. 4

Next Meeting: April 11, 2007

The meeting adjourned at 5:50 p.m.

.....  
Chairperson



March 21, 2007

Dear City of Guelph Councillors

We would like to take this opportunity to welcome you as our new City Council and introduce ourselves to you.

We are the Guelph Youth Council and we are a group of over 20 youth between the ages of 13 – 18 whom meet regularly at the Delhi Community Centre in the new Youth Centre space to plan youth friendly events, discuss issues we are facing and to socialize with our peers.

Over the past 6 months, our numbers have steadily grown and we felt this would be an appropriate time to update you on some of our initiatives and successes.

We would like to attend the Emergency Services, Community Services and Operations committee meeting on Wednesday April 11<sup>th</sup> as a delegation and provide you with an update on our progress. Our update will include the following:

- Presentation of our current Business Plan
- The Guelph Youth Centre
- Youth Week 2007 (May 6<sup>th</sup> – 12<sup>th</sup>)

We feel that this would also be a great time to mention the "Youth Forum" that we're currently planning that coincides with the City's Strategic Planning process. We would like to extend an invitation to the Mayor and City Council, inviting them to participate in a youth-friendly forum that is focused on discussing the needs of youth within our community. The Youth Council will take the lead in planning and implementing this forum.

Using the strategic planning questions some anticipated areas for discussion are:

- Things we like best about Guelph
- Areas for improvement in Guelph
- Top three issues facing youth of Guelph
- If we could do only three things to make Guelph a better place for young people to live, work and play they would be?
- If it were up to us, Guelph would be like.....20 years from today?

In addition to the questions, we are also looking to explore further opportunities for involvement with City Council.

The proposed date of the forum is Monday April 30<sup>th</sup> at the Delhi Community Centre in the Youth Centre. The forum will start at 5:30 p.m. with a pizza dinner and will wrap up at 8:00 p.m.

If you are interested and available to participate in this forum, please email the youth council at [youth.council@guelph.ca](mailto:youth.council@guelph.ca) or call Tyler at 519-837-5625 x231.

Sincerely,

Pinky Langat  
Youth Council Co-Chair

Kristen Bowman  
Youth Council Co-Chair



## **National Child and Youth Mental Health Day**

**Monday May 7 2007**

**British Columbia Children's Hospital (Vancouver)**

**Parents for Children's Mental Health (PCMH) and**

**Families Organized for Recognition and Care Equity (F.O.R.C.E)**

First ever, next year in Ontario during Mental Health Week for Children and Youth May 2008.

The Honourable Michael Kirby is keynote speaker. Marie Le Rose, award winning T.V. producer will host the day. There will be an original Forum Theatre production by Chelsea Haberlin.

Susan Hess and Keli Anderson, parents and Chairs of the provincial groups PCMH (Ontario) and F.O.R.C.E (British Columbia) will present from the two provincial perspectives strategies and concerns about children and youth and mental health.

The Quilt of Honour and the Children of the Quilt will be featured. (Susan Hess)

Additional information/applications:

[www.parentsforchildrensmentalhealth.org](http://www.parentsforchildrensmentalhealth.org)

[www.bckidsmentalhealth.org](http://www.bckidsmentalhealth.org)

*Common objectives:*

*Reducing gaps and improving coordination so that children, youth and their families can get the services they need easily and when needed*

*Providing a full continuum of services in each community that are available earlier at an earlier stage, are more timely, and are tailored to family and cultural differences*

*Investing in mental health research and encouraging more use of research-based treatment and supports*

*Supporting a comprehensive National mental health strategy for all Canadians, including children and youth*

***ADVOCACY Adding Our Voices  
TOGETHER for Children's Mental Health***

Guelph Wellington

December 2006

Notes: Discussion with Susan Hess Parents for Children's Mental Health

Deb Gauthier Marg Starzynski Judy Coulman

**Vision: To build advocacy networks within the community to affect significant and positive change in all areas impacting mental health of children and youth.**

A. Goal: To build capacity within the parent group(s) within the community to advocate on behalf of their children/and families

To build capacity for this group to advocate and educate the other members of the (diverse) Guelph-Wellington community

To facilitate them 'learning to tell their story'

To provide opportunities for this 'sharing of the story' to be productive in an advocacy dyad/communication dialogue within the community

B. Goal: To provide strategies for advocacy/'telling their stories' to staff of organizations working within the network of community (CAC members)

To create opportunities for dialogue between the two groups (A&B)

C. Goal: To provide community strategies for support of advocacy initiatives/building the capacity to hear/to understand and then to speak "out" with influence. (In this community some discussion about the lawyer and justice community sector/Windsor 'had' dentists)

*Ultimate Goal: Three groups will become the nucleus for advocacy initiatives throughout this community*

*The Guelph-Wellington advocacy initiative will join together with other groups throughout Ontario and Canada to enhance the mental health for all children and youth.*

**Process:**

**Parents**

Nucleus of parents who have already had 'course/training' from Parents for Children's Mental Health (April 2006/October 2006)

Other parents from each of the organizations around CAC table (Invitation for consideration)

( 12-15 people)

1.Introductory 'workshop': group focus/basic overview/opportunities *March 5 2007*

2.Attendance: Parents for Children's Mental Health :Parent Facilitator Training Conference (Toronto) *April 20 21 22 2007*

3. June: 3 day 'symposium'      Parents: Learning to Tell Your Story

**Staff**

Staff: Learning to Tell Your Story

**Community Partner Group** Community Partners...Learning to Listen

Public Event to provide a 'forum' for the stories and the messages (ALL Three Groups speaking with a common purpose/ one messages told from different perspectives)

*Creating community mobilization in Guelph, Wellington County*

*Defining the next steps in the advocacy process locally*

*Build capacity for advocacy by working with **Parents for Children's Mental Health** provincially and nationally*

From Rollercoaster to Recovery and ‘the pebble in a stream’ January 2007

Thank you for your time and consideration of this project. We welcome your participation and will expand a little on the goals of the project.

*From Rollercoaster to Recovery* was first published in April 2005. It has proven to be an amazing support for families, professionals, and individuals seeking to help anyone facing mental illness.

In less than two years, we have been successful in developing community connections, both within the city of Guelph, and throughout the counties of Wellington and Dufferin. (Please see the enclosed documents for an extensive, (and growing) listing of where **From Rollercoaster to Recovery** is across Wellington and Dufferin counties).

However, we have found it challenging to get the information out to everyone who could use this valuable resource. Therefore, we are asking if you would help ‘promote’ the book in one or more of the following ways:

- By displaying posters
- By displaying a copy of the book, and using the book as a resource in as many ways as you can. (We encourage feedback and suggestions for future use!)
- By discussing the book and its use as a resource with friends, families and colleagues.
- By entering into a partnership and dialogue with the Rollercoaster to Recovery Project committee to explore/implement opportunities for future awareness)

As this resource was designed by families to help families, our primary objective is to get the word out about the help that is available. However we are constantly amazed with the increasing requests from ‘service’ providers and all those involved working with communities and people. The continuum of mental health and illness seems to be a common factor in most of our dealings with each other.

We would like to welcome you, Karen as Mayor of the city of Guelph and the Council into the “*Rollercoaster Project*”, and look forward to working with you in supporting the needs of the community. Ultimately we will be working together for better mental health for us all!

On behalf of the Rollercoaster to Recovery Project committee, we sincerely thank you!

**Judy Coulman**  
519-824-5176

**Val Morse**

**Christine Pearson**

**Ines Davis**

Christine Campbell (Distribution Coordinator)  
[distribution@mentalhealthfamilyguide.ca](mailto:distribution@mentalhealthfamilyguide.ca)



# City of Guelph

Report:

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

**DATE:** April 11, 2007

**SUBJECT: SUPPORT FOR ATTENDANCE AT THE WORLD POLICE & FIRE  
GAMES**

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**RECOMMENDATION:**

**"THAT the Committee recommend to Guelph City Council that the Fire Department send a representative to attend the World Police & Fire Games.**

**AND THAT the expenditure be provided from the current Fire operating budget".**

**BACKGROUND:**

In 1985, the World Police & Fire Games Federation, a non profit organization, run by the Californian Police Athletics Federation, established the World Police & Fire Games.

Today, the World Police & Fire Games are a spectacular international sporting event, offering police officers, firefighters, customs and correction officers from around the world an opportunity to showcase their athletic excellence in over 65 sporting events.

Held biennially, the World Police & Fire Games are set to return to Australia in 2007. Adelaide, South Australia will host the largest sporting event ever held in the city.

The size and scope of the games continues to grow, with both the attendance and number of participating countries steadily increasing. The international community eagerly bids for the rights and opportunity to hold this exciting event.

**REPORT:**

For many years our Firefighters have proudly represented our City in these games and have achieved medals and notoriety for Guelph because of their outstanding achievements. Continuance in these games helps to reflect on our commitment, supporting partnerships and international relations with other emergency services organizations.

For 2007, the games are being held in Adelaide, Australia and the Fire Department has one Firefighter who qualifies to attend these games. Firefighter Barry Williams has participated in the Police/Fire games over the past 3 years. His expertise and solid performance in competitive Judo makes him an excellent representative. Firefighter Williams also instructs local youth in Judo, teaching lifelong fitness, discipline and respect.

**CORPORATE STRATEGIC PLAN:**

6. To have exemplary management practices.

**FINANCIAL IMPLICATIONS:**

Funds will be provided from the current Fire operating budget

**DEPARTMENTAL CONSULTATION:**

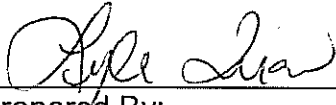
Finance Department was consulted and can accommodate the expenditure from the 2007 operating budget.

**COMMUNICATIONS:**

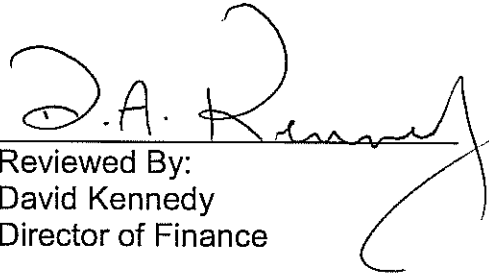
A press release will be issued advising the community communicating the Firefighter's attendance and his representation of Guelph at the games.

**ATTACHMENTS:**

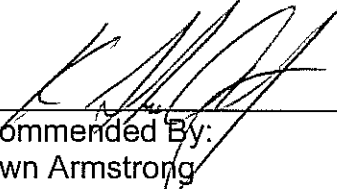
None



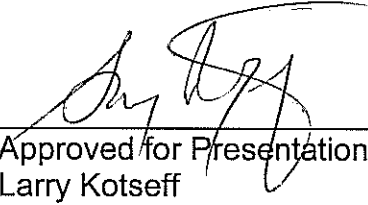
Prepared By:  
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Deputy Fire Chief – Administration  
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Reviewed By:  
David Kennedy  
Director of Finance



Recommended By:  
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Director of Emergency Services  
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Approved for Presentation:  
Larry Kotseff  
Chief Administrative Officer



# City of Guelph

## EMERGENCY SERVICES

Report:

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

**DATE:** 2007/04/11

**SUBJECT: EMERGENCY SERVICES ACCREDITATION**

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**RECOMMENDATION:**

**"THAT the Committee receives the report and attached PowerPoint presentation dated April 11, 2007 regarding the Emergency Services Accreditation program."**

**BACKGROUND:**

The Commission on Fire Service Accreditation (CFAI) in conjunction with Emergency Services stakeholders has developed a program for accreditation similar to ISO standards that commercial organizations have adopted.

The CFAI accreditation process provides a well-defined, internationally recognized benchmark system used to measure the quality and delivery of Emergency Services to a community.

Accreditation, objectives include:

- Providing an accreditation system that improves the ability of fire agencies and community members to readily recognize and understand potential fire risks and hazards and other emergency protection needs;
- Determining local fire agencies' need for up-to-date resources and emergency service delivery systems;
- Improving the quality of life in communities around the world served by fire and emergency service organizations; and
- Rewarding those who actively participate in an accreditation program, achieving excellence in service by following a plan for continuous quality improvement.



**REPORT:**

The Emergency Services – Fire/Ambulance has undertaken the first step of the accreditation process which is a self-assessment. This involves evaluating how Guelph's Emergency Service compares to standards set forth by the International Commission. Once the self assessment is completed, our next step will be evaluation by Commission Auditors.

The accreditation process evaluates the following ten categories:

1. Governance and Administration
2. Assessment and Planning
3. Goals and Objectives
4. Financial Resources
5. Programs
6. Physical Resources
7. Human Resources
8. Training and Competency
9. Essential Resources
10. External Systems Relations

Upon accreditation, Emergency Services must keep itself in good standing by submitting annual updates and must also be re-evaluated every five years by Commission Auditors.

A presentation will be provided by Deputy Chief Lyle Quan. Deputy Chief Quan is leading the project for emergency Services.

**CORPORATE STRATEGIC PLAN:**

1. To manage growth in a balanced, sustainable manner
4. To enhance community wellness
6. To have exemplary management practices

**FINANCIAL IMPLICATIONS:**

This project is funded through the 2007 Emergency Services Operating budget. There will be additional expenditures required in the 2008 operating budget of approximately \$8000.00.

**DEPARTMENTAL CONSULTATION:**

Emergency Services is expected to work collectively with City service areas on management of Water Supplies, Planning submissions such as "Places to Grow", good financial planning practices and solid human resource management.

**COMMUNICATIONS:**

Once accreditation is achieved Emergency Services will communicate and celebrate its success through all of our media partners.

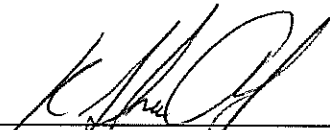
**ATTACHMENTS:**

PowerPoint presentation on the CFAI Accreditation program.



Prepared By:  
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Recommended By:  
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Director, Emergency Services

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Approved for Presentation:  
Larry Kotseff  
Chief Administrative Officer



## Guelph Fire Department Accreditation Program

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### "Why Do We Need a Voluntary Accreditation Program?"



- The process closely reviews any increases in expenditures that are directly related to improved or expanded service delivery in the community.
- Provides a nationally-accepted set of criteria by which communities can judge the level and quality of fire, ambulance and other services it provides.
- Elevates the level of professionalism within the Emergency Service agency.
- Provides a well-defined measurement tool to use in analyzing the effectiveness of the Emergency Services.

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### "Why Evaluate our Emergency Services?"



There are many reasons:

- Emergency Services is constantly changing.
- Provides for periodic organizational evaluation to ensure effectiveness.
- To raise the level of professionalism within the organization, and ultimately, within the profession.

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### "The CFAI Self Assessment Tool"



- The self assessment process developed by the Commission on Fire Accreditation International, Inc. provides an excellent tool that seeks to answer three very basic questions:

1. Is the organization effective?
2. Are the goals, objectives and mission of the organization being achieved?
3. What are the reasons for the success of the organization?

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### "What Are the Benefits of Accreditation and Self Assessment?"



There are a number of benefits of conducting an accreditation program within Emergency Services, such as:

- The promotion of excellence within the Emergency Services.
- Encouraging quality improvement through a continuous self assessment process.
- Providing assurance to peers and the public that the organization has a defined business plan that supports the Corporate Strategic Plan.

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### "What Is the Accreditation Model?"



- Included in the accreditation model are the following ten categories departments will use to evaluate their performance.

- |                                  |                                |
|----------------------------------|--------------------------------|
| 1. Governance and Administration | 6. Physical Resources          |
| 2. Assessment and Planning       | 7. Human Resources             |
| 3. Goals and Objectives          | 8. Training and Competency     |
| 4. Financial Resources           | 9. Essential Resources         |
| 5. Programs                      | 10. External Systems Relations |

Included within each category are criteria and performance indicators that include a measure or an index upon which an assessment can be quantified.

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### The Ultimate Goals of this Program are to:



- Provide an accreditation system that will improve the ability of the community to recognize and understand their respective risks and associated emergency protection needs;
- Improve the local Emergency Service delivery systems;
- Improve the quality of life in the communities served by the Emergency Service organization; and
- Give recognition for satisfactory service and a plan for any recommended improvements.

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### "Accreditation – Timelines"



- Self Assessment process has begun
- Make application for intention to be accredited in late 2007; we then have 18 months from application to be assessed
- Plan on applying for the formal audit in 2008.

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### Accreditation Evaluations



- Annual "off-site" evaluations are conducted to ensure that the organization is meeting its goals and are improving in any identified areas noted during the audit process.
- Every 5 years an "on-site" audit is conducted for quality control.

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**"Accreditation"**



Questions??

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# City of Guelph

## Community Development

Report:

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**TO:** EMERGENCY, COMMUNITY SERVICES AND OPERATIONS  
COMMITTEE

**DATE:** 2007/04/11

**SUBJECT:** WELLINGTON DUFFERIN GUELPH  
CHILDREN'S CHARTER OF RIGHTS

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### **RECOMMENDATION:**

**WHEREAS** the Wellington-Dufferin-Guelph Report Card Coalition on the Well-being of Children has developed the Wellington-Dufferin-Guelph Children's Charter of Rights as a community document which clearly outlines a vision for children in Wellington County, Dufferin County and the City of Guelph; and

**WHEREAS** the principles included in the Wellington-Dufferin-Guelph Children's Charter of Rights are based on the United Nations Convention on the Rights of the Child, with special attention focused on local priorities and issues;

**BE IT RESOLVED THAT** the City of Guelph endorse the Wellington-Dufferin-Guelph Children's Charter of Rights as a document that identifies values and principles that are upheld by the City of Guelph;

**AND FURTHER THAT** the City of Guelph adopt the Wellington-Dufferin-Guelph Children's Charter of Rights as a document that will guide the City's policy decisions and key activities as they relate to children.

### **BACKGROUND:**

Community Development staff have been actively participating on the Wellington Dufferin Guelph Report Card Coalition on the Well-being of Children for over an year now. The Coalition has a broad representation from community stakeholders from both Wellington and Dufferin counties.

The Charter is based on the United Nations Convention on the Rights of the Child and is a document which outlines the vision to make Wellington Dufferin Guelph a better place for children and families.

The Charter includes a series of statements what our communities need to do in order to ensure healthy development and bright futures for all children.

The goal is to have the Children's Charter adopted and endorsed by political councils, community organizations and local businesses in an effort to make a compelling statement about our collective intent to support, and to advocate for, the rights of children.

**REPORT:**

The Children's Charter was developed by a working group of the Children's Report Card Coalition, with input from a number of child-centred organizations and committees within the two counties.

In addition to clearly establishing community leadership for children and families in Guelph; the Charter would provide the framework to guide the municipality in its policy and program development where appropriately fitting.

The committee has established May 10, 2007 as the public launch date for the Children's Charter, with the goal of having local levels of government, key businesses and service providers adopt the Charter prior to the launch. These organizations will be recognized at the launch event.

**CORPORATE STRATEGIC PLAN:**

Strategic Direction #4 – To enhance community wellness

**FINANCIAL IMPLICATIONS:**

None.

**DEPARTMENTAL CONSULTATION:**

Recreation and Culture Division

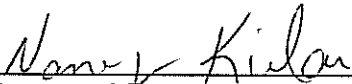
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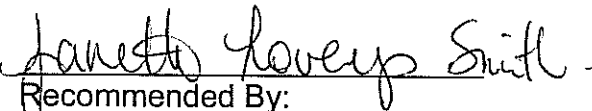
Public launch on May 10, 2007

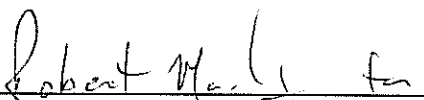
**ATTACHMENTS:**

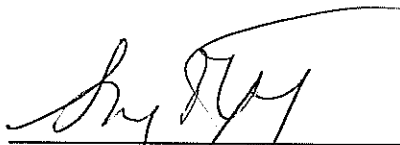
Wellington Dufferin Guelph Children's Charter



  
Prepared By:  
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Recommended By:  
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Approved for Presentation:  
Larry Kotseff  
Chief Administrative Officer

# Wellington-Dufferin-Guelph Children's Charter of Rights

**A**ll children deserve basic rights and freedoms. A fair share of society's resources must be devoted to ensuring this. While families are responsible for raising their children, all levels of government, in partnership with communities, have a duty to support families by putting the health and well-being of children first.

All children in Wellington-Dufferin-Guelph have a right to:

- a quality of life that meets their physical, intellectual, emotional, spiritual and social needs.
- have basic needs met including nutritious food, a healthy environment and a safe and comfortable place to live.
- access quality and affordable child care, early education programs and/or parenting support.
- safe places and time to play, and access to affordable recreational activities.
- quality education to enable them to reach their full potential.
- quality time with their families and/or other nurturing and positive role models throughout their childhood.
- protection from neglect, abuse and exposure to family violence.
- be accepted for who they are, and believe what they want without being discriminated against.

*quality of life . time to play . positive nurturing . acceptance . quality of education . safe places . quality time*

*quality of life . time to play . acceptance . quality of education . safe places . positive nurturing . quality time*



# City of Guelph

## COMMUNITY SERVICES

Report:

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

**DATE:** 2007/03/05

**SUBJECT: CULTURE SERVICES ADVISORY COMMITTEE**

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### **RECOMMENDATION:**

**For information only**

### **BACKGROUND:**

The promotion of Culture has long been a focus for the Community Services Department, and we continue to strive toward developing Culture in Guelph. Similar to the way that the Ice Advisory Committee advises City Staff about trends, issues and services with respect to the present and future needs of our rinks, the intent of this committee is to advise City staff with respect to Cultural issues for today and future needs in the City.

### **REPORT:**

Staff has developed a Culture Services Advisory Committee to act in an advisory capacity to the Community Services Department. The Committee will be chaired by the Manager of Recreation and Culture, and will consist of the following members: Director of Macdonald Stewart Art Centre, Executive Director of Guelph Arts Council, President of the University of Guelph or his designate; along with the following City staff: Director of Guelph Museums, Heritage/Urban Design Planner, Manager of Strategic Planning, and Chief Librarian.

The Committee would make recommendations to Community Services through the Manager of Recreation and Culture on matters relating to culture in Guelph. The recommendation would include but not be limited to: Public Art Policy, Memorials Policy, Cultural Strategic Planning and strategic directions for the City of Guelph Strategic Plan, design of public spaces in the City of Guelph, budget requirements, partnership opportunities and potential cultural events in Guelph.

The Cultural Services Advisory Group will return to the ECO Committee with a "work plan" outlining the work that the committee will engage in over the next three years.

**CORPORATE STRATEGIC PLAN:**

To support our natural, cultural and architectural heritage

**FINANCIAL IMPLICATIONS:**

There are no financial implications as it relates to present operating budgets

**DEPARTMENTAL CONSULTATION:**

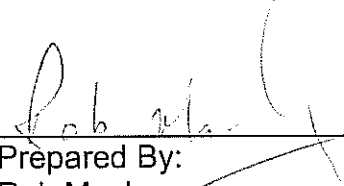
Community Design and Development Services, and Corporate Communications

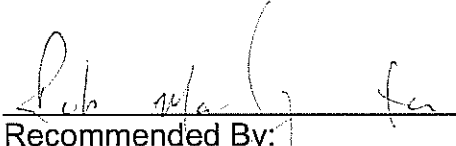
**COMMUNICATIONS:**

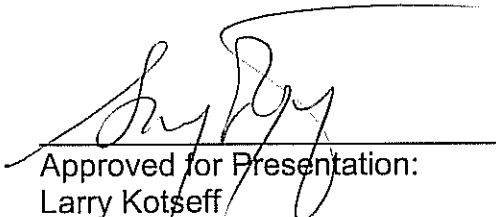
There will be a press release advising that the committee has been developed and welcomes public input.

**ATTACHMENTS:**

N/A

  
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Recommended By:  
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Approved for Presentation:  
Larry Kotseff  
Chief Administrative Officer



# City of Guelph

## COMMUNITY SERVICES

Report:

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

**DATE:** 2007/04/11

**SUBJECT: TEMPORARILY ALLOWING EXOTIC ANIMALS WITHIN CITY LIMITS**

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### RECOMMENDATION:

**THAT permission be granted to the operators of the Garden Brothers Circus to have exotic animals within City Limits for the purpose of staging the circus on Saturday, June 2 and Sunday, June 3, at the Guelph Sports and Entertainment Centre.**

### SUMMARY:

Circuses have used the GSEC for numerous performances in the past. In addition to clowns, jugglers, acrobats etc, the event is complemented with various exotic animals.

### BACKGROUND:

Each summer since the year 2000, the Garden Brothers Circus has put on performances at the GSEC. The exotic animals include but may not be limited to one (1) albino python. This year the Garden Brothers Circus will be using the facility for a total of four shows on Saturday, June 2<sup>nd</sup> and Sunday, June 3<sup>rd</sup>. The Circus will be setting up on Friday, June 1<sup>st</sup>, and leaving following the last show on Sunday, June 3<sup>rd</sup>. Fresh water for the animals is provided on site. Last year an estimated 6,500 spectators viewed two performances, which were held on a weekday.

### REPORT:

The exotic animals are a major portion of the performances. Not allowing the exotic animals would greatly detract from the look and presentation of the event.

## **CORPORATE STRATEGIC PLAN:**

To Enhance Community Wellness – to allow a variety of events to meet the needs and wants of the population;

To Have Exemplary Management Practices – to build on relationships and partnerships with stakeholders to enhance service provisions.

## **FINANCIAL IMPLICATIONS:**

Not permitting the Circus to have exotic animals would lead to the cancellation of the event, impacting the operating budget with a reduction of approximately \$9,000 in lost revenue.

## **DEPARTMENTAL CONSULTATION:**

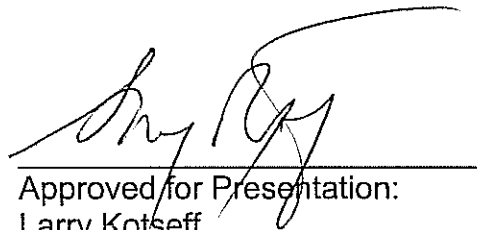
Staff has consulted the Guelph Humane Society on March 12<sup>th</sup> with respect to the circus. GHS representative Mary Fera, badge 1427, confirmed they have no concerns.

## **COMMUNICATIONS:**

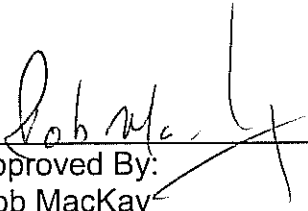
## **ATTACHMENTS:**



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Approved for Presentation:  
Larry Kotseff  
Chief Administrative Officer



Approved By:  
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Rob.mackay@guelph.ca



City  
of Guelph

COMMUNITY SERVICES

Report:

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**TO:** Emergency Services, Community Services & Operations

**DATE:** 2007/04/11

**SUBJECT: UNIVERSAL BUS PASS PROGRAM  
OPT-IN FOR DISTANCE EDUCATION STUDENTS**

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**RECOMMENDATION:**

"THAT the Mayor and Clerk be authorized to sign an amendment to the Universal Bus Pass agreement with the Central Student Association."

**REPORT:**

Guelph Transit has had a long standing relationship with the Central Student Association at the University of Guelph. A program is currently in place whereby all full-time and part-time students purchase unlimited use of public transit as part of their tuition.

It was recently discovered that many students attending the University during the Spring semester are enrolled in distance education programs. Students who attend the University on a full-time or part-time basis during the Winter and Fall semesters are considered distance education students during the Spring semester; as a result, they do not qualify for a Universal Bus Pass.

It is recommended the students enrolled in distance education program(s) during the Spring semester should qualify to opt-in to the Universal Bus Pass agreement, provided they were enrolled as a full-time or part time student in the Winter semester and are also enrolled in the following Fall semester.

**CORPORATE STRATEGIC PLAN:**

Ensure the accessibility and safety of facilities, services and programs in Guelph.

## FINANCIAL IMPLICATIONS

Additional ridership and revenue will be based on the number of students enrolled in distance education programs during the Spring semester. The price for the Universal Bus Pass is \$50.23 per semester. If we estimate there will be 300 distance education students who 'opt-in', the additional revenue generated would be approximately \$15,000.00.

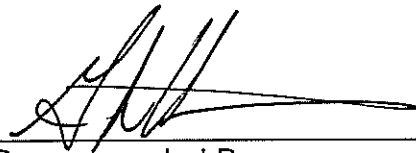
## DEPARTMENTAL CONSULTATION:

- Legal Department



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Prepared By:  
Randall French  
Manager, Transit Services  
(519) 822-1811 ext 223  
randall.french@guelph.ca



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Recommended By:  
Gus Stahlmann  
Director, Community Services  
(519) 837-5618 ext 224  
gus.stahlmann@guelph.ca



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Approved for Presentation:  
Larry Kotseff  
Chief Administrative Officer



**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday, April 11, 2007, 5:00 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Wednesday, April 11, 2007 in Council Chambers at 5:00 p.m.

Present: Councillors Beard, Hofland, Laidlaw and Mayor Farbridge

Absent: Vacancy

Staff in Attendance: Chief S. Armstrong, Director of Emergency Services/Fire Chief; Mr. D. Kennedy, Director of Finance/City Treasurer; Dr. J.L. Laird, Director of Emergency Services; Mr. D. McCaughan, Director of Operations; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design & Development Services; Mr. G. Stahlmann, Director of Community Services; Ms. T. Agnello, Deputy City Clerk; , Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

**Confirmation of Meeting**

1. Moved by Councillor Hofland  
Seconded by Mayor Farbridge

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on March 14, 2007 be confirmed as recorded and without being read.

Carried

**Guelph Youth Council**

Pinky Langat and Kristen Bowman, co-chairs of the Guelph Youth Council; and Mr. Adam McClosky and Kyla McKee, provided information with respect to the programs and services that the Guelph Youth Council provide and quickly outlined their current Business Plan. They invited Council to attend the Grand Opening of their facilities located at the Delhi Recreational Centre. They informed the Committee of their Special Events and Open House on Wednesday, May 9<sup>th</sup> and extended an invitation to the Mayor and Council to attend a Public Youth Forum on Monday, April 30<sup>th</sup>, 2007. They also requested Council to explore further opportunities to become involved with the Guelph Youth Council.

**Children's Mental Health Issues**

Ms. Judy Coulman presented information relating to the Children's Mental Health Service System Development and Coordination Community Advisory Committee, National Child and Youth Mental Health Day and a guidebook entitled: *"From Rollercoaster to Recovery"*. She informed the committee of the great strides being made with society's awareness – particularly in Guelph and Wellington County, with respect to the needs within the realm of Mental Health. They are having a launch of the National Mental Health Day for Children & Youth on May 7<sup>th</sup>, and a launch of the 2<sup>nd</sup> edition of the book *"From Rollercoaster to Recovery"* will be held on May 16<sup>th</sup> from 4:30 to 6:30 at the Italian Canadian Club. She also asked for support of the Canadian Mental Health Service System Development & Coordination Community Advocacy Committee by having some councillors appointed to this committee. She also stated that they would appreciate the City assisting with the promotion of these various events by any means the City feels appropriate.

**Guelph Minor Soccer – Indoor Soccer Facility Update**

Mr. D. Dautovich, Project Manager, provided an update of the status of the Indoor Soccer Facility at Centennial Park. He stated that Ralph Bass & Associates have been selected to spearhead fundraising for this project. They are presently conducting due diligence of the site and coordinating the project with the various parties involved and he advised that the construction will begin in June of 2007 and completion date is expected to be in October.

**Guelph & District Multicultural Centre**

Ms. C. Brower on behalf of the Guelph & District Multicultural Centre provided information with respect to the status of the Guelph & District Multicultural Centre. She advised that their funding has been negatively affected as a result of the loss of bingo revenues a few years back, slow return of payment from the upper levels of government for services rendered; lack of available grants from United Way, the City or any other agencies; and legal costs as a result of a lawsuit. She advised that the Centre has been pursuing all avenues of increasing their revenue and have managed to secure some funding from the Trillium Foundation. They have pursued cost cutting measures, looked at user fees for some services, made staff changes and are undergoing an operational review. She made two requests of the City for assistance. Firstly, she asked for assistance in acquiring short-term bridge funding in order to help them obtain a loan. Secondly, she stated that they would need \$20,000 assistance to continue operating or donated space to house the centre with bus/wheelchair accessibility with approximately 2000 square feet of office space.

Mr. D.A. Kennedy  
Councillor Laidlaw

2. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
THAT the request of the Multicultural Centre for financial assistance be referred back to staff for coordination of available resources;

AND THAT the Chair of the Committee raise this issue at the Joint Social Services Committee for discussion in terms of potential funding.

Carried

**Support for Attendance at the World Police & Fire Games**

Firefighter Barry Williams was present to show the committee his award from the World Police & Fire Games.

REPORT TO  
COUNCIL

3. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
THAT the Fire Department send a representative to attend the World Police & Fire Games;

AND THAT the expenditure be provided from the current Fire operating budget;

AND THAT firefighter Barry Williams be invited to attend the Council meeting on Monday, April 16<sup>th</sup>, 2007 for a formal presentation with respect to his performance at the World Police & Fire Games.

Carried

**Emergency Services Accreditation**

Mr. L. Quan, Deputy Fire Chief presented information with respect to the Emergency Services Accreditation Program and provided an outline of the costs involved and the benefits of the accreditation program.

REPORT TO  
COUNCIL

4. Moved by Councillor Hofland  
Seconded by Councillor Beard  
THAT the report and PowerPoint presentation from Emergency Services dated April 11, 2007 relating to Emergency Services Accreditation be received.

Carried

**Wellington-Dufferin-Guelph Children's Charter of Rights**

The Community Development Manager introduced the District Community Coordinator, Ms. N. Kielar and she provided information relating to the development and incorporation of the Wellington Dufferin Guelph Children's

April 11, 2007

REPORT TO  
COUNCIL

Charter of Rights.

**Emergency Services, Community Services & Operations**

Page 4

5. Moved by Councillor Beard  
Seconded by Councillor Hofland

WHEREAS the Wellington-Dufferin-Guelph Report Card Coalition on the Well-being of Children has developed the Wellington-Dufferin-Guelph Children's Charter of Rights as a community document which clearly outlines a vision for children in Wellington County, Dufferin County and the City of Guelph;

AND WHEREAS the principles included in the Wellington-Dufferin-Guelph Children's Charter of Rights are based on the United Nations Convention on the Rights of the Child, with special attention focused on local priorities and issues;

BE IT RESOLVED THAT the City of Guelph endorse the Wellington-Dufferin-Guelph Children's Charter of Rights as a document that identifies values and principles that are upheld by the City of Guelph;

AND FURTHER THAT the City of Guelph adopt the Wellington-Dufferin-Guelph Children's Charter of Rights as a document that will guide the City's policy decisions and key activities as they relate to children.

AND THAT the Mayor sign the Charter of Rights at the beginning of each term.

Carried

**Culture Services Advisory Group**

6. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

THAT the report from Community Services dated March 5, 2007 entitled "Culture Services Advisory Group" be received for information.

Carried

**Temporarily Allowing Exotic Animals within City Limits**

7. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

REPORT TO  
COUNCIL

THAT permission be granted to the operators of the Garden Brothers Circus to have exotic animals within City Limits for the purpose of staging the circus on Saturday June 2 and Sunday June 3, at the Guelph Sports and Entertainment Centre.

Carried

**Universal Bus Pass Program Opt-In for Distance Education Students**

REPORT TO  
COUNCIL

8. Moved by Mayor Farbridge  
Seconded by Councillor Beard  
THAT the Mayor and Clerk be authorized to sign an amendment to the  
Universal Bus Pass agreement with the Central Student Association.

Carried

**2007 National Slo-Pitch Athletics Tournament**

REPORT TO  
COUNCIL

9. Moved by Mayor Farbridge  
Seconded by Councillor Beard  
THAT an application for a special occasions permit to serve alcohol during the  
June 9-10<sup>th</sup>, 2007 National Slo-Pitch Athletics tournament at the Guelph Lake  
facilities be approved.

Carried

**In Camera**

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

10. Moved by Mayor Farbridge  
Seconded by Councillor Beard  
THAT the Emergency Services, Community Services & Operations Committee  
now hold a meeting that is closed to the public, pursuant to Section 239(2) (b)  
and (e) of the Municipal Act with respect to:
- Personal matters about an identifiable individual;
  - Litigation or potential litigation
11. Moved by Councillor Hofland  
Seconded by Councillor Beard  
THAT staff be given direction with respect to personal matters about an  
identifiable individual and possible litigation.

Carried

Next Meeting: Wednesday, May 12, 2007

The meeting adjourned at 6:50 p.m.

.....  
Chairperson



## EMERGENCY SERVICES, COMMUNITY SERVICES & OPERATIONS COMMITTEE

May 9, 2007

**Council Chambers - 5:00 P.M.**

- Disclosure of Pecuniary Interest
- Confirmation of Minutes –April 11, 2007

| ITEMS FOR CONSIDERATION                                                                                                                                                                                                                                                                                     | STAFF<br>RECOMMENDATION |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <p><b>GUELPH INTERNATIONAL FILM FESTIVAL (GIFF) –<br/><i>The Art of Resistance</i></b></p> <p>Ms. Stella Mott will be present to address this issue. See attached correspondence.</p>                                                                                                                       |                         |
| <p><b>CORRESPONDENCE – GUELPH BARRIER FREE<br/>ADVISORY COMMITTEE</b></p> <p>Invitation for a Councillor to join the committee.</p>                                                                                                                                                                         | Receive                 |
| <p><b>19-21-23 WOODLAWN ROAD – FOLLOW UP</b></p> <p>THAT the Emergency Services Community Services and Operations Services Committee report dated May 9, 2007 entitled “19-21-23 Woodlawn Road – Follow Up” be received.</p>                                                                                | Receive                 |
| <p><b>EMERGENCY SERVICES FACILITY – CLAIR RD,<br/>GUELPH</b></p> <p>THAT the report dated May 09, 2007 outlining a preliminary concept and financial plan for a south end Emergency Services Facility for Fire and Police services be received by Committee and forwarded to City Council for approval;</p> | Approve                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <p>AND THAT committee recommends to Council that the Wyndham St. Fire Headquarters be retained for future Emergency Service uses in the Central Business District;</p> <p>AND THAT committee directs staff to report back on the future use of the existing Wyndham St. Headquarters by Land Ambulance and Fire Services in Guelph;</p> <p>AND THAT staff prepare and issue the appropriate RFP documents for the design of the proposed Emergency Services Facility;</p> <p>AND THAT the Mayor and Clerk be authorized to execute all agreements and documents necessary to award the contract to the successful design firm;</p> <p>AND THAT upon completion of the design staff proceed to prepare and issue a tender for the construction of the proposed Emergency Services Facility;</p> <p>AND THAT subject to the contract amount being less than 11.6 million dollars, the Mayor and Clerk be authorized to execute all agreements and documents necessary to award and proceed with the construction of the proposed Emergency Services Facility.</p> |                |
| <p><b>ADDITION OF A BODY RUB PARLOUR CATEGORY AS DEFINED IN SECTION 154.2(B) OF THE MUNICIPAL ACT AND AN AMENDMENT TO THE CURRENT ALTERNATIVE HEALTH CARE CLINIC CATEGORY IN THE CITY'S BUSINESS LICENCE BY-LAW (2004)-17551, AS AMENDED</b></p> <p>THAT the Emergency Services, Community Services &amp; Operations Committee give direction on amending the City of Guelph Business Licence By-law to add Body Rub Parlours as a Business category, in addition to amendments relating to Alternative Health Care Clinics, and definitions, licence fees and offence provisions;</p> <p>AND THAT the Clerk be instructed to give public notice, inviting public input on any proposed amendments;</p> <p>AND THAT an expansion package to allow for additional resources, including staff, be considered in the 2008 Budget in order to administer and enforce the provisions of the Business Licence By-law if it is determined by Council that body Rub Parlours are to be licensed.</p>                                                                    | <p>Approve</p> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |

|                                                                                                                                                                                                                                                                                                                      |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <p><b>CAR CO-OP</b></p> <p>The Chair of the Committee will speak to this matter. (See attached information)</p>                                                                                                                                                                                                      |                |
| <p><b>FEDERATION OF CANADIAN MUNICIPALITIES (FCM) PARTNERSHIP WITH MOZAMBIQUE – PROJECT DEFINITION MISSION</b></p> <p>THAT the Community Services Report dated May 9, 2007 with respect to the Federation of Canadian Municipalities (FCM) Partnership With Mozambique – Project Definition Mission be received.</p> | <p>Receive</p> |
| <p><b>YOUTH COUNCIL APPOINTMENTS</b></p> <p>THAT Councillors Findlay and Hofland be appointed as the Youth Council representatives.</p> <p>Brought to Committee upon request of the Chair.</p>                                                                                                                       | <p>Approve</p> |

## OTHER BUSINESS

**NEXT MEETING: Wednesday, June 13<sup>th</sup>, 2007**



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Emergency Services, Community Services & Operations Committee  
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There was no disclosure of pecuniary interest.

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April 11, 2007

REPORT TO  
COUNCIL

Charter of Rights.

**Emergency Services, Community Services & Operations**

Page 4

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REPORT TO  
COUNCIL

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June 9-10<sup>th</sup>, 2007 National Slo-Pitch Athletics tournament at the Guelph Lake  
facilities be approved.

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**In Camera**

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

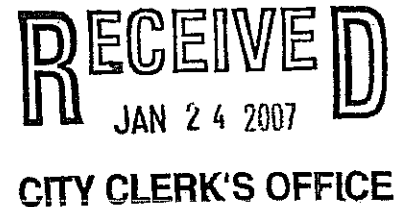
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- Personal matters about an identifiable individual;
  - Litigation or potential litigation
11. Moved by Councillor Hofland  
Seconded by Councillor Beard  
THAT staff be given direction with respect to personal matters about an  
identifiable individual and possible litigation.

Carried

Next Meeting: Wednesday, May 12, 2007

The meeting adjourned at 6:50 p.m.

.....  
Chairperson



Mayor Farbridge and City Councillors  
City Hall  
59 Carden St.  
Guelph, ON, N1H 3A1

January 22, 2007

Your Worship, Mayor Karen Farbridge, and Honoured Councillors of the City of Guelph,

I would like to request definition of City policy regarding activities or events at city facilities that are offensive to the various religious beliefs of the people of Guelph. Specifically, there should be a clause in facility-use contracts that allows the City to cancel a contract should it become apparent that there is content that is derogatory, mocking, or deeply offensive to religious faith or symbolism. Guidelines for a "Code of Respect" to inform potential users what content is not acceptable should also be developed. This could also include pornography, violence towards women, offensive language, bashing etc. The background for this request is as follows:

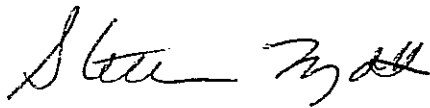
On November 3, 2006, the Guelph International Film Festival (GIFF) offered a film called *The Art of Resistance*. It presents, among other subjects, works by Argentinean sculptor, Leon Ferrari, showing Pope John Paul II in implied association with Hitler, Christ Crucified popping out of a toaster, gorillas attending an obvious Last Supper representation, and Mary stuck full of pins like a voodoo doll. The trailer link is <http://www.alefilms.com/prod-ENG-arts-movie.html> .

Quebec filmmaker Alexandra Guite suggests that Ferrari "is poking fun at injustice within his own culture, rather than ridiculing faith". This may be her opinion, but I beg to differ since it is far beyond any lampooning in a newspaper cartoon. It strikes directly at icons of the Catholic and Christian faiths, not the people within Argentina who may have caused or supported injustices. Bishop Ustrzycki indicated to Rob Mackay at the time that the images were in extremely poor taste and bordering on blasphemy. While offensive images are sometimes used to bring attention to a legitimate cause, these sculptures go too far. As I tried to explain to GIFF organisers previously, it is similar to the feeling one would get if a photo of a dearly-loved one were maliciously vandalized, but worse; this maliciousness is directed towards God.

Ferrari's right to self-expression may be tolerated; it need not be supported by a public viewing in a civic facility. This issue is not about freedom of speech or expression, but about respect and appropriate content at a civic facility. Tolerance for political expression and religious disagreement should not mean that respect is laid aside. Respect for others should definitely be a concern of City administration, especially in civic facilities.

There are many people in Guelph who are concerned about this situation. Along with others, I am asking that there be respect for all faiths and their deeply significant symbolism at activities and events held at civic facilities in Guelph. It is also my request that managers of civic facilities be prepared to cancel or alter engagements that contravene this code of respect, and that those decisions be backed by city policy and city solicitors. I would request that this matter be considered by the appropriate committee of council. I would like to be notified in advance of the meeting of this committee.

Yours respectfully,

A handwritten signature in black ink, appearing to read 'Stella Mott', with a stylized flourish at the end.

Stella Mott  
79 Ontario St.  
Guelph, ON N1E 3A9

121 Waterloo Ave.,  
Unit 107  
Guelph, ON  
N1H3H9  
January 12, 2007

Mayor Farbridge and City Councillors  
City Hall  
59 Carden Street  
Guelph, ON  
N1H 3A1

Dear Mayor Farbridge and City Councillors,

This letter is in regard to the film called The Art of Resistance which was shown at the Guelph International Film Festival on Nov. 3, 2006.

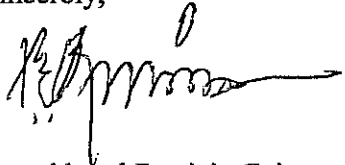
We were protesting for these reasons:

- our religious beliefs and symbolism associated with our faith should not be mocked or degraded, especially at civic facilities
- matters of faith for any religion should not become subjects of scorn

We would like to request that the City of Guelph form a policy to deal with the issue as it pertains to the use of civic facilities.

Thank you for your attention to this serious matter.

Sincerely,



*Patricia Grierson*

Donald and Patricia Grierson

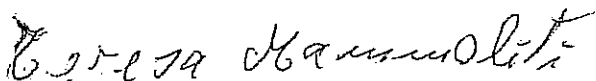


January 12, 2007

Mayor Farbridge and City Councillors  
City Hall  
59 Carden St.  
Guelph, ON, N1H 3A1

Dear Mayor Farbridge and City Councillors:

I believe that religious beliefs and symbols associated with faith should not be mocked or degraded, especially at civic facilities. The Art of Resistance had some very objectionable images of Jesus, Mary, and Pope John Paul II. I request that the City of Guelph form policy that will prevent this and similar abuse in the future in civic facilities. Matters of faith for any religion should not become subjects of scorn.

Yours sincerely, 

Mrs. Teresa Mammoliti  
22 Walter St.  
Guelph, ON  
N1E 5P1

January 15, 2007

Mayor Farbridge and City Councillors

City Hall  
59 Carden St.  
Guelph, ON, N1H 3A1

Dear Mayor and Councillors,

I would like to express my disapproval that the film, The Art of Resistance, was shown in the River Run Centre in November, 2006. I do not believe that it is appropriate that events and activities with content offensive to any religious faiths should be permitted in a civic facility. I believe that standards should be developed that proscribe any mockery of any religious faith, or the symbolism associated with it, in a civic facility. In addition, these standards should be reflected in the contract process for use of these facilities.

Yours sincerely,

Anna-Maria Castellarini  
17 Garibaldi St,  
Guelph, ON  
N1E 5P3

*Anna Maria Castellarini*

Hilde Pelton  
5 Fairway Lane  
Guelph, Ontario  
N1E 7A8

Mayor Fairbridge  
and City Councillors  
City Hall  
57 Carden Street,  
Guelph, Ontario  
N1H 3A1

Dear Mayor Fairbridge and City Councillors

Re - Film "The Art of Resistance" filmed  
at Our River Run Centre, masked the  
sacred character of our Christian Faith.  
Our River Run Centre was made  
possible by the contributions of the  
Citizens of Guelph.

A centre that would supply material  
to instruct, entertain and model to  
enhance and assist our citizens to  
better or encourage the elements for a  
good Christian life in moral and values.

I would believe Our Township and  
Our Councillors would support the above  
and advocate that they be practised.

Unfortunately the Film Art of Resistance  
ignores the Christian Beliefs and disrespects  
our very beliefs.

I am asking all those concerned  
to deal with the issue or any  
other to prevent this type of facilities  
material in our own Civil Liberties  
I do trust that this matter takes  
precedence soon.

Sincerely Yours  
Hirsh P. Peltso  
Retired Educator

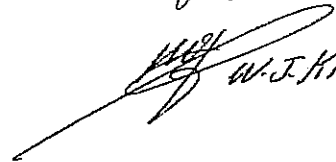
18-1-2007.

To Mayor Parbridge and Guelph City Council:

Re: The film called The Art of Resistance;  
Shown last November in River Run Centre.

I was insulted and spat up on as Catholic  
and christian tax payer, having to support  
such mockery in our Live Facilities.

Sincerely Yours.

 W.J. Kleinveld.

416-19 Woodlawn Road E  
Guelph, Ontario,  
N1H-7B1

GUELPH ONT.,  
JAN. 19/07

MAYOR FARBRIDGE & CITY COUNCIL  
RE: GUELPH INTERNATIONAL FILM FESTIVAL  
NOV 3/06.

WORKS OF ARGENTINENEAN SCULPTOR,  
LEON FERRARI, SHOWING POPE JOHN PAUL II  
IN IMPLIED ASSOCIATION WITH HITLER,  
CHRIST CRUCIFIED POPPING OUT OF A TOASTER,  
GORILLAS ATTENDING AN OBVIOUS LAST  
SUPPER REPRESENTATION, & MARY  
STUCK FULL OF PINS LIKE A VODOO  
DOLL.

WHY DO WE HAVE TO BE MOCKED  
OR DEGRADED AT CIVIC FACILITIES  
BECAUSE OF OUR RELIGIOUS BELIEFS.

WOULD THE CITY OF GUELPH PLEASE  
FORM POLICY'S TO DEAL WITH THIS ISSUE  
AS IT PERTAINS TO THE USE OF CIVIC FACILITIES

THANK YOU FOR YOUR CONSIDERATION  
LORRAINE BOLTON

Lorraine Bolton

57 DAKOTA DR.

GUELPH ONT. N1E1J6

Dear Mayor Farbridge and City Councillors Jan 17/2007.

I viewed a few seconds of the trailer link contact numbers - enough for me.

I found it downgrading, distressful, offensive and unhealthy for human-kind - is my judgment.

I don't want my grandchildren viewing such material out of the River Run Centre.

Please look into this matter

I thank you for your great work.

Sincerely,

Marie Sheehy  
72 Renfield St;  
Guelph Ontario  
N1E 4A4.

January 15, 2007

Mayor Farbridge and City Councillors  
59 Carden St.  
Guelph, ON, N1H 3A1

Dear Mayor Farbidge and City Councillors,

I want to respectfully express my deep concern about the showing of the film '*The Art of Resistance*' at the Guelph International Film Festival, last November. Mockery of any Faith has no place in a civilized community. Images of Jesus and Mary, as presented in this film, are despicable. City Council must form a policy to deal with such issues as it involves the use of civic facilities. An appropriate committee of council has to give proper consideration to such matter. In my family we were told, it is a sign of bad taste to scorn any religion.

I request that attention be given to this subject.

Sincerely,

Joe Cober,  
504 -19 Woodlawn Rd. E.,  
Guelph, ON  
N1H 7B1  
822-0863



January 15, 2007

Mayor Karen Farbridge  
Guelph City Hall  
59 Carden Street  
Guelph, ON  
N1H 3A1

Dear Mayor Farbridge,

In early November last year, the River Run Centre hosted the Guelph International Film Festival. One of the films shown was entitled, "The Art of Resistance," a film which largely degraded and mocked the Catholic faith. In it were works by Argentinian sculptor, Leon Ferrari, showing Pope John Paul II in implied association with Hitler, Christ crucified popping out of a toaster, gorillas attending an obvious Last Supper representation, and Mary, the Mother of God, shown stuck full of pins like a voodoo doll. All of these are extremely hurtful to me and degrading of the Catholic faith which I practise.

I was appalled that the River Run, a publicly-funded civic facility, agreed to present such material in our community, even after having been made aware of these offences both in writing and in the form of a silent protest. I feel that respect for all religions should be an uncompromised standard in our City and in our world, and that this absolutely never be superseded by considerations that such be "art" of any form or any medium or media. I respectfully request that the City of Guelph form policy to deal with future use of public facilities pertaining to issues such as this.

I look forward to your response regarding resolution of my concern. It is important to keep our growing, multicultural city one which will show respect for all peoples and all faiths!

Yours respectfully,

Mrs. Angela Hoffbauer

Reverend Royal Hamel  
398 West Acres Dr.,  
Guelph, ON N1H 7C2  
January 15, 2007

Mayor Farbridge and City Councillors,  
City Hall,  
59 Carden St.,  
Guelph, ON N1H 3A1

Dear Mayor and City Councillors:

Recently in our city The Guelph International Film Festival presented a film entitled, *The Art of Resistance*. The film was screened on Nov. 3, 2006. Whatever may be the merits of the film from an artistic perspective I am not qualified to answer. However I am qualified to speak about the film from the perspective of bigotry and offence that it has caused.

The film in a number of ways attacks some of the basic symbols of the Christian faith, and as such is offensive to the Christian population of this city. Canadians pride themselves on being tolerant and largely free from prejudice. What I have difficulty in understanding is how our city could have allowed such a film to be shown in a civic venue?

The city of Guelph has no business in facilitating this kind of offensive attacking, mocking, or pouring scorn on any of the various faith groups who inhabit this community. And the city did exactly that by allowing this film to be showed in the civic venue of the River Run Centre.

I consider it a high priority that the city of Guelph come up with a policy resolution that will not permit city venues to be used by any group to attack the religious sensibilities of any of the citizens of this city.

Sincerely,  
Reverend Royal Hamel



OFFICE OF  
THE MAYOR

City Hall, 59 Carden Street  
Guelph, Ontario, Canada N1H 3A1  
Telephone: (519) 837-5643 Fax: (519) 822-8277  
Website: [guelph.ca](http://guelph.ca)

February 17, 2007

Most Reverend Matthew F. Ustrzycki, D.D.  
Auxiliary Bishop of Hamilton  
28 Norfolk Street  
Guelph, ON N1H 4H8

Dear Most Reverend Ustrzycki:

Thank you for your correspondence regarding the showing of the film called: "The Art of Resistance". City Council is aware that some of the images in the documentary are offensive to some of our residents.

I know you can appreciate that this is a challenging issue. Artists and society often clash over whether the art is beneficial or offensive to society.

Our policy is to allow the River Run Centre Board of Directors, who are members of our community and appointed by City Council, to judge each controversial performance and make a decision as to whether or not it should proceed. My understanding is that they have turned down some performances in the past that they felt would be considered by many to be offensive. In this case, they did not feel that the film would be considered to be offensive to large numbers of Guelph citizens. Indeed, there have been quite different opinions expressed by the Christian community on the documentary.

The River Run Centre Board of Directors takes their responsibilities very seriously and are certainly aware of the concerns that have been expressed about this particular documentary. They will no doubt reflect upon these concerns as they make future decisions about programming. Also, the Guelph International Film Festival is a rental client and they must respect their rights as any other group wanting to rent our facility.

Respectfully,



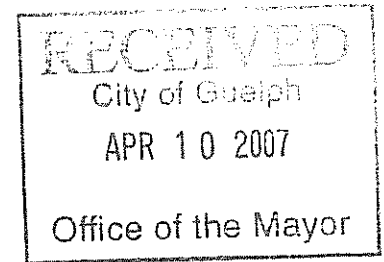
Karen Farbridge,  
Mayor

KF/sjp

cc: Paul Muller  
Father Angelico Valeriotte  
Angela Mandl  
Will McTaggart, Chair, Board of Directors River Run Centre  
Colleen Clack, Manager River Run Centre  
Guelph City Councillors



April 2<sup>nd</sup>, 2007



Mayor Karen Farbridge  
City Hall  
59 Carden St  
Guelph, Ontario  
N1H 3A1

Dear Mayor Farbridge:

On behalf of the Guelph Barrier Free Advisory Committee, I would like to take this opportunity to invite a Councillor to join our committee.

Our mission is to attain inclusion, equality, access and independence for all persons with disabilities residing in or visiting Guelph by addressing accessibility issues for people with disabilities.

The committee carries out its mission by seeking solutions that are integrated, raise awareness and effectively build a healthy Barrier Free community.

We meet on the third Tuesday of every second month starting in January from 3:00 to 5:00 in the Boardroom of the Evergreen Seniors Centre.

If you require further information, I may be reached at 519-821-9909.

Sincerely,

A handwritten signature in cursive script that reads "Jolyne Neil".

Jolyne Neil, Chair  
Guelph Barrier Free Advisory Committee

c.c. Leanne Warren  
Administrator of Disability Services



# City of Guelph

## OPERATIONS

Report:

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

**DATE:** 2007/05/09

**SUBJECT:** 19-21-23 WOODLAWN ROAD - FOLLOW-UP

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### RECOMMENDATION:

"THAT the Emergency Services, Community Services and Operations Services Committee report dated May 9, 2007 titled "19-21-23 Woodlawn Road – Follow-up" be received.

### BACKGROUND:

In October 2006, the Operations Department presented a report to the former Planning, Environment and Transportation Committee regarding a petition from residents of 19-21-23 Woodlawn Road requesting safer access to and from their properties. In response to staff's report (attached as Appendix A), the Committee passed the following resolutions:

"That the following be referred back to staff and come back to the Planning, Environment and Transportation committee in March 2007;

That staff assess traffic pattern changes on Woodlawn Road, immediately east of Woolwich Street, upon opening of the commercial development on the north-west corner of the intersection of Woodlawn Road and Woolwich Street in early 2007;

And that staff investigate how best to provide access to the street network via an alternate roadway (Marilyn Drive) from these apartment buildings with associated costs;

And that staff review the placement of the bus stop located between the entrance of 19 and 23 Woodlawn Road East."

**REPORT:**

As of November 2006, the new commercial plaza housing a new Wal-mart retail store opened on the north-west corner of Woodlawn Road and Woolwich Street and as requested by City Council, this report will illustrate the impact of this new development on traffic patterns as well as provide further information on providing alternate access to the properties of 19-21-23 Woodlawn Road via Marilyn Drive.

The properties of 19-21-23 Woodlawn Road are located on the south side of Woodlawn Road, east of Woolwich Street. On the opposite side of Woodlawn Road, there is a commercial property at 10-20 Woodlawn Road which includes a number of retail stores. For reference, a map of the area including location of the driveways is provided in Appendix B. There is also a 4<sup>th</sup> driveway at the easterly limit of the commercial properties but is considered too far removed from the subject area for the purposes of staff's investigation.

Since the presentation of staff's report in October 2006, a number of changes have already been implemented to address specific concerns raised at the October 23<sup>rd</sup>, 2006 committee meeting. These include:

- the relocation of the Guelph Transit bus stop on the south side of Woodlawn Road further east between the two driveways to 19 and 23 Woodlawn Road East
- the relocation of an existing 50 km/h speed limit sign further east of Woolwich Street for eastbound traffic in order to improve its prominence
- the installation of an "Avoid use of engine brake" sign on Woolwich Street, north of Woodlawn Road for southbound truck traffic entering the City from the north.

**Vehicular Delays:**

A detailed study measuring delays experienced by motorists exiting the driveways from 19-21-23 Woodlawn Road and 10-20 Woodlawn Road was completed in February 2007 during the morning, noon and afternoon peak periods. A table summarizing observations made both before and after the Wal-mart opening is provided in Appendix C.

Upon reviewing the most recent data collected it was noted that of the 367 vehicles observed making left turns, the majority of motorists 342 (93%) completed their left turns in 30 seconds or less. This is more than the 88% that were observed being able to make their left turns in 30 seconds or less during the June 2006 study.

An additional 24 motorists (7%) were able to complete a left turn in 30 to 60 seconds or less and only 1 (0.3%) motorist was delayed longer than 60 seconds compared to 8 motorists in the 2006 study. Overall, the delays recorded in February 2007 were similar; if not marginally better, than previously delays recorded in June 2006.

#### **Vehicular Volumes:**

Traffic volumes were also collected in January 2007 and the results show a marginal decrease in traffic volumes on Woodlawn Road east of Woolwich Street with an average annual daily traffic volume (24 hour) of 15,625 vehicles per day compared to 17,059 vehicles per day in 2004.

These observations would indicate that the Wal-mart opening has had minimal if any impact on traffic volumes for this section of roadway.

#### **Pedestrian Volume and Delays:**

Observations completed over an eight-hour period in February 2007 recorded a total of 31 pedestrians crossing Woodlawn Road in front of 19-21-23 Woodlawn Road. This is compared to 41 pedestrians recorded in May 2006. Of the 31 pedestrians observed, 15 (48%) encountered a delay of greater than 10 seconds with the longest recorded delay of 62 seconds.

Similar to previous studies, staff observations suggest pedestrians are experiencing relatively minor delay crossing this major arterial roadway at a mid-block location. Those uncomfortable with crossing mid-block do have the option to cross at a signalized location less than 150 metres to the west at the intersection of Woodlawn Road and Woolwich Street.

#### **Collision Frequency:**

Woodlawn Road is a major arterial roadway carrying high volumes of traffic (15,600 vehicles per day). Within the last five years, a total of 21 collisions occurred along this section of Woodlawn Road which is summarized in the following table.

#### **5-Year Collision Summary - Woodlawn Road (Woolwich St to Speed River)**

| <b>Year</b>                 | <b>2002</b> | <b>2003</b> | <b>2004</b> | <b>2005</b> | <b>2006</b> | <b>Total</b> |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Fatal</b>                | 0           | 0           | 0           | 0           | 0           | <b>0</b>     |
| <b>Personal Injury</b>      | 1           | 1           | 0           | 2           | 3           | <b>7</b>     |
| <b>Property Damage only</b> | 2           | 1           | 5           | 1           | 5           | <b>14</b>    |
| <b>Total</b>                | <b>3</b>    | <b>2</b>    | <b>5</b>    | <b>4</b>    | <b>8</b>    | <b>21</b>    |

A detailed review of collisions occurring between Woolwich Street and the Speed River in 2006 found that three of the eight collisions involved vehicles accessing driveways of 19-21-23 Woodlawn Road. Two of the three collisions have occurred since the Wal-mart opened in November 2006.

One collision involved an eastbound vehicle stopped in the travel lane waiting to turn left into the Canadian Tire plaza (driveway C) being rear-ended by a second eastbound vehicle. The second collision involved a vehicle exiting 19 Woodlawn Road (driveway B) into the path of an eastbound vehicle in the curb lane.

There were no reportable collisions involving pedestrians crossing Woodlawn Road. However, one collision did occur on the sidewalk involving a pedestrian and a motorist exiting 23 Woodlawn Road (driveway E). In this incident, a vehicle about to exit the driveway collided with an 88 year old male pedestrian walking along the sidewalk. There were only minor injuries reported.

The low incidence of collision frequency does not justify additional operational changes along Woodlawn Road at this time.

#### **Traffic Signal Upgrades:**

Residents of 19-21-23 Woodlawn Road have requested some improvements to the signal operation at Woodlawn Road and Woolwich Street including increased walk time for pedestrians and addition time for the westbound advance left turn phase in order to reduce queue lengths on Woodlawn Road in front of their property.

Staff will be able to have these improvements implemented when the existing traffic signal controller is replaced with an upgraded version this spring. In addition, countdown pedestrian timers will also be installed to assist pedestrians by showing how much time they have remaining to safely complete their crossing. Staff expect these improvements to be completed by spring 2007.

#### **Alternate Access via Marilyn Drive:**

In the previous staff report to council, staff, in consultation with representatives of 19, 21, 23 Woodlawn Road and 10, 20 Marilyn Drive, explored the feasibility of providing alternative access to Marilyn Drive. At the time, two options were considered:

Option 1: - provide a connection via 10-20 Marilyn Drive.

Option 2: - provide access via Riverside Park

Option 1 involves access through private property and would require legal agreement between all properties involved. Initial discussion with representatives of 10-20 Marilyn Drive revealed little interest in pursuing this matter further, and without establishing legal agreement between property owners, this is not considered a feasible option.



With respect to Option 2, Riverside Park is part of the City's parkland system and plays host to a number of programs and events which draws significant crowds throughout the year. The provision of parklands for private access would conflict with the intended use of the public park system as well as set a precedent.

The initial capital costs to establish a connection (culvert at drainage corridor) to the park area and upgrade the parkland driveway to municipal roads standards would be significant with preliminary capital costs estimated at \$250,000 for driveway upgrades; however, more detailed design and costs would need to be carried out. In addition to capital cost upgrades, costs associated with regular road maintenance operations including winter control would also need to be provided and are not part of the City's Operating budget.

Establishing public access to Marilyn Drive from 19-21-23 Woodlawn Road via Riverside Park would also impact the residential properties themselves. Residential concerns on such issues as how to control access onto private property in addition to issues such as trespassing, loitering, vandalism of private property would need to be explored further in consultation with the property owners of 19-21-23 Woodlawn Road.

The provision of access via Riverside Park to Marilyn Drive has significant implications for both the City and property owners of 19-21-23 Woodlawn Road. Initial consultation with property representatives in June 2006 indicated that they had little interest in pursuing access to Marilyn Drive further.

That being said, should council wish to pursue this matter, staff recommend a working committee be established involving various stakeholders including property representatives of 19-21-23 Woodlawn Road and appropriate City staff.

**Conclusion:**

Our studies indicate that the recent opening of the new commercial development on the north-west corner of Woodlawn Road at Woolwich Street has had negligible impact on traffic volumes.

From a technical perspective, analysis of the information gathered to date would indicate that the residents of 19-21-23 Woodlawn Road are not being unduly delayed exiting their property and as such does not support any further action being taken to change the operating characteristics of this roadway.

The bus stop had previously been relocated and Transit advises that the new location is working well for them operationally and they have not received any concerns from their customers on the change of location.

**CORPORATE STRATEGIC PLAN:**

To enhance community wellness by supporting the development of vibrant and safe neighbourhoods while ensuring the accessibility and safety of facilities, services and programs in Guelph.

**FINANCIAL IMPLICATIONS:**

n/a.

**DEPARTMENTAL CONSULTATION:**

n/a.

**COMMUNICATIONS:**

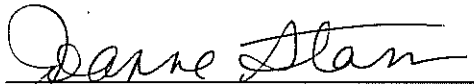
The property management representatives of 19-21-23 Woodlawn Road, including Mr. Blair Wilson will be notified prior to the meeting that this matter will be presented to the Emergency Services, Community Services and Operations Services Committee.

**ATTACHMENTS:**

Appendix A: Staff Report dated October 23, 2006 entitled "19-21-23 Woodlawn Road – Traffic Concerns"

Appendix B: Map of Area

Appendix C: Left Turn Volume and Delay Studies Summary



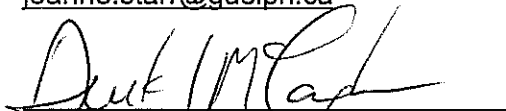
Prepared By:

Joanne Starr, A.Sc.T.

Supervisor, Traffic Investigations

(519) 837-5628, ext. 2810

[joanne.starr@guelph.ca](mailto:joanne.starr@guelph.ca)



Recommended By:

Derek McCaughan

Director of Operations

(519) 837-5628, ext. 523

[derek.mccaughan@guelph.ca](mailto:derek.mccaughan@guelph.ca)



Endorsed By:

Bob Chapman

Manager, Traffic & Parking

(519) 837-5612, ext. 2275

[bob.chapman@guelph.ca](mailto:bob.chapman@guelph.ca)



Approved for Presentation:

Larry Kotseff

Chief Administrative Officer

## Appendix A



City  
of Guelph

OPERATIONS

Report:

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**TO:** Planning, Environment & Transportation Committee

**DATE:** October 23, 2006

**SUBJECT:** 19-21-23 WOODLAWN RD - TRAFFIC CONCERNS

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### **RECOMMENDATION:**

"THAT the Planning, Environment and Transportation Report of October 23, 2006 with respect to traffic concerns at 19-21-23 Woodlawn Road, be received;

AND THAT staff assess traffic pattern changes on Woodlawn Road, immediately east of Woolwich Street, upon opening of the commercial development on the north-west corner of the intersection of Woodlawn Road and Woolwich Street in November, 2006;

AND THAT staff install signage to discourage the use of truck engine brakes and increase pedestrian crossing time on the east crosswalk at the intersection of Woolwich Street and Woodlawn Road as set out in Appendix C."

### **BACKGROUND:**

In January 2006, Mr. Blair Wilson of 23 Woodlawn Road East submitted to the City a petition signed by residents of 19-21-23 Woodlawn Road requesting safer access to and from their properties. A copy of the correspondence and the petition is attached in Appendix A. At the request of City Council, staff investigated the matter and this report has been prepared in response.

## REPORT:

The subject properties are located on the south side of Woodlawn Road, east of Woolwich Street. These properties have two driveway accesses onto Woodlawn Road East located approximately 110 metres and 220 metres east of Woolwich Street respectively. On the north side of the Woodlawn Road (opposite these properties), there is a commercial property which includes a Canadian Tire store with a gas bar and car wash, Golden Griddle Restaurant, a Staples Business Depot and other smaller retail establishments. There are three main driveway accesses to this property off of Woodlawn Road located approximately 85 metres (gas bar), 150 metres (main driveway to the plaza) and 195 metres (east driveway to the plaza) east of Woolwich Street. It is noted there is a 4<sup>th</sup> driveway at the easterly limit of the commercial properties but is considered too far removed from the subject area for the purposes of this report.

The driveway accesses on the north and south side of the street do not align with driveways on the opposite side of the street which adds to the number of potential conflicts on the roadway. A map of the area, including location of the driveways, is provided in Appendix B.

In order to get a full understanding of the residents concerns, City staff from the Operations and Planning and Development Departments met with representatives of 19-21-23 Woodlawn Road and representatives from 22 and 24 Marilyn Drive on June 2, 2006. The primary concern is safe egress for pedestrians and motorists to Woodlawn Road. All identified concerns and staff's response are contained in Appendix C.

Staff undertook a number of observations and analysis in order to quantify the delay the residents of these properties are encountering.

### Vehicular Volumes and Delays:

A detailed volume and delay study of motorists exiting left from both 19-21-23 Woodlawn Road and the commercial property on opposite side was completed during morning, noon and afternoon peak time periods (5 ½ hours in total) in June 2006. The following table summarizes the observations:

| Driveway Location                     | Total<br>Left turn<br>Vehicles<br>(veh/hr) | Delay (seconds) |                             |                 |
|---------------------------------------|--------------------------------------------|-----------------|-----------------------------|-----------------|
|                                       |                                            | < 30 sec<br>(%) | > 30 sec<br>< 60 sec<br>(%) | > 60 sec<br>(%) |
| North side                            |                                            |                 |                             |                 |
| Canadian Tire Gas Bar<br>(driveway A) | 30<br>(5)                                  | 27<br>(90%)     | 2<br>(7%)                   | 1<br>(3%)       |

| Driveway Location                                    | Total<br>Left turn<br>Vehicles<br>(veh/hr) | Delay (seconds)      |                             |                   |
|------------------------------------------------------|--------------------------------------------|----------------------|-----------------------------|-------------------|
|                                                      |                                            | < 30 sec<br>(%)      | > 30 sec<br>< 60 sec<br>(%) | > 60 sec<br>(%)   |
| Canadian Tire main entrance (Driveway C)             | 71<br>(13)                                 | 65<br>(91%)          | 6<br>(8%)                   | 1<br>(1%)         |
| Westerly Plaza entrance (driveway D)                 | 179<br>(32)                                | 156<br>(87%)         | 20<br>(11%)                 | 3<br>(2%)         |
| <b>TOTAL TRAFFIC</b>                                 | <b>280<br/>(51)</b>                        | <b>248<br/>(89%)</b> | <b>28<br/>(10%)</b>         | <b>5<br/>(1%)</b> |
| <b>South side</b>                                    |                                            |                      |                             |                   |
| Westerly access to 19-21-23 Woodlawn Rd (driveway B) | 79<br>(14)                                 | 70<br>(89%)          | 6<br>(8%)                   | 2<br>(3%)         |
| Easterly access to 19-21-23 Woodlawn Rd (driveway E) | 74<br>(13)                                 | 64<br>(87%)          | 9<br>(12%)                  | 1<br>(1%)         |
| <b>TOTAL TRAFFIC</b>                                 | <b>153<br/>(28)</b>                        | <b>134<br/>(88%)</b> | <b>15<br/>(10%)</b>         | <b>3<br/>(2%)</b> |

During the 5 ½ hour study period, the vast majority of motorists (88-89%) completed their left turn in 30 seconds or less. Further 98-99% of motorists were able to complete a left turn during peak hours in 60 seconds or less. *Only 8 (3%) motorists were delayed longer than 60 seconds.* The longest delay recorded was 91 seconds experienced at Driveway B during the considered off-peak period. Given the review area is an arterial roadway; these results indicate that motorists are experiencing relatively minor delays accessing Woodlawn Road.

### **Pedestrian Volume and Delays:**

Observations done over an eight-hour period in May 2006 recorded a total of 41 pedestrians (an average of 5 pedestrians per hour) crossing Woodlawn Road in the vicinity of 19-21-23 Woodlawn Road. Of the 41 pedestrians observed, 16 pedestrians (39%) encountered a delay of greater than 10 seconds. Only two were considered to be 'senior citizens'.

Similar to vehicular delay, these observations suggest that pedestrians are not encountering overly significant delay crossing this major arterial roadway at a mid-block location. Note that a signalized crossing of Woodlawn Road is within close proximity of this property (less than 150 metres). Pedestrians uncomfortable with crossing the roadway mid-block have opportunity to cross at a controlled location.

### Collision Frequency:

A total of eleven (11) collisions or approximately 3 per year have occurred on this section of Woodlawn Road since 2003. Detailed review reveals that only two of these collisions occurred at one of the five driveways and may have been prevented through the installation of traffic signals.

There have been no collisions involving pedestrians crossing this section of Woodlawn Road reported within the last three years. One collision however, occurring on the sidewalk, did involve a pedestrian and a motorist exiting the commercial plaza. In this incident, a vehicle about to exit the driveway collided with an 83-year old male pedestrian traveling along the sidewalk on a scooter. There were only minor injuries.

### Traffic Signal Installation Warrants:

The following table summarizes the data collected as applied to the Provincial traffic signal installation warrant. The results are as follows:

| <b>Traffic Signal Justification Criteria</b>                                                   | <b>Current Compliance</b> | <b>Warrant Satisfied 100%</b> |
|------------------------------------------------------------------------------------------------|---------------------------|-------------------------------|
| Justification 1 – Minimum Traffic Volumes                                                      | 43 %                      | No                            |
| Justification 2 – Delay to Cross traffic                                                       | 40 %                      | No                            |
| Justification 3 – Collision frequency                                                          | 0 %*                      | No                            |
| Justification 4 – Combination justification<br>(2 of criteria 1, 2 or 3 above are minimum 80%) | n/a                       | No                            |
| Justification 5 – Pedestrian Volume and Delay                                                  | 16%                       | No                            |

\*5 or more collisions per year to satisfy the warrant

Based on the existing pedestrian and vehicular volumes, delays and collision history, a traffic signal to service this location is not technically justified at this time.

### CONCLUSION:

From a technical perspective, no information gathered suggests residents of this property are being unduly delayed or support action being taken to change the operating characteristics of this roadway.

As Council is aware, a major commercial development is scheduled to open this November on the north-west corner of Woolwich Street at Woodlawn Road. A traffic impact study on this development has projected traffic volumes to increase by approximately 130 vehicles (20%) during the afternoon peak hour on Woodlawn Road, east of Woolwich Street. Staff recommend that further observations be undertaken during the spring of 2007 to assess the impact the store opening has on this section of Woodlawn Road and to report back to Council as appropriate.

### **Alternatives:**

At the June 2<sup>nd</sup> meeting, staff discussed possible actions to be considered including:

1. The installation of a new traffic signal on Woodlawn Road at one of the driveways to 19-21-23 Woodlawn Road. A total of three traffic signal scenarios were identified:
  - Option 1: re-align the westerly driveway to 19-21-23 Woodlawn Road East (driveway B) with the main driveway to the Canadian Tire store (driveway C) and install traffic signals at the new four-leg "intersection".
  - Option 2: re-align the easterly driveway to 19-21-23 Woodlawn Road East (driveway E) with the easterly driveway to the plaza (driveway D) and install a traffic signal at the new four-leg "intersection."
  - Option 3: Install traffic signals at the easterly driveway to 19-21-23 Woodlawn Road East (driveway E) and the easterly driveway to the plaza (driveway D) to create an offset "intersection." Because of the off-set alignment, the traffic signals would operate as a 3-phase traffic signal (similar to the traffic signal operation currently in place at the Evergreen Seniors Centre).
2. Restrict left turns into / out of the Canadian Tire gas bar driveway (driveway A) to right in / right out only movements onto Woodlawn Road.
3. Construct a new driveway access to the properties of 19-21-23 Woodlawn Road via Riverside Park. This would provide access to Marilyn Drive and the existing traffic signal located at the intersection of Marilyn Drive and Woolwich Street.
4. Connect the internal driveways between 19-21-23 Woodlawn Road and driveways to 22 and 24 Marilyn Drive. This would provide access to Marilyn Drive and the existing traffic signal located at the intersection of Marilyn Drive and Woolwich Street.

5. Build a new driveway access further east on Woodlawn Road and further away from the intersection of Woolwich Street and Woodlawn Road.

With regards to option 2, the Right in / Right out restriction at the Canadian Tire gas bar driveway (driveway A), this driveway access was recently approved through the City's site plan approval process. Turn restrictions at commercial driveways have negative impact on commerce and are only pursued when a demonstrable problem has been identified. As indicated in the report, the current collision frequency and experienced delays at this driveway do not technically justify the introduction of turn restrictions.

Options 3 and 4 were eliminated as possible solutions because they would not address the residents concern of providing pedestrian access across Woodlawn Road in front of 19-21-23 Woodlawn Road. In addition, option 5 was also eliminated as it would not provide a protected crossing / access to 19-21-23 Woodlawn Road.

As stated, traffic signals are not technically warranted at this time. However, the City has previously installed traffic signals that were not technically justified in the past. In circumstances where there was direct benefit to a specific property, the property owner was required to contribute to the signal installation and its on-going maintenance. The property representatives of the three apartment buildings and the Canadian Tire Corporation were asked to confirm which options they support and whether they were willing to provide any financial contributions towards any of the three options.

While the Boards of the apartment buildings confirmed their support for the installation of traffic signals, none was willing to contribute financially towards any road improvements which would directly benefit their properties and tenants. A copy of correspondence received from Sanderson Management Inc., representing the condominium board at 19 and 23 Woodlawn Road East, and Lanwell Property Management Ltd., representing 21 Woodlawn Road, are provided in Appendix D and E, respectively.

Staff met with representatives of the Canadian Tire Corporation on-site in September 2006 to discuss the concerns raised by residents of 19-21-23 Woodlawn Road and get their feedback on the request to install a traffic signal on Woodlawn Road in front of their property. While empathetic to the residents concerns and supportive of traffic safety initiatives in general, Canadian Tire representatives are hesitant to support the installation of traffic signals without technical justification and would like to maintain the status quo at this time. They further expressed concern with the current number of signals already on Woodlawn Road.



At Council's direction and at City cost, traffic signals can be installed at this location to further facilitate access to Woodlawn Road. Should this be pursued, staff are of the opinion that signalization should not be undertaken without some realignment of the existing driveways in order to minimize the number of access points and to maximize the number of motorists deriving benefit.

There is no funding identified at this time to undertake such action and direction of Council will be required to begin the design and construction process. The cost of the installation of traffic signals and realignment of driveways is estimated at approximately \$150,000.00. Of note, pursuing this action will significantly disrupt the flow of traffic on Woodlawn Road. This may result in a need to provide dedicated left turn lanes (on Woodlawn) to efficiently process vehicles into the properties on both sides of the street. The cost to provide left turn lanes, if necessary, is estimated at an additional \$300,000.00.

Finally, it is acknowledged there are a number of attributes that do add to the complexity of this roadway. They include the age of residents at this location, the number of driveways and their alignment relative to each other and the mixed land use. As the City continues to develop, accessing Woodlawn Road from these properties will become increasingly more difficult. While severe delay is not anticipated to develop anytime in the near future, it may be prudent for Council to consider directing staff to investigate how best to provide access to the street network via an alternate roadway (Marilyn Drive) from these apartment buildings.

#### **CORPORATE STRATEGIC PLAN:**

To enhance community wellness by supporting the development of vibrant and safe neighbourhoods while ensuring the accessibility and safety of facilities, services and programs in Guelph.

#### **FINANCIAL IMPLICATIONS:**

n/a.

#### **DEPARTMENTAL CONSULTATION/CONCURRENCE:**

Operations Department staff consulted with and were assisted by staff of the Planning and Development Department.

#### **COMMUNICATIONS:**

The property management representatives of 19 – 21 – 23 Woodlawn Road East Mr. Blair Wilson and the property owners of 10 – 20 Woodlawn Road East have been notified of the PETC meeting.

**ATTACHMENTS:**

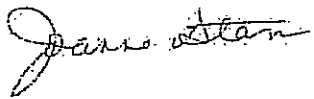
Appendix A: Initial request and petition dated January 3, 2006

Appendix B: Map of area

Appendix C: Additional traffic concerns and staff response

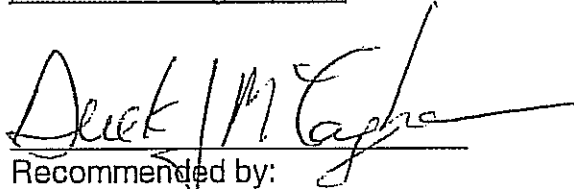
Appendix D: Letter from Sanderson Management dated July 4, 2006

Appendix E: Letter from Lanwell Property Management dated June 6, 2006



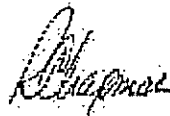
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Prepared By:  
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Supervisor, Traffic Investigations  
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Endorsed By::  
Bob Chapman  
Manager, Traffic & Parking  
(519) 837-5612 ext. 2275  
[bob.chapman@quelp.ca](mailto:bob.chapman@quelp.ca)



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Approved for Presentation:  
Larry Kotseff  
Chief Administrative Officer

Appendix A  
Initial request and petition dated January 3, 2006

WED  
4 2006

603 - 23 Woodlawn Rd. E.  
Guelph, Ontario  
N1H 7G6

INFORMATION SERVICES DEPT.

January 3, 2006

Ms L. Giles  
City Clerk  
City of Guelph

Dear Ms Giles

I have enclosed a petition signed by the residents living at numbers 19, 21 and 23 Woodlawn Road East.

The intent of the petition is to request a safer access and exit to and from the driveways onto Woodlawn Road from these condominium and apartment buildings. The residents of these buildings are supported in their request by the Condominium Boards at 19 and 23 Woodlawn and by the owners of 21 Woodlawn who represent the over 350 residences in the three buildings.

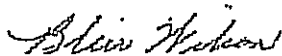
The petition intent has been discussed with Mr. Ray Ferraro and Mr. Dan Moziar who add their support. We are aware that both Mr. Moziar and Mr. Ferraro, our councillors, have requested city staff to examine another egress for these buildings to Marilyn Drive where a traffic light provides greater safety. We are very pleased with their interest.

It is our view that the effects of the traffic pattern changes which we request would provide a safer situation for both drivers and pedestrians regardless of where they reside and regardless of any other future change for our driveways.

Thank you for your attention to this matter.

If helpful, Mr. Craig Otto, 823-1331, 19 Woodlawn, and I, 826-9659, or Mr. Doug Gilmour, 822-9389 the president of the Board at #23, would be pleased to discuss this request or any other matter related to traffic affecting our buildings.

Sincerely

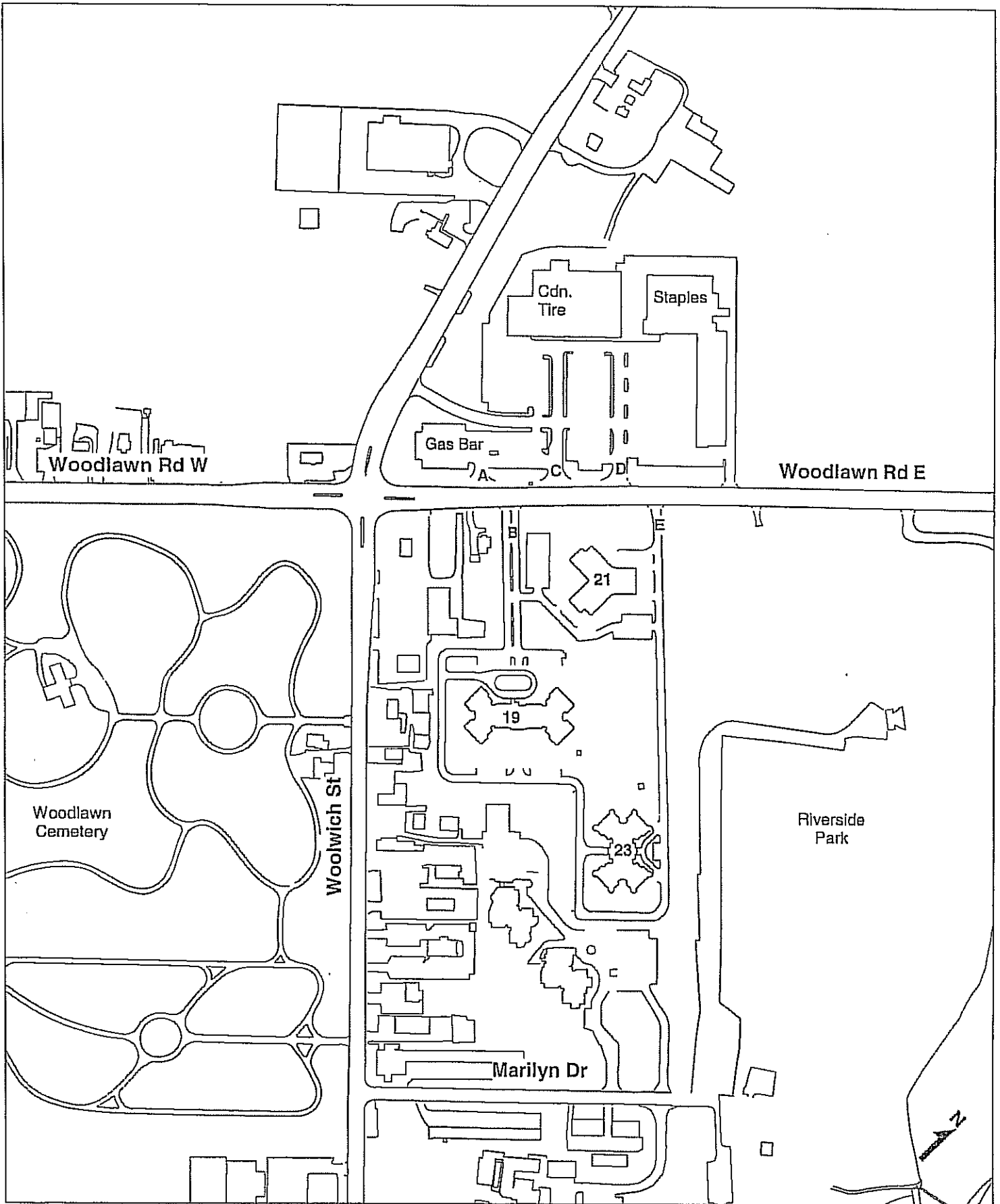


Blair Wilson

cc D. Moziar  
R. Ferraro

## Appendix B

### 19-21 Woodlawn Road East – Map of Area



23 NAMES :

IT HAS BECOME INCREASINGLY DIFFICULT TO ENTER AND EXIT THE DRIVEWAYS AT 19, 21, AND 23 WOODLAWN RD. SAFELY. WITH THE INCREASED TRAFFIC WHICH WILL BE GENERATED BY THE OPENING OF THE HOME DEPOT AND THE CAR WASH AT CANADIAN TIRE ON WOODLAWN, THIS PROBLEM WILL BE INCREASED.

WE, THE RESIDENTS AT 19, 21, AND 23 WOODLAWN, REQUEST THE CITY OF GUELPH TRAFFIC DEPARTMENT TO SIGN : (a) NORTHBOUND WOOLWICH AT WOODLAWN "NO RIGHT TURN ON RED" (b) THE WEST EXIT AT WOODLAWN FROM THE CANADIAN TIRE GAS SERVICE STATION "NO LEFT TURN".

| NAME           | STREET ADDRESS   | APT./UNIT | SIGNATURE      |
|----------------|------------------|-----------|----------------|
| J. Paul        | 19 Woodlawn Rd E | 214       | J. Paul        |
| Rolf Paul      | "                | 714       | Rolf Paul      |
| CRAIG TITTO    | "                | 807       | CRAIG TITTO    |
| J. Hutterich   | "                | 704       | J. Hutterich   |
| J. Hutterich   | 19 Woodlawn E    | 303       | J. Hutterich   |
| J. Hutterich   | 19 Woodlawn E    | 611       | J. Hutterich   |
| J. Hutterich   | 19 " "           | 213       | J. Hutterich   |
| J. Hutterich   | 19 " "           | 213       | J. Hutterich   |
| M. Hutterich   | 19 " "           | 904       | M. Hutterich   |
| J. Hutterich   | 19 " "           | 312       | J. Hutterich   |
| J. Hutterich   | "                | 712       | J. Hutterich   |
| J. Hutterich   | "                | 706       | J. Hutterich   |
| AL KRAMB       | 19 Woodlawn RD   | 207       | AL KRAMB       |
| ART MURPHY     | 19 Woodlawn Rd E | 216       | ART MURPHY     |
| D. T. TITTO    | 19 Woodlawn Rd E | 215       | D. T. TITTO    |
| M. OTTO        | 19 Woodlawn      | 807       | M. OTTO        |
| PAUL ANTE      | 19 WOODLAWN E    | 209       | PAUL ANTE      |
| ANNE DME TRICK | 19 WOODLAWN RD E | 514       | ANNE DME TRICK |
| J. Hutterich   | 19 Woodlawn Rd E | 215       | J. Hutterich   |
| RON HENRY      | 19 WOODLAWN RD E | 211       | RON HENRY      |
| M. Hutterich   | 19 WOODLAWN RD E | 910       | M. Hutterich   |
| J. Hutterich   | 19 WOODLAWN      | 710       | J. Hutterich   |

27. Names -

| NAME            | STREET ADDRESS       | APT./UNIT | SIGNATURE       |
|-----------------|----------------------|-----------|-----------------|
| NELL KELLY      | 19 WOODLAWN RD E     | 205       | Nell Kelly      |
| BERNARD KELLY   | 19 WOODLAWN RD E     | 205       | Bernard Kelly   |
| WILLIAMS        | 19 WOODLAWN RD E     | 3         | Williams        |
| HANS MEIER      | 19 WOODLAWN RD E     | 405       | Hans Meier      |
| WALLI MEIER     | 19 WOODLAWN RD E     | 405       | Walli Meier     |
| SUSAN HERGOTT   | 19 WOODLAWN RD E     | 406       | Susan Hergott   |
| KEITH STUBBS    | 19 WOODLAWN RD E     | 714       | Keith Stubs     |
| D McKENDRY      | 19                   | 714       | D McKendry      |
| W. Fleming      | 19 WOODLAWN RD E     | 907       | W. Fleming      |
| M FLEMING       | 19 WOODLAWN RD E     | 907       | M Fleming       |
| K FLEMING       | 19                   | 907       | K Fleming       |
| G. CHARLESWORTH | 19 WOODLAWN          | 608       | G. Charlesworth |
| M CHARLESWORTH  | 19 WOODLAWN          | 608       | M Charlesworth  |
| de Vries        | 19 Woodlawn          | 716       | de Vries        |
| Anne DUNHAM     | 19 WOODLAWN RD E     | 305       | Anne Dunham     |
| JUDY STEELE     | 19 WOODLAWN RD E     | 715       | Judy Steele     |
| W. D. WILKINSON | 19                   | 305       | W. D. Wilkinson |
| UNO KACZMARCZYK | 19 Woodlawn Rd E     | 815       | U. Kaczmarczyk  |
| ANNA HARENBARK  | 19 WOODLAWN RD E     | 501       | A. Harenbark    |
| Bethie SHAW     | 19 WOODLAWN RD E     | 510       | Bethie Shaw     |
| M. H. WILKINSON | 19                   |           | M. H. Wilkinson |
| W. D. WILKINSON | 19                   |           | W. D. Wilkinson |
| A. F. WILKINSON | 19                   | 512       | A. F. Wilkinson |
| D. RILEY        | 19 WOODLAWN RD E     | 311       | D. Riley        |
| K. SPIEVE       | 19 WOODLAWN RD E     | 714       | K. Spieve       |
| C. R. STUBBS    | 19 WOODLAWN RD E     | 711       | C. R. Stubs     |
| T. WATSON       | 811-19 WOODLAWN RD E | 811       | T. Watson       |



22 NAMES

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As a bus stop (S) Side Woodlawn by park entrance

| NAME            | STREET ADDRESS       | APT./UNIT | SIGNATURE      |
|-----------------|----------------------|-----------|----------------|
| Ross Matetz     | 21 Woodlawn Rd.      | 204       | R. Matetz      |
| ORUCIA MATINSKI | "                    |           | O. Matinski    |
| NORM YOUNGER    | 21 WOODLAWN Rd E     | 802       | N. Younger     |
| KAREN STAIRS    | 21 Woodlawn Rd E     | 313       | Karen Stairs   |
| VICTOR KENDRA   | 21 WOODLAWN Rd E     | 103       | V. Kendra      |
| MARUCCI         | 21 Woodlawn          | 409       | Mary Marucci   |
| TRAYOROLIA      | "                    | 507       | Tracy Yorol    |
| Matthew Ort     | 21 Woodlawn Rd.      | 314       | M. Ort         |
| Betty Fletcher  | 21 Woodlawn Rd E     | 508       | Betty Fletcher |
| JEFF SNOW       | 21 Woodlawn Rd E     | 313       | J. Snow        |
| K. Williams     | "                    | 611       | K. Williams    |
| Karen Woods     | 21 Woodlawn Rd E     |           | Karen Woods    |
| LINDA HAMMOND   | "                    | 309       | L. Hammond     |
| VLADIK          | 610-21 WOODLAWN RD   | 610       | V. Vladik      |
| JELENA K.       | -11-                 | -11-      | J. Jelena      |
| Albberth        | 209-21 Woodlawn Rd E |           | Albberth       |
| J. WINDREM      | 38 FOSTER AVE        |           | J. Windrem     |
| Mr. McKinnon    | 21 Woodlawn Rd E     | 609       | M. McKinnon    |
| Sadie Garrison  | 21 Woodlawn          | 612       | S. Garrison    |
| Betty Thomas    | 21 Woodlawn Rd E     | 406       | B. Thomas      |
| Donna Angus     | 21 Woodlawn Rd E     | 107       | D. Angus       |



25 NAMES

| NAME              | STREET ADDRESS          | APT./UNIT | SIGNATURE                 |
|-------------------|-------------------------|-----------|---------------------------|
| ROGER AYRE        | 805-21 Woodlawn Rd. E.  | 805       | R. E. Ayre                |
| BRUCE J. AD       | 708-21 Woodlawn Rd. E.  | 708       | Bruce J. Ad               |
| Rose Macblown     | 21 woodlawn R D E       | 312       | Rose                      |
| Peggy Hewitt      | 21 " " "                | 401       | Peggy Hewitt              |
| D. Whitson        | 21 Woodlawn Rd. E       |           | D. Whitson                |
| E. Asselstone     | " " " "                 | 801       | E. Asselstone             |
| GRIFFITH          | " " " "                 | 211       | G. Griffith               |
| Roy Lavigne       | 607-21 WOODLAWN Rd. E.  |           |                           |
| M. Severader      | 21 Woodlawn Rd. E.      | 414       | M. Severader              |
| P. K. Cooley      | 21 Woodlawn Rd.         | 814       | P. K. Cooley              |
| R. Roberts        | 21 " " "                | 305       | R. Roberts                |
| Marg. Macblown    | 21 " " "                | 111       | <del>Marg. Macblown</del> |
| W. PETTY          | 52 KEACIVELY ST         | 13        | <del>W. Petty</del>       |
| WILLIAMS          | 412-21 Woodlawn         | 416       | Williams                  |
| AT DUFFY          | 413-21 WOODLAWN Rd. E.  | 413       | At Duffy                  |
| RENEE HERBERT     | 502. 21 WOODLAWN Rd. E. | 502       | Renee Herbert             |
| Mr. & Mrs. Madore | 512-21 Woodlawn Rd.     | 512       | Ann Madore                |
| Nancy Swinehart   | 411-21 Woodlawn Rd. E.  | 411       | Nancy Swinehart           |
| Eleonore Scott    | 706- " "                | 706       | Eleonore Scott            |
| Ann Austin        | 21 Woodlawn Rd.         | 101       | Ann Austin                |
| Shirley McElmont  | 21 Woodlawn Rd. E.      | 202       | Shirley McElmont          |
| D. Fisher         | 21 Woodlawn             | 302       | D. Fisher                 |
| B. M. Bean        | 21 Woodlawn #50         | 502       | Barbara Bean              |
| Mary Duffy        | 21 Woodlawn             | 704       | Mary Duffy                |
| Joe Duffy         | " " "                   | 704       | Joe Duffy                 |
|                   |                         |           |                           |
|                   |                         |           |                           |

21 NAMES -

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| NAME               | STREET ADDRESS     | APT./UNIT | SIGNATURE                 |
|--------------------|--------------------|-----------|---------------------------|
| CLAIR WILSON       | 23 WOODLAWN E      | 603       | <i>C. Wilson</i>          |
| MARY WILSON        | 23 WOODLAWN E      | 603       | <i>Mary Wilson</i>        |
| STIRLEY J. STEWART | 23 WOODLAWN E      | 712       | <i>Stirley J. Stewart</i> |
| Dominic Prosser    | 23 Woodlawn Rd. E. | 802       | <i>Dominic Prosser</i>    |
| MA & BODDY TRAYNOR | " " "              | 910       | <i>Traynor</i>            |
| SUE VISSIER        | 23 Woodlawn Rd E   | 405       | <i>S. Visser</i>          |
| MARGARET MOON      | 23 WOODLAWN RD E.  | 516       | <i>Margaret R. Moon</i>   |
| W. Hene            | 23 Woodlawn Rd E   | 312       | <i>W. Hene</i>            |
| F. ECCLESTONE      | 23 WOODLAWN RD E.  | 308       | <i>F. Ecclestone</i>      |
| HON DARWIN L       | " " "              | 811       | <i>Darwin L</i>           |
| Edith Mackay       | 23 Woodlawn St E   | 411       | <i>Edith Mackay</i>       |
| Brend Mackay       | " " "              | 411       | <i>B. Mackay</i>          |
| Alfred Patten      | " " "              | 107       | <i>Alfred Patten</i>      |
| GEORGE EDWARDS     | " " "              | 711       | <i>G. Edwards</i>         |
| PEGGY EDWARDS      | " " "              | 711       | <i>P. Edwards</i>         |
| HERBERT AMES       | 23 " "             | 410       | <i>H. Ames</i>            |
| MARION AMES        | " " "              | 410       | <i>M. Ames</i>            |
| Madeleine MANSE    | " " "              | 611       | <i>Madeleine Manse</i>    |
| GRACE WYER         | 23 WOODLAWN RD E.  | 808       | <i>Grace Wyer</i>         |
| Adrian E. KENNEDY  | " " "              | 110       | <i>Adrian E. Kennedy</i>  |
| ELISABETH KANISY   | " " "              |           | <i>Elisabeth Kanisy</i>   |

26 NAMES

| NAME              | STREET ADDRESS               | APT/UNIT | SIGNATURE         |
|-------------------|------------------------------|----------|-------------------|
| R. TRELEAVEN      | 804-23 WOODLAWN RDE          | 804      | R. Treleven       |
| D. TRELEAVEN      | 23 WOODLAWN RDE              | 804      | D. Treleven       |
| B. JACKSON        | 23 " "                       | 601      | B. Jackson        |
| J. FORTHE         | " " #7                       | 701      | J. Forthe         |
| P. R. KELLY       | " " "                        | 701      | P. R. Kelly       |
| W. L. MORTON      | " " "                        | 108      | W. L. Morton      |
| Jean. Hill        | 407 23 Woodlawn Rde          | 407      | Jean Hill         |
| Adair Nogle       | 201 "                        | 201      | Adair Nogle       |
| Viola Korman      | <del>5-123</del> 23 Woodlawn | 601      | Viola             |
| H. de MONT        | 23 Woodlawn                  | 309      | H. de Mont        |
| M. Reid           | 23 Woodlawn                  | 612      | M. Reid           |
| William Green     | 23 Woodlawn                  | 210      | William Green     |
| PERCIVAL SMOOK    | 23 Woodlawn                  | 906      | Percival Smook    |
| ROGER SMOOK       | 23 Woodlawn                  | 906      | Roger Smook       |
| WALTER BORGHESE   | 23 "                         | 704      | Walter Borghese   |
| JEAN BORGHESE     | 23 "                         | 704      | Jean Borghese     |
| Foris Gilmore     | 23 "                         | 103      | Foris Gilmore     |
| Hans Hottinger    | " "                          | 303      | H. Hottinger      |
| Glenn Dierksen    | " "                          | 503      | G. Dierksen       |
| Bunty Helwig      | " "                          | 807      | Bunty Helwig      |
| Phyllis Martin    | " "                          | 108      | Phyllis Martin    |
| Robert A. Jackson | 23 "                         | 907      | Robert A. Jackson |
| W. L. MORTON      | 23 Woodlawn                  | 601      | W. L. Morton      |
| BILL ROWE         | 23 "                         | 512      | Bill Rowe         |
| H. M. MAYER       | 23 "                         | 609      | H. M. Mayer       |
| Hartwig Mayer     |                              |          | Hartwig Mayer     |

27 NAMES

| NAME            | STREET ADDRESS     | APT./UNIT | SIGNATURE       |
|-----------------|--------------------|-----------|-----------------|
| Maurice McFee   | 23 Woodlawn E      | 805       | Maurice McFee   |
| WALTER McFEE    | 23 WOODLAWN E      | 805       | Walter McFee    |
| ROBERT YOUNG    | 23 WOODLAWN RD E   | 705       | R. H. Young     |
| FRANCES YOUNG   | 23 WOODLAWN RD. E. | 705       | Frances Young   |
| Verna McKenzie  | 23 Woodlawn Rd E   | 304       | Verna McKenzie  |
| GEORGE FABER    | 23 WOODLAWN Rd E   | 412       | George Faber    |
| HELMMA EDGAR    | 23 WOODLAWN RD. E. | 602       | Helma Edgar     |
| P. McAULEY      | 23 Woodlawn E      | 505       | P. McAuley      |
| B. McKenzie     | 23 Woodlawn E      | 806       | Bernie McKenzie |
| P. McLeod       | 23 Woodlawn E      | 502       | P. McLeod       |
| LOUISE MARSTON  | 23 Woodlawn Rd. E. | 911       | L. Marston      |
| LOUISE MARSTON  | 23 WOODLAWN RD E   | 102       | Louise Marston  |
| ELLEN BOLGER    | 23 Woodlawn Rd E   | 503       | Ellen Bolger    |
| Jean Mitchell   | 23 Woodlawn Rd. E  | 406       | Jean Mitchell   |
| WILLIAM WILSON  | 23 WOODLAWN RD E   | 508       | William Wilson  |
| Beryl Sutton    | 23 Woodlawn Rd E   | 203       | Beryl Sutton    |
| Yvonne Sykes    | 23 Woodlawn #90    | 703       | Yvonne Sykes    |
| Pat McNamee     | 23 Woodlawn #      | 608       | Pat McNamee     |
| Stan Mayhew     | 23 Woodlawn        | 608       | Stan Mayhew     |
| Angel Green     | 23 Woodlawn E      | 210       | Angel Green     |
| Emily Price     | " " "              | 105       | Emily Price     |
| William Price   | " " "              | 105       | William Price   |
| Queen Libbey    | " " "              | 514       | Queen Libbey    |
| Edith Aitchison | 23 Woodlawn Rd E   | 610       | Edith Aitchison |
| Len Aitchison   | " " "              | 402       | Len Aitchison   |
| Angela Palmer   | 23 Woodlawn Rd E   | 103       | Angela Palmer   |

# 24 NAMES

| ME             | STREET ADDRESS        | APT/UNIT | SIGNATURE      |
|----------------|-----------------------|----------|----------------|
| ONE RANDELL    | 23 Woodlawn Rd E      | 511      | Randell        |
| Ludrey Hanson  | 23 Woodlawn Rd E      | 305      | Ludrey Hanson  |
| Per Batten     | 23 Woodlawn Rd E      | 104      | Per Batten     |
| Vanda Jorrell  | 19 Woodlawn Rd E      | 308      | Vanda Jorrell  |
| Art Batten     | 23 Woodlawn Rd E      | 104      | Art Batten     |
| Francis Bunt   | 23 Woodlawn Rd E      | 208      | Francis Bunt   |
| Herman DeStor  | 23 Woodlawn Rd E      | 302      | Herman DeStor  |
| Arthur Bunt    | 23 Woodlawn Rd E      |          | Arthur Bunt    |
| Frank Bunt     | 23 Woodlawn Rd E      | 208      | Frank Bunt     |
| BETTE DUNSMOOR | 23 WOODLAWN           | 606      | Bette Dunsmoor |
| ARTH. BROOKS   | " "                   | 904      | Ar Brooks      |
| MARG HORN      | " "                   | 702      | Marg Horn      |
| Paul Thompson  | " "                   | 106      | Paul Thompson  |
| Art Holden     | 23 Woodlawn Rd E      | 209      | Art Holden     |
| OM BYCE        | 23 " "                | 202      | OM Byce        |
| D Randall      | 23 " "                | 511      | D. Randall     |
| W. A. Hunt     | 23 Woodlawn Rd E      | 607      | W. A. Hunt     |
| Tom Lavender   | 23 Woodlawn Rd E      | 208      | Tom Lavender   |
| Paul Thompson  | 23 Woodlawn Rd E      | 106      | Paul Thompson  |
| Barbara Wehler | 23 Woodlawn Rd E #709 | 709      | Barbara Wehler |
| Noma Nales     | 23 Woodlawn Rd.       | 508      | Noma Nales     |
| Angela Jorrell | 23 Woodlawn           | 212      | Angela Jorrell |
| Shirley Moore  | 23 Woodlawn           | 710      | Shirley Moore  |
| Anne Godfrey   | 23 Woodlawn           | 810      | Anne Godfrey   |
|                |                       |          |                |
|                |                       |          |                |

27 NAMES

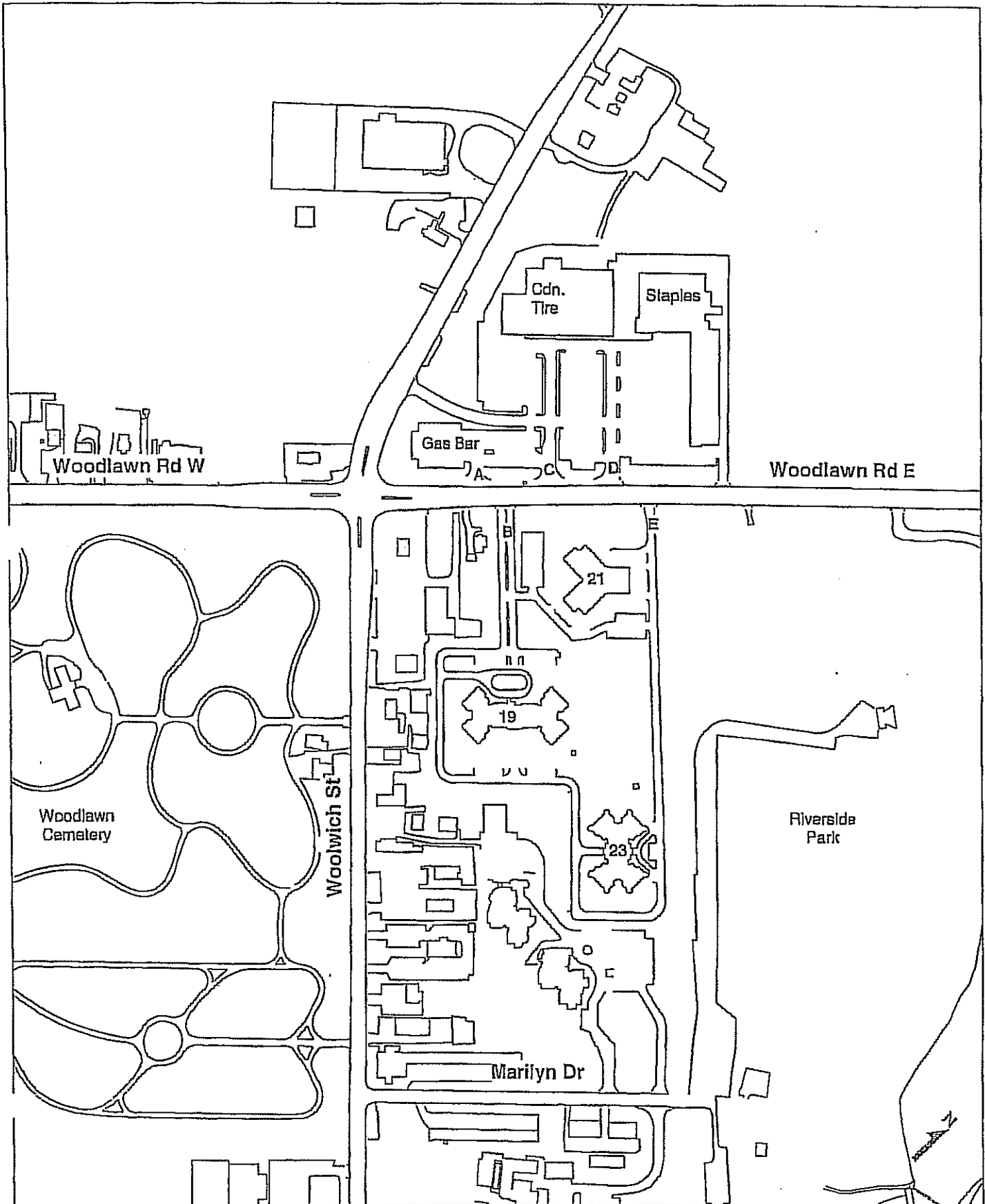
| ME               | STREET ADDRESS    | APT/JUNIT | SIGNATURE       |
|------------------|-------------------|-----------|-----------------|
| K. Harris        | 19 Woodlawn Rd. E | 982       | K. Harris       |
| P. D. ARLING     | 19 Woodlawn Rd. E | 601       | P. D. Arling    |
| R. Frank Fuzge   | 19 Woodlawn Rd. E | 110       | R. Fuzge        |
| Carolyn Dambrey  | 19 Woodlawn Rd. E | 507       | Carolyn Dambrey |
| FRANK UNTERMEYER | 19 Woodlawn Rd. E | 704       | F. Untermyer    |
| John Cochran     | 19 Woodlawn Rd. E | 909       | John Cochran    |
| Nancy Gentry     | 19 Woodlawn Rd. E | 903       | N. Gentry       |
| Alice Gentry     | 19 Woodlawn Rd. E | "         | A. Gentry       |
| James Henderson  | 19 Woodlawn Rd. E | 503       | James Henderson |
| Janet Wheeler    | 19 Woodlawn Rd. E | 609       | JANET WHEELER   |
| KEB BEECROFT     | 19 WOODLAWN RD E  | 312       | K. Beecroft     |
| Marianne Burke   | 19 Woodlawn Rd. E | 509       | Marianne Burke  |
| Glenne H. Tawla  | 19 Woodlawn Rd. E | 206       | Glenne Tawla    |
| Frankie D. D.    | 19 Woodlawn Rd. E | 700       | Frankie D. D.   |
| Peggy F. D.      | 19 Woodlawn Rd. E | 709       | Peggy F. D.     |
| Agnes F. D.      | 19 Woodlawn Rd. E | 210       | Agnes F. D.     |
| Mary F. D.       | 19 Woodlawn Rd. E | 202       | Mary F. D.      |
| William F. D.    | 19 Woodlawn Rd. E | 714       | William F. D.   |
| Stu Ogilvie      | 19 Woodlawn Rd. E | 814       | Stu Ogilvie     |
| J. C. Wether     | 19 Woodlawn Rd. E | 806       | J. C. Wether    |
| L. FABER         | 19 Woodlawn Rd. E | #403      | L. Faber        |
| C. Mc LEE        | 19 Woodlawn Rd. E | 701       | C. Mc Lee       |
| D. WRIGHT        | 19 Woodlawn Rd. E | 603       | D. Wright       |
| D. COOPER        | 19 Woodlawn Rd. E | 604       | D. Cooper       |
| T. COOPER        | 19 Woodlawn Rd. E | 604       | T. Cooper       |
| W. K. Korday     | 19 Woodlawn Rd. E | 304       | W. K. Korday    |
| J. THAMER        | 19 Woodlawn Rd. E | 504       | J. Thamer       |

27 NAMES

| NAME                      | STREET ADDRESS     | APT/UNIT | SIGNATURE              |
|---------------------------|--------------------|----------|------------------------|
| John MacDonell            | 19 Woodlawn Rd E   |          | John MacDonell         |
| John MacDonell            | 19 " " 103         | 203      | John MacDonell         |
| Josephine MacDonell       | 19 Woodlawn Rd E   | 111      |                        |
| Norm MacDonell            | 19 Woodlawn Rd     | 911      | Norm MacDonell         |
| Tracy Smith               | 19 Woodlawn Rd     | 802      | Tracy Smith            |
| REBECCA BURGESS           | " " "              | 103      | Rebecca Burgess        |
| E. Elliott                | 19 Woodlawn Rd. E  | 310      | E. Elliott             |
| R. Spangrow               | " " "              | 406      | R. Spangrow            |
| Jim Brown                 | 19 Woodlawn        | 809      | Jim Brown              |
| IN MALTESE                | 19 WOODLAWN RD E   | 212      | IN MALTESE             |
| JAY NEWMAN                | 19 WOODLAWN RD E   | 313      | JAY NEWMAN             |
| Margaret & Johnny Kennedy | 19 Woodlawn Rd 103 |          |                        |
| Don & Joan Kennedy        | 19 Woodlawn Rd E   | 705      | Don & Joan Kennedy     |
| Don & Joan Kennedy        | " " "              | 705      | Don & Joan Kennedy     |
| Bill & Nettie Winship     | " " "              | 901      | Bill & Nettie Winship  |
| W.J. Klemm                | " " "              | 614      | W.J. Klemm             |
| LYNNE MURPHY              | 19 WOODLAWN RD E   | 216      | LYNNE MURPHY           |
| MAKOR B. KLEINER          | " " "              | 612      | MAKOR B. KLEINER       |
| John, Margaret Kennedy    | " " "              | 100      | John, Margaret Kennedy |
| John & Bill Taylor        | " " "              | 511      | John & Bill Taylor     |
| SARAH BERRY               | " " "              | 703      | SARAH BERRY            |
| W. J. Klemm               | 19 Woodlawn        | 705      | W. J. Klemm            |
| W. J. Klemm               | " "                | 716      | W. J. Klemm            |
| Marianne Orso             | " " "              | 408      | Marianne Orso          |
| Cisco McManis             | 19 Woodlawn Rd #19 | 219      | Cisco McManis          |
| Paul & Betty Chiu         | " " "              | 915      | Paul & Betty Chiu      |
| JANICE WATSON             | 811 - 19 Woodlawn  | 811      | JANICE WATSON          |

## Appendix B

### 19-21-23 Woodlawn Road East – Map of Area





## Appendix C

### Traffic Concerns and Staff Response

| Issue                                                                          | Staff Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>High operating speeds</p> <p>Lack of speed limit signs on Woodlawn Road</p> | <p>The existing speed limit along this section of Woodlawn Road is 50 km/h. Speeding on Woodlawn Road to the east of this location (near the Speed River) has been a historical problem. The Guelph Police Service is aware of this location and it is regularly patrolled.</p> <p>Under the Highway Traffic Act (H.T.A.), all roadways within the City limit are 50 km/h unless otherwise posted. It is the City's current sign practice to post 50 km/h speed limit signs, where there is a change in the posted speed limit (e.g. speed limit changes from 60 km/h to 50 km/h) or on intersecting roadways adjacent to streets which have a speed limit other than 50 km/h. This practice helps to reduce unnecessary sign clutter throughout the City. License drivers should be familiar with the rules of the road, and the posting of additional 50 km/h signs along Woodlawn Road will likely have no effect on driver operating speeds.</p> <p>Information signs are posted at all entrances to the City reminding drivers of the "50 km/h speed limit on city roadways unless otherwise posted".</p> |
| <p>Truck Traffic using Woodlawn Road and use of engine brakes</p>              | <p>Woodlawn Road is designated as part of the permissive truck routing system. By design and intent, truck traffic cannot be removed from this link of the truck route system.</p> <p>Engine brakes ("jake brakes") are an integral mechanical truck part. They assist in the braking of large vehicles. Consequently, we cannot regulate or prohibit their usage. However, the use of Engine Brakes is at a driver's discretion. Staff have been posting signs that indicate "Do not use Engine Brake" as a reminder to drivers to be cognizant they are in proximity of residences. Given that Woodlawn does experience its share of truck traffic and that Woolwich Street, north of Woodlawn Road, is Provincial Highway #6, staff will investigate the placement similar signs at this location.</p>                                                                                                                                                                                                                                                                                                      |
| <p>Location of Guelph Transit stops in relation to the driveways at 19,</p>    | <p>Concerns about the location of transit stops both on the north and south sides of Woodlawn Road in the vicinity of the westerly driveway to 19, 21, 23 Woodlawn Road has been forward to Guelph Transit. The current stops are strategically located to</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21, 23 Woodlawn Road                                                                             | service rider destination points i.e. the Commercial Properties and the apartment buildings. The relocation of the stops would result in riders being dropped/picked up well removed from this area. Given that transit is only present intermittently, any obstruction that may exist would be very short-term. Motorists are encouraged to wait for a bus to move before attempting a turn when they are unable to see on-coming traffic.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Request for "No Right Turn on Red" restriction at Woodlawn Road and Woolwich Street intersection | <p>The northbound right-turn movement at the intersection of Woodlawn Road and Woolwich Street is completed from a shared through / right movement lane. During the past three years there have been no collisions reported involving right-turning vehicles or pedestrians.</p> <p>Turn prohibitions at intersections are usually installed when there are a high number of pedestrian-vehicle conflicts, unusual geometry or insufficient sightlines for motorists or pedestrians.</p> <p>Based on the collision history and intersection sightlines, there is no technical justification to prohibit right turns on red at the intersection of Woodlawn Road and Woolwich Street. Unless justified, turn prohibitions are confusing to motorists (e.g. there is no apparent reason for the restriction) and results in disrespect for traffic regulations. Implementing a turn restriction could also result in traffic short-cutting through private property to avoid the intersection.</p> |
| Traffic Signal cycling at the intersection of Woolwich Street and Marilyn Drive                  | This was a result of a traffic signal malfunction that resulted in the traffic signal serving Marilyn Drive going green without vehicles or pedestrians being present. This has since been repaired.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Insufficient walk time for pedestrians crossing Woodlawn Road at Woolwich Street intersection    | Staff completed a review of the pedestrian crossing requirements and confirm that the existing traffic signal timing is within the Provincial guidelines. The crossing time provided permits a comfortable walking speed of 1.13 metre/second (east crosswalk). In reviewing the existing signal timing for this intersection, under the current cycle length, there is no additional time available to add to the walk time. However, road improvements are currently underway at this intersection and once complete, the traffic signal timing and operation will be changed in order to accommodate the projected traffic volumes generated by the new Wal-mart development on the north-west corner. When the re-construction work is complete, there will be an opportunity to increase the pedestrian crossing time to 34 seconds (from the existing 30 seconds).                                                                                                                         |

**Appendix C**  
**Left Turn Volume and Delay Studies**

Comparing data collected Before and After Wal-mart Store Opening  
November 2006

**Before Wal-mart Opening (June 2006)**

| Driveway location                                       | Volume<br>Left turn Vehicles |                                                | Delay (seconds)    |                             |                 |
|---------------------------------------------------------|------------------------------|------------------------------------------------|--------------------|-----------------------------|-----------------|
|                                                         | Total<br>volume<br>(5.5 hrs) | Avg No.<br>of Left<br>turn<br>vehicles<br>/ hr | < 30 sec<br>(%)    | > 30 sec<br>< 60 sec<br>(%) | > 60 sec<br>(%) |
| <b>North side</b>                                       |                              |                                                |                    |                             |                 |
| Canadian Tire Gas Bar (driveway A)                      | 30                           | 5                                              | 27<br>90%          | 2<br>7%                     | 1<br>3%         |
| Canadian Tire main entrance (driveway C)                | 71                           | 13                                             | 65<br>92%          | 6<br>8%                     | 1<br>1%         |
| Canadian Tire westerly plaza entrance<br>(driveway D)   | 179                          | 33                                             | 156<br>87%         | 20<br>11%                   | 3<br>2%         |
| <b>TOTAL TRAFFIC<br/>(north side driveways)</b>         | <b>280</b>                   | <b>51</b>                                      | <b>248<br/>89%</b> | <b>28<br/>10%</b>           | <b>5<br/>2%</b> |
| <b>South side</b>                                       |                              |                                                |                    |                             |                 |
| westerly access to 19-21-23 Woodlawn Rd<br>(driveway B) | 79                           | 14                                             | 70<br>89%          | 6<br>8%                     | 2<br>3%         |
| easterly access to 19-21-23 Woodlawn Rd<br>(driveway E) | 74                           | 13                                             | 64<br>86%          | 9<br>12%                    | 1<br>1%         |
| <b>TOTAL TRAFFIC<br/>(south side driveways)</b>         | <b>153</b>                   | <b>28</b>                                      | <b>134<br/>88%</b> | <b>15<br/>10%</b>           | <b>3<br/>2%</b> |
| <b>OVERALL TOTAL<br/>(all 5 driveways)</b>              | <b>433</b>                   | <b>79</b>                                      | <b>382<br/>88%</b> | <b>43<br/>10%</b>           | <b>8<br/>2%</b> |

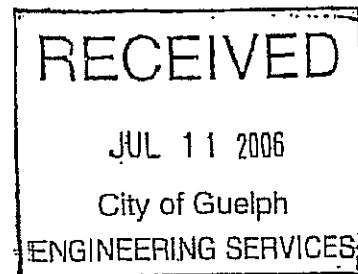
**Post Wal-mart Opening (February 2007)**

| Driveway location                                       | Volume<br>Left turn Vehicles |                                                | Delay (seconds)    |                             |                   |
|---------------------------------------------------------|------------------------------|------------------------------------------------|--------------------|-----------------------------|-------------------|
|                                                         | Total<br>volume<br>(5.5 hrs) | Avg No.<br>of Left<br>turn<br>vehicles<br>/ hr | < 30 sec<br>(%)    | > 30 sec<br>< 60 sec<br>(%) | > 60 sec<br>(%)   |
| <b>North side</b>                                       |                              |                                                |                    |                             |                   |
| Canadian Tire Gas Bar (driveway A)                      | 17                           | 3                                              | 14<br>82%          | 3<br>18%                    | 0<br>0%           |
| Canadian Tire main entrance (driveway C)                | 48                           | 9                                              | 46<br>96%          | 2<br>4%                     | 0<br>0%           |
| Canadian Tire westerly plaza entrance<br>(driveway D)   | 169                          | 31                                             | 161<br>95%         | 7<br>4%                     | 1<br>1%           |
| <b>TOTAL TRAFFIC<br/>(north side driveways)</b>         | <b>234</b>                   | <b>43</b>                                      | <b>221<br/>94%</b> | <b>12<br/>5%</b>            | <b>1<br/>0.4%</b> |
| <b>South side</b>                                       |                              |                                                |                    |                             |                   |
| westerly access to 19-21-23 Woodlawn Rd<br>(driveway B) | 78                           | 14                                             | 71<br>91%          | 7<br>9%                     | 0<br>0%           |
| easterly access to 19-21-23 Woodlawn Rd<br>(driveway E) | 55                           | 10                                             | 50<br>91%          | 5<br>9%                     | 0<br>0%           |
| <b>TOTAL TRAFFIC<br/>(south side driveways)</b>         | <b>133</b>                   | <b>24</b>                                      | <b>121<br/>91%</b> | <b>12<br/>9%</b>            | <b>0<br/>0.0%</b> |
| <b>OVERALL TOTAL<br/>(all 5 driveways)</b>              | <b>367</b>                   | <b>67</b>                                      | <b>342<br/>93%</b> | <b>24<br/>7%</b>            | <b>1<br/>0%</b>   |



Appendix D

Letter from Sanderson Management dated July 4, 2006



July 4, 2006

The City of Guelph  
Transportation Department  
Attention: Scott Hannah, Manager of Development Planning  
City Hall, 59 Carden Street,  
Guelph, Ontario N1H 3A1

Re: Wellington Condominium Corporation # 26 – 23 Woodlawn Rd, Guelph  
Traffic lights on Woodlawn Rd.

Dear Mr. Hannah,

During the meeting of June 2, 2006 with representation from 19, 21 & 23 Woodlawn and 22 & 24 Marilyn Drive you requested the Woodlawn Rd. Corporations address their individual Board of Directors and discuss a contribution towards the cost of a traffic light on Woodlawn Rd.

The Board of Directors for WCC # 26 discussed this at their June 2006 meeting. The directors all agreed this request for funds is inequitable. They are not prepared to support your request for any contribution towards the cost of lights. They strongly feel the owners of 23 Woodlawn Rd. currently pay enough of their share of property taxes and the cost of lights should be covered through property taxes paid to the City of Guelph.

The Board of Directors trust the City of Guelph will continue to find an acceptable solution to the ongoing and increase traffic concerns on Woodlawn Rd. at the entrance to their condominium.

Sincerely  
On Behalf of the Board of Directors – WCC # 26

  
Barbara McDougall  
Property Manager

30 WATER STREET NORTH  
KITCHENER, ONTARIO,  
N2H 5A8

K11/Wal/Comb  
(519) 742-3200

Guelph  
(519) 824-3600

Fax  
(519) 742-1189

[www.sandersonmanagement.com](http://www.sandersonmanagement.com)

Appendix E

Letter from Lanwell Property Management dated June 6, 2006



June 6, 2006

The City of Guelph  
Planning and Building Services Dept.  
City Hall, 59 Carden Street  
Guelph, Ontario  
N1H 3A1

Dear Scott,

Re: 21 Woodlawn Road East - Waterloo Heights Properties Limited

I would like to thank you for taking the time to hear the concerns of the condominium board members and myself the other day. I have had many conversations with the condo board members regarding our roads and access and our reserve fund. These conversations have been regarding projects within the development. The latest project was mandated by city and federal regulations. The project that was completed consumed our reserve funds. I certainly understand the condo owners are in no position to be contributing to any improvements regarding the traffic light. Woodlawn Towers Apartments has also had many improvements over the last few years that have been mandated by The City of Guelph. These costs have been paid directly from the business not the residents.

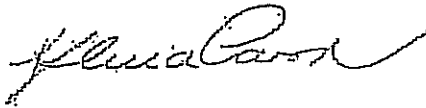
Unfortunately, we are not in the position to be funding road improvements nor are the owners of 21 Woodlawn Road interested in changing the existing road structure. As the condo board members mentioned, the amount of tax generated from high-rise buildings is much higher than individual homes. The population density in the development is very high and we pay our own garbage removal, snow plowing, electrical costs and we are responsible for our own infrastructure.

It would be bad business for the building owners to be collecting funds from the occupants for a project of this nature. The residents in all three buildings are mostly seniors on fixed incomes. We would be forcing our tenants to move out of a building that they truly love and call home.

We are in favour of the staggered traffic light.

We trust that you understand our position.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gloria Paron".

Gloria M. Paron  
Property Management



# City of Guelph

## EMERGENCY SERVICES

Report:

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

**DATE:** May 09, 2007

**SUBJECT:** EMERGENCY SERVICES FACILITY – CLAIR RD, GUELPH

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### RECOMMENDATION:

"THAT the report dated May 09, 2007 outlining a preliminary concept and financial plan for a south end Emergency Services Facility for Fire and Police services be received by Committee and forwarded to City Council for approval,

AND THAT committee recommends to Council that the Wyndham St. Fire Headquarters be retained for future Emergency Service uses in the Central Business District;

AND THAT committee directs staff to report back on the future use of the existing Wyndham St. Headquarters by Land Ambulance and Fire services in Guelph;

AND THAT staff prepare and issue the appropriate RFP documents for the design of the proposed Emergency Services Facility;

AND THAT the Mayor and Clerk be authorized to execute all agreements and documents necessary to award the contract to the successful design firm;

AND THAT upon completion of the design staff proceed to prepare and issue a tender for the construction of the proposed Emergency Services Facility;

AND THAT subject to the contract amount being less than 11.6 million dollars, the Mayor and Clerk be authorized to execute all agreements and documents necessary to award and proceed with the construction of the proposed Emergency Services Facility."

## **BACKGROUND:**

In 2002 staff undertook a study of existing fire stations and analyzed the future need for any additional fire stations. On July 2003 Council passed a five fire station model with the future of the existing headquarters to be determined in conjunction with the addition of a south end fire facility. *See attached schedule 1- "2003 Fire Services Study"*

An east end fire station was added in 2005, and a study was conducted to locate appropriate lands for a south end facility within the optimal response time area. *See attached schedule 2 – "response time map with 4 minute response diamonds."*

Guelph Police Services identified a need for a new headquarters facility in late 2003 to accommodate short term and anticipated long term space requirements. Funding of \$15.0 million was included in the Police Service's capital estimates during the 2004 budget process for construction of a new facility by 2010, excluding land costs. In 2005, the Police Services Board expressed an interest in the possibility of sharing a facility for the provision of Emergency Services with other City partners as an alternative to a new facility. *(See attached schedule # 3 – Police Services Board letter dated September 15, 2005 and CAO response.)*

The sharing of the facility would cancel the need for a new Police Headquarters however major renovations to the existing headquarters facility on Wyndham Street would still be required. An architectural facility assessment report will be necessary to determine long term space requirements based on future staffing levels and operational needs. Funding for renovations to the existing facility has been included in the Police capital budget.

This proposal would result in an estimated savings of \$6.1 million compared to the cost of a new police headquarters facility as originally proposed in 2004.

Options for land within the fire response time standard were developed to meet the south end requirements. In 2006 a recommendation for the purchase of land on Clair Rd. was reported to Council.

At a meeting of Guelph City Council held on December 18, 2006 the following resolution was adopted:

"THAT the Mayor and Clerk be directed to execute the Offer to Sell and Agreement of Purchase and Sale from the owners of Part of Lot 11, Concession 7, City of Guelph for approximately 5.36 acres of land for the purchase price of \$1,876,0000.00." *(See schedule 4 – Council resolution)*

That agreement was completed on January 17, 2007. At the same meeting Council also passed the following resolutions: *(See schedule # 5 – Council resolution)*



"THAT staff be directed to report back to Council through committee with respect to:

1. A preliminary concept for a south end Emergency Services facility;
2. Site options for a training facility; and
3. The future of the Wyndham St. Fire Headquarters;

AND THAT staff report back within 60 days on the preliminary concept and the future of the Wyndham St. Fire Headquarters;

AND THAT staff report back with a financial plan for the proposed south end Emergency Services Facility."

## **REPORT:**

The preliminary concept for a shared Emergency Services Facility will include:

### Fire response station and support services.

- o Public Education
- o Fire Prevention
- o Deputy Chief Offices
- o Technical maintenance room for Self Contained Breathing Apparatus
- o Equipment and Apparatus maintenance area

### Police support services with some operational services.

- o Corporate Support Services
- o School Programs
- o Training
- o Professional Standards
- o Operational Support Command
- o CIB Special Services

### Shared staff service areas

- o Meeting rooms and community education areas
- o Victim Services Wellington
- o Classroom for use by the community for First Aid and CPR training.
- o Community Safety Educational Trailer placement
- o Accessible community room for public meetings
- o Training
- o Lunch rooms
- o Shared fitness/wellness facility

### Shared building infrastructure

- o HVAC.
- o Water.
- o Hydro.
- o Common building areas for reception and movement of people.
- o Communication network and infrastructure.

*A Great Place to Call Home*

- o Inclusion of backup police and fire communication consoles for emergency use.

Several meetings were held with Police, Fire and Corporate Property staff to determine the overall size requirements and shared areas within the facility. The total required area meets with current Corporate Workspace Guidelines for new buildings developed by the Corporation. The total area required for the facility is estimated at 39,000 sq. ft. Fire services will require 24,000 square feet including the apparatus bays. Police will require 15,000 square feet to accommodate the space requirements of each department.

The sharing of the back-up emergency communications system and the additional Police presence in the south end is an added benefit. As well, there may be opportunities for future building expansion, plus a Children's Safety Village and/or a Collision Reporting Centre on this location.

The building will be designed and built to meet Leadership in Energy and Environmental Design Silver standards and accreditation. Other sources of green house gas reducing solutions such as Geo- thermal energy options to power the building will be reviewed during the design phase with corporate property staff.

### **Future of the existing Headquarters Building – 50 Wyndham St. South.**

Preliminary analysis of Land Ambulance requirements has identified Headquarters as a potential operations base for ambulance. The use of headquarters would consolidate space presently used at existing land ambulance bases, which would remove the need for monthly lease payments. The consolidation of the existing bases would provide an annual savings of \$108,000.00.

"Places to Grow" legislation has identified the existing built area in the downtown as a place for additional residential dwellings. This intensification will involve future demands on Emergency Services. As well as providing Ambulance services, the remaining space at the Wyndham St. H.Q. location may be utilized for future additional Fire responses

Options will also be explored to provide for storage of maintenance equipment used in the Downtown area by operations staff. Removing equipment storage from the west parkade will provide additional parking capacity downtown.

### **CORPORATE STRATEGIC PLAN:**

- 1-To manage growth in a balanced sustainable manner
- 4-To enhance community wellness
- 6- To have exemplary management practices

*A Great Place to Call Home*

## **FINANCIAL IMPLICATIONS:**

### 2007 Approved Capital Budget:

FS0010: South End Fire Hall Development (Emergency Services)

PS0005: South End Joint Facility (Police)

Land Purchase \$1,876,000 (2/5 for Police Services and 3/5 for Emergency Services) Paid for in 2007 from:

FS0010 \$2,500,000 (less land purchase of \$1,125,858 +\$34,142 in consulting fees) - Balance \$1,340,000

PS0005 \$175,000 & PS0003 \$575,000 Police Headquarters renovations Surplus

### 2008 Capital Budget Forecast:

FS0010 \$6,060,000

PS0005 \$4,365,000

Total for project (minus land purchase) \$11,765,000 – Exclusive of furniture and technical services such as computers and installation of radio and phone equipment.

## **DEPARTMENTAL CONSULTATION:**

Finance,  
Operations,  
Corporate Services,  
Emergency Services,  
Guelph Police Services,

## **COMMUNICATIONS:**

## **ATTACHMENTS:**

Schedule #1 – "2003 Fire Services Study"

Schedule #2 – "Fire response time map with 4 minute response diamonds"

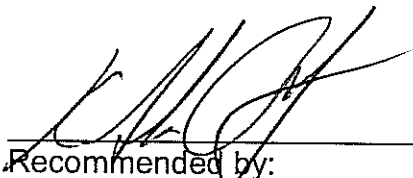
Schedule #3 – "Police Services board memo September 15, 2005"

Schedule #4 – December 18<sup>th</sup> resolution – purchase of land

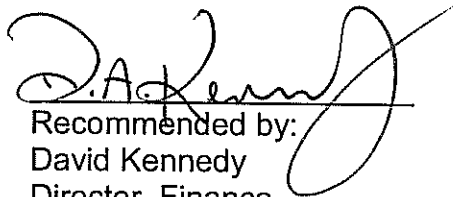
Schedule #5 – December 18<sup>th</sup> resolution – concept for South End Facility



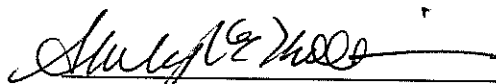
Prepared By:  
Lyle Quan,  
Deputy Fire Chief - Administration  
[lyle.quan@guelph.ca](mailto:lyle.quan@guelph.ca)



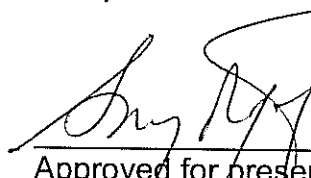
Recommended by:  
Shawn Armstrong,  
Director, Emergency Services



Recommended by:  
David Kennedy  
Director, Finance



Prepared by:  
Shelagh Morris  
Director, Corporate Services,  
Guelph Police Services



Approved for presentation by:  
Larry Kotseff,  
Chief Administrative Officer

## Schedule # 1

“2003 Fire Services Study”



CITY OF GUELPH  
FIRE SERVICES STUDY REPORT  
to the Community Services Committee

June 2003

## **1.0 PURPOSE**

This Study was initiated to develop recommendations for the future requirements of the City of Guelph's City-wide Fire Services. At a meeting of Guelph City Council held June 17, 2002, Council directed staff to review the existing fire stations response times within the City of Guelph and make recommendations on future needs.

A Project Team was assembled to provide overall direction to the Study, review all the relevant data and make recommendations to Council. The project team consisted of the following representatives:

- Councillor Gloria Kovach, Chair and Council Representative
- Hugh Cross, Deputy Fire Chief, Community Services Group
- Kim Hodgson, Assistant Chief Fire Prevention Officer, Community Services Group
- Wendy O'Donnell, Finance Department
- Scott Hannah, Planning and Building Services
- Andrew Goldie, Community Services Group
- Ian Haras, Community Services Group

## **2.0 BACKGROUND**

In 1996 Council passed Resolution 1996-12-02-11 which stated "*That an Initial Response Standard be adopted to provide for an initial response crew on scene within four (4) minutes of being dispatched 90% of the time*". This Standard has been the guiding principle for the Fire Services Project Team when making recommendations to meet the needs of today and planning the future needs for Fire and Emergency Services in the City of Guelph.

### **2.1 Current Fire Services Status**

One of the first tasks completed by the Project team was to assess the service level of the existing fire stations throughout the city. Currently, the City of Guelph is serviced by 120 full-time fire department staff housed in four fire halls located throughout the city as follows:

- Fire Station #1 - 50 Wyndham Street South
- Fire Station #2 - 74 Speedvale Avenue East
- Fire Station #3 - 115 Stone Road West
- Fire Station #4 - 21 Imperial Road South

Fire station #1 also includes the City's Fire administration and communication centre with approximately 5,148 square feet of administration space for the Fire Chief, Deputy Fire Chiefs, Fire Prevention Officers and administration staff. In addition, this station also houses a mechanic bay for the servicing of fire response vehicles, an equipment repair area and a recharge and repair area for the Self Contained Breathing Apparatus (SCBA) equipment.

### 3.0 SUPPORTING DATA

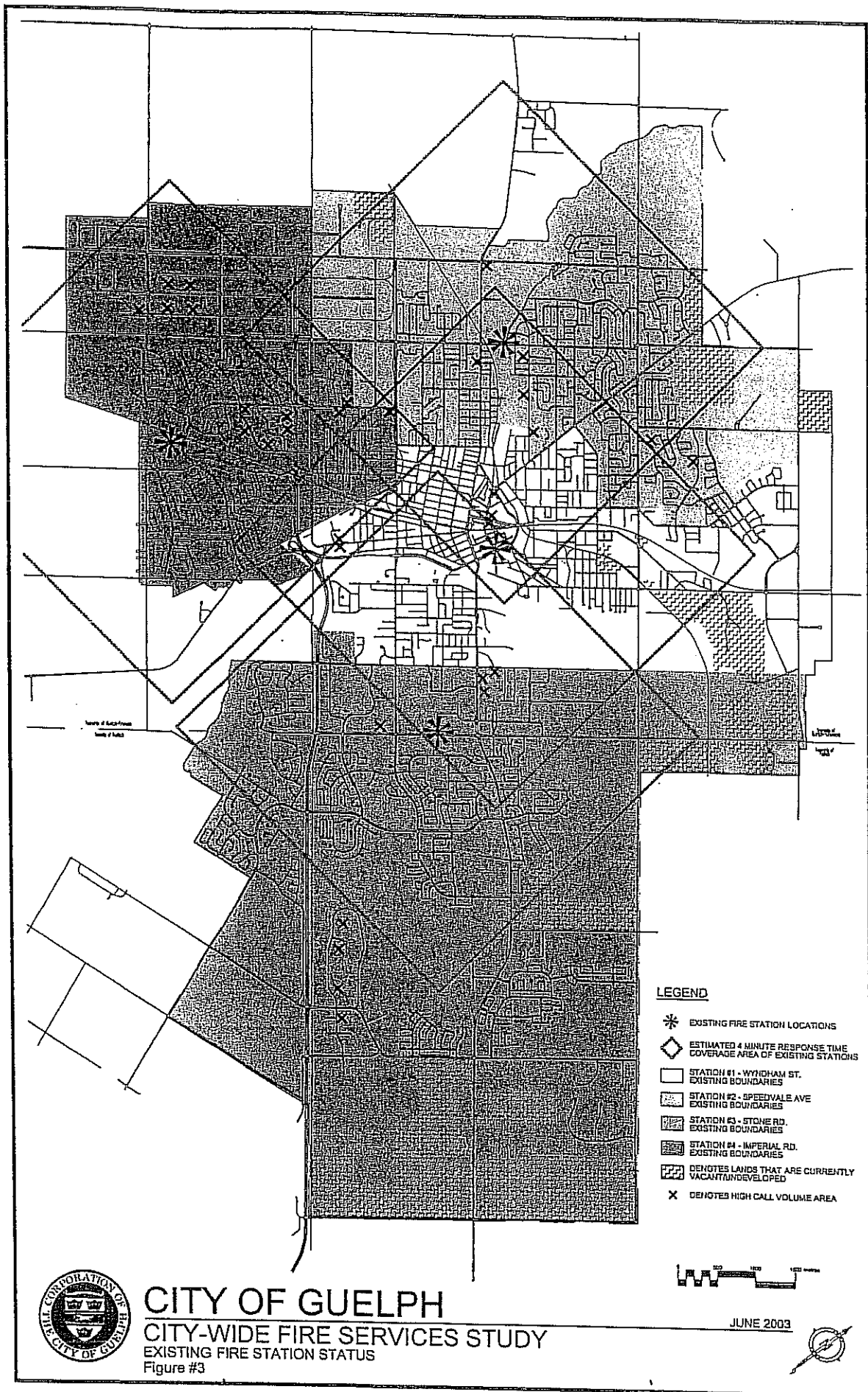
Each of the existing four fire stations is responsible for covering a specified district within the City of Guelph and responding to a variety of emergency calls (see Figure #1).

**FIGURE #1**  
**FIRE DEPARTMENT CALL TYPE & QUANTITY BY STATION**  
August 1, 2001 - July 31, 2002

| TYPE OF CALL             | STATION #1<br>Wyndham St. | STATION #2<br>Speedvale Ave. | STATION #3<br>Stone Rd. | STATION #4<br>Imperial Rd. | TOTALS      |
|--------------------------|---------------------------|------------------------------|-------------------------|----------------------------|-------------|
| Carbon Monoxide          | 42                        | 50                           | 64                      | 30                         | <b>186</b>  |
| Alarms                   | 199                       | 195                          | 245                     | 175                        | <b>814</b>  |
| Fires                    | 92                        | 83                           | 76                      | 70                         | <b>321</b>  |
| Hazardous Materials      | 29                        | 18                           | 16                      | 23                         | <b>86</b>   |
| Illegal Burns            | 32                        | 13                           | 19                      | 15                         | <b>79</b>   |
| Investigations           | 61                        | 36                           | 45                      | 40                         | <b>182</b>  |
| Medical Assist           | 646                       | 647                          | 444                     | 481                        | <b>2218</b> |
| Motor Vehicle Collisions | 85                        | 125                          | 72                      | 130                        | <b>412</b>  |
| Odours                   | 14                        | 5                            | 24                      | 7                          | <b>50</b>   |
| Public Service Calls     | 70                        | 56                           | 18                      | 21                         | <b>165</b>  |
| Smoke                    | 40                        | 9                            | 12                      | 7                          | <b>68</b>   |
| <b>TOTAL CALLS</b>       | <b>1310</b>               | <b>1237</b>                  | <b>1035</b>             | <b>999</b>                 | <b>4581</b> |
| <b>PERCENT OF TOTAL</b>  | <b>28.60%</b>             | <b>27.00%</b>                | <b>22.59%</b>           | <b>21.81%</b>              |             |

To determine if these four fire stations were meeting the 4-minute response time mandate as set out by Council, the stations were located on a city map and a 'diamond' pattern, that represented the estimated extents of a 4-minute response time area, (see Figure #2) were overlaid over each station's location. The four minute 'diamond' pattern was initially established by utilizing both a computer software program, input from the Ontario Fire Marshall's Office and an analysis of past City of Guelph Fire Department response records. Because of Guelph's street network the use of the diamond shape offered the most accurate representation of a typical 4-minute response area that can be realistically reached by an emergency vehicle.





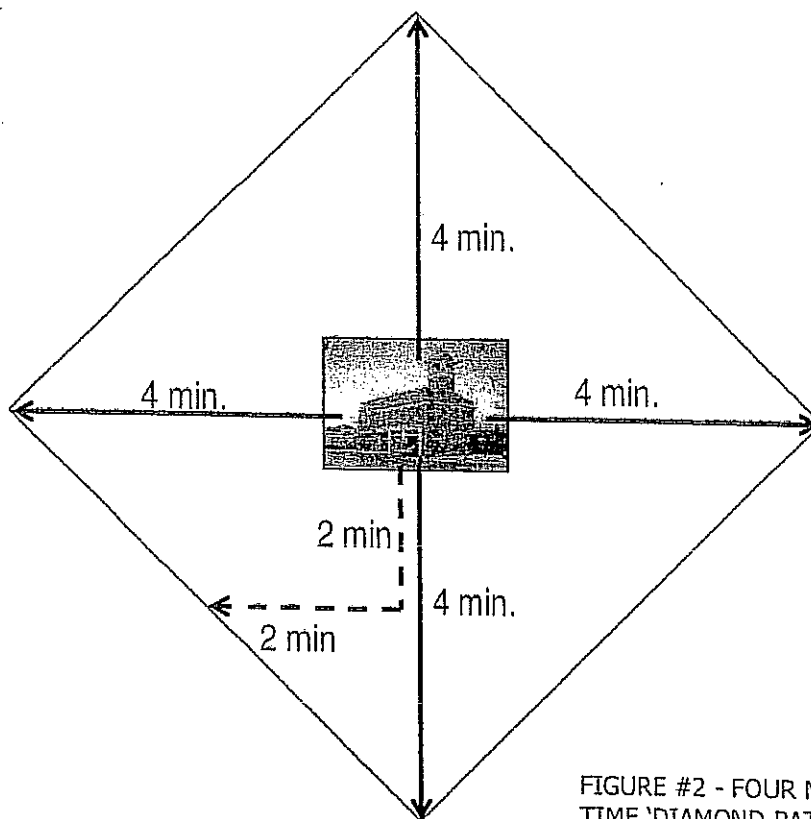


FIGURE #2 - FOUR MINUTE RESPONSE  
TIME 'DIAMOND PATTERN'

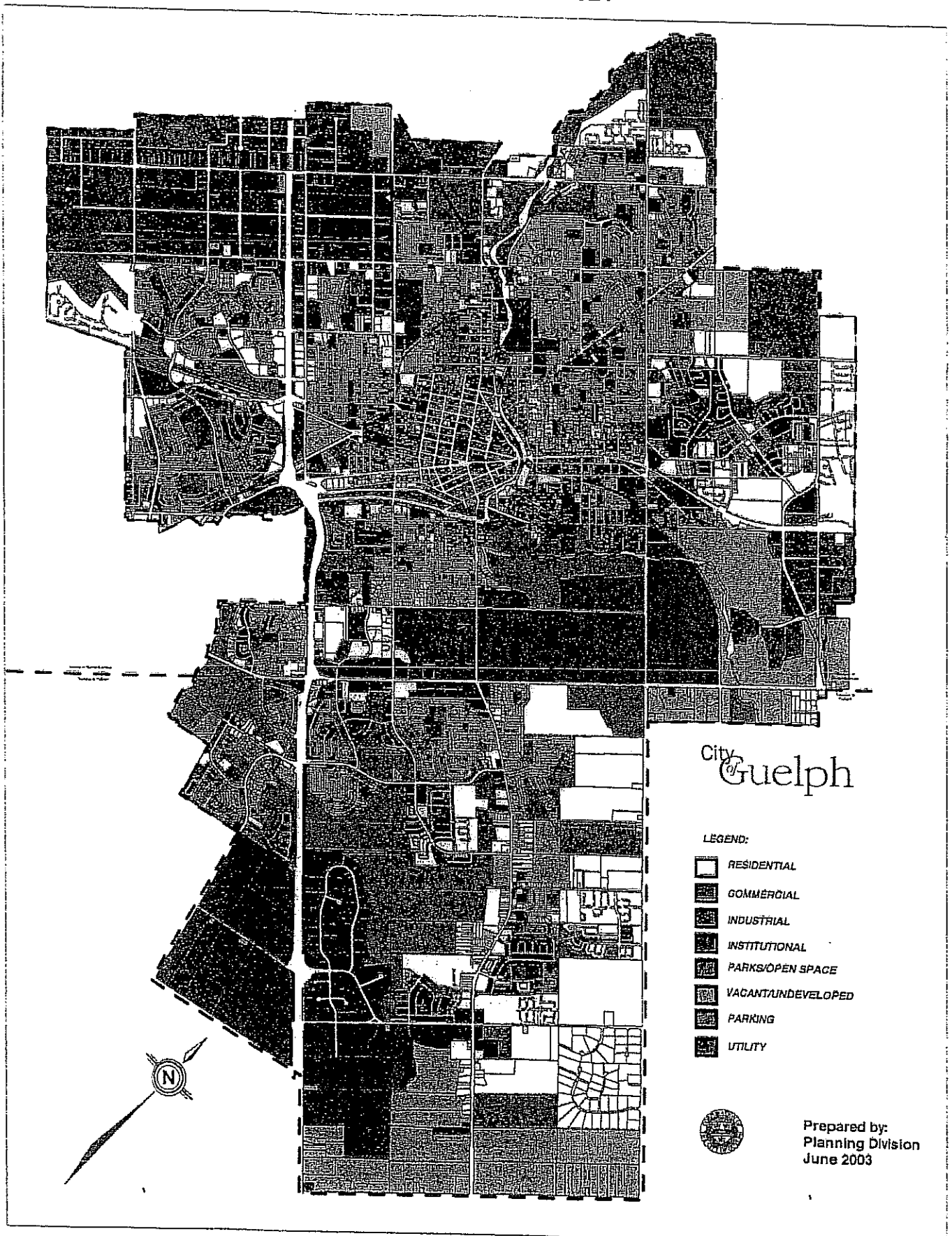
Furthermore, the '4-minute diamond' coverage area mapping was verified in the field by Fire Department staff. As part of the review the Project Team also determined high call out locations within the city and illustrated those on a map in conjunction with the existing coverage areas of each of the four existing fire stations (see Figure #3). The Project Team reviewed the highest call out locations for each station to ensure response times to these areas meet the four minute response time guidelines.

Using the data collected by the project team, it was agreed that the 4-minute diamonds were accurate enough to utilize them to determine the most appropriate locations for future fire stations while ensuring that any proposed future fire stations could still service the high call out areas. The City's Planning and Building Services department produced population projections for the City of Guelph by East, West and South sectors to the year 2021 (see Figure #4). These projections are based on the "reference" scenario recently endorsed by Guelph City Council (May 5, 2003), which projected the City to grow to approximately 150,000 by the year 2021. A map was also produced by the Planning and Building Services Department, which projected the future land use of the City in the year 2021 based on the projections and the current Official Plan (see Figure #5). The projections and mapping aided in determining the best, most effective future fire hall locations within the City.

| Figure #4<br>Population Projections to 2021 for the City Of Guelph by Sectors |            |           |                                     |            |           |
|-------------------------------------------------------------------------------|------------|-----------|-------------------------------------|------------|-----------|
| North West                                                                    |            |           |                                     |            |           |
|                                                                               | Total      | Increase  | South                               |            |           |
| Year                                                                          | Population | from 1996 |                                     | Total      | Increase  |
| 1996                                                                          | 41,769     | 0         | Year                                | Population | from 1996 |
| 1998                                                                          | 42,627     | 858       | 1996                                | 26,986     | 0         |
| 2001                                                                          | 44,100     | 2,370     | 1998                                | 29,693     | 2,707     |
| 2011                                                                          | 50,300     | 6,200     | 2001                                | 32,100     | 5,072     |
| 2021                                                                          | 51,400     | 7,300     | 2011                                | 40,000     | 7,900     |
|                                                                               |            |           | 2021                                | 48,100     | 16,000    |
| Increase from 2001 to 2021 =7,300                                             |            |           |                                     |            |           |
|                                                                               |            |           | Increase from 2001 to 2021 = 16,000 |            |           |
| North East                                                                    |            |           |                                     |            |           |
|                                                                               | Total      | Increase  | City Total                          |            |           |
| Year                                                                          | Population | from 1996 |                                     |            |           |
| 1996                                                                          | 27,066     | 0         | 2001                                |            | 106,200   |
| 1998                                                                          | 28,371     | 1,305     | 2011                                |            | 128,900   |
| 2001                                                                          | 30,000     | 2,907     | 2021                                |            | 144,500   |
| 2011                                                                          | 38,600     | 8,600     |                                     |            |           |
| 2021                                                                          | 45,000     | 15,000    |                                     |            |           |
|                                                                               |            |           |                                     |            |           |
| Increase from 2001 to 2021 = 15,000                                           |            |           |                                     |            |           |

The project team not only investigated possible new fire station locations, it also evaluated the existing fire station locations and determined if these locations were the most suitable when looking at the City as a whole. It is also important to note that the proposed locations of fire stations, as recommended by the Project Team, were optimally located within the City and specific sites were not selected. We feel that this would be the next logical step after Council has approved the recommendations of this Study.

FIGURE 5  
DEVELOPED AREAS 2021



## **4.0 RECOMMENDATIONS**

### **4.1 Proposed Scenarios**

The Project Team, after analyzing all the collected data, devised three Scenarios for the Committee and Council's consideration.

#### **Scenario #1 - Five Fire Stations** (see Figure #6)

- Station #1 Wyndham St. - Decommissioned & building & property sold.
  - Station #2 Speedvale Ave. - Remain in current location.
  - Station #3 Stone Rd. - Remain in current location.
  - Station #4 Imperial Rd. - Remain in current location.
  - Addition of an East End Station in 2004
  - Addition of a South End Fire Facility to comprise of a Fire Station, Administration & Communication Centre and Training complex.
- An additional **20** full time fire department staff would be required in this scenario.

The Project team had S.W. Irvine & Associates complete a Market Value Appraisal of Station #1 which stated that the estimated current market value is \$938,000.00 ±5%. It is however recommended that in Scenario 1, Station #1 not be decommissioned until the proposed South End facility is in operation.

Also, in this scenario the East End Station would be similar in size to the current Station #4 with the exception of three vehicle bays instead of two. The proposed East End Station would require the additional bay to house the aerial fire vehicle from Station #1 once Station #1 is decommissioned. The aerial fire vehicle needs to stay in a more central location to effectively service all areas of the City.

#### **Scenario #2 Six Fire Stations** (see Figure #7)

- Station #1 Wyndham St. - Remain in current location.
  - Station #2 Speedvale Ave. - Remain in current location.
  - Station #3 Stone Rd. - Remain in current location.
  - Station #4 Imperial Rd. - Remain in current location.
  - Addition of an East End Station in 2004
  - Addition of a South End Fire Facility to comprise of a Fire Station and Training complex.
- An additional **40** full time fire department staff would be required in this scenario.

**Scenario #3 Five Fire Stations** (see Figure #8)

- Station #1 Wyndham St. - Decommissioned & building & property sold.
- Station #2 Speedvale Ave. - Remain in current location.
- Station #3 Stone Rd. - Relocated farther West.
- Station #4 Imperial Rd. - Remain in current location.
- Addition of an East End Station in 2004
- Addition of a South End Fire Facility to comprise of a Fire Station, Administration & Communication Centre and Training complex.

- An additional **20** full time fire department staff would be required in this scenario.

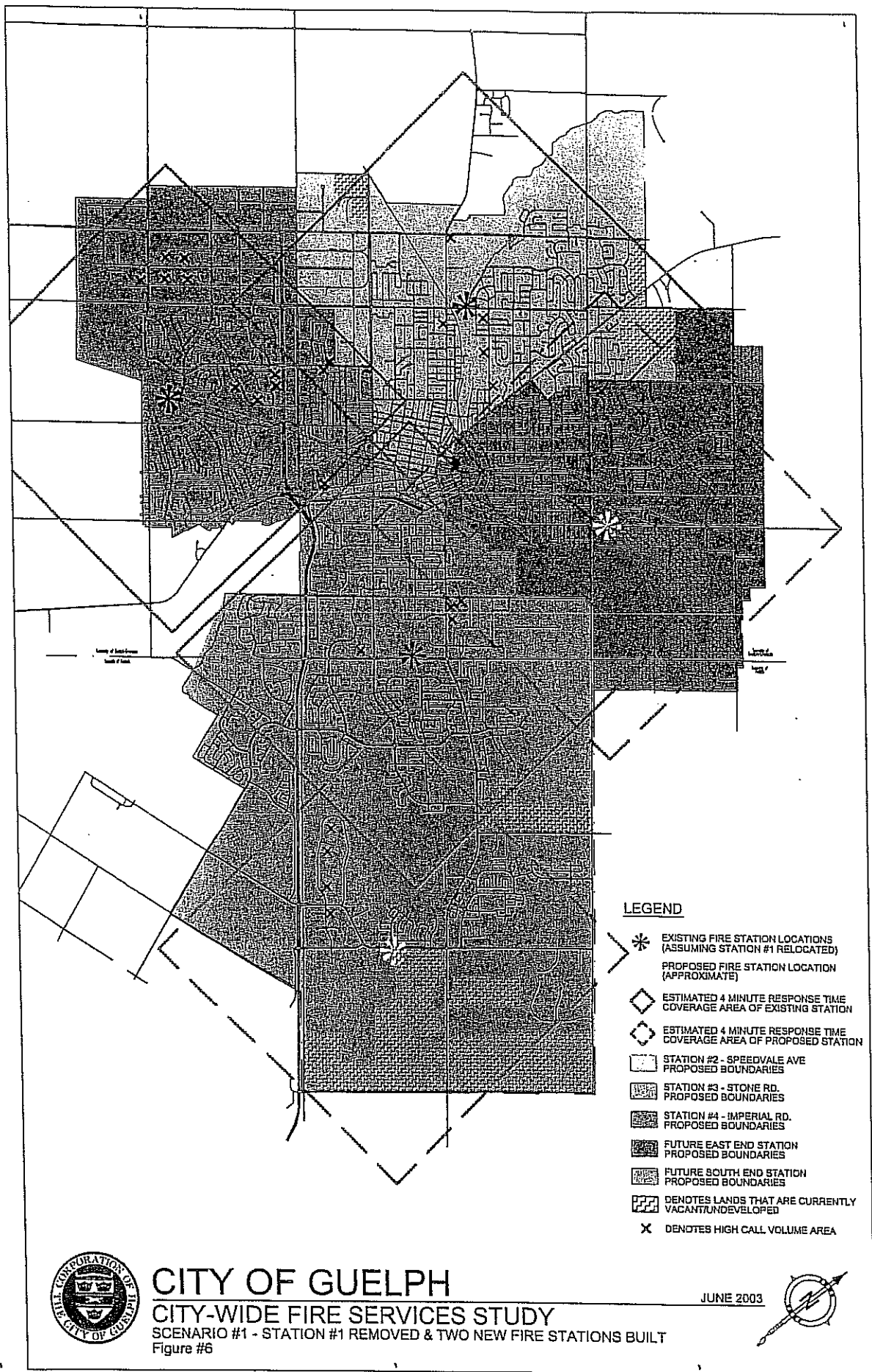
**FIGURE #9 - CALLS LOST OR GAINED BY SCENARIO  
FOR EXISTING & PROPOSED FIRE STATIONS**

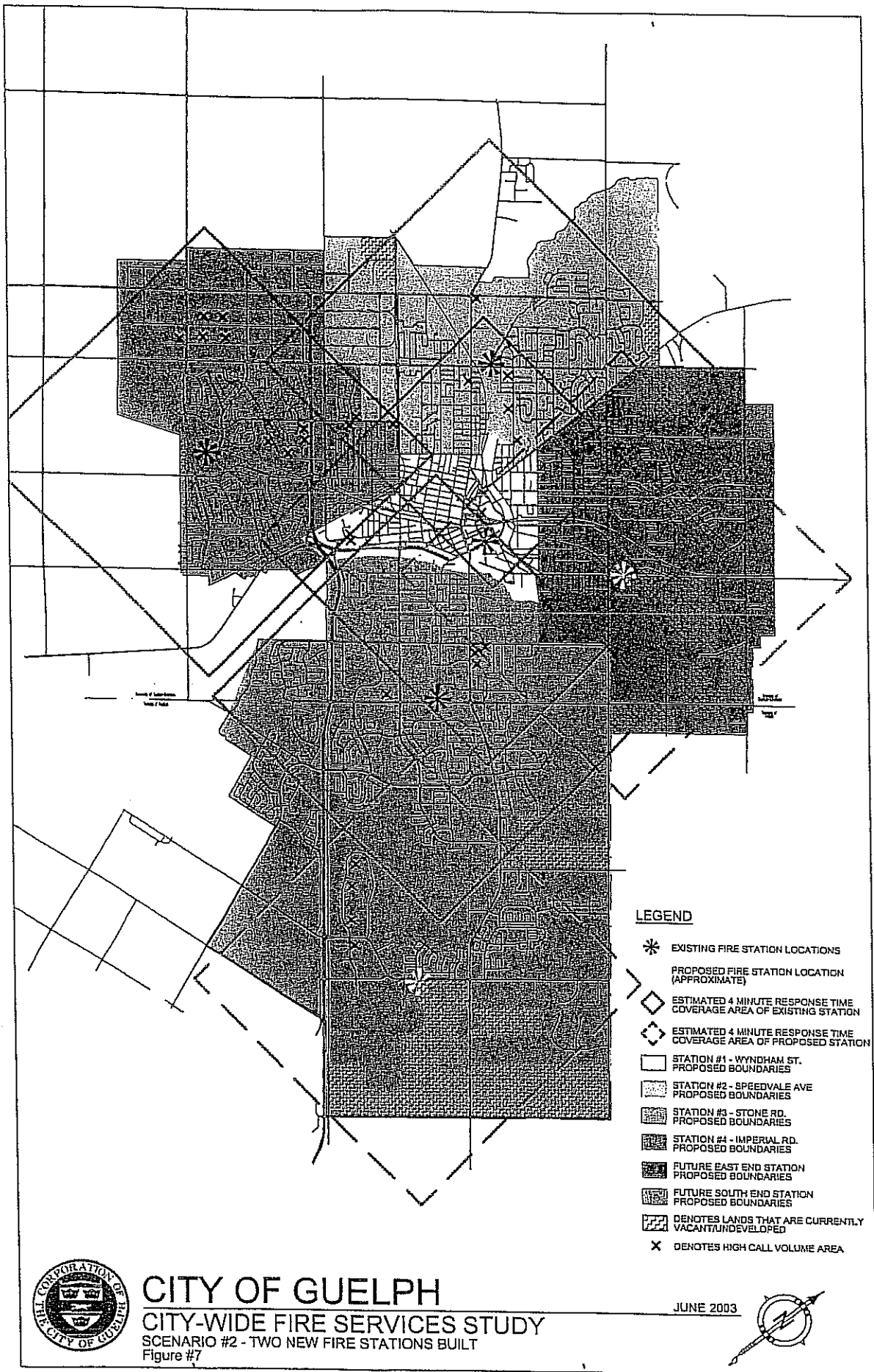
(Derived from data collected August 1, 2001 – July 31, 2002)

|                         | Existing<br># of Calls | Scenario 1         |            | Scenario 2         |            | Scenario 3         |            |
|-------------------------|------------------------|--------------------|------------|--------------------|------------|--------------------|------------|
|                         |                        | Calls<br>Gain/Lost | # of Calls | Calls<br>Gain/Lost | # of Calls | Calls<br>Gain/Lost | # of Calls |
| <b>Station #1</b>       | 1310                   | -1310              | 0          | -430               | 880        | -1310              | 0          |
| <b>Station #2</b>       | 1237                   | -7                 | 1230       | -285               | 952        | -47                | 1190       |
| <b>Station #3</b>       | 1035                   | 39                 | 1074       | -122               | 913        | 157                | 1192       |
| <b>Station #4</b>       | 999                    | 90                 | 1089       | 0                  | 999        | 5                  | 1004       |
| <b>East End</b>         | 0                      | 943                | 943        | 592                | 592        | 1029               | 1029       |
| <b>South End</b>        | 0                      | 245                | 245        | 245                | 245        | 166                | 166        |
| <b>Total # of Calls</b> | 4581                   | 0                  | 4581       | 0                  | 4581       | 0                  | 4581       |

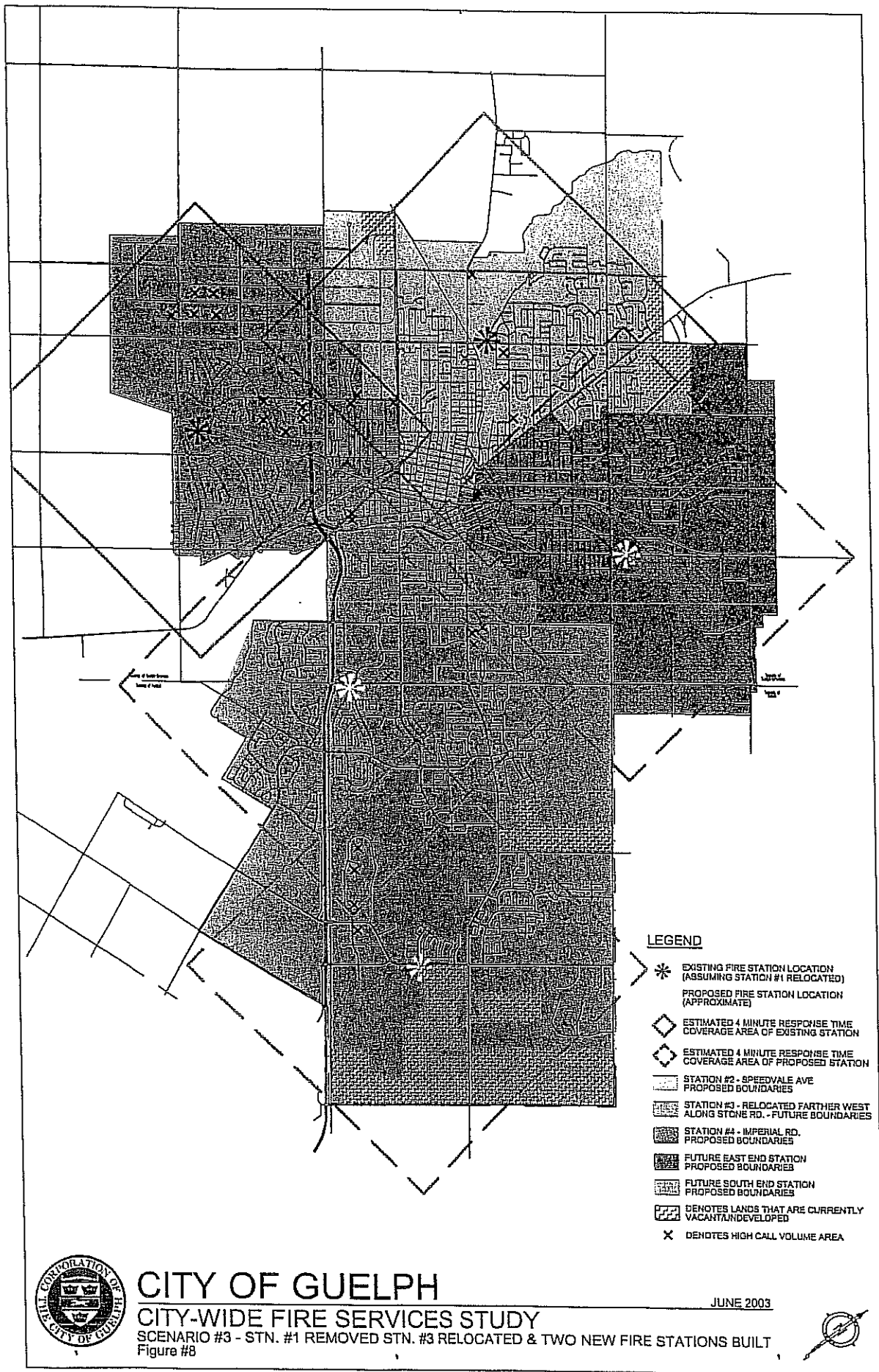
**4.1.2 Land Ambulance Service**

The Project Team reviewed sites, considered resources and retained options for future land ambulance should the need arise.









## **4.2 Proposed Resource Requirements**

The Project Team determined what proposed infrastructure would be required for Scenarios 1-3 as described above.

### **4.2.1 Fire Stations**

For a Sub-Station the requirements were based on the newest Station #4 on Imperial Rd. and are as follows:

- 1-1½ acre site
- Staff – 20 persons
- 3,730 ft<sup>2</sup> building (living, maintenance & storage)
- 2 bays @ 4,560 ft<sup>2</sup>
- 10-12 Parking Spaces
- 1 Truck

### **4.2.2 Administration and Communication Centre**

- 1-1½ acre site
- Staff – 13-20 persons
- 12,075 ft<sup>2</sup> building
- Mechanic's Bay to service emergency service vehicles.
- Equipment repair area.
- Self Contained Breathing Apparatus (SCBA) recharge and repair area.

### **4.2.3 Training Complex**

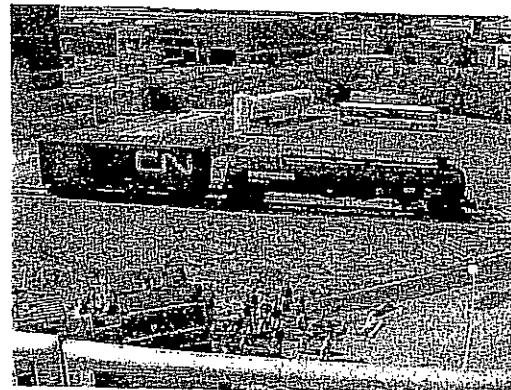
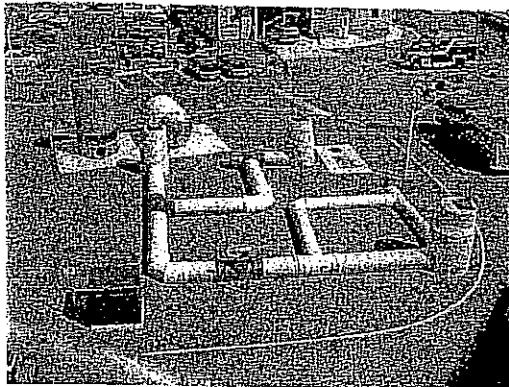
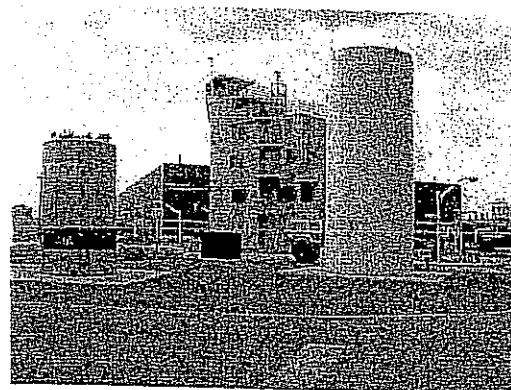
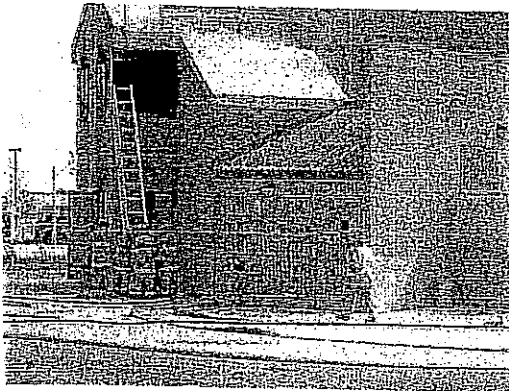
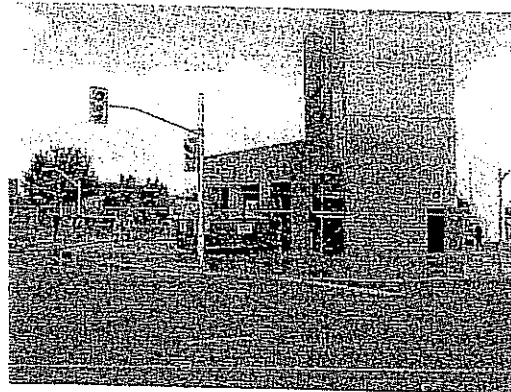
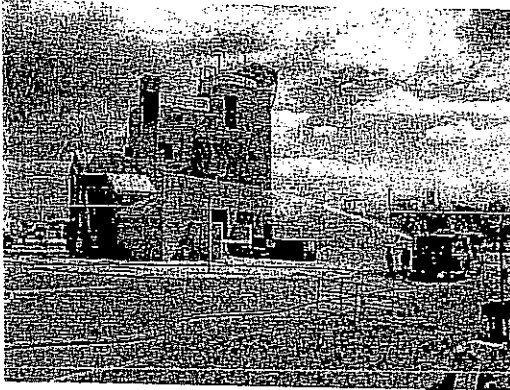
In August 2002 a report was prepared by staff from the Guelph Fire Department that outlined the requirements needed for a Fire Fighting Training Facility to service the City of Guelph's Fire and Emergency Services Department (see Appendix #1).

The existing fire training facility, located adjacent to Fire Station #1 was severely compromised when Wellington Street was extended through; greatly reducing the land area available for training purposes. Currently, when the smoke house is being used for training the neighbours in the area complain about smoke inside and outside of their homes. Clearly this is not the appropriate location for a fire training facility. Furthermore, the structural integrity of the building is declining which was confirmed by a building inspection by Gamsby and Mannerow Professional Engineers conducted in August 2002. In the report the consultant suggested *"to consider budgeting for the replacement of the existing structure due to the age, use and recurring cracking and maintenance issues related to the structure's use"*.

In planning for the possibility of a new training facility the Project Team visited the Town of Oakville whose Fire Department recently developed a comprehensive training facility. The Region of Waterloo has also recently developed a similar training facility; however this facility is substantially larger than the Oakville facility and was designed to service the multiple municipalities within Waterloo Region.

Figure #10 - Oakville Training Centre for Emergency Excellence

Photos taken on Fire Services Study Project Team visit September 2002



The Project Team has used Oakville's facility as the benchmark for a similar complex for Guelph; including capital cost estimates. It is anticipated that a 5-7 acre site would accommodate a training complex suitable for the Fire Department's needs. See Figure #10 and Appendix 2, which illustrates Oakville's training complex.

The Project Team is recommending that the future south end fire station be built in conjunction with a new fire training facility. A more detailed design, cost estimate and site selection procedure for the facility should be undertaken as part of the process of developing the new fire stations.

## 5.0 BUDGETING

Figure #11 - Estimated Capital and Operating Costs for the 5th Fire Station

### Capital Expenditures

#### Construction Costs

|                                                                         |           |
|-------------------------------------------------------------------------|-----------|
| 8400 sq.ft                                                              | 1,344,000 |
| Additional bay (required only if HQ moves per scenario 1 (2200 sq. ft.) | 352,000   |
| Land                                                                    | 150,000   |
| Equipment                                                               | 30,000    |
| Vehicles                                                                | 650,000   |

|                                                  |                           |
|--------------------------------------------------|---------------------------|
| <b>Estimated Capital Costs @ today's dollars</b> | <b><u>\$2,526,000</u></b> |
|--------------------------------------------------|---------------------------|

Note: Development charge funding will apply to the building costs, equipment and vehicles as outlined in the 2004 and 2005 Capital Budget

### Operating Expenditure

|                                                                              |           |
|------------------------------------------------------------------------------|-----------|
| Staffing                                                                     | 1,476,000 |
| Building Maintenance                                                         | 33,000    |
| Vehicle Maintenance                                                          | 34,000    |
| Administration/General Expenses<br>(insurance, training, telephone/cell etc) | 53,000    |

|                                                          |                           |
|----------------------------------------------------------|---------------------------|
| <b>Estimated Annual Operating Costs @ today's dollar</b> | <b><u>\$1,596,000</u></b> |
|----------------------------------------------------------|---------------------------|

## APPENDIX 1

# **Fire Fighter Training Facility**

**Prepared for**

**Deputy Fire Chief**

**Hugh Cross**

**By**

**Training Officer David Hosker**

**August 2002**

# City of Guelph Fire Department

## Introduction

The purpose of this report is to request the members of the committee studying the site selection for future fire station relocation and expansion for the City of Guelph consider including a training area in their needs analysis.

The potential for a regional training facility that could include the co-operation of other neighbouring fire departments as well as other emergency agencies could be explored.

This report addresses the following issues:

1. Why a training facility is needed,
2. What the training needs are,
3. Training Facility Design Criteria.

Other considerations to review at some later date:

- Spatial Requirements
- Ministry of the Environments and Energy Considerations
- Why a Joint or Co-operative Venture is Worth Considering
- Revenue Generating Potential
- Other Potential Uses of a Facility

## Background

In 1972, the Guelph Fire Department relocated its Headquarters into a refurbished grocery store. The store had a large parking lot running alongside it that the fire department used for its training purposes. A training tower was also constructed in the rear of the parcel of land for live fire training evolutions.

As you are aware a few short years after the headquarters station relocated to the new location, Wellington Street was extended through the "parking lot", thereby consuming a very large portion of our training grounds. This obviously had a negative impact on our department's ability to train.

To further impact our ability to train in a negative way were complaints from neighbours about smoke from our training sessions affecting them both in and out of their homes.

Therefore, with concerns for the environment in terms of air and water, the Ministry of the Environment and Energy has been required to enforce their guidelines relating to potential airborne releases and potential water contamination.

Secondly, the Fire Marshal's Office provincial training facility at Gravenhurst has reduced the course frequency for recruit training, providing two courses per year. Currently our training tower must be used to train recruits and conduct live fire training for all department personnel while we run the risk of neighbourhood complaints.

Also, as a result of increasing demands on municipalities to meet their own training objectives, a training facility must be more comprehensive in its scope than might have been considered adequate in the past.



## **1. Why a Training Facility is Needed.**

Opportunities for fire fighters to develop their fire fighting skills using actual structure fires have declined due to quick response, advances in fire fighting equipment and techniques, and reduced number of fires because of adoption of fire protection and safety measures in Building Codes. Due to this decline in "on the job" training a training center is required to help develop and retain the skills so that the fire fighters can complete their duties safely and competently under safe and well-supervised conditions.

As outlined in the Occupational Health and Safety Act, it is the responsibility of Fire Departments to provide information, instruction and supervision to worker to protect the health and safety of the worker. With a reduction in the recruit training courses being conducted at the Ontario Fire College in Gravenhurst individual fire departments must step forward and provide quality training to their recruit personnel before the recruits are assigned to station duty.

The public expects fire departments to respond quickly and handle any emergency situation properly and safely. It is becoming more and more prevalent in Canada for citizens to bring civil liability suits against the fire department. Fire fighters themselves expect to be trained properly and safely in order to carry out the various dangerous tasks required of them. If they are not trained properly they too can hold the fire department accountable.

Investigations of capital fire loss and accountability for environmental damage and cleanup exercises during and after fire fighting operations are being initiated by the insurance industry. These are also a threat to fire departments. With an effective training facility, fire department personnel at all levels, including incident commanders, will be trained properly so that they are more skilled and prepared to defend their fire attack and command decisions when the questions arise.

## **2. Training Needs of the Guelph Fire Department**

An Ontario fire department approximately twice the size of the Guelph department has developed a listing of the training props and structures required by a municipality of that size. I will include this list for your consideration. I personally believe that our department should include most items on this list. The listing includes, in no particular order of importance, a burn building, high smoke tower, drafting pond, driver training track, auto extrication pad, underground electrical vault, hydro pole, HAZMAT pad and ditch, pyrophoric metals pad, gas training area, railway tanker, a rectangular concrete pit, classroom(s), apparatus and equipment area, dispatch room, SCBA apparatus refill area, hydrants, fuel storage, lighting area, general storage space, parking and water runoff collection and treatment area. This listing is based on a National survey of fire departments undertaken by the writers of that department's research and represents those props and structures considered to be most important for an effective training facility. Please refer to Table 1.

| Training Prop/Structure               | Utility                                                                                                                                                                                                                                                                    |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Burn Building                         | Fire attack and suppression, ventilation, search and rescue, fire behaviour, forcible entry, fire investigation, salvage and overhaul, air monitoring, thermal imaging camera usage, SCBA.                                                                                 |
| High Smoke Tower                      | High rise fire attack, suppression and rescue techniques, aerial ladder operations, high angle rescue, ventilation, fire behaviours, ladder evolutions, alarm and communications, SCBA. Police tactical training.                                                          |
| Drafting Pond                         | Drafting with pumper and tanker, water rescue, portable pump training, water supply training, relay pumping, annual pumper testing. (water runoff - Aerial training)                                                                                                       |
| Driver Training Track                 | Collision avoidance, defensive driver training, driver operator training, hose, nozzles, appliance training, relay pumping. (Fire, Police, Ambulance)                                                                                                                      |
| Auto Extrication Pad                  | Vehicular extrication, vehicle fires (Fire, Ambulance)                                                                                                                                                                                                                     |
| Underground Electrical Vault          | Confined space training, electrical fires, low angle rescue.                                                                                                                                                                                                               |
| Hydro Pole                            | Electrical fires, high angle rescue.                                                                                                                                                                                                                                       |
| HAZMAT Pad                            | Hazardous materials training, chemical stability testing.                                                                                                                                                                                                                  |
| Pyrophoric Metals Pad                 | Pyrophoric metals fire training                                                                                                                                                                                                                                            |
| Gas Training Area                     | Flammable gases - liquefied petroleum gas, propane, natural gas                                                                                                                                                                                                            |
| Railway Tanker                        | Liquefied gas, HAZMAT scenario training.                                                                                                                                                                                                                                   |
| Concrete Rectangular Pit              | Fuel spills.                                                                                                                                                                                                                                                               |
| Classroom Building                    | Space for recruit training program, knowledge-based training, training critique, teaching aide storage, first responder training, debriefing area for critical incident stress team, showers, washroom facilities, locker room, medical library, lunch room, laboratories. |
| Apparatus and Equipment Maintenance   | Repair vehicles, equipment, general maintenance.                                                                                                                                                                                                                           |
| Dispatch Room                         | Joint dispatch area. (Fire, Police, Ambulance)                                                                                                                                                                                                                             |
| SCBA Refill Area                      | Refill air cylinders. (secondary city refill station)                                                                                                                                                                                                                      |
| Hydrants                              | Water supply, hydrant training.                                                                                                                                                                                                                                            |
| Fuel Storage                          | Storage area for fuels - liquid and solid.                                                                                                                                                                                                                                 |
| General Storage Area                  | Equipment storage.                                                                                                                                                                                                                                                         |
| Parking                               | For students, instructors, fire department vehicles, other staff.                                                                                                                                                                                                          |
| Water Runoff Collection and Treatment | For collection, treatment, recycling and storage of water used in training exercise. (Water Quality Objectives)                                                                                                                                                            |

Table 1: Training Requirements, as identified by an Ontario Department.

### 3. Training Facility Design Criteria

Four issues must be addressed when setting up a design for an effective and acceptable fire fighter training facility. These issues are: Safety of the trainees and other personnel, the realism of the training experience, the environmental impact of the facility, and the reliability and durability of the facility.

#### 1. Safety of Personnel:

Safety of all personnel during live fire training is a major consideration. Live fire scenarios developed in a properly designed structure can be inherently more predictable and controlled than, for instance, an abandoned structure. Realistic levels of heat, smoke, and steam in the ambient air can be achieved in a properly designed facility.

#### 2. Realism of the Training Experience:

Live fire training is the last stage of training in the basic fire fighting skills, as well as a method for maintaining and improving these skills on a routine, on going basis or for testing new fire attack methodologies. Combined with the decreasing number of actual fires, it is necessary to ensure the realism in the burn building fire evolutions.

#### 3. Environmental Impact:

A well designed training facility should incorporate measures to minimize the impact of live fires on the cleanliness of the surrounding air and water and be compatible with societal and municipal objectives.

#### 4. Durability:

Existing training facilities have not emphasized the design aspect from the point of view of material reliability and maintenance. Consequently there have been substantial repair and replacement costs for components which are not able to survive the large and sudden temperature differences brought about by cyclical fire growth and extinguishments or the high water pressures and quantities of cold water spray to which they are subjected during training exercises. By using specialty materials and rugged instrumentation it is possible to design a facility that will permit varied and continual live-fire training without appreciable deterioration of the building structure and instrumentation, over an extended period of time.

### 3.1 Other Building and Training Prop Space Considerations

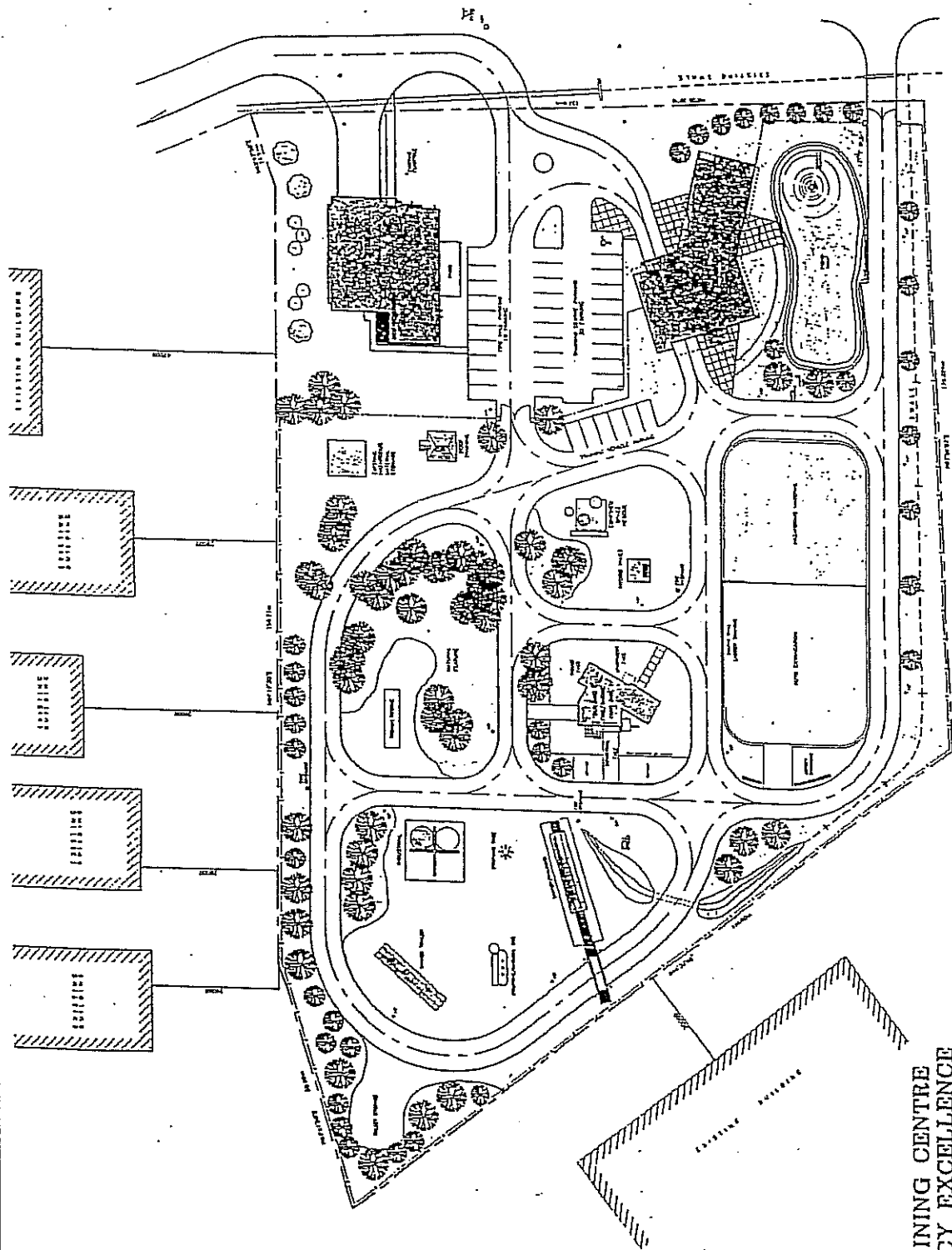
These are other training props and infrastructure requirements which will consume space on the site but have not yet been considered because their size and location will depend on other functions of the training facility and requirements not yet quantified. These include the following:

- Indoor Apparatus and Equipment Training
- Classrooms
- Laboratories (IC simulation, sprinkler lab, detector demo lab, dangerous goods lab, extinguisher lab, alarm systems lab....)
- Showers/Washrooms
- Dressing/Locker Rooms
- Lunch Room
- Library/Multimedia Room
- Medical Area
- Storage (office and fire fighter equipment)
- SCBA Recharge Room
- Fuel Storage
- Office Space (instructors, administrators)
- Outdoor teaching/briefing/de-briefing area
- Laundry facilities
- Parking for trainees, instructors, visitors
- Water discharge apron for large volume water flows (Aerial Training)

#### Summary

A fire fighter training facility is an investment in the future. Decisions made at this stage in choosing the site will have a direct impact on the effectiveness of the Guelph Fire Department for many years to come.

## APPENDIX 2



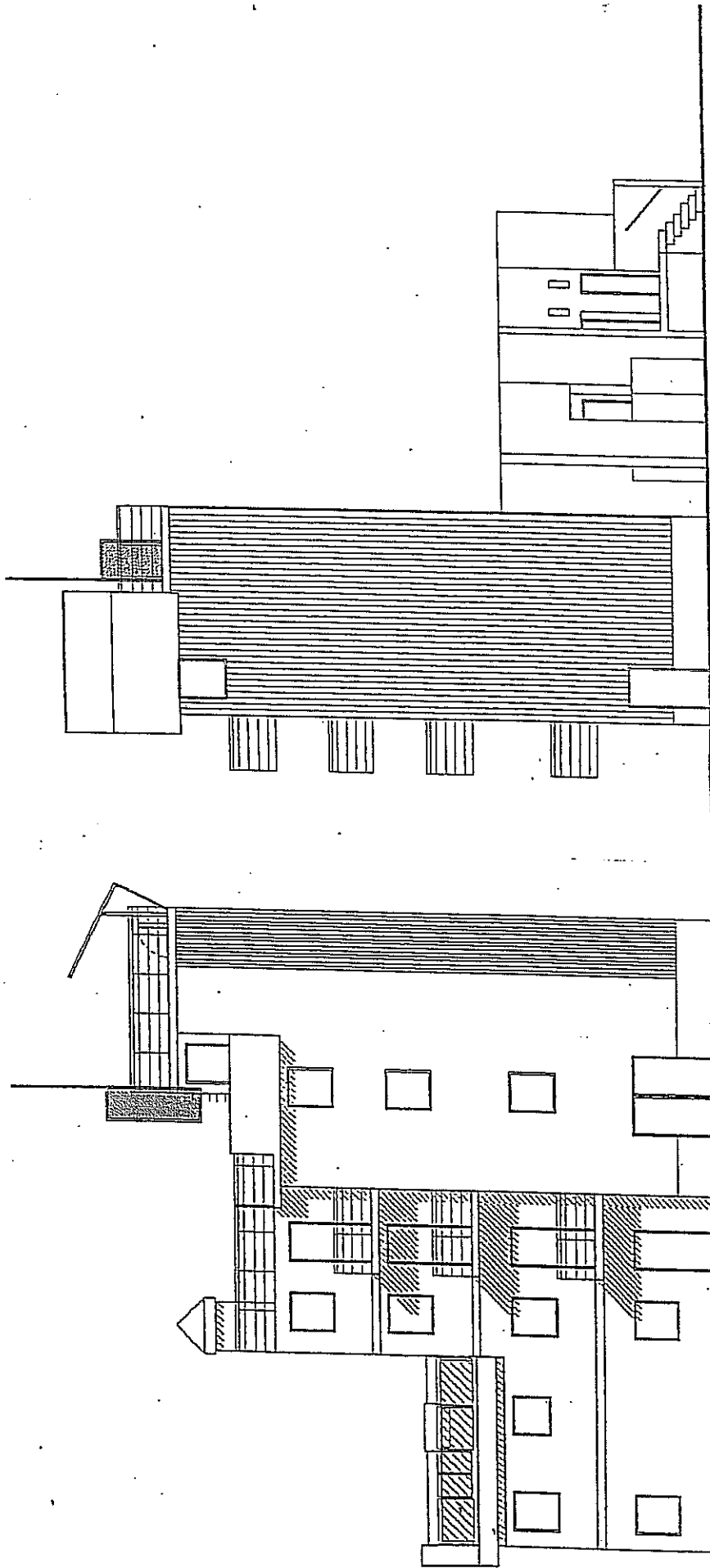
TOTAL SITE AREA - 2.41ha (24,137.19m<sup>2</sup> / 6.96acres)  
 SECURED AREA - 1.69ha (16,943.52m<sup>2</sup> / 4.18acres)

OAKVILLE TRAINING CENTRE  
 FOR EMERGENCY EXCELLENCE

TOWN OF OAKVILLE  
 FIRE DEPARTMENT

Architects: S. 1977  
 SVEDAS KOYANADI ARCHITECTS INC.





TOWER HIGH RISE ELEVATION

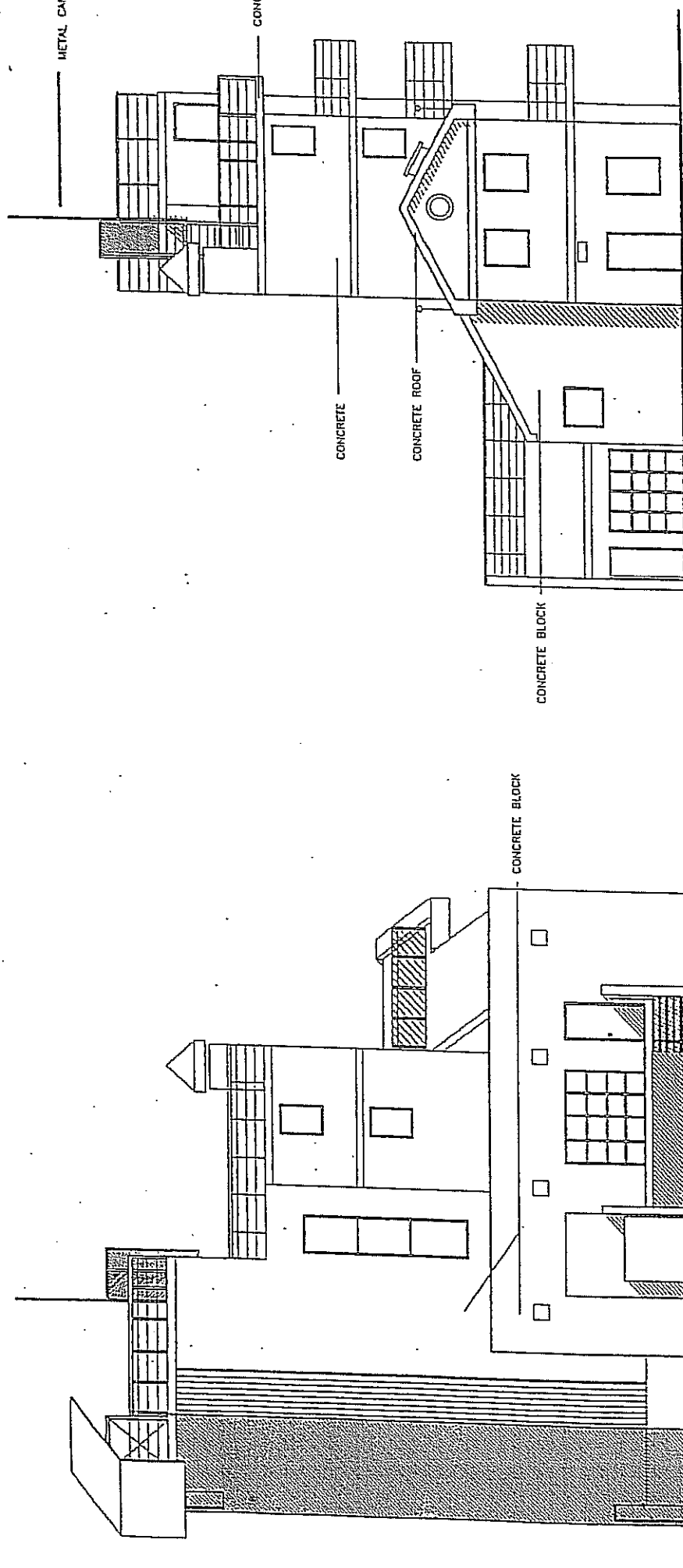
TOWER ELEVATION

SCALE 1:100  
FRIDAY JULY 9, 1999

# OAKVILLE TRAINING CENTRE FOR EMERGENCY EXCELLENCE

SVEDAS KOYANAGI ARCHITECT



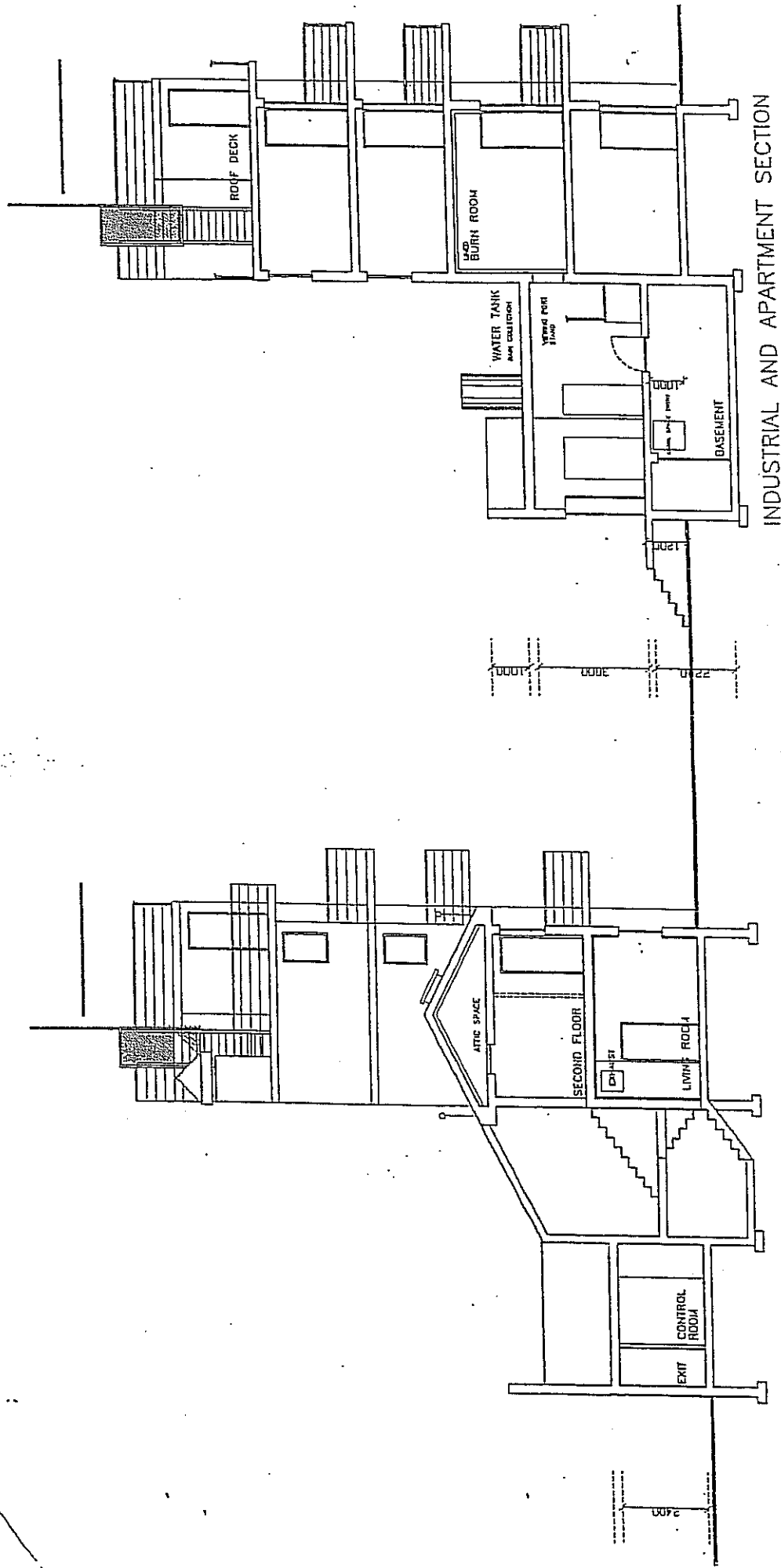


INDUSTRIAL ELEVATION

SCALE 1:100  
FRIDAY JULY 9, 1999

# OAKVILLE TRAINING CENTRE FOR EMERGENCY EXCELLENCE

SVEDAS KOYANAGI ARCHITECT



HOUSE SECTION

OAKVILLE TRAINING CENTRE FOR EMERGENCY EXCELLENCE

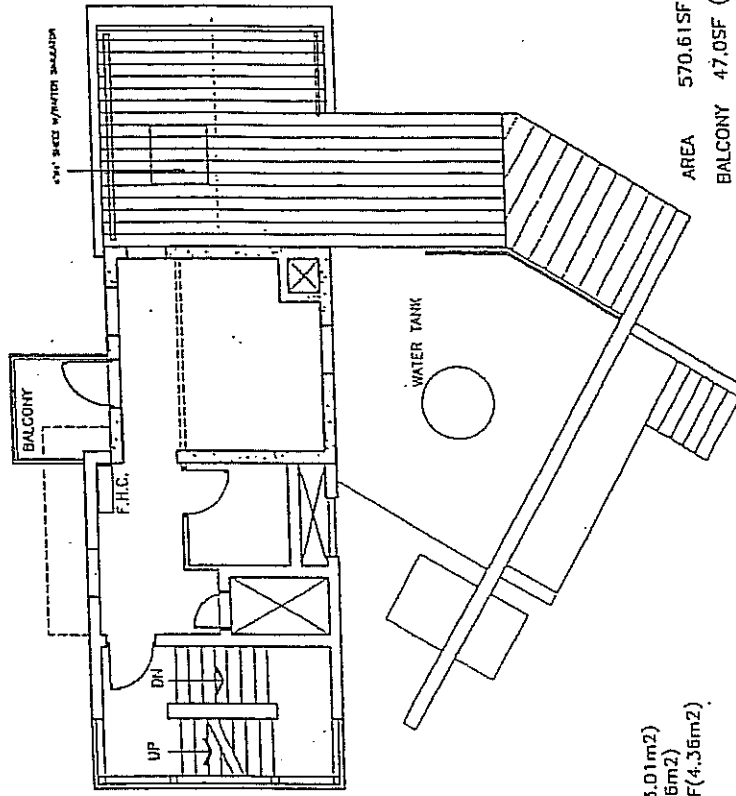
SVEDAS KOYANAGI ARCHITECT

JULY 09/1999

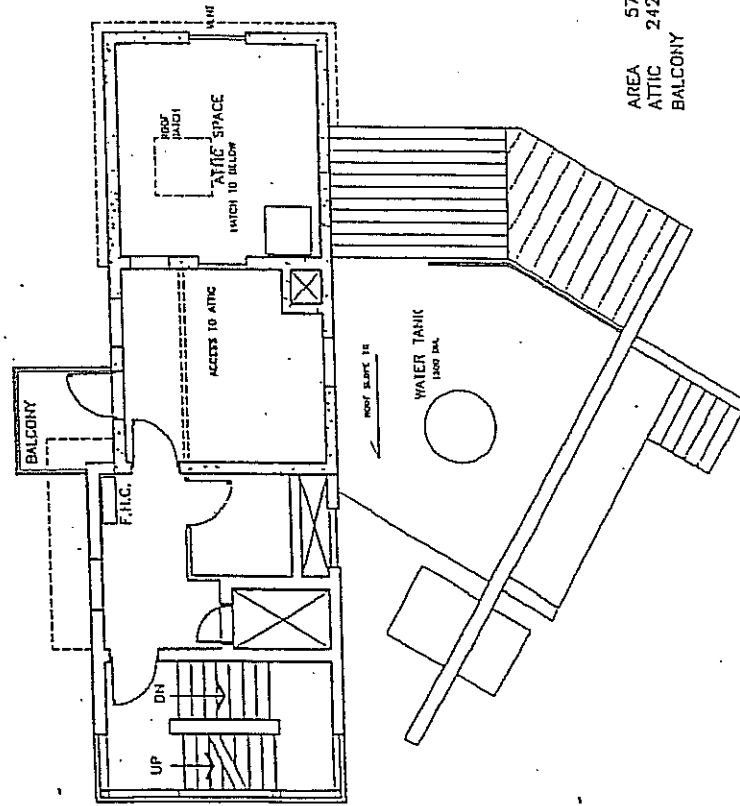
SCALE 1:100



4TH FLOOR PLAN



3RD FLOOR PLAN



|         |                                 |
|---------|---------------------------------|
| AREA    | 570.61SF (53.01m <sup>2</sup> ) |
| ATTIC   | 242.8SF (22.56m <sup>2</sup> )  |
| BALCONY | 47.0SF (4.36m <sup>2</sup> )    |

|         |                    |
|---------|--------------------|
| AREA    | 570.61SF (53.01m2) |
| BALCONY | 47.05F (4.36m2)    |

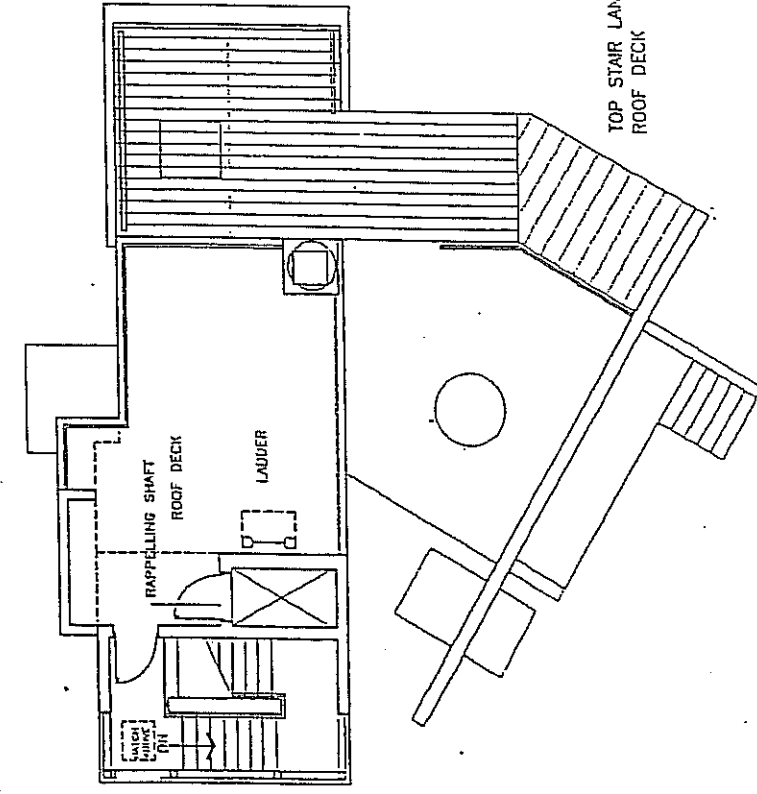
# SAKVILLE TRAINING CENTRE FOR EMERGENCY EXCELLENCE: BURN BUILDING

66/60 JUL 1967

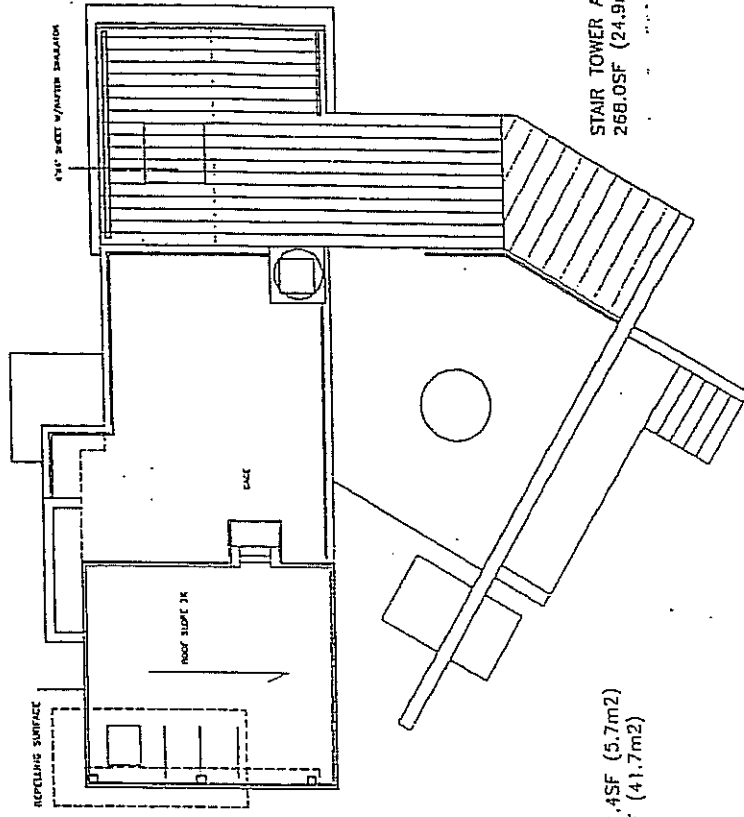
VEDAS KOYANAGI ARCHITECTS INC.

# STAIR TOWER ROOF

## ROOF PLAN



TOP STAIR LANDING 61.4SF (5.7m<sup>2</sup>)  
ROOF DECK 448.7SF (41.7m<sup>2</sup>)



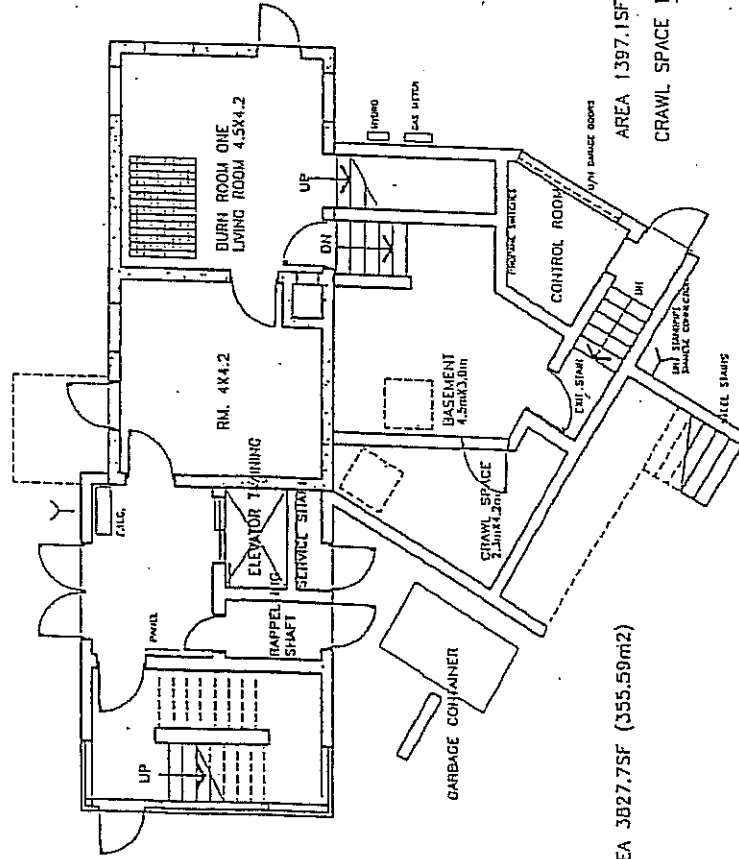
STAIR TOWER AREA  
268.0SF (24.9m<sup>2</sup>)

OAKVILLE TRAINING CENTRE FOR EMERGENCY EXCELLENCE: BURN BUILDING

SVEDAS KOYANAGI ARCHITECTS INC.

JULY 09/99

GROUND FLOOR PLAN & BASEMENT PLAN

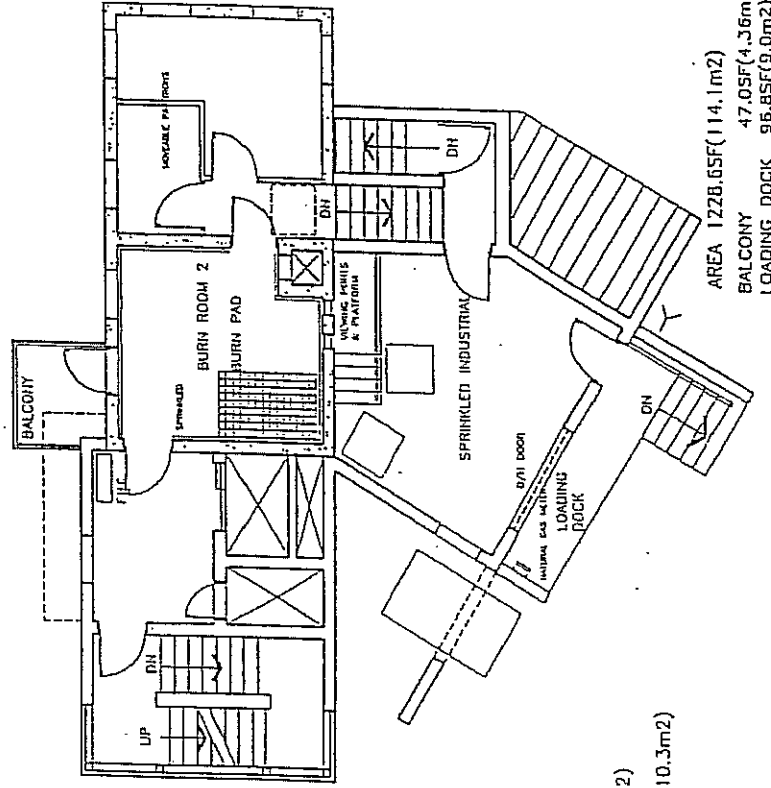


TOTAL AREA 3827.7SF (355.59m<sup>2</sup>)

AREA 1397.1SF (129.8m<sup>2</sup>)

CRAWL SPACE 111.3SF (10.3m<sup>2</sup>)

SECOND FLOOR & INDUSTRIAL PLAN



AREA 1228.65SF (114.1m<sup>2</sup>)

BALCONY 47.05SF (4.36m<sup>2</sup>)

LOADING DOCK 95.85SF (8.90m<sup>2</sup>)

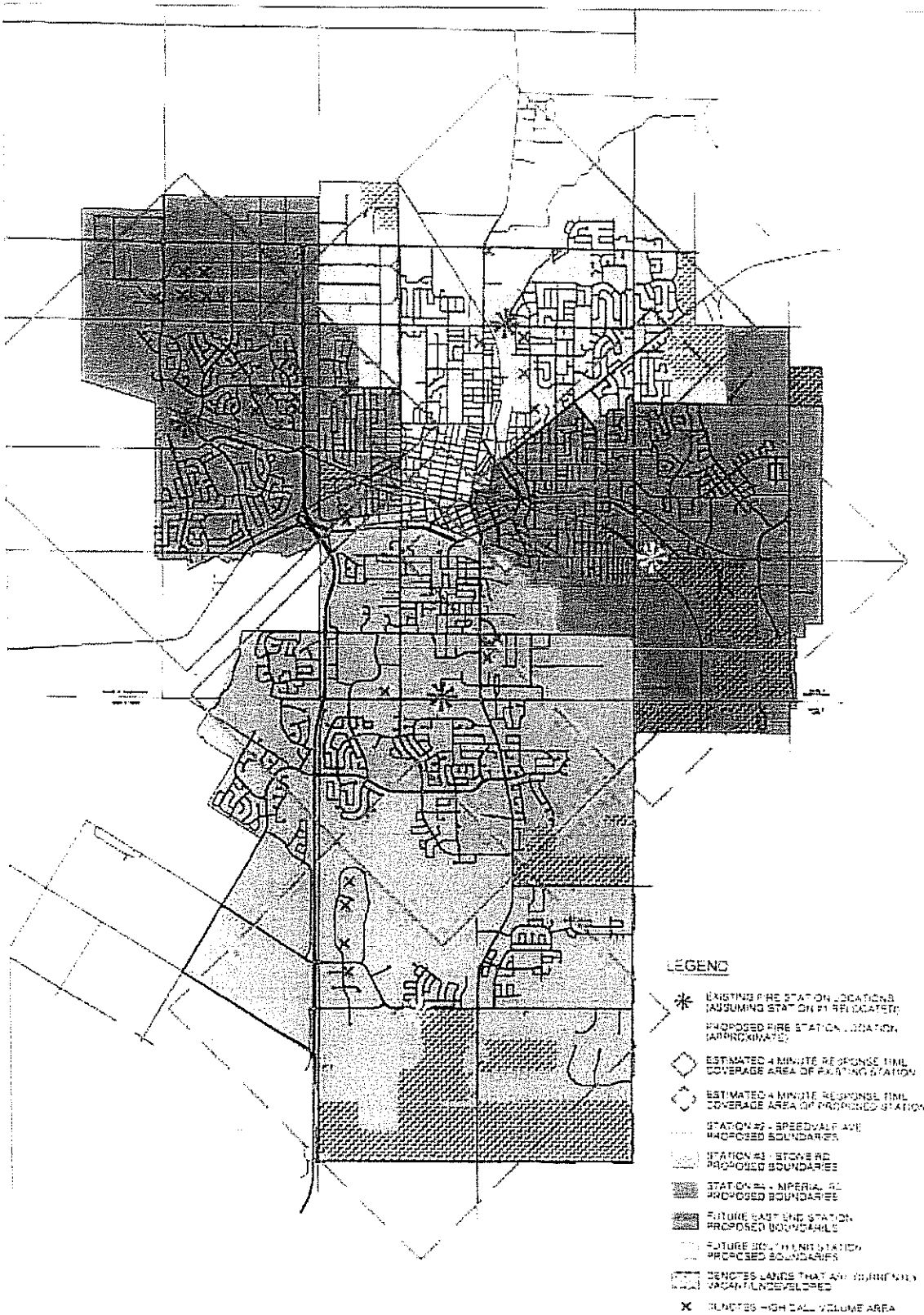
# OAKVILLE TRAINING CENTRE FOR EMERGENCY EXCELLENCE: BURN BUILDING

SVEDAS KOYANAGI ARCHITECTS INC.

JULY 09/99

Schedule # 2

“Fire Response Time Map with 4 Minute Response  
Diamonds”



## CITY OF GUELPH

### CITY-WIDE FIRE SERVICES STUDY

SCENARIO #1 - STATION #1 REMOVED & TWO NEW FIRE STATIONS BUILT

Figure #6

JUNE 2003





### Schedule # 3

“Police Services board memo September 15, 2005”

# GUELPH POLICE SERVICES BOARD

September 27, 2005



Box 31038  
Willow West Postal Outlet  
GUELPH, Ontario  
N1H 8K1  
Tel. (519) 824-1212 ext. 213  
Fax (519) 824- 8360  
e-mail: board@police.guelph.on.ca

Mr. Larry Kotseff  
Chief Administrative Officer  
City of Guelph  
59 Carden Street  
Guelph, Ontario  
N1H 3A1

Dear Mr. Kotseff:

At the Guelph Police Services Board meeting on September 15, 2005, the following motion was passed unanimously:

*THAT the Guelph Police Services Board contact City staff expressing the desire to explore opportunities for involvement in shared facilities with other emergency service agencies in order to maximum efficiencies and reduce expenditures and pressures on the City budget.*

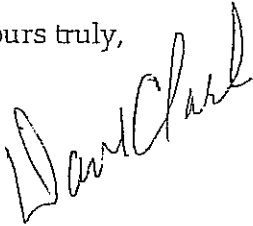
The reason for this motion was to indicate to you and City Council that our Board encourages the serious consideration of a long-range plan to make the best use of facilities required to accommodate our Police Service for the next 10-20 years.

The Board suggests that we seriously consider partnering with other local emergency services (fire and land ambulance), to investigate potential opportunities such as shared facilities for training, gymnasias and fitness; the use of satellite locations for service delivery; and, potential improvements of existing infrastructure to extend life cycle requirements within Guelph. Included in this study should be a consideration of the changing demographics of our community which would impact the need of future services and accommodations.

I understand from Chief Davis that there was a report prepared by Craig Manley, manager of policy planning, on March 08, 2005. The report included the Minutes of a city-wide meeting held on February 23, 2005 regarding an inventory of city facilities, short- and longer-term needs of various departments and the impacts of partnering solutions when looking at new city facilities. We are not aware of the outcome of this report.

This Board believes that there could be mutual efficiencies and benefits to develop a comprehensive plan to address long-term accommodation and service needs for the Guelph Police Service as well as other related emergency services. A member of our Board along with representatives from our senior staff would be pleased to join a working group to address the development of a comprehensive long-range plan of accommodating emergency services for the City of Guelph.

Yours truly,

A handwritten signature in black ink, appearing to read "David Clark", written in a cursive style.

C. David Clark  
Chair

Copy: Chief Davis  
Mayor Kate Quarrie



CITY ADMINISTRATOR'S OFFICE  
City Hall, 59 Carden Street  
Guelph, Ontario, Canada N1H 3A1  
Telephone: (519) 837-5602 Fax: (519) 822-8277

GUELPH POLICE SERVICE

COPY FOR Shelagh & Enzo

OCT - 6 2005

Chief of Police

*[Signature]*

D/Chief of Police

October 4, 2005

Mr. David Clark, Chair  
Guelph Police Services Board  
Box 31038  
Willow West Postal Outlet  
Guelph, ON N1H 8K1

Dear Mr. Clark:

Re: Opportunities for Involvement in Shared Facilities

Thank you very much for your letter of September 27<sup>th</sup>, 2005 providing a resolution of the Police Services Board regarding the above. I agree that it is in the best interest of our tax payers that we make every attempt to optimize our spending through economies of scale.

The City of Guelph is in a unique position to deliver local emergency services (including Police, Fire and Ambulance) in that the City is a single tier entity and therefore should take advantage of same. Mutual efficiencies will no doubt benefit our Community.

I am encouraged with the initiative your Board has taken and will bring this to the attention of City Council. Also I would like to pursue your suggestion further regarding the formation of an appropriate working group to address the development of such a long range plan. I will liaise with Chief Davis to explore the appropriate approach and build on the previous work you have mentioned as a starting point.

Again I would like to thank the Police Services Board for its support regarding the planning for opportunities in shared facilities. I look forward to participating in these initiatives.

Yours truly,

*[Signature]*

Larry E. Kotseff,  
Chief Administrative Officer

LEK/kam

cc: Kate Quarrie, Mayor

~~Rob Davis, Chief of Police~~



## Schedule # 4

December 18<sup>th</sup> Resolution – Purchase of Land



THE CITY OF  
**Guelph**

INFORMATION SERVICES DEPARTMENT  
CITY CLERK'S DIVISION  
City Hall, 59 Carden Street  
Guelph, Ontario, Canada N1H 3A1  
Telephone: (519) 837-5603 Fax: (519) 763-1269  
Website: [guelph.ca](http://guelph.ca)

December 20, 2006

Ms. L.E. Payne  
Director of Corporate Services/City Solicitor

Dear Ms. Payne,

At a meeting of Guelph City Council held on December 18<sup>th</sup>, 2006 the following resolution was adopted:

"THAT the Mayor and Clerk be directed to execute the Offer to Sell and Agreement of Purchase and Sale from the owners of Part of Lot 11, Concession 7, City of Guelph for approximately 5.36 acres of land for the purchase price of \$1,876,000.00."

Yours truly,

Lois A. Giles,  
City Clerk/Manager of Council  
Administrative Services

c.: Chief S. Armstrong  
Mr. D.A. Kennedy

\*nhm



## Schedule # 5

December 18<sup>th</sup> resolution – Concept for South End  
Facility



THE CITY OF  
**Guelph**

INFORMATION SERVICES DEPARTMENT  
CITY CLERK'S DIVISION  
City Hall, 59 Carden Street  
Guelph, Ontario, Canada N1H 3A1  
Telephone: (519) 837-5603 Fax: (519) 763-1269  
Website: [guelph.ca](http://guelph.ca)

December 20, 2006

Chief S. Armstrong  
Director of Emergency Services

Dear Chief Armstrong,

At a meeting of Guelph City Council held on December 18<sup>th</sup>, 2006 the following resolution was adopted:

"THAT staff be directed to report back to Council through committee with respect to:

1. A preliminary concept for a south end Emergency Services facility;
2. Site options for a training facility; and
3. The future of the Wyndham St. Fire Headquarters;

AND THAT staff report back within 60 days on the preliminary concept and the future of the Wyndham Street Fire Headquarters;

AND THAT staff report back with a financial plan for the proposed south end Emergency Services facility."

Yours truly,

Lois A. Giles,  
City Clerk/Manager of Council  
Administrative Services

c.: Mr. D.A. Kennedy

\*nhm







# City of Guelph

## Report: CORPORATE SERVICES

---

**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** 2007/05/09

**SUBJECT:**

ADDITION OF A BODY RUB PARLOUR CATEGORY AS DEFINED IN SECTION 154.2(B) OF THE MUNICIPAL ACT AND AN AMMENDMENT TO THE CURRENT ALTERNATIVE HEALTH CARE CLINIC CATEGORY IN THE CITY'S BUSINESS LICENCE BY-LAW (2004)-17551.

**RECOMMENDATION:**

THAT the Emergency Services, Community Services & Operations Committee give direction to staff on amending the City of Guelph Business Licence By-law to add Body Rub Parlours as a Business category, in addition to amendments relating to Alternative Health Care Clinics, and definitions, licence fees and offence provisions;

AND THAT the Clerk be instructed to give public notice, inviting public input on any proposed amendments;

AND THAT an expansion package to allow for additional resources, including staff, be considered in the 2008 Budget in order to administer and enforce the provisions of the Business Licence By-law if it is determined by Council that Body Rub Parlours are to be licensed.

**BACKGROUND:**

In 2004, the City reviewed and repealed its previous Business Licence By-law (1999) – 16161 and replaced it with the current Business Licence By-law (2004) – 17551.

At the time of the 2004 Business Licence By-law review, members of the Guelph Police Service, city staff, and representatives from the College of Massage Therapists of Ontario (CMTO) brought concerns forward to the Finance, Administration and Community Services Committee regarding Adult Massage Parlours and Alternative Health Care providers currently operating in the City of Guelph. At the time of the review, there was one known adult massage parlour and 2 alternative health care clinics which were suspected of offering services considered to be erotic in nature.

A staff recommendation was made to FACS to begin licensing owners, operators and attendants working in the adult entertainment industry, specifically with regards to adult striptease establishments, adult massage parlours, and escort services. Staff further recommended to FACS to distinguish legitimate alternative health care providers from establishments offering services related to adult entertainment.

The decision was made by FACS and supported by Council to continue licensing adult striptease establishment owners only, to discontinue licensing Registered Massage Therapists and other health care providers currently subject to Provincial regulations, and to create a category for owners of alternative health care clinics (aromatherapy, shiatsu, reflexology, etc.). The current Business Licence By-law was passed on October 4<sup>th</sup>, 2004.

A further recommendation was made to address the issue of adult massage parlours through changes in the Zoning By-law. In September 2005, Council approved amendments to the Zoning By-law # (2005)-17812 which defined "Body Rub Parlours" but did not permit their use in any zone. An applicant applying for a business licence must first apply for a zoning amendment to permit the use, as the use is not currently permitted in any zone in the City of Guelph.

On February 14<sup>th</sup>, 2007 the ECO Committee passed the following resolution: THAT the Community, Operations and Emergency Services Committee direct the Chair to form an Ad-hoc Committee with respect to body rub parlours to bring forward recommendations by the next meeting of the Community, Operations and Emergency Services Committee.

## **REPORT:**

In March, 2007 staff contacted municipalities which have demonstrated measurable success in dealing with issues surrounding the adult entertainment industry, specifically body rub parlours and similar establishments.

On April 5<sup>th</sup>, 2007 staff held an informational session involving presentations by staff from the City of Hamilton and the Town of Markham. In addition, a representative of the York Region Police Services provided information relating to illegal activities associated with these types of establishments. Representatives from Guelph Police Services, Wellington Dufferin Guelph Health Unit and Building and Zoning attended as well.

These presentations indicated that this is a problem for most municipalities across Ontario, specifically those in close proximity to 400 series highways and the QEW. York Regional Police investigations into Body Rub Parlours have led to charges relating to weapons, drugs, human trafficking and prostitution etc. There are serious concerns relating to the criminal activities associated with these types of establishments in addition to the licensing concerns a municipality may have.

Many alternative health care clinics in Ontario which are suspected of offering erotic or sexual services are owned by persons or corporations outside the municipality and in some cases outside the Province or Country. In cases such as this, the owner hires an operator, a local person, to oversee the day to day transactions of the business.

Amending the current Business Licence By-law to include a category for Body Rub Parlours and to impose similar conditions for Alternative Health Care Clinics will enable the City to better control the types of businesses operating in the City of Guelph. These amendments would also include regulations relating to the owners, operators, attendants and limits on the number of licences to be issued.

By enacting similar amendments to the existing Alternative Health Care Clinic category, it is believed that legitimate alternative health care providers would not have difficulty complying with rules and regulations such as:

- Proper attire for attendants providing services
- Operating hours between 8am and 9pm
- Obtaining police clearance and criminal record checks
- Obtaining annual medical examinations for communicable diseases

If changes are made to the Licensing By-law to regulate body rub parlours, there will also be a need to increase the existing staffing level for enforcement in order for the City to be effective in dealing with these establishments. Currently, there is one Licensing Coordinator responsible for processing business, lottery and liquor licence applications, in addition to other duties associated with the Clerks Office. There is also one Licence Enforcement Officer responsible for investigating matters of non-compliance related to both business and lottery licenses. The proposed changes to the Business Licence By-law would require a much higher level of enforcement activity than can be provided by our current staffing in the Clerk's Office. While the number of body rub parlours might be limited, it must be remembered that the City is also currently licensing almost 1500 other businesses and trades, which also require annual administrative, inspection and enforcement activities.

Staff have conducted research on the common licensing practices in municipalities similar to Guelph in population size and geographic proximity. Questionnaires were sent out, the results of which have been compiled in Appendix A. The municipalities surveyed, ranging from the Town of Milton with a population of 53,939 to the City of Hamilton with a population of 504,559 indicated that in comparison our current licensing area is understaffed.

Staff feel that in order to effectively enforce these amendments, the number of dedicated by-law enforcement staff should be increased by one FTE, and the administrative staff should be increased by .5 of an FTE. At this time, administrative duties are shared by the existing enforcement officer and the licensing co-ordinator. Additional administrative staff could free up enforcement staff to concentrate their efforts on enforcement activities. It is estimated the cost of the additional 1.5 FTE's will be approximately \$106,000 (2007 rates).

If staffing levels are increased, the initial focus of licensing staff would be to regulate existing Body Rub Parlours, flush out the ones masquerading as something else, and to better control and regulate their activities. Any existing establishments and any new establishments would be required to meet the requirements of the new by-law and comply with zoning, police, health, and fire regulations. The degree of success in dealing with these businesses is dependent upon repeat inspections and active enforcement. Traditionally, the City provides enforcement upon complaint, and these amendments would require a departure from that method of enforcement. Additionally this would require a coordinated effort between Guelph Police Services, WDG Health Unit and Licensing staff in order to enforce new body rub parlour regulations.

This report does not include impacts to staffing in Legal Services, Court Services or the Guelph Police Service. If the City were to adopt a more active enforcement approach, there would be an impact to Legal Services and Court Services due to increased activity relating to charges and prosecutions. Due to the potential criminal activity relating to these establishments, there would be a need for police support in inspection and enforcement.

An alternative to providing dedicated licensing staff is the use of a central by-law enforcement operation, where the staff are responsible for enforcing a number of by-laws, including licensing, property standards, smoking, etc. This enforcement model is used in a number of the municipalities that were surveyed.

Licence fees for owners in other municipalities range from \$500 to \$10,000. There also fees for operators and attendants, ranging from \$100 to \$1,100. At this point, staff do not have estimates of the full cost of administering and enforcing these amendments. These numbers would be gathered and used to set licence fees.

Changes to the Municipal Act (Bill 130) further expand the City's ability to recoup costs for administration and enforcement. Increasing licence fees and imposing additional fees where added administrative or enforcement efforts are required, (i.e. – Late penalties, fees for non-compliance, etc.) will help recover more of the costs associated with operations.

Bill 130 amendments have also the Municipal Act have resulted in new powers and flexibility in dealing with body rub parlours and other business classes. There is now the ability to suspend a license for up to 14 days, without a hearing, if the business poses a danger to health and safety.

There have also been changes to the fees, charges, offences and penalties provisions. The Act now gives the authority to require payment of administrative penalties for failure to comply with conditions of a Business Licence. This gives the municipality the opportunity for greater cost recovery.

The maximum fines have also been expanded. Previously fines were limited to \$25,000 for a person or \$50,000 for a corporation. Under the existing municipal Act opportunity exists to allow for the following systems of fines:

429.2 Fines may:

- a) designate an offence as a continuing offence & provide for minimum and maximum fines for each day or part,
- b) designate a multiple offence & provide for minimum & maximum fines for each offence included in a multiple offence,
- c) Establish escalating fines for second and subsequent convictions for the same offence,

- d) Establish special fines in addition to the regular fine for an offence which are designed to eliminate or reduce any economic advantage or gain from contravening the bylaw.

429.3 Amount of fines allowable:

- a) A minimum fine not to exceed \$500 and a maximum fine not to exceed \$100,000. However, a special fine may exceed \$100,000.
- b) In the case of a continuing offence the total of all daily fines is not limited to \$100,000.
- c) In the case of a multiple offence the total of all fines for each offence is not limited to \$100,000.

Additional penalties exist regarding adult entertainment establishments, where a person convicted of an offence under the by-law may be liable to a term of imprisonment of up to one year in addition to other penalties.

In addition to these increased fine provisions, there are increased powers of enforcement relating to powers of entry, search and seizure, and collection of unpaid fines.

Currently, the City's public notice by-law requires that notice of a change in the Business Licence By-law be given to the public. Although the Municipal Act no longer requires that there be public notice requirements and a public meeting in order to deal with a change to any Business License By-law, staff recommends that public notice be given inviting people to speak at Council, as this is a matter which will affect the City at large and is in the greater public interest.

#### **CORPORATE STRATEGIC PLAN:**

This report supports strategic direction 4: To enhance community wellness by supporting the development of vibrant and safe neighborhoods.

## **FINANCIAL IMPLICATIONS:**

An additional FTE for enforcement and a .5 of an FTE for additional administrative support will be required to support the initiatives in this report. An annual cost of \$106,000 is required to cover salaries, benefits and associated costs. This would be included as an expansion package for the 2008 budget.

There may be increased revenues as a result of applications for body rub licences and fines related to convictions but this will be offset by Clerk's legal, court and policing costs.

## **DEPARTMENTAL CONSULTATION:**

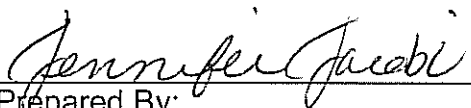
Guelph Police Service  
Guelph Fire Department  
Guelph Building Department  
Wellington Dufferin Guelph Health Unit  
Guelph Zoning Department

## **COMMUNICATIONS:**

Public notice of the proposed by-law amendments would be published.

## **ATTACHMENTS:**

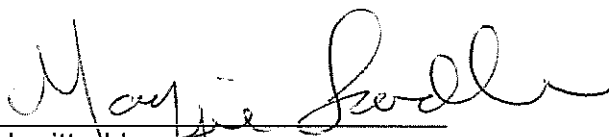
1. Appendix A – Survey Results



Prepared By:  
Jennifer Jacobi  
Licensing Co-ordinator  
519 822-1260 X.2551  
jennifer.jacobi@guelph.ca



Prepared By:  
John Hesch  
Licence Enforcement Officer  
519 822-1260 X. 2463  
john.hesch@guelph.ca



Submitted by:  
Maggie Laidlaw  
Chair, Emergency Services,  
Community Services and  
Operations Committee



| MUNICIPALITY<br>(Population:<br>Census 2006) | Do you have an<br>Alternative Health<br>Care / Holistic<br>Licence? | Do you have a<br>Body Rub Parlour<br>By-law? | Cost of Body Rub<br>Parlour Licenses                                | # of Licensed<br>Body Rub<br>Parlours | # of Suspected<br>Adult Massage<br>Parlours | Dedicated Police<br>Liaison available? | Dedicated City<br>Legal Advisor<br>available? | Dedicated<br>Manager /<br>Supervisor of<br>Licensing | Administration<br>Staff | Dedicated<br>Business<br>Licensing<br>Enforcement | General By-law<br>Enforcement<br>Officers | Dedicated<br>Enforcement<br>Staff<br>for Body Rub<br>Parlours? |
|----------------------------------------------|---------------------------------------------------------------------|----------------------------------------------|---------------------------------------------------------------------|---------------------------------------|---------------------------------------------|----------------------------------------|-----------------------------------------------|------------------------------------------------------|-------------------------|---------------------------------------------------|-------------------------------------------|----------------------------------------------------------------|
| Town of Milton<br>53,939                     | Yes                                                                 | Yes                                          | Owner - \$715.00<br>Operator - \$282.00<br>Attendant - \$282.00     | 0                                     | 8                                           | No                                     | No                                            | 0                                                    | 1                       | 0                                                 | 3                                         | No                                                             |
| City of Pickering<br>87,838                  | No                                                                  | Yes                                          | Owner - \$500.00<br>Operator - \$250.00<br>Attendant - \$150.00     | 3                                     | 0                                           | Yes                                    | Yes                                           | 0                                                    | 1                       | 1                                                 | 0                                         | Yes                                                            |
| Town of Ajax<br>90,167                       | No                                                                  | Yes                                          | Owner - \$1000.00<br>Operator - \$200.00<br>Attendant - \$100.00    | 0                                     | 4                                           | No                                     | No                                            | 0                                                    | 1                       | 0                                                 | 3                                         | Yes                                                            |
| City of Brantford<br>90,192                  | No                                                                  | No                                           | n/a                                                                 | 0                                     | 2                                           | No                                     | Yes                                           | 1                                                    | 4                       | 1                                                 | 4                                         | No                                                             |
| City of Guelph<br>114,943                    | Yes                                                                 | No                                           | n/a                                                                 | 0                                     | 9                                           | No                                     | No                                            | 0                                                    | 1                       | 1                                                 | 0                                         | No                                                             |
| City of Kingston<br>117,207                  | No                                                                  | Yes                                          | Owner - \$1000.00<br>Attendant - \$100.00                           | 0                                     | 0                                           | Yes                                    | Yes                                           | 0                                                    | 5                       | 1                                                 | 18                                        | Yes                                                            |
| City of Barrie<br>128,430                    | No                                                                  | No                                           | n/a                                                                 | 0                                     | 20-30                                       | No                                     | Yes                                           | 2                                                    | 5                       | 2                                                 | 23                                        | No                                                             |
| Town of Richmond Hill<br>162,704             | No                                                                  | Yes                                          | Owner - \$5,000.00<br>Operator - \$1,100.00<br>Attendant - \$300.00 | 0                                     | 5                                           | Yes                                    | Yes                                           | 2                                                    | 2                       | 4                                                 | 9                                         | Yes                                                            |
| City of Burlington<br>164,415                | No                                                                  | Yes                                          | Owner - \$920.00<br>Operator - \$140.00<br>Attendant - \$140.00     | 1                                     | 0                                           | Yes                                    | Yes                                           | 2                                                    | 3                       | 5                                                 | 14                                        | Yes                                                            |
| City of Kitchener<br>204,668                 | Yes                                                                 | Yes                                          | Owner - \$513.00<br>Operator - \$102.00<br>Attendant - \$102.00     | 2                                     | 13                                          | No                                     | Yes                                           | 1                                                    | 3                       | 3                                                 | 21                                        | No                                                             |
| Town of Markham<br>261,573                   | Yes                                                                 | Yes                                          | Owner - \$10,000.00<br>Operator - \$750.00<br>Attendant - \$750.00  | 2                                     | 5                                           | Yes                                    | Yes                                           | 2                                                    | 3                       | 4                                                 | 23                                        | Yes                                                            |
| City of Hamilton<br>504,559                  | No                                                                  | Yes                                          | Owner - \$6,720.00<br>Operator - \$320.00<br>Attendant - \$320.00   | 3                                     | 100                                         | Yes                                    | Yes                                           | 3                                                    | 5                       | 19                                                | as needed                                 | No                                                             |

## LEGEND TO APPENDIX 'A' (definitions of headings and numbers of staff)

**Manager / Supervisor:** identifies the number of Managers or Supervisors solely responsible for overseeing the duties of the Licensing Administration and Enforcement Staff. Where the number equals "0", the department is managed by the City Clerk.

**Administration Staff:** identifies the number of front line administrative support staff dedicated solely to Business Licenses and Permits. Unlike our Licensing Coordinator, these numbers do not include staff responsible for Lottery Licenses.

**Dedicated Business Licensing Enforcement:** identifies the number of Inspectors specialized in Business Licence Enforcement. Where the number equals "0", the responsibility for Enforcement of the Licensing By-law falls to a general By-law Enforcement Department.

**General By-law Enforcement Officers:** identifies the number of additional by-law staff responsible for the day to day enforcement of multiple By-laws which include: Licensing, Property Standards, Zoning, Noise, Animal Control, etc., but does not include Parking Enforcement. However, in some municipalities Parking Officers may be called upon to enforce other by-laws when shortages exist. (Vacations, Holidays, Sick Leave, etc.) Where the number of By-law Enforcement Officers equals "0", the responsibility for the Enforcement of the Business Licence By-law falls to the Licensing Inspector(s) only.



**A Project of the Guelph International Resource Centre  
c/o 14 Division St.  
Guelph, Ontario, Canada  
N1H 1P9  
519-241-2886**

March 27, 2007

To: City of Guelph ECOS Committee

The Guelph Community Car Co-operative, a non-profit corporation, has been operating for almost 6 years, providing access to a vehicle for over 50 individuals, families and corporations who choose not to own a vehicle. Collective ownership benefits all of Guelph:

“Car sharing significantly reduces emissions that contribute to air pollution and climate change.

\* over 50% less emissions per member on average.

\* every shared car replaces 6 - 8 private cars on our roads.

Best of all, people still get where they're going - and save money!” ([www.carsharing.ca](http://www.carsharing.ca))

We are ready to purchase our second car, and our membership has asked that this car be parked downtown. This has proven difficult to arrange.

The ideal parking location would be in one of the City's downtown lots.

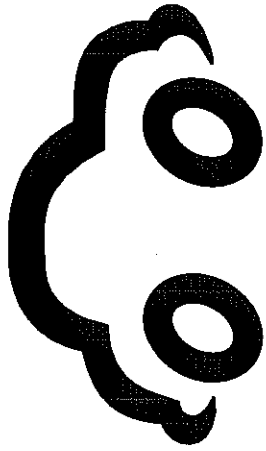
We ask the Committee to consider allocating a downtown parking spot to the car co-operative. If the usual fees for a space could be reduced or waived, it would help our non-profit organization keep costs under control. We operate completely on members' volunteer time, and will continue to do so until we reach four or more cars on the road.

Of course, if the City would like to join the Co-operative, it could realize savings enjoyed by our corporate members. The City owned fleet would be reduced by one car, and we could use that car's designated parking spot.

Sincerely,

Mike Driscoll

encl. Brochure



## How can I join?

- If you are 25 years or older, call 519-241-2886 or visit [www.carsharing.ca](http://www.carsharing.ca) and ask for an application form to be sent to you.
- Complete the application form, make a copy of your driver's licence, write a \$15 cheque payable to Guelph Community Car Co-operative Inc. and mail it to:

Guelph Community Car Co-op  
c/o 14 Division Street  
Guelph ON N1H 1P9

*Please be aware that your driving record will be investigated to ensure that we can obtain appropriate and economical insurance coverage. Those with poor driving records may not be able to join the co-op.*

[www.carsharing.ca](http://www.carsharing.ca)

Many thanks to  
our sponsors:

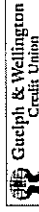


The Guelph International Resource Centre

 **the co-operators**  
A Better Place For You™



COMMUNITY  
ACTION FUND

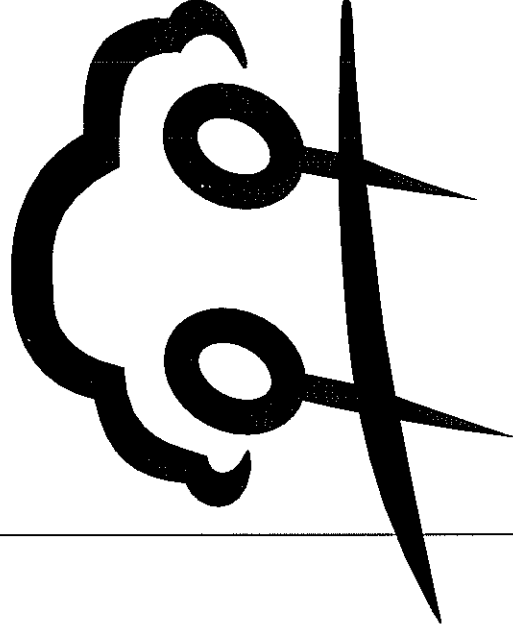


FRIENDS  
of the  
ENVIRONMENT  
Foundation  
Approved by Guelph Trust  
and its Credit Union

 Canada Trust

 **ROGERS**  **AT&T.**

An affordable  
alternative to  
owning a car.



Guelph Community  
**car co-op**

[www.carsharing.ca](http://www.carsharing.ca)

**Is a car sharing co-op for you?** If you drive less than 15,000 km/year • or don't need a car for commuting • or sometimes need a second car • or sometimes need a car but don't want to own one – **then yes, a car sharing co-op is for you. Read on.**

## What is a car sharing co-op?

Car sharing gives people access to a vehicle without the worries and cost of owning a car.

Car sharing is not car pooling because members have exclusive use of the vehicle for the period they have reserved.

## Who benefits?

*We all benefit.* Car co-ops help reduce the number of cars on the road, reducing pollution due to automobiles. Car co-ops also provide increased transportation possibilities for those who do not wish to own a car but need one from time to time.

*Note that for health reasons, smoking and pets are not permitted in the co-op car.*

## How does it work?

- Once you become a member, you simply phone us to book a car.
- Vehicles are available 24 hours a day, 7 days a week.
- You pick up your car from a centrally located parking place and bring it back at an agreed upon time.
- You are billed monthly for the number of kilometres driven and the total hours that you have used the car.
- Most of the time, a car will be available when you need it. (But it is best to book well ahead to be sure.)



*As a non-profit co-operative, Guelph Community Car Co-op is run by a board elected from its members. This is a project of the Guelph International Resource Centre.*

## How much does it cost?

You invest a refundable membership share in the amount of \$500 and pay a \$15 application fee. Each additional member of a household invests just \$100. Then you pay:

- \$7.50 per month for administration
- \$2.50 per hour
- \$0.27 per kilometre

*Reasonably priced weekend packages are available. Pay-as-you-go plans are available for individuals. Please contact the GCC for details.*

*Corporate/association members pay an additional amount per driver to a maximum of 10 drivers.*

The car co-op pays for gas, insurance, maintenance, cleaning, repairs and roadside assistance.

Keep in mind that the cost to own and maintain a car is roughly \$7,000 per year (including depreciation).

These prices are subject to change.



# City of Guelph

## COMMUNITY SERVICES

### Information Report

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

**DATE:** May 9, 2007

**SUBJECT: FEDERATION OF CANADIAN MUNICIPALITIES (FCM)  
PARTNERSHIP WITH MOZAMBIQUE -  
PROJECT DEFINITION MISSION**

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#### **BACKGROUND:**

The International Centre for Municipal Development (ICMD) represents FCM internationally. ICMD's primary objective is to assist local governments around the world develop their capacities to deliver basic services, promote economic growth and encourage the participation of their citizens through democratic processes.

At the end of January 2006, the Mozambique delegation met with the Mayor, CAO, community members and staff to understand local governance structures, the functions and responsibilities between the levels of government and best practices for community development programs and services. City representatives also listened to presentations related to their present structure governance from the Mayors of the two municipalities.

From July 3 to 14, 2006; a Guelph delegation consisting of Councillor Burcher, the Director of Environment Services and the Manager of Community Development, who is the Local Project Coordinator; traveled to Moatize and Xai Xai in Mozambique to carry out the Inception Mission phase.

On September 18, 2006; City Council unanimously approved the FCM African Local Governance Program (ALGP) with the municipalities of Moatize and Xai Xai in Mozambique. The goal is to improve the quality of life of the people through strengthening the capacity of their municipalities to mobilize revenue for community development and democratic processes.

The two main objectives are;

1. To strengthen capacities to mobilize resources from within their areas of jurisdiction and from external sources.
2. The second objective is to promote south-south cooperation, improve the relationship and foster close working ties between Moatize and Xai Xai, Mozambique.

## **REPORT:**

The next phase of the MPP is the Project Definition Mission which took place on February 2 to 16, 2007 in Moatize and Xai Xai.

The Guelph delegation consisted of:

Janette Loveys Smith – Mission Leader

Role: lead and coordinate all aspects of the mission.

Gus Stahlmann, Director of Community Services

Role: assist in project definition, training workshop, public participation processes and Canadian High Commission meetings.

David McAuley, Municipal Volunteer and owner of Guelph architectural firm.

Role: assist in project definition and technical site examinations of community projects.

As with all FCM partnerships, cross cutting themes such as gender are carefully monitored and require Canadian municipalities to balance the delegation membership.

Numerous meetings were held in both municipalities and Maputo, the capital city, where the identified community project's framework and timelines, strategic planning meetings with key city department heads and, a baseline of staff capacity training modules were exchanged.

Further meetings then synthesized the starting point for the training modules with the priority being financial systems related to revenue generation, property assessment tools and systems, environmental services for waste management. The municipalities identified a need to create a tax system from these services and, then direct the collected revenue to the growing health and social needs that were previously identified.

Proposals on future missions and timing were also discussed in conjunction with the training modules.

Meetings were also held with the Canadian High Commission Office, who the Local Project Coordinator had already established relations with, to work on accessing the Canadian Government's Rights, Democracy and Governance Initiative grant for the municipalities.

Following FCM's approval, the next mission will be here to Guelph in August by a delegation from Xai Xai and Moatize. The focus of the mission would be the capacity training sessions and strategic planning.

As with all FCM missions, every due diligence and precaution is taken by staff to minimize any risk factors and; to ensure a full understanding and scope of responsibility to the corporation is taken.

**CORPORATE STRATEGIC PLAN:**

To enhance community wellness (Strategic Direction 4)

To have exemplary management practices (Strategic Direction 6)

**FINANCIAL IMPLICATIONS:**

Program funded by FCM.

The City's contribution is the time of Council and staff representation.

**DEPARTMENTAL CONSULTATION/CONCURRENCE:**

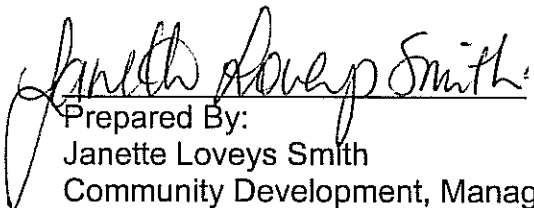
Project Coordinator consulted with the Director of Environmental Services and Director of Community Design and Development.

**COMMUNICATIONS:**

None required at this time.

**ATTACHMENTS:**

Executive Summary of FCM report.



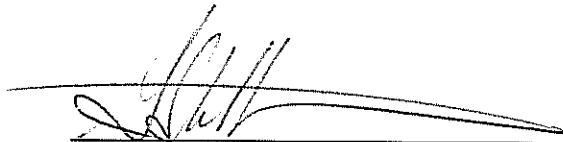
Prepared By:

Janette Loveys Smith

Community Development, Manager  
(Project Coordinator)

837-5618 ext 234

janette.loveys.smith@guelph.ca



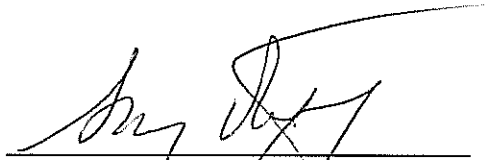
Recommended By:

Gus Stahlmann

Director of Community Services

837-5618 ext 223

gus.stahlmann@guelph.ca



Approved for Presentation:

Larry Kotseff

Chief Administrative Officer



Prepared by Janette Loveys Smith  
City of Guelph  
Community Development Manager  
Local Project Coordinator  
[Janette.loveys.smith@guelph.ca](mailto:Janette.loveys.smith@guelph.ca)

Project Definition Mission Report - Executive Summary

Municipality of Xai Xai

Municipality of Moatize

City of Guelph

**Strengthening Municipal Capacity to Mobilize Resources for Community  
Development**

**Mozambique**

February 2 to 16, 2007

**City of Guelph's Delegation**

David McAuley, Guelph Architect / Municipal Volunteer

Gus Stahlmann, Director of Community Services

Janette Loveys Smith, Community Development Manager & Local Project  
Coordinator

**Introduction**

This Project Definition Mission was the City of Guelph's second visit to the two municipalities of Xai Xai and Moatize in Mozambique.

The Delegation; J. Loveys Smith, G.Stahlmann and B.King (FCM staff) arrived in Maputo on February 4, 2007; D. McAuley arrived February 6.

Francisco Majamba, the General Secretary of the Association of Mozambique Municipalities joined us on Wednesday, February 7, 2007.

## **Goals and Objectives**

The overall goal of this project is to improve the quality of life of the people in the municipalities of Moatize and Xai Xai, Mozambique; through strengthening the capacity of their municipalities to mobilize resources for community development and democratic processes.

The project has two main objectives:

1. The first objective is to strengthen the capacities of the two municipalities to mobilize resources from within their areas of jurisdiction and from external sources.
2. The second objective is to promote south-south cooperation, improve the relationship and foster close working ties between the two Mozambique municipalities. By setting up stable communication linkages, the two municipalities can support ongoing projects and facilitate ideas and strategies.

The mission's main objectives were to;

- Establish a clear understanding of Moatize and Xai Xai's capacities as a municipality through the development of a baseline, projects frameworks with strategic planning meetings with key stakeholders.
- Obtain further detailed information (plans, budgets, etc) for the identified community projects.
- Start the process of establishing the capacity training and technical modules for the guidebook and future missions.
- Hold meetings with the Canadian High Commission Office and the Program Officers to start to work on the various grants to access funds for the projects and municipalities.
- Strengthen the communication linkages between all three municipalities, the Association of Mozambique Municipalities (ANNAM) and FCM.
- Deliver the donations that were collected from the Guelph community.

## **Mission Results and Follow Up**

The Mayors of Xai Xai and Moatize agreed to sign the FCM Partnership.

A baseline of training modules and technology capacity building was developed in both municipalities by staff department heads and elected officials. Key starting places were identified by all three municipalities.

\*\*\*This was a major step in the right direction for the partnership as the environment shifted from a "benevolent" one to a capacity building and municipal partnership.

On behalf of the municipalities, their Association (ANNAM) explored the issue and need for municipalities to engage in a council strategic planning exercise and inquired into resources from Guelph to assist Moatize and Xai Xai.

The meetings with the Canadian Government offices were insightful and focused. J. Loveys Smith will provide draft of proposal to Canadian Government office in Maputo to access Canadian funds from the Rights, Democracy and Governance Initiative. These funds will go directly to Xai Xai and Moatize to assist with the training modules.

Moatize received a new desktop computer and used laptop from Guelph. Both municipalities received Guelph community donations in the form of soccer balls, uniforms, shoes, clothes, books, toys. They will continue to assist in identifying and coordinating future community donations.

Councillor Burcher and J. Loveys Smith will be interviewed by local television on May 3, 2007. J. Loveys Smith has three more presentations scheduled with Guelph stakeholders.

J. Loveys Smith will continue with portuguese lessons; Moatize and Xai Xai will identify staff for the next mission and begin english lessons.

To finish planning the 2007 missions, with the next mission being here to Guelph in August 2007 and one in October/November to Mozambique.

**The Municipality of Moatize, Tete Province, Mozambique**  
**Wednesday, February 7 to Friday, February 9, 2007**



**The Municipality of Xai Xai, Gaza Province, Mozambique**  
**Monday, February 12 to Wednesday, February 14, 2007**



**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday, May 9, 2007, 5:00 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Wednesday, May 9, 2007 in Council Chambers at 5:00 p.m.

Present: Councillors Laidlaw, Beard, Farrelly and Hofland

Absent: Mayor Farbridge

Staff in Attendance: Chief S. Armstrong, Director of Emergency Services/Fire Chief; Mr. D. Kennedy, Director of Finance/City Treasurer; Mr. D. McCaughan, Director of Operations; Mr. J. Riddell, Director of Community Design & Development Services; Mr. G. Stahlmann, Director of Community Services; Mr. R. MacKay, Manager of Recreation and Culture; Mr. P. McEwan, Inspector/Corporate Services; Mr. D. Hosker, Deputy Fire Chief –Operations; Ms. S. Smith, Associate Solicitor; Mr. H. Perets, Legal Representative for Police Services; Mr. B. Chapman, Manager of Traffic & Parking; Ms. J. Starr, Supervisor of Traffic Investigations; Ms. J. Jacobi, Licensing Co-ordinator; Mr. J. Hesch, Business Licence Enforcement Officer; Ms. T. Agnello, Deputy City Clerk; Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland

Seconded by Councillor Beard

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on April 11, 2007 be confirmed as recorded and without being read.

Carried

**Guelph International Film Festival (GIFF) *The Art of Resistance***

Ms. S. Mott was present to express concerns with a particular film shown at the River Run Centre, and request that a policy be established with respect to use of City facilities. She felt that the film was inappropriate and disrespectful and does not feel taxpayers should pay for a facility allowing such material. She requested the City develop a policy that would assure respect in civic facilities and norms of decency, proscribing content that is demeaning, mocking, or deeply offensive. She recognized that defining the terms of the policy would be difficult. She requested that she be kept apprised of any action being taken.

Mr. R. MacKay, Manager Recreation & Culture, issued an apology to anyone who was offended by the film *The Art of Resistance* and stated that although the River Run Board had concerns, they unanimously decided to allow the film to

be aired. He cautioned against developing a policy because in many cases, it just develops into a censor board. He agrees we need to be cognizant of issues and need to continue to work hard towards striking a balance.

The Chair thanked Ms. Mott for appearing and advised that the Committee has taken no action on this matter.

### **19-21-23 Woodlawn Road – Follow Up**

Ms. D. Kilby, on behalf of the board of 24 Marilyn Drive advised that they are in support of the submitted report. She stated that if any further action is going to arise from the report, they would request that the residents of 20-22 & 24 Marilyn Drive be included on the list of stakeholders for consultation.

The Director of Operations provided background information on the report to the Committee since the original report was dealt with by the previous Council. He stated that staff is satisfied with the actions already taken and recommend no further action.

The Supervisor of Traffic Investigations provided a copy of an email from Mr. Blair Wilson, a resident from the Woodlawn Road properties that expressed thanks to staff for: changing the location of the bus stop and the speed limit sign; extending the left turn signal to Woolwich Street; extending the pedestrian count down signal and the “avoid use of engine brakes” signage. He also requested a traffic study be done after the full development at the corner of Woodlawn and Woolwich is complete.

Moved by Councillor Hofland

Seconded by Councillor Beard

THAT the Emergency Services Community Services and Operations Services Committee report dated May 9, 2007 entitled “19-21-23 Woodlawn Road – Follow Up” be received.

AND THAT staff be directed to review their crosswalk timing policy and report back.

AND THAT staff conduct a traffic volume study in 2009 and report back.

Carried

### **Emergency Services Facility – Clair Rd, Guelph**

The Fire Chief provided a briefing on the report and stated that although it is not stated within the report, the intent is to engage the community and neighbourhood groups in the planning process. The Chief also requested that instead of striving for silver time leads, they would like to strive for “best” leads.

The Committee requested that Clauses 2 and 3 of the report be voted on separately from the rest of the Clauses.

REPORT

Moved by Councillor Hofland

Seconded by Councillor Beard

THAT the report dated May 09, 2007 outlining a preliminary concept and financial plan for a south end Emergency Services Facility for Fire and Police services be received by Committee and forwarded to City Council for approval;

AND THAT staff prepare and issue the appropriate RFP documents for the design of the proposed Emergency Services Facility;

AND THAT the Mayor and Clerk be authorized to execute all agreements and documents necessary to award the contract to the successful design firm;

AND THAT staff ensures that the design firm creates the opportunity for community involvement and public consultation;

AND THAT the design is coordinated to ensure that the overall facility has an architectural fit within the surrounding area.

AND THAT upon completion of the design, staff proceed to prepare and issue a tender for the construction of the proposed Emergency Services Facility;

AND THAT subject to the contract amount being less than 11.6 million dollars, the Mayor and Clerk be authorized to execute all agreements and documents necessary to award and proceed with the construction of the proposed Emergency Services Facility.

Carried

Moved by Councillor Beard

Seconded by Councillor Hofland

Chief S. Armstrong  
Mr. D.A. Kennedy  
be

THAT the recommendation to Council that the Wyndham St. Fire Headquarters be retained for future Emergency Service uses in the Central Business District

deferred until staff reports back with the effects this decision will have on the 2008 operating budget;

AND THAT the direction to staff to report back on the future use of the existing Wyndham St. Headquarters by Land Ambulance and Fire Services in Guelph be deferred until staff reports back with the effects this decision will have on the 2008 operating budget.

Carried

**Addition of a Body Rub Parlour Category as Defined in Section 154.2(B) of the Municipal Act and an Amendment to the Current Alternative Health**

**Care Clinic Category in the City's Business Licence By-law (2004)-17551,  
as Amended**

The Business Licence Enforcement Officer provided an overview of the report.

Moved by Councillor Hofland

Seconded by Councillor Beard

REPORT

THAT Council give direction on amending the City of Guelph Business Licence By-law to add Body Rub Parlours as a Business category, in addition to amendments relating to Alternative Health Care Clinics, and definitions, licence fees and offence provisions;

AND THAT the Clerk be instructed to give public notice, inviting public input on any proposed amendments;

AND THAT an expansion package to allow for additional resources, including staff, be considered in the 2008 Budget in order to administer and enforce the provisions of the Business Licence By-law if it is determined by Council that body Rub Parlours are to be licensed.

Carried

**Car Co-Op**

The Chair provided some information with respect to the request for the car co-op to get a parking spot in the downtown core.

Moved by Councillor Beard

Seconded by Councillor Farrelly

REPORT

THAT staff be directed to provide a parking space in the downtown core for the Guelph Car Co-Op;

AND THAT the parking spot fees be waived.

AND THAT staff examine innovative initiatives with respect to alternative transportation.

Carried

**Federation of Canadian Municipalities (FCM) Partnership with  
Mozambique – Project Definition Mission**

Moved by Councillor Beard

Seconded by Councillor Hofland

REPORT

THAT the Community Services Report dated May 9, 2007 with respect to the Federation of Canadian Municipalities (FCM) Partnership With Mozambique – Project Definition Mission be received.



Carried

**Youth Council Appointments**

REPORT

Moved by Councillor Beard

Seconded by Councillor Farrelly

THAT Councillors Findlay and Hofland be appointed as the Youth Council representatives.

Carried

In response to a question from the Chair, The Director of Community Services advised that a running track is being considered for inclusion for the south-end facility. He also stated that there have been discussions with the University of Guelph to consider a running track at one of their facilities as well.

Next Meeting: Thursday, June 14, 2007

The meeting adjourned at 6:45 p.m.

.....  
Chairperson



## EMERGENCY SERVICES, COMMUNITY SERVICES & OPERATIONS COMMITTEE

June 14, 2007

Council Chambers - 4:00 P.M.

- Disclosure of Pecuniary Interest
- Confirmation of Minutes –May 9, 2007

| ITEMS FOR CONSIDERATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | STAFF<br>RECOMMENDATION |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <p><b>FIRE DISPATCHING AGREEMENTS</b></p> <p>THAT the report dated June 14, 2007 on the updated fire dispatching agreements for the Townships of Centre Wellington, Puslinch, Mapleton and Wellington North (Town of Arthur) and the Towns of Minto and Erin along with the new dispatching agreement with Wellington North (Town of Mount Forest) be received by Committee and forwarded to City Council for approval;</p> <p>AND THAT the Mayor and Clerk be authorized to execute on behalf of The Corporation of the City of Guelph the updated fire dispatching agreements;</p> <p>AND THAT the Mayor and Clerk be authorized to execute on behalf of the Corporation of the City of Guelph the new fire dispatching agreement with the Township of Wellington North (Town of Mount Forest).</p> | <p>Approve</p>          |
| <p><b>2007 SERVICE AGREEMENT WITH THE GUELPH HUMANE SOCIETY</b></p> <p>THAT the Mayor and Clerk be authorized to sign an agreement with the Guelph Humane Society for the provision of services for dog control, dog licensing, and animal shelter at a cost of \$311,200 for the period January 1, 2007 to December 31, 2007.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Approve</p>          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |

|                                                                                                                                                                                                          |         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <p><b>AMO ALERT – UPDATE ON HIGHWAY TRAFFIC ACT HOURS OF SERVICE REGULATION</b></p> <p>THAT the AMO Alert with respect to the Update on Highway Traffic Act Hours of Service Regulation be received.</p> | Receive |
| <p><b>PARK MAINTENANCE</b></p> <p>Referred to Committee by request of Councillor Findlay.<br/>The Chair has requested a report on this issue and will speak to this matter.</p>                          |         |

## **OTHER BUSINESS**

**NEXT MEETING: Wednesday, July 11<sup>th</sup>, 2007**

**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday, May 9, 2007, 5:00 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Wednesday, May 9, 2007 in Council Chambers at 5:00 p.m.

Present: Councillors Laidlaw, Beard, Farrelly and Hofland

Absent: Mayor Farbridge

Staff in Attendance: Chief S. Armstrong, Director of Emergency Services/Fire Chief; Mr. D. Kennedy, Director of Finance/City Treasurer; Mr. D. McCaughan, Director of Operations; Mr. J. Riddell, Director of Community Design & Development Services; Mr. G. Stahlmann, Director of Community Services; Mr. R. MacKay, Manager of Recreation and Culture; Mr. P. McEwan, Inspector/Corporate Services; Mr. D. Hosker, Deputy Fire Chief –Operations; Ms. S. Smith, Associate Solicitor; Mr. H. Perets, Legal Representative for Police Services; Mr. B. Chapman, Manager of Traffic & Parking; Ms. J. Starr, Supervisor of Traffic Investigations; Ms. J. Jacobi, Licensing Co-ordinator; Mr. J. Hesch, Business Licence Enforcement Officer; Ms. T. Agnello, Deputy City Clerk; Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland

Seconded by Councillor Beard

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on April 11, 2007 be confirmed as recorded and without being read.

Carried

**Guelph International Film Festival (GIFF) *The Art of Resistance***

Ms. S. Mott was present to express concerns with a particular film shown at the River Run Centre, and request that a policy be established with respect to use of City facilities. She felt that the film was inappropriate and disrespectful and does not feel taxpayers should pay for a facility allowing such material. She requested the City develop a policy that would assure respect in civic facilities and norms of decency, proscribing content that is demeaning, mocking, or deeply offensive. She recognized that defining the terms of the policy would be difficult. She requested that she be kept apprised of any action being taken.

Mr. R. MacKay, Manager Recreation & Culture, issued an apology to anyone who was offended by the film *The Art of Resistance* and stated that although the River Run Board had concerns, they unanimously decided to allow the film to

be aired. He cautioned against developing a policy because in many cases, it just develops into a censor board. He agrees we need to be cognizant of issues and need to continue to work hard towards striking a balance.

The Chair thanked Ms. Mott for appearing and advised that the Committee has taken no action on this matter.

### **19-21-23 Woodlawn Road – Follow Up**

Ms. D. Kilby, on behalf of the board of 24 Marilyn Drive advised that they are in support of the submitted report. She stated that if any further action is going to arise from the report, they would request that the residents of 20-22 & 24 Marilyn Drive be included on the list of stakeholders for consultation.

The Director of Operations provided background information on the report to the Committee since the original report was dealt with by the previous Council. He stated that staff is satisfied with the actions already taken and recommend no further action.

The Supervisor of Traffic Investigations provided a copy of an email from Mr. Blair Wilson, a resident from the Woodlawn Road properties that expressed thanks to staff for: changing the location of the bus stop and the speed limit sign; extending the left turn signal to Woolwich Street; extending the pedestrian count down signal and the “avoid use of engine brakes” signage. He also requested a traffic study be done after the full development at the corner of Woodlawn and Woolwich is complete.

Moved by Councillor Hofland

Seconded by Councillor Beard

THAT the Emergency Services Community Services and Operations Services Committee report dated May 9, 2007 entitled “19-21-23 Woodlawn Road – Follow Up” be received.

AND THAT staff be directed to review their crosswalk timing policy and report back.

AND THAT staff conduct a traffic volume study in 2009 and report back.

Carried

### **Emergency Services Facility – Clair Rd, Guelph**

The Fire Chief provided a briefing on the report and stated that although it is not stated within the report, the intent is to engage the community and neighbourhood groups in the planning process. The Chief also requested that instead of striving for silver time leads, they would like to strive for “best” leads.

The Committee requested that Clauses 2 and 3 of the report be voted on separately from the rest of the Clauses.

REPORT

Moved by Councillor Hofland

Seconded by Councillor Beard

THAT the report dated May 09, 2007 outlining a preliminary concept and financial plan for a south end Emergency Services Facility for Fire and Police services be received by Committee and forwarded to City Council for approval;

AND THAT staff prepare and issue the appropriate RFP documents for the design of the proposed Emergency Services Facility;

AND THAT the Mayor and Clerk be authorized to execute all agreements and documents necessary to award the contract to the successful design firm;

AND THAT staff ensures that the design firm creates the opportunity for community involvement and public consultation;

AND THAT the design is coordinated to ensure that the overall facility has an architectural fit within the surrounding area.

AND THAT upon completion of the design, staff proceed to prepare and issue a tender for the construction of the proposed Emergency Services Facility;

AND THAT subject to the contract amount being less than 11.6 million dollars, the Mayor and Clerk be authorized to execute all agreements and documents necessary to award and proceed with the construction of the proposed Emergency Services Facility.

Carried

Chief S. Armstrong  
Mr. D.A. Kennedy  
be

Moved by Councillor Beard

Seconded by Councillor Hofland

THAT the recommendation to Council that the Wyndham St. Fire Headquarters be retained for future Emergency Service uses in the Central Business District

deferred until staff reports back with the effects this decision will have on the 2008 operating budget;

AND THAT the direction to staff to report back on the future use of the existing Wyndham St. Headquarters by Land Ambulance and Fire Services in Guelph be deferred until staff reports back with the effects this decision will have on the 2008 operating budget.

Carried

**Addition of a Body Rub Parlour Category as Defined in Section 154.2(B) of the Municipal Act and an Amendment to the Current Alternative Health**

**Care Clinic Category in the City's Business Licence By-law (2004)-17551,  
as Amended**

The Business Licence Enforcement Officer provided an overview of the report.

Moved by Councillor Hofland

Seconded by Councillor Beard

REPORT

THAT Council give direction on amending the City of Guelph Business Licence By-law to add Body Rub Parlours as a Business category, in addition to amendments relating to Alternative Health Care Clinics, and definitions, licence fees and offence provisions;

AND THAT the Clerk be instructed to give public notice, inviting public input on any proposed amendments;

AND THAT an expansion package to allow for additional resources, including staff, be considered in the 2008 Budget in order to administer and enforce the provisions of the Business Licence By-law if it is determined by Council that body Rub Parlours are to be licensed.

Carried

**Car Co-Op**

The Chair provided some information with respect to the request for the car co-op to get a parking spot in the downtown core.

Moved by Councillor Beard

Seconded by Councillor Farrelly

REPORT

THAT staff be directed to provide a parking space in the downtown core for the Guelph Car Co-Op;

AND THAT the parking spot fees be waived.

AND THAT staff examine innovative initiatives with respect to alternative transportation.

Carried

**Federation of Canadian Municipalities (FCM) Partnership with  
Mozambique – Project Definition Mission**

Moved by Councillor Beard

Seconded by Councillor Hofland

REPORT

THAT the Community Services Report dated May 9, 2007 with respect to the Federation of Canadian Municipalities (FCM) Partnership With Mozambique – Project Definition Mission be received.

Carried

**Youth Council Appointments**

REPORT

Moved by Councillor Beard

Seconded by Councillor Farrelly

THAT Councillors Findlay and Hofland be appointed as the Youth Council representatives.

Carried

In response to a question from the Chair, The Director of Community Services advised that a running track is being considered for inclusion for the south-end facility. He also stated that there have been discussions with the University of Guelph to consider a running track at one of their facilities as well.

Next Meeting: Thursday, June 14, 2007

The meeting adjourned at 6:45 p.m.

.....  
Chairperson





# City of Guelph

Report:

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

**DATE:** 14 June 2007

**SUBJECT:** FIRE DISPATCHING AGREEMENTS

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**RECOMMENDATION:**

"THAT the report dated June 14, 2007 on the updated fire dispatching agreements for the Townships of Centre Wellington, Puslinch, Mapleton and Wellington North (Town of Arthur) and the Towns of Minto and Erin along with the new dispatching agreement with Wellington North (Town of Mount Forest) be received by Committee and forwarded to City Council for approval,

AND THAT the Mayor and Clerk be authorized to execute on behalf of the Corporation of the City of Guelph the updated fire dispatching agreements,

AND THAT the Mayor and Clerk be authorized to execute on behalf of the Corporation of the City of Guelph the new fire dispatching agreement with the Township of Wellington North (Town of Mount Forest)."

**REPORT:**

The Emergency Services – Guelph Fire Department provides basic dispatching services, which is comprised of initial paging and radio communications for the following fire departments within Wellington County:

1. Centre Wellington
2. Puslinch Township
3. Town of Erin
4. Mapleton Township
5. Town of Minto, and
6. Township of Wellington North (Town of Arthur)

Presently, the Town of Mount Forest's fire department (Wellington North) is being dispatched by the Hanover Police Communication's Division.

The current agreements with Centre Wellington, Puslinch, Town of Erin, Mapleton and Arthur (Wellington North) are expiring the end of May, 2007; as such they need to be updated and executed. The Town of Minto has one year dispatching agreement that expires in Oct 2007. In order to facilitate the administration of these agreements Minto has confirmed that they are willing to enter into an agreement on the same date as the other communities (June 2007) and terminate its existing agreement.

Recently the Town of Mount Forest (Wellington North) approached the Emergency Services – Guelph Fire Department to provide paging/dispatching services for their fire department.

It is recommended that the City enter into an updated standard form dispatching agreement (see Attachment #1) with each of the seven municipalities identified above. The standard form agreement is for a one year term and will automatically renew from year to year. The annual fee paid to the City will be adjusted annually in accordance with the Consumer Price Index. Either party may terminate the agreement at any time upon giving 90 days notice. This service has and continues to be a beneficial relationship between the Emergency Services – Guelph Fire Department and its counterparts within the County.

With the implementation of this agreement, the Emergency Services – Guelph Fire Department would be dispatching for all of the Wellington County Fire Departments.

#### **CORPORATE STRATEGIC PLAN:**

This initiative supports the following Corporate Strategic Directions:

1. To manage growth in a balanced, sustainable manner
4. To enhance community wellness.
6. To have exemplary management practices.

#### **FINANCIAL IMPLICATIONS:**

The updated agreements will result in an estimated revenue generation of \$46,517.52 for 2007, which will be increased annually based on the Consumer Price Index (CPI).

The newly entered agreement with Mount Forest will add to the dispatching revenue generation for the Emergency Services by \$5,110.00, which will also be increased annually based on the CPI.

#### **DEPARTMENTAL CONSULTATION/CONCURRENCE:**

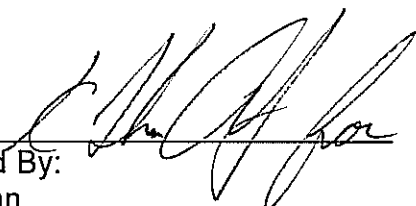
This initiative has involved the Legal Department, Risk Management and Emergency Services Department

**COMMUNICATIONS:**

n/a

**ATTACHMENTS:**

Attachment #1: Schedule "A" – Updated standard form dispatching agreement

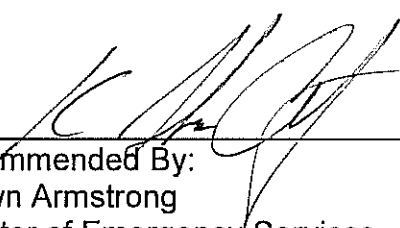
  
Prepared By:

Lyle Quan

Deputy Fire Chief – Administration

(519) 824-6590

lyle.quan@guelph.ca

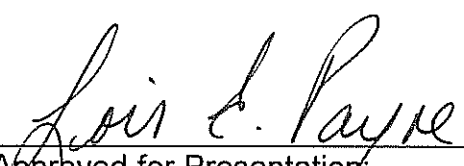
  
Recommended By:

Shawn Armstrong

Director of Emergency Services

(519) 824-6590

shawn.armstrong@guelph.ca

  
Approved for Presentation:

On behalf of the Transitional  
Executive Team

THIS AGREEMENT made this       day of       , 2007

BETWEEN:

THE CORPORATION OF THE CITY OF GUELPH

(the "City of Guelph")

-and-

THE CORPORATION OF THE [to be filled in]

(the "Municipality")

WHEREAS the Municipality has requested and the City of Guelph has agreed to provide fire dispatch services to the Municipality, on a fee for service basis, subject to the terms and conditions hereinafter set out;

NOW THEREFORE the parties agree as follows:

1. This agreement shall be in force for a period of one year from June 1, 2007 to May 31, 2008, unless terminated sooner pursuant to the provisions of this agreement, and will be automatically renewed from year to year for successive one year periods thereafter, unless terminated sooner pursuant to the provisions of this agreement, on the same terms and conditions set out herein.
2. The City of Guelph shall provide fire dispatch services to the Municipality. For purposes of this agreement, fire dispatch services mean the following: the City of Guelph will accept 911 calls directed to the City of Guelph's Emergency Services - Guelph Fire Department (the "Guelph Fire Department") and in response to all such calls, the Guelph Fire Department will page the Municipality's Fire Department to reply to the calls.
3. The Municipality shall pay to the City of Guelph an annual fee in the amount of [to be filled in] per year. The annual fee shall be adjusted annually commencing on the first anniversary date of this agreement, namely June 1, 2008, in accordance with the Consumer Price Index for Ontario as published by Statistics Canada in Catalogue Number 62-001. In the event the Municipality fails to pay any invoice issued pursuant to this agreement within 30 days of the date set out on the invoice, the said amount payable shall bear interest at the rate of one and one-half percent (1.5%) per month, calculated monthly and payable monthly (effective interest 19.56% per annum).
4. The parties agree the same dispatch system will be used for providing fire dispatch service to the Municipality as is used by and for the City of Guelph. The Municipality acknowledges and agrees that there is no obligation or requirement of any kind for the City of Guelph to acquire, use or implement any equipment, technology, information including mapping data, training or procedures of any kind or nature whatsoever for the purposes of providing the fire dispatch services under this agreement.

5. (a) The Municipality acknowledges and agrees that nothing in this agreement requires or intends that the City of Guelph shall physically respond to any call directed or paged to the Municipality's Fire Department and further acknowledges and agrees that the City of Guelph shall not be responsible for any failure of the Municipality to receive any 911 calls for any reason whatsoever which were directed to the Guelph Fire Department and paged by the Guelph Fire Department to the Municipality's Fire Department, or for any failure by the Municipality to respond to or to improperly respond to any such 911 calls.  
 (b) Despite any other provisions of this agreement, the City of Guelph shall not be liable to the Municipality or any person for failing to provide fire dispatch services. The Municipality releases, waives and forever discharges the City of Guelph, its members of council, officers, employees, servants and agents from any or all claims, demands, damages, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to any person or property howsoever caused, arising directly or indirectly from the City of Guelph providing or failing to provide fire dispatch services to the Municipality or from the provisions of this agreement. Further, the Municipality shall indemnify and save harmless the City of Guelph, its members of council, officers, employees, servants and agents against any and all claims, demands, damages, costs (including legal costs), expenses, actions and causes of action which may be brought against or upon the City of Guelph, its members of council, officers, employees, servants and agents and against loss, costs, damages or expenses which the City of Guelph, its members of council, officers, employees, servants and agents may sustain, suffer, incur or be liable to resulting from, or in any way arising directly or indirectly from the City of Guelph providing or failing to provide fire dispatch services to the Municipality or from the provisions of this agreement.  
 (c) The Municipality shall obtain and maintain throughout the term, including any and all renewal periods, insurance coverage to a minimum of \$5,000,000.00, with a clause naming the City of Guelph as an additional named insured, against all claims for public liability and property damage which may arise in respect of providing or failing to provide fire dispatch services to the Municipality or from this agreement. The policy shall insure each person, firm or corporation insured hereunder in the same manner and to the same extent as if a separate policy had been issued to each. A certified copy of the insurance shall be delivered to the City of Guelph's Manager of Risk Management Services upon execution of this agreement and copies of any and all renewals shall forthwith be provided to the City. The insurance shall not be cancelled or changed without first giving the City of Guelph a minimum of 30 days' prior written notice.
6. This agreement may be terminated by either party upon at least ninety (90) days written notice to the other party.
7. Any notice required under this agreement shall be given to the City of Guelph or the Municipality in writing and shall be deemed to have been given when personally delivered or on the 3<sup>rd</sup> business day after the mailing thereof by regular mail respectively to the following:

(a) For the City of Guelph:  
 Emergency Services – Guelph Fire Department  
 The Corporation of the City of Guelph  
 50 Wyndham Street South  
 Guelph, Ontario N1H 4E1 Attention: Fire Chief

(b) For the Municipality:  
 The Corporation of the [to be filled in]  
 [to be filled in]

Attention: Clerk of the Corporation of the [to be filled in]

8. This agreement may not be assigned by the Municipality without the prior written approval of the City of Guelph which may be withheld for any reason.
9. The Municipality warrants and represents that it has the full power and authority to enter into this agreement and perform its obligations hereunder and that it is legally authorized and has obtained all necessary approvals for the execution, delivery and performance of this agreement.
10. This agreement constitutes the entire agreement and understanding of the parties and supersedes any and all prior understandings, discussions, negotiations, commitments, representations, warranties and agreements, written or oral, express or implied between them.
11. No amendment of this agreement of any kind of its terms and provisions shall be deemed valid unless effected by a written amendment signed by both parties and no waiver of rights of any kind under this agreement shall be effective unless in writing by the party for whom they are a benefit.
12. Nothing in this agreement creates the relationship of principal and agent, employer and employee, partnership or joint venture between the parties. Neither party shall have any right, power or authority, express or implied, to bind the other.
13. Each provision, paragraph and sentence of this agreement shall be severable, and in the event that any one or more of the same is declared invalid or unenforceable, the balance shall survive and remain in force insofar as is reasonable.

14. This agreement shall be binding on and shall enure to the benefit of the parties, their respective heirs, successors, and permitted assigns.

IN WITNESS WHEREOF the parties hereto have duly executed this agreement.

DATED at \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 2007

**THE CORPORATION OF THE [to be filled in]**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

DATED at Guelph \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 2007

**THE CORPORATION OF THE CITY OF GUELPH**

\_\_\_\_\_  
KAREN FARBRIDGE - MAYOR

\_\_\_\_\_  
LOIS A. GILES - CITY CLERK



# City of Guelph

## OPERATIONS

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** June 14, 2007

**SUBJECT: 2007 SERVICE AGREEMENT  
WITH THE GUELPH HUMANE SOCIETY**

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### **RECOMMENDATION:**

That the Mayor and City Clerk be authorized to sign an agreement with the Guelph Humane Society for the provision of services for dog control, dog licensing, and animal shelter at a cost of \$311,200 for the period January 1, 2007 to December 31, 2007.

### **BACKGROUND:**

The Guelph Humane Society has been successfully carrying out animal control services and the enforcement of the Dog Control By-law (1991)-14008 for the City of Guelph since 1977. The cost of this agreement is within the approved 2007 budget amount.

### **SUMMARY:**

There were no significant changes made to the terms of agreement between the 2006 and 2007 contracts. An increase of 3% was approved in the 2007 budget process bringing the budgeted cost to \$311,200.

The Guelph Humane Society will continue to be compensated for employing two full time Animal Control Officers for enforcing the Dog Control By-law and for investigating incidences relating to the Dog Owners' Liability Act and animal cruelty. Compensation for issuing the annual dog licenses, maintaining the licensing database, and providing an animal shelter for stray, injured and impounded domestic animals and wildlife will also continue.



The following provisions also remain:

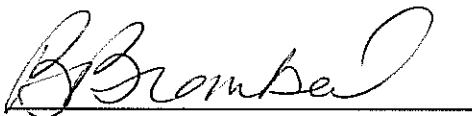
Veterinary costs, disposal fees and quarantine fees associated with stray domestic animals and unclaimed pets, will continue to be reimbursed to a maximum of \$30,000. Historically these costs have never exceeded this limit.

The City will continue to reimburse the Humane Society for any costs incurred in enforcing the Pit Bull Provision as defined in the Dog Owners' Liability Act. The reimbursement limit was reduced to \$4,500 in 2007 from \$9,325 due to a declining trend in the enforcement requirements of such dogs.

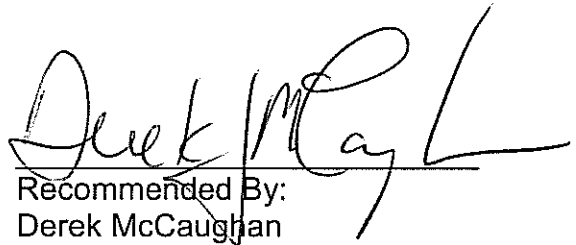
Negotiations for the 2008 service agreement will begin in June 2007 to ensure alignment with the 2008 budget schedule. An in depth review of the current level of service is planned at that time.

**ATTACHMENTS:**

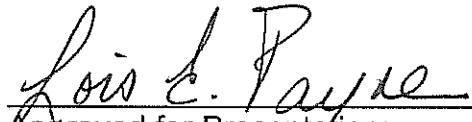
2007 Service Agreement



Prepared By:  
Beth Brombal  
Coordinator, Service Performance



Recommended By:  
Derek McCaughan  
Director of Operations



Approved for Presentation:  
Member, Transitional Executive Team

**AGREEMENT FOR PROVISION OF SERVICES  
FOR DOG CONTROL AND ANIMAL SHELTER**

This Agreement made in triplicate this       day of       2007.

B E T W E E N

**THE CORPORATION OF THE CITY OF GUELPH**

Hereinafter called "the City"

of the FIRST PART

AND

**THE GUELPH HUMANE SOCIETY INCORPORATED**

Hereinafter called "the Society"

of the SECOND PART

THIS AGREEMENT WITNESSES that the City and the Society in consideration of the fulfillment of their respective promises and obligations herein set forth covenant and agree with each other as follows:

**DOG CONTROL SERVICES**

1.     (1)     The Society agrees:
  - (a) to enforce the City's Dog Control By-law (1991)-14008, as amended from time to time or any successor thereof ("the Dog Control By-law") which relates to the licensing and regulating of dogs and the prohibiting or regulating of running at large of dogs in the City of Guelph; and
  - (b) to investigate and, where appropriate commence proceedings, under the Dog Owners' Liability Act, R.S.O. 1990, c. D. 16, including any regulations made thereunder, as amended from time to time or any successor thereof ("the Dog Owners' Liability Act"), as further set out in this Agreement.
- (2)     At least one trained Animal Control Officer of the Society ("Animal Control Officer") shall be actively on duty during the following hours:
  - (a)     from April 15<sup>th</sup> to October 31<sup>st</sup> inclusive, a minimum of 80 hours per week, as follows:

8:00 a.m. to 9:00 p.m. Monday through Friday;

8:00 a.m. to 4:00 p.m. Saturday and Sunday.

- (b) from November 1<sup>st</sup> to April 14<sup>th</sup>, inclusive, a minimum of 40 hours per week, as follows:

8:00 a.m. to 4:00 p.m. Monday through Friday.

Vehicle patrols will be so designed as to location and timing to have the maximum effect in preventing the running of dogs at large in contravention of the Dog Control By-law.

At all times outside the above hours, a trained Animal Control Officer shall be on call, being available and in condition for work when called. Such Animal Control Officer shall be equipped with an electronic paging unit or cellular phone. The said Animal Control Officer will expeditiously attend to the location of a request for service. To receive and dispatch such calls outside of the normal hours of operation of the Society office, the services of a telephone answering machine or service will be employed.

- (3) During the on-duty hours of the Animal Control Officer, the Animal Control Officer shall, except when actively answering a request for service, actively patrol the streets of the City, picking up dogs from the streets which are running at large as defined in the Dog Control By-law.
- (4) For patrolling and responding to requests for service, the Animal Control Officer shall use a motor vehicle provided by the Society equipped with cages which comply with Ontario Regulation 25 made under the Animals for Research Act, R.S.O. 1990, Chapter A.22, as amended from time to time or any successor thereof. Said vehicle shall display adequate identification to the public as a Dog or Animal Control vehicle.
- (5) The Animal Control Officer shall, when on duty, be dressed in a suitable uniform suit and carry an appropriate identification badge.
- (6) When the Animal Control Officer apprehends a dog running at large, he or she will:
  - (a) if it is wearing a current City of Guelph Dog License, attempt to return it to the identified owner and if such owner cannot be located, impound such dog at the Animal Shelter, and
  - (b) if it is not wearing a current City of Guelph Dog License, impound such dog at the Animal Shelter.

When any dog is found to be running at large, the Society's Animal Control Officer shall take appropriate action which may include issuing the appropriate Provincial Offence Notice, under the Provincial Offences Act, noting the offence committed. Where it is reported that an unlicensed dog is being kept, the Animal Control Officer shall take such actions as are required to ensure that a license is purchased.

- (7) The Animal Control Officer shall respond to all requests for services at any time which relate to the following:
  - (a) dogs harassing humans;
  - (b) animals (domestic or wild) biting or attacking persons or animals
  - (c) in addition, upon responding to a request for service relating to an animal (domestic or wild) biting or attacking persons or animals, for greater clarification,
    - i) it is agreed that the Society will contact the Guelph Police Service to further investigate all cases of dogs (including pit bulls as defined in the Dog Owners' Liability Act) attacking or biting a person;
    - ii) it is further agreed that the Society will investigate all cases of dogs (including pit bulls as defined in the Dog Owners' Liability Act) attacking or biting a domestic animal, and where appropriate commence proceedings under the Dog Owners' Liability Act; and
    - iii) it is agreed that the Society's enforcement responsibility regarding situations of dogs (including pit bulls as defined in the Dog Owners' Liability Act) attacking or biting any person is limited to enforcement of the Dog Control By-law
  - (d) dogs running at large;
  - (e) injured stray animals and wildlife;
  - (f) animal care complaints; and
  - (g) all dead animals on streets or other than on owner's property.
- (8) All dead animals shall be disposed of in accordance with provincial legislation and such by-laws or regulations as may be legislated by the City Council.
- (9) The Animal Control Officer will immediately take all injured domestic animals that are in his or her possession to a qualified veterinarian for treatment.

- (10) The Society will be responsible, during the term of this Agreement, to enforce the provisions of the Dog Control By-law and any other by-laws relating to animal control as set out in this Agreement from time to time, and to enforce the provisions of the Dog Owners' Liability Act, as further set out in this Agreement. The Director of the Society, including his or her designate for the purposes of enforcement, and the Animal Control Officers shall also be available to appear in Court as may be required and shall be capable and prepared to give evidence within the Court procedures with respect to such enforcement.
- (11) It is understood and agreed that the services provided to the City of Guelph for the enforcement of:
  - (a) Sections 4(1), 4(1.1), 6-10 and 13-17 of the Dog Owners' Liability Act, R.S.O. 1990, c. D. 16, as amended from time to time, or any successor thereof, in relation to pit bulls as defined therein; and
  - (b) O. Reg. 157/05, as amended from time to time, or any successor thereof, in relation to pit bulls;

(collectively "the Pit Bull Provisions") will be further managed in accordance with Schedule "B" attached.
- (12) In carrying out its duties, the Society agrees to comply with all provisions of the Dog Owners' Liability Act at all times.

## **ANIMAL SHELTER SERVICES**

- 2. The Society shall operate an Animal Shelter ("the Shelter") on behalf of the City of Guelph under the following terms:
  - (1) The Shelter shall be located within the corporate limits of the City of Guelph and shall be easily accessible. The services of the Shelter shall be available to the Animal Control Officers 24 hours per day, every day of the year.
  - (2) The Shelter shall be open to the public during the following minimum hours:
    - (a) 10:00 a.m. to 6:00 p.m. Monday through Friday;
    - (b) 10:00 a.m. to 4:00 p.m. on Saturdays;
    - (c) 8:00 a.m. to 4:00 p.m. on Sundays; and
    - (d) holidays by appointment.

The Shelter shall be responsive to telephone calls 24 hours per day. An answering service or machine shall be used during hours that the Shelter is not open and such service or machine shall relay pertinent information to the caller including a means of contacting the Animal Control Officer in the event of an emergency.

- (3) The services of the Shelter are provided for the public, and the Society will answer inquiries of the public pertaining to the Shelter and the availability of animal control services, and will handle all such inquiries in a courteous manner.
- (4) The Stray Dog Ward shall be a separate part of the building in which it is housed and shall be equipped with suitable ventilation, heating and cooling facilities to provide for the comfort of the animals in accordance with current legislation as amended from time to time. There shall be provided in the Stray Dog Ward a minimum of 20 separate cages and each animal impounded will have a separate cage for the period of impoundment. All cages and surrounding areas will be cleaned and disinfected daily.
- (5) All impounded animals will be given general daily care including feeding, watering and twice-daily exercising.
- (6) The Society will ensure that a qualified veterinarian is available at all times to provide necessary treatment to any impounded animal and any animal picked up by an Animal Control Officer.
- (7) When a dog is impounded, the Society will tag such dog with an indestructible identification tag for purposes of identification during the impoundment.
- (8) The Society will collect boarding and administration fees on behalf of the City. In addition, the Society will sell dog tags on behalf of the City, and in particular will ensure that no dog is released from impoundment before the owner of such dog purchases a current City dog tag. The Society will not consider as the Society's revenue, any of the above noted revenue collected on behalf of the City of Guelph.
- (9) The Society will operate the Shelter in accordance with, and provide records in accordance with, the Animal for Research Act, R.S.O. 1990, Chap. A.22 and regulations thereto, as amended from time to time, or any successor thereof.
- (10) The Society shall, at the request of the Animal Control Officer or Medical Officer of Health, quarantine any cat or dog for the period of time so required.

- (11) The Shelter shall provide for final disposition of all unclaimed animals through adoption or euthanasia.
- (12) The Society on behalf of the City, shall charge a boarding fee for all dogs impounded in accordance with current City of Guelph By-laws as amended from time to time.

### **INSURANCE**

- 3. The Society shall indemnify and save harmless the City, its employees, officers and agents from and against all claims, actions, losses, expenses, costs and damages of every nature and kind whatsoever, including but not limited to bodily injury and property damage, arising from this Agreement, and shall maintain throughout the term of this Agreement Commercial General Liability insurance coverage in the amount of not less than two million dollars per occurrence, naming the City as an additional insured. A signed Certificate of Insurance evidencing the above insurance requirement shall be filed with the City's Director of Finance upon execution of this Agreement, and thereafter during the term of this Agreement upon request by the City's Director of Finance.

### **PUBLIC RELATIONS**

- 4. Consistent with all clauses of this Agreement and not in variance with such clauses, the Society shall make every effort to maintain good public relations on behalf of the City and in so doing the Society shall make every effort to resolve complaints rather than referring such complaints to members of the City Council or City Staff.

### **RECORDS**

- 5. On or before the fifth day of each month, the Society shall provide the City with a record of transactions for the previous month stating the numbers of:
  - (a) Provincial Offence Notices issued (with breakdown of offence);
  - (b) requests for service;
  - (c) stray dogs picked up, returned to owners, impounded, claimed by owners, adopted to new owners, euthanised;
  - (d) injured and dead dogs picked up;
  - (e) animals quarantined at the Shelter;
  - (f) dog care checks (under Dog Control By-law);
  - (g) stray cats picked up, injured cats picked up, dead cats picked up;
  - (h) injured wildlife picked up, dead wildlife picked up;

- (i) kilometers traveled on patrol and attending requests for service;
- (j) requests for service after 4 p.m. and 11 p.m.;
- (k) administration, board fees and G.S.T. collected; and
- (l) dog tags sold from van and the Shelter.
- (m) dog attacks and bites reported to the Society, and the number of proceedings commenced by the Society under the Dog Owners' Liability Act

The aforementioned information will be supported by filing copies of daily record sheets, on a monthly basis. Such sheets will be kept in a form and manner satisfactory to the City and the records of the Society relating to this Agreement will be available as may be required for inspection or audit.

Subject to Schedule "A" attached hereto, the Society shall turn over all funds collected for items (k) and (l) above on a timely basis to the City of Guelph, on normal business days and during normal business hours.

#### **DURATION OF AGREEMENT**

6. This Agreement shall be in effect from January 1, 2007 to December 31, 2007.

#### **GOVERNING LEGISLATION**

7. In addition to the requirements of this Agreement, all services provided by the Society for the City under the Agreement shall be carried out in accordance with all applicable legislation of the Province of Ontario, as amended from time to time.

#### **QUALITY SERVICE**

8. If the City is not satisfied with the services provided under this Agreement, it may terminate the Agreement upon giving three months written notice to the Society. Further, the Society may terminate the Agreement upon giving the City three months written notice.

#### **PAYMENT FOR SERVICES**

9. For dog control and all other services specified in this Agreement, except as set out in Schedules A and B, for the term of this Agreement as set out in Paragraph 6, the City shall pay to the Society the following amount: \$311,200.

Payments shall be made in twelve equal payments per year with such payments to be made upon receipt, in satisfactory form, of the information required under Clause 5 of this Agreement, and no later than the fifteenth of the month provided



that the information required under Clause 5 has been received by the City from the Society. These sums and the payments as set out in Schedules "A" and "B" of this Agreement shall be the only remuneration for services and all other funds collected by the Society on behalf of the City are the property of the City and shall be turned over to the City. The parties agree that a portion of the payment amount set out above has been calculated on the basis of 50% of the Society's Supervisor of Animal Control and Investigation's time in relation to services set out under this Agreement (approximately 1,100 hours), not including any time invoiced to the City under Schedule "B".

Should it appear to either party at any time, acting in good faith, that the Supervisor of Animal Control and Investigation's time during the term of this Agreement may exceed 1,100 hours, they shall immediately notify the other party and the parties agree to meet to discuss additional payment to the Society. If the parties cannot agree on the amount of such additional payment, either party can terminate this Agreement upon giving ninety (90) days written notice to the other party. During the ninety (90) day notice period, all services to be provided by the Society will continue and payment shall be provided by the City on a pro-rated monthly basis based on the annual amount set out above, and as further set out in Schedules "A" and "B".

10. It is agreed that services provided by the Society under this Agreement will continue until the date of termination or expiry of the Agreement in accordance with section 6, 8 or 9.

### **NOTICE**

11. Any notice or other communication by either party to the other under this Agreement shall be in writing and may be made or given by personal delivery, by courier, by facsimile transmission or by registered mail. Any such notice or communication shall be addressed or faxed, as the case may be, to:

In the case of notice to the Society to:

**Guelph Humane Society**  
 500 Wellington Street West  
 Guelph, Ontario  
 PO Box 684  
 N1H 6L3  
 Facsimile number: (519) 824-3075  
 Attention: General Manager

and, in the case of notice to the City to:

**Operations Department**

City Hall, 59 Carden Street

Guelph, Ontario

N1H 3A1

Facsimile number: (519) 821-0839

Attention: Coordinator, Service Performance & Development

Each party shall be responsible to provide to the other party any change in address or facsimile number, the proof of which lies upon the party.

12. Any notice or communication given by personal delivery or courier shall be deemed to have been given and received on the day of actual delivery thereof. Any notice or communication given by facsimile transmission, for which there is a facsimile transmission record indicating successful transmission, shall be deemed to have been given and received on the next business day following the day on which it was successfully sent. Any notice or communication given by registered mail shall be deemed to have been given and received on the third business day following the date of mailing, but if at the time of mailing or within three business days thereafter, there is or occurs a labour dispute or event that might reasonably be expected to disrupt delivery of documents by registered mail, the notice or communication shall be delivered or transmitted by means of personal delivery, courier or facsimile transmission as provided for in this section.



### SCHEDULE "A"

Notwithstanding any provision in the Agreement to the contrary, the following provisions shall apply:

1. (a) Revenue received by the Society in 2007 for the sale of dog licenses shall be shared between the Society and the City as set out below:

| <u>Licenses Sold</u>   | <u>City's Share</u> | <u>Society's Share</u> |
|------------------------|---------------------|------------------------|
| Prior to March 1, 2007 | 65%                 | 35%                    |
| After March 1, 2007    | 35%                 | 65%                    |

- (b) Payment to the City of the City's share shall be made on a monthly basis, at the same time as the payments set out in Clause 9 of the Agreement.
2. The Society will maintain a dog license database and will provide the City with a quarterly report.
3. The Society will be responsible for maintaining the dog licensing program in 2007, including renewals, and supplying 2007 tags, including offering a variety of locations to conveniently purchase licenses, including pet food stores, veterinarians, dog groomers, etc.
4. The Society shall provide the City's Director of Finance with audited financial statements relevant to the animal control services specified in this Agreement, for each fiscal year during the term of the Agreement, within thirty (30) days of the Society's annual general meeting.

## **SCHEDULE "B"**

Notwithstanding any provision in the Agreement to the contrary, the following provisions shall apply:

1. During the term of this Agreement, the Society shall bill the City for any costs incurred by the Society in enforcing the Pit Bull Provisions defined in section 1(11) of this Agreement, or incurred by the Society in boarding restricted or prohibited pit bulls as defined in the Dog Owners' Liability Act where such pit bulls are held by the Society while awaiting court disposition, to a maximum limit of four thousand, five hundred dollars (\$4,500). Any outstanding costs not previously invoiced to the City shall be invoiced no later than thirty (30) days following the expiry or termination of this Agreement. If at any time it appears to either party, acting reasonably, that this limit may be exceeded, or that sixty percent of this limit has been exceeded, the City and the Society shall meet to discuss a method for handling any future costs that may exceed such limit.
2. During the term of this Agreement, as defined in Paragraph 6 of the Agreement, the City shall pay to the Society, within 30 days of being invoiced, the actual cost of the following services incurred by the Society to a maximum of thirty thousand dollars (\$30,000):
  - a) external veterinary services for unclaimed animals
  - b) disposal services for unclaimed animals
  - c) quarantine for unclaimed animals, when required by law
  - d) board for dogs (other than restricted or prohibited pit bulls as defined by the Dog Owners' Liability Act) held by the Society while awaiting court disposition

If at any time, it appears to either party, acting reasonably, that this limit may be exceeded, or that sixty percent of this limit has been exceeded, the City and the Society shall meet to discuss a method for handling any future costs that may exceed such limit.

3. If the parties cannot agree on the amount of any payment in excess of the amounts set out in this Schedule, either party can terminate this Agreement upon giving ninety (90) days written notice to the other party. During the ninety (90) day notice period, all services to be provided by the Society will continue and payment shall be provided by the City on a pro-rated monthly basis based on the annual amount set out in Paragraph 9 of this Agreement, and as further set out in Schedules "A" and in this Schedule "B".



## Colley Insurance

34 Harvard Road, Guelph, Ontario N1G 4V8  
 Bus. (519) 824-4040 Fax (519) 763-6839

### CERTIFICATE OF INSURANCE

This is to certify to: The Corporation of the City of Guelph  
 City Hall  
 59 Carden Street  
 Guelph ON N1H 3A1

that policies of Insurance as herein described have been issued to the Insured  
 named below and are in force at this date.  
 LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Name of Insured: Guelph Humane Society Inc.  
 500 Wellington Street West  
 Guelph, ON N1H 6L3

Insurer: Economical Mutual Ins Co, 111 Westmount Road South, Waterloo, ON, N2J 4S4

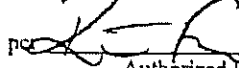
Location and Operations to  
 which this Certificate applies: Operations usual to the provision of animal control services in the City of Guelph.

| KIND OF POLICY                                      | POLICY<br>NUMBER | EFFECTIVE<br>(MM/DD/YY) | EXPIRY<br>(MM/DD/YY) | LIMITS OF LIABILITY |                                                                 |
|-----------------------------------------------------|------------------|-------------------------|----------------------|---------------------|-----------------------------------------------------------------|
| COMMERCIAL GENERAL<br>LIABILITY (except automobile) | 4611318          | 01/01/07                | 01/01/08             | \$2,000,000.00      | INCLUSIVE LIMIT (BODILY INJURY AND<br>PROPERTY DAMAGE COMBINED) |
| Products and/or Completed<br>Operations: INCLUDED   |                  |                         |                      | \$2,000,000.00      | AGGREGATE                                                       |
| NON-OWNED AUTOMOBILE                                | 4611318          | 01/01/07                | 01/01/08             | \$2,000,000.00      | INCLUSIVE LIMIT (BODILY INJURY AND<br>PROPERTY DAMAGE COMBINED) |
|                                                     |                  |                         |                      |                     |                                                                 |

NOTE: IT IS HEREBY UNDERSTOOD AND AGREED THAT THE CORPORATION OF THE CITY OF GUELPH IS ADDED AS AN ADDITIONAL INSURED, TO THE COMMERCIAL GENERAL LIABILITY COVERAGE, SOLELY WITH RESPECT TO THEIR VICARIOUS LIABILITY ARISING FROM THE OPERATIONS OF THE INSURED AS INDICATED HEREIN.

The Insurance afforded is subject to the terms, conditions and exclusions of the applicable policy. This certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the insurer. The Insurer will endeavour to mail to the holder of this certificate FIFTEEN (15) days written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

Colley Insurance

per   
 Authorized Representative  
 Kim Folkerson, C.A.I.B.

Date: April 11, 2006



T.G. Colley & Sons Limited

Colley Insurance - A reputation for reliability



Your Best Insurance  
Is An Insurance Broker

# THE GUELPH HUMANE SOCIETY INCORPORATED

## SCHEDULE 10 - SCHEDULE OF EXPENDITURES OVER RE-IMBURSEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2006

|                                                 | 2006              | 2005             |
|-------------------------------------------------|-------------------|------------------|
| <b>ANIMAL CONTROL FUND</b>                      |                   |                  |
| Amortization                                    | \$ 16,018         | \$ 18,087        |
| Communications                                  | 3,700             | 2,879            |
| GST                                             | 621               | 1,058            |
| Professional fees                               | 1,860             | 1,800            |
| Salaries and benefits                           | 111,484           | 113,694          |
| Shared operating expenses (schedule 9)          | 138,360           | 134,487          |
| Sundry                                          | 255               | 35               |
| Supplies                                        | 2,435             | 964              |
| Vehicle repairs and maintenance                 | <u>15,823</u>     | <u>25,244</u>    |
|                                                 | 290,556           | 298,248          |
| Less: re-imbursement from City of Guelph        | <u>(292,775)</u>  | <u>(278,200)</u> |
| <b>EXCESS OF (RE-IMBURSEMENT OVER EXPENSES)</b> |                   |                  |
| <b>EXPENDITURES OVER RE-IMBURSEMENT</b>         | <u>\$ (2,219)</u> | <u>\$ 20,048</u> |

(See accompanying notes to the financial statements)

## MEMBER COMMUNICATION

ALERT N°: 07/024

*To the attention of the Clerk and Council*  
April 25, 2007

FOR MORE INFORMATION CONTACT:  
Laurel McCosham, AMO Policy Advisor  
(416) 971-9856 ext 315

### Update on Highway Traffic Act Hours of Service Regulation

#### Issue:

The Hon. Minister of Transportation, Donna Cansfield, has indicated that the Ministry of Transportation (MTO) will work with AMO to identify and implement appropriate exemptions from Regulation 555/06 "Hours of Service" of the *Highway Traffic Act* for municipalities. (To view the letter indicating this commitment, please [click here](#).)

#### Background:

Regulation 555/06 came into effect January 1, 2007. Mirroring federal legislation, the new regulation introduced new cycle requirements for commercial drivers as well as additional record-keeping obligations. Intended to ensure that commercial drivers enjoy adequate rest periods, the changes also had an impact on drivers of municipal vehicles. The regulation presented a particular challenge to municipal snow removal activities which were severely affected by new limits on hours of work. These limits along with new record-keeping requirements imposed a considerable burden on municipal resources.

AMO has been actively pressing the Province to exempt municipalities from the provisions of Regulation 555/06 since the Fall of 2006. This commitment from MTO means that AMO will now work with Ministry staff to secure exemptions that will reflect the unique needs of the municipal sector. Work to make these changes to the regulation will take place this Spring. This will ultimately allow municipalities allocate resources more effectively.

AMO is pleased that the Government has agreed to address this important matter.

#### Action:

AMO will work with MTO to secure appropriate exemptions for municipalities. AMO will continue to provide updates as this work progresses.

*This information is available in the Policy Issues section of the AMO website at [www.amo.on.ca](http://www.amo.on.ca).*



**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Thursday, June 14, 2007, 4:00 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Thursday, June 14, 2007 in Council Chambers at 4:00 p.m.

Present: Councillors Laidlaw, Beard, Farrelly, Hofland and Mayor Farbridge

Also Present: Councillor Bell

Staff in Attendance: Chief S. Armstrong, Director of Emergency Services/Fire Chief; Mr. D. McCaughan, Director of Operations; Mr. Lyle Quan, Deputy Fire Chief; Mr. R. McKay, Manager of Recreation & Culture; Mr. I. Haras, Supervisor of Parks Activities & Infrastructure; Mr. M. Cameron, Manager of Parklands & Greenways; Ms. B. Brombal, Coordinator of Service Performance & Development; Ms. T. Agnello, Deputy City Clerk; Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland  
Seconded by Mayor Farbridge

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on May 9, 2007 be confirmed as recorded and without being read.

Carried

2. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT the Emergency Services, Community Services and Operations Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act, with respect to:

- personal matters about an identifiable individual, including municipal or local board employees.

Carried

**A meeting of the Emergency Services, Community Services and Operations Committee in Committee of the Whole.**

Present: Councillors Laidlaw, Beard, Farrelly & Hofland

The Mayor arrived at 4:05 p.m.

1. Moved by Councillor Beard  
Seconded by Mayor Farbridge  
THAT staff be given direction with respect to personal matters about an identifiable individual, including municipal or local board employees.

Carried

Meeting adjourned at 4:07 p.m.

The Committee reconvened in formal session at 4:09 p.m.

### **Fire Dispatching Agreements**

Mr. L. Quan, Deputy Fire Chief informed Council that the request is the same as previous years with the exception of Wellington North which will be an addition to the current agreements. He also stated that they are requesting the ability to automatically renew these agreements on a yearly basis provided there are no major changes.

2. Moved by Councillor Hofland  
Seconded by Mayor Farbridge

REPORT

THAT the report dated June 14, 2007 on the updated fire dispatching agreements for the Townships of Centre Wellington, Puslinch, Mapleton and Wellington North (Town of Arthur) and the Towns of Minto and Erin along with the new dispatching agreement with Wellington North (Town of Mount Forest) be received by Committee and forwarded to City Council for approval;

AND THAT the Mayor and Clerk be authorized to execute on behalf of The Corporation of the City of Guelph the updated fire dispatching agreements;

AND THAT the Mayor and Clerk be authorized to execute on behalf of the Corporation of the City of Guelph the new fire dispatching agreement with the Township of Wellington North (Town of Mount Forest).

### **2007 Service Agreement With the Guelph Humane Society**

Ms. B. Brombal, Coordinator of Service Performance & Development responded to questions from the Committee and confirmed that the Humane Society is located on City property and have a lease agreement.

The Director of Operations confirmed that animal control is part of the overall Operations Department budget.

Carried

REPORT

3. Moved by Councillor Farrelly  
Seconded by Councillor Beard

THAT the Mayor and Clerk be authorized to sign an agreement with the Guelph Humane Society for the provision of services for dog control, dog licensing, and animal shelter at a cost of \$311,200 for the period January 1, 2007 to December 31, 2007.

Carried

**AMO Alert – Update on Highway Traffic Act Hours of Service Regulation**

The Director of Operations informed the Committee that the Manager of Fleet & Equipment is currently working on setting up training for staff to ensure compliance with the new regulations. The Operations Department is bringing in a former MTO inspector to address the changes to management and hourly staffing issues that will need to occur. Once this has been done, the Operations Department will report back.

In response to comments from the Committee, the Director of Operations advised that staff determine how they will be affected by these regulations before sending a letter to AMO.

4. Moved by Councillor Beard  
Seconded by Councillor Hofland

THAT the AMO Alert with respect to the Update on Highway Traffic Act Hours of Service Regulation be received.

Carried

**Park Maintenance**

Mr. M. Cameron, Manager of Parklands & Greenways informed Council of the current turf management policy as it pertains to cutting. He stated that staff are currently within a day or two of the policy standard, despite the late start to the cutting season. He stated that due to the hiring process, unavailability of the students and equipment breakdowns, the Operations Department created a few issues for them. He outlined the priority listing of cuttings for public spaces and stated that staff are reviewing their policies.

Mr. D. McCaughan, Director of Operations advised that the Operations Department just received these duties as a result of the reorganization of City departments and they are undergoing an extensive review of services and policies. He advised they are reviewing cutting times, priorities, staffing, levels of service as they should be, the current levels of service, weed management alternatives, other resources available and more. He advised that historically, operations have been addressing turf management in a reactionary way and they are working towards a proactive master plan. He also stated that although more

facilities are being opened, their budget is not increasing and they do not have the budget resources necessary at this time to resolve the issues. Other issues they face are that they are at the weather's mercy and do not have any contingency plans for early spring or late fall staffing when students are in school.

The Director advised the Committee that he will email Council to provide a summary of what is happening and keep them informed of the progress of the master resource schedule.

The Manager of Parklands and Greenways also advised that staff are evaluating the various parks and are working towards setting a new priority plan as well as determining the levels of fine cut versus naturalization in each park area.

The Committee took no action pending a report back from Operations at a later date.

#### **On-Street Parking on Essex Street**

The Chair, Councillor Laidlaw advised that this item was referred to Emergency Services, Community Services and Operations Committee by the Community Development and Environmental Services Committee.

The Director of Operation advised that staff recommends a short term public loading zone be established and not designated parking. He advised that it is not City policy to provide private parking spaces on City property and staff would not recommend setting a precedent now. He stated that staff believes the creation of a loading zone would address the concerns of the owner of this business and that staff would install the loading zone in accordance with the City's standards.

5. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

REPORT

THAT a public loading zone be established on the east side of Essex Street in the vicinity of 32 Essex Street.

Carried

Next Meeting: July 11, 2007

The meeting adjourned at 4:55 p.m.

.....  
Chairperson



## EMERGENCY SERVICES, COMMUNITY SERVICES & OPERATIONS COMMITTEE

July 11, 2007

**Council Chambers - 5:00 P.M.**

- Disclosure of Pecuniary Interest
- Confirmation of Minutes – June 14, 2007

| ITEMS FOR CONSIDERATION                                                                                                                                                                                                                                                                                                                                                                                  | STAFF<br>RECOMMENDATION |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>DELEGATION - MR. ROBERT MILLIGAN RE: TRANSIT PLAN WITH WATERLOO REGION</b><br><br>See attached correspondence.                                                                                                                                                                                                                                                                                        | Receive                 |
| <b>GUELPH PUBLIC LIBRARY SITE SELECTION COMMITTEE FINAL REPORT</b><br><br><b>PRESENTATION/DELEGATIONS:</b> <ul style="list-style-type: none"> <li>• Bruce Weaver, Board Chair</li> <li>• Doug Gruber, Past Chair</li> <li>• Linda Kearns, Management Staff Member</li> <li>• Norm McLeod, Chief Librarian</li> </ul> See attached.                                                                       | Receive                 |
| <b>FORMATION OF PUBLIC COMMITTEE TO REVIEW PERSONAL SAFETY EQUIPMENT REQUIREMENTS OF PARK AND FACILITY PATRONS</b><br><br>“THAT staff be directed to establish a working group comprised of community stakeholders and city staff to review current requirements to wear personal safety equipment by our park and facility patrons, with a specific focus on risk assessment and mitigation strategies; | Approve                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| AND THAT staff report back to Council prior to the start-up of the 2007/2008 outdoor ice rink season on the findings and recommendations of the working group reviewing the use of personal safety equipment and risk mitigation.”                                                                                                                                                                                                                                                                                                                                                                         |         |
| <b>SPECIAL EVENT – SEVENTH-DAY ADVENTIST PATHFINDER PARADE</b><br><br>“THAT the application from the Ontario Conference of Seventh-Day Adventists Pathfinder Parade to hold a parade on July 21, 2007, on Woolwich Street from the River Run Centre to Riverside Park be approved.”                                                                                                                                                                                                                                                                                                                        | Approve |
| <b>REVIEW OF OVERNIGHT PARKING</b><br><br>“THAT the report of July 11, 2007, Review of Overnight Parking be received.”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Receive |
| <b>LORETTO CONVENT</b><br><br>“THAT Council approves the Museum Board recommendation to relocate the Guelph Civic Museum to the Loretto Convent;<br><br>AND THAT staff be directed to negotiate an agreement with the Diocese of Hamilton on the terms outlined in the Loretto Convent report dated July 11, 2007 and report back through Committee with the results;<br><br>AND THAT staff be directed to bring forward the timing of this capital project with substantial completion scheduled for 2010, in order to qualify for federal grant funding under the Cultural Spaces Canada (CSC) program.” | Approve |
| <b>VETERAN FREE PARKING</b><br><br>The Mayor will speak to this matter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |

## OTHER BUSINESS

**NEXT MEETING: Wednesday, August 8<sup>th</sup>, 2007**

**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Thursday, June 14, 2007, 4:00 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Thursday, June 14, 2007 in Council Chambers at 4:00 p.m.

Present: Councillors Laidlaw, Beard, Hofland and Mayor Farbridge

Also Present: Councillor Bell

Staff in Attendance: Chief S. Armstrong, Director of Emergency Services/Fire Chief; Mr. D. McCaughan, Director of Operations; Mr. Lyle Quan, Deputy Fire Chief; Mr. R. McKay, Manager of Recreation & Culture; Mr. I. Haras, Supervisor of Parks Activities & Infrastructure; Mr. M. Cameron, Manager of Parklands & Greenways; Ms. B. Brombal, Coordinator of Service Performance & Development; Ms. T. Agnello, Deputy City Clerk; Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland  
Seconded by Mayor Farbridge

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on May 9, 2007 be confirmed as recorded and without being read.

Carried

2. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT the Emergency Services, Community Services and Operations Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act, with respect to:

- personal matters about an identifiable individual, including municipal or local board employees.

Carried

**A meeting of the Emergency Services, Community Services and Operations Committee in Committee of the Whole.**

Present: Councillors Laidlaw, Beard, Farrelly & Hofland

The Mayor arrived at 4:05 p.m.

1. Moved by Councillor Beard  
Seconded by Mayor Farbridge  
THAT staff be given direction with respect to personal matters about an identifiable individual, including municipal or local board employees.

Carried

Meeting adjourned at 4:07 p.m.

The Committee reconvened in formal session at 4:09 p.m.

### **Fire Dispatching Agreements**

Mr. L. Quan, Deputy Fire Chief informed Council that the request is the same as previous years with the exception of Wellington North which will be an addition to the current agreements. He also stated that they are requesting the ability to automatically renew these agreements on a yearly basis provided there are no major changes.

2. Moved by Councillor Hofland  
Seconded by Mayor Farbridge

REPORT

THAT the report dated June 14, 2007 on the updated fire dispatching agreements for the Townships of Centre Wellington, Puslinch, Mapleton and Wellington North (Town of Arthur) and the Towns of Minto and Erin along with the new dispatching agreement with Wellington North (Town of Mount Forest) be received by Committee and forwarded to City Council for approval;

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The Director of Operations confirmed that animal control is part of the overall Operations Department budget.

Carried



REPORT

3. Moved by Councillor Farrelly  
Seconded by Councillor Beard

THAT the Mayor and Clerk be authorized to sign an agreement with the Guelph Humane Society for the provision of services for dog control, dog licensing, and animal shelter at a cost of \$311,200 for the period January 1, 2007 to December 31, 2007.

Carried

**AMO Alert – Update on Highway Traffic Act Hours of Service Regulation**

The Director of Operations informed the Committee that the Manager of Fleet & Equipment is currently working on setting up training for staff to ensure compliance with the new regulations. The Operations Department is bringing in a former MTO inspector to address the changes to management and hourly staffing issues that will need to occur. Once this has been done, the Operations Department will report back.

In response to comments from the Committee, the Director of Operations advised that staff determine how they will be affected by these regulations before sending a letter to AMO.

4. Moved by Councillor Beard  
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**Park Maintenance**

Mr. M. Cameron, Manager of Parklands & Greenways informed Council of the current turf management policy as it pertains to cutting. He stated that staff are currently within a day or two of the policy standard, despite the late start to the cutting season. He stated that due to the hiring process, unavailability of the students and equipment breakdowns, the Operations Department created a few issues for them. He outlined the priority listing of cuttings for public spaces and stated that staff are reviewing their policies.

Mr. D. McCaughan, Director of Operations advised that the Operations Department just received these duties as a result of the reorganization of City departments and they are undergoing an extensive review of services and policies. He advised they are reviewing cutting times, priorities, staffing, levels of service as they should be, the current levels of service, weed management alternatives, other resources available and more. He advised that historically, operations have been addressing turf management in a reactionary way and they are working towards a proactive master plan. He also stated that although more

facilities are being opened, their budget is not increasing and they do not have the budget resources necessary at this time to resolve the issues. Other issues they face are that they are at the weather's mercy and do not have any contingency plans for early spring or late fall staffing when students are in school.

The Director advised the Committee that he will email Council to provide a summary of what is happening and keep them informed of the progress of the master resource schedule.

The Manager of Parklands and Greenways also advised that staff are evaluating the various parks and are working towards setting a new priority plan as well as determining the levels of fine cut versus naturalization in each park area.

The Committee took no action pending a report back from Operations at a later date.

#### **On-Street Parking on Essex Street**

The Chair, Councillor Laidlaw advised that this item was referred to Emergency Services, Community Services and Operations Committee by the Community Development and Environmental Services Committee.

The Director of Operation advised that staff recommends a short term public loading zone be established and not designated parking. He advised that it is not City policy to provide private parking spaces on City property and staff would not recommend setting a precedent now. He stated that staff believes the creation of a loading zone would address the concerns of the owner of this business and that staff would install the loading zone in accordance with the City's standards.

5. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

REPORT

THAT a public loading zone be established on the east side of Essex Street in the vicinity of 32 Essex Street.

Carried

Next Meeting: July 11, 2007

The meeting adjourned at 4:55 p.m.

.....  
Chairperson

Dolores,

As was suggested by both Lise Burcher & Maggie Laidlaw, I wish to appear July 6 before the above committee (as a prerequisite to being a delegation to City Council).

My purpose is to advocate that the City of Guelph initiate a transit plan cooperatively with Waterloo Region to achieve two outcomes :

1. 2 early-morning GO-Trains (that currently start at Georgetown) start in Guelph (that could be connected to C,K,W & S via Budd Cars, i.e. self-propelled diesel passenger rail cars);
2. both our (Wat. Reg. & Guelph) local transit systems could be integrated with inter-connecting Budd Cars using user-consultative routing & smart route optimization, etc. AND achieving synergy by using those same Budd Cars to serve both the later inter-city (G,K,W,C) peaks (& non-peak traffic).

These transit innovations would help to make our major cities & their inter-connections more viable helping to decrease the # of cars on our roads with the concomitant decrease in green house gases (& other air pollutants), traffic jams, distress levels, highway expenditures, etc. Done properly, improved sustainable transit will help develop a better cooperative attitude and lead to a more positive & productive Golden Triangle Area.

If you require further information about my presentation, please contact me at 519-696-2288.

At the discretion of the Chair, Lise Burcher, because of the important nature of what I am suggesting, I would request that I be allowed time to briefly respond to any councillor &/or staff discussion. Staff told me this is permitted within proper municipal procedure.

Robert Milligan.



THE CITY OF  
**Guelph**

**GUELPH PUBLIC LIBRARY**

100 Norfolk Street

Guelph, Ontario, Canada N1H 4J6

Telephone: (519) 824-6220 Fax: (519) 824-8342

NORMAN C. MCLEOD

Chief Librarian

Mayor Farbridge  
Members of Guelph City Council.

Your Worship:

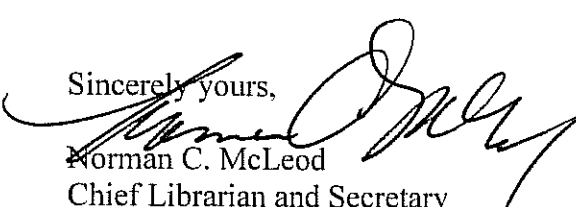
I am pleased to send to you, as noted by the Chair of the Public Library Board, a CD with the final report of the Guelph Public Library Site Selection Committee and all supporting documentation.

These documents will be mounted on the library's website in the very near future so that we may keep the public fully informed of developments in the process.

I wish to re-iterate at this point, the message of the Chair, that the Board and the staff look forward to meeting with you or any committee of council that you designate to discuss the report or the supporting documentation.

We look forward to working with you on this exciting new venture which offers such enormous benefits to this city and its residents.

Sincerely yours,

  
Norman C. McLeod  
Chief Librarian and Secretary  
Guelph Public Library Board.





## **Guelph Public Library - Headquarters Library Location/Redevelopment**

### ***Final Report of the Main Library Site Selection Committee To the Guelph Public Library Board***

***Board Meeting - June 12, 2007***

The Guelph Public Library Site Selection Committee is pleased to present to the Guelph Public Library this final report of its activities and decisions.

#### **Recommendation:**

After a two-year review that included fifteen meetings and produced three planning studies, the Site Selection committee recommends three sites – in this order - as the best locations for a new main library branch:

1. The Baker St. parking lot.
2. The Cooperators Day Care (with/without Car Wash)
3. The current Norfolk St. site.

#### **Site Identification and Selection**

In total, the Committee considered **fourteen** sites within its mandate.<sup>1</sup> Those marked with an \*\* where also reviewed in the original (2001-2003) main branch redevelopment feasibility study.

These are listed in no particular priority, with a brief summary of the Committee's decision in each case:

- **\*\*MacDonnell Street Parking Lot (beside the Dettmer Tire store)** - not feasible because the site was considered too small, and additional land assembly required too costly;
- **\*\*Baker Street Parking Lot** – for most of the period of this study the parking garage was slated to occupy the south end of this parcel of land; the remnant in the north end of the lot remained under review. When the parking structure project was cancelled in 2006 it was assumed that the whole lot could again be considered a potential site. The Monteith-Brown concept of a two-storey building located in the south end of the lot (with some commercial or residential space on two additional floors above and ample space for underground parking below) was deemed the best location option by the Site Selection Committee.

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<sup>1</sup> Mandate of the committee; established at Oct. 6, 2005 meeting:

"To recommend to Guelph City Council, a site upon which to locate the Headquarters of the Guelph Public Library. The site must allow for a building of 60,000 square feet with room for future expansion."

"The search for the site will be limited to the city plan for the City of Guelph drawn by John Galt."

"The search will include an examination of the possibilities for expansion on the current site, 100 Norfolk Street"

- **\*\*Fountain Street Parking Lot** – not available, an environmental clean-up probably required, with an unknown cost and timeline;
- **\*\*The Guelph Armoury and Market Area** - not available and will not be during the term of this study;
- **\*\* The current site with some additional land assembly** - this placed third in the Monteith-Brown evaluation of site locations.
- **The Fire Station site at Wyndham and Wellington Streets** - not available;
- **The former Rockwell Plant site at Gordon and Wellington Streets** - not available;
- **\*\*the Co-operators Day Care (with or without the car wash)**– this site placed second in the Monteith-Brown evaluation of site locations and is considered a viable location for a new main library.
- **The J.P. Hammill Plant site on Wyndham Street** – site envelope considered to be too small to warrant further consideration;
- **\*\*The former Post Office building on Wyndham Street** - not available either as a stand alone property or in conjunction with the Baker Street Parking Lot.
- **An area termed “From the Matrix to the Manse “** by St. George's Church on Woolwich Street – the current owners have shown no interest in selling;
- **An area incorporating the former Post Office building** running up to the old Sears Building (now housing the Guelph Community Health Centre)- was ultimately not pursued because of the difficulty of land assembly.
- **The Royal Plaza Site on Norfolk and Paisley Streets** - not available and considered too expensive to pursue;
- **\*\*The Marsh Tire property on Wellington Street**- considered too small, not a suitable location.

### **Selection Process**

The Committee initially decided to break the potential sites into “A” and “B” lists depending upon certain criteria. These included (in no order of priority):

- likely availability;
- potential economic costs of acquisition, development or construction;
- environmental factors;
- size;
- accessibility;
- parking availability;
- visibility or visual prominence.

By process of study, discussion, meetings with personnel connected with each site, and on-site examinations, the original “A” and “B” lists were pared down to three sites by May 2006. These were:

- The current site at 100 Norfolk Street with some additional land assembly;
- The Baker Street Parking Lot;
- The Cooperators Day Care (with/without the car wash)

### **Norfolk Street Location**

The mandate of the Committee included an investigation of the current site at 100 Norfolk St. The committee retained the services of Monteith-Brown Planning Consultants to examine the feasibility of renovating or replacing the current headquarters branch site on the existing site envelope. Monteith-Brown conducted a planning review (known as the Phase I report) that was presented to the committee in July, 2006, and that concluded there were significant planning obstacles associated with the current site. Its expansion potential was extremely limited by the lack of suitable adjacent property, lack of adequate parking, and its proximity to a designated residential heritage district.

To ensure that all possible considerations be given to this site, including those of potential cost, the Committee instructed the consultants to conduct an additional study of the site (known as the Phase II report) to examine its potential from an engineering and architectural perspective. This was undertaken in the fall of 2006, and a final report was made to the committee in January, 2007.

Four scenarios for redevelopment were considered in this study:

- Add square footage to the existing building with no additional property acquisition.
- Remove the current building and build a new building with no additional property acquisition.
- Keep the existing building, acquire adjacent property on Paisley Street and add to the existing building.
- Remove the existing building, acquire adjacent property, rebuild, and add a underground parking component to meet the parking standard set.

The report concluded that even with the acquisition of property along Paisley Street the square footage requirements could just barely be met. There would be no further potential for expansion, and expectations for adequate parking spaces could not be met. The two renovation scenarios were considered unsuitable because too many aspects of the current building do not meet current building standards and would have to be upgraded to meet Building Code requirements (eg. heating and air handling, electrical capacity, light fixtures, ceiling and floor tiles.) The two replacement scenarios were considered the best options. The estimated capital costs for those two options ranged from \$20,279,900 to \$26,039,400. Estimates for land acquisition, possible long-term service relocation, moving, and bedrock removal were not included in the cost estimates.

### **Selection Committee – Phase III (March-May, 2007)**

At its meeting on March 20, 2007, the Selection Committee decided to move the existing site to the third position of the three sites under active consideration and then directed Monteith-Brown to:

- Evaluate and rank in preferred order the remaining two sites using the same selection matrix used to evaluate sites in the 2002 study.
- Provide preliminary capital costs for all three locations for budgetary purposes.
- Report the results to the committee by the end of April, 2007.

Prior to the issuance of a final draft report the Site Selection Committee met with city staff to review the ranking matrix. At the meeting of May 8, Monteith-Brown was instructed to make some minor modifications to the matrix that would rank parking availability higher, subject all three sites to one more thorough analysis, and draft a final report.

The final draft report was presented on May 22. At that meeting the site committee members recommended that the three sites, in this order, Baker St. (87 points) , the Cooperator's Day Care site (67 points; with the car wash 70 points), and the Norfolk St. site (59 points) be recommended to the Library Board as the most suitable locations for a new main library branch. While the Baker St. site was considered the best, the committee did not want to present an "all or nothing" report to the Board or to the City of Guelph. It was felt that the best chance to see this project move forward was to present three options with a rationale for selecting each. Capital cost estimates for each location are detailed in the final Monteith-Brown Phase III report.

A joint meeting of the Site Selection Committee and the Library Board is scheduled for Tuesday, June 12 at which time the Site Selection committee will present its findings and seek approval of the board of the three sites selected.

All of which is respectfully submitted:

On behalf of the Guelph Public Library Site Selection Committee

Robert Ireland  
Committee Chair

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This day, May 31, 2007

#### **Committee Membership**

Chair: Robert Ireland, Guelph Tool Inc.

Members: David Smith, Smith-Valeriote

Murray Taylor, Royal LePage – Royal City Realty

Laura Baily, Councillor, City of Guelph (2005-2006);

Ian Findlay, Councillor (2007) – Councillor Findlay recused himself in May 2007 because of a possible conflict of interest

Lise Burcher, Councillor, City of Guelph

Doug Gruber, Guelph Public Library Board

Bruce Weaver, Guelph Public Library Board

Norman McLeod, Guelph Public Library

Linda J. Kearns, Guelph Public Library



# Phase III

## Library Site Selection Study

Short-List of Potential Sites for a New Central Library

### Final Report

Prepared for:  
**Guelph Public Library**  
100 Norfolk Street  
Guelph, Ontario  
N1H 4J6

May 14, 2007

Prepared by:

**Monteith & Brown Planning Consultants**  
610 Princess Avenue, London, Ontario, N6B 2B9  
Tel: (519) 686-1300, Fax: (519) 681-1690  
Email: [mbpc@mbpc.ca](mailto:mbpc@mbpc.ca)

*In Association  
With*

**The Walter Fedy Partnership -- Architects -- Engineers -- Project Planners**

## Site Evaluation Summary

Based on the findings of this Site Selection Study the Baker Street Parking Lot has emerged as the top ranked site, followed by the Day Care/Car Wash site, the Day Care site, and the existing Main Branch site.

A number of other factors must be considered in the pursuit of the final development site. Among these other factors are considerations of the overall Downtown Parking Strategy; Downtown Revitalization and Urban Renewal; together with the complexities associated with implementation of any of the evaluated site options. Each design option contains a host of implementation issues, including: land acquisition; building demolition; heritage impact assessment; partnership agreements for mixed use and/or parking; potential for interim main library service; servicing relocation; and coordination with other City initiatives.

Each of these additional implementation factors must be contemplated against the ranked evaluation of the best physical site location in determining the most appropriate site for the development of a new Central Library in Guelph

## *Executive Summary*

This Report represents the culmination of a three-phased study which re-evaluates the Baker Street Parking Lot Site and the Day Care/Car Wash Site against the recent findings of a detailed assessment of the existing Main Branch Library Site. All three of these sites were previously analyzed through the original site selection and conceptual design process undertaken between 2001 and 2003. This Report also provides a ranking of these sites based on the previously established matrix of site selection criteria subject to a couple of minor revisions as directed by the current Steering Committee.

For the purposes of this analysis, an additional option was considered due to the limited site area of the Day Care property on its own. This option included the addition of the Car Wash property adjacent to the Day Care site (to the north). This joint site configuration was previously evaluated during the first site selection process.

Phase I was completed in July of 2006 and identified that the existing Main Branch Library site is extremely constrained in its current configuration and limited, at best, in its ability to provide for both the required functional library space and on-site parking, with no opportunity for future expansion.

Phase II substantiated the preliminary conclusions identified in Phase I through an examination of existing building and planning conditions and the creation of redevelopment concepts and capital cost estimates. The conceptual design program completed through Phase II confirmed that even with the acquisition of additional lands, all of the objectives established by the Site Selection Committee cannot be met by the existing Main Library site.

Based on the findings of the site development analysis, and the identified estimates of capital cost for construction, Phase II recommended that:

- ◆ *"With the opportunity for the utilization of other previously identified sites which more effectively satisfy the site selection criteria at a significantly lower cost (excluding land acquisition), and given the research on the existing site contained in the report, no further evaluation of the subject lands is recommended unless or until the other alternative sites are no longer available; and*
- ◆ *That careful consideration of other site options be pursued as a priority and that no additional funds be expended on the evaluation of the existing site."*

Given the limited number of potential sites for a 65,000 sq. ft. Main Library in the CBD of Guelph, evaluation of the existing site against an evaluation of 2 other short-listed sites was undertaken in this Report.

Phase III was initiated in March of 2007, as a result of the findings of Phase's I and II and changes in situation of two of the previously examined sites. In undertaking this Phase, the Library directed Monteith Brown Planning Consultants and The Walter Fedy Partnership to re-evaluate the previously examined Baker Street Parking Lot site and the Day Care/Car Wash site against the recent findings on the Existing Main Branch Site.

While Phase III was to re-evaluate the three sites based on the original site evaluation criteria and matrix, after further review, it was a recommendation of the Committee that minor revisions to the criteria and evaluation matrix should be made to reflect recent changes in conditions affecting the selection of a site for a Central Library in Guelph. These revisions included a separate evaluation for a site's ability to provide appropriate parking for the library and any associated uses. This change was deemed necessary as a result of a shift in the parking strategy for downtown. It was also directed that site expansion potential has become an increasing concern as a result of the growth that has been forecasted through the Places to Grow initiative, and as such, the site expansion criteria should be moved up to Tier 2 (Mandatory Criteria) from Tier 3 (Desirable Criteria).

Architectural and building assessments, conceptual building designs and cost estimates were prepared for each design option and an analysis of the characteristics of each of the short-listed sites/site combinations was performed to illustrate how each "fits" with the site evaluation criteria. In developing the site design concept and evaluating the sites potential to accommodate a new central library a number of assumptions were made, and where necessary, issues requiring further clarification were identified. Assumptions included issues such as acquisition of land, entering into agreements with property owners, expanding adjacent parking facilities, closing lanes, relocating services, maintaining access, etc.

## Analysis of Conceptual Site Opportunities

The following outlines a brief summary of the analysis of each site:

### Site A: Baker Street Parking Lot

The Baker Street Parking Lot Site is sufficient in area to accommodate the required library space on two floors with expansion potential on a third floor which could be utilized as leaseable office space in the interim. Sufficient parking for the library is available under the proposed library with additional opportunity for parking at the north end of the site.

Previous design concepts had also illustrated how the site could accommodate the proposed library space on both a two and three storey footprint on the site in conjunction with the previously proposed six storey parking garage.

The conceptual drawings identify that the library design can fit within the established performance standards in the Zoning By-Law. The site is compatible with the surrounding uses and provides an excellent opportunity for placemaking and mixed use development. The site is centrally located, in close proximity to four major roads, has access to servicing, and has the potential to integrate design into an emerging commercial mews along the rear of the Wyndham Street properties to generate additional focal point opportunities.

Design option assumes that agreements with the City can be made for the construction of the site, that agreement can be made with the County for vehicular circulation around the site, and that existing pedestrian linkages to Wyndham Street are maintained. Further exploration into the conversion of Baker Street from a one-way street to a two-way street may benefit vehicular access to the site.

#### Site B-1: Day Care Site

The Day Care Site is limited in area but can accommodate the required library space on three floors with expansion potential on a fourth floor which could be utilized as leaseable office space in the interim. Additional development potential could see the construction of two residential storeys (22 units) above the fourth floor for a total of six storeys. Opportunity may exist to amend the zoning to allow for increased building height based on existing development adjacent to the site.

While sufficient parking cannot be accommodated on-site, there is the potential for an additional +/-135 parking spaces to be added on to the adjacent East Parkade which is owned by the City. This would satisfy the combined parking needs for the proposed overall development. The site has access to services and is compatible with the surrounding uses. The location provides an excellent focal point opportunity as the site is situated at a prominent location at the intersection of two arterial roads adjacent to the River Run Performing Arts Centre, The Guelph Sports and Entertainment Centre, the Old Quebec Street Mall and John Galt Park.

The northeast corner of the site is situated within the Flood Fringe of the Speed River which will impose minor restrictions on site development respecting building openings and depth of construction in that area. The Conceptual design illustrates that the proposed library can be developed within the existing performance standards of the Zoning By-Law and that opportunity may exist to increase building height.

Design option assumes that an agreement can be negotiated with the current private landowner for the acquisition and/or development of the site as well as agreement with the City for the enlargement of the adjacent East Parkade in order to supply sufficient parking. Additionally, it is assumed that Priory Lane adjacent the site can be closed, and the existing underground services relocated (cost effectively) to facilitate the construction of underground parking in this location.

Site B-2: Day Care / Car Wash Site

The Day Care / Car Wash Site together provides an increased development envelope that can accommodate the required library space on two and one-half floors with expansion potential on the remainder of the third floor which could be utilized as leaseable office space in the interim. Additional development potential could see the construction of one additional floor of leaseable office space and two residential storeys (28 units) above the fourth floor for a total of six storeys. Opportunity may exist to amend the zoning to allow for increased building height based on existing development adjacent the site.

Sufficient parking for the complete design concept cannot be accommodated on-site even with the additional +/- 135 parking spaces to be added on to the adjacent East Parkade. As a result, additional parking (+/- 68 spaces) will need to be identified for the proposed uses. The site has access to services and is compatible with the surrounding uses. The location provides an excellent focal point opportunity as the site is situated at a prominent location at the intersection of two arterial roads adjacent to the River Run Performing Arts Centre, The Guelph Sports and Entertainment Centre, the Old Quebec Street Mall and John Galt Park.

The majority of the car wash site is situated within the Flood Fringe of the Speed River which will impose restrictions on site development respecting building openings and depth of construction in that area subject to Conservation Authority Approval. The Conceptual design illustrates that the proposed library can be developed within the existing performance standards of the Zoning By-Law and that opportunity may exist to increase building height.

Design option assumes that an agreement can be negotiated with the current private landowners for the acquisition and/or development of the site as well as agreement with the City for the enlargement of the adjacent East Parkade in order to supply sufficient parking. Additionally, it is assumed that Priory Lane adjacent the site can be closed, and the existing underground services relocated (cost effectively) to facilitate the construction of underground parking in this location and that Conservation Authority Approval can be obtained.

Site C: Existing Main Branch Library Site

The existing Main Branch Library site is insufficient in area to accommodate the required library space and as a result the acquisition and demolition of adjacent properties along Paisley Street is required. The amalgamated site is capable of accommodating the new library on a blended 2 and 3 storey building pending a favourable Heritage Impact Statement supporting the demolition of the heritage inventoried building at 9-13 Paisley Street.

Removal of the existing Main Library facility will be necessary to accommodate this development option, as such additional moving costs and a temporary library facility will be required. Expansion potential exists to increase the 2 storey building portion to a third floor. Discussions with City staff indicated that they would not be supportive of a four storey structure in this location given its proximity and relationship to the established heritage residential neighbourhood.

On-site parking is provided to accommodate most of the Library's required parking needs (deficient by 41 spaces). A limited number of additional on-street parking spaces are proposed as part of road improvements to Norfolk Street. Vehicular access to the site is constrained by ingress off of Oxford Street, a local residential road and right only egress onto Norfolk Street.

An amendment to the Zoning will be required to permit the library use on the adjacent lands as well as to relax the building setbacks to comply with the established building lines along Paisley Street. The existing building is owned by the Library but adjacent lands would have to be acquired. The site is in a highly visible location and is historically recognized as the location of the Main Library; however, the site has very limited, if any, opportunity to combine with other planned facilities, commercial space or open space opportunity.

This design option assumes that the adjacent lands can be acquired and the heritage building demolished and the zoning can be amended to permit the development and that additional opportunity for parking will exist in the area to offset the identified deficiency.

## Ranking of Short-Listed Sites

Each of the short-listed site/ variations was evaluated by utilizing the established Site Evaluation Criteria Matrix. None of the evaluations included a consideration of cost but were evaluated on each individual site's potential to satisfy the established building program for a new Central Library in Guelph. The results of this process identified the following ranking of sites out of a maximum possible score of 99 points:

1. Site A: Baker Street Parking Lot (Total Site Score: 87)
2. Site B-1: Day Care / Car Wash Site (Total Site Score: 70)
3. Site B-2: Day Care Site (Total Site Score: 67)
4. Site C: Existing Main Branch Library Site (Total Site Score: 59)

## Top Ranked Site

The Baker Street Parking Lot (Site A) emerged from the evaluation matrix as the "Top Ranked" site. It should also be noted that not only did this site rank the top amongst the other sites considered in this evaluation, but it also ranked second in the previous site evaluation process in 2003, coming in second behind an amalgamated Baker Street/Post Office site.

The Baker Street site is well positioned to provide city-wide access to main library functions and to attract people to the downtown. Its central location is well known to the majority of residents from its current role as a prime parking location for downtown destinations. The site is large enough to accommodate the required library space in the recommended number of storeys and within the performance standards established by the Zoning By-Law, together with the accommodation of the recommended number of onsite parking spaces and an appropriate amount of future expansion area. With the remaining lands, the site also has the potential to accommodate a variety of other mixed-use opportunities including an open space component, commercial space above the proposed library as well as lands for additional building development and/or parking on the north end of the site.

The site enjoys an existing pedestrian linkage which provides connection and exposure to the Wyndham streetscape north of St. George's Square. A number of additional potential opportunities exist in this location including: the integration of the building and site design into an evolving commercial mews in the area; an opportunity for placemaking and urban renewal in the Downtown by integrating public building space with public open space; and a mixed use of complementary buildings and land use activities.

## Summary of Capital Construction Costs

A comparison of capital costs was performed to identify the financial impact of a new central library at each of the short-listed sites. Parking space and non-library space construction costs have been provided separately in the body of the Report to be consistent with previous costing approaches.

Total Project Cost includes costs for underground parking and adjacent expansions to parking facilities (where required), ancillary costs such as design and consultant fees, GST with 4% rebate (to be confirmed by owner), contingency and permit costs, furnishings and equipment and relocation/moving costs. The estimates do not include land acquisition costs, temporary relocation of library facilities (where required), or the relocation of services under a site (where required). Extensive bedrock removal, if required, would be an additional cost.

### **Site A: Baker Street Parking Lot Site**

***Library Only \$ 25,264,625.51***

***Complete Concept \$ 33,157,407.76***

### **Site B-1: Day Care Site**

***Library Only \$ 23,224,894.04\* Plus Parking***

***Complete Concept \$ 32,972,134.17***

### **Site B-2: Day Care / Car Wash Site**

***Library Only \$ 23,785,536.87\* Plus Parking***

***Complete Concept \$ 40,461,645.24***

### **Site C: Existing Main Branch Site**

***Library Only \$ 26,039,413.13***

\*Note: Without the addition to the adjacent parking structure the current site cannot meet the recommended parking spaces for the Library. Estimated costs for parking addition are \$2.4 million.



# City of Guelph

## Report: OPERATIONS AND COMMUNITY SERVICES

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** 2007/07/11

**SUBJECT: FORMATION OF WORKING GROUP TO REVIEW PERSONAL SAFETY EQUIPMENT REQUIREMENTS OF PARK AND FACILITY PATRONS**

### **RECOMMENDATION:**

THAT staff be directed to establish a working group comprised of community stakeholders and city staff to review current requirements to wear personal safety equipment by our park and facility patrons, with a specific focus on risk assessment and mitigation strategies;

AND THAT staff report back to Council prior to the start-up of the 2007/2008 outdoor ice rink season on the findings and recommendations of the working group reviewing the use of personal safety equipment and risk mitigation.

### **BACKGROUND:**

The fatal injury sustained by a 10 year old child last winter while playing hockey on the outdoor community ice rink at St. George's Park has brought into question the use of personal safety equipment while participating in recreational activities and the City's current risk mitigation strategy.



## REPORT:

To address current concerns, staff are prepared to assemble a working group comprised of community stakeholders from the Sports Advisory Group and recognized neighbourhood associations, and city staff representing Risk and Procurement, Community Services, and Operations, with a mandate to review our risk management practices related to sporting activities and requirements to wear personal safety equipment at both our indoor and outdoor recreational facilities.

Staff will report on trends within the public realm regarding the requirement to wear personal safety equipment while participating in both casual and formal recreational activities, and messaging used to reinforce any personal safety equipment requirements.

## CORPORATE STRATEGIC PLAN:

The creation of the working group supports the corporate goal of having exemplary management practices, and the strategic direction to build on relationships and partnerships with stakeholders to enhance service provision.

## FINANCIAL IMPLICATIONS:

n/a

## DEPARTMENTAL CONSULTATION:

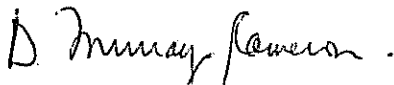
Finance, Community Services and Operations concur with this approach.

## COMMUNICATIONS:

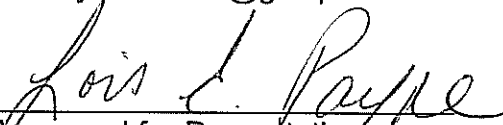
n/a

## ATTACHMENTS:

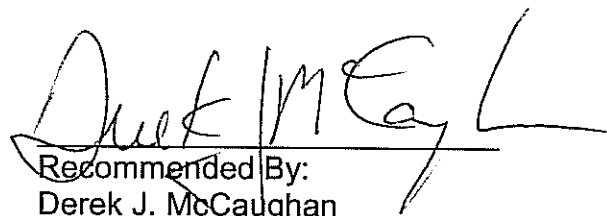
n/a



Prepared By:  
D. Murray Cameron  
Manager of Parklands and Greenways  
519 837 5628 x 247  
murray.cameron@guelph.ca



Approved for Presentation:  
On behalf of the Transitional  
Executive Team



Recommended By:  
Derek J. McCaughan  
Director of Operations  
519 837 5628 x523  
derek.mccaughan@guelph.ca



# City of Guelph

## OPERATIONS

Report:

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** 2007/07/11

**SUBJECT: SPECIAL EVENT - SEVENTH-DAY ADVENTIST PATHFINDER PARADE**

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### RECOMMENDATION:

**"THAT the application from the Ontario Conference of Seventh-Day Adventists Pathfinder Parade to hold a parade on July 21<sup>st</sup>, 2007, on Woolwich Street from the River Run Centre to Riverside Park be approved"**

### BACKGROUND:

The Seventh-Day Adventists organization is an established religious group with worldwide membership.

### REPORT:

This report has been prepared in response to an application from the Ontario Conference of Seventh-Day Adventists to hold a Pathfinder Parade in the City of Guelph on Saturday, July 21<sup>st</sup>, 2007. The parade will commence on Woolwich Street at the River Run Centre (35 Woolwich Street) and finish at Riverside Park. A map of the route is included in Appendix A – Route Map. The affected street segments below will require full or partial closures between the hours of 3:00pm to 6:00pm on the day of the event:

| <u>Street Name</u> | <u>From</u>      | <u>To</u>        |
|--------------------|------------------|------------------|
| Woolwich Street    | Macdonell Street | Norfolk Street   |
| Woolwich Street    | Norfolk Street   | Speedvale Avenue |
| Woolwich Street    | Speedvale Avenue | Marilyn Drive    |
| Marilyn Drive      | Woolwich Street  | Riverside Park   |

Affected residents will be notified of the event by hand-delivered letters distributed by the organizer.

## **CORPORATE STRATEGIC PLAN:**

To enhance community wellness by supporting the development of vibrant and safe neighbourhoods while ensuring the accessibility and safety of facilities, services and programs in Guelph.

## **FINANCIAL IMPLICATIONS:**

N/A

## **DEPARTMENTAL CONSULTATION:**

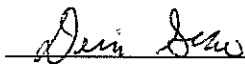
Staff has consulted with City services and the Downtown Board of Management and no objections were received.

## **COMMUNICATIONS:**

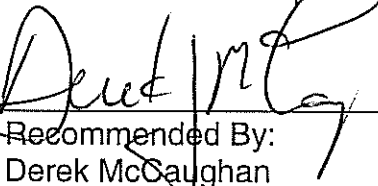
N/A

## **ATTACHMENTS:**

Appendix A – Route Map



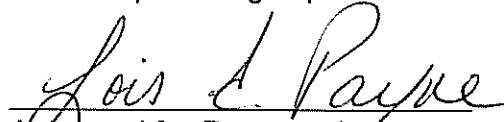
Prepared By:  
Dennis Shaw  
Technologist I, Traffic Investigations  
519-822-1260 x2415, x229  
Dennis.Shaw@Guelph.ca



Recommended By:  
Derek McCaughan  
Director of Operations  
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Derek.McCaughan@Guelph.ca

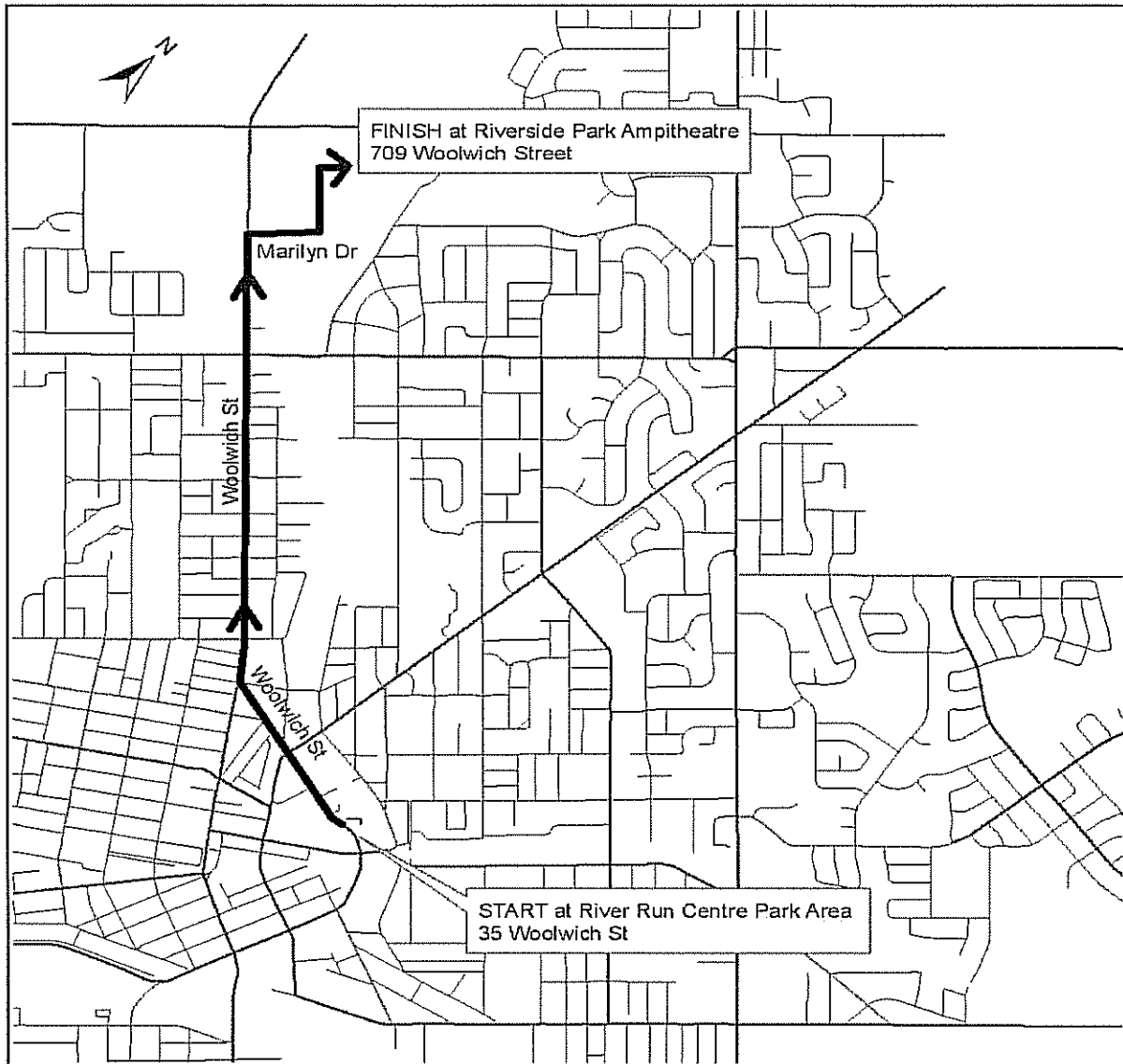


Recommended By:  
Bob Chapman  
Manager, Parking and Traffic  
519 837 5612 ext 2275  
Bob.Chapman@guelph.ca



Approved for Presentation:  
On behalf of the Transitional  
Executive Team

Emergency Services, Community Services & Operations Committee  
Appendix A – Route Map





# City of Guelph

## OPERATIONS

### Information Report

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

**DATE:** 2007/07/11

**SUBJECT:** REVIEW OF OVERNIGHT PARKING

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#### RECOMMENDATION:

**"THAT the report of July 11, 2007, Review of Overnight Parking be received."**

#### BACKGROUND:

At their meeting of December 13<sup>th</sup>, 2006, Council passed the following resolution:

**"THAT staff be directed to review overnight parking city wide."**

The City's overnight parking restriction, from 2:00 a.m. to 6:00 a.m., has been in effect since prior to 1970. The significant majority of streets have this restriction in place. However, in the older, central areas of town, where homes were built without off-street parking prior to the advent or realization of the role the automobile would come to play, some on-street parking is still permitted. Rather than sign the majority of streets **No Parking 2:00a.m. – 6:00a.m.**, the City employs a **permissive** signage system wherein signs indicating the restriction are posted at all vehicular entrances to the City. Internal to the City's entry points, the only signs pertaining to overnight parking are displayed on those streets where it is permitted.

The restriction offers many benefits to the community including:

- Controlled on-street parking
- More effective and efficient municipal services
- Easier overnight mobility within neighbourhoods, especially by emergency services

- More efficient recovery of stolen vehicles
- Easier identification and removal of abandoned vehicles
- Enhanced neighbourhood security

Unfortunately the restriction has been a source of consternation for a number of residents and visitors to our community. To address expressed concerns about the restriction, enforcement practices have evolved over time to be more lenient. Current policies/practices included:

- The provision of twelve (12) exemptions per household to accommodate up to two vehicles of overnight guests per occasion with each exemption valid for up to two (2) nights. In 2006, 16,500 such exemptions were provided.
- Enforcement of the restriction *outside of the downtown area* does not commence until 3:00 a.m. unless a complaint is received or to facilitate street maintenance;
- Enforcement of the restriction downtown does not commence until 4:00 a.m. recognizing a significant number of downtown businesses are open for business past 2:00 a.m. Enforcement prior to 4:00 a.m. only occurs when municipal service (snow removal, road maintenance etc) is necessary. When this occurs, the Downtown Board of Management is forewarned so that they may alert their members in advance.
- Exemptions are routinely granted for compassionate reasons, driveway work or construction. Such exemptions are in addition to the twelve guest exemptions previously mentioned.
- Tickets are regularly withdrawn for new residents or guests who claim ignorance of the bylaw.

These enforcement practices/policies have evolved in an attempt to accommodate the parking needs of the community while maintaining the City's control of on-street, overnight parking. Despite these efforts, staff still issue approximately 18,000 Parking Infraction Notices for illegal overnight parking annually.

## **REPORT:**

In response to Council's direction, Staff have undertaken the following:

- A comparison of how thirty (30) other municipalities approach overnight parking;
- A survey of municipal service providers;

- A cursory consideration of the Places To Grow Legislation as to its impact on the current restriction.

### **Municipal Survey**

Staff contacted twenty-nine (29) municipalities to determine how each addresses on-street, overnight parking. The majority of municipalities (27) had some form of overnight parking control in place precluding residents from becoming dependant on the street for their on-going parking needs. The following summarizes some of the pertinent information collected:

- Eleven (11) municipalities had overnight parking restrictions similar to Guelph's
- Fourteen (14) municipalities had seasonal overnight parking restrictions
- Two (2) municipalities had no overnight parking controls at all.

The complete survey is attached as Appendix A.

### **Municipal-Service Providers**

The City's various service providers were asked to comment on how their specific services would be impacted if the current overnight parking restriction were repealed. The responses are paraphrased as follows:

Guelph Police Service, Guelph Fire Department and Royal City Ambulance – removal of the restriction would negatively affect the efficiency and effectiveness of these service providers. Correspondence from these agencies is attached as Appendixes B, C and D respectively.

Operations – removal of the restriction would negatively affect the Department's effectiveness and efficiency in providing many of its services but particularly snow removal and street sweeping. The removal would likely have a negative budgetary and service impact.

Waterworks – would lead to increased delays for operations and maintenance activities after hours i.e. watermain breaks. If the overnight restriction is removed, would request parking prohibitions be created in front of or near any water supply facilities.

Transit – being that their regular service doesn't start to 5:45 am any change would not have a significant impact to the operation

Solid Waste Resources – the ban should not be removed. Parked cars are a problem and safety concern for collections staff as our one man packers are driving from the right hand side in large vehicles with limited visibility

### **Places To Grow Implications**

The Places to Grow Legislation will require the City to add approximately 12,000 new intensification units in the already built area of our community over the next 25 years. It is anticipated the bulk of these new units will be directed to specific targeted areas (nodes, corridors and downtown). A key challenge to the success of our infill/intensification efforts will be meeting required parking standards. Regardless of whether Council decides to amend the current overnight restriction at this time or not, it is anticipated that the City's current parking standards, including the overnight parking restriction, will need to be revisited to find a more flexible on-street parking regime to support our intensification responsibilities.

### **CORPORATE STRATEGIC PLAN:**

Enhance our emergency services and support the development of vibrant and safe neighbourhoods.

### **FINANCIAL IMPLICATIONS:**

N/A

### **DEPARTMENTAL CONSULTATION:**

Guelph Police Service, Guelph Fire Department, Royal City Ambulance Service, Operations Department, Waterworks, Solid Waste Resources and Transit.

### **COMMUNICATIONS:**

N/A

### **ATTACHMENTS:**

- Appendix A – Survey of Municipalities
- Appendix B – Correspondence from Guelph Police Service
- Appendix C – Correspondence from Guelph Fire Department
- Appendix D – Correspondence from Royal City Ambulance



*Bob Chapman*

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Prepared By:  
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Bob.chapman@guelph.ca

*Derek J. McCaughan*

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Recommended By:  
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Director, Operations  
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Derek.mccaughan@guelph.ca

*Lois E. Payne*

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Approved for Presentation:  
On behalf of the Transitional  
Executive Team

# Review of Overnight Parking – Appendix A

| Municipality        | Population | Overnight Restrictions |                      |        |      |                               |
|---------------------|------------|------------------------|----------------------|--------|------|-------------------------------|
|                     |            | Year Round             | Seasonal             | 3 hour | None | Exemptions Offered            |
| Aurora              | 40167      | ✓                      |                      |        |      |                               |
| Barrie              | 150000     |                        | ✓                    |        |      |                               |
| Belleville          | 49060      |                        | ✓                    |        |      |                               |
| Brantford           | 86417      | ✓ (Specific Streets)   |                      |        |      | ✓                             |
| Burlington          | 150836     |                        |                      | ✓      |      | ✓                             |
| Cambridge           | 124000     | ✓                      |                      | ✓      |      | ✓                             |
| Grimsby             | 84574      |                        |                      |        | ✓    |                               |
| Guelph              | 125872     | ✓                      |                      |        |      | ✓                             |
| Hamilton            | 490268     | ✓                      |                      | ✓      |      | (only for 3 hour restriction) |
| Kitchener           | 190399     |                        | ✓                    | ✓      |      | (only for 3 hour restriction) |
| Kingston            | 114195     | ✓ (Specific Streets)   | ✓ (Specific Streets) |        |      |                               |
| London              | 336539     | ✓                      |                      |        |      |                               |
| Markham             | 208615     | ✓                      |                      |        |      | ✓                             |
| Midland             | 16800      |                        | ✓                    |        |      |                               |
| Milton              | 58700      |                        |                      | ✓      |      | ✓                             |
| Mississauga         | 612925     |                        |                      | ✓      |      |                               |
| Niagara on the Lake | 14000      | ✓                      |                      |        |      |                               |
| North Bay           | 56000      |                        | ✓                    |        |      |                               |
| Oakville            | 144738     |                        | ✓                    | ✓      |      | ✓                             |
| Orangeville         | 23000      |                        | ✓                    |        |      |                               |
| Oshawa              | 139051     |                        | ✓                    | ✓      |      |                               |
| Ottawa              | 860704     |                        | ✓                    |        |      |                               |
| Owen Sound          | 22000      | ✓ (Specific Streets)   | ✓ (Specific Streets) |        |      |                               |
| Peterborough        | 74600      |                        |                      | ✓      |      |                               |
| Sarnia              | 70876      | ✓                      |                      |        |      | ✓ (May1-Nov1)                 |
| Sault Ste. Marie    | 75000      |                        | ✓                    |        |      |                               |
| Stratford           | 30000      | ✓                      |                      |        |      |                               |
| Sudbury             | 155219     |                        | ✓                    |        |      |                               |
| Thunder Bay         | 109016     |                        | ✓                    |        |      |                               |
| Windsor             | 208402     |                        |                      |        | ✓    |                               |



## Guelph Police Service

15 Wyndham Street S., Guelph, Ontario N1H 4C6  
(519) 824-1212  
TTY (519) 824-1466

June 7, 2007

Doug Godfrey – Supervisor  
Parking Regulation and Enforcement  
Operations Department  
City of Guelph

### Re: 2am – 6am Parking Restriction

Deputy Chief Eden has requested a brief response regarding consideration of the removal of the 2am – 6am parking restrictions, either as a seasonal ban or an outright removal of the parking restriction itself.

The Traffic Unit of the Guelph Police Service does not support this endeavour.

The proliferation of additional parked vehicles on city streets adds a further degree of difficulty to quickly move emergency vehicles through narrowed streets. The size of emergency vehicles, such as fire trucks and ambulances, will enhance this difficulty even more.

Adding vehicles to streets creates opportunities for reducing sight lines for pedestrians and vehicle drivers alike. There are numerous pedestrians even during these hours of the morning and some of them are under the influence of alcohol.

Currently we have parking enforcement officers who deal with complaints of motor vehicles abandoned on private property. The current bylaw requires private property owners to have appropriate signage in the event vehicles are to be removed from property if they are parked without authority. If parking of vehicles is permitted, many of them unfit to be driven on a highway, these 'wrecks' will clog streets. If a vehicle is 'abandoned', there is legislation which will allow that vehicle to be removed – after time. During that time, 'wrecks' may become targets of vandals. Reporting of damage may increase volumes of calls for service which will result in police response, further removing police from other pressing matters that the community may be concerned about.

When 'wrecks' clog the streets, I would anticipate that the general public will complain of untidy neighbourhoods, that streets are not being kept clean and this will again increase calls to police and city staff. Private property owners bear the responsibility for their own property and they deal effectively now with bylaw enforcement on removing those vehicles from their property. Other property owners who own these vehicles currently will keep these vehicles on their own property. The likelihood of any of these vehicles having current insurance coverage is minimal.

With an increase in vehicles abandoned on city streets, the risk increases for the safety of children and adults due to sight line visibility during the day as well. There is the potential hazard for children at play, visibility at crosswalks, corners and mid-block locations. If the parking restriction is in place, the discovery of abandoned vehicles on streets is known quicker because of the monitoring/enforcement of the parking authority.

This is not meant to be an in-depth study of this matter but rather just a few quick thoughts from the Traffic Unit.

Regards,

A handwritten signature in black ink, appearing to read 'D. McNeilly', written in a cursive style.

Sergeant Derek McNeilly

A handwritten signature in black ink, appearing to read 'M. Obergan', written in a cursive style.

Inspector Maurice Obergan

# City — of Guelph —

M e m o



**To:** Bob Chapman  
**From:** K. Shawn Armstrong  
**Department:** Emergency Services  
**Date:** June 13, 2007  
**Subject:** Removal of parking restrictions overnight -2am -6am.

We were asked to comment on the removal of overnight parking restrictions between 2am – 6am for areas of Guelph. Our concern would be access in the early hours to fires within residential dwellings. It is reasonable to expect a higher number of parked cars between 2am and 6am as residents are occupying the home and often sleeping.

Parked vehicles reduce the accessibility of certain roadways to a point of being impassable.

Lane reductions due to Emergency apparatus responding to a medical call at a residence with numerous vehicles parked on the street front could render a street closed until the conclusion of the event.

We would request careful consideration be given to this aspect when waiving any restrictions.

Sincerely,

K. Shawn Armstrong  
Director  
Emergency Services- Fire /Ambulance

# Memo

# Royal City Ambulance Service Ltd.

355 Elmira Road N. Guelph, On. N1K-1S5

'Serving Guelph and Wellington County'



*June 14, 2007*

**To: Doug Godfrey** | Supervisor Parking Regulation and Enforcement|  
Operations Department | City of Guelph |

"Our preference would be to have access and road allowances maintained for Emergency Responders. I assume there would be more vehicles parked on street overnight compared to the daytime. Depending on the street width adding any additional vehicles for apparatus to manoeuvre around could pose a problem that we currently do not have to deal with as much under the current parking restrictions."

Royal City Ambulance Service concurs with the above stance taken by Fire Services.

Sandy M. Smith, Director E.M.S.  
Royal City Ambulance Service E.M.S.  
355 Elmira Road, N.  
Guelph, On. N1K-1S5  
office (519) 843-5909  
cell (519) 766-5864

SERVING GUELPH and WELLINGTON COUNTY

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# City of Guelph

## FINANCE

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

**DATE:** July 11, 2007

**SUBJECT: LORETTO CONVENT**

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### **RECOMMENDATION:**

THAT Council approves the Museum Board recommendation to relocate the Guelph Civic Museum to the Loretto Convent;

AND THAT staff be directed to negotiate an agreement with the Diocese of Hamilton on the terms outlined in the Loretto Convent report dated 11 July 2007 and report back through Committee with the results;

AND THAT staff be directed to bring forward the timing of this capital project with substantial completion scheduled for 2010, in order to qualify for federal grant funding under the Cultural Spaces Canada (CSC) program.

### **BACKGROUND:**

Since 2001, Guelph Museums Board of Management and staff have been planning for the future of Guelph Civic Museum. A study to determine the feasibility of expanding at the current location was already underway when the Diocese of Hamilton applied for a permit in early 2004 to demolish the historic Loretto Convent. During the public meetings that ensued the possibility of relocating the Guelph Civic Museum to the Convent was suggested.

In March 2005 the Loretto Convent Task Force, appointed by Mayor Quarrie and chaired by Dr. Summerlee, recommended that the possibility of renovating the Convent for museum use should be pursued.

A number of proposals were reviewed by the Task Force during this process but in the end the Diocese indicated that the only use they would consider would be a community museum. A two-part feasibility study was then undertaken by the Museum Board between July 2005 and March 2006 which concluded the building to be a good match for the Museum in all respects and that the projected construction cost was \$10 million.

During the 2007 budget process, the project was included in the 2011 capital forecast.

A timeline of significant events to date is attached as Appendix 1, and FAQ sheet for information purposes is attached as Appendix 2.

## **REPORT:**

The Guelph Museums Board of Management passed a motion 24 May 2007 requesting that

*“the City of Guelph enter into an agreement with the Diocese of Hamilton to secure the Loretto Convent as the future home of the Guelph Civic Museum”.*

This project is identified in the current Capital Forecast for 2011, but if approved, it would be appropriate to advance it into 2008/09 in order to potentially secure substantial grant monies that are currently available.

The main source of government funding for capital projects is a federal program, Cultural Spaces Canada (CSC), through the Department of Canadian Heritage. Museum staff worked with CSC staff from January to May 2007 to prepare and submit a grant application. The program could provide a maximum of 33% of the project cost and, if successful, money would be available in the 2008/09 fiscal year. The CSC program will conclude in 2010 and there is no guarantee of a new capital program or what the criteria might be.

In order to secure this grant, a lease agreement between the City and Diocese is required prior to October 2007 and substantial completion of the work must occur before the end of March 2010.

A commitment from Guelph City Council that this project will proceed in the timeframe indicated above is now required by CSC for the grant application to move forward through the funding process.

Staff are recommending that they be directed to commence negotiations with the Diocese for an agreement to lease this property for a term in the range of 50-100 years. The negotiations would make it clear to the Diocese that the long term lease is completely conditional upon the approval of the CSC federal grant application.

The feasibility study conducted by J. David McAuley Architects has been reviewed by Corporate Properties staff, and they advise a time-adjusted full estimated cost of \$13 million to undertake the work is required.

In order to achieve the desired substantial completion by 31 March 2010, the project should commence before early 2008 with an RFP for architectural design. Staff propose that the total project cost may be allocated over the coming years as follows:

|             |                |
|-------------|----------------|
| 2007 – 2008 | \$2.25 Million |
| 2009        | \$7.75 Million |
| 2010        | \$3.00 Million |



A letter has been received from the Business Administrator of the Diocese of Hamilton noting the City's declared future interest for 2011 and requesting that the City take over effective control of the Loretto Convent (see Appendix 3). The request is being made at this time because of problems associated with maintaining insurance, concerns about vandalism, and associated potential liabilities.

Staff have inspected the building with a view to determining what would be necessary to secure and maintain the building pending redevelopment. Details are provided in Appendix 4 as to the scope of this work and it is estimated that initial one-time work will cost about \$126,000 and ongoing annual security, maintenance, and insurance costs are estimated at \$40,000 per year until such time as renovation work commences.

Council should be aware that there is an immediate opportunity to create a gravel parking area which will accommodate approximately 34 parking spaces on a level portion of the site at an estimated cost of \$39,000. These spaces could be used by staff or others in the interim, but further discussion is necessary. If the property is to be held for any period of time before redevelopment, staff will likely incorporate such a use into the recommendation.

#### **CORPORATE STRATEGIC PLAN:**

This initiative supports the following Corporate Strategic Directions:

1. To manage growth in a balanced, sustainable manner.
3. To support our natural, cultural and architectural heritage.
6. To have exemplary management practices.

#### **FINANCIAL IMPLICATIONS:**

\$126,000 for initial one-time work to secure the building structure, as detailed in Appendix 4.

\$40,000 operating costs annually for heating, security and liability insurance until such time as the renovation project commences.

Total capital expenditure of \$12 million for the proposed Loretto Convent Museum conversion as follows

|             |                |
|-------------|----------------|
| 2007 – 2008 | \$2.25 Million |
| 2009        | \$7.75 Million |
| 2010        | \$3.00 Million |

Of which

- 33% (\$4.3 Million) to be covered by federal CSC grant, if approved
- Expected \$1 Million in provincial funding
- Expected \$500,000 in fundraising/ donations
- Expected \$25,000 in partner contributions
- Expected \$475,000 from sale of current building asset.

Net capital cost to the City would therefore be

|             |                 |
|-------------|-----------------|
| 2007 – 2008 | \$1.125 Million |
| 2009        | \$3.875 Million |
| 2010        | \$1.700 Million |

And assuming 100% debt funding, the impact on the tax rate for each year would be approximately

|      |       |
|------|-------|
| 2008 | 0.00% |
| 2009 | 0.10% |
| 2010 | 0.36% |
| 2011 | 0.09% |

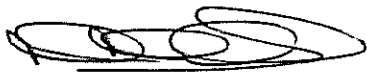
An alternative would be to identify and postpone other debt-funded projects already identified in the capital forecast in order to make way for this Loretto Convent Museum project, and mitigate the impact on the tax rate.

#### **DEPARTMENTAL CONSULTATION:**

The Director of the Museum has provided much of the information for this report. Corporate Properties and Realty Services were both consulted with regard to content of this report.

#### **ATTACHMENTS:**

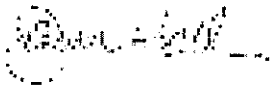
Appendix 1 – Timeline of significant events for Loretto Convent project.  
Appendix 2 – FAQ Sheet prepared for Guelph Museums Board of Management.  
Appendix 3 – Letter from Diocese of Hamilton.  
Appendix 4 – Cost Estimates for securing building structure and parking lot budget.



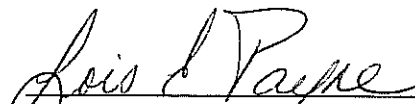
Prepared By:  
Michael Humble, CGA  
Financial Consultant



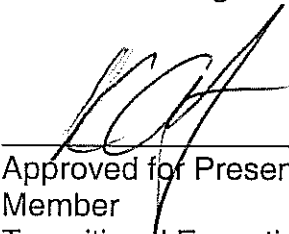
Recommended By:  
Katherine McCracken  
Director of Guelph Museums



Recommended By:  
Jim Hall  
Chair, Guelph Museums  
Board of Management



Recommended By:  
for Jim Stokes  
Manager of Realty Services



Approved for Presentation:  
Member  
Transitional Executive Team

## Highlights of the Museum Expansion / Relocation Project

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 2, 2001      | Sheila Copps announces Cultural Spaces Canada Program at Department of Canadian Heritage.                                                                                                                                                                                                                                                                                                                            |
| 2001             | Museum staff and Board begin to discuss the possibility of expanding Guelph Civic Museum.                                                                                                                                                                                                                                                                                                                            |
| Jan -- Mar 2002  | Museum staff begin work on grant application with Cultural Spaces Canada staff to complete a study to examine the possibility of expanding at the current location                                                                                                                                                                                                                                                   |
| May 2002         | RFP issued through City of Guelph                                                                                                                                                                                                                                                                                                                                                                                    |
| August 2002      | Final grant application submitted to Cultural Spaces                                                                                                                                                                                                                                                                                                                                                                 |
| September 2003   | Official approval of \$15,000 grant from Cultural Spaces                                                                                                                                                                                                                                                                                                                                                             |
| December 2003    | Submissions revised and reviewed – David McAuley awarded contract                                                                                                                                                                                                                                                                                                                                                    |
| January 2004     | First official meeting of the Expansion Feasibility Study Committee                                                                                                                                                                                                                                                                                                                                                  |
| February 2004    | Threat to Loretto Convent announced in press                                                                                                                                                                                                                                                                                                                                                                         |
| April 2004       | Phase 1 report of Expansion Feasibility Study submitted by David McAuley                                                                                                                                                                                                                                                                                                                                             |
| June 2004        | Diocese offers Convent to City for use as “museum or art gallery” on a long-term lease – Museum Board expressed an interest – Council passed motion not to use the site for City purposes and not to initiate a feasibility study                                                                                                                                                                                    |
| August 2004      | Guelph Museums presentation to Community Services Committee                                                                                                                                                                                                                                                                                                                                                          |
| September 2004   | Guelph Museums presentation to City Council                                                                                                                                                                                                                                                                                                                                                                          |
| September 2004   | Dr. Summerlee appointed to head Convent Task Force                                                                                                                                                                                                                                                                                                                                                                   |
| February 3, 2005 | Public Meeting at Guelph Civic Museum regarding Museum expansion/relocation                                                                                                                                                                                                                                                                                                                                          |
| February 2005    | Phase 2 & 3 of Expansion Feasibility Study submitted by David McAuley. Conclusion was that expansion at the current location would be possible at a cost of \$4.3 million but all parking would be lost. Considerable discussion of parking alternatives including underground parking, purchasing adjacent properties for parking, or off-site parking. Final recommendation was to consider alternative locations. |

|                    |                                                                                                                                                                                                                                                           |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 2005         | Convent Task Force Report released                                                                                                                                                                                                                        |
| May 10, 2005       | Council approves one recommendation of the Task Force Report – to allow Guelph Museums to explore the possibility of converting Loretto Convent for museum use                                                                                            |
| June 17, 2005      | Meeting with Guelph Museums Board and Director, John O'Brien, and City staff for initial discussions                                                                                                                                                      |
| July 2005          | Guelph Museums hires David McAuley to prepare Loretto Convent Feasibility Study                                                                                                                                                                           |
| October 2005       | Phase 1 of Loretto Convent Feasibility Study received by Board – no major problems identified and Board votes to continue with next phase. Report submitted to City Council.                                                                              |
| March 2006         | Phase 2 of Loretto Convent Feasibility Study received by Board and submitted to City Council. Project cost is identified as \$10 million.                                                                                                                 |
| April 20, 2006     | Meeting with Provincial Minister of Culture, Caroline DiCocco to inform her of this project and make a direct request for financial assistance – Mayor Kate Quarrie, CAO Larry Kotseff, MPP Liz Sandals, John O'Brien, Ian Panabaker, Katherine McCracken |
| September 2006     | Update to City Council on Loretto Convent project                                                                                                                                                                                                         |
| November 2006      | Municipal election                                                                                                                                                                                                                                        |
| January 2007       | Museum relocation project included in Capital Forecast for 2011                                                                                                                                                                                           |
| January – May 2007 | Museum staff work with Cultural Spaces Canada program staff to submit application to renovate Loretto Convent for use as Guelph Civic Museum. This program will grant up to 33% of the total project cost -- \$3.3 million.                               |

## Frequently Asked Questions Museum / Convent Project

June 19, 2007

*What is the square footage of the current Guelph Civic Museum?*

11,000 square feet including the basement.

*What square footage is required to meet the needs of the Museum for the next 25 years?*

Approximately 21,000 square feet was identified in the expansion quantification document completed in May 2004. (This is useable space and did not take into account halls, stairwells, elevator, etc.).

*What is the size of the current Convent building?*

Gross floor area (as measured from interior side of exterior walls) – 20,296 square feet

Gross floor area (as defined by zoning by-law from exterior side of exterior walls – 24,440 square feet.

*What is the size of the Convent once renovation takes place?*

In the Feasibility Study completed by David McAuley, he proposed a plan that would result in a museum of 27,282 square feet (measured to exterior side of exterior wall).

He recommended demolishing 2,490 square feet of the existing building, which is the 2 story addition on the west side as well as an addition to the 3<sup>rd</sup> and 4<sup>th</sup> levels on the west side.

Heritage Guelph has determined that they do not have historical significance. The plan developed by McAuley includes an addition of new construction of approximately 6,000 square feet including a basement on the west side. The area of the existing building to be renovated is 21,276 square feet.

*What is the size of the collection?*

30,000 items, which includes the photo and postcard collections which now number 6,000.

*What are the most pressing space needs of Guelph Civic Museum?*

1. Curatorial - proper storage of the collection, area for exhibition preparation, public research space, holding area for incoming artifacts, loading dock for large items.
2. More flexible programming space – allow for larger groups, accommodate a booked group and the general public, distinct exhibit and program space that are not competing, larger children's gallery, a group entrance, programming space with after-hours accessibility for community use
3. More effective administrative space – dedicated meeting room, support space for volunteers, gift shop storage, administrative file storage

*Is the Loretto Convent designated?*

No, the building is not designated. Heritage Guelph is interested in working with the Diocese of Hamilton to designate all of "Catholic Hill" rather than any one of the buildings individually. This was one of the recommendations of the Convent Task Force, chaired by Dr. Summerlee,

and Heritage Guelph is keen to pursue this at the appropriate time. To date, the Diocese is obviously not interested in designation as it would complicate any future demolition application.

The Church of Our Lady is a designated National Historic Site.

*What is the current condition of Loretto Convent?*

There has been considerable vandalism to the interior of the Convent since 2004 and also deterioration due to the lack of heat and infiltration of water and moisture. In the last year, much of the paint has peeled from the walls and ceilings.

The key point, however, is that this is not a restoration project – it is complete adaptive reuse. The proposed design by McAuley would maintain the existing floor structure but all interior partitions, with the exception of the load bearing walls, would be removed to accommodate the museum layout. The extensive damage has virtually destroyed all finishes but these would not be maintained anyway. There are few architectural features of significance inside the building. There is some 12” wood baseboard that could be maintained and the central staircase could be maintained as the required second exit from each floor. In general, this was an extremely plain building that has been renovated dozens of times over its 150 year history so there is little “original” fabric left.

*Is expansion at the current site possible?*

In 2003, Guelph Museums hired David McAuley to do a feasibility study of 6 Dublin Street. The final report was submitted in December 2004. The conclusion was that a 2 story addition, with a finished basement, could be built to accommodate our space requirements but it would assume the entire parking lot. The possibility of off-site parking, underground parking, and purchasing adjacent properties for parking were all explored with no obvious solution. The final recommendation was that it would be advisable to consider a different site.

The budget for an addition to the current museum was estimated to be \$4.3 million.

*What would happen to the existing building if the Museum relocated?*

That would be determined by the City of Guelph. It is anticipated that once the new Civic Administration Centre opens in 2008, the City will not require additional office space so the building would probably be sold if the Museum did relocate. An informal appraisal by realtor Murray Taylor estimated the value of the property at \$500,000. The Museum Board of Management would request that any revenue from the sale of the building be used toward the museum relocation.

*What parking would be available if the Museum relocated to the Convent?*

From the outset, the Diocese made it clear that the Museum would require dedicated parking. The proposed plan by McAuley indicates a lot with entry off Cork Street for 34 vehicles as well as one parking spot for a bus. There is ample room for a lot of this size and it would still leave lots of green space stretching down to Norfolk Street. It is anticipated that many visitors will go to both Church of Our Lady as well as the Museum, so in reality there would be some people who park in the Church’s upper lot and visit both locations. It is possible that the lot would be metered as it is at the Library.

*What influence would the Diocese have over programming, exhibitions, or any activities at the Museum?*

This was discussed at initial meetings with John O'Brien from the Diocese and it was determined that some of this might be addressed in the lease but more importantly with ongoing communication. In 2005, Museum staff provided the Diocese with an "operating plan" indicating the types of events, lectures, exhibitions, programs, etc. that take place at Guelph Civic Museum so that they are aware of the range and timing of our activities. Any potentially "controversial" subjects would have to be addressed ahead of time with the Diocese but it is probable that issues of concern for the Diocese would also be issues of concern for the Museum Board of Management. This is one of the reasons that the Diocese will not consider an art gallery in the Convent as the potential for conflict is much greater. It is important to remember that we are a community museum with a well-defined mission statement and the potential for conflict is minimal.

*Could we consider "branch" museums?*

Although it is common for a municipality or an organization to own and operate more than one museum, they are usually separate facilities. For example, Guelph Civic Museum and McCrae House – these are not "branch" museums but are two separate museums. The Region of Waterloo operates Doon Heritage Crossroads, Joseph Schneider Haus, and McDougall Cottage which are 3 distinct museums.

The notion of breaking up the Civic Museum into "branches" is not advisable in terms of programming, curatorial, or administration. The collection would be scattered, programming would be diluted, and more full-time staff would definitely be required.

Libraries can offer essentially the same service at each branch by ordering 5 copies of the same book or one copy can be quickly transported to another branch – this concept does not translate to museums.

*Will operating costs increase in a new facility?*

The largest part of the operating budget is the human resources costs, salaries and benefits, and it is not anticipated that the number of full-time positions will change. Utilities and maintenance would increase although probably not proportionately as the existing building is extremely inefficient in terms of heating/cooling, electrical, etc.

It is expected that revenues would increase in a number of areas: admissions (especially in the first few years when a new facility opens), rentals of meeting and programming space, larger or even double classes could be accommodated, after-hours rentals will be possible, etc.

*Has the Board considered new construction?*

Since the Guelph Civic Museum Feasibility Study was completed in February 2005, it has been the stated desire of Guelph Museums Board of Management for the museum to remain in the downtown core in a heritage building. Although new community museums have certainly been built in other municipalities, it was felt that with a wealth of built heritage in Guelph, a heritage building is more appropriate and desirable.

That being said, being “shoe horned” into a heritage building that does not work in terms of the public or private spaces, is not desirable either. Many community museums have been “given” heritage buildings and are expected to move into a space that simply does not work. One advantage of the Convent is that the interior allows for an extensive renovation providing the spaces that are required for a modern museum yet retaining an authentic character.

Although it was not mentioned in the study, David McAuley clearly indicated during a verbal presentation to the Board that comparable new construction would cost more than renovating the Convent.

*What does the \$10 million price tag of the Convent location include?*

David McAuley provided a range for each section of the capital budget. By adding up his high estimates, the total is \$10 million. This includes \$7 million for the building conversion including the previously described demolition, the new construction, the renovation, the site preparation, the parking lot and landscaping and then an additional \$3 million for FFE (fixtures, furnishings, and equipment). There are two items of note that were not included: professional fees including architects, specialized engineers, museum consultants, etc. as well as the cost of moving.

*What would be the sources of funding?*

For planning purposes, we have estimated \$3.3 million from Cultural Spaces Canada which is the federal program, \$500,00 from the provincial government including grants and a direct appeal to the Minister of Culture, \$500,000 from fundraising (corporate and individuals), \$500,000 from the sale of the current building, and \$5.2 million from the City of Guelph.

*What have other new community museums cost?*

These are the most recent examples of new community museum projects in Ontario:

Bruce County Museum, Southampton

Renovated 1878 schoolhouse and constructed new 24,000 sq. ft. museum wing – \$7.7 million

FFE, exhibits, contingencies - \$3.4 million

TOTAL - \$11.1 million

Grey Roots Heritage and Visitor Centre, Owen Sound

New construction – 36,000 square feet

TOTAL - \$11 million

Red Lake Regional Heritage Centre, Red Lake

New construction – 8,000 square feet

TOTAL - \$3 million

Proposed Region of Waterloo Museum

New construction at Doon Heritage Crossroads, Kitchener – approximately 40,000 square feet.

TOTAL - \$22 million

This project has been in the capital forecast for a decade. It was approved by a Committee of Council on June 12, 2007.



*Have we considered other locations?*

Guelph Museums has not undertaken a feasibility study for any location other than Loretto Convent. Any feasibility study will cost a minimum of \$30,000, as was the case with the Convent study, which does limit the number of studies that can be done.

Board members and staff did visit Chalmers Church when it was available but it was quickly determined that the space was not appropriate for museum use. Another location mentioned by previous members of Council is the Guelph Armoury. To date, the Armoury is not available and we do not know if it would be appropriate.

The work done by Guelph Public Library over the past several years to select a location for a new central library is relevant. That work has been ongoing for a number of years and the main message is that there are few options in the downtown.

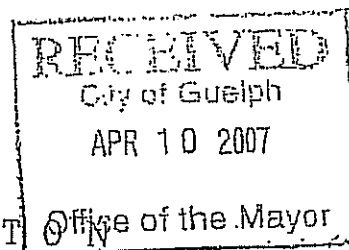
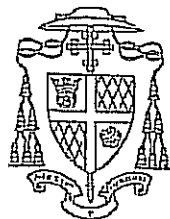
The other document of use is the Guelph Visual Arts Community Centre Feasibility Study and Business Plan completed by Roger Jones & Associates in May 2003 for Guelph Arts Council. Again, the number of potential locations that could be identified is limited. The location that ranked the highest for them is the current library. In speaking with Sally Wismer, there is still a strong interest in creating a Visual Arts Centre in the library, if and when the library relocates. The Arts Council has, in fact, recently reiterated this desire to Mayor Farbridge.

I do not know if the Library would be appropriate to renovate for Museum use and a feasibility study would be required to make that determination. The overall size is adequate as it is apparently 30,000 square feet. While it is certainly a visible location in the downtown, it is not a heritage building which was previously identified as a priority. As well, it should be noted that it is not available at this time and the future of the central library is completely unknown.

*Why should Guelph Museums Board of Management and the City of Guelph pursue the Convent project?*

1. The need for an expanded facility has long been identified and necessary for Guelph Civic Museum to remain relevant to this community.
2. The Convent is the only option that is currently available.
3. McAuley's study has shown that the building is a "good fit" for museum use.
4. It is a significant heritage building, prominently located in the downtown, and adjacent to the largest tourist attraction in the City.
5. The Convent's availability to the City on a long-term lease for a nominal payment represents good value
6. If the Convent project is dropped, relocation of the Civic Museum will not be a priority. This is an opportunity that has presented itself and it should be pursued fully until City Council has determined otherwise.

Katherine McCracken  
Director



DIOCESE OF HAMILTON

April 4, 2007

cc: Lois Payne  
Drew Kennedy  
Katherine McCracken

Her Worship Karen Farbridge  
City Hall  
59 Carden Street  
Guelph, ON, N1H 3A1

Dear Mayor Farbridge:

Re: Loretto Convent Building -- Museum Proposal

It is my understanding that the recent budget deliberations undertaken by the City of Guelph confirmed that any consideration of the conversion of the former Loretto Convent into the new home of the Guelph City Museum has been deferred until 2011 at the earliest.

As you may be aware, the Diocese of Hamilton submitted a Demolition Permit for the Loretto Convent but agreed to participate in the previous administration's Task Force headed by Dr. Allstair Summerlea, President of the University of Guelph, to consider options for the adaptive reuse of the convent building; the result of which was the recommendation that it be converted for museum purposes.

We have since been advised that our insurance coverage provider will no longer extend coverage to the vacant Loretto Convent. As you may also be aware, there have been recent and continuous vandalism of the property. Unauthorized access to the building is an ongoing nuisance and exposes the Diocese to potential liability claims arising from someone injuring themselves.

I had been hopeful that the City of Guelph would be more proactive in the conversion of this building given the interest from many sectors of the Guelph community including members of City Council in making this investment a priority.

If it is the eventual intention of the City to re-locate the existing Guelph Museum to the former Loretto Convent, then I request that immediate steps be taken to

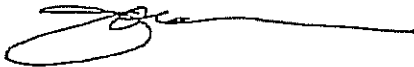
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(Mayor Farbridge – Loretto Convent) -2-

have responsibility for the property transferred to the City of Guelph, including but not limited to security (both lighting and surveillance), maintenance and upkeep. The Loretto Convent is deteriorating. Currently there is no heat, hydro, water or sewer functioning in the building. To preserve the integrity of the structure, an ongoing care and maintenance program needs to be developed until such time as the City is ready to proceed with the redevelopment.

The Diocese remains committed to the concept of having the former Loretto Convent converted to museum purposes. However, in view of our multi-million dollar commitment to restore the landmark Church of Our Lady, the Diocese is not prepared to assume both maintenance and liability costs for the next four years or more until the City makes a final decision. The Diocese is prepared to enter into negotiations to see responsibility of the former Loretto Convent assumed by the City of Guelph. Your consideration of our request would be appreciated.

Yours very truly,  
THE ROMAN CATHOLIC DIOCESE OF HAMILTON



John J. O'Brien  
Business Administrator

jjo:mwd

cc: Very Reverend Dennis Noon  
Church of Our Lady Parish

## Project Budget Summary

| OPM Codes        | Description                                                      |
|------------------|------------------------------------------------------------------|
| Budget Price     |                                                                  |
| 5200             | Security (Cost includes 3 years monitoring)                      |
| 5300             | Hydro (Temporary Service only)                                   |
| 5400             | Union Gas                                                        |
| 6111             | Abatement ( Includes asbestos, lead paint, mercury, PCB's, mold) |
| 6191             | Roofing Repairs                                                  |
| 6161             | Downspouts/RWL                                                   |
| 6144             | Soffits and Eaves                                                |
| 6222             | Trees/Shrub Removal                                              |
| 6222             | Grind/Removal Debris Base Building                               |
| 6231             | Repair Masonry Major Cracks                                      |
| 6239             | Remove Wrought Iron Fire Escape                                  |
| 6244             | Place Plywood over windows                                       |
| 6246             | Install No Trespassing Signs                                     |
| 6247             | H/E Furnaces                                                     |
| 6248             | New Granular Parking                                             |
| 6249             | Permit                                                           |
| 6250             | Site Plan Approval                                               |
| 6251             |                                                                  |
| 6252             |                                                                  |
| 6254             |                                                                  |
| 6255             |                                                                  |
| 6300             |                                                                  |
| 6325             |                                                                  |
| 8210             | Contingency                                                      |
| 8211             |                                                                  |
| 8212             |                                                                  |
| 8213             |                                                                  |
| 8311             |                                                                  |
| TOTAL BEFORE GST |                                                                  |

**Parking Lot Budget**

|                      |  |
|----------------------|--|
| Grading and Granular |  |
| Gate Arm             |  |
| PreCast Curbs        |  |
| Site Plan Engineer   |  |
| Site Plan Approval   |  |
| Contingency          |  |
| <b>Total</b>         |  |

12,000  
2000  
7000  
5000  
3000  
10000  
30000

## Appendix B

**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday July 11, 2007, 5:00 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Wednesday July 11, 2007 in Council Chambers at 5:00 p.m.

Present: Councillors Laidlaw, Beard, Hofland and Mayor Farbridge

Absent: Councillor Farrelly

Also Present: Councillors Bell and Wettstein

Staff in Attendance: Mr. H Loewig, Interim Chief Administrative Officer; Chief S. Armstrong, Director of Emergency Services/Fire Chief; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design & Development Services; Mr. G. Stahlmann, Director of Community Services; Ms. S. Aram, Supervisor of Budgets & Reporting; Mr. M. Cameron, Manager of Parklands and Greenways; Mr. R. French, Manager of Transit Services; Mr. D. Godfrey, Supervisor, Parking Regulation & Enforcement; Mr. R. Mackay, Manager of Recreation & Culture; Mr. M. McCrae, Manager of Corporate Property Services; Mr. I. Panabaker, Heritage/Urban Design Planner; Mr. R. Phillips, Acting Transportation Planning & Development Engineering Manager; Ms. J. Starr, Supervisor, Traffic Investigations; Ms. T. Agnello, Deputy City Clerk; Ms. J. Sweeney, Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on June 14, 2007 be confirmed as recorded and without being read.

Carried

**Transit Plan with Waterloo Region**

Robert Milligan was present and outlined the need for a Golden Triangle Focus and the need for more and better rail connections. He suggested that the City of Guelph and the Waterloo Region should work together towards sustainability. He further suggested that a Golden Triangle Innovation Network could be formed between the various municipalities to work on global issues. He expressed concern that as the GTA expands outwards that more distant municipalities are being converted into bedroom communities. He suggested that a way to combat increased traffic congestion and pollution is to expand the GO service.

**Guelph Public Library Site Selection Committee Final Report**

Bruce Weaver, Chair of the Guelph Public Library Board introduced Doug Gruber who is past Chair of the Board and has been involved extensively with the project.

Doug Gruber outlined the work completed by the Site Selection Committee of a New Headquarters Library. He advised that the Committee reviewed numerous sites and is recommending three potential sites.

Norm McLeod, Chief Librarian advised that the Committee extensively investigated 14 sites in total and have reduced the potential sites to three. He provided the Committee with information relating to the expansion of the existing library headquarter site and the difficulties in expanding this location. He further advised that the Baker Street site was judged to be the superior site. He advised that the Guelph Public Library Board has endorsed the recommendation of the Site Selection Committee and look for Council approval to move this project forward.

REPORT

2. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT staff be directed to develop conceptual development scenarios and associated business cases, including full economic cost-benefit analysis of the 2 preferred sites as brought forward by the Library Site Search Committee;

AND FURTHER THAT staff undertake the following:

- consider integrated mixed use design and development scenarios for both sites and that may include additional or reconfigured parking, residential, commercial and community uses
- consider opportunities for future expansion of library uses within the development envelop
- consider site expansions into adjacent properties on both sites
- consult with Co-operators to determine conditions and opportunities for site utilization, development and associated costs with the MacDonnel Street site;

AND THAT staff report back on the process, timing and resources required to complete this direction.

A recorded vote was requested, which resulted as follows:

VOTING IN FAVOUR: Councillors Beard, Hofland, Laidlaw and Mayor Farbridge (4)

VOTING AGAINST: (0)

The motion was carried.

The Chair thanked the members of the Site Selection Committee of the Headquarters Library.

**Formation of Public Committee to Review Personal Safety Equipment Requirements of Park and Facility Patrons**

REPORT

3. Moved by Mayor Farbridge  
Seconded by Councillor Beard

THAT staff be directed to establish a working group comprised of community stakeholders and city staff to review current requirements to wear personal safety equipment by our park and facility patrons, with a specific focus on risk assessment and mitigation strategies;

AND THAT staff report back to Council prior to the start-up of the 2007/2008 outdoor ice rink season on the findings and recommendations of the working group reviewing the use of personal safety equipment and risk mitigation.

Carried

**Special Event – Seventh-Day Adventist Pathfinder Parade**

Charles Leader, Pastor in charge of young people provided information with respect to the proposed parade in response to questions by members of the Committee.

REPORT

4. Moved by Mayor Farbridge  
Seconded by Councillor Beard

THAT the application from the Ontario Conference of Seventh-Day Adventists Pathfinder Parade to hold a parade on July 21, 2007, on Woolwich Street from the River Run Centre to Riverside Park be approved.

Carried

**Review of Overnight Parking**

In response to questions, the Supervisor of Parking Regulation & Enforcement provided information with respect to overnight on-street parking statistics.

REPORT

5. Moved by Councillor Hofland  
Seconded by Mayor Farbridge

THAT the report of July 11, 2007, Review of Overnight Parking be received;

AND THAT on-street overnight parking restrictions be revisited to increase on-street overnight parking to accommodate intensification under Places to Grow.

Carried

**Loretto Convent**

Ian Brown, Chair of the Guelph Museums Board of Management was present and provided a brief history of the ongoing discussions with the Diocese of Hamilton relating to the Loretto Convent building. He advised that the existing museum site is not practical for expansion. He advised that the final application to the Cultural Spaces Canada grant program needs to be submitted this year for a grant. He further advised that if the Museums do not move into the building, the structure will be demolished.

Katherine McCracken, Director of Guelph Museums advised that they have met with the Minister of Culture and that she is aware of this project. She provided clarification with respect to various grants available for this project. She advised that if the City does not move forward with this project, the potential federal grant would be in jeopardy and would make negotiations/relationship with the Diocese of Hamilton difficult. She requested that Council support this project.

**REPORT**

6. Moved by Councillor Hofland

Seconded by Councillor Beard

THAT Council approves the Museum Board recommendation to relocate the Guelph Civic Museum to the Loretto Convent;

AND THAT staff be directed to negotiate an agreement with the Diocese of Hamilton on the terms outlined in the Loretto Convent report dated July 11, 2007 and report back through Committee with the results;

AND THAT staff be directed to bring forward the timing of this capital project with substantial completion scheduled for 2010, in order to qualify for federal grant funding under the Cultural Spaces Canada (CSC) program

A recorded vote was requested, which resulted as follows:

VOTING IN FAVOUR: Councillors Beard, Hofland, Laidlaw and Mayor Farbridge (4)

VOTING AGAINST: (0)

The motion was carried.

**Veteran Free Parking**

7. Moved by Mayor Farbridge

Seconded by Councillor Hofland

Mr. D. McCaughan

THAT staff be directed to investigate the implications of providing free parking for Veterans and report back to the Emergency Services, Community Services & Operations Committee.



July 11, 2007

**Emergency Services, Community Services & Operations**

Carried

Page No. 5

8. Moved by Councillor Beard

Seconded by Mayor Farbridge

THAT the Emergency Services, Community Services & Operations Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about an identifiable individual.

Carried

The remainder of the meeting was held in closed session.

9. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT staff be given direction with respect to a personal matter about an identifiable individual.

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

Carried

Next Meeting: August 8, 2007

The meeting adjourned at 6:40 p.m.

.....  
Chairperson



## EMERGENCY SERVICES, COMMUNITY SERVICES & OPERATIONS COMMITTEE

August 8, 2007

**Council Chambers - 5:00 P.M.**

- Disclosure of Pecuniary Interest
- Confirmation of Minutes – July 11, 2007

| ITEMS FOR CONSIDERATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | STAFF<br>RECOMMENDATION |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <p><b>SOUTH END COMMUNITY CENTRE</b></p> <p>Delegation</p> <ul style="list-style-type: none"> <li>• Todd Dennis, Chair, Clairfields Neighbourhood Group</li> </ul> <p>“THAT the report from the Community Services department dated August 8, 2007, entitled “South End Community Centre” be received for information.”</p>                                                                                                                                                                                     | <p>Receive</p>          |
| <p><b>RESPONSE TO MINISTRY OF COMMUNITY AND SOCIAL SERVICES REQUEST FOR PUBLIC REVIEW OF TRANSPORTATION STANDARDS</b></p> <p>“THAT the City of Guelph respond to the Ministry of Community and Social Services regarding the Transportation Standards developed under the Accessibility for Ontarians with Disabilities (AODA);</p> <p>AND THAT the City of Guelph support the Transportation Standards as developed under the AODA in principle;</p> <p>AND THAT the province be asked to provide funding.</p> | <p>Approve</p>          |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <p><b>WATSON PARKWAY NORTH PARKING CHANGES</b></p> <p>“THAT a ‘No Parking, 8 a.m. to 6 p.m., Monday to Friday’ zone as outlined in the report of the Director of Operations dated August 8, 2007, be implemented on the west side of Watson Parkway North from Grange Road to 91 metres south of Fuller Drive;</p> <p>AND THAT ‘No Parking Anytime’ zones be implemented on the east side of Watson Parkway North from Watson Road North to Grange Road, and on the west side of Watson Parkway North from 91 metres of Fuller Drive to Watson Road North.”</p> | <p>Approve</p> |
| <p><b>ELMIRA ROAD AT WILLOW ROAD - NEW TRAFFIC SIGNALS AND SCHOOL CROSSING GUARD</b></p> <p>THAT a School Crossing Guard be posted at the intersection of Elmira Road and Willow Road to assist children crossing Elmira Road as of the commencement of the 2007-2008 school year;</p> <p>AND THAT a new capital project in the amount of \$80,000 and funded by Development Charges be established for the installation of traffic signals at the intersection of Willow Road and Elmira Road.”</p>                                                            | <p>Approve</p> |

## OTHER BUSINESS

**NEXT MEETING: September 12, 2007**

**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday July 11, 2007, 5:00 p.m.**

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Present: Councillors Laidlaw, Beard, Hofland and Mayor Farbridge

Absent: Councillor Farrelly

Also Present: Councillors Bell and Wettstein

Staff in Attendance: Mr. H Loewig, Interim Chief Administrative Officer; Chief S. Armstrong, Director of Emergency Services/Fire Chief; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design & Development Services; Mr. G. Stahlmann, Director of Community Services; Ms. S. Aram, Supervisor of Budgets & Reporting; Mr. M. Cameron, Manager of Parklands and Greenways; Mr. R. French, Manager of Transit Services; Mr. D. Godfrey, Supervisor, Parking Regulation & Enforcement; Mr. R. Mackay, Manager of Recreation & Culture; Mr. M. McCrae, Manager of Corporate Property Services; Mr. I. Panabaker, Heritage/Urban Design Planner; Mr. R. Phillips, Acting Transportation Planning & Development Engineering Manager; Ms. J. Starr, Supervisor, Traffic Investigations; Ms. T. Agnello, Deputy City Clerk; Ms. J. Sweeney, Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on June 14, 2007 be confirmed as recorded and without being read.

Carried

**Transit Plan with Waterloo Region**

Robert Milligan was present and outlined the need for a Golden Triangle Focus and the need for more and better rail connections. He suggested that the City of Guelph and the Waterloo Region should work together towards sustainability. He further suggested that a Golden Triangle Innovation Network could be formed between the various municipalities to work on global issues. He expressed concern that as the GTA expands outwards that more distant municipalities are being converted into bedroom communities. He suggested that a way to combat increased traffic congestion and pollution is to expand the GO service.

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Bruce Weaver, Chair of the Guelph Public Library Board introduced Doug Gruber who is past Chair of the Board and has been involved extensively with the project.

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2. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

#### **REPORT**

THAT staff be directed to develop conceptual development scenarios and associated business cases, including full economic cost-benefit analysis of the 2 preferred sites as brought forward by the Library Site Search Committee;

AND FURTHER THAT staff undertake the following:

- consider integrated mixed use design and development scenarios for both sites and that may include additional or reconfigured parking, residential, commercial and community uses
- consider opportunities for future expansion of library uses within the development envelop
- consider site expansions into adjacent properties on both sites
- consult with Co-operators to determine conditions and opportunities for site utilization, development and associated costs with the MacDonnel Street site;

AND THAT staff report back on the process, timing and resources required to complete this direction.

A recorded vote was requested, which resulted as follows:

VOTING IN FAVOUR: Councillors Beard, Hofland, Laidlaw and Mayor Farbridge (4)

VOTING AGAINST: (0)

The motion was carried.

The Chair thanked the members of the Site Selection Committee of the Headquarters Library.

**Formation of Public Committee to Review Personal Safety Equipment Requirements of Park and Facility Patrons**

REPORT

3. Moved by Mayor Farbridge  
Seconded by Councillor Beard

THAT staff be directed to establish a working group comprised of community stakeholders and city staff to review current requirements to wear personal safety equipment by our park and facility patrons, with a specific focus on risk assessment and mitigation strategies;

AND THAT staff report back to Council prior to the start-up of the 2007/2008 outdoor ice rink season on the findings and recommendations of the working group reviewing the use of personal safety equipment and risk mitigation.

Carried

**Special Event – Seventh-Day Adventist Pathfinder Parade**

Charles Leader, Pastor in charge of young people provided information with respect to the proposed parade in response to questions by members of the Committee.

REPORT

4. Moved by Mayor Farbridge  
Seconded by Councillor Beard

THAT the application from the Ontario Conference of Seventh-Day Adventists Pathfinder Parade to hold a parade on July 21, 2007, on Woolwich Street from the River Run Centre to Riverside Park be approved.

Carried

**Review of Overnight Parking**

In response to questions, the Supervisor of Parking Regulation & Enforcement provided information with respect to overnight on-street parking statistics.

REPORT

5. Moved by Councillor Hofland  
Seconded by Mayor Farbridge

THAT the report of July 11, 2007, Review of Overnight Parking be received;

AND THAT on-street overnight parking restrictions be revisited to increase on-street overnight parking to accommodate intensification under Places to Grow.

Carried

**Loretto Convent**

Ian Brown, Chair of the Guelph Museums Board of Management was present and provided a brief history of the ongoing discussions with the Diocese of Hamilton relating to the Loretto Convent building. He advised that the existing museum site is not practical for expansion. He advised that the final application to the Cultural Spaces Canada grant program needs to be submitted this year for a grant. He further advised that if the Museums do not move into the building, the structure will be demolished.

Katherine McCracken, Director of Guelph Museums advised that they have met with the Minister of Culture and that she is aware of this project. She provided clarification with respect to various grants available for this project. She advised that if the City does not move forward with this project, the potential federal grant would be in jeopardy and would make negotiations/relationship with the Diocese of Hamilton difficult. She requested that Council support this project.

**REPORT**

6. Moved by Councillor Hofland

Seconded by Councillor Beard

THAT Council approves the Museum Board recommendation to relocate the Guelph Civic Museum to the Loretto Convent;

AND THAT staff be directed to negotiate an agreement with the Diocese of Hamilton on the terms outlined in the Loretto Convent report dated July 11, 2007 and report back through Committee with the results;

AND THAT staff be directed to bring forward the timing of this capital project with substantial completion scheduled for 2010, in order to qualify for federal grant funding under the Cultural Spaces Canada (CSC) program

A recorded vote was requested, which resulted as follows:

VOTING IN FAVOUR: Councillors Beard, Hofland, Laidlaw and Mayor Farbridge (4)

VOTING AGAINST: (0)

The motion was carried.

**Veteran Free Parking**

7. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT staff be directed to investigate the implications of providing free parking for Veterans and report back to the Emergency Services, Community Services & Operations Committee.

Mr. D. McCaughan

July 11, 2007

**Emergency Services, Community Services & Operations**

Carried

Page No. 5

8. Moved by Councillor Beard

Seconded by Mayor Farbridge

THAT the Emergency Services, Community Services & Operations Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about an identifiable individual.

Carried

The remainder of the meeting was held in closed session.

9. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT staff be given direction with respect to a personal matter about an identifiable individual.

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

Carried

Next Meeting: August 8, 2007

The meeting adjourned at 6:40 p.m.

.....  
Chairperson





# City of Guelph

## COMMUNITY SERVICES

### Report

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

**DATE:** 2007/08/08

**SUBJECT: RESPONSE TO MINISTRY OF COMMUNITY AND SOCIAL SERVICES  
REQUEST FOR PUBLIC REVIEW OF TRANSPORTATION STANDARDS**

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#### **RECOMMENDATION:**

THAT the City of Guelph respond to the Ministry of Community and Social Services regarding the Transportation Standards developed under the Accessibility for Ontarians with Disabilities (AODA);

AND THAT the City of Guelph support the Transportation Standards as developed under the AODA in principle;

AND THAT the province be asked to provide funding.

#### **REPORT:**

The Accessibility for Ontarians with Disabilities Act (AODA) requires accessibility standards to be created by the Ministry of Community and Social Services, which would eliminate barriers for individuals with physical, sensory, mental health, developmental and learning disabilities. The goal is for Ontario to have full accessibility by 2025.

A Transportation Standards Development Committee (T-SDC) was created to develop accessibility standards for the transportation sector; there are 5 public transit service representatives on this committee. The T-SDC has developed draft standards which have been posted on the Ministry website, for public review and feedback, between June 27<sup>th</sup> and August 31, 2007. The standards will be reviewed and assessed, and if they are legislated, each municipality will have to implement the standards and will be responsible for enforcing compliance within their transit system. It is important to note that no new long-term sustainable funding has been provided by the province to assist municipalities with the implementation of these initiatives.

Guelph Transit Services has reviewed the Transportation Standards Report and has estimated the costs and timelines associated with the initiatives (Appendix B). If legislated, there are a total of 45 items that must be implemented over the course of the next 18 years. Although the City of Guelph has already completed many of these programs, the items yet to be put into practice will have an approximate cost of \$14,468,500 over the 18 year implementation timeline. If Guelph Transit does not receive provincial funding to assist with the implementation of these initiatives, there will certainly be an impact to the City of Guelph's tax base.

#### **CORPORATE STRATEGIC PLAN:**

Ensure the accessibility and safety of facilities, services and programs in Guelph.

#### **FINANCIAL IMPLICATIONS:**

\$14,468,500 over 18 years. This amount would have to be absorbed by the City of Guelph's tax base.

#### **DEPARTMENTAL CONSULTATION:**

Corporate Services – Corporate Property

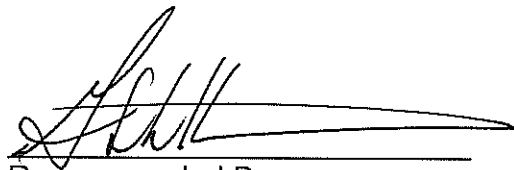
#### **ATTACHMENTS:**

- AMO Bulletin – Ministry of Community and Social Services Announces Public Review of Transportation Standard
- Appendix B - Summary of Transportation Demands Document



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## MEMBER COMMUNICATION

ALERT N°: 07/037

*To the attention of the Clerk and Council*  
June 28, 2007

FOR MORE INFORMATION CONTACT:  
Petra Wolfbeiss, AMO Senior Policy Advisor  
(416) 971-9856 ext 329

### Ministry of Community and Social Services Announces Public Review of Transportation Standard

**Issue:** On June 27, 2007, the Ministry of Community and Social Services (MCSS) announced that the proposed standard for accessible transportation will be posted on the Ministry website for public review and feedback. AMO is encouraging municipalities to consider the local impact of the proposed standard and to develop and submit a response to the Minister.

#### Background:

*The Accessibility for Ontarians with Disabilities Act (AODA, 2005)*, requires the Minister of Community and Social Services to develop accessibility standards that will remove barriers for people with disabilities. The standards are expected to apply to the public sector, including all municipalities in the Province, as well as the not-for-profit and private sectors. They will address a full range of disabilities including physical, sensory, mental health, developmental and learning and will be implemented in phases leading to full accessibility in Ontario by 2025. Standards are being developed for customer service, the built environment, employment, information and communication and sector specific areas, of which transportation is the first.

Once completed, the standards will be introduced into legislation and therefore will become mandatory and enforced by the Province. To date, funding to support the legislation has not been made available. AMO continues to advocate for provincial funding to assist in the implementation of the standards that are being developed.

Concern is being expressed by the transit industry that the standard, as proposed, will be prohibitively expensive in some jurisdictions.

To assist municipalities in assessing the local impact of compliance with the standard in public transit (excluding for example taxis), an information and costing analysis package developed by representatives of the transit sector has been provided. AMO is encouraging municipalities to carry out a local analysis of the impact of the proposed standard as guided by the document provided and to respond to the Minister through the public review process being held between June 27, 2007 and August 31, 2007.

To view AMO's response to the previously released Customer Service Standard, please click here.

**Action:** AMO, through the Barrier Free Access Working Group and on the future SDCs, will continue to participate in the SDC process and advise the membership of arising issues, concerns and critical timelines. While supportive of the AODA, AMO will continue to advocate, among other things, for the harmonization of standards, long-term sustainable funding for the implementation of the standard and recognition of undue hardship in the implementation and compliance with standards.

This information is available in the Policy Issues section of the AMO website at [www.amo.on.ca](http://www.amo.on.ca).



## Summary of Transportation Standards Document - Clauses 4, 5, and 6 - Dealing with Public Transit Services

| Requirement per Draft 6 Transportation Standard                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Time Frame | Current Status                                                         | Projected Cost (over 18 years) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------|--------------------------------|
| <b>4.0 Training Requirements</b><br>The transportation provider shall provide relevant training, learning opportunities or direction to employees and volunteers where applicable as frequently as necessary as appropriate to their duties. Training shall include: <ul style="list-style-type: none"> <li>• responsibilities related to the AODA 2005 and this Standard;</li> <li>• the safe operation of accessibility equipment; etc.</li> </ul>                                                  | 3 years    | annual refresher training                                              | \$785,000                      |
| <b>Conveyances</b><br><b>5.11 Fare payment and ticket validation equipment</b><br>Where fare payment and ticket validation equipment is provided, equipment shall be accessible and allow for secure use by persons with disabilities                                                                                                                                                                                                                                                                 | 18 years   | fare collection equipment scheduled for replacement during summer 2007 | \$905,000                      |
| <b>5.11.2</b> Where fare payment and ticket validation equipment is not yet accessible, the transportation provider shall offer an alternative service for fare payment and ticket validation consistent with the operating environment of the service.                                                                                                                                                                                                                                               | 3 years    | see 4.0                                                                | N/A                            |
| <b>5.12 Boarding/de-boarding points</b><br>Where a passenger is unable to board/de-board at a designated accessible boarding/de-boarding location because of a temporary barrier, the transportation operator shall allow the passenger to board/de-board at the next available safe location                                                                                                                                                                                                         | 3 years    | complete                                                               | N/A                            |
| <b>5.13 International Symbol of Access</b><br>The transportation provider shall ensure that conveyances used for the transportation of persons with disabilities in transportable mobility aids display the International Symbol of Access<br>The International Symbol of Access shall: <ul style="list-style-type: none"> <li>• be a square with a height and width of not less than 150 mm (6 in); and</li> <li>• consist of a symbol in white on a blue background as shown in Figure 1</li> </ul> | 3 years    | complete                                                               | N/A                            |
| <b>5.14 International Symbol of Blindness</b><br>The transportation provider shall ensure that where stops are audibly announced on a conveyance the International Symbol for Blindness for persons who are blind or who have low vision is displayed on the outside of the conveyance in a manner that will be visible to passengers boarding the vehicles.                                                                                                                                          | 3 years    | decals installation required                                           | \$5,000                        |

## Summary of Transportation Standards Document - Clauses 4, 5, and 6 - Dealing with Public Transit Services

| Requirement per Draft 6 Transportation Standard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Time Frame | Current Status                                                        | Projected Cost (over 18 years) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------|--------------------------------|
| <b>5.15 Symbol of Access for Hearing Loss</b><br>The transportation provider shall ensure that where stops are communicated visually through a message board or other electronic device on a conveyance the International Symbol of Access for Hearing Loss will be displayed on the outside of the conveyance in a manner that will be visible to passengers boarding the vehicle                                                                                                                                                                                                                                                                                          | 3 years    | decal installation required                                           | \$5,000                        |
| <b>5.16 Route or Destination Signage</b><br><ul style="list-style-type: none"> <li>The transportation provider or operator shall legibly display the route or destination of the conveyance such that it is visible at the boarding point</li> <li>Where route or destination signs are displayed on the conveyance, the transportation provider shall ensure that all new conveyances have signs that:                             <ul style="list-style-type: none"> <li>are illuminated;</li> <li>have non-glare surfaces;</li> <li>are positioned to minimize glare; and</li> <li>use characters which provide high contrast with the background</li> </ul> </li> </ul> | 3 years    | complete included in current vehicle specifications                   | N/A                            |
| <b>5.16 Route and Destination Signage</b><br>Ensure that all new conveyances have signs that give the appearance of solid characters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 18 years   | complete included in current vehicle specifications                   | N/A                            |
| <b>5.17 Pre-boarding route or destination announcements</b><br>Shall audibly announce through manual or electronic means the route or destination of the conveyance at the boarding point                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 18 years   | require installation of electronic stop calling technology            | \$100,000                      |
| <b>5.18 Boarding/de-boarding lifting devices and bridge plates</b><br><ul style="list-style-type: none"> <li>shall use appropriate boarding/de-boarding lifting devices and bridge plates applicable to the conveyance at designated accessible stops if a person with a disability requests their use</li> <li>shall not deploy the boarding/de-boarding lifting device or bridge plates if they deem it unsafe to do so</li> <li>devices or bridge plates be marked by a colour strip with high colour contrast that runs the full width of the device</li> </ul>                                                                                                         | 3 years    | training - see 4.0<br>colour strip required on edge of lifting device | N/A<br>\$6,000                 |

## Summary of Transportation Standards Document - Clauses 4, 5, and 6 - Dealing with Public Transit Services

| Requirement per Draft 6 Transportation Standard                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Time Frame | Current Status                                                                                                     | Projected Cost (over 18 years) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>5.19 Boarding/de-boarding assistance</b> <ul style="list-style-type: none"> <li>• shall provide routine boarding/de-boarding assistance to passengers with disabilities where require consistent with local operating procedures and practices.</li> <li>• shall not request the assistance of persons, other than personal care attendants, for routine boarding/de-boarding assistance to a person with a disability unless the person with a disability requests or consents to such assistance.</li> </ul> | 3 years    | training - see 4.0<br>assumes potential delays would result in the need for additional vehicles in revenue service | N/A<br>\$7,678,000             |
| <b>5.20 Steps</b> <ul style="list-style-type: none"> <li>• various standards already covered in existing regulations</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   | 3 years    | coloured strip required on the edge of stairs and raised floor                                                     | \$8,500                        |
| <b>5.21 Grab Bars/Handholds/Stanchions</b> <ul style="list-style-type: none"> <li>• various standards already covered in existing regulations</li> </ul>                                                                                                                                                                                                                                                                                                                                                          | 3 years    | include additional stanchions in future vehicle specifications                                                     | \$24,500                       |
| <b>5.22 Floor Surfaces</b> <ul style="list-style-type: none"> <li>• floor surfaces shall produce minimum glare, be slip resistant, and not be heavily patterned</li> <li>• carpeted surfaces should have a low, firm and level pile</li> </ul>                                                                                                                                                                                                                                                                    | 3 years    | complete<br>included in current vehicle specifications                                                             | N/A                            |
| <b>5.23 Accessible Aisle</b><br>On all new conveyances, ensure that sufficient space is available for persons using transportable mobility aids to: <ul style="list-style-type: none"> <li>• board and de-board the vehicle, and</li> <li>• turn and manoeuvre between the accessible doorway and allocated spaces.</li> </ul>                                                                                                                                                                                    | 3 years    | complete<br>included in current vehicle specifications                                                             | N/A                            |
| <b>5.24 Allocated space</b><br>On all new conveyances, the transportation provider shall: <ul style="list-style-type: none"> <li>• provide two or more allocated mobility aid spaces on the conveyance each having a minimum clear space of 1220 mm by 685 mm; and</li> <li>• where possible, consolidate allocated spaces to accommodate larger mobility aids</li> </ul>                                                                                                                                         | 3 years    | complete<br>included in current vehicle specifications                                                             | N/A                            |

## Summary of Transportation Standards Document - Clauses 4, 5, and 6 - Dealing with Public Transit Services

| Requirement per Draft 6 Transportation Standard                                                                                                                                                                                                                                                                                                                                                                                       | Time Frame | Current Status                                                                 | Projected Cost (over 18 years) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------------------------|--------------------------------|
| <b>5.25 Location of Personal Care Attendants</b><br>Where possible, the transportation provider shall provide seating adjacent to the allocated space for use by personal care attendants on all new conveyances. The transportation provider shall ensure that seating for personal care attendants is clearly marked                                                                                                                | 3 years    | decal installation required                                                    | \$17,000                       |
| <b>5.26 Location of Service Animals</b><br>Where possible, the transportation provider shall provide space adjacent to the allocated space or courtesy seating, without obstructing the aisle, for use by a service animal on all new conveyances                                                                                                                                                                                     | 3 years    | change vehicle specification and include appropriate space for service animals | \$30,500                       |
| <b>5.27 Storage of Assistive Devices</b><br>The transportation operator shall transport assistive devices: <ul style="list-style-type: none"> <li>• at no charge to the person with a disability</li> <li>• in the passenger compartment within reach of the passenger if safe stowage is possible; and</li> <li>• in a securement position on the conveyance if the person with a disability remains in the mobility aid.</li> </ul> | 3 years    | complete included in the current vehicle specifications                        | N/A                            |
| <b>5.28 On-board Announcement of Stops and Connections</b><br>On services that do not require a reservation, the transportation provider shall audible announce through manual or electronic means transfer points with other fixed routes, other major intersections and destination points, or any stop on the request of a passenger.                                                                                              | 3 years    | see 5.17                                                                       | N/A                            |
| <b>5.28 On-board Announcement of Stops and Connections</b> <ul style="list-style-type: none"> <li>• the transportation operator shall audibly announce all stops through electronic means.</li> <li>• The transportation operator shall legibly and visually display all stops through electronic means.</li> </ul>                                                                                                                   | 18 years   | see 5.17                                                                       | N/A                            |
| <b>5.29 Stop Request Controls</b><br>The transportation provider shall ensure that accessible stop-request controls are available throughout the conveyance, including within reach of allocated spaces and seated passengers                                                                                                                                                                                                         | 3 years    | change vehicle specification                                                   | \$25,000                       |

## Summary of Transportation Standards Document - Clauses 4, 5, and 6 - Dealing with Public Transit Services

| Requirement per Draft 6 Transportation Standard                                                                                                                                                                                                                                                                                                                                                                                                                                      | Time Frame | Current Status                                         | Projected Cost (over 18 years) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------|--------------------------------|
| <b>5.30 Visual and audible lift, ramp and kneeling indicators</b><br>The transportation provider shall ensure a visual amber warning lamp indicator is mounted on the exterior of all new conveyances near the accessible entrance door(s). The visual indicator shall be coupled with an audible warning alarm. Both the visual indicator and the audible warning alarm shall function when the conveyance is kneeling, when the ramp is deployed or when the lift is in operation. | 3 years    | complete<br>included in current vehicle specifications | N/A                            |
| <b>5.30.2 Door opening/closing indicators</b><br>The transportation provider shall ensure a visual and audible door opening and closing indicator system is available on all new multi-unit conveyances                                                                                                                                                                                                                                                                              | 3 years    | applies to subway and rail only                        | N/A                            |
| <b>5.31 Emergency Preparedness and Response</b><br>• Various emergency policy and procedure requirements                                                                                                                                                                                                                                                                                                                                                                             | 1 year     | see 4.0                                                | N/A                            |
| <b>5.32 Notice of Disruption of Accessibility Equipment</b><br>Where an unanticipated service disruption occurs, the transportation provider shall, in a timely manner, take reasonable steps to accommodate persons with disabilities who would otherwise use the equipment or feature.                                                                                                                                                                                             | 3 years    | see 4.0                                                | N/A                            |
| <b>5.33 Retrofits</b><br>The transportation provider shall establish and maintain a policy that details how the transportation provider considers opportunities to improve accessibility features of long-life equipment                                                                                                                                                                                                                                                             | 3 years    | complete<br>see Fleet Replacement Plan                 | N/A                            |
| <b>5.34 Lighting and colour contrasting</b><br>The transportation provider shall ensure that all new conveyances incorporate colour contrasting and lighting features that promote independent boarding, on-board circulation and de-boarding for passengers with visual disabilities.                                                                                                                                                                                               | 3 years    | complete<br>included in current vehicle specifications | N/A                            |
| <b>5.35 Personal care attendant fares</b><br>The transportation provider shall not charge a fare to personal care attendants, recognized by the transportation provider, accompanying a passenger with a disability                                                                                                                                                                                                                                                                  | 3 years    | complete                                               | N/A                            |
| <b>5.36 Maintenance</b><br>The transportation provider shall maintain accessibility-related equipment consistent with manufacturer's specifications.                                                                                                                                                                                                                                                                                                                                 | 3 years    | complete                                               | N/A                            |



## Summary of Transportation Standards Document - Clauses 4, 5, and 6 - Dealing with Public Transit Services

| Requirement per Draft 6 Transportation Standard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Time Frame | Current Status                                                 | Projected Cost (over 18 years) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------|--------------------------------|
| <b>5.38 Courtesy seating</b><br>The transportation provider shall ensure that clearly marked courtesy seating is provided as close as practicable to the entrance door.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3 years    | see 5.25                                                       | N/A                            |
| <b>5.39 Availability of accessibility equipment and features</b><br>the transportation provider shall make available information of accessibility-related equipment and features of their conveyance, routes and services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 3 years    | complete                                                       | N/A                            |
| <b>Service Standards</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                                                |                                |
| <b>6.1 Accessible public transportation policy and planning</b> <ul style="list-style-type: none"> <li>establish, implement, maintain and document an accessible public transportation plan that includes policies, procedures and performance measures that ensure the provision of equivalent transportation services to all passengers</li> <li>shall establish, implement and maintain the accessible transportation plan in consultation with a local accessible public transit advisory committee that includes a majority of persons with disabilities or their representatives</li> <li>shall make available publicly local accessible transit advisory committee member application and nomination procedures, member appointments and minutes of meetings</li> <li>the accessible transportation plan shall, at a minimum, detail policies and procedures</li> <li>identify and report progress against performance measures</li> </ul> | 3 years    | establish policy implement and maintain performance indicators | \$129,000                      |
| <b>6.2 Time of service</b><br>shall provide the same hours and days of service as provided by fixed route public transit in the same catchment service area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3 years    | complete                                                       | N/A                            |
| <b>6.3 Area of service</b><br>shall ensure that the accessible public transit service area be, at a minimum, the same catchment areas as the fixed route public transit catchment service area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3 years    | complete                                                       | N/A                            |
| <b>6.4 Reservations</b> <ul style="list-style-type: none"> <li>Respond to requests made three hours prior to close of reservation service the previous day, subject to availability of service</li> <li>Ensure reservation system is accessible</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 13 years   | complete                                                       | N/A                            |

## Summary of Transportation Standards Document - Clauses 4, 5, and 6 - Dealing with Public Transit Services

| Requirement per Draft 6 Transportation Standard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Time Frame | Current Status                                                                               | Projected Cost<br>(over 18 years) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------|-----------------------------------|
| <b>6.5 Pick-up Times</b> <ul style="list-style-type: none"> <li>• shall, where possible, notify eligible passengers of pick up delays</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 3 years    | complete                                                                                     | N/A                               |
| <b>6.6 Fares</b> <ul style="list-style-type: none"> <li>• shall apply the same base fare structure to all public transit services within a jurisdiction</li> <li>• shall provide the same fare media options to all passengers within a jurisdiction. Where a fare media option is not yet accessible, the transportation provider shall provide an alternative service</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                            | 3 years    | assumes the revenue reduction will necessitate the addition of 2 vehicles to revenue service | \$4,700,000                       |
| <b>6.7 Availability of service</b> <p>shall not limit the availability of accessible public transit services to eligible passengers by:</p> <ul style="list-style-type: none"> <li>• restricting the number of trips an eligible passenger is provided; and</li> <li>• implementing any operational practice that limits the availability of service</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                               | 3 years    | see 6.6                                                                                      | N/A                               |
| <b>6.8 Eligibility</b> <ul style="list-style-type: none"> <li>• shall provide accessible public transit services to individuals with disabilities that prevent them from suing fixed route public transit temporarily or permanently</li> <li>• shall consider an individual eligible for accessible public transit services if the individuals' disability:                             <ul style="list-style-type: none"> <li>• prevents their ability to use fixed route public transit (unconditional eligibility);</li> <li>• temporarily prevents their ability to use fixed route public transit (temporary eligibility); and/or</li> <li>• and environmental or physical barriers limit their ability to consistently use fixed route public transit (conditional eligibility)</li> </ul> </li> </ul> | 8 years    | see 6.6                                                                                      | N/A                               |

## Summary of Transportation Standards Document - Clauses 4, 5, and 6 - Dealing with Public Transit Services

| Requirement per Draft 6 Transportation Standard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Time Frame | Current Status     | Projected Cost (over 18 years) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------|--------------------------------|
| <b>6.9 Eligibility Process</b> <ul style="list-style-type: none"> <li>• make available, upon request, all accessible public transit eligibility application information in accessible formats;</li> <li>• consider an applicant provisionally eligible if an eligibility determination has not been made within 7 days following submission of the completed application; and</li> <li>• establish an independent appeal process for eligibility decisions that are unfavourable to the applicant with a final decision rendered within 14 days</li> <li>• may require additional determinations of the eligibility of temporary and conditional eligible passengers at reasonable intervals; and</li> <li>• may establish an administrative process to suspend or remove the provision of accessible public transit services to eligible persons who establish a pattern or practice of missing scheduled trips or no longer meet eligibility criteria</li> </ul> | 13 years   | independent review | \$50,000                       |
| <b>6.10 Visitor Service</b> <ul style="list-style-type: none"> <li>• make accessible public transit service to all visitors;</li> <li>• consider as eligible, visitors who present evidence that they are eligible for accessible public transit in the jurisdiction in which they reside or visitors who meet the accessible public transit eligibility requirements of the host jurisdiction</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3 years    | see 6.6            | N/A                            |
| <b>6.11 Transportation between adjacent municipalities</b> <p>Where accessible public transit services are provided in adjacent municipalities within a contiguous urban area, the transportation providers of both accessible public transit services shall facilitate connections between respective services.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 3 years    |                    | N/A                            |
| <b>6.12 Companion Travel</b> <ul style="list-style-type: none"> <li>• may allow companions to travel with an eligible passenger if space is available and will not result in the denial of service to other eligible persons.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3 years    | see 6.6            | N/A                            |

**\$14,468,500 over 18 years**



# City of Guelph

## OPERATIONS

Report:

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

**DATE:** 2007/08/08

**SUBJECT:** WATSON PARKWAY NORTH PARKING CHANGES

---

### **RECOMMENDATION:**

"THAT a 'No Parking, 8 a.m. to 6 p.m., Monday to Friday' zone as outlined in the report of the Director of Operations dated August 8, 2007, be implemented on the west side of Watson Parkway North from Grange Road to 91 metres south of Fuller Drive;

"AND THAT 'No Parking Anytime' zones be implemented on the east side of Watson Parkway North from Watson Road North to Grange Road, and on the west side of Watson Parkway North from 91 metres south of Fuller Drive to Watson Road North."

### **BACKGROUND:**

#### **Existing Conditions**

Watson Parkway North from York Road to Grange Road is an arterial road marked as a multi-lane four lane roadway with a posted speed limit of 60 km/h and is part of the Permissive Truck Route network.

Multi-lane arterial roads are intended to carry large volumes of through traffic and the City of Guelph has a number of arterial roads which, similar to Watson Parkway North, have residential frontage. Most of these arterial roads have been signed as "No Parking Anytime" zones in order to minimize conflicts between parked vehicles and through traffic.

With the exception of a short 'No Stopping Anytime' restriction in the vicinity of the Intersection Pedestrian Signal at Grange Road, on-street parking is currently not restricted on Watson Parkway North from Grange Road to Watson Road North. On-street parking activity occurs occasionally on this section of Watson Parkway. (See Appendix A – Area Map.)

### **Changes Previously Proposed**

The widening of Watson Parkway North, from south of Watson Road North to north of Shackleton Lane, started in 2004 with the final section being completed in 2006. Since this section of road is now considered a multi-lane road, according to the City's Parking Policy, parking should be prohibited at all times. (See Appendix B – Parking Policy – Parking On Multi-lane Highways.) Staff notified the residents of the recommendation to prohibit parking on Watson Parkway thus providing them an opportunity to give feedback on the proposed change. The residents of the west side of Watson Parkway North, between Grange Road and Fuller Drive, presented a petition opposing the proposed changes with the organizer of the petition suggesting that staff consider implementing a "No Parking, 8 a.m. to 6 p.m., Monday to Friday" zone in place of the full-time prohibition. (See Appendix C – Petition.)

### **REPORT:**

#### **Proposed Option – No Parking Daytime Only**

On-street parking increases the possibility of conflicts between moving and parked vehicles, particularly during peak hours as drivers may have to make abrupt lane changes to avoid a parked vehicle.

That being said, at off-peak times such as during evenings and weekends traffic volumes are reduced and the potential for conflict is diminished. There is also an increased demand for parking as it is more likely for residents to have guests visiting during these times.

The adjacent land use on the west side of Watson Parkway is low-density residential fronting onto Watson Parkway while the east side is primarily vacant at this time. In order to obtain a reasonable compromise, yet maintain a safe level of service for both residents and drivers, it would be acceptable to permit on-street parking during evenings and weekends, while prohibiting parking from 8 a.m. to 6 p.m. Monday to Friday when the traffic volumes are higher.

### **Sightlines Concerns**

On Watson Parkway North between Fuller Drive and Watson Road North there are both vertical and horizontal curves. In order to maintain adequate sightlines for southbound traffic approaching the crest of the vertical curve located between Fuller Drive and Fleming Road it is necessary to restrict parking on the west side of Watson Parkway North from 91 metres south of Fuller Drive to Fleming Road. Similarly, in order to maintain adequate sightlines for the southbound traffic approaching the horizontal curve located between Fleming Road and Watson Parkway North, it is necessary to restrict parking on the west side of Watson Parkway North from Fleming Road to Watson Road North.

### **Recommendations**

In order to maintain the road capacity during peak times on Watson Parkway North, staff recommend parking be prohibited from 8 a.m. to 6 p.m. Monday to Friday, on the west side of Watson Parkway North from Grange Road to 91 metres south of Fuller Drive.

Staff further recommend parking be prohibited at all times on Watson Parkway North from 91 metres south of Fuller Drive to Watson Road North in order to maintain adequate sightlines in the vicinity of Fleming Road and Watson Road North for southbound traffic.

Staff are also recommending that parking be prohibited at all times on the east side of Watson Parkway from Watson Parkway North to Watson Road North. Although traffic volumes are lower at these off peak times, this road does experience higher operating speeds (85 percentile speeds recorded at 80 km/hr in both directions). If parking was to be permitted, this could create hazardous situations for pedestrians parking on the east side and crossing the four lanes of Watson Parkway.

### **Implications**

Future traffic volumes may require that parking be prohibited at all times on both sides of Watson Parkway North, however this is not anticipated to take place within the next five years.

### **CORPORATE STRATEGIC PLAN:**

To enhance community wellness by supporting the development of vibrant and safe neighbourhoods while ensuring the accessibility and safety of facilities, services and programs in Guelph.

### **FINANCIAL IMPLICATIONS:**

Installation of approximately 34 signs will be funded from the Operations Operating Budget – New Sign Installation Account 720-3141.

**DEPARTMENTAL CONSULTATION:**

N/A.

**COMMUNICATIONS:**

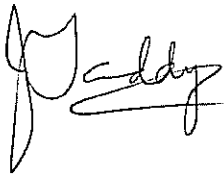
Affected property owners will be advised that this matter is being presented to the Community, Operations and Emergency Services Committee on August 8th, 2007.

**ATTACHMENTS:**

Appendix A – Area Map

Appendix B – City of Guelph Policy - Parking on Multilane Highways

Appendix C – Residents' Petition



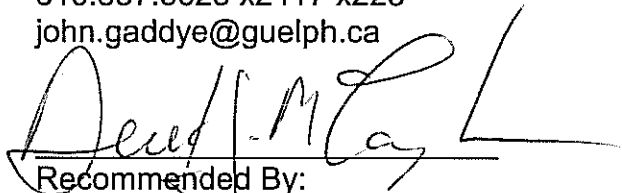
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Prepared By:  
John Gaddy  
Traffic Technologist  
519.837.5628 x2417 x225  
john.gaddy@guelph.ca



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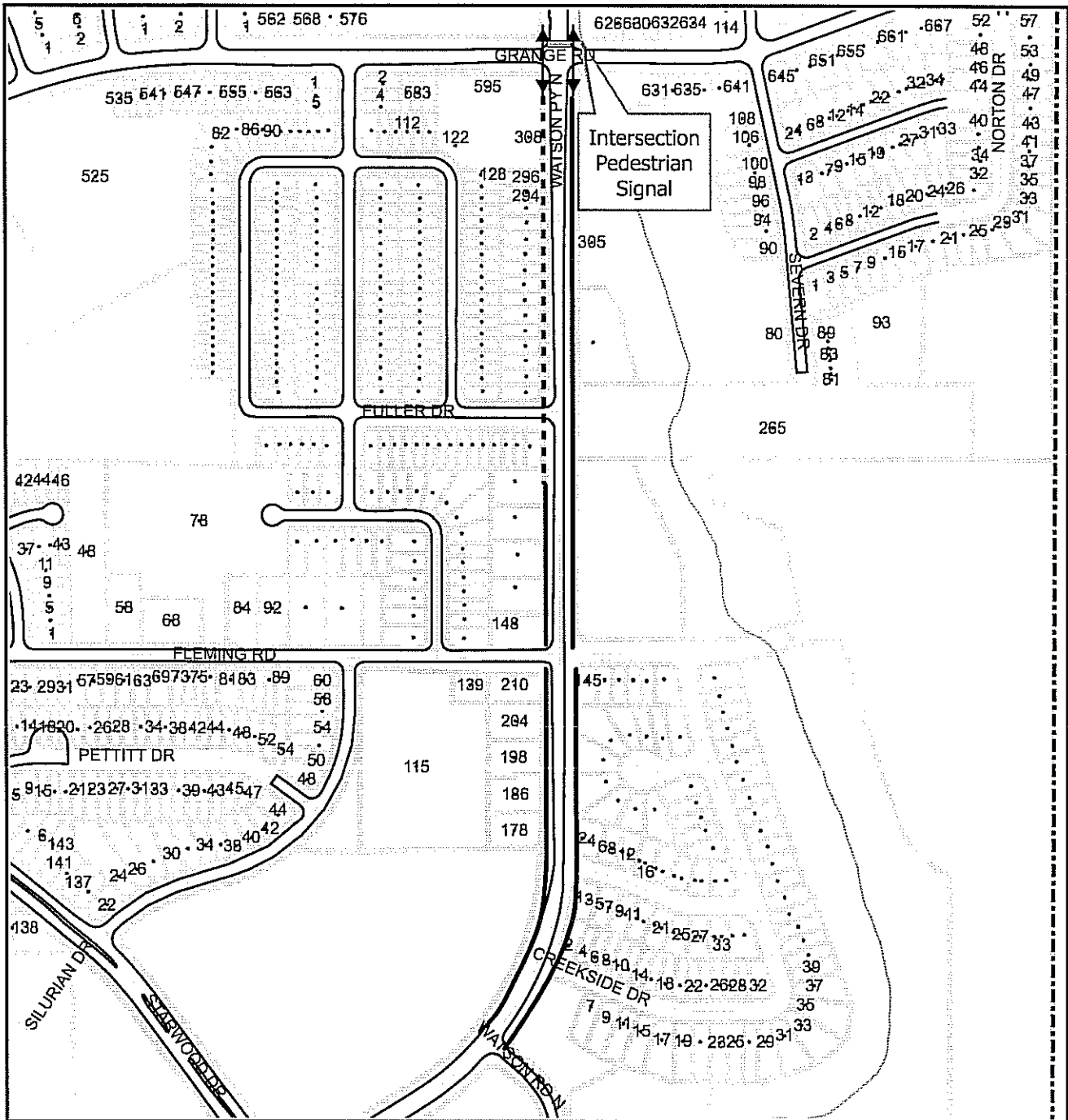
Recommended By:  
Bob Chapman  
Manager, Traffic & Parking  
519.837.5612 x2275  
bob.chapman@guelph.ca



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Recommended By:  
Derek McCaughan  
Director, Operations  
519.837.5628 x523  
derek.mccaughan@guelph.ca

# Appendix A Area Map





# Appendix B

## TRANSPORTATION PARKING POLICY AND PROCEDURE



POLICY No. 03-004  
PAGE 1 of 1  
EFFECTIVE DATE JUNE 16, 2003  
REVISION

Authority: ☐ Parking ☒ Traffic ☐ Transit

Subject: PARKING ON MULTILANE HIGHWAYS (MARKED FOUR OR MORE LANES)

Related Policies:

Approved by:

Revision Date:

**BACKGROUND** Currently parking on *highways* marked four or more lanes is permitted in some locations. This has resulted in some safety concerns being brought forward by the public regarding unexpected parked vehicles interfering with the flow of traffic on multilane highways.

**PURPOSE** To ensure public safety and maximize the volume capacity of a highway, parking is to be prohibited on **all** highways in the City of Guelph marked four or more lanes, regardless of road classification. This does not apply to multilane highways within the Central Business District.

**APPROVAL** ☒ Staff ☒ Bylaw Amendment ☐ Committee of Council/Council

**FUNDING** ☒ Operating ☒ Capital ☐ None Required

**ELIGIBILITY** Any new or existing highway designated four or more lanes, excluding those within the Central Business District. Also, this policy does not apply to multilane highways which allow parking for places of worship.

**FEE** Not applicable.

**PROCEDURE** **New Highways**  
This policy would apply to all new multilane highways constructed. Signage would be covered under the Capital account.

### **Existing Highways**

All affected residents and businesses would be given written notification that parking would be prohibited on that street. Given the complexity of this issue, it is recommended that the prohibition would not be implemented for a minimum six (6) month period from the date the correspondence was issued. This would provide opportunity for residents to pursue alternative parking arrangements.

**NOTIFICATION** All residents and businesses on the affected street by written correspondence.

**ENFORCEMENT** ☒ Routine ☒ Complaint Received

**ATTACHMENT(S)** None.

# Appendix C

## Petition

Rec'd  
2006/06/12

City  
of  
Guelph



### On-street Parking Petition

We, the residents of Watson Parkway North, are opposed to the proposal to prohibit parking on the west side of Watson Parkway North between Grange Road and Fuller Drive. We also request that this issue be brought before the Planning, Environment and Transportation Committee at a future date for further deliberation.

Petition Contact Person:

Name:

ROB BOWLER

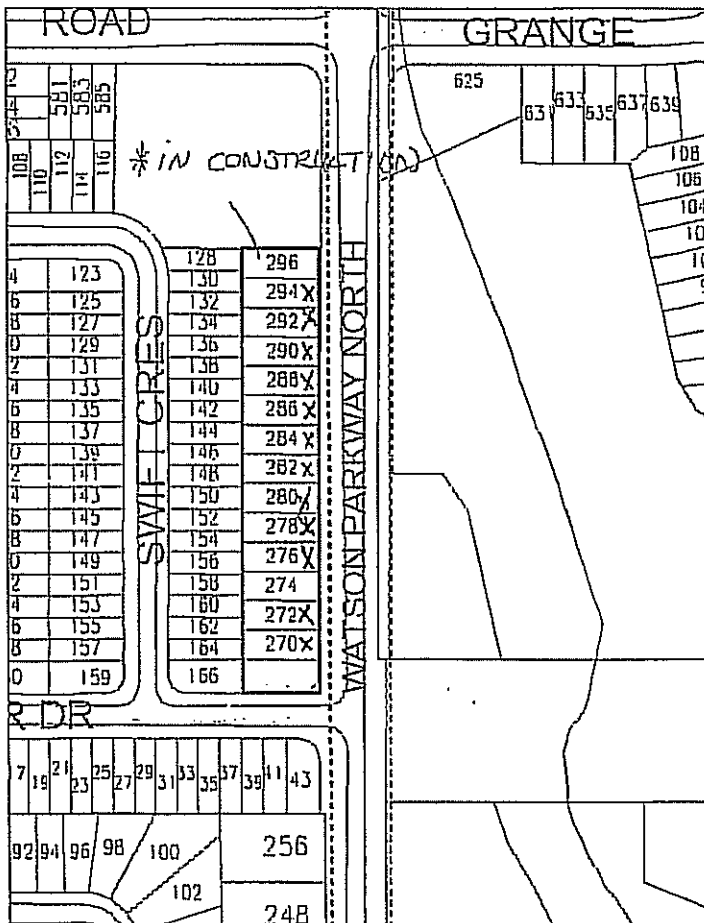
(Person initiating request)

Address:

286 WATSON

Phone Number:

(519) 763 6973



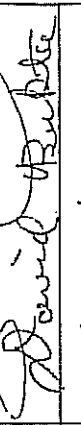
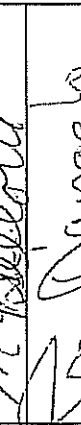
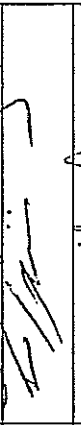
Petition Area

ONLY ONE SIGNATURE  
PER PROPERTY

(Must be 18 years or older.)

## Watson Parkway N. On-street Parking Petition

May 2006

| Name (Please print) | Property Address | Owner | Tenant | Are you opposed to parking being prohibited on Watson Parkway North? | Signature                                                                           |
|---------------------|------------------|-------|--------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| ROB BOWLER          | 286 WATSON       | ✓     |        | YES                                                                  |    |
| Sean Clarke         | 294 WATSON       | ✓     |        | Yes                                                                  |    |
| Dave Burkha         | 290 Watson       | ✓     |        | yes                                                                  |    |
| LENG CAM            | 288 watson       | ✓     |        | yes                                                                  |    |
| MARCO PROZER        | 284 WATSON       | ✓     |        | YES                                                                  |    |
| ROBIN KNIGHT        | 282 WATSON       | ✓     |        | YES                                                                  |    |
| MAVERICK BELLOTT    | 272 WATSON       | ✓     |        | YES                                                                  |    |
| Tom Dangel          | 270 Watson       | ✓     |        | Yes                                                                  |    |
| Alex Korda          | 276 Watson       |       | ✓      | Yes                                                                  |    |
| William Pawloski    | 278 Watson       | ✓     |        | Yes                                                                  |   |
| Tim Hlisc           | 280 Watson       | ✓     |        | yes                                                                  |  |
| DAG MITCHELL        | 292 WATSON PARK  | ✓     |        | yes.                                                                 |  |
|                     |                  |       |        |                                                                      |                                                                                     |
|                     |                  |       |        |                                                                      |                                                                                     |
|                     |                  |       |        |                                                                      |                                                                                     |
|                     |                  |       |        |                                                                      |                                                                                     |
|                     |                  |       |        |                                                                      |                                                                                     |
|                     |                  |       |        |                                                                      |                                                                                     |
|                     |                  |       |        |                                                                      |                                                                                     |



# City of Guelph

## OPERATIONS

Report:

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** 2007/08/08

**SUBJECT: ELMIRA ROAD AT WILLOW ROAD – NEW TRAFFIC SIGNALS AND SCHOOL CROSSING GUARD**

---

### **RECOMMENDATION:**

"That a School Crossing Guard be posted at the intersection of Elmira Road and Willow Road to assist children crossing Elmira Road as of the commencement of the 2007-2008 school year;

AND THAT a new capital project in the amount of \$80,000 and funded by Development Charges be established for the installation of traffic signals at the intersection of Willow Road and Elmira Road."

### **BACKGROUND:**

In 2006, City Council approved the temporary posting of a School Crossing Guard at the intersection of Elmira Road and Willow Road for the 2006-2007 school year. While not technically warranted at the time, staff were of the opinion the start-up of the Elmira Road extension construction project in July 2006 and its inherent construction traffic would pose undesirable risk to elementary school-aged children crossing Elmira Road. A copy of staff's report dated August 14, 2006 is provided in Appendix A.

At the time of approval, City Council also directed staff to assess the continued need for a School Crossing Guard as part of the opening of the Elmira Road extension and report back to Council before commencement of the 2007-2008 school year. This report has been prepared in response to this outstanding Council resolution.

### **REPORT:**

Elmira Road and Willow Road (east of Elmira Road) are both classified as arterial roadways with the primary function of moving through traffic. Elmira Road is considered the through street and stop signs are posted on the side street, Willow Road.

With Elmira Road open between Paisley Road and Willow Road, staff anticipate traffic volumes on Elmira Road may increase significantly for two reasons.

Firstly, it is staff opinion that we may witness a reduction of volume on Imperial Road as a number of motorists currently using this street choose to use the new section of Elmira Road. Secondly, Elmira Road now provides an alternate access to the shopping plaza located on Paisley Road between Elmira and Imperial Roads.

#### **School Crossing Guards:**

There are a number of children living on the west side of Elmira Road attending Mitchell Woods Public School which is located at 670 Willow Road (see Appendix B for map of area). Many of these children walk to and from school and during peak times of the year as many as 80 students cross Elmira Road at Willow Road. Additional medium-density development is expected to occur west of Elmira Road, south of this location in the near future likely resulting in even more children crossing at this location. Given the wide four-lane cross section of Elmira Road and the anticipated increased vehicular and pedestrian volumes, staff are of the opinion that crossing assistance should be provided. Therefore, staff recommend the posting of a School Crossing Guard at the intersection of Elmira Road and Willow Road.

#### **Intersection Traffic Control Warrants:**

Staff have received requests for the installation of traffic signals at this intersection. However, based on existing traffic volumes (pre-Elmira Road opening), neither the installation of traffic signals nor an all-way stop control is technically justified. That said, Elmira Road and Willow Road is the intersection of two major roadways and it is anticipated that the technical justifications to install a traffic signal will be met in time. Of significance, there are no other locations in the City where elementary school-aged children are required to cross an arterial roadway without the assistance of a formal traffic control device (traffic signal or pedestrian crossover). Knowing the traffic volumes will increase at this location, staff are of the opinion that traffic signals should be installed as a pro-active step to better facilitate pedestrian crossings at this intersection in addition to positively assigning vehicular right of way.

#### **CONCLUSION:**

The opening of the Elmira Road extension in July 2007 will result in increased traffic volumes along Elmira Road. In order to provide crossing assistance for the public and specifically for children during school arrival and dismissal times, staff recommend that a School Crossing Guard be posted at the intersection of Elmira Road and Willow Road during school arrival and dismissal times.

In addition to this, staff recommend a new capital project be established for the installation of traffic signals at the intersection of Willow Road and Elmira Road. This project will be 100% funded from Development Charges (DC). While this project was not identified in the previous 2004 DC study, our consultant (CN Watson & Associates) is of the opinion it is DC eligible. Staff will identify the signalization of this intersection in the upcoming DC study and access current reserves to fund this initiative.

**CORPORATE STRATEGIC PLAN:**

To enhance community wellness by supporting the development of vibrant and safe neighbourhoods while ensuring the accessibility and safety of facilities, services and programs in Guelph.

**FINANCIAL IMPLICATIONS:**

Approved 2007 Operating Budget - 720-3640 School Crossing Guard Program - \$3,000.

**Required 2008 Operating Budget** – 720-3640 School Crossing Guard Program - \$7,500  
Development Charges - \$80,000

**DEPARTMENTAL CONSULTATION:**

Finance Department

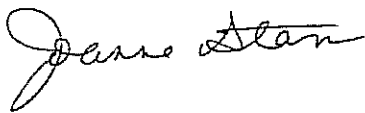
**COMMUNICATIONS:**

None required.

**ATTACHMENTS:**

Appendix A - Council report dated August 14, 2006

Appendix B – Map of area



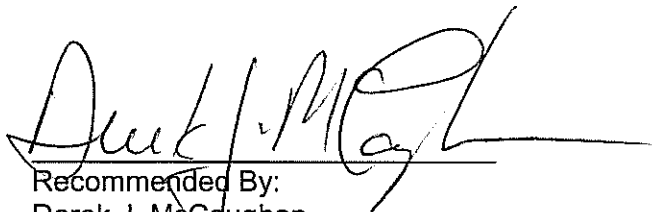
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Prepared By:  
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Supervisor, Traffic Investigations  
519.837.5628 ext. 2044  
[joanne.starr@guelph.ca](mailto:joanne.starr@guelph.ca)



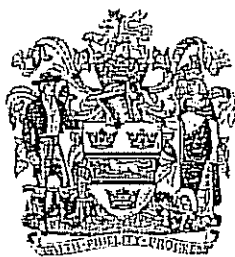
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Endorsed By:  
Bob Chapman  
Manager, Traffic & Parking  
519.822.1260 ext. 2275  
[bob.chapman@guelph.ca](mailto:bob.chapman@guelph.ca)



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Recommended By:  
Derek J. McCaughan  
Director, Operations  
519.837-5628 ext. 2018  
[derek.mccaughan@guelph.ca](mailto:derek.mccaughan@guelph.ca)



City  
of  
Guelph

PETC Report:

**OPERATIONS DEPARTMENT**

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**TO:** Planning, Environment & Transportation Committee

**DATE:** 2006/08/14

**SUBJECT:** ELMIRA ROAD AT WILLOW ROAD – NEW SCHOOL CROSSING  
GUARD LOCATION

---

**RECOMMENDATION:**

"THAT a school crossing guard be posted temporarily at the intersection of Elmira Road and Willow Road to assist children crossing Elmira Road as of the commencement of the 2006-2007 school year;

AND THAT staff reassess the continued need for a school crossing guard at the intersection of Elmira Road at Willow Road in 2007 and report back to Council before the commencement of the 2007-2008 school year;

AND THAT the 2007 Operating Budget be increased by \$7,500 to fund a school crossing guard at the intersection of Elmira Road and Willow Road."

**BACKGROUND:**

In 2003, City Council approved implementation of a school crossing guard program for the City. This program supplements the school patroller program operated through the Guelph Police Service. As per council policy, all new crossing guard posts must be approved by City Council.

**REPORT:**

Operations Department staff received two requests from parents of children attending Mitchell Woods Public School to install a traffic signal at the intersection of Willow Road and Elmira Road in order to provide assistance to children crossing Elmira Road at Willow Road.

Elmira Road and Willow Roads are both classified as arterial roadways. Presently, Elmira Road terminates a short distance south of the intersection. (refer to Appendix A for map of subject area) Elmira Road is considered the through street and stop signs are posted on the side street (Willow Road).

### **Traffic Signal Warrant:**

The City uses criteria established by the province to determine when traffic control devices such as traffic signals and all-way stop controls are justified from a technical perspective. The criteria takes into account such parameters as traffic volumes (pedestrian and vehicular), delays to cross street traffic, and collision history, with an emphasis on collisions that can be corrected by a traffic control devices (e.g. right-angle type collisions). The most recent traffic count was conducted in November 2005. The results are as follows:

|                                                    |     |
|----------------------------------------------------|-----|
| Warrant #1: Minimum Traffic Volumes                | 50% |
| Warrant #2: Delay to Cross Traffic                 | 29% |
| Warrant #3: Collision Frequency                    | 0%* |
| *There have been no reportable collisions to date. |     |

Although staff are of the opinion this location will eventually be signalized, traffic signals are not technically justified at this time given the relatively low existing traffic volumes and current state of area underdevelopment. Staff also confirmed that this intersection does not presently meet the warrants for an all-way stop control.

### **School Crossing Guard:**

Parents who contacted staff were most concerned for the safety of children crossing Elmira Road during school arrival and dismissal times when traffic volumes tend to be heaviest. Crossing guard studies conducted in the spring 2006 confirm that there are a significant number of pedestrians crossing Elmira Road during school arrival and dismissal times (40 pedestrians during the morning period and 80 pedestrians during the afternoon period on the south leg). However, the number of acceptable safe gaps to allow pedestrian crossings averages 8 per 5-minute period. This is well above the minimum threshold which recommends the use of a crossing guard when the average number of safe gaps in traffic is 4 or less per 5-minute period.

In July 2006, construction of the Elmira Road extension commenced and is expected to be completed in 2007 (connecting Elmira Road between Paisley Road and Willow Road). During construction, access to the site by construction traffic, including heavy trucks, will be from the north via the intersection of Elmira Road at Willow Road. We anticipate the volume of truck traffic may be significantly more than experienced currently.

While a crossing guard is not technically justified, staff are concerned with the commencement of the Elmira Road extension and the impacts increased construction traffic (e.g. heavy truck traffic) may have on pedestrians ability to cross the south leg. Consequently, staff recommend posting a crossing guard to assist children crossing the south leg of Elmira Road. The crossing guard would be posted temporarily commencing September 5<sup>th</sup>, 2006 for the duration of the 2006-2007 school year. Once construction is complete (anticipated May 2007) and the road opened to vehicular traffic, staff will re-evaluate to determine if the guard should remain and report back to City Council in the summer of 2007.



**CORPORATE STRATEGIC PLAN:**

To enhance community wellness by supporting the development of vibrant and safe neighbourhoods while ensuring the accessibility and safety of facilities, services and programs in Guelph.

**FINANCIAL IMPLICATIONS:**

Approved 2006 Operating Budget – 720-3640 School Crossing Guard Program - \$2,500

2007 Operating Budget - \$7,500 will be required to maintain the school crossing guard.

**DEPARTMENTAL CONSULTATION/CONCURRENCE:**

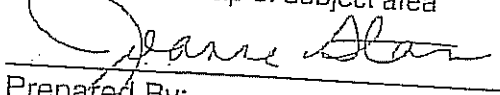
n/a

**COMMUNICATIONS:**

None required. However, residents who initiated the request and the Upper Grand District School Board will be notified that this matter is being presented to the Planning, Environment & Transportation Committee. Further, the principal of Mitchell Woods Elementary Public School supports the addition of a school guard to assist children crossing Elmira Road.

**ATTACHMENTS:**

Appendix A – map of subject area



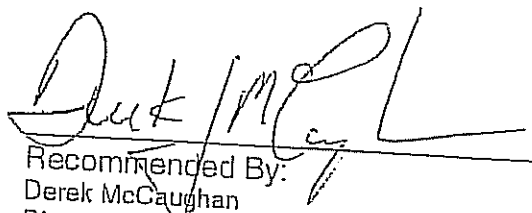
Prepared By:

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Supervisor, Traffic Investigations

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[joanne.starr@guelph.ca](mailto:joanne.starr@guelph.ca)



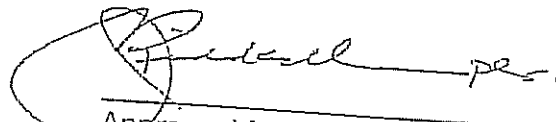
Recommended By:

Derek McCaughan

Director of Operations

519.837.5628 x523

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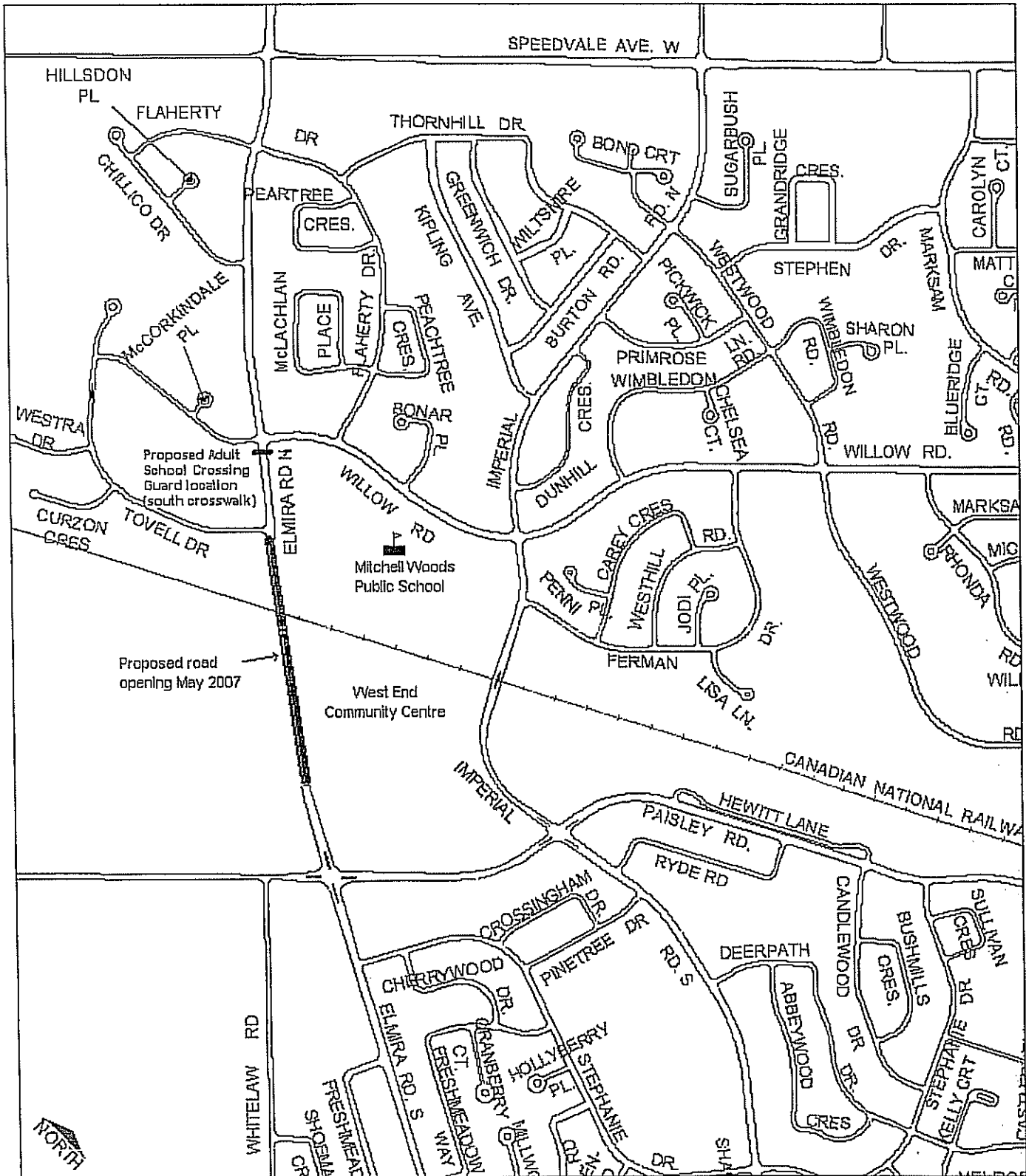
Approved for Presentation:

Larry Kolseff

Chief Administrative Officer

# Appendix A

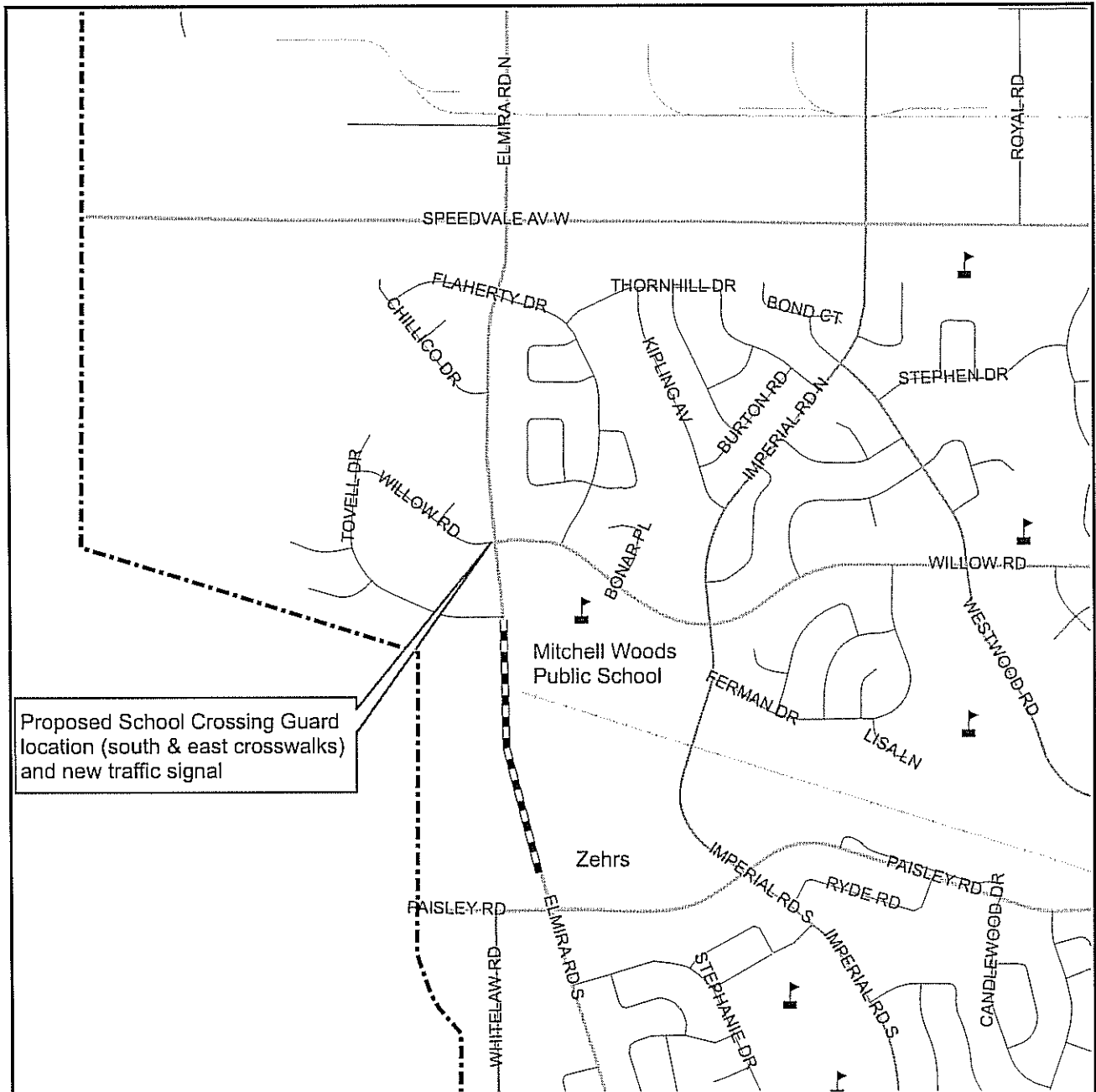
## Elmira Road at Willow Road - Proposed Crossing Guard Location



# Appendix B

## Elmira Road and Willow Road

### Area Map



#### Legend:



newly constructed section

**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday, August 8, 2007, 5:20 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Wednesday, August 8, 2007 in Council Chambers at 5:20 p.m.

Present: Councillors Beard, Hofland and Mayor Farbridge

Absent: Councillors Farrelly and Laidlaw

Staff in Attendance: Chief S. Armstrong, Director of Emergency Services/Fire Chief; Mr. R. MacKay, Manager of Recreation & Culture; Mr. B. Barr, Manager of Fleet; Ms. E. Vandermade, Supervisor of Operations, Driver Training & Development; Mr. F. Gerrior, Interim Superintendent of Scheduling and Service Planning; Ms. J. Starr, Supervisor, Traffic Investigations; Ms. T. Agnello, Deputy City Clerk; Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Beard

Seconded by Mayor Farbridge

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on July 11, 2007 be confirmed as recorded and without being read.

Carried

**South End Community Centre**

2. Moved by Councillor Beard

Seconded by Mayor Farbridge

THAT the report from the Community Services department dated August 8, 2007, entitled "South End Community Centre" be deferred until the September 7, 2007 Committee meeting.

Carried

**Response to Ministry of Community and Social Services Request for Public Review of Transportation Standards**

3. Moved by Mayor Farbridge

Seconded by Councillor Beard

THAT the City of Guelph respond to the Ministry of Community and Social Services regarding the Transportation Standards developed under the Accessibility for Ontarians with Disabilities (AODA);

Mr. G. Stahlmann

REPORT

AND THAT the City of Guelph support the Transportation Standards as developed under the AODA in principle;

AND THAT the province be asked to provide funding.

Carried

### **Watson Parkway North Parking Changes**

REPORT

4. Moved by Mayor Farbridge

Seconded by Councillor Beard

THAT a 'No Parking, 8 a.m. to 6 p.m., Monday to Friday' zone as outlined in the report of the Director of Operations dated August 8, 2007, be implemented on the west side of Watson Parkway North from Grange Road to 91 metres south of Fuller Drive;

AND THAT 'No Parking Anytime' zones be implemented on the east side of Watson Parkway North from Watson Road North to Grange Road, and on the west side of Watson Parkway North from 91 metres of Fuller Drive to Watson Road North.

Carried

### **Elmira Road At Willow Road – New Traffic Signals and School Crossing Guard**

REPORT

5. Moved by Councillor Beard

Seconded by Mayor Farbridge

THAT a School Crossing Guard be posted at the intersection of Elmira Road and Willow Road to assist children crossing Elmira Road as of the commencement of the 2007-2008 school year;

AND THAT a new capital project in the amount of \$80,000 and funded by Development Charges be established for the installation of traffic signals at the intersection of Willow Road and Elmira Road.

Carried

### **Other Business**

Chief Armstrong provided an update of the July 1<sup>st</sup>, 2007 Fireworks informing the Committee all went well as a result of all safety precautions undertaken by the Rotary Club and the Pyrotechnics company. He also advised that they intend to move forward to continue talks with groups providing fireworks displays and will be reviewing the pertinent by-laws. Upon request of the Committee, he advised he will provide a memo to Council on this issue.

The meeting adjourned at 5:30 p.m.

Next Meeting: September 12, 2007

.....  
Acting Chair

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A great place to call home  
A vibrant downtown



A progressive diversified economy  
An appealing attractive city

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## EMERGENCY SERVICES, COMMUNITY SERVICES & OPERATIONS COMMITTEE

September 12, 2007

**Council Chambers - 5:00 P.M.**

---

- Disclosure of Pecuniary Interest
- Confirmation of Minutes – August 8, 2007

| ITEMS FOR CONSIDERATION                                                                                                                                                                                                                                                                           | STAFF RECOMMENDATION |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>DOWNTOWN PATIO HOURS</b><br><br>Audrey Jamal, General Manager of Downtown Board of Management will speak to this matter.                                                                                                                                                                       |                      |
| <b>SOUTH END COMMUNITY CENTRE</b><br><br>Delegation <ul style="list-style-type: none"><li>• Todd Dennis, Chair of Clairfields Neighbourhood Group</li></ul><br>“THAT the report from Community Services entitled “South End Community Centre”, dated August 8, 2007 be received for information.” | Received             |
| <b>40 MINUTE SERVICE INTERVAL CHANGES</b><br><br>“THAT staff prepare a 2008 budget expansion package for the consideration of moving towards a 20 minute transit service.”                                                                                                                        | Approve              |
| <b>PESTICIDE USAGE IN GUELPH – SURVEY RESULTS</b><br><br>Brought forward from the August 16, 2007 Information Sheets by request of Councillor Hofland.                                                                                                                                            | Receive              |
|                                                                                                                                                                                                                                                                                                   |                      |

|                                                                                                                                                                                                                                                                                                                                                                   |          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <p><b>LATE NIGHT TAXI STANDS</b></p> <p>“THAT the City of Guelph Traffic By-law be amended to create three taxicab stands in the downtown for use between the hours of 1:00 a.m. to 4:00 a.m. daily.”</p>                                                                                                                                                         | Approved |
| <p><b>FREE PARKING FOR VETERANS</b></p> <p>“THAT up to 2 hours of free parking be provided to Veterans who are 65 years of age or older, at all municipal parking facilities when they display an authorized City of Guelph Veteran’s Parking Permit.”</p>                                                                                                        | Approve  |
| <p><b>“RZONE POLICY” FOR FACILITIES, PARKS &amp; PROPERTIES</b></p> <p>“THAT the RZone policy for facilities, parks and properties dated September 12, 2007 be approved and implemented.”</p>                                                                                                                                                                     | Approve  |
| <p><b>ACCESSIBILITY ADVISORY COMMITTEE REPORT</b></p> <p>“THAT the request for financial assistance from the Accessibility Advisory Committee be referred to the 2008 budget deliberations.”</p>                                                                                                                                                                  | Receive  |
| <p><b>ELMIRA ROAD NORTH PAVEMENT MARKINGS</b></p> <p>“THAT Elmira Road North between Willow Road and Speedvale Avenue West be marked with a three lane cross-section including a two-way left-turn lane and bike lanes.</p> <p>AND THAT parking be prohibited at all times on both sides of Elmira Road North between Willow road and Speedvale Avenue West.”</p> | Approve  |
| <p><b>USE OF BIO-DIESEL IN EMERGENCY FIRE APPARATUS</b></p> <p>“THAT the report from Emergency Services dated September 12, 2007 and entitled “Use of bio-Diesel in Emergency Service Area Apparatus be received.”</p>                                                                                                                                            | Receive  |
| <p><b>PARKS MAINTENANCE – SERVICE REVIEW</b></p> <p>“THAT during preparation of the 2008 Operating Budget, Operations Department Expansion Packages for park maintenance give priority to activities associated with:</p> <ul style="list-style-type: none"> <li>• Passive parklands</li> <li>• Facilities &amp; amenities</li> <li>• Infrastructure</li> </ul>   | Approve  |



|                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <ul style="list-style-type: none"> <li>• Passive parklands</li> <li>• Facilities &amp; amenities</li> <li>• Infrastructure</li> </ul> <p>as outlined in the Emergency Services, Community Services and Operations Committee report of September 12, 2007, Parks Maintenance – Service Review.</p>                                                                                                                                            |         |
| <p><b>COMMISSION AGREEMENT WITH GUELPH STORM LTD. FOR THE SALES OF SUITES, CLUB SEATS AND VIP SEATS AT THE SLEEMAN CENTRE</b></p> <p>“THAT Guelph City Council approve, and the Mayor and Clerk be authorized to sign, commission agreements with Guelph Storm Ltd. Respecting the licensing of Suites, Club and VIP seats at the Sleeman Centre as set out in the report of the Manager of the Sleeman Centre dated September 12, 2007.</p> | Approve |
| <p><b>PETITION TO RESTORE BUS SERVICE ON GRANGE STREET</b></p> <p>“THAT the petition to restore the bus service to Grange Street be received.”</p>                                                                                                                                                                                                                                                                                           | Receive |
| <p><b>COALITION OF MUNICIPALITIES AGAINST RACISM AND DISCRIMINATION PUBLICATION</b></p> <p>Coalition of Municipalities Against Racism and Discrimination Publication. The Mayor will speak to this matter.</p>                                                                                                                                                                                                                               |         |

## OTHER BUSINESS

**NEXT MEETING:      October 10, 2007**

**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday, August 8, 2007, 5:20 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Wednesday, August 8, 2007 in Council Chambers at 5:20 p.m.

Present: Councillors Beard, Hofland and Mayor Farbridge

Absent: Councillors Farrelly and Laidlaw

Staff in Attendance: Chief S. Armstrong, Director of Emergency Services/Fire Chief; Mr. R. MacKay, Manager of Recreation & Culture; Mr. B. Barr, Manager of Fleet; Ms. E. Vandermade, Supervisor of Operations, Driver Training & Development; Mr. F. Gerrior, Interim Superintendent of Scheduling and Service Planning; Ms. J. Starr, Supervisor, Traffic Investigations; Ms. T. Agnello, Deputy City Clerk; Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Beard  
Seconded by Mayor Farbridge

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on July 11, 2007 be confirmed as recorded and without being read.

Carried

**South End Community Centre**

2. Moved by Councillor Beard  
Seconded by Mayor Farbridge

THAT the report from the Community Services department dated August 8, 2007, entitled "South End Community Centre" be deferred until the September 7, 2007 Committee meeting.

Carried

**Response to Ministry of Community and Social Services Request for Public Review of Transportation Standards**

3. Moved by Mayor Farbridge  
Seconded by Councillor Beard

THAT the City of Guelph respond to the Ministry of Community and Social Services regarding the Transportation Standards developed under the Accessibility for Ontarians with Disabilities (AODA);

Mr. G. Stahlmann

REPORT

| Distribution | Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| REPORT       | <p>AND THAT the City of Guelph support the Transportation Standards as developed under the AODA in principle;</p> <p>AND THAT the province be asked to provide funding.</p> <p style="text-align: right;">Carried</p> <p><b>Watson Parkway North Parking Changes</b></p> <p>4. Moved by Mayor Farbridge<br/>Seconded by Councillor Beard</p> <p>THAT a 'No Parking, 8 a.m. to 6 p.m., Monday to Friday' zone as outlined in the report of the Director of Operations dated August 8, 2007, be implemented on the west side of Watson Parkway North from Grange Road to 91 metres south of Fuller Drive;</p> <p>AND THAT 'No Parking Anytime' zones be implemented on the east side of Watson Parkway North from Watson Road North to Grange Road, and on the west side of Watson Parkway North from 91 metres of Fuller Drive to Watson Road North.</p> <p style="text-align: right;">Carried</p>                                                                                                                                                                                                                               |
|              | <p><b>Elmira Road At Willow Road – New Traffic Signals and School Crossing Guard</b></p> <p>5. Moved by Councillor Beard<br/>Seconded by Mayor Farbridge</p> <p>THAT a School Crossing Guard be posted at the intersection of Elmira Road and Willow Road to assist children crossing Elmira Road as of the commencement of the 2007-2008 school year;</p> <p>AND THAT a new capital project in the amount of \$80,000 and funded by Development Charges be established for the installation of traffic signals at the intersection of Willow Road and Elmira Road.</p> <p style="text-align: right;">Carried</p> <p><b>Other Business</b></p> <p>Chief Armstrong provided an update of the July 1<sup>st</sup>, 2007 Fireworks informing the Committee all went well as a result of all safety precautions undertaken by the Rotary Club and the Pyrotechnics company. He also advised that they intend to move forward to continue talks with groups providing fireworks displays and will be reviewing the pertinent by-laws. Upon request of the Committee, he advised he will provide a memo to Council on this issue.</p> |

Distribution

Minutes

The meeting adjourned at 5:30 p.m.

Next Meeting: September 12, 2007

.....  
Acting Chair



# City of Guelph

## Community Services

Report: [Report Number]

---

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

**DATE:** *September 12, 2007*

**SUBJECT:** **South End Community Centre**

---

### **RECOMMENDATION:**

THAT the report be received for information

### **SUMMARY:**

At a meeting of Guelph City Council held on January 23, 2007, the following resolution was adopted:

"THAT the South End Community Centre be referred to the appropriate Standing Committee to review options for a multiuse facility, partnerships and financing."

In addition, staff has investigated the timing for building the South End Community Centre.

### **BACKGROUND:**

A number of citizens have questioned the timing of the South End Community Centre, specifically when it might be built with the rate of growth that is being experienced in that part of the City.

### **REPORT:**

The site of the future South End Recreation Centre has been identified at Bishop Macdonell High School, South End Community Park, and Larry J. Pearson Baseball Complex. Based on the funds currently available and those funds projected in the Capital Budget, this project would not begin construction until 2013. The feasibility study should be completed as close to the development of the project as possible because market conditions are continually changing.

Major projects such as a community centre are funded both from Development Charges and the general tax base. In the past the impetus for constructing a community centre was based on the follow considerations:

1. The facility is identified through the development of a Master Plan that has had extensive public involvement.
2. A feasibility study is undertaken to determine facility needs based on present and projected use to determine future needs and growth expectation to be accommodated in another facility.
3. Extensive public consultations occur to carry out projections based on supply, demand, and trends. This would become a source of public input and program design support.
4. A Financial Plan is developed, taking into consideration Development Charges and potential for community partner(s) including appropriate fundraising.

In looking at best practices, most of the municipalities carry out a Recreation and Parks Master Plan, and then follow up with a project-specific feasibility study to determine the space and program requirements. Our 1991 Master Plan recommended that land be acquired in the South End of Guelph for the development of a Community Park including a Community Centre. The acquired site has presently developed ball diamonds and a community park. A portion of the overall site was sold to the Separate School Board for the development of Bishop Macdonell High School.

In order to determine the type of facility to be constructed in the south end, a feasibility study must be carried out, so that the various functional space and building programs can be developed to determine the estimated project cost and development time lines. No funds have been set up in 2007 for this work.

As with the development of all other community centres in the City, programs and space requirements will be determined first and then used for the design and costing of the facility developed for budget purposes. If Committee wishes to move the timeline for the construction of the Centre forward, then a feasibility study could be carried out in 2008 for the South End Community Centre.

## **CORPORATE STRATEGIC PLAN:**

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

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

## **FINANCIAL IMPLICATIONS:**

Estimate: \$23.7 Million

Development Charges: \$21.3 Million

Tax Base Support: \$2.4 Million

*The City That Makes a Difference*

Annual Operating Costs: \$450,000 (based on 2007 operating costs for a comparable facility)

Consultant cost of \$89,000.

A Feasibility Study based on the budget schedule would commence in 2011, and the architectural design would be done in 2012.

**DEPARTMENTAL CONSULTATION:**

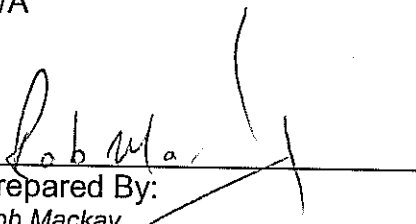
Finance Department

**COMMUNICATIONS:**

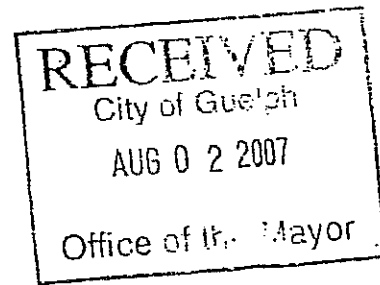
N/A

**ATTACHMENTS:**

N/A

  
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Recommended By:  
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Mayor Farbridge and Guelph City Council  
59 Carden Street, City Hall  
Guelph, Ontario  
N1H 3A1

Dear Mayor Farbridge and Guelph City Council;

**RE: SUPPORT FOR A SOUTH END COMMUNITY CENTRE**

As you may know, the Guelph Neighbourhood Support Coalition consists of a network of neighbourhood groups, program partners and the City of Guelph. Our shared vision is for a community of healthy children, strong families, and vibrant neighbourhoods that embraces diversity, creates opportunities, and promotes a high quality of life for all.

We are writing to you with the hope that you will consider moving the South End Community Centre forward in the capital budget. The neighbourhood development and capacity building that has occurred over the past three years has been incredible. We are also encouraged by your support for the development of holistic neighbourhoods, where people services are not separated out from the land use services.

We believe that the South End Community Centre is a much needed facility for, not only for the Clairfields Neighbourhood, but for all residents.

We envision a place where services are accessible and community partnerships thrive and will ensure the following;

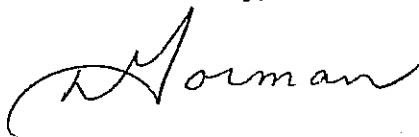
- o That more families and children benefit from access to programs and services in their neighbourhoods;
- o Cost effective delivery of recreation and wellness programs occur through developing volunteer leadership and searching out all possible outside funding sources;
- o That formal agency services are integrated in the new neighbourhoods;
- o That adequate neighbourhood spaces are built and maintained and,
- o And, continue our strong neighbourhood development and citizen participation



We realize that you will be forced to make tough choices and decisions during the deliberation of the budget. During your deliberations, we respectfully request your support for moving the South End Community Centre forward. In so doing, you can be confident that you are voting in favour of making a big difference in many neighbourhoods across the city of Guelph.

Thank you so much for your ongoing support.

Yours Sincerely,

A handwritten signature in cursive script, appearing to read "Debbie Gorman".

Debbie Gorman  
On behalf of the  
Guelph Neighbourhood Support Coalition

c.c. Member Neighbourhood Groups and Partners  
Gus Stahlmann, Director of Community Services



# City of Guelph

## COMMUNITY SERVICES

### Report

---

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

**DATE:** 2007/09/12

**SUBJECT:** 40 MINUTE SERVICE INTERVAL CHANGES

---

#### **RECOMMENDATION:**

"THAT staff prepare a 2008 budget expansion package for the consideration of moving towards a 20 minute transit service."

#### **REPORT:**

During peak service operating hours over the past couple of years, Guelph Transit's on-time performance on all base routes have suffered trying to maintain 30 minute service frequency. As indicated in the August 9<sup>th</sup> Information Report to Council (attachment 'A'), some factors which inhibit this are: traffic congestion, extended routing (urban sprawl) road obstructions, adverse weather conditions and population growth. From the beginning of September to the end of April, Guelph Transit buses run anywhere from 7 minutes to 10 minutes late, 60 percent of the time, between the hours of 7:00am – 9:00am and 1:00pm – 7:00pm.

Customer feedback overwhelmingly mandates Transit Services to address two major concerns:

1. Customers were missing connections in St. George's Square,
2. Customers had no predictability when the bus would arrive at their stop.

With this in mind, the 40 minute service alterations will address the two major concerns:

1. Customers will have a much greater probability of making their connections at transfer locations,
2. On-time performance will improve our service predictability.

As in the past, Guelph Transit will operate "extra" buses to and from high schools and at times when additional service is required to accommodate increased ridership.

The change to a 40 minute trip time is not a permanent solution, but it addresses our primary customer concerns in the short term. Long term possible recommendations for the future of Guelph Transit as outlined in the 2002 Planning Study are:

- In 2002 Dillon Consulting conducted a service design review entitled "Route Planning, Service Design and Downtown Transfer Relocation Study". Within that document the consultant advised that "the base radial system with a downtown transfer point works well for Guelph Transit. The base radial system provides direct service from all areas of the City to the downtown, which is a major trip generator".
- The report contained several suggestions to improve service and the following table is a summary of those recommendations and their status

| Service Improvement Recommendations                                                                                                                                                               | Status              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Higher frequency on Route 52 (increase to 15 minute service)                                                                                                                                      | Complete            |
| Introduction of a Perimeter Route                                                                                                                                                                 | Complete            |
| Introduction of Route 55 (University/College)                                                                                                                                                     | Complete            |
| Service Expansions (Summerfield Drive/Clairfields Drive)                                                                                                                                          | Complete            |
| Future Inter-Regional Transit Service                                                                                                                                                             | In Review           |
| Future Local Transit Service: "target fleet size should be increased from the existing 45 buses to approximately 62 buses within the next 5 years" (2002)<br>Current fleet size: 51 buses in 2007 | In Review           |
| Proposed Service Standard of 95% schedule adherence, with no longer than 3 minutes late and timed transfers should meet 95% of the time.                                                          | On Going            |
| Higher frequency of service                                                                                                                                                                       | In Review           |
| Transit Supervisor providing supervision/monitoring and directing system operations throughout the day/evening                                                                                    | Complete            |
| Post route map and schedule information for passengers at main transfer points                                                                                                                    | Complete & Expanded |

The suggestions contained in this report will allow Guelph Transit to move towards addressing the outstanding recommendations contained in the 2002 Service Design Review. By implementing these recommendations, Guelph Transit will be able to provide a minimum 20 minute service on all base routes during peak periods and 30 minute interval during off peak hours.

Staff will provide a Power Point presentation highlighting the activities of the 2002 Design Review and actions implemented to date.

## **CORPORATE STRATEGIC PLAN:**

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

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

Goal 5: A community-focused, responsive and accountable government

## **FINANCIAL IMPLICATIONS:**

Transit staff will prepare an expansion package for Council consideration during the 2008 budget deliberations.

## **DEPARTMENTAL CONSULTATION:**

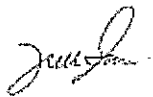
Engineering: Transportation Planning

Operations: Fleet Services

Finance: Budget Services

## **ATTACHMENTS:**

Attachment A: August 9<sup>th</sup> Information Report "Transit Service Improvements Commencing September 2, 2007"



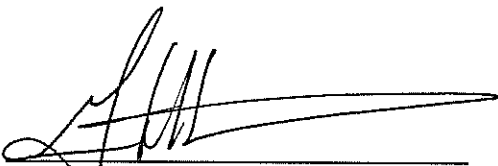
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# City of Guelph

## COMMUNITY SERVICES

### Information Report

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**TO:** Mayor and Council

**DATE:** 2007/08/09

**SUBJECT:** TRANSIT SERVICE IMPROVEMENTS COMMENCING SEPTEMBER 2, 2007

---

#### **REPORT:**

In an effort to improve operating efficiency, meet service demand and improve on time service delivery, the following service adjustments will be implemented commencing September 2, 2007.

#### **40 Minute Service During Peak Service Intervals**

For many years, Guelph Transit has operated on 30 minute service intervals. Increased population growth throughout the City of Guelph has made it compulsory to extend routing to facilitate client requirements. With the addition of more stop signs, stop lights and other traffic calming measures the ability to sustain 30 minute service has been increasingly difficult. Vehicular traffic patterns have decreased the capability of on time performance during peak service combined with increased pedestrian & vehicle traffic along with more passengers. The continuation of operating on a 30 minute service interval during peak service periods has challenged the bus system to ensure connection at transfer points in St. George's Square.

The introduction of a 40 minute service level during peak intervals has many benefits; it will ensure connection times are maintained; increasing schedule accuracy will enhance consumer confidence and assist customers to plan travel needs; and 40 minute service will allow bus operators more time to complete routing; more time to complete routing will enhance on time service delivery allowing customers to make their connections. Furthermore, our aging and disabled population often feel stressed and hurried to embark, disembark or make their transfer to a connecting bus. The 40 minute service interval will permit our aging and disabled population to feel more comfortable riding conventional bus service during peak periods.

Throughout the years, extra vehicles have been added in order to assist the regular bus to maintain schedule and satisfy customer volume. 40 minute service will allow the exploration and analysis for possible reductions in extra service kilometer duplication.

Overall customer demand has increased while traffic patterns have made it increasingly difficult to deliver connections on time. 40 minute service in the peak times will address a long standing of customer complaints that buses fail to make their connections in St. George's Square. This has forced and inconvenienced riders to wait 30 minutes for the next bus to arrive.

40 minute peak service will commence at 7:15 am until 9:15 am and then again from 1:15 pm until 7:15 pm. 30 minute service interval will be available at all other times outside of peak service.

#### **Route 54 Arkell (NEW)**

The new 54 Arkell route was approved as an expansion to the 2007 Transit budget to address the need for service in the area bounded by Arkell, Victoria, Clair & Gordon roads. Customer demand in the new development has generated the necessity of added service to the Jenson Blvd and Summerfield Dr area. Travel patterns indicate the 54 Arkell Route will meet those demands by running a 40 minute interval to connect customers with service into the University of Guelph. The service is part of the base service running from 5:45 a.m. service completion at 12:45 a.m. 6 days per week and from 9:15 a.m. to 6:45 p.m. on Sundays. See Map "A"

#### **Route 51 Gordon**

Adding the dedicated 54 Arkell routing allows for time efficiencies to be gained for the 51 Gordon route. Service into the University of Guelph by the 51 Gordon can be re-established allowing for connections to be made at the new platform facility. These improvements will allow transit to better serve this very important and well used transfer point. Customer demand and travel patterns indicate that returning service to the University both on the outbound and inbound trips will meet and satisfy customer needs. See Map "B"

#### **Perimeter Route Timing Change**

Customers have expressed concern through customer complaints that making their connections at the University was difficult while using the Perimeter Route. The realignment of time into the University of Guelph by 15 minutes will increase our capability to service the University before the hour and half hour, while allowing connections to take place in a timely manner. With the University of Guelph new platform facility, transit will strategically place buses on time and in the same parking location enhancing customer service.

#### **52 University / Kortright**

In 2006/2007 15 minute service was introduced to facilitate customer volume and meet the demands of our customers. This service will continue on the same 15 minute interval accommodating these demands and operate from 7:00 a.m. until 11:00 p.m. Monday through Friday while maintaining 30 minute service at all other times.

### **University Express Routing**

In 2006/2007, transit introduced 7 minute service intervals on the Route 52 University/Kortright as an addition to the 15 minute service to facilitate high volume demand. Customer travel patterns indicate the a.m. segments of customers are traveling one way into the University of Guelph. Conversely, in the p.m. customers are traveling the opposite direction. These travel patterns were specific to 3 main areas in the south-west end of the city. Express routing to the 3 main areas within these travel patterns will strategically allow for clients to be brought to their destination in under 20 minutes. University Express routing will operate from 7:30 a.m. until 10:30 a.m. and continuing in the afternoon from 2:30 p.m. until 7:30 p.m. Monday through Friday. See Map "C, D, E"

### **CORPORATE STRATEGIC PLAN:**

Establish an ongoing assessment of the city's infrastructure to ensure it is appropriate for current and anticipated growth.

### **FINANCIAL IMPLICATIONS:**

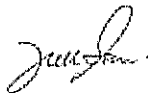
Services changes will be accommodated within the current operating budget.

### **COMMUNICATIONS:**

Notices will be posted in vehicles; Corporate Communication; Updated Radio Spots; Newspaper Ads; Public Communication.

### **ATTACHMENTS:**

Map A (Route 54 Arkell)  
Map B (Route 51 Gordon)  
Map C (Route 52 University Express 1)  
Map D (Route 52 University Express 2)  
Map E (Route 52 University Express 3)



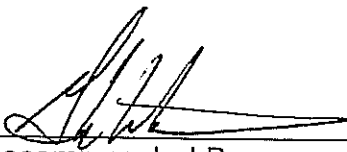
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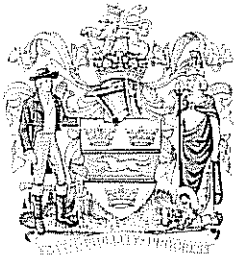
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Recommended By:  
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# City of Guelph

## ENVIRONMENTAL SERVICES

### Information Report

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**TO:** Mayor and Members of Guelph City Council

**DATE:** August 16, 2007

**SUBJECT: PESTICIDE USAGE IN GUELPH - SURVEY RESULTS**

---

#### BACKGROUND:

On March 26, 2007, City Council passed the following resolution:

“THAT the proposed Healthy Landscape Education Program as outlined in the Community Development & Environmental Services Committee report Healthy Landscape Education Program dated March 9th, 2007 be adopted for implementation;

AND THAT staff report annually on the effectiveness of the Healthy Landscapes Education Program;

AND THAT the Healthy Landscape Technician position be part of Environmental Services staff compliment and be charged with successful implementation and on going enhancement and development of the Healthy Landscape Education Program;

AND THAT staff report in June on the results of a random telephone survey designed to measure community attitudes towards pesticide use and its restrictions, to provide a benchmark for the Healthy Landscapes Education Program and potential by-law to and to provide information to assist with the ongoing development of the education program;

AND THAT staff report back on allocating a portion of the funds for Insight Guelph for the production and distribution of a lawn/garden care brochure focusing on lawn tips and promoting alternative techniques and practices that do not require the use of pesticides for 2007/2008.”

The following report outlines the results of the pesticide usage survey and the next steps.

## **REPORT:**

### **Public Opinion Survey**

- OraclePoll Research Ltd. conducted the **Pesticide Usage in Guelph** telephone survey between the days of May 25th and May 27th to gauge residents' opinion on pesticide use. More than 400 randomly-selected households participated in the survey.
- The final report was received on June 20th. A copy of the Executive Summary is attached.
- The results of the survey clearly indicate strong support from the community for a by-law that phases out the cosmetic or non-essential use of pesticides.

### **Next Steps**

- Overall results of the Pesticide Usage in Guelph survey will be announced in a media release and the Executive Summary will be posted online for the community to view.
- The survey results will aid in designing a comprehensive education program, allowing for customized information and messages to be targeted to specific Wards based on its survey responses, as needed.

## **CORPORATE STRATEGIC PLAN:**

### **5 – To Be Strong Environmental Stewards:**

- Increase community awareness of the value of partnering on environmental stewardship;
- Engage the residential, industrial, commercial and institutional communities in best practices for resource management and environmental protection;
- Promote and implement environmentally sustainable initiatives;
- Evaluate the implement proven and leading-edge environmental technologies and programs.

### **6 – To Have Exemplary Management Practices:**

- Ensure that all City initiatives are based on sound financial, social and environmental principles.

## **FINANCIAL IMPLICATIONS:**

Cost are covered in the approved 2007 budget

## **DEPARTMENTAL CONSULTATION:**

The public survey was organized with support from Corporate Communications. The resulting public education program will be developed in consultation with Corporate Communications staff.

**COMMUNICATIONS:**

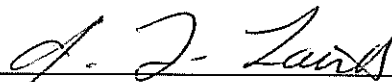
N/A

**ATTACHMENTS:**

Attachment 1: Pesticide Usage in Guelph - Executive Summary



Prepared By:  
Laurie Watson  
Communications Co-ordinator



Recommended By:  
Janet L. Laird, Ph.D.  
Director of Environmental Services

# **Pesticide Usage in Guelph**

Prepared for

**The Corporation of the  
City of Guelph**

By



June 2007

# **T a b l e o f C o n t e n t s**

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|                                    |           |
|------------------------------------|-----------|
| <i>Methodology &amp; Logistics</i> | <b>3</b>  |
| <i>Executive Summary</i>           | <b>4</b>  |
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| <i>Crosstabulations</i>            | <b>20</b> |

# **M e t h o d o l o g y   & L o g i s t i c s**

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## **Study Sample**

- A total of 400 randomly selected residents of the City of Guelph, Ontario 18 years of age and older were interviewed. The Corporation of the City of Guelph commissioned the survey to gauge the opinions of residents on a series of issues related to pesticide usage in the community.

## **Survey Method**

- The survey was conducted using computer-assisted techniques of telephone interviewing (CATI) and random number selection. A total of 20% of all interviews were monitored and the management of Oraclepoll Research supervised 100%.

## **Logistics**

- The surveys were conducted between the days of May 25<sup>th</sup> and May 30<sup>th</sup> 2007. Initial calls were made between the hours of 6:00 p.m. and 9:00 p.m. Subsequent callbacks of no-answers and busy numbers were made on a (staggered) daily rotating basis up to 7 times (from 10:00 a.m. to 9:00 p.m.) until contact was made. In addition, telephone interview appointments were attempted with those respondents unable to complete the survey at the time of contact. If no contact was made at a number after the seventh attempt, the number was discarded.

## **Confidence**

- The margin of error for each 500-person survey is  $\pm 4.9\%$ , 19/20 times.

# Executive Summary

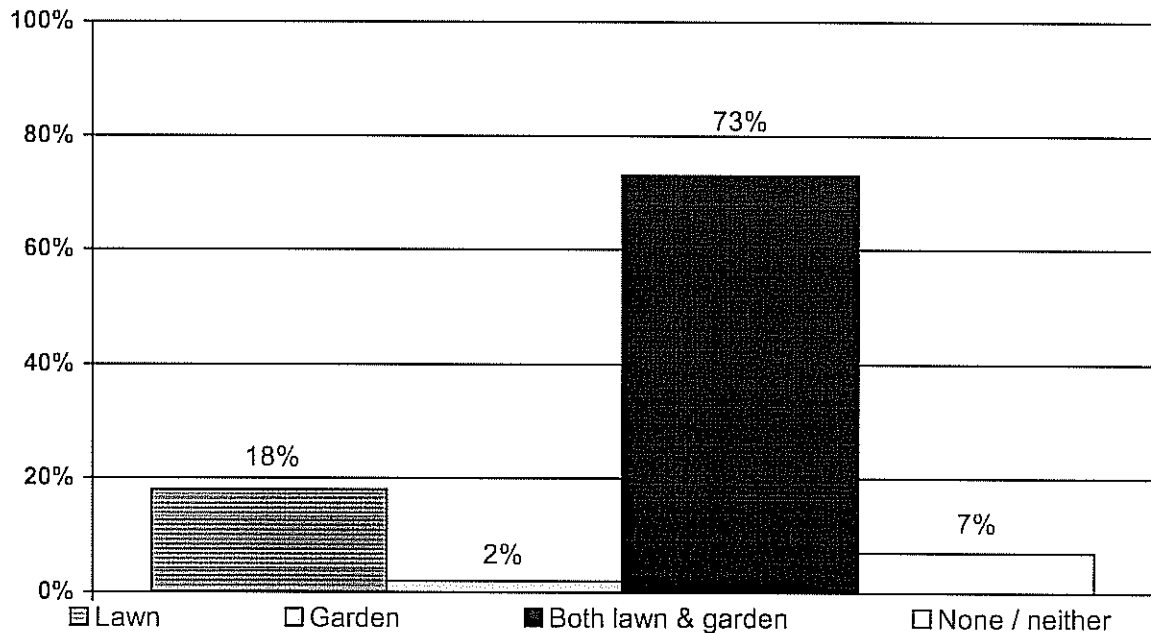
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## Yard Profile

Respondents were first asked a series of questions about their home ownership, their yard profile and yard care work.

A total of 81% of those surveyed were homeowners, 18% renters and 1% refused to disclose this information. All residents interviewed were then asked the following.

***“Do you have a lawn, garden or both on your property? This includes lawns and gardens at apartment buildings?”***



Most residents or 73% have both a lawn and garden at their residence, while 18% have a lawn, 2% a garden and only 7% have no lawn or garden. Homeowners were most likely to have both a lawn and garden (81%) and renters only a lawn (27%).

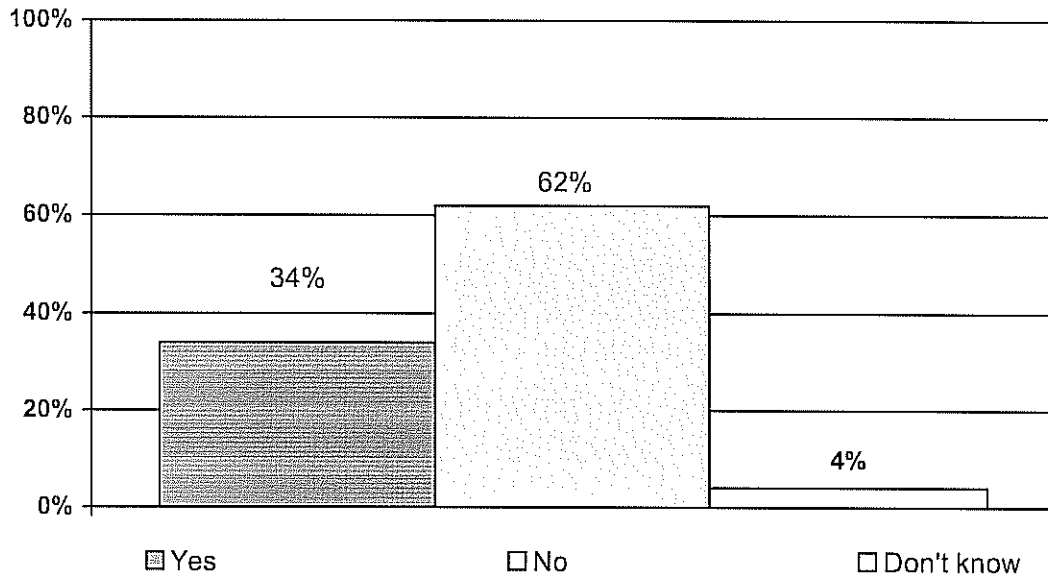
Among respondents that were renters, 36% said that they were responsible for making the decisions about yard care work. More males (46%) compared to females (23%) are responsible for their yard work.

## Pesticide Usage

Respondents with lawns, gardens or both were read the following preamble and then asked about their use of pesticides.

***"Pesticide is a broad term that includes herbicides, insecticides, rodenticides, and fungicides and many fertilizers that include pesticides. Examples include weed n' feed and products used to kill weeds and insects."***

***"Do you currently use pesticides on your lawn or garden?"***



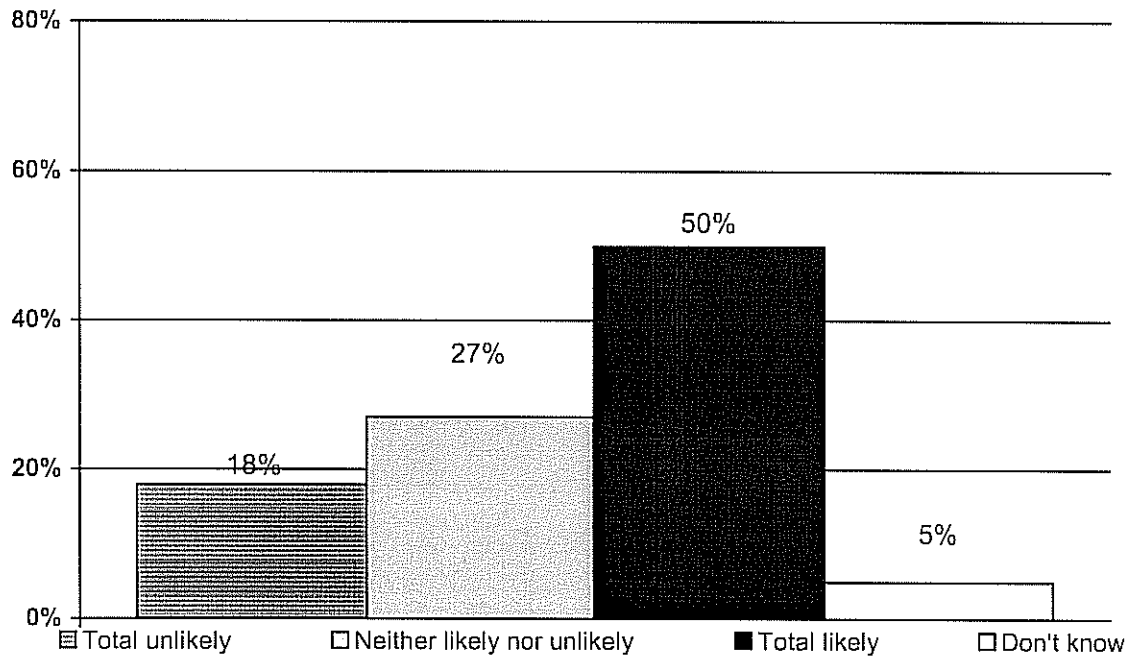
Slightly more than a third of Guelph residents (34%) currently use pesticides. Pesticide usage was highest among 45-54 year olds (45%) and Ward 6 residents (42%). Pesticide users were then asked what these chemicals were being used for, revealing the following:

- Most or 84% have them applied to control weeds
- 79% use them to maintain lawn health
- 69% said they prevent weeds from germinating
- Half (50%) claim their pesticides prevent insects
- A further 48% stated they control existing insects
- Slightly more than a quarter or 26% use pesticides to remove pests from driveways, decks, sidewalks or other hard surfaces



Homeowners that currently use cosmetic pesticides were asked the following.

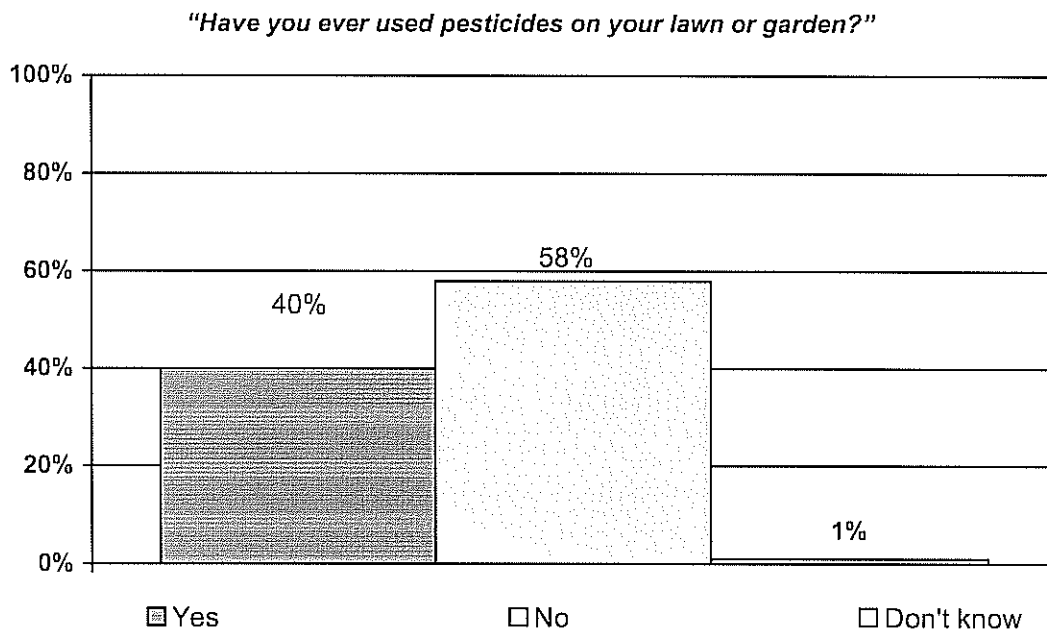
***"If you were provided with information on methods to have a weed free and insect free lawn without using pesticides, what would be the likelihood that you would stop using pesticides?"***



Half of homeowners that currently use pesticides claimed that they would be likely (17%) or very likely (33%) to stop using them if they were provided with information on alternative methods to have a weed and insect free yard. A total of 18% would be unlikely to stop using pesticides, while 27% had a neutral opinion (neither likely nor unlikely) and 5% were unsure. More females (50%) compared to males (45%) would be likely to stop using pesticides if provided with an alternative.

## Past Pesticide Usage

Respondents not currently using pesticides on their lawn or garden were asked if they had ever used them on their lawn or garden.



Among those not currently using pesticides, four in ten or 40% stated that at one time they had used these chemicals. As a result, at one time a total of 61% of Guelph residents with lawns or gardens have used pesticides.

Residents that have discontinued pesticides used were also asked why they had used them.

- 78% applied pesticides to prevent weeds from germinating
- Seven in ten (70%) to control existing weeds
- A total of 57% used them to control existing insects
- 54% to prevent insects
- 52% to maintain lawn health
- A lesser 21% have used pesticides to remove pests from driveways, decks, sidewalks or other hard surfaces

## Health & the Environment

All respondents were read the following preamble and were then asked to agree or disagree with each of the following three statements related to the health and environmental impacts of pesticides.

*"I am now going to read some short statements related to cosmetic or non-essential pesticide chemical use to control weeds and insects."*

*"Cosmetic or non-essential pesticide use refers to using pesticide for aesthetic purposes or as a preventative measure (an example would include the use of pesticide prior to having an outbreak of weeds or insects.)"*

| <i>"After each statement is read, I would like you to agree or disagree with each one using a scale from one strongly disagree to five strongly agree."</i>                        | <b>TOTAL DISAGREE</b><br>(disagree & strongly disagree) | Neither Agree nor disagree | <b>TOTAL AGREE</b><br>(agree & strongly agree) | Don't Know / Unsure |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------|------------------------------------------------|---------------------|
| Cosmetic or non-essential use of lawn pesticides used in my community poses a health threat to pets such as cats and dogs.                                                         | 14%                                                     | 13%                        | 71%                                            | 2%                  |
| Cosmetic or non-essential use of lawn pesticides used in my community poses a health threat to children.                                                                           | 13%                                                     | 12%                        | 74%                                            | 1%                  |
| Cosmetic or non-essential use of lawn pesticides used in my community poses a threat to the environment including wildlife, air quality, and run-off into rivers and ground water. | 12%                                                     | 10%                        | 76%                                            | 2%                  |

There was strong buy-in or agreement with respect to all three issues and especially that pesticides pose a threat to the environment and the health of children in the community.

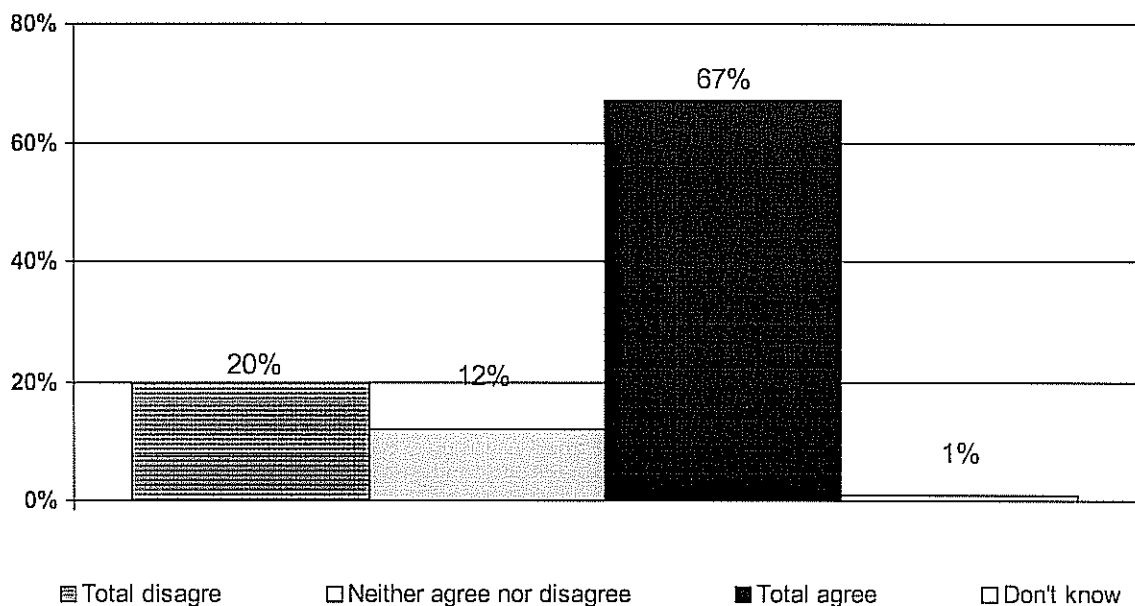
## Phase Out

Respondents were read the following statement and they were then asked two questions on pesticide phase-outs.

*"Towns and cities have the right to enact by-laws phasing out the use of cosmetic pesticides... a right that has been upheld by a recent Supreme Court ruling. Many municipalities in Ontario, Quebec as well as other big cities across Canada (such as Toronto Vancouver & Halifax) have recently phased out the cosmetic use of pesticides on residential lawns. Toronto and Mississauga have virtually eliminated pesticide use on weeds in local parks through legislation. The City of Guelph is considering the reduction of cosmetic or non-essential pesticide use in the community."*

*"Please agree or disagree with the following statement using a scale from one strongly disagree to five strongly agree."*

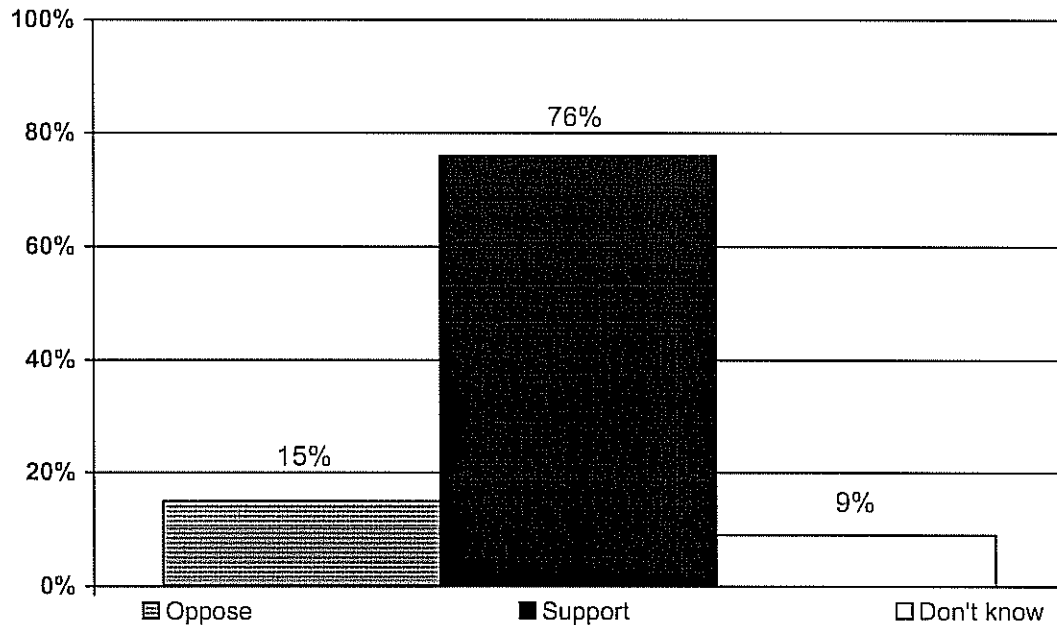
*"The City of Guelph should pass a by-law phasing out the cosmetic or non-essential use of pesticides, meaning that after the phase-out period, no pesticides could be used on Guelph residential lawns for cosmetic or non-essential purposes."*



Two thirds of Guelph residents surveyed either agreed (17%) or strongly agreed (50%) that the City should pass a by-law phasing out the cosmetic or non-essential use of pesticides while only two in ten either disagreed (8%) or strongly disagreed (12%). Those more likely to disagree were 45-54 year olds (28%), Ward 6 residents (34%) and more males (23%) than females (16%).

Respondents were also asked about their support or opposition to the following.

***“Would you support or oppose a phase out on the use of cosmetic pesticides in other public spaces in your community, such as schools and hospitals?”***



A 76% majority support a phase out on the use of cosmetic pesticides in other public spaces in your community, such as schools and hospitals, while only 15% are opposed and 9% are undecided. Opposition was higher in Ward 6 (31%), among 35-44 year olds (20%), 45-54 year olds (21%) and males (19%) compared to females.



# City of Guelph

## OPERATIONS

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

**DATE:** 2007/09/17

**SUBJECT:** Late Night Taxi Stands

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### **RECOMMENDATION:**

"THAT the City of Guelph Traffic By-law be amended to create three taxicab stands in the downtown for use between the hours of 1:00 a.m. to 4:00 a.m. daily."

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### **BACKGROUND:**

Over the past year, concerns have been raised by residents in the Surrey Street area regarding noise created from people migrating to this location from downtown to obtain a taxi at the Red Top Taxi office between the hours of 1:00 a.m. to 4:00 a.m.

Previous meetings with representatives from Red Top Taxi, the Guelph Police Service, residents from Surrey Street and the late Councillor Bailey resulted in the discontinuance of fares being accommodated at the Red Top Taxi office during these hours.

Unfortunately with no alternative taxi pick up location, people continued to attend the office during the early morning in attempts to obtain a taxi.

### **REPORT:**

Due to the on-going noise concerns, in January 2007 the Police Board passed a motion directing the Police Chief to create a Committee to attempt to resolve the noise concerns with the assistance of a mediator. A Committee was subsequently formed with representatives from the two taxi companies, the Guelph Police Service, Transit Services, the Operations Department (Parking), residents from Surrey Street, the University of Guelph and the University's student association. From April to July 2007, the Committee met and identified various possible solutions to the noise issue on Surrey Street.

The Committee reviewed possible options to assist patrons leaving the Downtown during the hours of 1:00 a.m. to 4:00 a.m. These options included:

#### Adding the number of Magic buses available

Increasing the number of Magic buses available will have a budgetary impact to either the City or the University; therefore, Guelph Transit and the University reviewed the existing routes and amended them with the existing number of buses to increase coverage and effectiveness.

#### Adding additional Downtown stops for the Magic bus

The Committee reviewed the possibility of adding multiple stops in the downtown for the Magic bus and although it was agreed that multiple stops may reduce the need for patrons to walk through residential areas, the idea was dismissed as it would likely cause safety concerns for other traffic.

#### The creation of a Transit Hub

The Committee agreed that the creation of a Transit Hub would provide patrons of the Downtown a specific location to either obtain transit and possibly taxis. The Committee acknowledged that the City is in the process of creating a Hub.

#### Increasing the number of taxis available

The Committee reviewed the possible solution of increasing the taxi fleet within the City. It was determined that while an increased fleet may be used to its capacity on Friday and Saturday nights, overall an increased fleet would not be under-utilized at all other times.

#### Changing the style of taxis being used

To increase the number of passengers per trip, the Committee discussed the possibility of changing the style of taxis being used from cars to minivans. A concern was raised by the Taxi companies with respect to unauthorized passengers attempting to overcrowd the vehicles by lying on the floor or in the hatch area of the minivans. In addition, the taxi companies indicated that minivans do pose a physical barrier to the elderly who have difficulty entering them. The taxi companies concern could be reduced if their Taxi Licenses permitted them to alternate vehicles, this would allow the companies to utilize cars during the day and swap them for minivans during the late evening. It is anticipated that the Committee will discuss this idea further.

### Adding designated late night taxi stands in the Downtown

The Committee was advised that another Municipality (Barrie) has created designated late night taxi stands to assist people leaving the Downtown. The use of these stands make it easier for people to obtain a taxi, as it reduces the need to call or attend the Taxi Companies office and eliminates the need to flag down taxis. The Committee felt that by creating late night stands within the Downtown, the number of people leaving the downtown and entering residential areas would be reduced. Therefore the Committee recommended a best practice review be under taken by the Guelph Police Service.

In July 2007, members from the Guelph Police Service attended the City of Barrie to determine the effectiveness of their late night taxi stands. It is their opinion that late night taxi stands would be beneficial to Downtown Guelph.

Following this best practice review, along with input from various stakeholders, the Committee recommended that late night taxi stands be established at the following three (3) recommended locations:

- Taxi stand1 - Wyndham Street N (east side) across from Cork Street. The stand would be located in the on-street reserved parking space for Transit vehicles that is not required during these hours.
- Taxi stand 2 – Carden Street in the no parking zone in front of City Hall near the existing location for the Magic Bus.
- Taxi stand 3 – Macdonell Street (south side) across from the East Parkade. The stand would be located within the existing no parking zone.

The Committee recommended these locations based on the ease of access for taxis and the negligible impact they would have on neighbouring businesses. In addition, there will be no impact on the existing on-street parking inventory during regular hours as the recommended stands will be located within existing No Parking zones (the Highway Traffic Act allows the stopping of a vehicle to actively pick up passengers within a No Parking Zones).

Once the Taxi Stands are established, Red Top Taxi has committed to erecting signage at their office directing patrons to the late night stand locations and will no longer pick up customers at their office during these hours.

Although taxis will still pick up passengers at other locations downtown, both Red Top Taxi and Canadian Cab will voluntarily station their drivers at these locations (between 1:00 a.m. to 4:00 a.m.) to encourage use of the new Taxi Stands.

### **CORPORATE STRATEGIC PLAN:**

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

*The City That Makes A Difference*



**FINANCIAL IMPLICATIONS:**

Minimal costs (\$250.00) for signage would be covered by the existing Parking Operating Budget.

**DEPARTMENTAL CONSULTATION:**

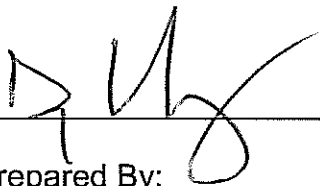
Guelph Police Service  
City of Guelph– Community Services (Guelph Transit), Community Design & Development (Economic Development)  
University of Guelph students & V.P. student affairs  
Downtown Board of Management  
Surrey Street neighbours

**COMMUNICATIONS:**

Public education and promotion will be done through information sent to the Downtown establishments and through the University of Guelph Student Association.

**ATTACHMENTS:**

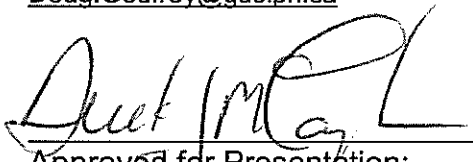
1. Appendix A – Map of recommended late night taxi stand locations



Prepared By:  
Doug Godfrey  
Supervisor, Parking Regulation and Enforcement  
(519) 837-5612 ext 2520  
[Doug.Godfrey@guelph.ca](mailto:Doug.Godfrey@guelph.ca)



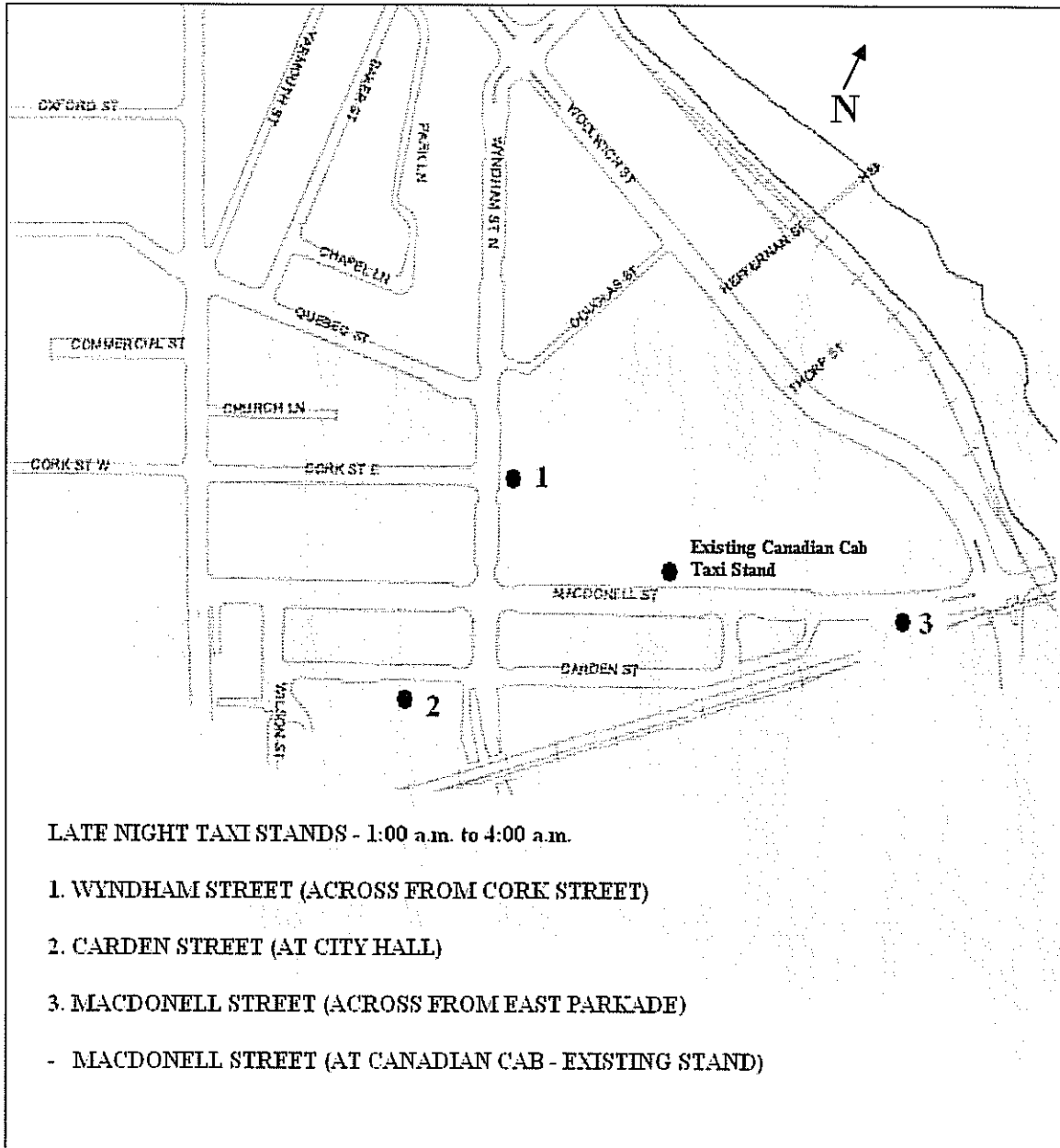
Recommended By:  
Bob Chapman  
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Approved for Presentation:  
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Director, Operations Department  
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## ATTACHMENT A

### MAP OF PROPOSED LATE NIGHT TAXI STANDS





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

**DATE:** September 12, 2007

**SUBJECT:** FREE PARKING FOR VETERANS

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## **RECOMMENDATION:**

"THAT up to 2 hours of free parking be provided to Veterans who are 65 years of age or older, at all municipal parking facilities when they display an authorized City of Guelph Veteran's Parking Permit."

## **BACKGROUND:**

At the Emergency Services, Community Services and Operations Committee meeting of July 12, 2007, the following resolution was passed, "THAT staff be directed to investigate the implications of providing free parking for Veterans and report back to the Emergency Services, Community Services and Operations Committee."

## **REPORT:**

Staff surveyed thirty (30) municipalities to determine how many provided free parking for Veterans and the survey revealed that over 50% had a free parking program in place for Veterans.

Some municipalities offer free parking to anyone displaying a Veteran's licence plate with the poppy displayed. However the qualifications for Veteran Plate eligibility are quite liberal and are as follows:

- Served in WWII or in Korea during the Korean War
- Served a minimum of 3 years in Canadian Regular Forces and may still be serving
- Served a minimum of 3 years of active paid duty in the Canadian Reserve Forces
- Served in NATO operations or as a member of UN peacekeeping force
- Served in Vietnam War in the forces of the U.S. or its allies

It is our belief that Council was interested in providing free parking for the elderly Veteran, and in order to meet the Veterans parking needs staff are recommending that a new City of Guelph Veteran's Parking Permit be created and administered by the City's Parking Operation. As the qualifications for the Veteran's Permit are for a specific age group, it is felt that the impact financially and operationally will be minimal.

This Veteran's Parking Permit will provide up to 2 hours of free parking to Veterans who are 65 years of age or older at all municipal parking facilities, including the parking meters on Westmount Road and Delhi Street, when they display an authorized City of Guelph Veteran's Parking Permit.

A Veteran's Parking Permit would be available to anyone who is 65 years of age or older and has served with the Canadian Forces, Merchant Navy etc or our country's allies and has proof of service.

#### **CORPORATE STRATEGIC PLAN:**

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

#### **FINANCIAL IMPLICATIONS:**

Staff believe the financial impact of offering up to 2 hours of free parking to Veterans with the City of Guelph Veteran's Parking Permit will be nominal

#### **DEPARTMENTAL CONSULTATION:**

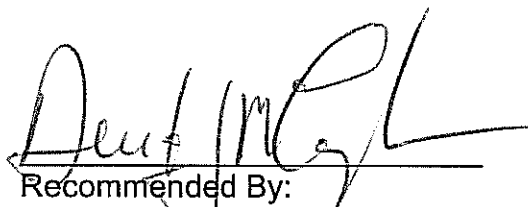
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#### **COMMUNICATIONS:**

n/a



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Recommended By:  
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Director of Operations  
519 837 5628 ext 2018  
Derek.McCaughan@guelph.ca



# City of Guelph

## COMMUNITY SERVICES

Report:

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** 2007/09/12

**SUBJECT:** "RZONE POLICY" FOR FACILITIES, PARKS & PROPERTIES

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### **RECOMMENDATION:**

**THAT the Rzone policy for facilities, parks and properties dated September 12, 2007 be approved and implemented.**

### **BACKGROUND:**

The Guelph Sports Advisory Council made a decision to develop a Code of Conduct for sports teams and received Trillium grant monies for this initiative. In a survey of other communities this policy was brought forward as a comprehensive and well developed model and the Guelph Sports Advisory Council decided to substitute this for their Code of Conduct.

The Rzone policy was originally developed for the Town of Oakville and they have agreed to let Guelph use their policy and materials at no cost.

The goal of the policy is to promote a positive, safe, enjoyable and supportive environment for all users and staff in City recreation, parks and culture programs, facilities and properties.

### **REPORT:**

The Rzone policy and associated Incident Report Form outline the measures and enforcement steps to be taken by all persons, including staff, volunteers and users to address inappropriate or violent behaviour in City owned or leased recreation, parks and culture facilities and properties.

This policy is being adopted by many communities in Ontario so that the various spectators and participants who travel to participate in other communities will be treated in the same manner. Community Services Department is developing communications material for the program, and will have it in the facilities by October 2007.

#### **CORPORATE STRATEGIC PLAN:**

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

Goal 5: A community-focused, responsive and accountable government.

#### **FINANCIAL IMPLICATIONS:**

There will be some training costs shared between the Guelph Sports Advisory Council and the City of Guelph. The City portion of these costs will come from the existing training program.

#### **DEPARTMENTAL CONSULTATION:**

This policy has been reviewed and has had input from Legal, Human Resources, and Operations Departments.

#### **COMMUNICATIONS:**

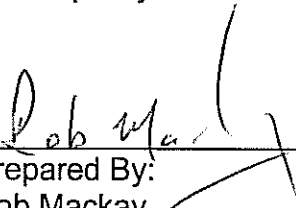
Training for staff

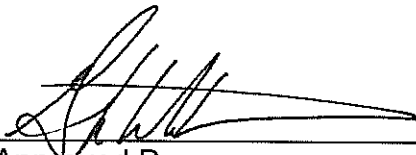
An official "launch" in late fall 2007

Flyer distribution in the community and placement at facilities and in user group communiqués.

#### **ATTACHMENTS:**

Rzone policy and Rzone Incident Report Form

  
Prepared By:  
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Approved By:  
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Director of Community Services  
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# CORPORATE POLICY AND PROCEDURE



POLICY No.

PAGE

1 of 8

EFFECTIVE DATE

REVISION

---

|                  |                                    |
|------------------|------------------------------------|
| Tab              | Community Services                 |
| Authority        | Community Services                 |
| Subject          | Rzone                              |
| Related Policies | Alcohol, Workplace Violence Policy |
| Approved by      |                                    |
| Revision Date    |                                    |

---

- POLICY STATEMENT**
1. The City of Guelph (hereinafter referred to as the City) is committed to ensuring the safety of the general public, its service users and staff in its recreation, parks and culture programs, facilities and properties, and fostering an environment where there is **Respect** for others, and **Responsibility** for all actions. The City will not tolerate any form of violence, vandalism or inappropriate behaviour in its recreation, parks and culture programs, facilities and properties.
  2. The City recreation, parks and culture programs, facilities and properties are places that promote learning and leisure for residents. All persons have the right to be safe and to feel safe while attending or working at a program, facility or property. With this right comes the responsibility to be accountable for actions or behaviours that put at risk the safety of others.
  3. This policy and procedure outlines the measures and enforcement steps to be taken by all persons, including staff, volunteers and users in order to address inappropriate or violent behaviour in recreation, parks and culture programs and in City owned or leased facilities and properties. Staff will be dealt with through the City's policy
  4. The goal of this policy is to promote a positive, safe, enjoyable and supportive environment for all users and staff in City recreation, parks and culture programs, facilities and properties, and to increase the level of understanding and awareness of this policy. In addition, this policy will establish closer and continued relationships between the City and various community, cultural, religious, sports associations, clubs, teams, groups and societies (hereinafter referred to as "organizations") to support this policy.
  5. The City encourages all organizations to develop and implement their own violence free policy which will help to support the City policy.

**PURPOSE**

1. This policy and procedure applies to all staff and all persons using recreation, parks and culture programs, facilities and properties, including but not limited to patrons, guests, spectators, fans, coaches, players, parents, volunteers, staff and the general public. The policy covers structured (i.e. permit issued) and unstructured (i.e. no permit issued) activities.

2. Inappropriate or violent behaviour for the purpose of this procedure includes, but is not limited to, the following:

- a) Verbal assaults directed at any person, including but not limited to, participants, officials, members of the public or City staff, which are aggressive or intimidating or have the potential of inciting violence;
- b) Threats and/or attempts to intimidate;
- c) Throwing of articles in a deliberate or aggressive manner;
- d) Aggressive approaches to another individual (physical/verbal assault);
- e) Actual or attempted physical striking of another person;
- f) Attempts to goad or incite violence in others;
- g) Theft of property;
- h) Possession of weapons;
- i) Vandalism to buildings, structures or property owned or leased through the City
- j) Refusal to follow this policy and procedure;
- k) Racial or ethnic slurs;
- l) Intoxication or being under the influence of alcohol or drugs;
- m) Harassment ("engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome" as defined by the Ontario Human Rights Code);
- n) Contravention of City by-laws or policies;
- o) Criminal behaviour of any kind whatsoever

**PROCEDURE**

Duty to Report

1. The City's primary concern is the safety of the service users and its staff. If at any time users or staff feel personally threatened, they are to call the Police immediately. It is **NOT** the expectation that staff or users put themselves at risk or jeopardize one's safety in dealing with any perceived or real situation;



2. City staff are to report acts of violence, vandalism or inappropriate behaviours to their immediate supervisor. The supervisor will convey a report to appropriate association(s) within 24 hours;

3. Patrons of City facilities are to report acts of violence, vandalism or inappropriate behaviours to a City staff member and/or a designated person of the appropriate organization within 24 hours;

4. All incidents of violence and or vandalism or threatening situations must be reported to the Police;

5. Organizations dealing directly with incidents are required to inform the department of a resolution within 30 days.

Enforcement Options/Steps

1. The City will take appropriate actions when incidents pertaining to this procedure occur in City recreation, parks and cultural facilities, program or properties. **City staff are authorized to act if inappropriate behaviour or violence are observed or reported in the following instances:**

- a) Observation (or potential) of any physical violence or vandalism;
- b) Observation of verbal abuse or (potential) threat;
- c) The request of a community group representative (i.e. coaches), who acting reasonably is unable to get co-operation from parents, participants, coaches, officials, or spectators;
- d) The request of a community group or individual who, as part of their operations, are threatened, intimidated, or persistently disrupted for the purposes of inciting negative activity.

**2. Upon witnessing or suspecting physical violence; enact the following departmental operating procedures and contact the police immediately:**

- a) Without jeopardizing one's safety, advise the identified party to stop the activity immediately or they will be asked to leave;
- b) If party does not co-operate, inform identified party they are now trespassing (as Police have already been called);
- c) If individual refuses to leave, do not engage in argument or

- physical confrontation but wait for Police to arrive;
- d) Advise authorized staff supervisor or on call supervisory personnel immediately;
- e) Prepare Rzone Incident Report (see attached)
- f) Incident to be reviewed by staff within 48 hours;
- g) All staff shall cooperate and support City of Guelph Police during any investigation and prosecution process resulting from any charges laid.

**3. Upon witnessing verbal abuse or inappropriate behaviour:**

- a) Assess the situation to determine if departmental operating procedures should be enacted;
- b) Advise identified party, without jeopardizing one's safety, that they stop the activity immediately or they will be asked to leave;
- c) If party does not co-operate, inform identified party they are now trespassing and Police will be called;
- d) If individual refuses to leave, do not engage in argument or physical confrontation, leave and wait for Police to arrive;
- e) Advise authorized staff supervisor or on call supervisory personnel;
- f) Prepare Rzone Incident Report (see attached)
- g) Incident to be reviewed by staff within 48 hours
- h) All staff shall cooperate and support Police during any investigation and prosecution process resulting from any charges laid.

**4. Upon reported actions of physical violence by community group/representative or volunteer;** enact departmental operating procedures and contact Police immediately:

- a) Without jeopardizing one's safety, advise the identified party to stop the activity immediately or they will be asked to leave;
- b) If party does not co-operate, inform the identified party that they are now trespassing (as Police have already been called);
- c) If individual refuses to leave, do not engage in argument or physical confrontation, leave and wait for Police to arrive;
- d) Advise authorized staff supervisor or on call supervisory personnel
- f) Prepare Rzone Incident Report (see attached)
- g) Incident to be reviewed by staff within 48 hours

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h) All staff shall cooperate and support Police during any investigation and prosecution process resulting from any charges laid

**5. Upon reported actions of verbal abuse or activity by community group/representative or Volunteer:**

- a) Assess the situation to determine if procedures should be enacted;
- b) Without jeopardizing one's safety, advise the identified party to stop the activity immediately or they will be asked to leave;
- c) If party does not co-operate, inform the identified party that they are now trespassing and Police will be called;
- d) If individual refuses to leave, do not engage in argument or physical confrontation, leave and call the Police;
- e) Advise authorized staff supervisor or on call supervisory personnel;
- f) Prepare Rzone incident report;
- g) Incident to be reviewed by staff within 48 hours
- h) All staff shall cooperate and support Police during any investigation and prosecution process resulting from any charges laid

**6. Requirements of users and volunteers:**

- a) A representative for each group or team must be on site at all times;
- b) Representatives are required to understand the departmental operating procedures;
- c) Without jeopardizing one's safety, advise the identified party that they are contravening the departmental operating procedures and contact the Police if necessary;
- d) Provide full written report related to incident within the required time frame and notify City personnel.

**Consequences of Non- Compliance**

- 1. Individuals who engage in any unacceptable behaviour, as defined in this procedure, may, depending on the severity, be barred immediately from the premises and if necessary, a suspension for a period of time. The suspension may apply to all

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programs, facilities and properties, if warranted. This may include the cancellation of the facility rental to an individual(s), teams/groups. Length of suspension will be determined by a Rzone Committee and will depend on the severity of the situation;

2. All incidents that result in a suspension or barring from programs, facilities and properties will be followed up in writing by the Recreation & Culture or Operations Department, outlining the details of the suspension. The final decision related to the details of the suspension or barring will be made by the Director of Community Services, Director of Operations or their designate. All correspondence related to discipline will be written under the signature of the Director of Community Services or Director of Operations, or designate;

3. Appropriate staff in facility sections and or geographic areas will be notified of individuals who are barred or individuals who received a letter of trespass from City properties and facilities and programs. Organizations may be notified of the situation where appropriate;

4. Incidents may be reported to the City of Guelph Police Services, and charges may follow;

5. In addition to any other measures taken, where vandalism or theft has been perpetrated, the individual(s), teams/groups responsible will be required to reimburse the City for all costs associated with any repairs as well as any lost revenues or where appropriate be asked to repair the damage.

### **Appeal Process**

1. Individual(s) wishing to appeal any disciplinary measure may present their case in writing, accompanied with a mandatory \$200 fee to the Appeals Committee within 14 days of the decision. The fee will be refunded if the appeal is successful;

2. The Appeals Committee (as established by the Director of Community Services) in consultation with the appropriate staff or organization, will review the appeal and any decision made is final.

## **Implementation**

1. The Community Services Department, with its community partners, will undertake a promotional and educational campaign aimed at raising awareness among parents, participants, volunteers, officials, spectators and patrons of the **Rzone** operating procedures and, in particular, the importance of their role in creating a positive atmosphere;
2. In addition, necessary and required ongoing training and education will be provided to staff and volunteers (i.e. **Rzone** orientation, non-violence crisis intervention training), to support the implementation of this procedure.

## **Definitions**

**Vandalism:** is defined as the malicious, wilful, and deliberate destruction, damage or defacing of property owned or permitted through the Operations Department and Recreation & Culture Divisions

**Rzone Committee:** structure and number of members will vary depending on the organization/sports group and the severity of the incident. If incident occurs at a facility, Facility Manager will sit as part of the committee. For all other areas, an appropriate designate will be in attendance. The Director of Community Services or Director of Operations will be notified of all situations before any correspondence/decision is sent.

**Appeals Committee:** The Appeals Committee will follow same structure as outlined above except the appropriate Director will be involved in the actual appeal process and committee. Outcomes of the Appeals process will be sent to the appropriate organization/sports group within 10 business days of the decision.

## **Responsibilities**

1. **The Operations Staff and Recreation & Culture Staff** are the key personnel responsible for the implementation of this procedure;
2. Recreation & Culture **Division** and Operations **Department** are responsible for ensuring that preventative measures are in place so that incidents of violence, vandalism and inappropriate behaviour do not occur in its programs, properties or facilities;
3. **Visitors** to the City of Guelph's recreation, parks and culture programs, facilities and properties, are responsible for behaving

and acting in a manner that respects the rights of others in order for the services to be used and enjoyed by all;

4. **Organizations and Users or Recipients** of Recreation programs, facilities and properties are primarily responsible for the behaviour of everyone associated with them including participants, officials, spectators, patrons, parents, guests, etc;

5. **Major User Groups** by virtue of their signed agreements for use of City facilities, programs and properties are expected to promote, support and endorse the departmental operating procedures within their organizations. In addition, it is the responsibility of the signator to sign a code of conduct and to ensure all those involved with the group (including out of City groups) are aware of the departmental operating procedures;

6. **Casual users** (non-permitted) are expected to abide by, support and endorse the departmental operating procedure;

7. **The City** shall work in partnership with community organization groups to ensure that their members have the opportunity to volunteer in a safe and positive environment.

### **Appendices**

Appendix A – Rzone Incident Report form



## RZONE/ INCIDENT REPORT FORM

### Individual Reporting Details:

*Note: All parts of this form must be completed or report will not be received.*

\*Name of Person Reporting \_\_\_\_\_

\*Mailing Address \_\_\_\_\_

Postal Code

\*Phone Number (day) \_\_\_\_\_ (evening) \_\_\_\_\_

\*Email Address \_\_\_\_\_

### Incident Information:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

*(note: incidents have a better chance of resolution if notification has been received within 24 hours)*

Location of Incident: \_\_\_\_\_

### Participant(s)/Patron(s) Involved:

Name: \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

*If there are more participants involved please attach extra pages.*

### Organization/Association Contact Information (if applicable):

Organization/Association Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Category (please check all that apply)

- |                                                |                                                          |
|------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Verbal assault        | <input type="checkbox"/> Vandalism                       |
| <input type="checkbox"/> Threats/aggression    | <input type="checkbox"/> Theft                           |
| <input type="checkbox"/> Physical assault/harm | <input type="checkbox"/> Harassment                      |
| <input type="checkbox"/> Use of alcohol/drugs  | <input type="checkbox"/> Other please specify in detail) |

### Describe In Detail What Happened:

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## RZONE/ INCIDENT REPORT FORM

### Other Relevant Information:

This could include such information as sporting/group association name (i.e. / soccer, hockey), team name, team number/colour, location of event etc.

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Was Anyone Else Made Aware Of The Incident? ☐ Yes ☐ No

If yes, who else was contacted?

|                                                   |                                          |                                  |
|---------------------------------------------------|------------------------------------------|----------------------------------|
| <input type="checkbox"/> Police                   | Name of Officer _____                    | Occurrence Number _____          |
| <input type="checkbox"/> Ambulance                | <input type="checkbox"/> Fire Department | <input type="checkbox"/> Parents |
| <input type="checkbox"/> Town Staff               | Name: _____                              | Position: _____                  |
| <input type="checkbox"/> Organization/Association | Name of person contacted: _____          |                                  |
| <input type="checkbox"/> Other                    | _____                                    |                                  |

### For Office Use Only:

#### Action Taken (please check):

|                    |       |             |
|--------------------|-------|-------------|
| Letter of Warning  | _____ | Date: _____ |
| Letter of Trespass | _____ | Date: _____ |
| Probation          | _____ | Date: _____ |
| Suspension         | _____ | Date: _____ |
| Ban                | _____ | Date: _____ |

Appeal: ☐ Yes ☐ No Date: \_\_\_\_\_

Outcome: \_\_\_\_\_

File Closed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

**Completed forms should be mailed to Rzone, Community Services Department, 59 Carden St. Guelph N1H 3A1 or Fax 519-753-9240**

Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25 and will be used for the purpose of program registration, payment, aggregate statistical reporting, and allocation of staff and resources. This information will also be used for the promotion of programs or activities so that we can provide you with exceptional customer service. Questions about this collection may be directed to: Manager of Recreation and Culture at 519-837-5618.





# City of Guelph

Report

## CORPORATE SERVICES

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** September 12, 2007

**SUBJECT: ACCESSIBILITY ADVISORY COMMITTEE REPORT**

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### RECOMMENDATION

THAT the request for financial assistance from the Accessibility Advisory Committee be referred to the 2008 budget deliberations.

### BACKGROUND

This report has been prepared to provide the Emergency Services, Community Services & Operations Committee with an update on accessible initiatives supported by the Accessibility Advisory Committee for 2008.

A budget of \$200,000 per year for six years for facility accessibility upgrades was approved at the February 10, 2003, Council meeting.

At the February 14, 2005, Council meeting, Council approved an additional reserve fund for accessible curb cuts in the amount of \$200,000.

### REPORT

At its August 21, 2007 Accessibility Advisory Committee meeting, the Committee passed a motion in support of a request of \$300,000 to the Reserve Accessibility Fund. If approved, the Committee proposes the following improvements:

1. \$80,000 for an accessible rubberized surface in the senior play structure at Margaret Green Park;
2. \$7,000 for an adult assistance table in the swimming pool family change room at West End Community Centre;
3. \$113,000 for additional installation of curb ramps
4. \$100,000 for additional installation of accessible (audible) pedestrian signals.

These funds would be in addition to the \$200,000 for accessibility improvements in City facilities.

The Accessibility Advisory Committee also participated in developing an outline for a Windrow Snow Removal program. A pilot initiative planned by Operations for a future year would benefit people with physical disabilities who are not able to remove the snow, the windrow, which is left behind by the snow plow after a significant snow fall and subsequent residential road snow plough-out operation. If funded, up to 200 people would access the pilot program the first year with plans to request to expand the program for subsequent years as the need is identified.

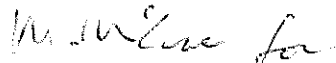
On June 27, 2007 the Accessibility Advisory Committee and City of Guelph Corporate Accessibility Steering Committee hosted a public meeting to gather input from the public on barriers they experience accessing City facilities, services and/or programs. During the next few months each City service area will develop solutions to remove these barriers; some may have funding implication on their budgets.

## **CORPORATE STRATEGIC PLAN**

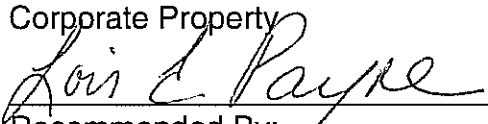
This initiative supports Strategic Plan Goal #2 – A healthy and safe community where life can be lived to the fullest.

## **FINANCIAL IMPLICATIONS**

Staff are recommending that the request for financial assistance from the Accessibility Advisory Committee be referred to the 2008 budget deliberations

  
\_\_\_\_\_  
Prepared By:  
Leanne Warren, Administrator of  
Disability Services

  
\_\_\_\_\_  
Approved By:  
Murray McCrae, Manager of  
Corporate Property

  
\_\_\_\_\_  
Recommended By:  
Lois E. Payne, Director of Corporate  
Services/City Solicitor



# City of Guelph

## OPERATIONS

Report:

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** September 17, 2007

**SUBJECT:** ELMIRA ROAD NORTH PAVEMENT MARKINGS

---

### RECOMMENDATION:

"THAT Elmira Road North between Willow Road and Speedvale Avenue West be marked with a three lane cross-section including a two-way left-turn lane and bike lanes;

AND THAT parking be prohibited at all times on both sides of Elmira Road North between Willow Road and Speedvale Avenue West."

### BACKGROUND:

In December 2002, City Council passed the following resolution:

"THAT Elmira Road between Speedvale Avenue and Willow Road be marked as a three lane cross section with bike lanes."

The pavement marking work was placed on hold in 2002 awaiting resolution of some outstanding issues with respect to the road infrastructure. These issues remain outstanding to date.

In October 2006, while reviewing the pavement markings proposed for Imperial Road, City Council passed the following resolution:

"THAT staff report back on options for Elmira Road once it is opened."

### REPORT:

#### Existing Conditions:

Elmira Road (between Willow Road and Speedvale Avenue West is classified as an arterial road and has a posted speed limit of 50 km/h and is currently marked with a single centreline. (See Appendix A – Area Map.)

The adjacent land use is primarily low-density residential with many of the houses built with legal accessory apartments. All units have sufficient off-street parking to meet their parking needs.

In order to accommodate future growth in traffic volumes, the entire length of Elmira Road has been constructed wide enough to accommodate four lanes of traffic (two lanes in each direction). While future traffic volumes may necessitate a four-lane cross-section, the current and anticipated traffic volumes in the near future are not sufficient to require more than one travel lane in each direction.

#### Parking – Willow Road to Speedvale Avenue:

With the then pending opening of Elmira Road from Willow Road to Paisley Road, in July 2007 staff notified the residents of Elmira Road North of the upcoming pavement marking changes as recommended by Council in 2002 as well as the implementation of “No Parking Anytime” zones on both sides of Elmira Road. The “No Parking Anytime” restrictions are necessary where bike lanes exist to ensure cyclists have a safe, unimpeded lane in which to travel. Fifty-seven (57) notices were sent out and staff received three (3) objections from area residents to the proposed parking changes.

#### Pavement marking options:

As per the Council resolution of October 2006 staff did investigate and consider other pavement marking options for this section of Elmira Road. These included:

- four lanes (as per the official plan)
- two travel lanes, two way left turn lane and bike lanes
- maintaining the existing two lanes
- two travel lanes with bike lanes and parking lanes on both sides
- two travel lanes with a two way left turn lane and parking on one side.

#### **CONCLUSIONS:**

Elmira Road south of this location is presently marked with a three lane cross-section including a two-way left turn lane and bike lanes. North of this location, Elmira Road is marked as a four lane roadway, appropriate given its industrial land use. It is staff’s opinion that the most appropriate location to transition between these two roadway cross-sections is at Speedvale Avenue, where the land use changes. Therefore, staff recommend the section of Elmira Road south of Speedvale Avenue be marked as a three lane cross-section with bicycle lanes and parking prohibited.

#### **CORPORATE STRATEGIC PLAN:**

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

#### **FINANCIAL IMPLICATIONS:**

Capital Budget DA0067.

#### **DEPARTMENTAL CONSULTATION:**

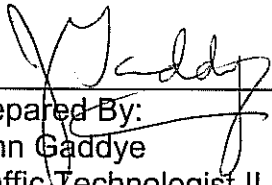
N/A

**COMMUNICATIONS:**

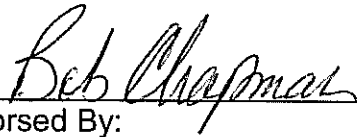
Residents will be notified that this matter will be presented to the Emergency Services, Community Services & Operations Committee on September 12, 2007.

**ATTACHMENTS:**

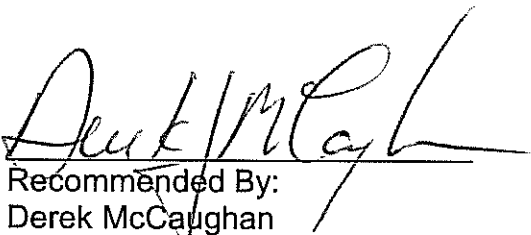
Appendix A – Area Map



Prepared By:  
John Gaddy  
Traffic Technologist II  
519.822.1260 x2040  
John.Gaddy@guelph.ca



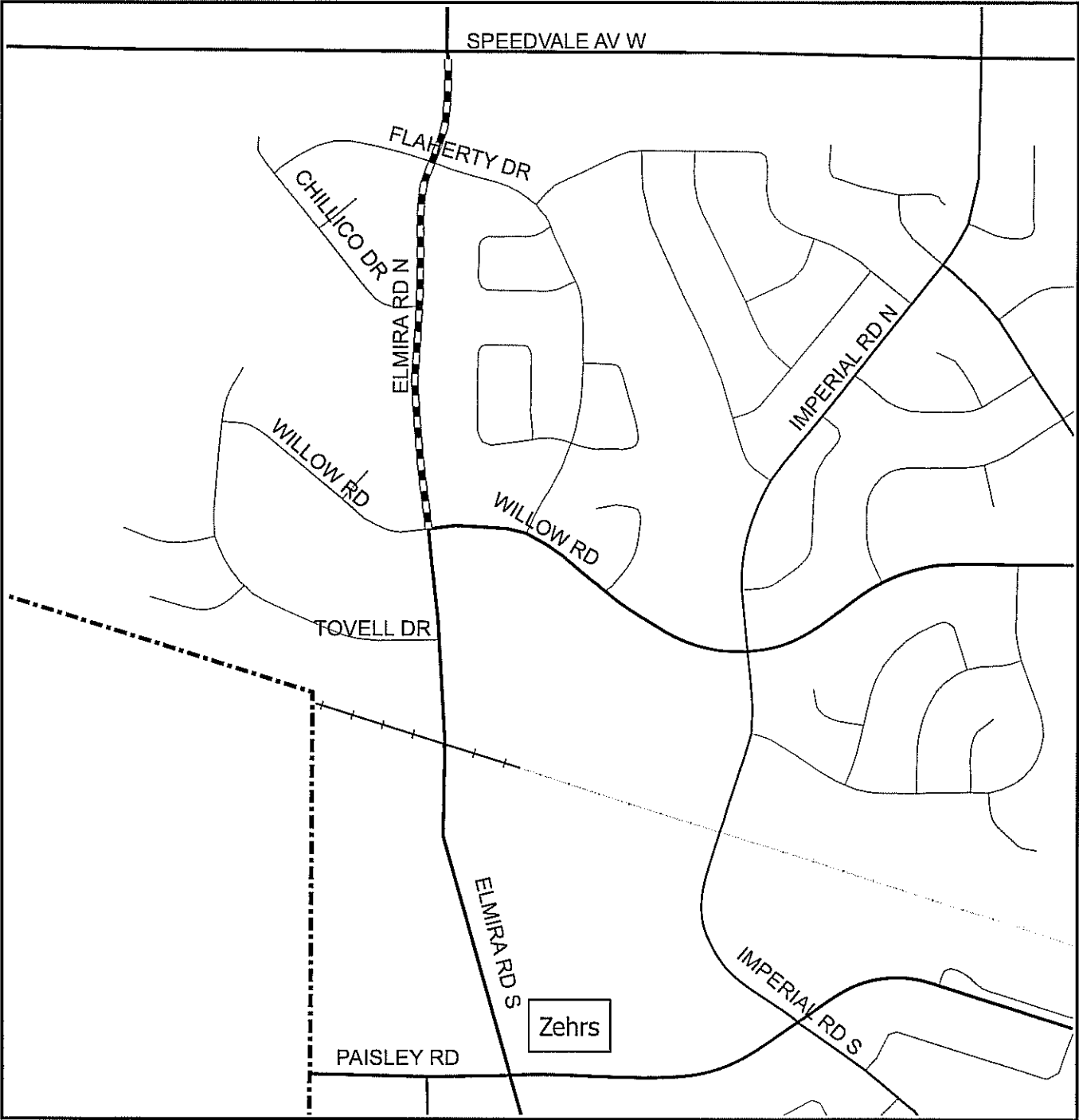
Endorsed By:  
Bob Chapman  
Manager, Traffic & Parking  
519.822.1260 x2275  
Bob.Chapman@guelph.ca



Recommended By:  
Derek McCaughan  
Director, Operations  
519.822.1260 x2018  
Derek.McCaughan@guelph.ca

# Appendix A

## Area Map



Legend:



Subject Area



# City of Guelph

## EMERGENCY SERVICES

### Information Report

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** 2007/09/12

**SUBJECT: USE OF BIO- DIESEL IN EMERGENCY SERVICE FIRE APPARATUS**

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#### **BACKGROUND:**

Emergency Services Guelph Fire Department maintains 10 diesel apparatus for emergency response use. A total of 52,069 litres of conventional diesel fuel is consumed annually or about 5207 litres per vehicle on average.

#### **REPORT:**

Emergency Services will commence using bio-diesel in the fleet in order to reduce carbon emissions and support the Community Energy Plan. The Mechanical Division is consulting with Fleet Management staff and staff at Transit in order to assess the most appropriate blend of bio-diesel to be used. Fleet services staff and Emergency Services will communicate and assess any operational issues that may result from switching to the bio-diesel blend. Staff does not anticipate any major maintenance issues. There are some initial minor maintenance issues such as increased fuel filter changes as bio-diesel is introduced into the diesel engines and the conventional fuel is purged from the apparatus. There are many benefits to using bio diesel. The use of this fuel reduces our dependency on fossil fuels. Bio diesel burns cleaner and is more fuel efficient than conventional fuel thus reducing greenhouse gas emissions.

#### **CORPORATE STRATEGIC PLAN:**

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

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

**FINANCIAL IMPLICATIONS:**

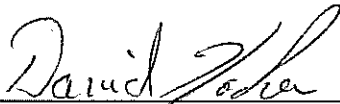
Conventional diesel is budgeted at .97 cents a litre. Bio-diesel is \$1.01 cents per litre. Currently the annual budgeted cost for bio diesel would be approximately \$2100 more annually than conventional diesel.

**DEPARTMENTAL CONSULTATION:**

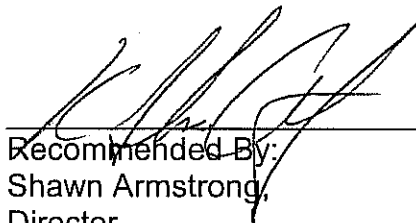
Staff have consulted with staff from Operations and Transit in researching this change in fuel.

**COMMUNICATIONS:**

A formal press release will be issued as the emergency services fleet begins to use bio-diesel.

**ATTACHMENTS:**

Prepared By:  
David Hosker  
Deputy Chief,  
Operations,  
Emergency Services  
David.hosker@guelph.ca



Recommended By:  
Shawn Armstrong,  
Director,  
Emergency Services,  
Shawn.armstrong@guelph.ca





# City of Guelph

## OPERATIONS

Report:

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**TO:** Emergency Services, Community Services & Operations Committee  
**DATE:** 2007/09/12  
**SUBJECT:** PARKS MAINTENANCE - SERVICE REVIEW

---

### RECOMMENDATION:

THAT during preparation of the 2008 Operating Budget, Operations Department Expansion Packages for park maintenance give priority to activities associated with:

- Passive parklands
- Facilities & amenities
- Infrastructure

as outlined in the Emergency Services, Community Services and Operations Committee report of September 12, 2007 Parks Maintenance - Service Review.

### BACKGROUND:

At the June 14<sup>th</sup>, 2007 Committee meeting, staff spoke to the general state of our parks and advised we were working to identify what resources would be necessary to bring them to a reasonable state of maintenance. The review commenced earlier this year prior to Council committing staff to a long-term, continuous service review process. After significant effort, this internal review is complete and ready for presentation to Committee.

### REPORT:

Obviously, the degradation of any asset seldom occurs overnight as is the case with our city parks. Years of increasing inventory in conjunction with higher expectations of park users has resulted in a situation where maintenance resources have been stretched so thin that we are experiencing an increased number and frequency of public calls regarding the general appearance of city parks.

In order to address the current situation, it is necessary to quantify what is required to maintain the park system so that a strategy of mitigation can be objectively developed. This has been accomplished by determining what inventories presently exist, what maintenance is currently provided and at what level of service it is provided. This information was then compared against the level of service that should be provided as determined by best practice or industry standards.

The summation of our efforts indicates a short-fall in park maintenance of approximately 34,300 hours. The following table highlights the major service areas, the number of hours currently spent on maintenance activity within the category and the proposed number of hours that should be spent:

|                        | <b>Current Service<br/>(hrs)</b> | <b>Proposed Service<br/>(hrs)*</b> | <b>Gap<br/>(hrs)</b> | <b>%<br/>change</b> |
|------------------------|----------------------------------|------------------------------------|----------------------|---------------------|
| Passive Parklands      | 20,385                           | 37,390                             | 17,005               | 83                  |
| Sports Fields          | 9,281                            | 13,592                             | 4,305                | 46                  |
| Infrastructure         | 3,404                            | 5,729                              | 2,325                | 68                  |
| Sanitation             | 6,583                            | 9,041                              | 2,458                | 37                  |
| Facilities & Amenities | 6,783                            | 12,901                             | 6,118                | 90                  |
| Horticulture           | 14,676                           | 16,745                             | 2,069                | 14                  |
| <b>Total</b>           | <b>62,700</b>                    | <b>96,980</b>                      | <b>34,280</b>        | <b>338</b>          |

\*based upon current industry standards, best practice knowledge and staff expertise.

Attached for Committee's review is a more detailed break out of the maintenance activities within each major category.

While the actual gap between the level of service currently provided and the level recommended may be debatable, this review has confirmed that parks maintenance is under-resourced. Going forward, it is clear this gap is not likely something that can be corrected within one budget cycle. In order to consider where limited resources should be added to the operation, staff reviewed all maintenance service provided to determine:

- To what degree the service contributes to a park's immediate presentation to the public ("curb appeal");
- To what extent the current level of service impacts the potential risk/hazard to the municipality and park users;
- Where the largest service gaps presently exist.

As a result of this review, it is staff's recommendation that during preparation of the 2008 Operating Budget, Operations Department Expansion Packages for park maintenance give priority to the activities within these major categories:

- Passive parklands
- Facilities & Amenities
- Infrastructure.

While this review has been enlightening for staff, there is still much analysis that remains to be completed. The current review speaks only to the human resources such an enhanced level of maintenance activity will require. It has not addressed or quantified the equipment or materials that might also be required. Staff will continue to analyze and further develop the Master Resource Scheduled for park maintenance including work on the following:

- Establishment of clearly understood service standards;
- Development of a stronger commitment to delivering maintenance of established service standards;
- Development of adequate management tools to monitor staff performance against expected standard of service;
- Development of an appropriate means of assigning resources to 'ad-hoc' requests for service such that they do not compromise the delivery of service standards;
- Establishment of a stronger link between decisions to expand the park system and operating budget deliberations;
- Commencement of dialogue with user groups on preferred maintenance standards for our sports fields.

#### **CORPORATE STRATEGIC PLAN:**

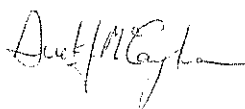
1. An attractive, well-functioning and sustainable city.
  - 1.2 Municipal sustainability practices that become the benchmark against which other cities are measured.
5. A community-focused, responsive and accountable government.
  - 5.1 the highest municipal customer service satisfaction rating of any comparable-sized Canadian community.
  - 5.6 Organizational excellence in planning, management, human resources and people practices;

#### **FINANCIAL IMPLICATIONS:**

TBD

#### **ATTACHMENTS:**

Master Resource Schedule Summary.




---

Recommended By:  
 Derek J. McCaughan  
 Director  
 (519) 837-5628 ext. 2018  
 derek.mccaughan@guelph.ca



|                                  |  | Current Service Standard | Proposed Service Standard | Difference |                     |            |            |
|----------------------------------|--|--------------------------|---------------------------|------------|---------------------|------------|------------|
|                                  |  | Frequency                | Time Req'd                | Frequency  | Time Req'd          | Difference |            |
| FACILITIES & AMENITIES           |  | Quantity                 | Frequency                 | Time Req'd | Frequency           | Time Req'd | Difference |
|                                  |  | 111                      |                           | 6,783      |                     | 12,901     | -6,118     |
| Inspection (annual & regular)    |  | 111                      | 4 x year                  | 434        | 6 x year            | 1,664      |            |
| Stadiums                         |  | 4                        | 2 x year                  | 72         |                     | 72         |            |
| Concession Booths                |  | 2                        | 2 x year                  | 16         |                     | 16         |            |
| Play Structures                  |  | 82                       | annual maintenance        | 1,024      | monthly maintenance | 5,912      |            |
| Amusement Rides                  |  | 3                        | daily, 10 wks             | 1,639      |                     | 1,639      |            |
| Slash Pads                       |  | 2                        | daily, 10 wks             | 1,308      |                     | 1,308      |            |
| Wading Pools                     |  | 3                        | daily, 10 wks             | 1,368      |                     | 1,368      |            |
| Memorial Benches                 |  | 12                       | daily, 10 wks             | 32         |                     | 32         |            |
| Misc. Buildings & Special Events |  | 3                        | monthly                   | 890        |                     | 890        |            |
| HORTICULTURE                     |  |                          |                           | 14,676     |                     | 16,745     | -2,069     |
| Floral Displays/Beds (37)        |  | 28,000 m2                | 2wks - 4 wks              | 4,491      | weekly              | 6,065      |            |
| Window Boxes, Planters, Baskets  |  | 52,000 units             | daily                     | 3,646      |                     | 3,646      |            |
| Greenhouse Production            |  | 60,000 units             | daily                     | 2,838      |                     | 2,838      |            |
| Park Shrubs (58)                 |  | 22,100 m2                | 2 x year                  | 2,706      | 3 x year            | 3,193      |            |
| Perennial Beds (33)              |  | 13,320 m2                | 1-2 x year                | 995        |                     | 1,003      |            |
| LEAD HAND ADMINISTRATIVE DUTIES  |  |                          |                           | 1,582      |                     | 1,582      | 0          |
| Peak Season                      |  | 5                        | daily                     | 1,090      |                     | 1,090      |            |
| Off Season                       |  | 5                        | daily                     | 492        |                     | 492        |            |
| Total                            |  |                          | Current                   | 62,700     | Proposed            | 96,980     | -34,280    |

## PARKLANDS & GREENWAYS: Current Staffing Levels

**Base Labour per 241 FTE = 2080 (40 hours per week)**

**Budget Labour per 241 FTE = 1750 (less non-working hours)**

### Assumptions - Permanent 241 full time employees

Base Labour Per Year (40 hours per week x 52)  
 Less average vacation, sick time, stat holidays (18.5%)  
 Less Training & meetings (50 hours per year)  
 Less Lunch & Breaks (1 hour per day)  
 Less Shift Start up/Shut down (0.5 hrs per day)

#### Actual Productive Hours pp

##### Per Week

40  
6.3  
0.9  
5  
2.5  
**25.3**

#### Actual Productive Hours pp

##### Per Year

2080  
330  
50  
260  
130  
**1310**

### Assumptions - Students @ 40 hours per week

Gross Labour Time Per Season (40 hours per week)  
 Less Sick Time (ave = 2%)  
 Less Stat. Holidays (3 days = 3%)  
 Less Training & meetings (30 hours at season start up)  
 Less Lunch & Breaks (1 hour per day)  
 Less Shift Start up/Shut down (0.5 hrs per day)  
**Available Productive Time per Student**

#### Actual Productive Hours

##### per week

40  
0.8  
1  
1.7  
5  
2.5  
**31.5**

### Current Staffing Levels

#### Productive Hours

#### Total

#### **Parks staff**

4 FTE - 12 months

1310 per year

5240

9 FTE @ 36 wks (16 wks Winter Contr

25.3 hrs/wk

8197.2

6 FTE @ 22 wks (30 wks at Recreation

25.3 hrs/wk

3339.6

51 students (17-22 wks, 40hrs/wk)

31.5 hrs/wk

26649

10 students (11 wks, 40 hrs/wk)

31.5 hrs/wk

3465

9 students (11 wks, 20 hrs/wk)

18 hrs/wk

1782

71 students

**48672.8**

#### **Horticulture Staff**

5 FTE (12 months)

1310 per year

6550

11 students (18 wks, 40 hrs/wk)

31.5 hrs/wk

5764.5

10 students

**12314.5**

#### **Total**

**60987.3**

budget expansion

1821

Add 2007 Budget Expansion = 3 FT x 25.3 hrs x 24 wks = 1821

**62808.3**

### 2007 Staffing Level Summary

8 FTE

8.7 FTE (dual positions)

82 Students

62 FT Students @ 18 weeks

11 FT students @ 11 weeks

9 PT students @ 11 weeks

**# FTE = 35**

using 1750 hours per person

# PARKLANDS & GREENWAYS

# MASTER RESOURCE SCHEDULE SUMMARY

|                          | Current Service Standard | Annual              | Proposed Service Standard | Annual              | Gap in Hours   | Add'l FTE   | % Change    |
|--------------------------|--------------------------|---------------------|---------------------------|---------------------|----------------|-------------|-------------|
|                          | TOTAL HOURS REQUIRED     |                     | TOTAL HOURS REQUIRED      |                     |                |             |             |
| PARK TURF MAINTENANCE    | 20,385                   | 204 hrs/park        | 37,390                    | 374 hrs/park        | -17,005        | 11.8        | 83%         |
| SPORTS FIELD MAINTENANCE | 9,287                    | 93 hrs/park         | 13,592                    | 136 hrs/park        | -4,305         | 3.0         | 46%         |
| INFRASTRUCTURE           | 3,404                    | 34 hrs/park         | 5,729                     | 57 hrs/park         | -2,325         | 1.6         | 68%         |
| SANITATION               | 6,583                    | 66 hrs/park         | 9,041                     | 90 hrs/park         | -2,458         | 1.7         | 37%         |
| FACILITIES & AMENITIES   | 6,783                    | 68 hrs/park         | 12,901                    | 129 hrs/park        | -6,118         | 4.3         | 90%         |
| HORTICULTURE MAINTENANCE | 14,676                   | 147 hrs/park        | 16,745                    | 167 hrs/park        | -2,069         | 1.4         | 14%         |
| LEAD HAND ADMINISTRATION | 1,582                    | 16 hrs/park         | 1,582                     | 16 hrs/park         | 0              | 0.0         |             |
| <b>Total</b>             | <b>62,700</b>            | <b>627 hrs/park</b> | <b>96,980</b>             | <b>970 hrs/park</b> | <b>-34,280</b> | <b>23.9</b> | <b>338%</b> |

98 hrs/ha

152 hrs/ha

Available Hours

62,808

FTE equivalent

44

67

-24



City  
of Guelph

COMMUNITY SERVICES

Report:

---

TO: Emergency Services, Community Services, and Operations Committee

DATE: 09/12/07

SUBJECT: COMMISSION AGREEMENTS WITH GUELPH STORM LTD. FOR THE  
LICENSING OF SUITES, CLUB SEATS AND VIP SEATS AT THE  
SLEEMAN CENTRE

---

**RECOMMENDATION:**

***THAT Guelph City Council approve, and the Mayor and Clerk be authorized to sign, commission agreements with Guelph Storm Ltd. respecting the licensing of Suites, Club and VIP seats at the Sleeman Centre as set out in the report of the Manager of the Sleeman Centre dated September 12, 2007.***

**SUMMARY:**

Staff has been working with Guelph Storm Ltd. on a number of items aimed at increasing sales of Suites, Club and VIP seats at the Sleeman Centre. One matter discussed was a possible arrangement for paying Guelph Storm Ltd. a commission if new customers are introduced to the City which result in the licensing of Suites, Club or VIP seats.

**BACKGROUND:**

The Sleeman Centre has been operated by the City since July 2005. The program for licensing suites and seats has been a challenge since the opening of the building. Guelph Storm Ltd. has a sales and marketing initiative that, in staff's view, could possibly assist in increasing customers at the Sleeman Centre.



## **REPORT:**

Staff has been working with Guelph Storm Ltd. on a number of aspects to improve and increase the number of customers at the Sleeman Centre. In addition to the general seating available in the facility, the Sleeman Centre has Suites, Club and VIP seats which may be licensed by customers for an annual fee. The City is responsible for licensing the Suites, Club and VIP seats. Guelph Storm Ltd. has offered to introduce potential new customers to the City provided a commission is paid to Guelph Storm Ltd. if the introduction results in a new licence agreement for a Suite, Club or VIP seat. Staff feel such an arrangement would provide a greater opportunity for the licensing of seats and suites. The more spectators brought into the Centre, the greater the revenue potential.

The Sleeman Centre has a total of 31 suites – 25 individual suites and six that are configured into party suites of various sizes. Of the 25 individual suites, 19 are currently licensed. The cost of licensing a suite ranges from \$12,000 to \$20,000 per annum, depending upon size and term of license. These prices do not include costs of tickets or applicable taxes. Licence agreements for Suites range from one to ten years.

Approximately 150 of the 322 Club seats are licensed. The Club seat license fee is \$200 per seat, per annum. Of the 178 available VIP seats, approximately 80 are licensed. The VIP seat license fee is \$400 per seat, per annum. These prices do not include costs of tickets or applicable taxes. All Club and VIP seats are for a one year term.

The proposed Commission Agreement for Club Seats and VIP Seats is attached as Attachment #1 and proposed Commission Agreement for Suites is attached as Attachment #2. The Commission Agreements provide that the City will pay a commission of 25% of the annual Licence Fee received by the City from new customers. A commission would only be paid if the introduction of a potential new customer actually results in a fully signed License Agreement between the City and the new customer for a Suite, Club or VIP seat. The City will pay the commission during the term of the initial License Agreements and any continuous, uninterrupted renewals of the License Agreements.

The City has not sourced an outside agency for comparison, as we feel it would compromise our agreement with Guelph Storm Ltd.

## **CORPORATE STRATEGIC PLAN:**

Goal 5: A community-focused, responsive and accountable government.

## **FINANCIAL IMPLICATIONS:**

The total maximum potential revenue on sales for suites and seats is \$169,600 per annum. Guelph Storm Ltd.'s 25% share would be \$42,400 per annum and the City's revenue would be the remaining 75%, which is calculated at \$127,200 per annum.

In addition to this, the City receives 10% of the purchase price for each ticket sold.

## **DEPARTMENTAL CONSULTATION:**

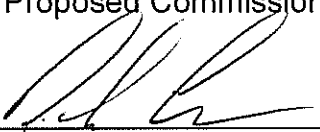
Legal and Finance Departments

## **COMMUNICATIONS:**

N/A

## **ATTACHMENTS:**

1. Proposed Commission Agreement for Club Seats or VIP Seats at the Sleeman Centre
2. Proposed Commission Agreement for Suites at the Sleeman Centre



Prepared By:

*Rich Grau*

*Manager of Sleeman Centre*

*(519) 822-4900 ext. 2847*

*[Rich.grau@guelph.ca](mailto:Rich.grau@guelph.ca)*



Recommended By:

*Gus Stahlmann*

*Director of Community Services*

*(519) 837-5618 ext. 2663*

*[Gus.stahlmann@guelph.ca](mailto:Gus.stahlmann@guelph.ca)*

ATTACHMENT #1

Commission Agreement  
(Club Seats and VIP Seats)

DATE

This agreement is entered this       day of       , 2007.

PARTIES

The Parties to this agreement are:

THE CORPORATION OF THE CITY OF GUELPH  
(the "City")

- and -

.....GUELPH STORM LTD.....  
(the "Broker")

WHEREAS the City owns the Sleeman Centre, which was formerly known as the Guelph Sports and Entertainment Centre, at 50 Woolwich Street, Guelph (the "Centre") which contains Club Seats and VIP Seats ("Seats") available for use;

AND WHEREAS by way of Club Seat Holder License Agreements and VIP Seat Holder License Agreements, the City grants to Club Seat Holders and VIP Seat Holders ("Licensees") rights to use these Seats;

AND WHEREAS the City wishes to be introduced to potential new Licensees;

AND WHEREAS the Broker wishes to find potential new Licensees and introduce them to the City;

NOW THEREFORE IN CONSIDERATION of the mutual promises, covenants and agreements herein contained the parties hereto agree as follows.

Role of the Broker

1. The Broker will attempt to find potential new Licensees for the City's Seats at the Sleeman Centre, which was formerly known as the Guelph Sports and Entertainment Centre, at 50 Woolwich Street, Guelph (the "Centre"), and will introduce them to the City.
2. For purposes of this Commission Agreement ("agreement"), a "new Licensee" means a Licensee who had not licensed a Seat at the Centre pursuant to a Club Seat Holder License Agreement or VIP Seat Holder License Agreement at any time in the 365 day period immediately preceding the date of a written Expression

of Interest which is received by the City in accordance with the provisions of this agreement.

3. The City will recognize the Broker as the person who introduced a potential new Licensee only if:
  - (a) the Broker, and no-one else, submits to the City a written Expression of Interest in Licensing a Seat, signed by the potential new Licensee;
  - (b) the potential new Licensee acknowledges and confirms to the City that the Broker, and no-one else, obtained the Expression of Interest in Licensing a Seat from the Licensee; and
  - (c) the potential new Licensee actually enters a Club Seat Holder License Agreement or VIP Seat Holder License Agreement, within 30 days of the City receiving the said written Expression of Interest.
4. An Expression of Interest in Licensing a Seat shall be in the form shown in Schedule "A" attached to this agreement.
5. The Broker acknowledges that this agreement with the City is not exclusive to the Broker, that the City may enter similar agreements with other persons, and that the City may find potential new Licensees by itself.
6. The Broker acknowledges that this agreement does not create the relationship of principal and agent, employer and employee, partners or joint venturers between the Broker and the City. Neither Party has any authority to bind or obligate the other.
7. The Broker is not permitted to assign this agreement or any of the rights in this agreement.

#### Role of the City

8. The City will negotiate with potential new Licensees introduced by the Broker, with the goal of entering Club Seat Holder License Agreements or VIP Seat Holder License Agreements.
9. For purposes of this agreement, a Club Seat Holder License Agreement or VIP Seat Holder License Agreement is "entered" only when it is fully and properly executed by the Licensee and the City.
10. The City is entitled to refuse to enter any proposed Club Seat Holder License Agreement or VIP Seat Holder License Agreement unless and until all terms of such proposed agreement are completely satisfactory to the City.
11. If the City actually enters a Club Seat Holder License Agreement or VIP Seat Holder License Agreement with a new Licensee, then the City will pay the Broker an Introduction Fee in an amount equal to 25 percent of the annual License Fee received by the City under the Club Seat Holder License Agreement or VIP Seat Holder License Agreement.
12. The City will pay the Broker the Introduction Fee during the term of the initial Club Seat Holder License Agreement or VIP Seat Holder License Agreement and any continuous, uninterrupted renewals of the Club Seat Holder License Agreement or VIP Seat Holder License Agreement.
13. Following are restrictions on the payment and amount of the Introduction Fee:

- (a) The City is obliged to pay the Introduction Fee only when, and only to the extent that, the City actually receives payment from the Licensee of the License Fee pursuant to the Club Seat Holder License Agreement or VIP Seat Holder License Agreement and any continuous, uninterrupted renewal or renewals thereof;
- (b) If the License Fee is reduced or prorated in any way, for any reason, the Introduction Fee is payable only on the reduced or prorated amount of the License Fee. If all or any part of the License Fee is unpaid in any way, for any reason, the Introduction Fee is not payable at all on any such unpaid amounts; and
- (c) The Introduction Fee is based on only the License Fee received by the City pursuant to the Club Seat Holder License Agreement or VIP Seat Holder License Agreement, and any continuous, uninterrupted renewal or renewals thereof, and not on any taxes in respect of the License Fee, or on any expenses, rentals, charges, prices, rates, costs, damages or any other amounts whatever.

#### Miscellaneous Terms

- 14. The Schedule to this agreement forms part of this agreement.
- 15. Either Party to this agreement may terminate it immediately at any time by giving written notice to the other Party as follows:

To the City:   The Corporation of the City of Guelph  
                  c/o Sleeman Centre,  
                  50 Woolwich Street,  
                  Guelph, ON N1H 3V1  
                  Attention: Facility Manager, Sleeman Centre

To the Broker: Guelph Storm Ltd.

16. If either Party to this agreement waives a particular breach of this agreement, that waiver is not a waiver of any other breach of this agreement.

SIGNING AND SEALING

The parties signify their agreement by signing and, where appropriate, sealing this agreement.

THE CORPORATION OF THE CITY OF GUELPH

Date:

\_\_\_\_\_  
MAYOR – KAREN FARBRIDGE

\_\_\_\_\_  
CLEKR – LOIS A. GILES

GUELPH STORM LTD.

Date:

Per: \_\_\_\_\_

Name:

Title:

Per: \_\_\_\_\_

Name:

Title:

I/We have authority to bind the corporation.

Schedule "A"

Expression of Interest in Licensing a Club Seat or VIP Seat

1. The undersigned is interested in discussing, with the Corporation of the City of Guelph, the licensing of a Club Seat or VIP Seat at the Sleeman Centre, formerly known as the Guelph Sports and Entertainment Centre, at 50 Woolwich Street, Guelph (the "Centre") for a period of one year.
2. The undersigned has not licensed a Seat at the Centre pursuant to a Club Seat Holder License Agreement or VIP Seat Holder License Agreement at any time in the 365 day period immediately preceding the date of this Expression of Interest.
3. The person who solicited this Expression of Interest from me/us is  
.....

\_\_\_\_\_  
(Print name(s) of potential new long-term Licensee(s))

\_\_\_\_\_  
(Signature(s))

\_\_\_\_\_  
(Print name of individual(s) signing)

\_\_\_\_\_  
(Date of signature(s))

Commission Agreement  
(Suites)

This agreement is entered this       day of       , 2007.

The Parties to this agreement are:

- and -

WHEREAS the City owns the Sleeman Centre, which was formerly known as the Guelph Sports and Entertainment Centre, at 50 Woolwich Street, Guelph (the “Centre”) which contains suites available for use;

AND WHEREAS by way of Suite Holder License Agreements, the City grants to Suite Holders ("Licensees") rights to use these suites;

AND WHEREAS the City wishes to be introduced to potential new long-term Licensees;

AND WHEREAS the Broker wishes to find potential new long-term Licensees and introduce them to the City;

NOW THEREFORE IN CONSIDERATION of the mutual promises, covenants and agreements herein contained the parties hereto agree as follows.

1. The Broker will attempt to find potential new long-term Licensees for the City's suites at the Sleeman Centre, which was formerly known as the Guelph Sports and Entertainment Centre, at 50 Woolwich Street, Guelph (the "Centre"), and will introduce them to the City.
2. For purposes of this Commission Agreement ("agreement"), a "new Licensee" means a Licensee who had not licensed a suite at the Centre pursuant to a Suite Holder License Agreement at any time in the 365 day period immediately preceding the date of a written Expression of Interest which is received by the City in accordance with the provisions of this agreement.



3. For purposes of this agreement, a Licensee is “long-term” only if the Licensee enters a Suite Holder License Agreement with the City for a period of at least one year.
4. The City will recognize the Broker as the person who introduced a potential new long-term Licensee only if:
  - (a) the Broker, and no-one else, submits to the City a written Expression of Interest in Licensing a Suite, signed by the potential new long-term Licensee;
  - (b) the potential new long-term Licensee acknowledges and confirms to the City that the Broker, and no-one else, obtained the Expression of Interest in Licensing a Suite from the Licensee; and
  - (c) the potential new long-term Licensee actually enters a Suite Holder License Agreement with the City for a period of at least one year, within 30 days of the City receiving the said written Expression of Interest.
5. An Expression of Interest in Licensing a Suite shall be in the form shown in Schedule “A” attached to this agreement.
6. The Broker acknowledges that this agreement with the City is not exclusive to the Broker, that the City may enter similar agreements with other persons, and that the City may find potential new long-term Licensees by itself.
7. The Broker acknowledges that this agreement does not create the relationship of principal and agent, employer and employee, partners or joint venturers between the Broker and the City. Neither Party has any authority to bind or obligate the other.
8. The Broker is not permitted to assign this agreement or any of the rights in this agreement.

#### Role of the City

9. The City will negotiate with potential new long-term Licensees introduced by the Broker, with the goal of entering long-term Suite Holder License Agreements.
10. For purposes of this agreement, a Suite Holder License Agreement is “entered” only when it is fully and properly executed by the Licensee and the City.
11. The City is entitled to refuse to enter any proposed Suite Holder License Agreement unless and until all terms of such proposed agreement are completely satisfactory to the City.
12. If the City actually enters a Suite Holder License Agreement for a period of at least one year with a new Licensee, then the City will pay the Broker an Introduction Fee in an amount equal to 25 percent of the annual License Fee received by the City under the Suite Holder License Agreement.
13. The City will pay the Broker the Introduction Fee during the term of the initial Suite Holder License Agreement and any continuous, uninterrupted renewals of the Suite Holder License Agreement.
14. Following are restrictions on the payment and amount of the Introduction Fee:
  - (a) The City is obliged to pay the Introduction Fee only when, and only to the extent that, the City actually receives payment from the Licensee of the License Fee pursuant to the Suite Holder License Agreement and any continuous, uninterrupted renewal or renewals thereof.

- (b) If the License Fee is reduced or prorated in any way, for any reason, the Introduction Fee is payable only on the reduced or prorated amount of the License Fee. If all or any part of the License Fee is unpaid in any way, for any reason, the Introduction Fee is not payable at all on any such unpaid amounts.
- (c) The Introduction Fee is based on only the License Fee received by the City pursuant to the Suite Holder License Agreement and any continuous, uninterrupted renewal or renewals thereof, and not on any taxes in respect of the License Fee, or on any expenses, rentals, charges, prices, rates, costs, damages or any other amounts whatever.

#### Miscellaneous Terms

- 15. The Schedule to this agreement forms part of this agreement.
- 16. Either Party to this agreement may terminate it immediately at any time by giving written notice to the other Party as follows:

To the City:   The Corporation of the City of Guelph  
                  c/o Sleeman Centre,  
                  50 Woolwich Street,  
                  Guelph, ON N1H 3V1  
                  Attention: Facility Manager, Sleeman Centre

To the Broker: Guelph Storm Ltd.

17. If either Party to this agreement waives a particular breach of this agreement, that waiver is not a waiver of any other breach of this agreement.

SIGNING AND SEALING

The parties signify their agreement by signing and, where appropriate, sealing this agreement.

THE CORPORATION OF THE CITY OF GUELPH

Date:

\_\_\_\_\_  
MAYOR – KAREN FARBRIDGE

\_\_\_\_\_  
CLEKR – LOIS A. GILES

GUELPH STORM LTD.

Date:

Per: \_\_\_\_\_

Name:

Title:

Per: \_\_\_\_\_

Name:

Title:

I/We have authority to bind the corporation.

Schedule "A"

Expression of Interest in Licensing a Suite

1. The undersigned is interested in discussing, with the Corporation of the City of Guelph, the licensing of a suite at the Sleeman Centre, formerly known as the Guelph Sports and Entertainment Centre, at 50 Woolwich Street, Guelph (the "Centre") for a period of at least one year.
2. The undersigned has not licensed a Suite at the Centre pursuant to a Suite Holder License Agreement at any time in the 365 day period immediately preceding the date of this Expression of Interest.
3. The person who solicited this Expression of Interest from me/us is  
.....

\_\_\_\_\_  
(Print name(s) of potential new long-term Licensee(s))

\_\_\_\_\_  
(Signature(s))

\_\_\_\_\_  
(Print name of individual(s) signing)

\_\_\_\_\_  
(Date of signature(s))

## **PETITION TO RESTORE THE BUS SERVICE TO GRANGE STREET**

*We, the undersigned, petition the City of Guelph to restore the bus service to Grange Street.*

There were 97 signatures on this petition.

**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday, September 12, 2007, 5:00 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Wednesday, September 12, 2007 in Council Chambers at 5:08 p.m.

Present: Councillors Laidlaw, Beard, Farrelly, Hofland and Mayor Farbridge

Also Present: Councillors Bell, Billings, Findlay and Salisbury and Wettstein

Staff in Attendance: Ms. J.L. Laird, Director of Environmental Services; Mr. D. McCaughan, Director of Operations; Mr. J. Riddell, Director of Community Design & Development Services; Mr. L. Quan, Deputy Fire Chief; Mr. Rob MacKay, Manager of Recreation & Culture; Mr. G. Stahlmann, Director of Community Services; Mr. Murray McCrae, Manager of Corporate Property Services; Mr. R. French, Manager of Transit Services; Ms. J. Loveys-Smith, Community Development Manager; Mr. M. Cameron, Manager, Parklands & Greenways; Ms. P. Tollett, Financial Consultant; Mr. D. Godfrey, Supervisor, Parking Regulation & Enforcement; Ms. J. Starr, Supervisor, Traffic Investigations; Mr. B. Chapman, Manager, Traffic & Parking; Ms. B. Brombal, Coordinator, Service Performance & Development; Ms. T. Agnello, Deputy City Clerk; Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on August 8, 2007 be confirmed as recorded and without being read.

Carried

**Downtown Patio Hours**

Ms. A. Jamal was present to speak on this matter. She advised the downtown businesses would like to extend the patio hours until midnight and allow 45 minutes for clearing the tables. She also requested that the seasonal restriction of April 1<sup>st</sup> to October 31<sup>st</sup> be changed to year round to make allowances for the warmer weather extending past the current framework. She advised the Police Department have been consulted and did not object to this proposal coming to Council.

Councillor Bell requested that police comments be included in the report back from staff.

2. Moved by Councillor Hofland

Seconded by Mayor Farbridge

Ms. L.E. Payne

THAT staff be directed to report back through Committee on the implications of amending the City Lands Encroachment By-law in regard to allowing the operation of commercial patios: (a) year round, rather than being restricted to April 1<sup>st</sup> to October 31<sup>st</sup>; and (b) until 12:45 a.m., rather than being required to close at 11:00 p.m.

Carried

### **South End Community Centre**

Mr. Todd Dennis, Chairperson Clairfields Neighbourhood Group was present to ask the Committee to set some definitive timelines to make this centre happen.

Council was advised that the Guelph Wellington Seniors' Association has expressed interest in a partnership agreement for the south end community centre and there may be others willing to get involved

The Mayor advised that this item has been identified as a priority and Council will be spending time over the next few months to identify priorities. She also stated that a maintenance deficit exists of current and new facilities and that issue must be addressed.

2. Moved by Mayor Farbridge

Seconded by Councillor Beard

Mr. G. Stahlmann

THAT the report from the Community Services department dated September 12, 2007, with respect to the South End Community Centre be received for information.

Carried

Councillor Billings left the meeting at 5:30 p.m.

### **40 Minute Service Interval Changes**

Mr. R. French, Manager of Transit Services provided information with respect to the reasons for the service levels of transit. He advised there are nodes identified throughout the city and provided an overview of the 2002 Service Design Review which led to a number of changes. He advised that the 40 minute service reflects actual time when the 30 minutes service was set, the timelines could not be accommodated during peak periods. He provided information with respect to the current process and advised the committee of future plans.

Mr. Richard Puccini, Transportation Consultant, Dillon Consulting Ltd. who was involved with the 2002 Service Design Review, was also present and provided information in response to questions from the committee.

Councillor Wettstein arrived at 5:45 p.m.

Councillor Hofland requested that the new bus schedules be posted downtown.

3. Moved by Mayor Farbridge

Seconded by Councillor Farrelly

REPORT

THAT staff prepare a 2008 budget expansion package for Council's consideration moving towards a 20 minute transit service considering two scenarios, i): full 20 minute service and ii) seasonal and peak period 20 minute service.

Carried

4. Moved by Councillor Farrelly

Seconded by Mayor Farbridge

Mr. G. Stahlmann

THAT staff report back to the Emergency Services, Community Services & Operations Committee at the October meeting, with terms of reference and timelines for an ad hoc subcommittee, including membership from staff, Council and the community, to identify and make recommendations on neighbourhood/community transit issues.

Carried

**Pesticide Usage in Guelph – Survey Results**

Dr. J. Laird advised the Committee that the plan was to educate the community with respect to healthy landscapes and she stated that they held a number of open houses and an issue of *Insight Guelph* was specifically geared to healthy landscapes and environmentally-friendly options. She has met with the communications department to prepare for the spring and they are currently reviewing the resources, staffing and budgeting that will be required to continue with this seasonal program and a budget package will be brought forward.

5. Moved by Councillor Hofland

Seconded by Councillor Beard

Dr. J. Laird

THAT the report from Environmental Services dated August 16, 2007 with respect to Pesticide Usage in Guelph – Survey Results be received.

Carried



**Late Night Taxi Stands**

- REPORT
6. Moved by Councillor Hofland  
Seconded by Mayor Farbridge  
THAT the City of Guelph Traffic By-law be amended to create three taxicab stands in the downtown for use between the hours of 1:00 a.m. to 4:00 a.m. daily.

Carried

**Free Parking for Veterans**

- REPORT
7. Moved by Councillor Hofland  
Seconded by Mayor Farbridge  
THAT up to 2 hours of free parking be provided to Veterans who are 65 years of age or older, at all municipal parking facilities when they display an authorized City of Guelph Veteran's Parking Permit.

Carried

**"Rzone Policy" for Facilities, Parks & Properties**

Mr. R. Mackay, Manager of Recreation and Culture, provided background information on this item and advised there has been a great deal of positive feedback.

- REPORT
8. Moved by Councillor Beard  
Seconded by Councillor Farrelly  
THAT the Rzone policy for facilities, parks and properties dated September 12, 2007 be approved and implemented.

Carried

**Accessibility Advisory Committee Report**

- REPORT
9. Moved by Mayor Farbridge  
Seconded by Councillor Beard  
THAT the request for financial assistance from the Accessibility Advisory Committee be referred to the 2008 budget deliberations.

Carried

**Elmira Road North Pavement Markings**

Mr. T. McCrossan, a resident of the neighbourhood was present representing several members of the neighbourhood. He expressed concerns with eliminating the parking because most of this area is multiple rentals requiring more parking

than single residential homes. The residents would like to see traffic slowed down and he stated that he believes stop signs at the top of the hill would meet this objective.

Mr. J. Valeriotte, was also present to speak on behalf of the owners of the houses on Elmira Road. He advised that the houses are two units and the garages are divided by two and there is limited parking available for visitors as a result. The residents would like to have on-street parking available to allow for visitor parking, perhaps on one side of the street.

In response to questions from Council the Director of Operations advised that the roadway is not wide enough to include the bike lanes and the parking and the driving lanes.

10. Moved by Councillor Hofland  
Seconded by Councillor Farrelly

Mr. D. McCaughan

THAT the report from the Operations department dated September 12, 2007 entitled "Elmira Road North Pavement Markings" be referred back to staff to review possible solutions to include parking on one side of the street.

Carried

### **Use of Bio-Diesel in Emergency Fire Apparatus**

11. Moved by Councillor Hofland  
Seconded by Mayor Farbridge

Chief S. Armstrong

THAT the report from the Emergency Services Department dated September 12, 2007 and entitled "Use of Bio-Diesel in Emergency Service Fire Apparatus" be received.

Carried

### **Parks Maintenance – Service Review**

Mr. McCaughan, Director of Operations, commended Ms. Brombal and Mr. Cameron for their efforts on this review.

Ms. B. Brombal, Coordinator, Service Performance & Development, provided a brief history of the development of this review.

Mr. M. Cameron, Manager, Parklands & Greenways, summarized the results of this review and explained that the review was necessary because of numerous concerns from the public regarding maintenance of parks. He also outlined the resources that would be required to bring parks to a reasonable state of maintenance. He also outlined the Master Resource Schedule Development and identified the gaps in service and the recommended priorities and next steps and benefits of the review.

The Coordinator of Service Performance & Development then summarized the benefits of the review as outlined in their report and what can be expected next.

Staff advised the staff numbers listed in the report are productive time only and do not include overhead time such as preparation, travel times, lunches and other such items.

The Director of Operations advised that at this point in time, they want to identify the priorities for the coming years in order to establish budget packages. He also advised that further analysis is needed.

REPORT

12. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT during preparation of the 2008 Operating Budget, Operations Department Expansion Packages for park maintenance give priority to activities associated with:

- passive parklands
- Facilities and amenities
- Infrastructure

as outlined in the Emergency Services, Community Services and Operations Committee report of September 12, 2007 Parks Maintenance – Service Review.

AND THAT parks maintenance as outlined in this report be brought forward in the Service Review Process.

Carried

**Commission Agreements with Guelph Storm Ltd. For the Licensing of Suites, Club Seats and VIP Seats at the Sleeman Centre**

REPORT

13. Moved by Councillor Hofland

Seconded by Mayor Farbridge

THAT Guelph City Council approve, and the Mayor and Clerk be authorized to sign, commission agreements with Guelph Storm Ltd. Respecting the licensing of Suites, Club and VIP seats at the Sleeman Centre as set out in the report of the Manager of the Sleeman Centre dated September 12, 2007.

Carried

**Petition to Restore Bus Service on Grange Street**

Mr. Randall French, Manager of Transit Services advised that the service on this street has not been present for several years now.

Councillor Farrelly spoke to this matter and requested staff to try to restore bus service to this area.

Mr. G. Stahlmann

14. Moved by Councillor Hofland  
Seconded by Councillor Farrelly

THAT staff be directed to review the request of the residents to restore bus service on Grange Street and report back to the Committee.

Carried

**Coalition of Municipalities Against Racism and Discrimination Publication**

Ms. L. Payne  
Mrs. L.A. Giles

15. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

That the Coalition of Municipalities Against Racism and Discrimination Publication be referred to staff to consider our participation in this coalition with respect to the work we are doing with the Guelph Inclusivity Alliance and the report coming forward regarding agencies, boards and commissions.

Carried

**South End-Wyndham Street Emergency Service Facilities**

Mr. L. Quan, Deputy Fire Chief outlined the purpose of the report and advised the business report focuses on four options. He stated that the police services have come forward to enter into a possible partnership agreement on the same property. He outlined the various options explaining the pros and cons of each. He stated that they are recommending Option #3 because they believe it will best meet the current and future needs of the City. This option is also more cost-effective than the previous preferred option.

Ms. Peggy Tollett, Financial Consultant, was present and answered questions on financial implications with respect to each option.

REPORT

16. Moved by Councillor Hofland  
Seconded by Councillor Farrelly

THAT the attached business case for the Emergency Services Facilities requirements be received;

AND THAT Option #3, proposing the downtown fire station remain as headquarters and the shared south end emergency services facility including a fire station, a shared police facility and ambulance base in the south end be approved.”

Carried

Next Meeting: October 10, 2007

The meeting adjourned at 7:45 p.m.

.....  
Chairperson

## EMERGENCY SERVICES, COMMUNITY SERVICES & OPERATIONS COMMITTEE

**October 10, 2007**

**Council Chambers - 5:00 P.M.**

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- Disclosure of Pecuniary Interest
- Confirmation of Minutes – September 12, 2007

| ITEMS FOR CONSIDERATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | STAFF<br>RECOMMENDATION |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <p><b>CREATION OF A GUELPH TRANSIT AD HOC SUBCOMMITTEE</b></p> <p>THAT the attached Terms of Reference, for an ad hoc sub committee to identify and make recommendations on neighbourhood/community transit issues be approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Approve</p>          |
| <p><b>LORETTO CONVENT LEASE AGREEMENT</b></p> <p>THAT the Mayor and Clerk be authorized to execute a Lease Agreement with The Roman Catholic Episcopal Corporation of the Diocese of Hamilton in Ontario for the Loretto Convent;</p> <p>AND THAT staff be directed to proceed with all work necessary to secure and take control of the Loretto Convent and property as required by the Lease Agreement;</p> <p>AND THAT the Loretto Convent Conversion Capital Project be pre-approved and be identified in the 2008 – 2010 Capital budget and forecast in the amount of \$12,700,000, including external grants and subsidies;</p> <p>AND THAT the one-time costs of securing and taking control of the Loretto Convent be allocated to the Museum and the resulting variance be offset from savings identified in other areas of the City Operating Budget during 2007;</p> <p>AND THAT the expansion to the 2008 Museum Operating</p> | <p>Approve</p>          |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <p>Budget to cover annual expenses at the Loretto Convent be pre-approved;</p> <p>AND THAT, subject to confirmation of a minimum of \$3,000,000 in grants or other contributions from each of the Federal and provincial levels of government;</p> <p>(a) Staff are authorized to prepare and issue an RFP for consulting design services;</p> <p>(b) The Mayor and Clerk are authorized to execute a design contract with the successful consulting design firm;</p> <p>(c) Staff be directed to provide for public input during the design process;</p> <p>(d) Staff are authorized to tender the construction project based on the design; and</p> <p>(e) Subject to the tender amount being within the budget amount of \$11.4M, the Mayor and Clerk be authorized to execute the construction contract with the successful bidder.</p> |                |
| <p><b>MAYFIELD PARK BEACH VOLLEYBALL COURTS</b></p> <p>THAT the existing volleyball net standards in Mayfield Park be retained.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Approve</p> |
| <p><b>PEDESTRIAN CROSSWALK TIMING POLICY</b></p> <p>THAT the staff report of October 10, 2007 outlining the City of Guelph Pedestrian Crosswalk Timing Policy be received.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Approve</p> |
| <p><b>TRANSIT MAINTENANCE</b></p> <p>Staff Presentation by Bill Barr.</p> <p>THAT staff submit expansion packages for consideration in the 2008 Operating Budget to address the staffing issues identified in the Emergency Services, Community Services &amp; Operations Committee report of September 12, 2007 <u>Transit Maintenance</u>;</p> <p>AND THAT staff be directed to purchase three new buses at a total cost of \$1,290,000;</p> <p>AND THAT staff be directed to purchase three used buses at a total cost of \$180,000.</p>                                                                                                                                                                                                                                                                                                 | <p>Approve</p> |

|                  |  |
|------------------|--|
| <b>IN CAMERA</b> |  |
|------------------|--|

THAT the Emergency Services, Community Services & Operations Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about an identifiable individual

**OTHER BUSINESS**

**NEXT MEETING: November 14, 2007**



**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday, September 12, 2007, 5:00 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Wednesday, September 12, 2007 in Council Chambers at 5:08 p.m.

Present: Councillors Laidlaw, Beard, Farrelly, Hofland and Mayor Farbridge

Also Present: Councillors Bell, Billings, Findlay and Salisbury and Wettstein

Staff in Attendance: Ms. J.L. Laird, Director of Environmental Services; Mr. D. McCaughan, Director of Operations; Mr. J. Riddell, Director of Community Design & Development Services; Mr. L. Quan, Deputy Fire Chief; Mr. Rob MacKay, Manager of Recreation & Culture; Mr. G. Stahlmann, Director of Community Services; Mr. Murray McCrae, Manager of Corporate Property Services; Mr. R. French, Manager of Transit Services; Ms. J. Loveys-Smith, Community Development Manager; Mr. M. Cameron, Manager, Parklands & Greenways; Ms. P. Tollett, Financial Consultant; Mr. D. Godfrey, Supervisor, Parking Regulation & Enforcement; Ms. J. Starr, Supervisor, Traffic Investigations; Mr. B. Chapman, Manager, Traffic & Parking; Ms. B. Brombal, Coordinator, Service Performance & Development; Ms. T. Agnello, Deputy City Clerk; Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on August 8, 2007 be confirmed as recorded and without being read.

Carried

**Downtown Patio Hours**

Ms. A. Jamal was present to speak on this matter. She advised the downtown businesses would like to extend the patio hours until midnight and allow 45 minutes for clearing the tables. She also requested that the seasonal restriction of April 1<sup>st</sup> to October 31<sup>st</sup> be changed to year round to make allowances for the warmer weather extending past the current framework. She advised the Police Department have been consulted and did not object to this proposal coming to Council.

Councillor Bell requested that police comments be included in the report back from staff.

2. Moved by Councillor Hofland

Seconded by Mayor Farbridge

Ms. L.E. Payne

THAT staff be directed to report back through Committee on the implications of amending the City Lands Encroachment By-law in regard to allowing the operation of commercial patios: (a) year round, rather than being restricted to April 1<sup>st</sup> to October 31<sup>st</sup>; and (b) until 12:45 a.m., rather than being required to close at 11:00 p.m.

Carried

### **South End Community Centre**

Mr. Todd Dennis, Chairperson Clairfields Neighbourhood Group was present to ask the Committee to set some definitive timelines to make this centre happen.

Council was advised that the Guelph Wellington Seniors' Association has expressed interest in a partnership agreement for the south end community centre and there may be others willing to get involved

The Mayor advised that this item has been identified as a priority and Council will be spending time over the next few months to identify priorities. She also stated that a maintenance deficit exists of current and new facilities and that issue must be addressed.

2. Moved by Mayor Farbridge

Seconded by Councillor Beard

Mr. G. Stahlmann

THAT the report from the Community Services department dated September 12, 2007, with respect to the South End Community Centre be received for information.

Carried

Councillor Billings left the meeting at 5:30 p.m.

### **40 Minute Service Interval Changes**

Mr. R. French, Manager of Transit Services provided information with respect to the reasons for the service levels of transit. He advised there are nodes identified throughout the city and provided an overview of the 2002 Service Design Review which led to a number of changes. He advised that the 40 minute service reflects actual time when the 30 minutes service was set, the timelines could not be accommodated during peak periods. He provided information with respect to the current process and advised the committee of future plans.

Mr. Richard Puccini, Transportation Consultant, Dillon Consulting Ltd. who was involved with the 2002 Service Design Review, was also present and provided information in response to questions from the committee.

Councillor Wettstein arrived at 5:45 p.m.

Councillor Hofland requested that the new bus schedules be posted downtown.

3. Moved by Mayor Farbridge

Seconded by Councillor Farrelly

REPORT

THAT staff prepare a 2008 budget expansion package for Council's consideration moving towards a 20 minute transit service considering two scenarios, i): full 20 minute service and ii) seasonal and peak period 20 minute service.

Carried

4. Moved by Councillor Farrelly

Seconded by Mayor Farbridge

Mr. G. Stahlmann

THAT staff report back to the Emergency Services, Community Services & Operations Committee at the October meeting, with terms of reference and timelines for an ad hoc subcommittee, including membership from staff, Council and the community, to identify and make recommendations on neighbourhood/community transit issues.

Carried

### **Pesticide Usage in Guelph – Survey Results**

Dr. J. Laird advised the Committee that the plan was to educate the community with respect to healthy landscapes and she stated that they held a number of open houses and an issue of *Insight Guelph* was specifically geared to healthy landscapes and environmentally-friendly options. She has met with the communications department to prepare for the spring and they are currently reviewing the resources, staffing and budgeting that will be required to continue with this seasonal program and a budget package will be brought forward.

5. Moved by Councillor Hofland

Seconded by Councillor Beard

Dr. J. Laird

THAT the report from Environmental Services dated August 16, 2007 with respect to Pesticide Usage in Guelph – Survey Results be received.

Carried

**Late Night Taxi Stands**

- REPORT
6. Moved by Councillor Hofland  
Seconded by Mayor Farbridge  
THAT the City of Guelph Traffic By-law be amended to create three taxicab stands in the downtown for use between the hours of 1:00 a.m. to 4:00 a.m. daily.

Carried

**Free Parking for Veterans**

- REPORT
7. Moved by Councillor Hofland  
Seconded by Mayor Farbridge  
THAT up to 2 hours of free parking be provided to Veterans who are 65 years of age or older, at all municipal parking facilities when they display an authorized City of Guelph Veteran's Parking Permit.

Carried

**"Rzone Policy" for Facilities, Parks & Properties**

Mr. R. Mackay, Manager of Recreation and Culture, provided background information on this item and advised there has been a great deal of positive feedback.

- REPORT
8. Moved by Councillor Beard  
Seconded by Councillor Farrelly  
THAT the Rzone policy for facilities, parks and properties dated September 12, 2007 be approved and implemented.

Carried

**Accessibility Advisory Committee Report**

- REPORT
9. Moved by Mayor Farbridge  
Seconded by Councillor Beard  
THAT the request for financial assistance from the Accessibility Advisory Committee be referred to the 2008 budget deliberations.

Carried

**Elmira Road North Pavement Markings**

Mr. T. McCrossan, a resident of the neighbourhood was present representing several members of the neighbourhood. He expressed concerns with eliminating the parking because most of this area is multiple rentals requiring more parking

than single residential homes. The residents would like to see traffic slowed down and he stated that he believes stop signs at the top of the hill would meet this objective.

Mr. J. Valeriotte, was also present to speak on behalf of the owners of the houses on Elmira Road. He advised that the houses are two units and the garages are divided by two and there is limited parking available for visitors as a result. The residents would like to have on-street parking available to allow for visitor parking, perhaps on one side of the street.

In response to questions from Council the Director of Operations advised that the roadway is not wide enough to include the bike lanes and the parking and the driving lanes.

10. Moved by Councillor Hofland  
Seconded by Councillor Farrelly

Mr. D. McCaughan

THAT the report from the Operations department dated September 12, 2007 entitled "Elmira Road North Pavement Markings" be referred back to staff to review possible solutions to include parking on one side of the street.

Carried

### **Use of Bio-Diesel in Emergency Fire Apparatus**

11. Moved by Councillor Hofland  
Seconded by Mayor Farbridge

Chief S. Armstrong

THAT the report from the Emergency Services Department dated September 12, 2007 and entitled "Use of Bio-Diesel in Emergency Service Fire Apparatus" be received.

Carried

### **Parks Maintenance – Service Review**

Mr. McCaughan, Director of Operations, commended Ms. Brombal and Mr. Cameron for their efforts on this review.

Ms. B. Brombal, Coordinator, Service Performance & Development, provided a brief history of the development of this review.

Mr. M. Cameron, Manager, Parklands & Greenways, summarized the results of this review and explained that the review was necessary because of numerous concerns from the public regarding maintenance of parks. He also outlined the resources that would be required to bring parks to a reasonable state of maintenance. He also outlined the Master Resource Schedule Development and identified the gaps in service and the recommended priorities and next steps and benefits of the review.

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The Director of Operations advised that at this point in time, they want to identify the priorities for the coming years in order to establish budget packages. He also advised that further analysis is needed.

REPORT

12. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT during preparation of the 2008 Operating Budget, Operations Department Expansion Packages for park maintenance give priority to activities associated with:

- passive parklands
- Facilities and amenities
- Infrastructure

as outlined in the Emergency Services, Community Services and Operations Committee report of September 12, 2007 Parks Maintenance – Service Review.

AND THAT parks maintenance as outlined in this report be brought forward in the Service Review Process.

Carried

**Commission Agreements with Guelph Storm Ltd. For the Licensing of Suites, Club Seats and VIP Seats at the Sleeman Centre**

REPORT

13. Moved by Councillor Hofland

Seconded by Mayor Farbridge

THAT Guelph City Council approve, and the Mayor and Clerk be authorized to sign, commission agreements with Guelph Storm Ltd. Respecting the licensing of Suites, Club and VIP seats at the Sleeman Centre as set out in the report of the Manager of the Sleeman Centre dated September 12, 2007.

Carried

**Petition to Restore Bus Service on Grange Street**

Mr. Randall French, Manager of Transit Services advised that the service on this street has not been present for several years now.

Councillor Farrelly spoke to this matter and requested staff to try to restore bus service to this area.

Mr. G. Stahlmann

14. Moved by Councillor Hofland  
Seconded by Councillor Farrelly  
THAT staff be directed to review the request of the residents to restore bus service on Grange Street and report back to the Committee.

Carried

**Coalition of Municipalities Against Racism and Discrimination Publication**

Ms. L. Payne  
Mrs. L.A. Giles

15. Moved by Mayor Farbridge  
Seconded by Councillor Hofland  
That the Coalition of Municipalities Against Racism and Discrimination Publication be referred to staff to consider our participation in this coalition with respect to the work we are doing with the Guelph Inclusivity Alliance and the report coming forward regarding agencies, boards and commissions.

Carried

**South End-Wyndham Street Emergency Service Facilities**

Mr. L. Quan, Deputy Fire Chief outlined the purpose of the report and advised the business report focuses on four options. He stated that the police services have come forward to enter into a possible partnership agreement on the same property. He outlined the various options explaining the pros and cons of each. He stated that they are recommending Option #3 because they believe it will best meet the current and future needs of the City. This option is also more cost-effective than the previous preferred option.

Ms. Peggy Tollett, Financial Consultant, was present and answered questions on financial implications with respect to each option.

REPORT

16. Moved by Councillor Hofland  
Seconded by Councillor Farrelly  
THAT the attached business case for the Emergency Services Facilities requirements be received;

AND THAT Option #3, proposing the downtown fire station remain as headquarters and the shared south end emergency services facility including a fire station, a shared police facility and ambulance base in the south end be approved.”

Carried

Next Meeting: October 10, 2007

The meeting adjourned at 7:45 p.m.

.....  
Chairperson





# City of Guelph

## COMMUNITY SERVICES

### Report

---

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

**DATE:** 2007/10/10

**SUBJECT: CREATION OF A GUELPH TRANSIT AD HOC SUBCOMMITTEE**

---

#### **RECOMMENDATION:**

"THAT the attached Terms of Reference, for an ad hoc sub committee to identify and make recommendations on neighbourhood/community transit issues, be approved."

#### **REPORT:**

At the September 12th, 2007 meeting of the Emergency Services, Community Services and Operations (ECO) Committee, the following motion was approved:

*"THAT staff report back to the Emergency Services, Community Services & Operations Committee at the October meeting, with terms of reference and timelines for an ad hoc subcommittee, including membership from staff, council and the community, to identify and make recommendations on neighbourhood/community transit issues."*

The above proposal was passed to primarily deal with the challenges associated with the introduction of a 40 minute service during peak travel times. This ad hoc sub committee will assist in resolving any outstanding service quality and customer satisfaction issues resulting from the implementation of the new transit schedule.

#### **TERMS OF REFERENCE:**

##### **Goal**

To provide input to Guelph Transit on neighbourhood and community transit issues.

##### **Mandate**

The Transit sub committee shall provide input to Guelph Transit on the need to:

- Improve system capacity and ridership growth;
- Improve service quality and customer satisfaction

### **Committee Structure**

- Representative from the Accessibility Advisory Committee
- Representative from the Downtown Board
- Representative from the University of Guelph
- 1 Member of Council
- 6 Citizen appointees

### **Staff Support**

- Manager of Transit Services
- Supervisor of Operations, Driver Training & Development
- Supervisor of Scheduling & Service Planning

### **Meeting Schedule**

- Monthly or as necessary, at the call of the Chair
- Meeting time to be set by members of the sub committee
- Appointment to the ad hoc sub committee would be for approximately 4 months

### **CORPORATE STRATEGIC PLAN:**

Goal 5: A community-focused, responsive and accountable government

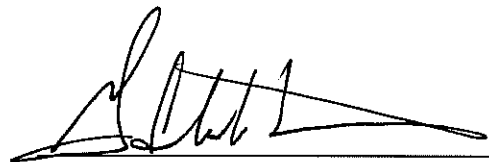
### **FINANCIAL IMPLICATIONS:**

Overtime costs for staff to attend meetings in the evening




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Prepared By:  
 Randall French  
 Manager, Transit Services  
 (519) 822-1811 ext. 223  
[randall.french@guelph.ca](mailto:randall.french@guelph.ca)




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Recommended By:  
 Gus Stahlmann  
 Director, Community Services  
 (519) 837-5618 ext. 2663  
[gus.stahlmann@guelph.ca](mailto:gus.stahlmann@guelph.ca)



City  
of Guelph

**MUSEUM AND  
CORPORATE SERVICES**

---

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

**DATE:** October 10, 2007

**SUBJECT: LORETTO CONVENT LEASE AGREEMENT**

---

**RECOMMENDATION:**

THAT the Mayor and Clerk be authorized to execute a Lease Agreement with The Roman Catholic Episcopal Corporation of the Diocese of Hamilton in Ontario for the Loretto Convent;

AND THAT staff be directed to proceed with all work necessary to secure and take control of the Loretto Convent and property as required by the Lease Agreement;

AND THAT the Loretto Convent Conversion Capital Project be pre-approved and be identified in the 2008 - 2010 Capital budget and forecast in the amount of \$12,700,000, including external grants and subsidies;

AND THAT the one-time costs of securing and taking control of the Loretto Convent be allocated to the Museum and the resulting variance be offset from savings identified in other areas of the City Operating Budget during 2007;

AND THAT the expansion to the 2008 Museum Operating Budget to cover annual expense at the Loretto Convent be pre-approved;

AND THAT, subject to confirmation of a minimum of \$3,000,000 in grants or other contributions from each of the Federal and Provincial levels of government:

- (a) Staff are authorized to prepare and issue an RFP for consulting design services;
- (b) The Mayor and Clerk are authorized to execute a design contract with the successful consulting design firm;

- (c) Staff be directed to provide for public input during the design process;
- (d) Staff are authorized to tender the construction project based on the design; and
- (e) Subject to the tender amount being within the budget amount of \$11.4M, the Mayor and Clerk be authorized to execute the construction contract with the successful bidder.

## **BACKGROUND:**

At its meeting of July 16, 2007, City Council passed the following resolutions:

*THAT Council approves the Museum Board recommendation to relocate the Guelph Civic Museum to the Loretto Convent;*

*AND THAT staff be directed to negotiate an agreement with the Diocese of Hamilton on the terms outlined in the Loretto Convent report dated July 11, 2007 and report back through Committee with the results;*

*AND THAT staff be directed to bring forward the timing of this capital project with substantial completion scheduled for 2010, in order to qualify for federal grant funding under the Cultural Spaces Canada (CSC) program.*

## **REPORT:**

### Lease Agreement

Staff have prepared and negotiated a Lease Agreement with the Diocese of Hamilton and the particulars of the lease are listed in Appendix 1. Appendix 2 provides a plan showing the extent of the lands under the proposed agreement. This Lease can be terminated by the City, only, at any time upon 90 days notice to the Diocese. This right will allow for flexibility in the event that grant funding does not materialize or if other situations arise in the future that suggest the City should opt out of the lease. Staff are recommending approval of this Lease Agreement.

If the Lease Agreement is approved, staff will proceed immediately to secure the building, start environmental abatement, and take control of the premises. The one-time cost of this is estimated to be \$126,000. Annual costs are estimated at \$40,000 for security, utility, maintenance, and insurance costs until the renovations work commences.

### Grants

An application has been made to Cultural Spaces Canada for a financial contribution under their current program. After some consultation, it appears that the City could be eligible for a contribution of approximately \$3M. At the suggestion of Cultural Spaces Canada staff, a request has also been delivered to the Provincial Minister of Culture for a contribution of \$3M. Neither level of government has yet responded to these requests and staff are recommending that this project not proceed until commitments are made.

### Timing and Schedule

It is expected that Cultural Spaces Canada will provide a response to the application under the existing program by year-end 2007. Confirmation of the City's commitment to this project and lease arrangement is now required in order to finalize the application under the current Cultural Spaces Canada program. The timing of a response from the Province is unknown. Staff are recommending that this project not proceed until all Federal and Provincial contributions are known.

With the proposed pre-approval of the Capital Budget for this project, the project is expected to take approximately 36 months to complete, and assuming Federal and Provincial contributions are confirmed by year-end, this project is expected to be completed by year-end 2010.

### **CORPORATE STRATEGIC PLAN:**

This initiative supports the following Corporate Strategic Goals:

1. An attractive, well functioning and sustainable city
2. A healthy and safe community where life can be lived to the fullest
3. A diverse and prosperous local economy
4. A vibrant and valued arts, culture and heritage identity
5. A community-focused, responsive and accountable government

### **FINANCIAL IMPLICATIONS:**

One-time costs to secure and take control of the property are estimated at \$126,000 and this work will proceed immediately upon approval of the lease to be expensed to Guelph Museum 2007 operating budget and to be covered from operating surpluses in other areas of the City 2007 operating budget.

Annual operating costs are estimated at \$40,000 and these will be from a pre-approved expansion of the Museum's 2008 Operating Budget.

The estimated cost of the Convent conversion project is \$12.7M to be funded by \$3M contributions from each of the Federal and Provincial governments, and \$6.7M by the City as a pre-approved Capital Project. Project costs will be identified in the Capital Budget in the amounts of \$0.7M in 2008, \$2.0M in 2009, and \$10.0M in 2010.

**DEPARTMENTAL CONSULTATION:**

Museum, Realty Services, Legal Services, Corporate Property, and Finance have all been involved in the preparation of this report.

**ATTACHMENTS:**

Appendix 1 – Lease Details

Appendix 2 – The Premises



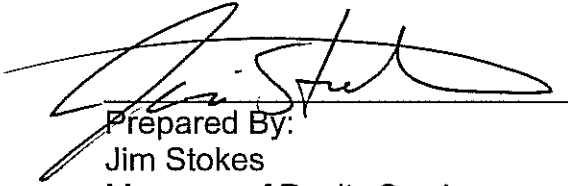
Prepared By:

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Director of Museums

519-822-1260 Ext. 2427

Katherine.mccracken@guelph.ca



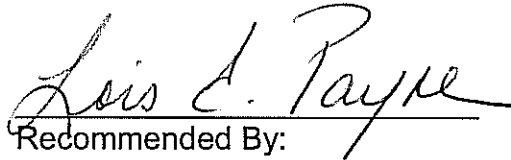
Prepared By:

Jim Stokes

Manager of Realty Services

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Recommended By:

Lois E. Payne

Director of Corporate Services  
and City Solicitor

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Recommended By:

Bill Stewart

Acting Director of Finance

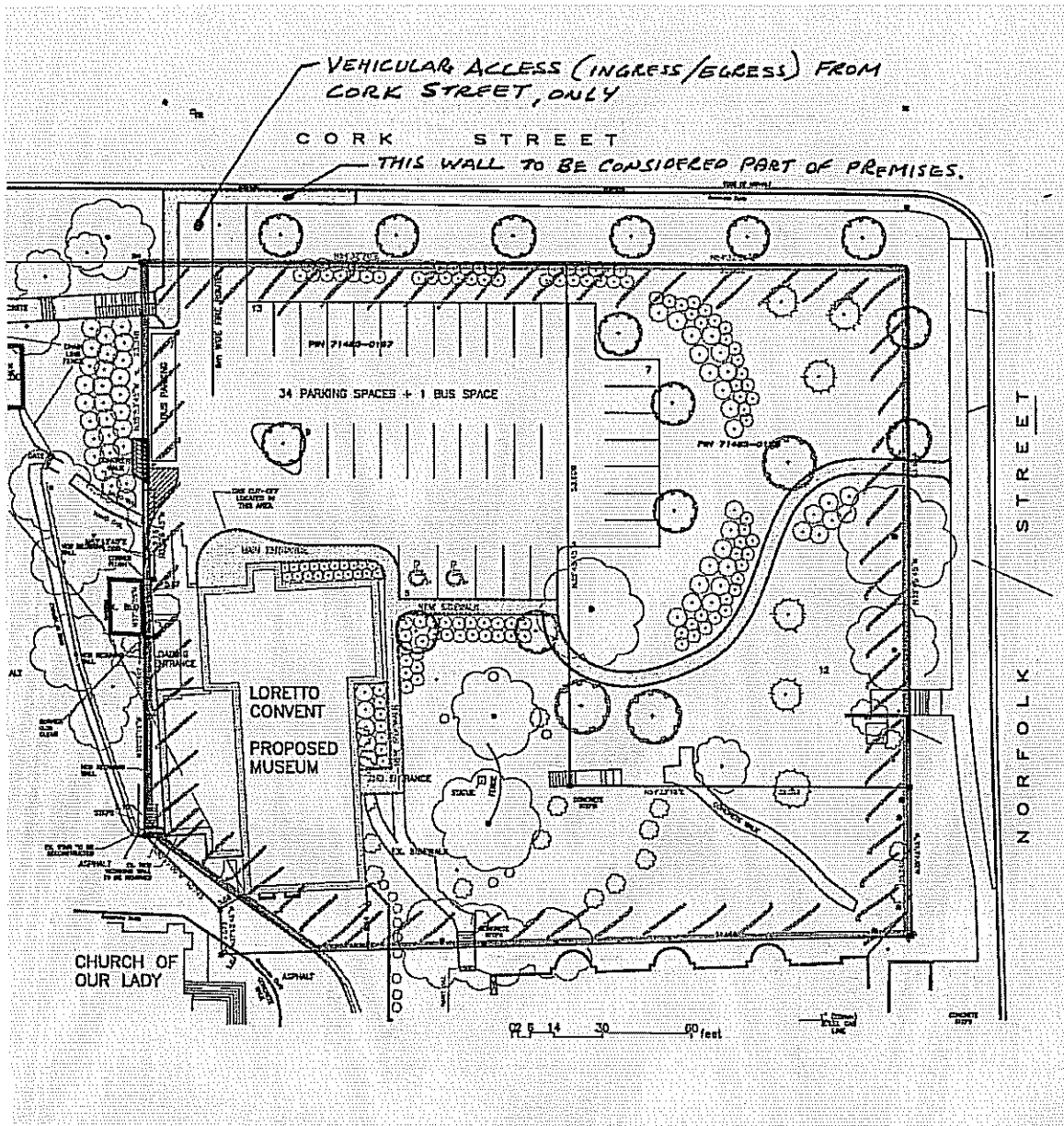
519-822-1260 Ext. 2233

bill.stewart@guelph.ca

## Appendix 1 – Lease Details

| Lease Particular                                              | Detail                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Term                                                          | 50 years, commencing on November 1, 2007, with a right to extend for an additional 25 years on the same terms and conditions                                                                                                                                                              |
| Base Rental Rate                                              | \$0 per year.                                                                                                                                                                                                                                                                             |
| Additional Rent                                               | City responsible for taxes (if applicable), services, and costs associated with renovating, operating, and maintaining the premises                                                                                                                                                       |
| Uses Permitted                                                | City shall use the premises for the purposes of a community or civic museum, facilitating cultural events related to the operation and objectives of a museum.                                                                                                                            |
| Parking                                                       | Parking for the museum shall be on the premises. (Recognizes that the museum and church are both attractions and that visitors may park once and visit both in some instances)                                                                                                            |
| Alterations                                                   | City shall be at liberty to make alterations it deems necessary, at its sole discretion and without the prior consent of the Landlord, except for noise-emitting HVAC equipment which shall require landlord approval.                                                                    |
| No removal of leasehold improvements at expiry or termination | At the expiry or termination, the City shall within ninety (90) days remove its trade fixtures. The City shall leave all existing Leasehold Improvements in place without any obligation whatsoever to bear the cost of removal of said Leasehold Improvements or any building additions. |
| Termination                                                   | City has the right to terminate for any reason upon 90 days written notice. (This provides flexibility if funding does not materialize or if, before the end of the Term, it becomes appropriate to relocate the museum)                                                                  |
|                                                               |                                                                                                                                                                                                                                                                                           |

## Appendix 2 – The Premises







# City of Guelph

## OPERATIONS

Report:

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** October 10, 2007

**SUBJECT:** MAYFIELD PARK BEACH VOLLEYBALL COURTS

---

### **RECOMMENDATION:**

THAT the existing volleyball net standards in Mayfield Park be retained.

### **BACKGROUND:**

On June 19, 2006, Council passed a resolution stating, "The removal of the volleyball standards from the Mayfield Park beach volleyball court be deferred until after the Finance, Administration and Community Services Committee reviews the matter as directed by Council."

### **REPORT:**

Since the June 19, 2006 Council meeting, staff mailed a survey (attached) requesting residents within the Mayfield Park catchment area to indicate their preference for either the removal or retention of the volleyball net standards. Residents were given a four week period to respond. Of the 106 households surveyed, staff received replies from 32 households for a return rate of 33%. Twenty seven households indicated they did not want the volleyball standards removed and 5 households indicated their preference to have the standards removed. The survey results are attached to this report.

Staff are of the opinion that leaving the standards in place will better facilitate use of the sand volleyball court in the park. The court has been taken off the list of facilities available for competitive play and therefore remains exclusively for the enjoyment of the neighbourhood. In light of the public response and staff's position, it is recommended that the volleyball standards be retained in Mayfield Park.

### **CORPORATE STRATEGIC PLAN:**

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

*To be the City that makes a difference*

**FINANCIAL IMPLICATIONS:**

n/a

**DEPARTMENTAL CONSULTATION:**

n/a

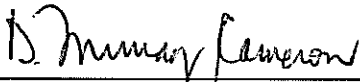
**COMMUNICATIONS:**

Area residents initially contacted were mailed the survey results and the department's position on the volleyball court standards.

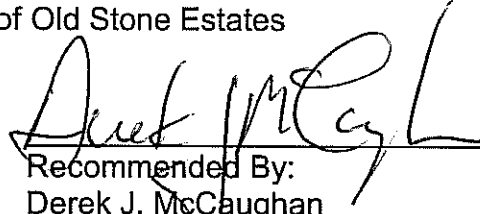
**ATTACHMENTS:**

Attachment 1: Initial Letter to Residents of Old Stone Estates

Attachment 2: Follow-up Letter to Residents of Old Stone Estates



Prepared By:  
D. Murray Cameron  
Manager of Parklands and Greenways  
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murray.cameron@guelph.ca



Recommended By:  
Derek J. McCaughan  
Director of Operations  
519 822 1260 x 2018  
derek.mccaughan@guelph.ca



THE CITY OF  
**Guelph**

OPERATIONS DEPARTMENT  
Parks Operations Division  
City Hall, 59 Carden Street  
Guelph, Ontario, Canada N1H 3A1  
Telephone: (519) 837-5626 Fax: (519) 767-2871  
[www.guelph.ca](http://www.guelph.ca)

(Office located at Riverside Park)

February 26, 2007

To: The Residents of Old Stone Estates

**Re: Mayfield Park Beach Volleyball Court**

Dear Resident:

On June 5, 2006, Guelph City Council passed a resolution stating, *"The Mayfield Park beach volleyball court be terminated as a competitive site by the end of June 2006"*. As a result, the City of Guelph no longer permits the use of the beach volleyball court for league play. Further to this, on June 19, 2006 Guelph City Council passed a resolution stating, *"The removal of the volleyball standards from the Mayfield Park beach volleyball court be deferred until after the Finance, Administration and Community Services Committee reviews the matter as directed by Council"*.

The City of Guelph Operations Department is now asking area residents if they prefer to keep the volleyball standards in the park, or have them removed. In either scenario, the sand surfacing will remain. Should the standards also remain; the court will still not be permitted by the City for league play, as the courts are designated for casual use only. Please assist us by selecting one of the two options below and forwarding your preference via fax to 519-767-2871, or emailing your response to [ian.haras@guelph.ca](mailto:ian.haras@guelph.ca), before March 30<sup>th</sup>, 2007.

Based on the results of this survey, a report suggesting a course of action will be presented to the Emergency Services, Community Services and Operations Services Committee of Council for their consideration. The results of the survey, as well as the date and time the report will go before Council will be communicated to all residents who respond to this letter. If you have any questions please do not hesitate to contact me.

Sincerely,

Ian Haras  
Supervisor of Park Activities and Infrastructure

IMH/imh

- c. Derek McCaughan, Director of Operations  
Murray Cameron, Manager of Parklands and Greenways  
Mayor Karen Farbridge  
Ward 5 Councillors Lise Burcher and Leanne Piper

Name: \_\_\_\_\_

Address: \_\_\_\_\_

- ☐ I DO NOT want the beach volleyball wooden standards removed
- ☐ I DO want the beach volleyball wooden standards removed



Monday, September 24, 2007

To: The Residents of Old Stone Estates

**RE: Mayfield Park Beach Volleyball Court**

Dear Resident:

Further to an earlier survey request from Parklands and Greenways of the Operations Department regarding the volleyball standards at Mayfield Park, staff would like to advise that of the 106 letter distributed, 32 household responded for a return rate of 33%.

Of those who responded to one of the survey questions:

**I DO NOT want the beach volleyball wooden standards removed**

and

**I DO want the beach volleyball standards removed**

Twenty seven households responded in favour of retaining the volleyball standards; while five were opposed to their retention.

Based on the survey results, staff are recommending to City of Guelph Council the standards be retained. Please be advised that the staff report will go before the Council meeting scheduled to start at 7pm on Monday, October 15, 2007.

Yours truly,

A handwritten signature in black ink, appearing to read "D. Murray Cameron".

D. Murray Cameron

Manager of Parklands and Greenways

- C.     Derek McCaughan, Director of Operations  
        Ian Haras, Supervisor of Park Activities and Infrastructure  
        Mayor Karen Farbridge  
        Ward 5 Councillors Lise Burcher and Leanne Piper



# City of Guelph

## OPERATIONS

### Information Report

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**TO:** City Council

**DATE:** October 10, 2007

**SUBJECT:** PEDESTRIAN CROSSWALK TIMING POLICY

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#### **RECOMMENDATION:**

"THAT the staff report of October 10, 2007 outlining the City of Guelph Pedestrian Crosswalk Timing Policy be received."

#### **BACKGROUND:**

At a meeting held May 9, 2007 the Emergency Services, Community Services and Operations Committee passed the following resolution:

"THAT staff be directed to review their crosswalk timing policy and report back."

#### **REPORT:**

The pedestrian crossing time provided at signalized intersections, Intersection Pedestrian Signals, mid-block signals, and pedestrian crossovers throughout the City of Guelph is currently based on a comfortable walking speed of 1.0 metres/second.

The Ministry of Transportation of Ontario uses walking speeds of 1.22 and 1.0 metres per second to determine pedestrian crossing times. The walking speed of 1.22 metres/second is used in the majority of cases while the 1.0 metres/second walking speed is used at crossings frequented by young children, seniors or persons with disabilities.

Staff also surveyed the Cities of Barrie, London, Burlington, Toronto and the Region of Waterloo to ascertain their pedestrian crosswalk timing practices. These municipalities use a walking speed of 1.0 metres/second to determine the crossing time *only at locations where seniors, young children, and persons with disabilities cross*. Otherwise, they use walking speeds of between 1.1 metres/second and 1.22 metres/second.

The American Automobile Association (AAA) recently conducted a study "Pedestrian Signal Safety for Older Persons" which revealed that 85% of older pedestrians walked at a speed of greater than 1.04 metres/second when crossing a roadway.

The study also concluded that using a walking speed lower than 0.91 metres/second to determine the crossing time would cause a significant increase in overall vehicular and pedestrian delay at major intersections.

The minimum pedestrian crossing time required is determined by obtaining the curb to curb distance (along the centerline of the crosswalk) and dividing it by 1.0 metres / second. At traffic signals the walk interval (walking person display) is based on one-third (1/3) of the total crossing time required but in no case is less than a minimum of seven seconds. The don't walk interval (flashing hand display) is based on two-thirds (2/3) of the total crossing time required.

The requirement for a minimum seven second "walk" signal often results in crossing times greater than our minimum standard. Further, for unusually high concentrations of seniors or persons with disabilities, signal timing is reviewed on a site by site basis to determine if additional crossing time can be made available.

Based on this information and our observations of pedestrians crossing at various intersections, it is our conclusion that the current policy of using a walking speed of 1.0 metres/second to determine pedestrian crossing times is appropriate.

#### **CORPORATE STRATEGIC PLAN:**

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

**FINANCIAL IMPLICATIONS:** N/A

**DEPARTMENTAL CONSULTATION:** N/A

**COMMUNICATIONS:** N/A

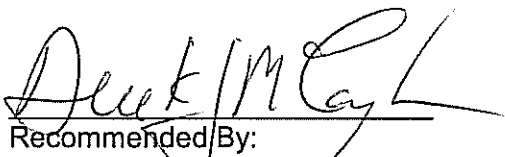
**ATTACHMENTS:** N/A



Prepared By:  
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John.Gaddy@guelph.ca



Endorsed By:  
Bob Chapman  
Manager, Traffic & Parking  
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Bob.Chapman@guelph.ca



Recommended By:  
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Director, Operations  
519.822.1260 x2018  
Derek.McCaughan@guelph.ca



# City of Guelph

## OPERATIONS

**Report:**

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** 2007/09/12

**SUBJECT:** TRANSIT MAINTENANCE

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### **RECOMMENDATION:**

**THAT** staff submit expansion packages for consideration in the 2008 Operating Budget to address the staffing issues identified in the Emergency Services, Community Services & Operations Committee report of September 12, 2007 Transit Maintenance;

**AND THAT** staff be directed to purchase three new buses at a total cost of \$1,290,000;

**AND THAT** staff be directed to purchase three used buses at a total cost of \$180,000.

### **BACKGROUND:**

At their meeting of March 14, 2007, Council directed the former Chief Administrative Officer to investigate a number of public complaints regarding Guelph Transit performance. In response, Community Services (Guelph Transit) and Operations staff contracted Covenco Ltd. to undertake a review of maintenance and operating practices to determine what was contributing to the current performance and to make recommendations for improvement. This report addresses the findings of the maintenance review.

### **REPORT:**

The Council-approved fleet size for Guelph Transit is presently 52 buses. Guelph Transit requires a minimum of 43 buses during peak operating periods and an additional capacity of 3 more buses to assign on an as-needed basis. This leaves only 6-9 buses unused for Fleet Services to maintain.

Operations makes every effort to ensure the fleet is properly maintained **and** the minimum number of buses are available. However, despite use of extensive overtime and additional outsourcing of maintenance/repair, we have been unable on a number of occasions to provide the minimum number of buses resulting in customers being left at the curb. Transit is one service where anything less than 100% is unsatisfactory.

To ease the strain on Fleet maintenance, staff artificially increased the number of buses to 55 in late 2006 by retaining three buses due for decommissioning. While this decision did provide some relief, the retained buses have proven to be less than reliable.

Covenco Ltd. is familiar with both the City's Operations Department and Guelph Transit, having undertaken a number of previously assigned projects. Recommendations tabled after a three week review reaffirmed many of the action items already committed to by staff (e.g. AVL implementation), once implemented, would assist in addressing the complaints of non-performance. However, of particular note for Operations, Covenco Ltd. recommended the development of a Master Resource Schedule to determine whether we had sufficient human resources to maintain the transit fleet at the desired level.

Master Resource Scheduling (MRS) and its benefits are not unfamiliar to the Operations Department. In essence, a MRS determines what maintenance work needs to be done, its frequency and the length of time it takes to perform the maintenance. Through this exercise, the number of employee-hrs required to maintain the fleet is determined. This number is then compared against the available productive time at our disposal. Somewhat unique to transit, it was also necessary to assess when buses are available for service compared to when we have staff available to ensure shift scheduling is not a contributing issue.

During the period of May to July, staff undertook the development of a MRS for transit maintenance which is attached and will be presented at the Committee's meeting. The results of this are shown in the following table:

|                            | Bus Maintenance (Hrs) | Bus Cleaning (Hrs)   |
|----------------------------|-----------------------|----------------------|
| Preventative Maintenance   | 7,753                 | 15,216               |
| Repair                     | 11,630                |                      |
| Overhead                   | 10,531                | 2,970                |
| Required Maintenance (hrs) | 29,914                | 18,186               |
| Available Hrs              | 24,960                | 10,400               |
| Gap In Required Service    | 4,954 Hrs OR 3 FTE's  | 7,786 Hrs OR 4 FTE's |

The Master Resource Schedule confirms we are insufficiently resourced to maintain the Transit fleet as it currently exists. Staff recommend that expansion packages to address these deficiencies be submitted for consideration during the 2008 Operating Budget deliberations.

Staff further recommend that we address the aged, unreliable buses presently in service by immediately increasing the size of the fleet to 55 buses by purchasing 3 new buses. Funding for this action is available through use of Development Charges Reserve. Further, since new acquisitions take approximately 11 months to be received from date of order, staff also recommend the acquisition of three used buses of newer vintage to replace the buses that were due for decommissioning in 2006. Funding for the used buses is available from the Capital Taxation Reserve. It is staff's intent to resell the used assets upon receipt of the new buses, likely towards the end of 2008. In so doing, we will recover approximately 80% of the acquisition cost.

#### **CORPORATE STRATEGIC PLAN:**

Goal 5 - A community focused, responsive and accountable government.

*The City That Makes A Difference*



**FINANCIAL IMPLICATIONS:**

2008 Operating Budget implications for staffing will be brought forward as expansion packages.

Total costs and funding sources for the acquisition of both new and used buses are identified in the attached schedule.

**DEPARTMENTAL CONSULTATION:**

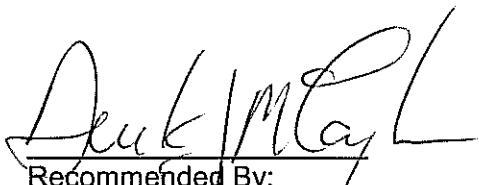
Community Services (Guelph Transit)  
Finance Department

**COMMUNICATIONS:**

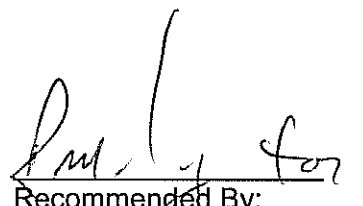
N/A

**ATTACHMENTS:**

Project Costs & Funding Sources



Recommended By:  
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Director  
Operations Department  
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[derek.mccaughan@guelph.ca](mailto:derek.mccaughan@guelph.ca)



Recommended By:  
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Director  
Community Services  
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Recommended By:  
Bill Stewart  
Acting Director of Finance  
Finance Department  
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[bill.stewart@guelph.ca](mailto:bill.stewart@guelph.ca)

## 2008 Capital Budget Project Costs & Funding Sources

| Item 1: New Buses               | Total Cost       | External Financing |                  |                  | Internal Financing |                |          |
|---------------------------------|------------------|--------------------|------------------|------------------|--------------------|----------------|----------|
|                                 |                  | Subsidy            | Dev't Charges    | Developer/ Other | Current Revenues   | Reserve        | Debt     |
| Purchase Three New Buses        | 1,290,000        | -                  | 1,161,000        | -                | -                  | 129,000        | -        |
| <b>Total Budget Requirement</b> | <b>1,290,000</b> | <b>-</b>           | <b>1,161,000</b> | <b>-</b>         | <b>-</b>           | <b>129,000</b> | <b>-</b> |

| Item 2: Used Buses               | Total Cost    | External Financing |               |                  | Internal Financing |               |          |
|----------------------------------|---------------|--------------------|---------------|------------------|--------------------|---------------|----------|
|                                  |               | Subsidy            | Dev't Charges | Developer/ Other | Current Revenues   | Reserve       | Debt     |
| Purchase Three Used Buses        | 180,000       | -                  | -             | -                | -                  | 180,000       | -        |
| Sell Three Used Buses            | (144,000)     | -                  | -             | -                | -                  | (144,000)     | -        |
| <b>Net Impact to the Reserve</b> | <b>36,000</b> | <b>-</b>           | <b>-</b>      | <b>-</b>         | <b>-</b>           | <b>36,000</b> | <b>-</b> |

### NOTES:

The Capital Taxation Reserve will be used to fund the purchase of the used buses.

The used buses will be operated until delivery of the new buses and then resold, with the proceeds returning to the reserve.

The selling price of the used buses is assumed to be 80% of the purchase price (i.e. buses will depreciate 20% for 1 year's use).

**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday, October 10, 2007, 5:00 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Wednesday, October 10, 2007 in Council Chambers at 5:00 p.m.

Present: Councillors Laidlaw, Beard, Farrelly, Hofland and Mayor Farbridge

Also Present: Councillor Bell

Staff in Attendance: Chief S. Armstrong, Director of Emergency Services/Fire Chief; Mr. D. McCaughan, Director of Operations; Ms. L. Payne, Mr. B. Chapman, Mr. J. Stokes, Ms. K. MacCracken, Mr. G. Stahlmann, Director of Community Services; Mr. M. McCrae, Manager of Corporate Property Services; Mr. R. French, Manager of Transit Services; Mr. B. Barr, Manager of Fleet Equipment; Ms. T. Agnello, Deputy City Clerk; , Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on September 12, 2007 be confirmed as recorded and without being read.

Carried

**Transit Stroller Policy**

Ms. Eileen LaBerge was present to speak on transit stroller policy. She expressed dissatisfaction with the lack of response to her letters and complaints. She outlined incidents she and others have experienced on the bus with strollers. She did not agree that the City's policy applies under the Ontario Disabilities Act. She enquired where the strollers are supposed to be located on the bus and asked where this information is posted. She requested a copy of the motion passing the stroller policy, who voted for and against the resolution and copies of any surveys that were circulated on this matter and stated she expected these documents within fourteen days. She believes the stroller policy is in contravention of legislation. She stated she did not receive any response from the Transportation Committee Chair and advised that she will be speaking to committee on other issues with respect to transit services in the future.

## **Creation of a Guelph Transit Ad Hoc Subcommittee**

REPORT

2. Moved by Councillor Hofland

Seconded by Mayor Farbridge

THAT the attached Terms of Reference, for an ad hoc sub committee to identify and make recommendations on neighbourhood/community transit issues be approved with the addition of staff representation from Transportation Planning as required.

Carried

## **Loretto Convent Lease Agreement**

Ms. K. MacCracken was present to speak to this item. She advised that the Manager of Realty Services has negotiated a long term lease and they would like it to be executed for November 1, 2007. They have increased their request for funding from the Cultural Spaces Program to \$3million dollars and stated that this funding program concludes March 30, 2010 and in order to receive the funding, the project must be close to completion. Mr. McCrae, the Manager of Corporate Property Services has devised a work plan and schedule but the actual work will not begin until a confirmation of \$3 million in funding from the Provincial Government and Cultural Spaces Canada has been received.

In response to questions, she advised that the Museum Board has not begun its fundraising efforts yet because they believe it would be more successful once other funding is in place and a commitment from the City is present. However, she fully believes that the Museum Board has set a realistic fundraising goal and will be able to raise the promised funds.

3. Moved by Councillor Hofland

Seconded by Mayor Farbridge

REPORT

THAT the Mayor and Clerk be authorized to execute a Lease Agreement with The Roman Catholic Episcopal Corporation of the Diocese of Hamilton in Ontario for the Loretto Convent;

AND THAT staff be directed to proceed with all work necessary to secure and take control of the Loretto Convent and property as required by the Lease Agreement;

AND THAT the Loretto Convent Conversion Capital Project be pre-approved and be identified in the 2008 – 2010 Capital budget and forecast in the amount of \$12,700,000, including external grants and subsidies;

AND THAT the one-time costs of securing and taking control of the Loretto Convent be allocated to the Museum and the resulting variance be offset from savings identified in other areas of the City Operating Budget during 2007;

AND THAT the expansion to the 2008 Museum Operating Budget to cover annual expenses at the Loretto Convent be pre-approved;

AND THAT, subject to confirmation of a minimum of \$3,000,000 in grants or other contributions from each of the Federal and provincial levels of government;

- (a) Staff are authorized to prepare and issue an RFP for consulting design services;
- (b) The Mayor and Clerk are authorized to execute a design contract with the successful consulting design firm;
- (c) Staff be directed to provide for public input during the design process;
- (d) Staff are authorized to tender the construction project based on the design; and
- (e) Subject to the tender amount being within the budget amount of \$11.4M, the Mayor and Clerk be authorized to execute the construction contract with the successful bidder.

Carried

#### **Mayfield Park Beach Volleyball Courts**

4. Moved by Councillor Hofland  
Seconded by Councillor Farrelly

REPORT

THAT the existing volleyball net standards in Mayfield Park be retained.

Carried

#### **Pedestrian Crosswalk Timing Policy**

5. Moved by Councillor Hofland  
Seconded by Mayor Farbridge

Mr. D. McCaughan

THAT the staff report of October 10, 2007 outlining the City of Guelph Pedestrian Crosswalk Timing Policy be received.

Carried

#### **Transit Maintenance**

Mr. Bill Barr, Manager of Fleet Equipment was present to provide background information with respect to the transit maintenance report. He stated Mr. Les Meredith of Convenco was also present to answer questions. The Manager of Fleet Equipment advised that meeting the 15,000 kms maintenance checks are important to maintain Ministry of Transportation standards and therefore more time dedicated to servicing the buses is required. He explained that the buses are required as backups for breakdowns to maintain the current level of transit service.

REPORT

6. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT staff submit expansion packages for consideration in the 2008 Operating Budget to address the staffing issues identified in the Emergency Services, Community Services & Operations Committee report of September 12, 2007 Transit Maintenance;

AND THAT staff be directed to purchase three new buses at a total cost of \$1,290,000;

AND THAT staff be directed to purchase three used buses at a total cost of \$180,000.

Carried

7. Moved by Mayor Farbridge  
Seconded by Councillor Beard

THAT the Emergency Services, Community Services and Operations Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about an identifiable individual

Carried

The remainder of the meeting was held in camera.

8. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT staff be given direction with respect to the Accessibility Advisory Committee.

Mrs. L.A. Giles  
Ms. L. Payne

Next Meeting: November 14, 2007

The meeting adjourned at 6:35 p.m.

.....  
Chairperson



## EMERGENCY SERVICES, COMMUNITY SERVICES & OPERATIONS COMMITTEE

November 12, 2007

**Council Chambers - 5:00 P.M.**

- Disclosure of Pecuniary Interest
- Confirmation of Minutes – October 10, 2007

| ITEMS FOR CONSIDERATION                                                                                                                                                                                                                                                                                                                                                                                                        | STAFF<br>RECOMMENDATION |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <p><b>GUELPH YOUTH COUNCIL UPDATE</b></p> <p>A verbal presentation from members of the Guelph Youth Council providing updates on Youth Council activities and events, and an update on the Youth Centre.</p> <ul style="list-style-type: none"> <li>• Pinky Langat (Co-Chair)</li> <li>• Maddie Webb (Co-Chair)</li> <li>• Kyla McKee (Vice-Chair)</li> <li>• Aaliyeh Afshar (Junior Rep)</li> </ul>                           |                         |
| <p><b>SPECIAL EVENT – NATIONAL CROSS-COUNTRY CHAMPIONSHIPS</b></p> <p>THAT the National Cross-Country Championships special event on Saturday, December 1, 2007, be approved.</p>                                                                                                                                                                                                                                              | Approve                 |
| <p><b>FUNDING AND PRIVATE PROPERTY AGREEMENT FOR THE UNIVERSITY CENTRE TRANSIT TERMINAL</b></p> <p>THAT The Corporation of the City of Guelph approve funding for a University Centre Transit Terminal in the amount of \$397,500;</p> <p>AND THAT the funding for this project be allocated from the Capital Trust Fund, and be spread over two years with \$200,000 being paid in 2007 and \$197,500 being paid in 2008;</p> | Approve                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <p>AND THAT prior to payment, the Mayor and City Clerk be authorized to sign a long term private property agreement between Guelph Transit and the University of Guelph to govern Transit's use of this terminal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |
| <p><b>SPARKLES IN THE PARK FIREWORKS DISPLAY</b></p> <p>THAT the request from the Rotary Club of Guelph to provide a fireworks display at Riverside Park for the December 31<sup>st</sup>, 2007 New Year's Eve celebration be approved subject to the Rotary Club of Guelph meeting the terms and conditions of the Guelph Fire Department;</p> <p>AND THAT the Rotary Club of Guelph obtain liability coverage in the amount of five (5) million dollars with the City of Guelph named as an additional insured party, and provide a certificate indicating such coverage and that proof of third party coverage be submitted to the City of Guelph prior to the event, and that such coverage not be cancellable without (30) days written notice to the City;</p> <p>AND THAT an exemption from the Noise By-law (2000)-16366, for the December 31, 2007, event be approved;</p> <p>AND THAT the City accepts no responsibility for any liability that arises out of the granting of this permission for use of City property and facilities.</p> | <p>Approve</p> |
| <p><b>FOLLOW UP – ARTHUR-KING-QUEEN<br/>NEIGHBOURHOOD TRAFFIC MANAGEMENT REVIEW</b></p> <p>THAT the existing traffic management measures presently in place for the Arthur-King-Queen Streets area be removed, except for the pavement markings on Arthur Street North between Rose and Queen Streets;</p> <p>AND THAT the temporary road narrowing on Queen Street at Palmer Street be installed in a permanent manner in 2008;</p> <p>AND THAT speed humps be installed in a permanent manner on Arthur, King and Queen Streets in 2008.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Approve</p> |



|                                                                                                                                                                                                                                                                                                                                                                                    |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <p><b>ELMIRA ROAD NORTH PAVEMENT MARKINGS</b></p> <p>THAT Elmira Road North between Willow Road and Speedvale Avenue West be marked with one marked bike lane, one travel lane, a two-way left turn lane, one shared travel/bike lane and one parking lane.</p>                                                                                                                    | <p>Approve</p> |
| <p><b>PERSONAL DISASTER PREPAREDNESS</b></p> <p>THAT the Emergence Services Report dated November 12, 2007 entitled “Personal Disaster Preparedness” be received.</p>                                                                                                                                                                                                              | <p>Receive</p> |
| <p><b>IN CAMERA</b></p> <p>THAT the Emergency Services, Community Services &amp; Operations Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:</p> <ul style="list-style-type: none"> <li>personal matters about an identifiable individual, including municipal or local board employees</li> </ul> |                |

## **OTHER BUSINESS**

**NEXT MEETING: December 12, 2007**

**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday, October 10, 2007, 5:00 p.m.**

A regular meeting of the Community, Operations and Emergency Services Committee was held on Wednesday, October 10, 2007 in Council Chambers at 5:00 p.m.

Present: Councillors Laidlaw, Beard, Farrelly, Hofland and Mayor Farbridge

Also Present: Councillor Bell

Staff in Attendance: Chief S. Armstrong, Director of Emergency Services/Fire Chief; Mr. D. McCaughan, Director of Operations; Ms. L. Payne, Mr. B. Chapman, Mr. J. Stokes, Ms. K. MacCracken, Mr. G. Stahlmann, Director of Community Services; Mr. M. McCrae, Manager of Corporate Property Services; Mr. R. French, Manager of Transit Services; Mr. B. Barr, Manager of Fleet Equipment; Ms. T. Agnello, Deputy City Clerk; , Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on September 12, 2007 be confirmed as recorded and without being read.

Carried

**Transit Stroller Policy**

Ms. Eileen LaBerge was present to speak on transit stroller policy. She expressed dissatisfaction with the lack of response to her letters and complaints. She outlined incidents she and others have experienced on the bus with strollers. She did not agree that the City's policy applies under the Ontario Disabilities Act. She enquired where the strollers are supposed to be located on the bus and asked where this information is posted. She requested a copy of the motion passing the stroller policy, who voted for and against the resolution and copies of any surveys that were circulated on this matter and stated she expected these documents within fourteen days. She believes the stroller policy is in contravention of legislation. She stated she did not receive any response from the Transportation Committee Chair and advised that she will be speaking to committee on other issues with respect to transit services in the future.

## **Creation of a Guelph Transit Ad Hoc Subcommittee**

REPORT

2. Moved by Councillor Hofland

Seconded by Mayor Farbridge

THAT the attached Terms of Reference, for an ad hoc sub committee to identify and make recommendations on neighbourhood/community transit issues be approved with the addition of staff representation from Transportation Planning as required.

Carried

## **Loretto Convent Lease Agreement**

Ms. K. MacCracken was present to speak to this item. She advised that the Manager of Realty Services has negotiated a long term lease and they would like it to be executed for November 1, 2007. They have increased their request for funding from the Cultural Spaces Program to \$3million dollars and stated that this funding program concludes March 30, 2010 and in order to receive the funding, the project must be close to completion. Mr. McCrae, the Manager of Corporate Property Services has devised a work plan and schedule but the actual work will not begin until a confirmation of \$3 million in funding from the Provincial Government and Cultural Spaces Canada has been received.

In response to questions, she advised that the Museum Board has not begun its fundraising efforts yet because they believe it would be more successful once other funding is in place and a commitment from the City is present. However, she fully believes that the Museum Board has set a realistic fundraising goal and will be able to raise the promised funds.

3. Moved by Councillor Hofland

Seconded by Mayor Farbridge

REPORT

THAT the Mayor and Clerk be authorized to execute a Lease Agreement with The Roman Catholic Episcopal Corporation of the Diocese of Hamilton in Ontario for the Loretto Convent;

AND THAT staff be directed to proceed with all work necessary to secure and take control of the Loretto Convent and property as required by the Lease Agreement;

AND THAT the Loretto Convent Conversion Capital Project be pre-approved and be identified in the 2008 – 2010 Capital budget and forecast in the amount of \$12,700,000, including external grants and subsidies;

AND THAT the one-time costs of securing and taking control of the Loretto Convent be allocated to the Museum and the resulting variance be offset from savings identified in other areas of the City Operating Budget during 2007;

AND THAT the expansion to the 2008 Museum Operating Budget to cover annual expenses at the Loretto Convent be pre-approved;

AND THAT, subject to confirmation of a minimum of \$3,000,000 in grants or other contributions from each of the Federal and provincial levels of government;

- (a) Staff are authorized to prepare and issue an RFP for consulting design services;
- (b) The Mayor and Clerk are authorized to execute a design contract with the successful consulting design firm;
- (c) Staff be directed to provide for public input during the design process;
- (d) Staff are authorized to tender the construction project based on the design; and
- (e) Subject to the tender amount being within the budget amount of \$11.4M, the Mayor and Clerk be authorized to execute the construction contract with the successful bidder.

Carried

#### **Mayfield Park Beach Volleyball Courts**

4. Moved by Councillor Hofland  
Seconded by Councillor Farrelly

REPORT

THAT the existing volleyball net standards in Mayfield Park be retained.

Carried

#### **Pedestrian Crosswalk Timing Policy**

5. Moved by Councillor Hofland  
Seconded by Mayor Farbridge

Mr. D. McCaughan

THAT the staff report of October 10, 2007 outlining the City of Guelph Pedestrian Crosswalk Timing Policy be received.

Carried

#### **Transit Maintenance**

Mr. Bill Barr, Manager of Fleet Equipment was present to provide background information with respect to the transit maintenance report. He stated Mr. Les Meredith of Convenco was also present to answer questions. The Manager of Fleet Equipment advised that meeting the 15,000 kms maintenance checks are important to maintain Ministry of Transportation standards and therefore more time dedicated to servicing the buses is required. He explained that the buses are required as backups for breakdowns to maintain the current level of transit service.

REPORT

6. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT staff submit expansion packages for consideration in the 2008 Operating Budget to address the staffing issues identified in the Emergency Services, Community Services & Operations Committee report of September 12, 2007 Transit Maintenance;

AND THAT staff be directed to purchase three new buses at a total cost of \$1,290,000;

AND THAT staff be directed to purchase three used buses at a total cost of \$180,000.

Carried

7. Moved by Mayor Farbridge  
Seconded by Councillor Beard

THAT the Emergency Services, Community Services and Operations Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about an identifiable individual

Carried

The remainder of the meeting was held in camera.

8. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT staff be given direction with respect to the Accessibility Advisory Committee.

Mrs. L.A. Giles  
Ms. L. Payne

Next Meeting: November 14, 2007

The meeting adjourned at 6:35 p.m.

.....  
Chairperson



# City of Guelph

## OPERATIONS

Report:

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** November 14, 2007

**SUBJECT:** SPECIAL EVENT – NATIONAL CROSS-COUNTRY CHAMPIONSHIPS

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### **RECOMMENDATION:**

**“THAT the National Cross-Country Championships special event on Saturday December 1, 2007, be approved.”**

### **BACKGROUND:**

The Guelph Athletic Society has applied to hold a special event in and around the Cutten Club and Arboretum. The Athletic Society and individuals organizing this event are involved with other road races within the City of Guelph including the Billy Taylor Memorial Road Race and Thanksgiving Day Races.

### **REPORT:**

This report has been prepared in response to an application from the Guelph Athletic Society to hold a National Cross-Country Championships on Saturday, December 1, 2007. The route will require full closure of College Avenue East from East Ring Road to Victoria Road S. from 8:00 a.m. to 4:00 p.m. on the day of the event (see Appendix A for area map).

This event is being organized by the Athletics Department of the University of Guelph with the co-operation of the Arboretum and the Cutten Club.

### **CORPORATE STRATEGIC PLAN:**

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

### **FINANCIAL IMPLICATIONS:**

n/a

**DEPARTMENTAL CONSULTATION:**

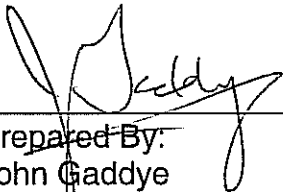
All affected departments have been made aware of event.

**COMMUNICATIONS:**

Affected residents will be notified of the event by hand-delivered letter distributed by the organizer.

**ATTACHMENTS:**

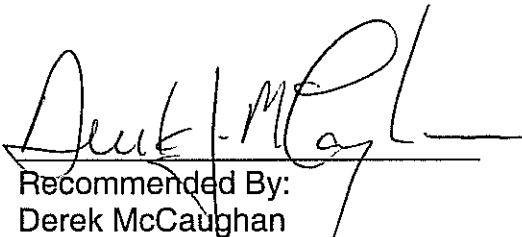
Appendix A – Area map.



Prepared By:  
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Traffic Technologist II  
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John.Gaddy@guelph.ca

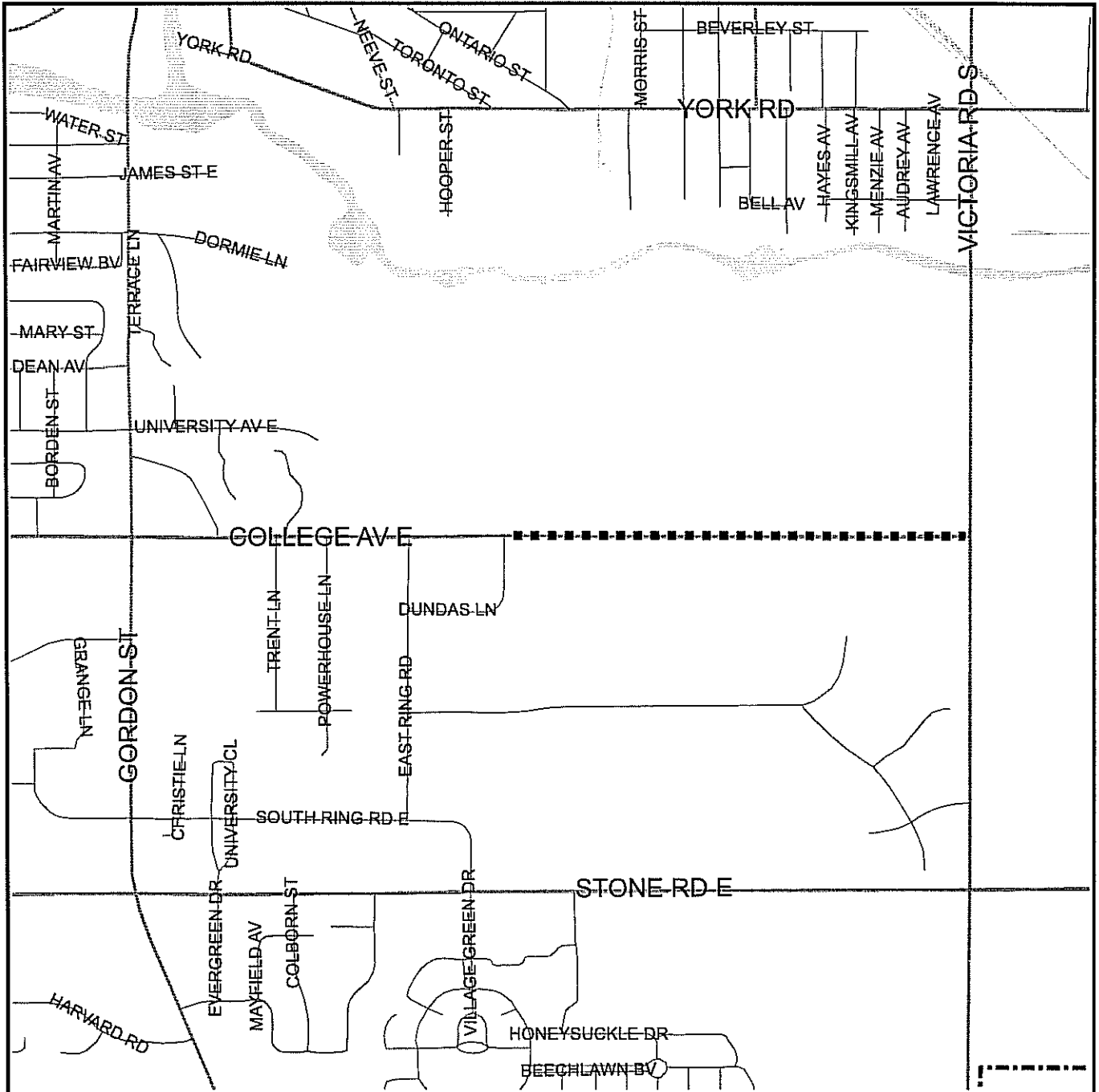


Recommended By:  
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Recommended By:  
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Director, Operations  
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Derek.McCaughan@guelph.ca

# Appendix A Area Map



## Legend:



Full Road Closure





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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** 2007/11/12

**SUBJECT: FUNDING AND PRIVATE PROPERTY AGREEMENT FOR THE  
UNIVERSITY CENTRE TRANSIT TERMINAL**

---

**RECOMMENDATION:**

"THAT the Corporation of the City of Guelph approve funding for a University Centre Transit Terminal in the amount of \$397,500;

AND THAT the funding for this project be allocated from the Capital Trust Fund, and be spread over 2 years with \$200,000 being paid in 2007 and \$197,500 being paid in 2008;

AND THAT prior to payment, the Mayor and City Clerk be authorized to sign a long term private property agreement between Guelph Transit and the University of Guelph to govern Transit's use of this Terminal."

**BACKGROUND:**

Since 1996 Guelph Transit has had an agreement with the Student Associations at the University of Guelph, whereby fees for public transit are paid by all students each semester so that students are able to ride the transit system by simply showing their student card. This arrangement has proven to be mutually beneficial to all parties involved and in 2006, the university student population constituted 40% of Guelph Transit's ridership.

Under the old schematic, a general area was designated for public transportation. Guelph transit buses were competing with GO Transit, Greyhound buses, taxis and cars for limited parking space. It was often difficult for our buses to get into this area to load and unload passengers, and buses were also "blocked in" by other vehicles. The new design of the University entrance mall has eliminated the parking lot that existed and only transit buses and emergency vehicles will use the new transit terminal.

## **REPORT:**

Since May 2006, City and University officials have been working together to develop a plan for a transit mini-hub on University property, which would address safety and congestion issues in the University entrance. By providing a dedicated transfer site it would also promote ridership by university employees, students and south-end residents.

In June of this year, Mayor Farbridge received a letter from Alastair Summerlee, President and Vice-Chancellor of the University of Guelph, requesting financial partnership for the project. At the time that the letter was received, it was estimated the total project would cost approximately \$1,500,000 and the University was seeking \$397,500 as the city share of the project.

There are 9 Guelph Transit bus routes which turn into the entrance of the University of Guelph and 18 buses, or 35% of the Guelph Transit fleet, travel along these routes. Two-thirds of the mini-hub will be occupied by Guelph Transit. GO Transit and Greyhound Coach Lines will occupy the balance.

The redevelopment plan has taken the following into consideration:

- dedication of the entrance mall exclusively to transit and emergency vehicles
- route specific platforms and bus shelters for Guelph Transit, Greyhound and GO Transit
- closing of a parking lot immediately in front of the University Centre entrance
- separate taxi and passenger pick-up/drop-off area to the P42 parking lot
- lighting upgrades
- improved barrier-free access to the University Centre

Although Guelph Transit has been using the University Centre as a transfer point for many years, a private property agreement does not currently exist. Such a document would ensure that Transit Services has access to this much needed facility and would ensure that the University would keep bus space available for Guelph Transit vehicles. The terms and conditions involved in maintaining a bus loading/unloading zone would also be defined.

## **CORPORATE STRATEGIC PLAN:**

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

Goal 5: A community-focused, responsive and accountable government.

## **FINANCIAL IMPLICATIONS:**

\$397,500 from a Public Transit Capital Trust utilizing Provincial Gas Tax Funds (\$200,000 to be paid in 2007 and \$197,500 to be paid in 2008). (Appendix A)

## DEPARTMENTAL CONSULTATION:

- Legal
- Finance

## ATTACHMENTS:

- Appendix A: Funding Summary
- Appendix B: Diagram of University Entrance



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Prepared By:  
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Manager, Transit Services  
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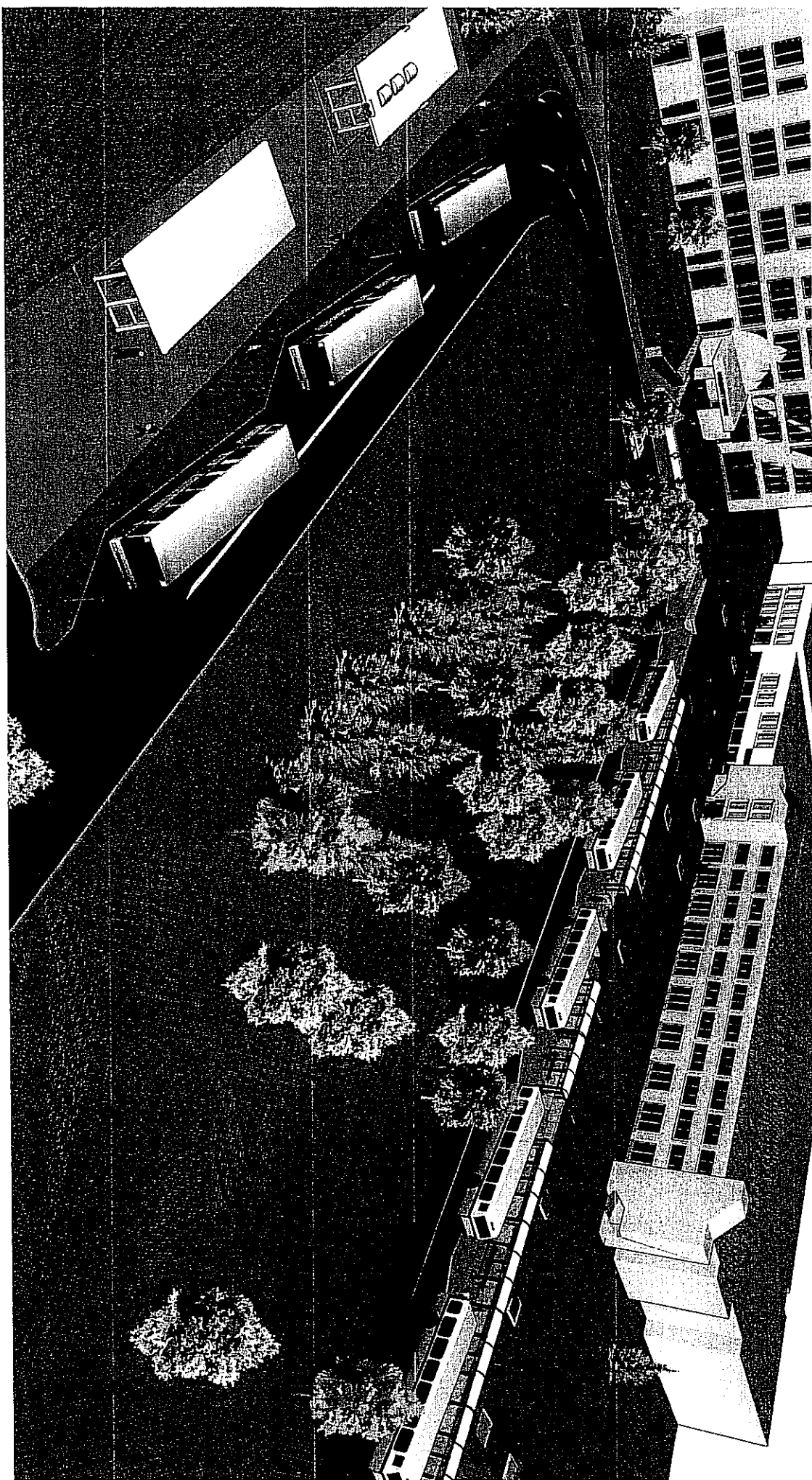
Recommended By:  
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Director, Community Services  
(519) 837-5618 ext. 2663  
gus.stahlmann@guelph.ca

Appendix A

**Public Transit Capital Trust**  
**(negative/debit values shown in brackets)**

*last updated: August 30, 2007*

|                                                                      | 2007                  | 2008                  |
|----------------------------------------------------------------------|-----------------------|-----------------------|
| <b>Opening Balance</b>                                               | -                     | 1,382,795.04          |
| <b>Expenditures</b>                                                  |                       |                       |
| 2006 Passenger Information System (TR0007) - Approved in 2006 Budget | (750,000.00)          |                       |
| 2007 Conventional Buses (TR0022) - Approved in 2007 Budget           | (440,000.00)          |                       |
| 2007 University of Guelph Transit Transfer Site (2 Year Project)     | (200,000.00)          |                       |
| 2008 University of Guelph Transit Transfer Site - Balance of Payment |                       | (197,500.00)          |
| 2008 Transit Transfer Site (TR0016) - Forecasted In 2008             |                       | (1,000,000.00)        |
| <b>Total Expenditures</b>                                            | <b>(1,390,000.00)</b> | <b>(1,197,500.00)</b> |
| <b>Revenue</b>                                                       |                       |                       |
| Provincial Capital Trust Funding                                     | 2,772,795.04          | 0                     |
| Interest (Estimated at 2.5%)                                         | -                     | 34,569.88             |
| <b>Total Revenue</b>                                                 | <b>2,772,795.04</b>   | <b>34,569.88</b>      |
| <b>Closing Balance</b>                                               | <b>1,382,795.04</b>   | <b>219,864.92</b>     |





# City of Guelph

## OPERATIONS

Report:

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** November 19, 2007

**SUBJECT:** SPARKLES IN THE PARK FIREWORKS DISPLAY

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### RECOMMENDATION:

That the request from the Rotary Club of Guelph to provide a fireworks display at Riverside Park for the December 31st, 2007 New Year's Eve celebration be approved subject to the Rotary Club of Guelph meeting the terms and conditions of the Guelph Fire Department;

**AND THAT** the Rotary Club of Guelph obtain liability coverage in the amount of five (5) million dollars with the City of Guelph named as an additional insured party, and provide a certificate indicating such coverage and that proof of third party coverage be submitted to the City of Guelph prior to the event, and that such coverage not be cancelable without (30) days written notice to the City;

**AND THAT** an exemption from the Noise By-law (2000)-16366, for the December 31, 2007, event be approved;

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

### BACKGROUND:

The Rotary Club has a 10+ year tradition of coordinating and decorating the Riverside Park trees for the Holiday Season. Along with the seasonal display of lights, the Rotary Club has also hosted a New Year's Eve celebration in the Park.

## REPORT:

The Rotary Club of Guelph has once again made application to the City to approve their 2007 'Sparkles in the Park' family-oriented community event which will include the discharge of fireworks at approximately 8:00pm on December 31, 2007, to celebrate the New Year. Staff believe the event is in the best interest of the community and support their request, conditional on meeting the City's normal special event requirements.

## CORPORATE STRATEGIC PLAN:

The community event supports the following strategic corporate goals:

**Personal and community well-being**---a healthy and safe community where life can be lived to the fullest

**Economic opportunity**---a diverse and prosperous local economy

**Arts, culture and heritage**---a vibrant and valued arts, culture and heritage identity

**Government and community involvement**---a community-focused, responsive and accountable government

## FINANCIAL IMPLICATIONS:

N/A

## DEPARTMENTAL CONSULTATION:

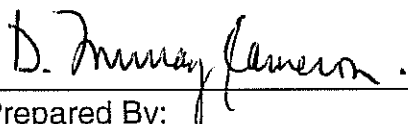
Community Development and Environmental Services  
Emergency Services  
Finance

## COMMUNICATIONS:

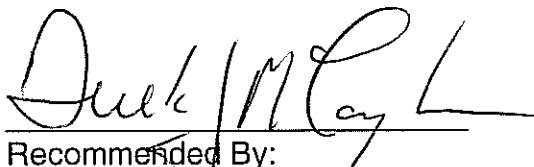
N/A

## ATTACHMENTS:

N/A



Prepared By:  
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Recommended By:  
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Director of Operations  
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# City of Guelph

Report:

## OPERATIONS DEPARTMENT

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** November 14, 2007

**SUBJECT:** FOLLOW-UP – ARTHUR-KING-QUEEN NEIGHBOURHOOD  
TRAFFIC MANAGEMENT REVIEW

---

### RECOMMENDATION:

"THAT the existing traffic management measures presently in place for the Arthur-King-Queen Streets area be removed, except for the pavement markings on Arthur Street North between Rose and Queen Streets;

AND THAT the temporary road narrowing on Queen Street at Palmer Street be installed in a permanent manner in 2008;

AND THAT speed humps be installed in a permanent manner on Arthur, King and Queen Streets in 2008."

### BACKGROUND:

Neighbourhood traffic management, otherwise known as "traffic calming" is a community-based planning process whereby physical techniques such as landscaping and roadway constrictions are used to positively influence driver behaviour.

The current traffic management plan for the Arthur-King-Queen Streets Neighbourhood, as found in Appendix A, was approved by City Council in September 2004. The plan was implemented in May 2005 using temporary knock-down devices. Staff has continued to gather data after the plan's implementation to determine its effectiveness and whether or not to recommend that the devices be installed in a more permanent fashion.

### REPORT:

In order to determine the effectiveness of the Neighbourhood Traffic Management Plan, traffic data was collected within the neighbourhood as well as on the surrounding arterial roadways. The results are as follows:



## Data Analysis:

### Traffic Volume

A detailed comparison of before and after traffic volumes is outlined below and indicate an overall decrease in traffic volumes.

| Street                        | Before traffic management<br>(Vehicles / day) | After traffic management<br>(Vehicles / day) | Percent change |
|-------------------------------|-----------------------------------------------|----------------------------------------------|----------------|
| Arthur St – King to Rose      | 4,670                                         | 1,935                                        | 59% decrease   |
| Arthur St – Palmer to Eramosa | 1,927                                         | 1,445                                        | 25% decrease   |
| King St – Eramosa to Palmer   | 1,326                                         | 1,184                                        | 11% decrease   |
| Queen St – Arthur to Palmer   | 2,431                                         | 1,120                                        | 54% decrease   |

Additionally, before and after volume data was collected on the surrounding arterial roadways and summarized in Appendix B. While the increase in volumes on these arterial roadways may indicate the plan's success in encouraging motorists to use the appropriate arterial routes as opposed to short cutting through the neighbourhood; it may however simply reflect on-going growth within the city. As a result, staff are unable to determine to what extent the change in volume on surrounding arterials is attributed to the plan implemented in this neighbourhood.

### Operating Speeds

A comparison of operating speeds indicates the plan has achieved lower operating speeds on Queen Street, while operating speeds on Arthur and King Streets remained unchanged.

| Street                      | Before traffic management | After traffic management | Difference       |
|-----------------------------|---------------------------|--------------------------|------------------|
| Arthur St – King to Rose    | 59 km/h                   | 59 km/h                  | No change        |
| King St – Eramosa to Palmer | 48 km/h                   | 48 km/h                  | No change        |
| Queen St – Arthur to Palmer | 55 km/h                   | 50 km/h                  | 5 km/h reduction |

### Cut-through Traffic

Additional traffic data was collected to determine what effect the measures have had on the origin and destination of trips through this neighbourhood and is summarized in detail in Appendix C. A comparison of before and after license plate studies indicates a reduction in short cutting trips through the neighbourhood.

| Study times:     | Percentage of Traffic Short-cutting |                          |
|------------------|-------------------------------------|--------------------------|
|                  | Before traffic management           | After traffic management |
| AM peak – 8-9 am | 65%                                 | 42%                      |
| PM peak – 4-5 pm | 75%                                 | 54%                      |
| Overall combined | 70%                                 | 48%                      |

### Collision Data

There have been relatively few reportable motor vehicles collisions occurring within the neighbourhood for the period January 1, 2003 to August 30, 2007. Seven collisions occurred in total with these collisions being dispersed at various locations throughout the neighbourhood. Consequently, the effect of the traffic management measures on collision frequency is inconclusive.

### **Resident Feedback – Current Traffic Management Plan:**

In addition to the compilation of traffic data, in October 2005 staff mailed 250 surveys to all of the households (including owners and tenants) located within the study area. Ads were also placed in the Guelph Tribune as well as the City's web site inviting comments from the public on the installed measures, their effect on motorist behaviour and the review process in general. Comments were returned from 62 households (25%) of the households surveyed and a summary of their responses are found in Appendix D. While the majority of responding residents (63%) support the overall plan, a significant number of them (66%) raised concerns about at least one aspect of it and suggested further changes. Unsolicited feedback (outside of the formal feed-back process) has also been received from area residents over the past year.

### **Concerns about the existing Traffic Management Plan:**

Since the plan's implementation in 2005, the main concerns raised by area residents include:

- Apparent confusion of motorists navigating the neighbourhood
- Blatant motorist disregard of signage and other traffic control devices
- Increased traffic volumes on Palmer Street (between Arthur and King Streets)
- Aesthetics of the yellow bollard devices

In addition, larger vehicles (heavy trucks and buses) are encountering difficulties in navigating the devices, in particular the road narrowings located at the intersection of King Street and Palmer Street.

### **Guelph Police Service:**

Motorist disregard for the traffic management measures has created an additional burden on the Guelph Police Service. Residents, regularly observing non-compliance of the measures, routinely contact the Service requesting enforcement of the controls in place. Concerns have been raised by the Service that they are unable to continually and regularly dedicate resources to achieve compliance.

### **Allen's Mill Pond Neighbourhood Group:**

Following the public meeting in May 2007, staff were approached in July by the Allen's Mill Pond Neighbourhood Group requesting consideration of a number of additional traffic calming measures for the area. A summary of the items requested by this resident group is provided in Appendix F along with staff comments and estimated cost for each item.

In October 2007, correspondence was sent to all households in the Arthur-King-Queen neighbourhood seeking comments on the revised traffic management proposal removes all of the existing traffic calming measures as initially installed in 2005 (with the exception of the pavement markings presently in place on Arthur Street between Rose and Queen Streets) and recommends installing a permanent road narrowing at Queen and Palmer Streets as well as permanent speed humps on Arthur, King and Queen Streets.

It also included information recounting the process to date, providing the traffic data results as well as the traffic calming items requested by the Allen's Mill Pond Neighbourhood Group and the staff response to each item. Staff have considered the requests from the group and feel that staff's recommended measures will be sufficient to have the desired traffic calming effect without the burden of the additional cost associated with the Group's recommendations.

#### **Conclusion:**

"Traffic calming" when successfully designed and deployed creates a physical environment whereby motorists willingly choose to drive less aggressively. While we have achieved the desired affect of reduced volumes of traffic and reduced rates of speed on Queen Street and to a lesser extent the reduced frequency of short cutting through the neighbourhood, it is clear that certain elements of the plan are not supported by the neighbourhood. Further, the fact the Guelph Police Service is being called upon regularly to attend the neighbourhood to enforce the measures suggests the existing Traffic Management Plan is not sustainable.

#### **Recommendation:**

Staff have comprehensively reviewed the data collected and considered how best to proceed. It is our opinion that the pavement markings on Arthur Street North between Rose and Queen Street and the road narrowing on Queen Street at Palmer Streets have been effective and we recommend they be retained and that action be taken to install these measures in a permanent manner in 2008.

With regards to the other traffic calming measures currently in place, while the study results indicate that the existing plan has achieved some degree of success, the on-going lack of compliance with the traffic control measures (e.g. disobeying turn restrictions, travelling the wrong way along one-way streets, etc.) creates an unsafe road environment for all road users.

Staff recognizes that removal of the traffic management measures will most likely result in traffic patterns and motorists' behaviours reverting back to pre-study conditions and we anticipate there may be a level of dissatisfaction from the neighbourhood should this occur. In response, staff developed a revised traffic management plan for the neighbourhood that was initially presented at a public open house in May of this year.

As stated previously the revised proposal removes all of the existing traffic calming measures as initially installed in 2005 (with the exception of the pavement markings presently in place on Arthur Street between Rose and Queen Streets) and recommends installing a permanent road narrowing at Queen and Palmer Streets as well as permanent speed humps on Arthur, King and Queen Streets. A diagram showing the approximate location and spacing of the proposed speed humps is provided Attachment E. It is staff's position that the speed humps will be effective in reducing vehicle operating speeds and may have the secondary benefit of reducing traffic volumes in the area as motorists become deterred by the presence of the speed humps.

Of the 165 surveys issued, staff received 29 (18%) responses and 23 (79%) of the respondents supported the installation of speed humps. Resident comments are summarized in Appendix G.

#### Implementation Strategy:

Following approval of the speed humps, implementation will occur in the spring of 2008 (prior to the proposed reconstruction of the Eramosa Road Bridge). The speed humps would be installed along with the permanent road narrowing on Queen Street at Palmer Street, once in place the existing traffic calming measures (including the yellow bollards) would be removed. This will ensure that the neighbourhood will have traffic calming measures in place at all times.

**ALTERNATIVE:**

The alternative option is to remove all existing traffic management measures that were installed in 2005 and restore the traffic control within the neighbourhood to its original state. This will not address the residents concerns regarding speeding and traffic short-cutting through their neighbourhood.

**CORPORATE STRATEGIC PLAN:**

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

**FINANCIAL IMPLICATIONS:**

Approved 2007 Capital Budget - RD0063 Traffic Management Initiatives

**DEPARTMENTAL CONSULTATION/CONCURRENCE:**

Comments were solicited from all affected city and emergency service providers. A summary of these comments is found in Appendix H.

**COMMUNICATIONS:**

A letter will be mailed to residents within the study area neighbourhood informing them of the report being brought forward by staff. Additionally, ads will also be placed in the Guelph Tribune as well as on the City web site.

**ATTACHMENTS:**

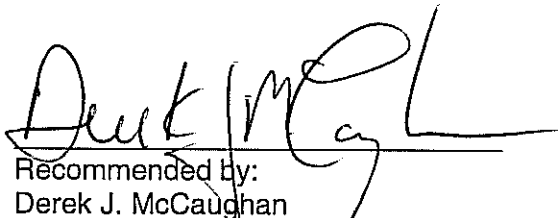
Appendix A: Current Traffic Management Plan  
Appendix B: Before/After Data Comparison – Arterial Speed and Volume  
Appendix C: Before/After Data Comparison – Origin/Destination Study  
Appendix D: Current Traffic Management Plan – Resident comments October 2005  
Appendix E: Revised Traffic Management Plan (proposal)  
Appendix F: Allen's Mill Pond Neighbourhood Group – Additional Traffic Measures Request  
Appendix G: Revised Traffic Management Plan – Resident comments October 2007  
Appendix H: City and Emergency Services comments



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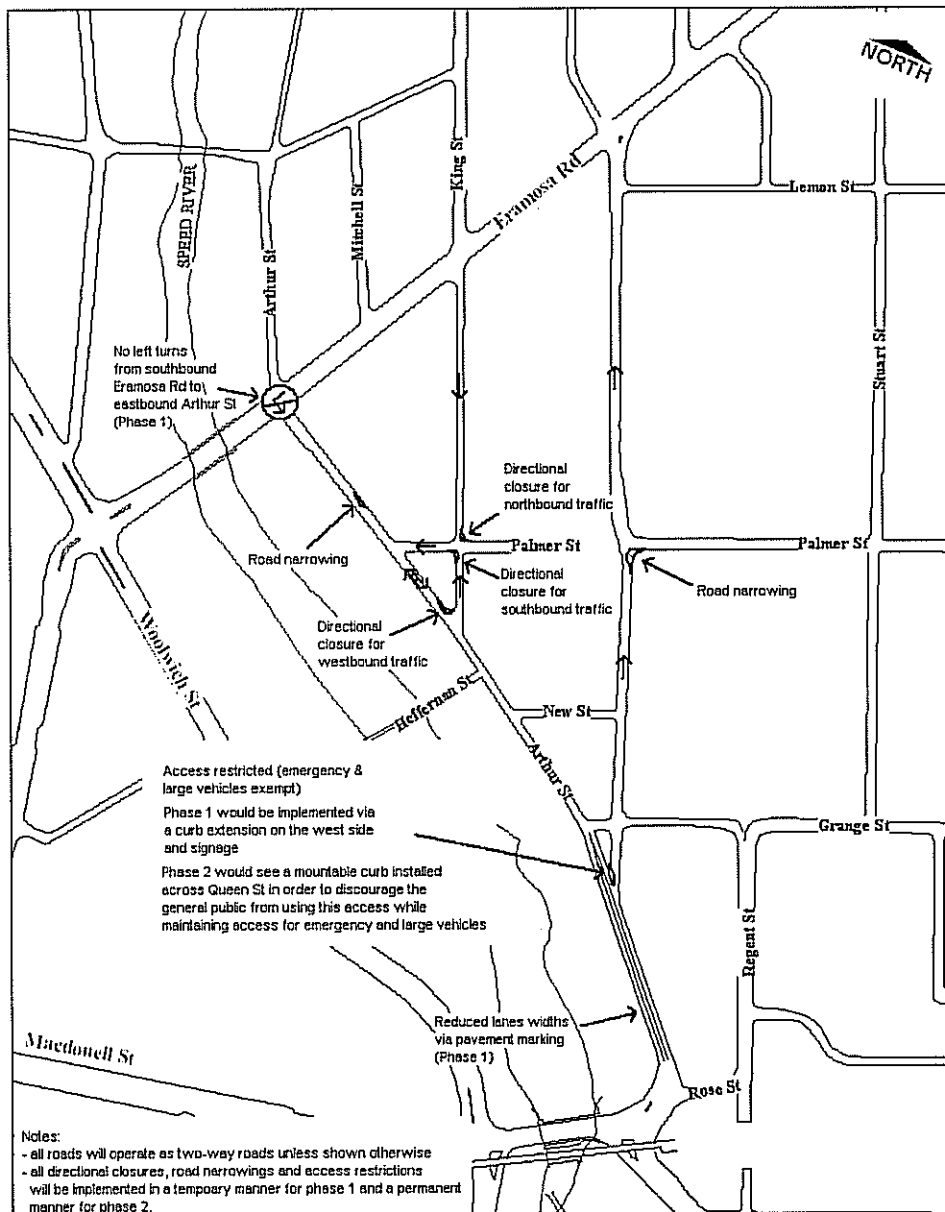
Endorsed By:  
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## APPENDIX A

### ARTHUR - KING - QUEEN NEIGHBOURHOOD TRAFFIC REVIEW CURRENT TRAFFIC MANAGEMENT PLAN



## ATTACHMENT B

### ARTHUR - KING - QUEEN NEIGHBOURHOOD TRAFFIC REVIEW BEFORE / AFTER COMPARISON – ARTERIAL SPEED AND VOLUMES

Elizabeth Street (between Arthur Street and Stevenson Street)

| DATE          | AADT           |
|---------------|----------------|
| 2001 (before) | 7, 374 veh/day |
| 2005 (after)  | 7, 979 veh/day |

Eramosa Road (between Woolwich Street and Delhi Street)

| DATE          | AADT            |
|---------------|-----------------|
| 2002 (before) | 11, 407 veh/day |
| 2005 (after)  | 14, 440 veh/day |

Woolwich Street (between Macdonell Street and Eramosa Road)

| DATE          | AADT           |
|---------------|----------------|
| 2002 (before) | 7, 435 veh/day |
| 2005 (after)  | 9, 134 veh/day |

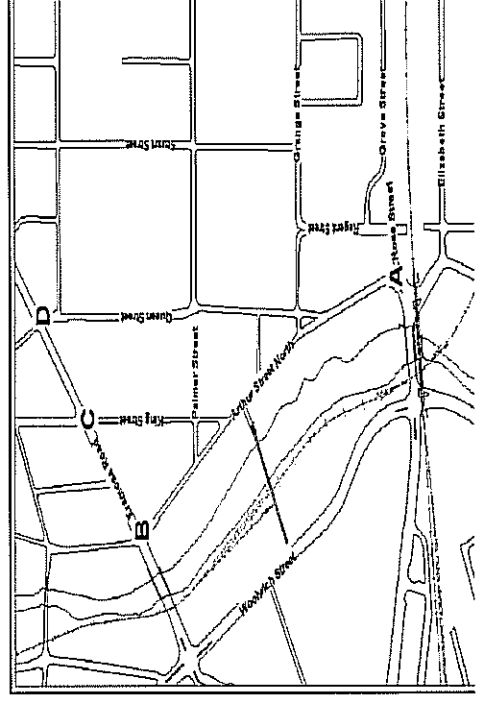
## ARTHUR - KING - QUEEN NEIGHBOURHOOD TRAFFIC REVIEW ORIGINAL – DESTINATION STUDY RESULTS

**AFTER RESULTS (Oct 2005):**

PM Peak (4PM - 5PM)

|  | Entering |       | Exiting  |       | % Cut-Thru |
|--|----------|-------|----------|-------|------------|
|  | Location | Total | Location | Total |            |
|  | LOC A    | 215   | LOC B    | 19    | 8.8%       |
|  |          |       | LOC D    | 147   | 68.4%      |
|  | LOC B    | 73    | LOC A    | 49    | 67.1%      |
|  | LOC C    | 172   | LOC A    | 129   | 75.0%      |

| Entering |       | Exiting  |            |
|----------|-------|----------|------------|
| Location | Total | Location | Total      |
| LOC A    | 122   | LOC B    | 44         |
|          |       | LOC D    | 52         |
|          |       |          | % Cut-Thru |
|          |       |          | 36.1%      |
|          |       |          | 42.6%      |
| LOC B    | 34    | LOC A    | 5          |
|          |       |          | 14.7%      |
| LOC C    | 104   | LOC A    | 40         |
|          |       |          | 38.5%      |



## APPENDIX D

### ARTHUR - KING - QUEEN NEIGHBOURHOOD TRAFFIC REVIEW

### CURRENT TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2005

| No | Positive | Negative | Comments                                                                                                                                                                                                                                                                                                                                                                    |
|----|----------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  |          | 1        | <ul style="list-style-type: none"> <li>– increase in wrong way travellers towards Eramosa</li> <li>– two accidents have occurred</li> <li>– concerned with snow removal</li> </ul>                                                                                                                                                                                          |
| 2  | 1        |          | <ul style="list-style-type: none"> <li>– dramatic decrease in traffic</li> <li>– 4-way stop signs prove effective</li> <li>– need more policing of intersection 'b' - cars cut the corner</li> </ul>                                                                                                                                                                        |
| 3  |          | 1        | <ul style="list-style-type: none"> <li>– ineffective</li> <li>– hill at intersection 'e' will be problem in winter</li> <li>– too many people going around intersection 'd'</li> <li>– at intersection 'g' every cop turns but pull over anyone else</li> </ul>                                                                                                             |
| 4  | 1        |          | <ul style="list-style-type: none"> <li>– measures have had calming effect</li> <li>– No Left Turn sign from eramosa to Arthur is obscured</li> </ul>                                                                                                                                                                                                                        |
| 5  | 1        |          | <ul style="list-style-type: none"> <li>– more pleasant and safe</li> <li>– at intersection 'b' some are skirting the barriers</li> </ul>                                                                                                                                                                                                                                    |
| 6  | 1        |          | <ul style="list-style-type: none"> <li>– pleased with decrease in traffic but feel measures are excessive</li> <li>– suggest policing the restricted access at the bottom of Queen</li> <li>– suggest removing traffic lights and parking on Woolwich between Macdonell &amp; Eramosa making it a viable alternative to cutting through neighbourhood</li> </ul>            |
| 7  | 1        |          | <ul style="list-style-type: none"> <li>– lot less traffic</li> <li>– some drivers ignore signs and go straight up</li> <li>– concern about how snow plow will get through and frequency of plowing</li> <li>– concern with emergency vehicles having to slow down</li> </ul>                                                                                                |
| 8  |          | 1        | <ul style="list-style-type: none"> <li>– feels that more cars are travelling wrong way because of the traffic cones</li> <li>– buses and garbage trucks have a hard time getting around the cones and need to make 3-point turns holding up traffic</li> <li>– concern with effectiveness of snow removal</li> <li>– concern with increase of parking on streets</li> </ul> |
| 9  | 1        |          | <ul style="list-style-type: none"> <li>– happy with calming measures</li> <li>– suggest more police supervision to stop speeding</li> </ul>                                                                                                                                                                                                                                 |
| 10 | 1        |          | <ul style="list-style-type: none"> <li>– in favour of new measures</li> <li>– traffic has decreased significantly</li> <li>– concern with cars ignoring no left turn from Eramosa to Arthur</li> </ul>                                                                                                                                                                      |



# CURRENT TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2005 CONTINUED...

| No | Positive | Negative | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----|----------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 | 1        |          | <ul style="list-style-type: none"> <li>– access restriction at bottom of Queen has had positive impact on reducing traffic volume</li> <li>– road narrowing at Palmer has helped reduce speeding and safer pedestrian crossing</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 12 | 1        |          | <ul style="list-style-type: none"> <li>– think it's great</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 13 |          | 1        | <ul style="list-style-type: none"> <li>– find things very confusing and inconvenient</li> <li>– people are not following the changes - turning left onto Arthur off Eramosa, driving around pylons</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 14 | 1        |          | <ul style="list-style-type: none"> <li>– concern with enforcement of no left turn sign</li> <li>– inquiry of what is happening with the raised sidewalk at Heffernan Street footbridge</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 15 | 1        |          | <ul style="list-style-type: none"> <li>– enjoying less traffic on street</li> <li>– stop signs excellent idea</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 16 |          | 1        | <ul style="list-style-type: none"> <li>– made very little difference to volume and speed of traffic down King Street</li> <li>– bollards are ugly and frequently damaged</li> <li>– people ignoring no left turn sign onto Arthur</li> <li>– traffic still coming up King Street the wrong way</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 17 | 1        |          | <ul style="list-style-type: none"> <li>– definitely reduced traffic volume</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 18 | 1        |          | <ul style="list-style-type: none"> <li>– agree to all changes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 19 | 1        |          | <ul style="list-style-type: none"> <li>– traffic volume seems reduced</li> <li>– no left turn sign from Eramosa onto Arthur is not being obeyed</li> <li>– do not enter onto Queen &amp; @ King &amp; Palmer frequently disregarded</li> <li>– pleased overall but more enforcement is needed</li> <li>– good process - lots of opportunity for feedback</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 20 | 1        |          | <ul style="list-style-type: none"> <li>– significant decrease in problem traffic being cars speeding from the Allan Bridge to Eramosa, delivery trucks have all but disappeared</li> <li>– measures seem to have deterred aggressive drivers</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 21 | 1        |          | <ul style="list-style-type: none"> <li>– only concern is intersection 'b' in that many vehicles ignore the signs and go the old way</li> <li>– concern that there may be an accident and that the barriers don't seem to make any different to the traffic as you have narrowed the road further up - intersection 'c'</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 22 |          | 1        | <ul style="list-style-type: none"> <li>– 'plastic pods' hideous and of little effect - every second car curves past them and speeds up Queen up the emergency vehicles only section on Arthur at King (intersection 'd')</li> <li>– cars veer around them illegally and avoid the King-Palmer detour</li> <li>– suggest cement islands would be more effective and more asthetically pleasing</li> <li>– suggest closing off entirely Queen at Arthur (intersection 'b') is only way to stop or reducing speeding short cuts at Queen</li> <li>– road narrowing at intersection 'f' does not calm traffic but makes it more dangerous as speeds are not reduced</li> <li>– little has been achieved in terms of traffic calming</li> <li>– suggest speed bumps as a better alternative on King, Queen and Arthur</li> <li>– concern that there is no stop light at Arthur and Eramosa</li> <li>– markers by fire hydrant at intersection 'f' devalue property</li> <li>– four-way stop at Palmer and Arthur was more useful as people just pass the markers in the left part of the lane</li> <li>– suggest speed bumps are less ugly and obtrusive</li> </ul> |

# CURRENT TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2005 CONTINUED...

| No | Positive | Negative | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----|----------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23 |          | 1        | <ul style="list-style-type: none"> <li>– access restrictions create bad alternatives</li> <li>– concern with icy streets and sharp turns</li> <li>– in talks with emergency services, they disagree with these restrictions</li> <li>– feels that the numerous stop signs were much better alternative</li> </ul>                                                                                                                                                                                                                                                    |
| 24 |          | 1        | <ul style="list-style-type: none"> <li>– excessive speed on King - traffic coming downhill on Eramosa and turning left has not been affected by the changes and continues to be a safety issue</li> <li>– changes at King and Arthur have increased the number of cars going the wrong way on King</li> <li>– concern with snow clearing</li> </ul>                                                                                                                                                                                                                  |
| 25 | 1        |          | <ul style="list-style-type: none"> <li>– noise and pollution have been reduced</li> <li>– pedestrian safety has been enhanced</li> <li>– concern with people still using the emergency access and speeding up Queen Street</li> <li>– encourage to continue traffic calming measures</li> </ul>                                                                                                                                                                                                                                                                      |
| 26 |          | 1        | <ul style="list-style-type: none"> <li>– drivers seem confused and frustrated with all the signs</li> <li>– preferred previous traffic arrangement and suggests speed humps to reduce speeding</li> <li>– positive comment re. "no left turn" from southbound Eramosa to eastbound Arthur</li> </ul>                                                                                                                                                                                                                                                                 |
| 27 |          | 1        | <ul style="list-style-type: none"> <li>– received infraction for failing to stop at stop sign even though it had been announced that the sign was to be removed</li> <li>– concern when turning left off Palmer with cars rapidly travelling along Arthur to Eramosa, having ignored the new arrangement at King and Arthur</li> <li>– concern with cars still turning left off Eramosa</li> <li>– suggests that the sign cannot be seen by drivers in heavy traffic and that it should be in the middle of the road (in a 4-line traffic as an overhead)</li> </ul> |
| 28 | 1        |          | <ul style="list-style-type: none"> <li>– lives on the corner of lower Grange and Queen and finds the traffic calming successful in reducing volume of traffic and speed</li> <li>– suggests putting arrows for turning on the pavement on Arthur Street at the island to show people where to turn onto Queen Street versus the small green sign presently there</li> </ul>                                                                                                                                                                                          |
| 29 | 1        |          | <ul style="list-style-type: none"> <li>– cars continue to use old access to Queen and Arthur and suggests signage to read Emergency Vehicles Only</li> <li>– pleased with traffic slowing</li> <li>– suggest more prominent sign indicating the new access at Queen and Arthur to be located halfway between the emergency vehicles entrance and new entrance. Sign should be very visible and have an arrow indicating direction and preferably in a different colour than green as it blends in with the trees</li> </ul>                                          |
| 30 | 1        |          | <ul style="list-style-type: none"> <li>– pleased that the speed and number of vehicles on Queen has decreased significantly</li> <li>– concern that many vehicles still entering Queen through the emergency vehicles only entrance - signage somewhat unclear</li> <li>– see no advantage to the pylons at the corner of Queen and Palmer - makes turning onto Palmer more hazardous</li> </ul>                                                                                                                                                                     |

# CURRENT TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2005 CONTINUED...

| No | Positive | Negative | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----|----------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 31 |          | 1        | <ul style="list-style-type: none"> <li>– with cars stopping and going at stop signs, there is more noise and air pollution</li> <li>– no one is looking for pedestrians on Eramosa when the pedestrian sign is flashing yellow</li> <li>– concern that intersection at Wyndham and Eramosa is too busy with not enough time to turn left from Eramosa going onto Wellington</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 32 | 1        |          | <ul style="list-style-type: none"> <li>– concern that the yellow pylons are not very resilient</li> <li>– pleased with the decrease in traffic and slower speeds</li> <li>– suggest that speed humps be used as it is presently a bit of a maze</li> <li>– question what might replace the yellow pylons</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 33 |          | 1        | <ul style="list-style-type: none"> <li>– no objection to measure 'a'</li> <li>– measure 'b' is slowing traffic but concerned with possible hindrance to emergency vehicles</li> <li>– no comment for measure 'c'</li> <li>– measures 'd' and 'e' - feels these should be removed and replaced with stop signs. Have witnessed buses and larger vehicles having difficulty with this intersection. Volume on Palmer has become heavy and finds it inconvenient to make this detour everytime they want to get to Eramosa Road. Suggest returning King Street to one way southbound from Eramosa to Arthur, replacing measure 'd' with a 3-way stop and replacing measure 'e' with a stop sign at Palmer</li> <li>– objects very strongly to measure 'f' as it forces vehicles travelling on Arthur towards Eramosa directly into the path of oncoming traffic.</li> <li>– have mixed feelings about measure 'g' as the only access to Arthur while travelling southbound on Eramosa is now via King. At times, speed and volume of southbound traffic cresting the Eramosa hill makes stopping for a left turn on King quite dangerous. Feels it is much safer to make the left turn at the bottom of the hill but this option is not presently available.</li> <li>– does feel that measure 'g' does discourage traffic from using Arthur as a shortcut but the sign on Eramosa Road indicating 'no left turn' is partly obscured by another sign and is difficult to see.</li> </ul> |
| 34 | 1        |          | <ul style="list-style-type: none"> <li>– likes concept of project but finds some elements quite dangerous</li> <li>– left hand turn from Eramosa to King is dangerous. Upon cresting the hill, the original left hand turn onto Arthur allows the traffic following enough preparation to slow down</li> <li>– going east on King and turning onto a 2-way street where parking is allowed on the west side provides no room for passing should a car turn left from Arthur onto Palmer</li> <li>– concern that cars ignore the yellow barriers and continue to drive east to Arthur against the way-way direction</li> <li>– to drive east along Arthur, they have to turn right, left and then proceed east along Arthur to eventually go north on Eramosa and is complicated enough to be dangerous</li> <li>– to make the suggested turns going east on Arthur and turning up to Queen is possible but inconvenient and most traffic is ignoring this directive</li> <li>– road narrowing is also hazardous as two-way traffic has little room, should cars be parked on the south side of the street</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |

# CURRENT TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2005 CONTINUED...

| No | Positive | Negative | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----|----------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35 | 1        |          | <ul style="list-style-type: none"> <li>– measures have reduced the amount of traffic on Arthur and there is less traffic noise</li> <li>– concurs with the extra turn to go up Queen but is concerned with possible icy roads</li> <li>– wonders if there is anything else to be done to avoid all the extra turns - suggests stop signs</li> </ul>                                                                                                                                                                                                                                                                                     |
| 36 |          | 1        | <ul style="list-style-type: none"> <li>– finds the blocked off areas to be a major inconvenience and not useful in slowing traffic or reducing the amount of vehicles</li> <li>– has witnessed violations of the blocked areas due to drivers frustration</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    |
| 37 | 1        |          | <ul style="list-style-type: none"> <li>– satisfied with the results of the program so far and have seen reduction in volume of traffic on Arthur St. N.</li> <li>– suggest that an additional 'no left turn' sign be placed further up the Eramosa Road hill from Arthur St. N. providing a more advanced warning</li> <li>– question the removal of the 'stop' at interesection 'd' for southbound traffic on Arthur St as traffic tends to exceed the speed limit</li> </ul>                                                                                                                                                          |
| 38 |          | 1        | <ul style="list-style-type: none"> <li>– King/Arthur intersection infuriates rather than calms. Has witnessed numerous northbound violations</li> <li>– traffic continues southbound to Arthur on King, disregarding the deflection at Palmer</li> <li>– road narrowing at interesection 'e' is a traffic hazard. Prefers speed bumps - they work without stop signs</li> <li>– solution unsightly and detrimental to property value</li> </ul>                                                                                                                                                                                         |
| 39 |          | 1        | <ul style="list-style-type: none"> <li>– does not feel calming on King Street has been effective</li> <li>– feels that the traffic has sped up because of the forced right turn on Palmer</li> <li>– King Street continues to be a short cut from Eramosa to Wellington</li> <li>– drivers are confused by the King block at Palmer coming left off of Arthur</li> <li>– feels that calming might be more effective if left turns off Eramosa onto King were made more difficult by lane reduction</li> <li>– in his informal study, about 8% of cars on King Street relate to King or Palmer - the rest are 'short-cutters'</li> </ul> |
| 40 |          | 1        | <ul style="list-style-type: none"> <li>– suggests putting a 'no-entry' sign on Palmer off Arthur as because of parking on Palmer, traffic turns both left and right from Palmer to Arthur</li> <li>– suggests putting an advance 'no left turn' on Eramosa hill between King and Arthur. Left lane traffic on Eramosa often does not notice the sign for no left turn on the sidewalk.</li> <li>– strongly in favour of calming measure outside 1 Queen</li> </ul>                                                                                                                                                                      |
| 41 | 1        |          | <ul style="list-style-type: none"> <li>– traffic problems have been reduced</li> <li>– feels there is still too much 'drive-through' traffic on Queen to Eramosa. Drivers ignore the access restriction at Queen and Arthur and drive through with impunity. Also happens with the 'no left turn' at Eramosa and Arthur at the Queen/Arthur restriction.</li> <li>– road narrowing at Queen and Palmer has no impact in terms of amount of traffic or speed</li> <li>– speed is still a big problem on Queen and suggest that speed bumps would work really well</li> </ul>                                                             |

# CURRENT TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2005 CONTINUED...

| No | Positive | Negative | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----|----------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 42 | 1        |          | <ul style="list-style-type: none"> <li>– changes have definitely been effective</li> <li>– vehicles southbound from Eramosa now have no restriction at all (3-way stop was removed) and by the time they reach Heffernan they are usually speeding</li> <li>– earlier proposal in Aug 2002 included a lane restriction southbound just before Heffernan and feels that this or something similar is still necessary</li> <li>– concerned with the number of northbound vehicles still turning right onto Queen and going through the 'emergency vehicles only' access</li> </ul>                                                             |
| 43 |          | 1        | <ul style="list-style-type: none"> <li>– feels redirection of northbound traffic is irritating</li> <li>– feels the 3-way stop was much better</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 44 | 1        |          | <ul style="list-style-type: none"> <li>– supports the installations and while the situation is improved it needs more effort as the cut-through is still a high percentage of traffic</li> <li>– illegal turning up Queen at Arthur through the Emergency Only area</li> <li>– suggest bringing back the measures in the original plan - several speed humps on Arthur and the raised crosswalk at Heffernan</li> <li>– arterial improvements needed at the Macdonell bridge, Stevenson &amp; Elizabeth, Woolwich, Eramosa at Woolwich</li> </ul>                                                                                            |
| 45 | 1        |          | <ul style="list-style-type: none"> <li>– neighbourhood has become safer as the speed of traffic and volume of vehicles has gone down</li> <li>– would like to see the features in the original plan made permanent. If this is not possible, then other measures have to be used to reduce speed - for example King &amp; Queen could be made 2 ways again as they are on the other side of Eramosa and as they used to be</li> <li>– signage could be improved eg - at Queen &amp; Arthur, the "one way" should be removed</li> <li>– there is constant non-compliance at the 'no left turn' off Eramosa and at Queen and Arthur</li> </ul> |
| 46 | 1        |          | <ul style="list-style-type: none"> <li>– seems to be working well and most drivers respect the new signs but there are some who totally ignore the new 'no entry' signs</li> <li>– concern with snow removal</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 47 |          | 1        | <ul style="list-style-type: none"> <li>– school buses cannot make a left hand turn on Palmer from King - they backup in front of the house and then back across King</li> <li>– large trucks cannot make the turn from King onto Palmer with the cones on King</li> <li>– traffic flow has not diminished. Palmer has become a go-cart track as people do not heed stop signs and speed through the turns</li> <li>– street is noisy, parking is limited, general inconvenience to residents, confusion over street signs, very inaccessible to fire vehicles</li> <li>– suggest speed humps</li> </ul>                                      |
| 48 | 1        |          | <ul style="list-style-type: none"> <li>– measures very effective and have noticed a significant decrease in traffic on Arthur</li> <li>– has not noticed any increase in terms of inconvenience, neighbourhood is more peaceful and it is easier to get out of driveway</li> <li>– has seen people completely ignore the traffic calming measures</li> </ul>                                                                                                                                                                                                                                                                                 |

# CURRENT TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2005 CONTINUED...

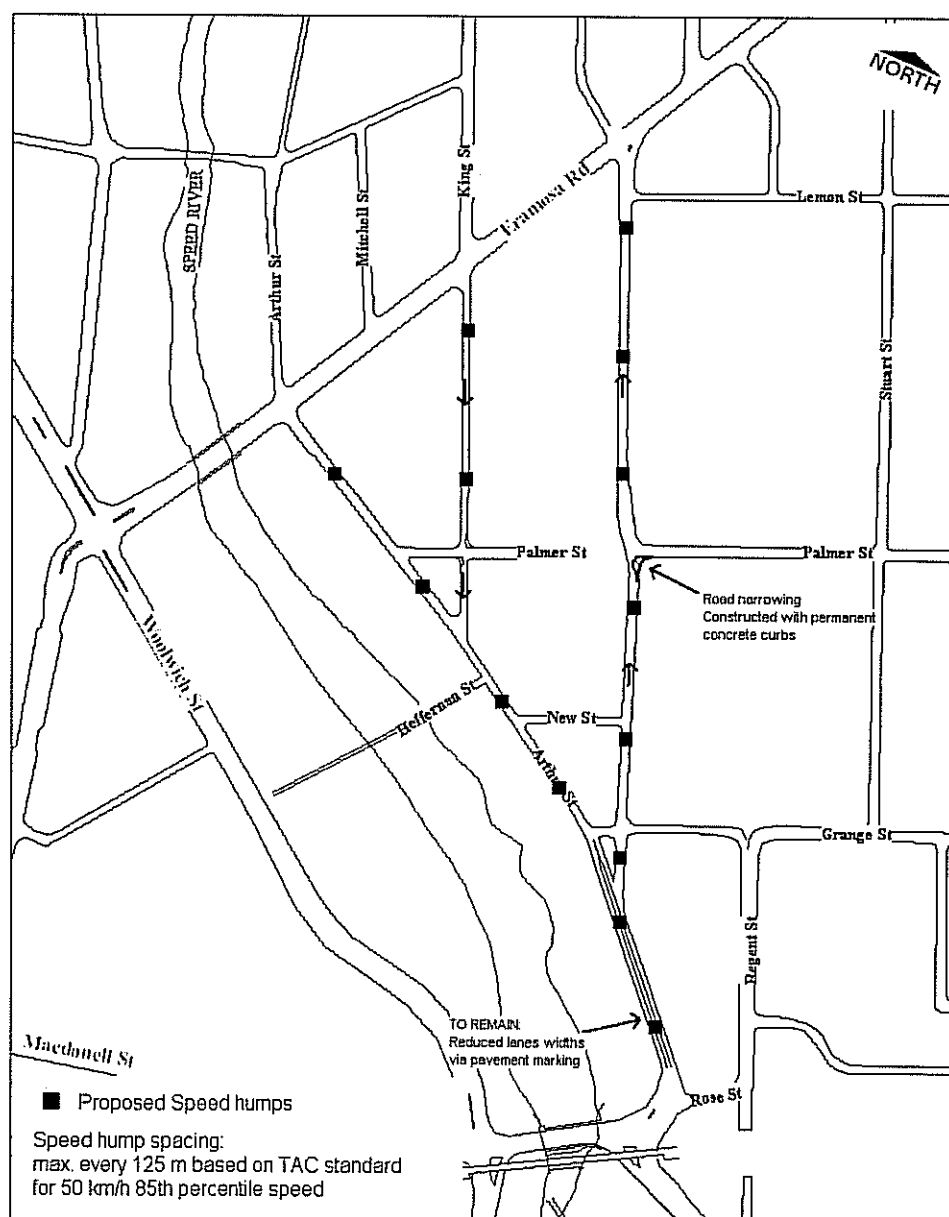
| No | Positive | Negative | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----|----------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 49 |          | 1        | <ul style="list-style-type: none"> <li>– feels that there is more chaos and confusion</li> <li>– narrowing of Arthur Street by marking the pavement only causes two vehicles to see how close they can pass one another especially when vehicles are parked on the one side of Arthur</li> <li>– at first, the restricted access to Queen seemed to cut down and slow down traffic. Police were ticketing drivers who continued to use the Queen Street emergency access however once they stopped patrolling, drivers reverted back to using the emergency access.</li> </ul>                                                                                                                                                                                                                                                                                   |
| 50 | 1        |          | <ul style="list-style-type: none"> <li>– traffic levels and speeds have reduced</li> <li>– cars are ignoring the access restriction at the bottom of Queen (intersection 'b'). Perhaps the installation of the raised curb will make the restriction more obvious but better signage is needed</li> <li>– many cars still turn left onto Arthur Street (intersection 'g') which also needs better signage</li> <li>– as far as future traffic calming projects - more signs should be used to direct traffic as soon as the temporary measures are installed and we still think there should be signs encouraging traffic to use the appropriate arterial route.</li> <li>– helpful if improvements were made to facilitate traffic flow at Woolwich/Eramosa and onto/from Elizabeth</li> <li>– feels that speed humps on Queen and Arthur would help</li> </ul> |
| 51 | 1        |          | <ul style="list-style-type: none"> <li>– traffic volume is down and speed in the northbound direction (Arthur) is usually slower</li> <li>– frequent left turns onto Arthur from Eramosa are still occurring and people are speeding around barriers northbound on Arthur to avoid King/Palmer or using the 'Emergency Access Only' entrance at Queen Street</li> <li>– feels that the corner of Arthur/Palmer is an accident waiting to happen due to frustration, confusion and impatience</li> <li>– concern with the ugly appearance of the yellow pylons</li> </ul>                                                                                                                                                                                                                                                                                         |
| 52 | 1        |          | <ul style="list-style-type: none"> <li>– noticed a considerable reduction in traffic volume</li> <li>– drivers often drive around the barriers placed at the base of the street - a more effective barrier would rectify this problem</li> <li>– unsure of what the road narrowing at Queen/Palmer is intended to accomplish. Most drivers entering Palmer from Queen live in the area. The narrowing may be problematic in winter due to snow plowing activities and drivers attempting to navigate the steep hill at that location</li> </ul>                                                                                                                                                                                                                                                                                                                  |
| 53 |          | 1        | <ul style="list-style-type: none"> <li>– Palmer used to be a quiet dead end street and now there is a constant flow of traffic</li> <li>– people ignore the 'do not enter' signs and drive right up King. There is no stop sign so people drive right through</li> <li>– yellow pylons are an eye sore</li> <li>– feels speed humps are a better answer</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 54 | 1        |          | <ul style="list-style-type: none"> <li>– street feels safer and quieter and the amount of traffic has significantly reduced</li> <li>– believes that some kind of traffic calming is definitely required and hopes these measures remain</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

# CURRENT TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2005 CONTINUED...

| No           | Positive  | Negative  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------|-----------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 55           |           | 1         | <ul style="list-style-type: none"> <li>– 'emergency vehicles only' entrance to Queen Street (intersection 'b') is largely ignored and has caused some close calls since people who use the proper entrance to Queen are not always looking for people driving through the restricted access</li> <li>– traffic directional closures at Palmer &amp; King (intersection 'e') are frustrating for those to live in the area</li> </ul> |
| 56           | 1         |           | <ul style="list-style-type: none"> <li>– noticed a decrease in traffic volume and speed</li> <li>– a lot of people still turning left at Eramosa and Arthur</li> <li>– much confusion at the corner of King and Arthur about which direction traffic should be going - signs are not clear</li> </ul>                                                                                                                                |
| 57           | 1         |           | <ul style="list-style-type: none"> <li>– generally pleased with results of various traffic calming measures</li> <li>– volume of traffic has been reduced as well as speeding</li> <li>– puzzled about the narrowing of Arthur Street at intersection 'f' making it difficult for vehicles to pass</li> </ul>                                                                                                                        |
| 58           | 1         |           | <ul style="list-style-type: none"> <li>– helpful in reducing traffic</li> <li>– people still not abiding by changes (ie left turns off Eramosa)</li> </ul>                                                                                                                                                                                                                                                                           |
| 59           | 1         |           | <ul style="list-style-type: none"> <li>– traffic volume is lower and speed on Arthur towards Eramosa is good. Speed towards Macdonell is still fast and the feature of raised pavement at the foot bridge is still needed</li> <li>– drivers are confused as the signs were late being installed</li> <li>– feels speed humps would have been better</li> </ul>                                                                      |
| 60           | 1         |           | <ul style="list-style-type: none"> <li>– happy to see traffic calming measures and feels safer</li> <li>– some confusion when barriers first went up but the transition has been smooth</li> </ul>                                                                                                                                                                                                                                   |
| 61           |           | 1         | <ul style="list-style-type: none"> <li>– traffic has not slowed down</li> <li>– volume of traffic coming up the wrong way on King has skyrocketed</li> </ul>                                                                                                                                                                                                                                                                         |
| 62           |           | 1         | <ul style="list-style-type: none"> <li>– traffic has not slowed down</li> <li>– only solution is humps on the road as first planned</li> <li>– noise still persists and traffic is as heavy as ever</li> </ul>                                                                                                                                                                                                                       |
| <b>Total</b> | <b>39</b> | <b>23</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## APPENDIX E

### ARTHUR - KING - QUEEN NEIGHBOURHOOD TRAFFIC REVIEW REVISED TRAFFIC MANAGEMENT PLAN PROPOSAL





## ATTACHMENT F

### ARTHUR - KING - QUEEN NEIGHBOURHOOD TRAFFIC REVIEW

#### ALLEN'S MILL POND NEIGHBOURHOOD GROUP – ADDITIONAL TRAFFIC REQUESTS

The following are additional traffic items requested by the Allen's Mill Pond Neighbourhood group. We have included staff's comments and estimated cost for each item requested.

| Resident Group Request:                                                              | Staff response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Cost (est.) |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Raised Crosswalk – Arthur Street at Heffernan Street                                 | <ul style="list-style-type: none"> <li>- Staff propose the installation of speed humps north and south of Heffernan Street. The speed humps will reduce vehicle operating speeds in the vicinity of this intersection.</li> <li>- The addition of a raised crosswalk is an additional expense which is not required.</li> <li>- Further, upon reviewing the site, staff note that there is an existing catch basin, manhole at the proposed location which would need to be relocated in order to accommodate the raised crosswalk. Additionally, with the existence of a residential driveway just north of Heffernan Street, installation of a raised crosswalk would impact access to / from this driveway.</li> </ul> | \$10,000    |
| Improved signage directing traffic to W.C. Woods – Arthur Street at Macdonell Street | <ul style="list-style-type: none"> <li>- Staff will install additional signage directing truck traffic to W.C. Woods on Arthur Street</li> <li>- This signage will be installed shortly.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Nominal     |

## ATTACHMENT F

### ARTHUR - KING - QUEEN NEIGHBOURHOOD TRAFFIC REVIEW

#### ALLEN'S MILL POND NEIGHBOURHOOD GROUP – ADDITIONAL TRAFFIC REQUESTS

| Resident Group Request:                                                              | Staff response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Cost (est.) |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Major Intersection Improvements (reducing Arthur St to 2 lanes at Macdonell St)      | <ul style="list-style-type: none"> <li>- Existing southbound left turn lane is not technically required due to lower volumes on Arthur Street. During future reconstruction, the southbound left turn lane can be removed which will also decrease the pedestrian crossing distance on the north side of the intersection (crossing Arthur Street).</li> <li>- To undertake this work is a major capital works project and there are no monies available at this time.</li> <li>- Staff will notify Engineering Services and consideration can be given as part of any reconstruction works proposed for intersection. Reconstruction is tentatively scheduled for 2010 – 2011</li> </ul> | +\$300,000  |
| Adding boulevard on east side of Arthur Street from Macdonell Street to Queen Street | <ul style="list-style-type: none"> <li>- Minor narrowing will have nominal effect on traffic</li> <li>- To undertake this work is a major capital works project and there are no monies available at this time.</li> <li>- Staff will notify Engineering Services for consideration as part of future road improvements</li> </ul>                                                                                                                                                                                                                                                                                                                                                        | +\$200,000  |

## ATTACHMENT F

### ARTHUR - KING - QUEEN NEIGHBOURHOOD TRAFFIC REVIEW

#### ALLEN'S MILL POND NEIGHBOURHOOD GROUP – ADDITIONAL TRAFFIC REQUESTS

| Resident Group Request:                                                                             | Staff response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Cost (est.)        |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Road narrowing / raised crosswalk – Queen Street at Arthur St (maintain “Do Not Enter” restriction) | <ul style="list-style-type: none"> <li>- Given the remote location, compliance will continue to be a problem as motorists see this access as a short-cut onto Queen Street. Further, given the lack of Guelph Police Service staff to support these measures which require enforcement, this change will not be effective.</li> <li>- Staff are proposing speed humps immediately north and south of the intersection, which will deter drivers from taking the turn at higher rates of speeds.</li> </ul>                                                                                     | \$8,000 - \$10,000 |
| Remove No Parking zone - Queen Street, north of Palmer St                                           | <ul style="list-style-type: none"> <li>- Presently, there is a short “No Parking Anytime” zone along the west side of Queen Street from approximately 57 metres north of Palmer Street to 15 metres south of Palmer Street. In reviewing the history of this restriction, staff confirmed that the restriction was implemented in 1992 in order to maintain adequate sightlines for pedestrians crossing at the intersection and also for vehicles existing driveways to the north. Given the restriction was installed for safety reasons, staff recommend the restriction remain.</li> </ul> | Nominal            |
| Raised median islands – on King and Queen Streets at Eramosa Road                                   | <ul style="list-style-type: none"> <li>- Little benefit will be realized from this measure. The proposed speed humps will be more of a deterrent than adding raised medians islands.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                | \$10,000           |

## ATTACHMENT F

### ARTHUR - KING - QUEEN NEIGHBOURHOOD TRAFFIC REVIEW

#### ALLEN'S MILL POND NEIGHBOURHOOD GROUP – ADDITIONAL TRAFFIC REQUESTS

| Resident Group Request:                                                                                                                                                                                                                                                                                                                                 | Staff response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Cost (est.) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Establish Parking on one side of all streets                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>- Staff will review and determine feasibility of establishing parking restrictions in areas where parking is currently prohibited.</li> <li>- Prior to any changes being made, staff will notify residents of any proposed on-street parking changes. If public support, then staff will proceed with implementation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                | Nominal     |
| <p>Reprogramming Signal timing –</p> <p>1) Woolwich Street at Eramosa Road – request to increase the southbound left turn phase (on Eramosa Road) from 10 seconds to 20 seconds.</p> <p>2) Arthur Street at Macdonell Street – request to reduce the green time provided for eastbound traffic (on Macdonell Street) from 20 seconds to 10 seconds.</p> | <ul style="list-style-type: none"> <li>- Staff will proceed with implementing signal timing changes at the intersection of Woolwich Street and Eramosa Road. This will add more time to the westbound left turn movement (on Eramosa Road) and also add additional time to the northbound right turn movement (on Woolwich Street)</li> <li>- This change will take place in the immediate future.</li> <li>- Removing additional green time from the eastbound movement will result in traffic backing up onto the rail tracks and into the intersection of Macdonell Street at Arthur Street. Given the operational concerns this change would create, staff do not support changes to the signal timing at Macdonell and Arthur Streets.</li> </ul> | Nominal     |

## APPENDIX G

### ARTHUR - KING - QUEEN NEIGHBOURHOOD TRAFFIC REVIEW

### REVISED TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2007

| No | Positive | Negative | Comments                                                                                                                                                                                                                                                                                                                                                                    |
|----|----------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  |          | 1        | <ul style="list-style-type: none"> <li>– increase in wrong way travellers towards Eramosa</li> <li>– two accidents have occurred</li> <li>– concerned with snow removal</li> </ul>                                                                                                                                                                                          |
| 2  | 1        |          | <ul style="list-style-type: none"> <li>– dramatic decrease in traffic</li> <li>– 4-way stop signs prove effective</li> <li>– need more policing of intersection 'b' - cars cut the corner</li> </ul>                                                                                                                                                                        |
| 3  |          | 1        | <ul style="list-style-type: none"> <li>– ineffective</li> <li>– hill at intersection 'e' will be problem in winter</li> <li>– too many people going around intersection 'd'</li> <li>– at intersection 'g' every cop turns but pull over anyone else</li> </ul>                                                                                                             |
| 4  | 1        |          | <ul style="list-style-type: none"> <li>– measures have had calming effect</li> <li>– No Left Turn sign from eramosa to Arthur is obscured</li> </ul>                                                                                                                                                                                                                        |
| 5  | 1        |          | <ul style="list-style-type: none"> <li>– more pleasant and safe</li> <li>– at intersection 'b' some are skirting the barriers</li> </ul>                                                                                                                                                                                                                                    |
| 6  | 1        |          | <ul style="list-style-type: none"> <li>– pleased with decrease in traffic but feel measures are excessive</li> <li>– suggest policing the restricted access at the bottom of Queen</li> <li>– suggest removing traffic lights and parking on Woolwich between Macdonell &amp; Eramosa making it a viable alternative to cutting through neighbourhood</li> </ul>            |
| 7  | 1        |          | <ul style="list-style-type: none"> <li>– lot less traffic</li> <li>– some drivers ignore signs and go straight up</li> <li>– concern about how snow plow will get through and frequency of plowing</li> <li>– concern with emergency vehicles having to slow down</li> </ul>                                                                                                |
| 8  |          | 1        | <ul style="list-style-type: none"> <li>– feels that more cars are travelling wrong way because of the traffic cones</li> <li>– buses and garbage trucks have a hard time getting around the cones and need to make 3-point turns holding up traffic</li> <li>– concern with effectiveness of snow removal</li> <li>– concern with increase of parking on streets</li> </ul> |
| 9  | 1        |          | <ul style="list-style-type: none"> <li>– happy with calming measures</li> <li>– suggest more police supervision to stop speeding</li> </ul>                                                                                                                                                                                                                                 |
| 10 | 1        |          | <ul style="list-style-type: none"> <li>– in favour of new measures</li> <li>– traffic has decreased significantly</li> <li>– concern with cars ignoring no left turn from Eramosa to Arthur</li> </ul>                                                                                                                                                                      |

## APPENDIX G

### ARTHUR - KING - QUEEN NEIGHBOURHOOD TRAFFIC REVIEW REVISED TRAFFIC MANAGEMENT PLAN – SPEED HUMP PROPOSAL RESIDENT COMMENTS OCTOBER 2007

| No | Name                                 | Address         | Support<br>Installing<br>Speed<br>Humps | Support<br>leaving<br>some or<br>all of<br>existing<br>traffic<br>calming<br>measures | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|--------------------------------------|-----------------|-----------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | John Theis &<br>Kathryn<br>Greenaway | 68 King St      | 1                                       |                                                                                       | <ul style="list-style-type: none"> <li>. Happy the procedures for calming have been reviewed and new effective approaches are being considered</li> <li>. Dramatically in favour of speed bumps and believe they will do a lot to both reduce traffic and speed on King St</li> <li>. Placing a barrier at the mouth of King St would necessitate a hard turn into the left hand side of King (east side). In order to make this turn, a car would have to come to a virtual stop or at least reduce speed substantially. It is our belief that this would be a factor in speed reduction and a reduction in the use of a residential street as a short-cut.</li> <li>. would also reduce speed along this street to a reasonable level. Even 40 km/hr in conjunction with the speed bumps would be effective</li> </ul> |
| 2  | Peter Mitges                         | 64 Queen St     | 1                                       |                                                                                       | <ul style="list-style-type: none"> <li>. Agree that one-way traffic on Queen St is essential</li> <li>. Agree that speed bumps will help calm traffic - it has been helpful on Cassino Ave</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3  | Robert Lyon                          | 100 Arthur St N | 1                                       | 1                                                                                     | <ul style="list-style-type: none"> <li>. There is no plan for Yield or Stop sign for traffic entering Arthur from King</li> <li>. Likes having Left Turn Lane from Arthur southbound onto Elizabeth</li> <li>. The requirement to yield might be made more persuasive by adding two speed humps on the short stretch of King between Palmer and Arthur. If only one hump is possible, locate it nearer to the Arthur intersection.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            |

REVISED TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2007 CONTINUED...

| No | Name              | Address         | Support<br>Installing<br>Speed<br>Humps | Support<br>leaving<br>some or<br>all of<br>existing<br>traffic<br>calming<br>measures | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----|-------------------|-----------------|-----------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                   |                 |                                         |                                                                                       | <p>. Road markings on Arthur remove from use a metre-wide strip of driveable pavement between Rose and Queen. With the build-up of snow in winter, this becomes inconvenient and invisible.</p> <p>. Not in favour of narrowing Arthur St and this is certainly not a safe and enforceable way to do so.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4  | Michelle Miller   | 139 Arthur St N |                                         | 1                                                                                     | <p>. Traffic calming measures have made a huge difference</p> <p>. Although there are still cars that turn left onto Arthur from Eramosa causing a bit of a hazard, there are way less of them plus less cars cutting through the neighbourhood</p> <p>. The roundabout that drivers must take around King and Palmer have slowed everything down.</p> <p>. Feels that speed bumps won't do the same thing as the roundabout. They will help speed and make it look better but won't be as effective.</p> <p>. If you remove the left on Arthur and the roundabout we will be right back to the drawing board and our neighbourhood will definitely suffer. When cars are encouraged to cut through they go as fast as possible without concern for children or pets</p> <p>. If you eliminate the no left or take away the roundabout it will cause much confusion after it has taken so long for people to change their habits</p> |
| 5  | Kathleen H. Brown | 56 Arthur St N  | 1                                       |                                                                                       | <p>. The proposed plan of using speed bumps to regulate traffic seems the least complex and most likely to be effective.</p> <p>. Do we need as many speed bumps to achieve the desired result? The short trip up Queen St to Eramosa will certainly be bumpy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 6  | Joel Sotamayor    | 62 Queen St     | 1                                       |                                                                                       | <p>I wholeheartedly support this idea as I think it will do a lot to alleviate the main problems on the street: the speed at which some motorists drive and the fact that some motorists use Queen street as a short-cut to Eramosa Road.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

REVISED TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2007 CONTINUED...

| No | Name         | Address     | Support<br>Installing<br>Speed<br>Humps | Support<br>leaving<br>some or<br>all of<br>existing<br>traffic<br>calming<br>measures | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----|--------------|-------------|-----------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7  | Robert Maier | 76 Queen St |                                         | 1                                                                                     | <p>We received the result of the traffic survey and were astounded to read that your engineers felt the traffic calming effects were "somewhat successful." Did we, at the outset of the project, have a benchmark figure that would clearly define what a success was? Should that be a 30% reduction in traffic? 40% ? 50% ? I would applaud the reduction of over 54% and 59% on Queen and Arthur as a complete success! even 25% on Arthur (Palmer to Eramosa) is a great reduction. What happened with the stretch of King St. requires further scrutiny but even 11% is a reduction. I travel on Queen between Arthur and Palmer at least once a day usually during the 4-6pm time frame. I have seen a policeman there once in the past two years. How often have the police been called in to enforce this? How can this be an "additional demand" and "un-sustainable" when there is no collaborating evidence to support these claims? Can you make public the number of calls, time of day and whether or not an officer was sent, so that this data, which most certainly is available from the police emergency records, can be evaluated? "Regular observances of non-compliance" is a vague, unsubstantiated term. Has the City actually witnessed this?</p> <p>Has there been an actual recording on the non-compliance events with a proper on-site study or at least traffic counts with pavement recorders (?) where they can actually show the number of violations? Are we deciding on a change to the strategy with the input of one or two persons complaints. We live on Queen Street now for 9 years and one of the big concerns we have had over this time was the volume of traffic as it effects our children's play. Today no one races anymore, volume is down, emissions from cars is also reduced, noise levels are down - everything is better. Taking away these calming effect out would just allow all of this to return. Speed bumps will reduce speed but not volume. Perhaps the solution is a trial of speed bumps but maintaining the calming measures taken already. The money for the calming methods have already been spent, why remove them?</p> |



REVISED TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2007 CONTINUED...

| No | Name          | Address    | Support<br>Installing<br>Speed<br>Humps | Support<br>leaving<br>some or<br>all of<br>existing<br>traffic<br>calming<br>measures | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----|---------------|------------|-----------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |               |            |                                         |                                                                                       | Just add in the bumps. Perhaps the right solution is only half of the number bumps the engineers have proposed combined with the already installed calming effects!! This would lower the cost of the project as well.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 8  | Robin de Bled | 1 Queen St |                                         | 1                                                                                     | I am strongly against the installation of speed humps. This was discussed several years ago and, as I recall, there was opposition at the time. Speed humps are an inconvenience to all drivers, whether residents of the neighbourhood or people cutting through. I believe they will lead to increased traffic noise as cars ride over the humps and drivers accelerate away from them. While it is likely to successfully reduce traffic speed and volume I feel that the existing trial system, with some adjustments and better enforcement, could meet the neighbourhood's needs. My biggest concern with the proposal is its impact on ambulances. The Arthur-Queen short cut to the hospital is heavily used by ambulances. If they take a different route their travel time will increase; if they take the same route patients will be subject to a jarring ride. I can imagine that a patient with a spinal injury would be unimpressed by no less than eight speed humps on the trip from downtown to the hospital. The letter sent out to residents regarding this proposal stated that drivers ignore the signage instructing them not to turn from Arthur on to Queen directly. This is indeed the case. However, the letter went on to say that the Guelph police force doesn't have the capability to constantly monitor the situation and enforce the rules. Nobody asked for constant enforcement, but it's reasonable to expect that there have been some in the last three years. Since the new signage was installed I have witnessed a police car at the bottom of Grange monitoring the intersection of Arthur/Queen exactly one time. I saw the officer pull in, wait for no more than five minutes, and leave. I have never seen any driver ticketed for ignoring the signage. Of course my not witnessing any enforcement |

REVISED TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2007 CONTINUED...

| No | Name           | Address         | Support<br>Installing<br>Speed<br>Humps | Support<br>leaving<br>some or<br>all of<br>existing<br>traffic<br>calming<br>measures | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----|----------------|-----------------|-----------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                |                 |                                         |                                                                                       | doesn't mean there hasn't been any, but in discussions with neighbours I have yet to speak to anyone who has seen any more enforcement than I have. Even if the police issued tickets one afternoon a month the message would quickly become clear that ignoring the traffic rules is unacceptable. The current system with bollards has succeeded in noticeably reducing traffic speed and volume on Queen and Arthur. While I believe that the plastic bollards should be replaced with something more permanent and attractive, I am strongly opposed to speed humps in the general area and particularly along the Arthur-Queen ambulance route. With even minimal police enforcement the current system would be more than adequate for the neighbourhood's needs.                                                             |
| 9  | Tom Reidel     | 73 Arthur St N. | 1                                       |                                                                                       | I've read your report and thank you for your work so far .... 1. The speed humps will help. I trust that they will be put in as soon as possible in the spring of 2008 well before the Eramosa St. bridge closure. 2. And, although signage will be improved to keep large trucks out, signage should also continue to say "Traffic Calmed Zone" and "Local Traffic Only." 3. At the Arthur St / Queen St. intersection (I know there will be speed humps.) the right turn from Arthur to Queen needs to be made more pronounced, as it is right now through the use of curbs. I still fear speeding and a possible accident. 4. Thank you for stating that you will look at 2 way traffic if the speed humps do not significantly lower the amount of cars using the neighbourhood as a short cut. Two way traffic will be needed. |
| 10 | Cheryl McGowan | 3 King St.      | 1                                       | 1                                                                                     | I like the idea of speed bumps. They seem to have made a significant difference in the Dufferin Street area. Regarding my home directly, I am unclear as to whether there will be a stop sign at King and Arthur. Also unclear is whether the demarcations on your drawing where King crosses Palmer refer to road narrowing curbs. In looking at the map, something is drawn there. Are they road narrowing curbs? I am hoping so as I think this would be a very beneficial addition. If not, I'd like to make this point: it would be of no                                                                                                                                                                                                                                                                                      |

REVISED TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2007 CONTINUED...

| No | Name                      | Address          | Support<br>Installing<br>Speed<br>Humps | Support<br>leaving<br>some or<br>all of<br>existing<br>traffic<br>calming<br>measures | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----|---------------------------|------------------|-----------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                           |                  |                                         |                                                                                       | extra cost to retain these and it would definitely benefit the neighbourhood. Why not leave them if something more permanent is not being planned?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 11 | Lorenz Calcagno           | 5 Queen St       | 1                                       |                                                                                       | I am quite happy with the speed hump proposal and the time line of Spring 2008 implementation. I disagree with staff on their decision not to return King and Queen back to two way streets. Both King and Queen north of Eramosa are two way streets with parking as are many other streets in and around our neighbourhood that are measurably narrower and seem to operate just fine. Dufferin is two way and operates fine. One way streets are a traffic measure designed to move traffic volume better than two way streets. Simply returning these streets to their original format will have an affect and adding the humps will certainly achieve the greatest impact. I also disagree that it is necessary to remove parking on King and Queen if they revert back to their original states. All the other narrower two way streets with parking seem to manage just fine in their residential capacity so will King and Queen. |
| 12 | Boniface & Maggie Vaivods | 40 Palmer St     | 1                                       |                                                                                       | My wife and I are in agreement with the plan as proposed. Our agreement is based on the fact that this was the original idea from the very start, and it makes sense for a number of reasons - all of which you covered in your accompanying letter. (by the way - the letter and reply form arrived "at the last minute", so to speak, leaving very little time to complete the response and physically return it). This has been way-too-long in the works, and the neighbourhood is anxious that it finally be carried forward. If everything took this long, very little would ever get done in the city. I urge the Operations Department to make this a time-awareness priority as soon as possible in the coming spring, especially with the proposed Eramosa bridge work that is to take place. I don't think many of us could stand any more outside incursions into our area.                                                   |
| 13 | Lynn Broughton            | 137 Arthur St N. | 1                                       |                                                                                       | Looks good to me. Happy to see some permanence in the form of the speed bumps.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

REVISED TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2007 CONTINUED...

| No | Name             | Address         | Support<br>Installing<br>Speed<br>Humps | Support<br>leaving<br>some or<br>all of<br>existing<br>traffic<br>calming<br>measures | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----|------------------|-----------------|-----------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                  |                 |                                         |                                                                                       | Those yellow things are looking fairly nasty!                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 14 | Evan Ferrari     | 20 Grove St     | 1                                       |                                                                                       | Yes I support the addition of speed humps to the traffic management plan This plan must also address the lack of "official" pedestrian access across Arthur street on the south side of MacDonnell. By removing pedestrian access to this area you have made the intersection even more dangerous for pedestrians. Few people will cross MacDonell twice instead of "illegally" crossing Arthur to the area designated as "no pedestrian crossing"                                                                                                                                                                                                                                                                        |
| 15 | Anna Shaftoe     | 86 Arthur St N. | 1                                       | 1                                                                                     | It is my understanding that the Eramosa St bridge will be closed for construction in the near future; I hope that there will be some form of traffic calming in the neighbourhood at that time either what we have now or the new plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 16 | Brent            | 45 Palmer St    | 1                                       |                                                                                       | I agree with the proposed plan, however, I'm concerned that the speed hump near Rose St. will catch people off guard coming around the corner and may result in accidents or car damage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 17 | Allen Fairclough | 25 Arthur St N  | 1                                       |                                                                                       | Please be aware of where the traffic humps are placed in front of 25 Arthur Street North. I usually back my car in my driveway but it is a rather difficult driveway to back into even though it looks easy so I would appreciate if there was not hump in front of my driveway or close to where I have to turn. Another consideration is there are two street drains right in line with the hydro pole and a lot of water can collect there if the drains do not take it away fast enough which would also cause ice in the wintertime too. There are also two driveways directly opposite 25 Arthur Street North and one right beside on the other side of the hydro pole. Thank you very much for your consideration. |
| 18 | Wanda Fabbian    | 88 Grove St     |                                         |                                                                                       | I have a few questions: 1. Does this replace the current re-direction using the bollards? 2. Will there be any signage requiring mandatory signalling for cars turning left or right from the bridge access to Arthur and Rose Streets? This is a very frustrating corner for cars coming down the hill to the stop sign at Rose and Arthur. 3. Will the speed bumps be environmentally attractive to this quite beautiful neighbourhood?                                                                                                                                                                                                                                                                                 |

REVISED TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2007 CONTINUED...

| No | Name             | Address         | Support<br>Installing<br>Speed<br>Humps | Support<br>leaving<br>some or<br>all of<br>existing<br>traffic<br>calming<br>measures | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----|------------------|-----------------|-----------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19 | Jane Burpee      | 138 Arthur St N | 1                                       | 1                                                                                     | Proposed speed humps are fine. I request that the city also: 1. Keep the No right turn from downward Eramosa to Arthur. 2. Add further safety measures for the Heffernan bridge area (i.e. stop sign or pedestrian walking stripes) 3. Make all roads (King, Queen, Arthur) two way 4. Allow overnight parking on all streets I don't see much value to the area where the city plans to reduce lane widths via pavement marking on Arthur near Rose                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 20 | Stan Kozak       | 52 Arthur St N  | 1                                       |                                                                                       | Thanks for the effort you have put into this plan and your responses to suggestions made by members of the neighborhood. I support this plan recognizing the changing attitudes that have evolved at city hall over the last few years. The current interim measures found in our neighborhood evolved at a time when unreasonable constraints we placed on all of those involved. I am assuming and suggesting that the exact placement of the speed hump devices will reflect on the ground details such as driveways and drains etc. I will be reconvening the neighborhood traffic calming advisory committee that was involved in this process in the past in order to ensure widespread understanding of the plan and to support its movement through city hall. Please let me know the intended dates of when the plan will be sent to the PET committee and city council. |
| 21 | Bo Wandschneider | 118 Grove St    | 1                                       | 1                                                                                     | I am extremely supportive of any calming initiatives in this entire area. My personal observations is that the volume of traffic in this area has increased significantly over the last 2 years. I assume the increased traffic is from the Grange Hill area - but that is simply a personal observation - I of course have not asked people where they are going or coming from ;- ) I would encourage you to think beyond Queen Street and look at Grange and Metcalfe. I was extremely disappointed when the last proposal failed from an odd process where apathy was considered as non supportive. In addition, I would like you to consider the pedestrian signals at Rose and Arthur. These are totally unfriendly and I have raised these issues before. 1. Winter snow removal is less than adequate when trying to                                                      |

REVISED TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2007 CONTINUED...

| No | Name                    | Address        | Support<br>Installing<br>Speed<br>Humps | Support<br>leaving<br>some or<br>all of<br>existing<br>traffic<br>calming<br>measures | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----|-------------------------|----------------|-----------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                         |                |                                         |                                                                                       | pass the yellow pylons going from west (river) to east. When you have a stroller it is simply impassable. 2. This same signal seems to not engage for pedestrians late in the evening until early morning. I don't have exact times, but it is the 3 am to 6 am period. 3. The signal where you turn right to Elizabeth should be reinstated. Pedestrians were left in the cold here. It is not ALL about car traffic. I live downtown so I can walk and this makes it far more challenging. 4. When the yellow pylons were put in place we were assured this was temporary and they would be replaced with something permanent within the year. It has now been several years - they are unsightly. Please follow through on your commitment. Thanks for listening |
| 22 | Brenda Aherne           | 45 King St     | 1                                       |                                                                                       | I am in agreement for street bumps on King St. I would not like to see the measures we have now taken away and return to the way it was. Although speed has continued to be a problem on King, it seems to me that we have less traffic, for which I am very appreciative and grateful. I would say leave what we have plus 2 speed humps on King. One close to Eramosa and one about half way down the street, which would be very close to my property. Thank you for allowing input. I can see that a great deal of time and consideration has been put into this project, by Joanne Starr and her team, and I am satisfied that their recommendations will be appropriate for our neighbourhood.                                                                |
| 23 | Elizabeth Harley & Mike | 32 Arthur St N |                                         |                                                                                       | We are not in favour of speed bumps. We have lived at this address for 37 years. The volume of traffic has been greatly reduced with the present measures, your figures do not reflect the reality. Speed limit 50 km/h -- so speeds are not excessive. Concern for emergency vehicles - how will they cope with the speed bumps? Surely police, fire and ambulance personnel are concerned about this. This is the shortest route to Eramosa Rd. Let's be realistic about what can be done in this area. We have no choice about driving over these humps. doing so several times each day is going to eventually ruin our 2 vehicles. Who will pay for new shocks, mufflers, etc? Do the neighbours realize they                                                  |

REVISED TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2007 CONTINUED...

| No | Name      | Address       | Support<br>Installing<br>Speed<br>Humps | Support<br>leaving<br>some or<br>all of<br>existing<br>traffic<br>calming<br>measures | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----|-----------|---------------|-----------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |           |               |                                         |                                                                                       | can't have it both ways. If this is not a well used route than they won't get first priority for snow removal either.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 24 | Ben Berto | 17 Eramosa Rd | 1                                       |                                                                                       | Please do: - restore crosswalk from east north Arthur to west side of south Arthur under railway bridge. - speed bumps and raised crosswalks on King, Queen and Arthur. - Overnight parking to help density on all streets, on one side of streets. - add boulevards to Arthur. - the real problem with all these propositions is they offer any alternative. People take the shortcut to save time. One can go from Neeve/Wellington to Delhi and Eramosa -- via the shortcut -- without hitting more than one traffic light (the don't have to stop at Macdonell because there is a right turn lane. However to go the way we want them to, they hit four!! lights which can never all be green on one journey at the posted speed (I've done the research on this). So why don't you synchronize these stop lights and put up signage that they are synchronized. If people know they can save time, they will use the proper road. Look at the City of Hamilton and their success with synchronized traffic flow. |
| 25 | T. Berto  | 17 Eramosa Rd | 1                                       |                                                                                       | I find it interesting how the pedestrian is not considered in much of this traffic flow talk. The crosswalk from the east side of Arthur North to the west side of Arthur South has still not been replaced and is filled daily with people risking their lives crossing under the train bridge. How is the pedestrian expected to get from between these two points. Even going from the east side of North Arthur to walking trail on the west side of the speed (which hundreds of students do everyday). We have to cross under the railway bridge where our crosswalk was "closed" as the sign says. So much for favouring non-carbon wasting transport - pedestrians and bicycles are expected to travel west across Arthur south across Macdonell and the back east backtracking to the trail or to south Arthur.                                                                                                                                                                                              |

REVISED TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2007 CONTINUED...

| No | Name              | Address      | Support<br>Installing<br>Speed<br>Humps | Support<br>leaving<br>some or<br>all of<br>existing<br>traffic<br>calming<br>measures | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|-------------------|--------------|-----------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                   |              |                                         |                                                                                       | <p>Why can't the polluting traffic wait, and pedestrians efficiently cross? Elsewise -- it would make a huge difference if all streets in the neighbourhood had overnight parking on one side. It would increase density in the neighbourhood (which is sound ecological policy) and will definitely narrow and slow traffic flow. Speed bumps are an excellent idea all around, but your response against raised crosswalks are thin, spurious and pretty unfounded. They will only decrease flow more -- reducing Arthur to two lanes at Macdonell about projecting boulevards all along Arthur-King-Queen all around? They work beautifully in Toronto, Vancouver and Victoria. I think claiming that there is no money currently in a budget is a shallow argument. It is more indicative of a lack of will to response to residents and a culture of paternalism to employees grasping onto "power" to effect or not effect change.</p>                                                             |
| 26 | Dr. Renate Benson | 55 Palmer St | 1                                       |                                                                                       | <p>1) I am all for speed humps as a means of traffic calming. Europe has had them (called 'sleeping policemen') for years and they are very efficient. The present pylons apart from being ugly and having remained 3 years rather than promised 3 months, are in fact dangerous. I was hit almost 3 times by cars ignoring them at the bottom of Queen Street. 2) What is the reason for narrowing the entrance into Palmer St at Queen? a) I witnessed twice a fire truck having to remove the existing pylons in order to turn safely onto Palmer Street's) Often, winter conditions need a swift turn into Palmer St in order to navigate the hill. The concrete curb would not only be an impediment (also to fire trucks and other large vehicles) but could be dangerous to the flow of traffic. I am against the curb. 3) What happened to the traffic not using the above streets any more? Grange St? Which was the first to ask for traffic calming! I myself use it to avoid the pylons.</p> |



REVISED TRAFFIC MANAGEMENT PLAN – RESIDENT COMMENTS OCTOBER 2007 CONTINUED...

| No | Name             | Address         | Support<br>Installing<br>Speed<br>Humps | Support<br>leaving<br>some or<br>all of<br>existing<br>traffic<br>calming<br>measures | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|------------------|-----------------|-----------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 27 | Guy Kendrick     | 42 Queen St     | 1                                       |                                                                                       | Feel that the new traffic plan should succeed in calming traffic, ease flow through as long as the traffic humps are placed at the frequency indicated on the plan. Presume that the bollards will be removed at more or less the same time as the humps are installed. The two features from the old plan that remain are vital to slowing down traffic velocity and ensuring safety for pedestrian traffic, in particular the narrowing at the junction of Palmer and Queen Streets.                                                                                                                                                                                                                                                                        |
| 28 | William Sleeth   | 106 Arthur St N |                                         | 1                                                                                     | 1. Please maintain the "no left turn" from southbound Eramosa onto eastbound Arthur. This has reduced volumes and speeds on Arthur between Eramosa and King. Although there is a degree of "non compliance" it has been quite effective. 2. Please ensure that there is never again a stop sign placed on Arthur eastbound at King, thanks. Where will the traffic be routed when the Eramosa bridge is closed? Will the speed humps be installed before then?                                                                                                                                                                                                                                                                                                |
| 29 | Annette McCarthy | 27 Palmer St    | 1                                       |                                                                                       | We agree with the idea of speed humps. I suggested this idea from the beginning. Since my child care provider lives on Dufferin St. The humps slow you down enough without all the one ways thrown in! I cannot count the times I've almost been hit by people not stopping OR not going the right way on King Street! Or people telling me that I am going the wrong way at Palmer crossing King! Hey...I live that way! This part IS NOT A ONE WAY! I am also frustrated with people turning down Palmer, only to turn around and speed the other way. NOT acceptable! I have small children to think about and I've even contemplated moving because of this idiotic mess! I am all for traffic calming and it's about time something else came into play! |
|    |                  | <b>Total</b>    | <b>23 (79%)</b>                         | <b>8 (28%)</b>                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## APPENDIX H

### ARTHUR - KING - QUEEN NEIGHBOURHOOD TRAFFIC REVIEW CURRENT TRAFFIC MANAGEMENT PLAN – CITY AND EMERGENCY SERVICES COMMENTS

| Service                    | Comments                                                                     |
|----------------------------|------------------------------------------------------------------------------|
| Police                     | - feels plan is undesirable                                                  |
|                            | - feels there was no speeding issue to begin with and plan is overkill       |
|                            | - issues of non compliance at prohibitive signs...especially at Queen/Arthur |
| Fire                       | - concerned that traffic calming devices will reduce response times          |
| Ambulance                  | - no concerns                                                                |
| Transit                    | - no concerns                                                                |
| PW - Roadside Operations   | - no concerns                                                                |
| PW - Road & Winter Control | - extend response time to plowing operation                                  |
|                            | - unable to plow full width of road at bollard locations                     |
|                            | - unavoidable damage to bollards as a result of plow/sweeper trucks          |
|                            | - accumulation of debris within bollard areas                                |
| Waste Collection           | - no concerns                                                                |
| School Board               | - <i>no response received</i>                                                |
| Accessibility              | - <i>no response received</i>                                                |



# City of Guelph

## Report: OPERATIONS

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** 2007/11/14

**SUBJECT:** ELMIRA ROAD NORTH PAVEMENT MARKINGS

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### RECOMMENDATION:

**"THAT Elmira Road North between Willow Road and Speedvale Avenue West be marked with one marked bike lane, one travel lane, a two-way left turn lane, one shared travel / bike lane and one parking lane."**

### BACKGROUND:

On September 12, 2007, the Emergency Services, Community Services and Operations (ECO) Committee passed the following resolution:

**"THAT the report from the Operations Department dated September 17, 2007 entitled "Elmira Road North Pavement Markings" be referred back to staff to review possible solutions to include parking on one side of the street."**

### REPORT:

As expressed at the ECO Committee Meeting on September 12, 2007, there is desire on the part of some residents of Elmira Road to have some on-street parking available to accommodate guests. In October staff conducted a follow up mail survey with all the households on Elmira Road North, between Willow Road and Speedvale Avenue, seeking their input on options for pavement markings and parking on Elmira Road. A map of area is attached as Appendix A. These options included:

- Option # 1: Two travel lanes, one two-way left turn lane and two bike lanes (as per Council resolution from 2002)
- Option # 2: Four travel lanes (Official Plan)
- Option # 3: Two travel lanes (as is)
- Option # 4: Two travel lanes, two bike lanes and two parking lanes
- Option # 5: Two travel lanes, one two-way left turn lane and one parking lane (one side only)

All of the options that were considered for implementation will fit within the existing road pavement width and provide adequate capacity for the anticipated traffic volumes in the near future. Appendix B lists the pros and cons of each option. For illustrations of each of the road markings refer to Appendix C – Pavement Marking Options.

#### Survey:

Given the five (5) options available to them, the residents were asked to rank the options in order of preference. One-hundred and six (106) surveys were sent out and a response rate of 25% was realized from residents of the affected section of Elmira Road North.

The following list shows the options in order of preference based upon the resident responses, showing the most preferred option first:

1. Option #4 – Two travel lanes, two bike lanes and two parking lanes
2. Option #3 – Two travel lanes (as is)
3. Option #5 – Two travel lanes, one two-way left turn lane and one parking lane (one side only)
4. Option #2 – Four travel lanes (Official Plan)
5. Option #1 – two travel lanes, one two-way left turn lane and two bike lanes (as per Council resolution from 2002)

#### Recommendation:

Clearly, the provision of some on-street parking is of importance to this neighbourhood. The residents preferred option (#4) which provides for on-street parking and the continuation of bicycle lanes. However, the fact the option requires motorists to execute left turns from the through lanes create the following concerns:

- Implementing an option that requires motorists to execute left turns from the through lane introduces undesirable delay for motorists. While the mixed lane use may be acceptable on a local-classed roadway where volumes are substantially less, permitting this design on an arterial-classed roadway may create unsafe situations as impatient motorists may be encouraged to improperly use the bicycle lane or parking lane to go around stopped vehicles;
- Design induced delays on Elmira Road may encourage unwanted additional traffic on Imperial Road, a collector-classed roadway;
- Eliminating the bicycle lanes to provide a left turn lane is not desirable as it creates a truncated bicycle network, stopping at Willow Road.

In light of these concerns, staff recommend that Elmira Road North between Willow Road and Speedvale Avenue West be marked with a two-way left turn lane, two travel lanes and one parking lane (as provided for in Option #5) in addition to a bike lane on one side. While only one side of the roadway would have a marked bike lane, the other side of the roadway will have a travel lane wide enough to safely accommodate bicycles and vehicular traffic. It is staff opinion that marking the roadway in this manner would meet the needs of the residents while still ensuring the safe flow of traffic.

**CORPORATE STRATEGIC PLAN:**

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

**FINANCIAL IMPLICATIONS:**

Capital Budget DA0067.

Installation of the new pavement markings may be installed in 2007, weather permitting. However, in the event conditions do not permit installation this year, the new markings will be installed in the spring of 2008.

**DEPARTMENTAL CONSULTATION:**

n/a

**COMMUNICATIONS:**

Residents have been notified of staff recommendation and that this matter is before the Committee on this date.

**ATTACHMENTS:**

Appendix A – Area Map

Appendix B – Pavement Marking Options – pros and cons

Appendix C – Pavement Marking Option Illustrations



Prepared By:

John Gaddy

Traffic Technologist II

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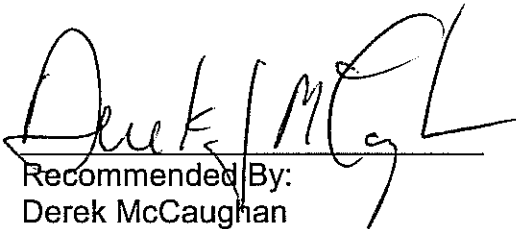
Recommended By:

Bob Chapman

Manager, Traffic & Parking

519.822.1260 x2275

Bob.Chapman@guelph.ca



Recommended By:

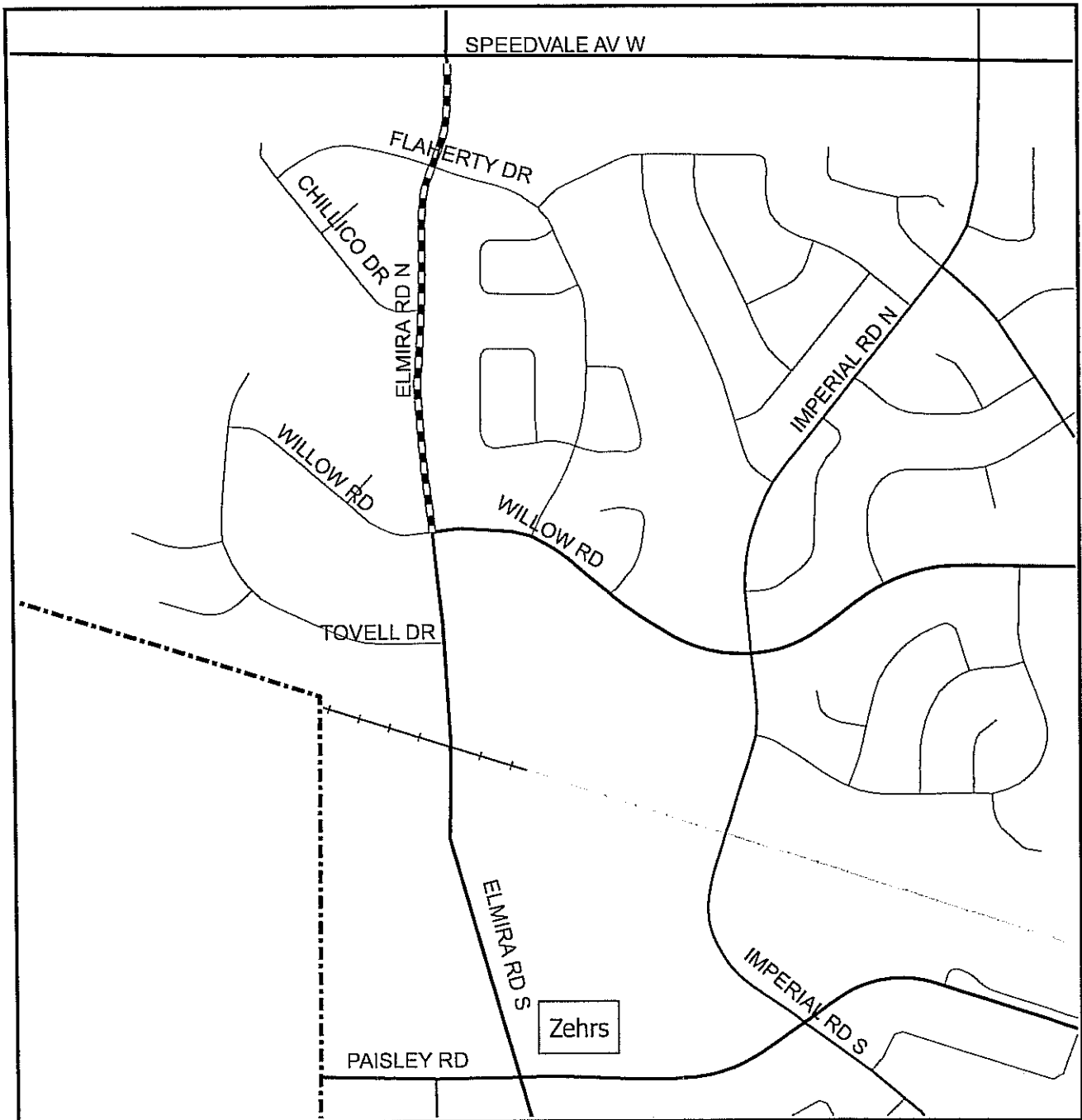
Derek McCaughan

Director, Operations

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# Appendix A Area Map



Legend:



Subject Area

## Appendix B

**Table 1: Pavement Marking Options  
Pros and Cons**

| Option                                                                                           | Pros                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Cons                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Two travel lanes, two-way left turn lane and bike lanes (as per Council resolution from 2002) | <ul style="list-style-type: none"><li>• Provides reserved lane for cyclists.</li><li>• Two-way left turn lane minimizes conflicts between turning vehicles and through vehicles.</li><li>• Two-way left turn lane allows through traffic to continue without delay.</li><li>• The two-way left turn lane also provides a refuge area for motorists to safely access into adjacent intersections and driveways.</li><li>• The two-way left turn lane also provides a refuge area for vehicles exiting adjacent driveways / intersections to safely merge into traffic.</li><li>• The two-way left turn lane also provides a potential refuge area for pedestrians crossing Elmira Road although staff do not promote use of the lane for this purpose</li></ul> | <ul style="list-style-type: none"><li>• No on-street parking permitted.</li><li>• Elmira Road is classified as an arterial roadway under the Official Plan and therefore will likely require remarking to a four lane cross section when capacity issues arise.</li></ul> |

Table 1: Pavement Marking Options - Pros and Cons

| Option                               | Pros                                                                                                                                                                                                                                                      | Cons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Four lanes (as per Official Plan) | <ul style="list-style-type: none"> <li>• No need to remark in future when traffic volumes require additional travel lanes.</li> <li>• Parking may be permitted in curb lane outside of peak hours (e.g. No Parking, 8am-6pm, Monday - Friday).</li> </ul> | <ul style="list-style-type: none"> <li>• Additional travel lane provides passing opportunities which would accommodate motorists travelling at higher speeds.</li> <li>• If parking was permitted in curb lane, may create potential conflicts between vehicles travelling in the curb lane and parked vehicles (e.g. unsafe merging manoeuvres)</li> <li>• Absence of two-way left turn lane: <ul style="list-style-type: none"> <li>• does not provide refuge area for turning vehicles to safely access into adjacent intersections and driveways.</li> <li>• Does not provide a refuge area for vehicles exiting adjacent driveways / intersections to safely merge into traffic.</li> <li>• Does not provide a potential refuge area for pedestrians crossing Elmira Road although staff do not promote use of the lane for this purpose</li> </ul> </li> <li>• Bicycle network disrupted. No marked bike lanes provided.</li> </ul> |



# Appendix B continued...

**Table 1: Pavement Marking Options - Pros and Cons**

| Option                  | Pros                                                                                                                                           | Cons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Two lanes (existing) | <ul style="list-style-type: none"> <li>Provides adequate lane width to be shared by through vehicles, cyclists and parked vehicles.</li> </ul> | <ul style="list-style-type: none"> <li>Wide lane width makes it more comfortable to travel at higher speeds.</li> <li>Motorists may attempt unsafe passing manoeuvres within wide lane.</li> <li>Lack of organization of traffic (traffic, parked cars and bicycles)</li> <li>Absence of two-way left turn lane: <ul style="list-style-type: none"> <li>does not provide refuge area for turning vehicles to safely access into adjacent intersections and driveways.</li> <li>Does not provide a refuge area for vehicles exiting adjacent driveways / intersections to safely merge into traffic.</li> <li>Does not provide a potential refuge area for pedestrians crossing Elmira Road although staff do not promote use of the lane for this purpose</li> </ul> </li> </ul> |

Table 1: Pavement Marking Options - Pros and Cons

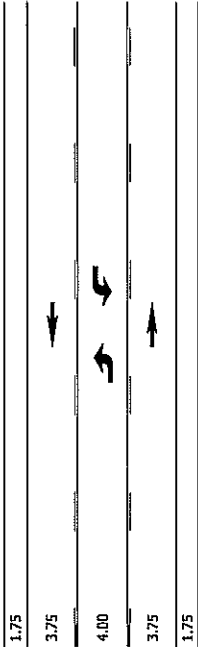
| Option                                                             | Pros                                                                                                                                     | Cons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Two travel lanes with bike lanes and parking lanes (both sides) | <ul style="list-style-type: none"> <li>• Provides reserved lane for cyclists.</li> <li>• Provides parking lane on both sides.</li> </ul> | <ul style="list-style-type: none"> <li>• Elmira Road is classified as an arterial roadway under the Official Plan and therefore will likely require remarking to a four lane cross section when capacity issues arise</li> <li>• Left turns made from travel lane may result in delays to traffic;</li> <li>• May result in increased rear-end type collisions;</li> <li>• May result in improper/unsafe use of bicycle and parking lane (e.g. through vehicles merging into the bicycle / parking lane) .</li> <li>• Delays to through traffic may encourage motorists to use Imperial Road.</li> <li>• Absence of two-way left turn lane: <ul style="list-style-type: none"> <li>• does not provide refuge area for turning vehicles to safely access into adjacent intersections and driveways.</li> <li>• Does not provide a refuge area for vehicles exiting adjacent driveways / intersections to safely merge into traffic.</li> <li>• Does not provide a potential refuge area for pedestrians crossing Elmira Road although staff do not promote use of the lane for this purpose</li> </ul> </li> </ul> |

Table 1: Pavement Marking Options - Pros and Cons

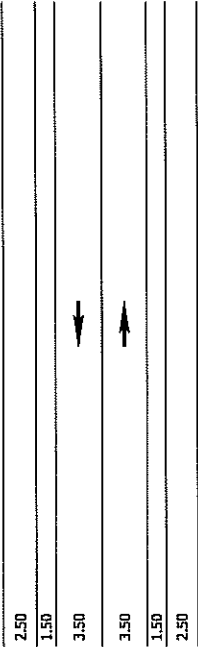
| Option                                                                           | Pros                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Cons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Two travel lanes, two-way left turn lane and one parking lane (one side only) | <ul style="list-style-type: none"> <li>• Two-way left turn lane minimizes conflicts between turning vehicles and through vehicles.</li> <li>• Parking permitted on one side.</li> <li>• Two-way left turn lane allows through traffic to continue without delay.</li> <li>• The two-way left turn lane also provides a refuge area for motorists to safely access into adjacent intersections and driveways.</li> <li>• The two-way left turn lane also provides a refuge area for vehicles exiting adjacent driveways / intersections to safely merge into traffic.</li> <li>• The two-way left turn lane also provides a potential refuge area for pedestrians crossing Elmira Road although staff do not promote use of the lane for this purpose</li> </ul> | <ul style="list-style-type: none"> <li>• Elmira Road is classified as an arterial roadway under the Official Plan and therefore will likely require remarking to a four lane cross section when capacity issues arise</li> <li>• Very wide lane widths make it more comfortable to travel at higher speeds.</li> <li>• Parking on one side would require pedestrians to cross Elmira Road in order to access homes on the opposite side.</li> <li>• Bicycle network disrupted. No marked bike lanes provided.</li> </ul> |

Appendix C  
Pavement Marking Option Illustrations

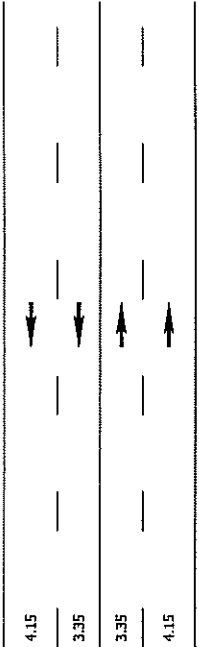
Option 1  
Two-way left turn lane + bike lanes  
(Council resolution, 2002)



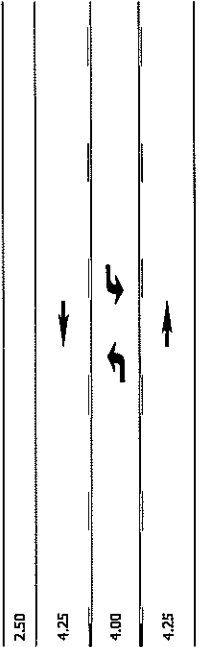
Option 4  
Two travel lanes + bike lanes  
+ 2 parking lanes



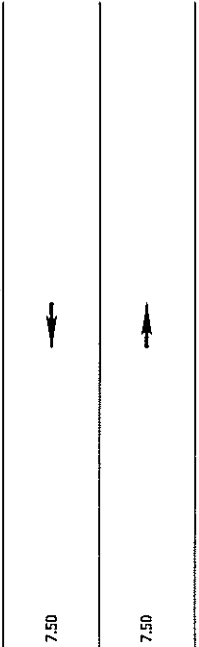
Option 2  
Four lanes  
(Official Plan)



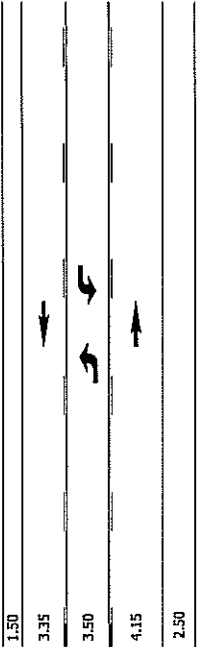
Option 5  
Two-way left turn lane  
+ 1 parking lane



Option 3  
Two lanes  
(existing)



Staff Recommendation  
1 bike lane, 1 travel lane, two-way left turn  
lane, 1 shared travel/bike lane, 1 parking lane





# City of Guelph

## EMERGENCY SERVICES

### Information Report

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** 2007/11/12

**SUBJECT: PERSONAL DISASTER PREPAREDNESS**

---

#### **BACKGROUND:**

On August 9th, 2007 Councillor Vicki Beard and staff representing Emergency Services met with Karen Charles of the Canadian Red Cross to discuss 'personal disaster preparedness' training for Guelph. The lecture would be made available by the Red Cross for any interested parties. The City of Guelph currently provides information through many methods such as our website, the libraries, personal lectures and the annual emergency preparedness day event at the west end community centre. This type of education is invaluable as individual personal preparedness is encouraged for at least 72 hours following a large disaster.

#### **REPORT:**

Personal Disaster Preparedness lecture could be made available by the Red Cross upon request. While the training is free of charge, Red Cross indicated that a cost would be incurred for required materials and handouts to support the lecture. An honorarium to cover such expenses could be arranged.

Future opportunities could be sought with Community Volunteers delivering the program within the various neighbourhood groups across Guelph. Red Cross is also interested in providing disaster preparedness training to City staff through the corporate training section of Human Resources. Emergency Services staff will provide the contact information for Red Cross to Human Resources and Community Development staff for their consideration.

**CORPORATE STRATEGIC PLAN:**

This initiative supports the following Corporate Strategic Directions:

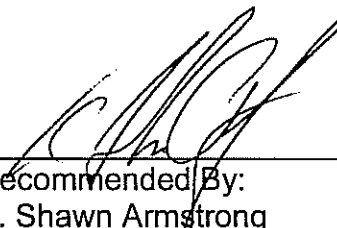
1. An attractive, well-functioning and sustainable city
2. A healthy and safe community where life can be lived to the fullest
5. A community-focused, responsive and accountable government

**FINANCIAL IMPLICATIONS:**

**No impact to the City of Guelph Budget. Nominal costs to cover the program materials are not available at this time.**

**DEPARTMENTAL CONSULTATION:**

Emergency Services has consulted with Staff from Community Services and Human Resources to enhance awareness of this important community program.

**COMMUNICATIONS:****ATTACHMENTS:**  
\_\_\_\_\_  
Prepared By:  
Harry Dunning  
Community Emergency  
Management Coordinator  
\_\_\_\_\_  
Recommended By:  
K. Shawn Armstrong  
Director,  
Emergency Services

**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Monday, November 12, 2007, 5:10 p.m.**

A regular meeting of the Community Services, Operations and Emergency Services Committee was held on Monday, November 12, 2007 in Council Chambers at 5:10 p.m.

Present: Councillors Laidlaw, Beard, Farrelly, Hofland and Mayor Farbridge

Also Present: Councillors Bell, Findlay (arrived at 5:15 p.m.) and Kovach

Staff in Attendance: Mr. D. McCaughan, Director of Operations; Chief S. Armstrong, Fire Chief/Director of Emergency Services; Mr. J. Riddell, Director Community Design and Development Services; Ms. J. Starr, Supervisor, Traffic Investigations; Mr. B. Chapman, Manager, Traffic & Parking; Mr. R. MacKay, Manager of Recreation & Culture; Ms. T. Agnello, Deputy City Clerk; Ms. D. Black, Assistant Council Committee Coordinator.

Councilor Farrelly declared a possible pecuniary with respect to the Follow Up – Arthur-King-Queen Neighbourhood Traffic Management Review as a result of being a resident of the neighbourhood and did not discuss or vote on the matter.

1. Moved by Councillor Hofland  
Seconded by Councillor Farrelly

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on October 10, 2007 be confirmed as recorded and without being read.

Carried

**PRESENTATIONS**

**Guelph Youth Council**

Miss Pinky Langat, Maddie Webb and Aaliyeh Afshar from the Guelph Youth Council provided updates on the Youth Council activities and events. They advised that the Youth Council held several activities during the summer months with their SWAT program (Students Working Against Tobacco) culminating in a barbeque and movie night. They held movie nights and competitions and volunteered at Ribfest. The upcoming fall events include a coffee house to showcase the local youth talent; tutoring in Math and English; and a fundraiser to offset costs of the Youth Council. They also advised that they are working toward increasing their profile in the City by revising their logo and website, printing T-shirts and building their contacts at the high schools. Both rooms at the Youth Centre are now opened and provide opportunities for different sports and games to be played. Also scheduled before the end of the year are a holiday party on December 21<sup>st</sup> and an Amnesty International write-a-thon.

The goals they have for 2008 include providing employment resources, more community information, a unified youth community and a more formalized link with City Council. They suggested the possibility of providing regular updates to Council in some manner and possibly have a City Councilor attend events and/or meetings.

Councilor Hofland advised that Councilor Findlay and herself have been appointed as Youth Council representatives and will be taking on a role in establishing a relationship with the Youth Group as part of a plan about to be implemented.

Some suggestions provided to the Youth Council to help increase their profile included contacting the various councilors to get a link on the individual websites; to advertise in the City's "Insight" magazine, promote their activities in the Tribune on the City News Page and contact high schools Student Councils.

The Youth Council was invited to make their presentation at the next City Council meeting.

### **Cross Country Championships**

2. Moved by Councillor Hofland  
Seconded by Councillor Beard

REPORT

THAT the National Cross-Country Championships special event on Saturday, December 1, 2007, be approved.

Carried

### **University Centre Transit Terminal**

3. Moved by Councillor Hofland  
Seconded by Councillor Farrelly

REPORT

THAT The Corporation of the City of Guelph approve funding for a University Centre Transit Terminal in the amount of \$397,500;

AND THAT the funding for this project be allocated from the Capital Trust Fund, and be spread over two years with \$200,000 being paid in 2007 and \$197,500 being paid in 2008;

AND THAT prior to payment, the Mayor and City Clerk be authorized to sign a long term private property agreement between Guelph Transit and the University of Guelph to govern Transit's use of this terminal.

Carried



## REPORT

### **Sparkles in the Park Fireworks Display**

4. Moved by Councillor Beard  
Seconded by Councillor Hofland

THAT the request from the Rotary Club of Guelph to provide a fireworks display at Riverside Park for the December 31<sup>st</sup>, 2007 New Year's Eve celebration be approved subject to the Rotary Club of Guelph meeting the terms and conditions of the Guelph Fire Department;

AND THAT the Rotary Club of Guelph obtain liability coverage in the amount of five (5) million dollars with the City of Guelph named as an additional insured party, and provide a certificate indicating such coverage and that proof of third party coverage be submitted to the City of Guelph prior to the event, and that such coverage not be cancellable without (30) days written notice to the City;

AND THAT an exemption from the Noise By-law (2000)-16366, for the December 31, 2007, event be approved;

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

Carried

### **Arthur-King-Queen Management Review**

Councillor Farrelly did not participate in the discussion or vote on this matter.

Ms. J. Starr, Supervisor, Traffic Investigations, advised this process was initiated in 2001 to address resident concerns with respect to speeding, volume, and short-cutting traffic. She advised they are proposing removing all existing measures. Staff presented new proposal in May, 2007 and then met with Allen's Mill Pond Neighbourhood Group and they requested additional items and staff have responded to those requests. She advised the Police fully endorse speed humps and speed cushions. Staff are suggesting speed humps because they are self enforcing.

Mr. Stan Kozak, a neighbourhood resident and member of the neighbourhood traffic management committee that led to the current traffic calming measures advised the residents support the plan that is before the committee and request speedy adoption and implementation. He advised the neighbourhood group participated in walkabouts, emailings and meetings on this issue and they have noticed a significant improvement in the traffic calming with the implementation of the measures in place.

5. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT the procedural by-law be suspended to allow the delegation of Lorenzo Calcagno and Cassie Barker to speak for a maximum of ten minutes each.

Carried

Ms. Cassie Barker and Mr. Lorenz Calcagno provided a brief history of the development of highway 24 and the traffic flow of the neighbourhood. They stated that safety is the number one issue, and they believe arterial routes need to be reassessed because their streets were designed for horses and buggies. They would also like the cut through traffic, volume and speeds evaluated. They would like staff to address the root causes and keep costs down when possible by finding self-enforcing solutions and use what has been proven elsewhere. They stated that they did not get enough information on what they would be getting at the neighbourhood meeting in April 2007. Residents would like a textured pedestrian crosswalk on Arthur Street at Heffernan Street bridge, and want a Queen Street at Arthur Curb Extension because they feel it is a dangerously wide road entrance. They suggested that staff reverts King Street and Queen Streets back to two way streets which they believe would address the root causes of cut through traffic. They also suggested increase the wait times of signal lights going into the neighbourhood to cause traffic to back up which they believe would encourage drivers to take alternate routes and the reprogramming the light is a low cost solution. They also suggested a curb extension at Queen Street and Arthur Street. Lastly, they stated the residents do support the recommendation as it is but would like their recommendations included as well.

6. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

THAT the existing traffic management measures presently in place for the Arthur-King-Queen Streets area be removed, except for the pavement markings on Arthur Street North between Rose and Queen Streets;

AND THAT the temporary road narrowing on Queen Street at Palmer Street be installed in a permanent manner in 2008;

AND THAT speed humps be installed in a permanent manner on Arthur, King and Queen Streets in 2008.

AND THAT staff conduct a survey to introduce two way traffic on King Street and Queen Street and report back with the results.

7. Moved in amendment by Councillor Hofland  
Seconded by Councillor Beard

THAT staff consider installing the curb extension at Queen Street and Arthur

## REPORT

Street and report back including estimated costs.

Carried

8. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT the existing traffic management measures presently in place for the Arthur-King-Queen Streets area be removed, except for the pavement markings on Arthur Street North between Rose and Queen Streets;

AND THAT the temporary road narrowing on Queen Street at Palmer Street be installed in a permanent manner in 2008;

AND THAT speed humps be installed in a permanent manner on Arthur, King and Queen Streets in 2008.

AND THAT staff conduct a survey to introduce two way traffic on King Street and Queen Street and report back with the results.

AND THAT staff consider installing the curb extension at Queen Street and Arthur Street and report back including estimated costs.

Carried

### **Elmira Road North Pavement Markings**

Mr. Rob Mullins, on behalf of SR Properties which owns 30 units along Elmira Road North and 10 units on the other side of the street was present to support the recommendations of staff. He advised that the homes were on average 2400 square feet in size and legal semi duplexes. He strongly requested the adoption of the recommendation and requested that the recommendation make clear that the parking be situated on the east side of Elmira. He made this request because there are a larger number of homes on the east side and less homes on the west side and green space to the south which doesn't require as much parking.

Mr. Trevor McCrossan, on behalf of the neighbourhood, wished to thank councillors and staff for listening to the residents. He stated the residents believe there has been a great compromise and stated he also would like to request the parking be on the east side of Elmira Road as well.

9. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT Elmira Road North between Willow Road and Speedvale Avenue West be marked with one marked bike lane, one travel lane, a two-way left turn lane, one shared travel/bike lane and one parking lane to be located on the east side of Elmira Road.

Defeated

Mr. D. McCaughan

10. Moved by Councillor Beard  
Seconded by Mayor Farbridge  
THAT the report with respect to Elmira Road North Pavement Markings be referred back to staff to include the parking on the east side of Elmira Road and to accommodate a bike lane on each side of the road along with the current recommendation.

Carried

### **Personal Disaster Preparedness**

Chief S. Armstrong

11. Moved by Councillor Beard  
Seconded by Councillor Hofland  
THAT the Emergency Services Report dated November 12, 2007 entitled "Personal Disaster Preparedness" be received.

Carried

### **Veteran Parking Pass**

REPORT

12. Moved by Councillor Hofland  
Seconded by Councillor Beard  
THAT the age restriction for the free parking for veterans be removed.

Carried

13. Moved by Councillor Beard  
Seconded by Councillor Farrelly  
THAT the Emergency Services, Community Services and Operations Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:
- personal matters about an identifiable individual, including municipal or local board employees

Carried

The remainder of the meeting was held in camera.

### **Appointments to Boards & Commissions**

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

14. Moved by Councilor Beard  
Seconded by Councilor Farrelly  
THAT staff be given direction with respect to a personal matter about an identifiable individual.

Carried

|                                                   |                                                                                                                                                                          |         |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| REPORT TO COUNCIL<br>IN COMMITTEE OF THE<br>WHOLE | 15. Moved by Councilor Hofland<br>Seconded by Councilor Farrelly<br>THAT staff be given direction with respect to a personal matter about an<br>identifiable individual. | Carried |
| REPORT TO COUNCIL<br>IN COMMITTEE OF THE<br>WHOLE | 16. Moved by Councilor Beard<br>Seconded by Councilor Farrelly<br>THAT staff be given direction with respect to a personal matter about an<br>identifiable individual.   | Carried |
| REPORT TO COUNCIL<br>IN COMMITTEE OF THE<br>WHOLE | 17. Moved by Councilor Beard<br>Seconded by Councilor Farrelly<br>THAT staff be given direction with respect to a personal matter about an<br>identifiable individual.   | Carried |
| REPORT TO COUNCIL<br>IN COMMITTEE OF THE<br>WHOLE | 18. Moved by Councilor Farrelly<br>Seconded by Councilor Beard<br>THAT staff be given direction with respect to a personal matter about an<br>identifiable individual.   | Carried |
| REPORT TO COUNCIL<br>IN COMMITTEE OF THE<br>WHOLE | 19. Moved by Councilor Farrelly<br>Seconded by Councilor Beard<br>THAT staff be given direction with respect to a personal matter about an<br>identifiable individual.   | Carried |
| REPORT TO COUNCIL<br>IN COMMITTEE OF THE<br>WHOLE | 20. Moved by Councilor Hofland<br>Seconded by Councilor Farrelly<br>THAT staff be given direction with respect to a personal matter about an<br>identifiable individual. | Carried |

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

21. Moved by Councilor Beard  
Seconded by Councilor Hofland  
THAT staff be given direction with respect to a personal matter about an identifiable individual.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

22. Moved by Councilor Hofland  
Seconded by Councilor Beard  
THAT staff be given direction with respect to a personal matter about an identifiable individual.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

23. Moved by Councilor Farrelly  
Seconded by Councilor Beard  
THAT staff be given direction with respect to a personal matter about an identifiable individual.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

24. Moved by Councilor Farrelly  
Seconded by Councilor Hofland  
THAT staff be given direction with respect to a personal matter about an identifiable individual.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

25. Moved by Councilor Hofland  
Seconded by Councilor Farrelly  
THAT staff be given direction with respect to a personal matter about an identifiable individual.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

26. Moved by Councilor Hofland  
Seconded by Councilor Beard  
THAT staff be given direction with respect to a personal matter about an identifiable individual.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

Seconded by Councilor Farrelly  
THAT staff be given direction with respect to a personal matter about an  
identifiable individual.

Carried

Next Meeting: December 12, 2007

The meeting adjourned at 8:15 p.m.

.....  
Chairperson



A great place to call home  
A vibrant downtown

A progressive diversified economy  
An appealing attractive city

## **EMERGENCY SERVICES, COMMUNITY SERVICES & OPERATIONS COMMITTEE**

**December 5 2007**

**Council Chambers - 5:00 P.M.**

---

### **Opening Remarks:**

- Chief Administrative Officer
- Finance

### **Presentation of the following Operating & Capital Budgets**

- Emergency Services
- Community Services
- Operations



**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday, December 5, 2007, 5:00 p.m.**

A meeting of the Emergency Services, Community Services and Operations Committee was held on Wednesday, December 5, 2007 in Council Chambers at 5:00 p.m.

Present: Councillors Laidlaw, Beard, Farrelly, Hofland and Mayor Farbridge

Also Present: Councillors Bell, Findlay and Wettstein

Staff in Attendance: Mr. H. Loewig, Chief Administrative Officer; Chief S. Armstrong, Director of Emergency Services/Fire Chief; Dr. J.Laird, Director of Emergency Services; Mr. D. McCaughan, Director of Operations; Mr. G. Stahlmann, Director of Community Services; Ms. Peggy Tollett, Financial Consultant; Mr. R. Hagey, Financial Consultant; Ms. S. Aram, Manager of Budget Services; Ms. B. Brombal, Co-ordinator, Service Performance & Development; Ms. J. Loveys-Smith, Community Development Manager; Mr. R. Mackay, Manager of Recreation & Culture; Mr. B. Stewart, Acting Director of Finance; Mr. D. Hosker, Deputy Chief – Operations; Mr. B. Barr, Manager, Fleet & Equipment; Mr. S. Mattina, Manager, Roads/Right of Ways; Mr. B. Chapman, Manager Traffic & Parking; Mr. M. Cameron, Manager, Parklands & Greenways; Ms. T. Agnello, Deputy City Clerk; Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

**Opening Remarks**

Mr. H. Loewig, Chief Administrative Officer provided information with respect to this budget process.

Ms. S. Aram, Manager of Budget Services, provided information with respect to the budget process and the purpose of the presentations for the evening.

**2008 Proposed Emergency Services Operating & Capital Budgets**

Chief S. Armstrong highlighted a few items for the Emergency Services Operating Budget including:

- Fire protection services for Guelph and Fire Coordination of Rockwood volunteers
- Delivery agent for the provision of Land Ambulance Services in Guelph and Wellington County;
- Emergency Management, Community Emergency Preparedness;
- South End Emergency Services facility;
- Expansions to Land Ambulance Service for City and County
- Fire Department Accreditation Program

- move to applicant status in 2008

He then summarized budget impact items, budget reductions and expansions.

The Chief then provided highlights for the Capital Budget for both fire services and land ambulance which included:

- South End Emergency Services Facility spread over 2007-2009
- Fire Radio Equipment replacement in 2008
- Fire Vehicle & Equipment Replacement in 2008
- Land Ambulance replacement budget in 2008

### **2008 Proposed Community Services Operating and Capital Budgets**

Mr. G. Stahlmann, Director of Community Services provided information with respect to Community Services Initiatives for 2008 including:

- Central Service Counter
- Program Registration and Transit Tickets
- Swim to Survive Action Plan
- In Motion
- Employee Transit Pass Pilot Program
- City Resource Policy
- Neighbourhood Group Handbook

He summarized the Recreation and Transit portions of their budget; listed budget impact items; and provided information with respect to budget reductions and expansions.

### **2008 Proposed Operations Operating and Capital Budgets**

Mr. D. McCaughan, Director of Operations provided information with respect to the Operating Budget Highlights including:

- Funding for maintenance of infrastructure, operation of certain assets and provision of some services;
- Operational requirements dictate movement of funding between business units each year – easiest to review ‘bottom line’
- Budget performance is often affected by forces of nature

He outlined various items that impacted the budget, the reductions and expansions. He also provided highlights of the Capital budget such as:

- Traffic management
- Traffic signals
- Traffic signal equipment
- Maintenance of street lights
- Miscellaneous park upgrades
- Sustainable urban forest plan
- Fleet/equipment replacement

- Restoration of locomotive
- Sidewalk plough
- Forestry aerial unit,

Mr. G. Stahlmann

Transit service issues were raised and the Committee requested staff to report back with budget impact for various scenarios for the 20 minute bus service. Scenarios were to include the costs of used buses versus new buses; different start dates and varied service levels including 20 minute service during peak times or full time. The Committee requested information with respect to impact on the 2008 budget and subsequent budgets.

1. Moved by Councillor Beard

Seconded by Councillor Farrelly

THAT the 2008 Proposed Operation and Capital Budgets for Emergency Services, Community Services, and Operations be received for information.

Carried

Next Meeting: December 12, 2007

The meeting adjourned at 8:17 p.m.

.....  
Chairperson



## EMERGENCY SERVICES, COMMUNITY SERVICES & OPERATIONS COMMITTEE

December 12, 2007

**Council Chambers - 5:00 P.M.**

---

- Disclosure of Pecuniary Interest
- Confirmation of Minutes – November 12, 2007

| ITEMS FOR CONSIDERATION                                                                                                                                                                                                                                                                                                                                                                                                                        | STAFF<br>RECOMMENDATION |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <p><b>ELMIRA ROAD NORTH PAVEMENT MARKINGS</b></p> <p>THAT Elmira Road North between Willow Road and Speedvale Avenue West be marked with two travel lanes, two bike lanes, a two-way left turn lane and one parking lane on the east side.</p> <ul style="list-style-type: none"> <li>• Mr. Rob Mullins</li> <li>• Mr. John Valeriotte</li> </ul>                                                                                              | <p>Approve</p>          |
| <p><b>REVIEW OF PERSONAL SAFETY EQUIPMENT REQUIREMENTS OF PARK AND FACILITY PATRONS</b></p> <p>THAT staff promote education and awareness of the importance of wearing personal safety equipment while participating in recreational activities;</p> <p>AND THAT to reduce the exposure to injury while participating in outdoor recreational hockey, pond-hockey style nets be adopted as a City standard for use on community ice rinks.</p> | <p>Approve</p>          |

|                  |  |
|------------------|--|
| <b>IN CAMERA</b> |  |
|------------------|--|

THAT the Emergency Services, Community Services & Operations Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about an identifiable individual, including municipal or local board employees

**OTHER BUSINESS**

**NEXT MEETING: January 16, 2007**

**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Monday, November 12, 2007, 5:10 p.m.**

A regular meeting of the Community Services, Operations and Emergency Services Committee was held on Monday, November 12, 2007 in Council Chambers at 5:10 p.m.

Present: Councillors Laidlaw, Beard, Farrelly, Hofland and Mayor Farbridge

Also Present: Councillors Bell, Findlay (arrived at 5:15 p.m.) and Kovach

Staff in Attendance: Mr. D. McCaughan, Director of Operations; Chief S. Armstrong, Fire Chief/Director of Emergency Services; Mr. J. Riddell, Director Community Design and Development Services; Ms. J. Starr, Supervisor, Traffic Investigations; Mr. B. Chapman, Manager, Traffic & Parking; Mr. R. MacKay, Manager of Recreation & Culture; Ms. T. Agnello, Deputy City Clerk; Ms. D. Black, Assistant Council Committee Coordinator.

Councilor Farrelly declared a possible pecuniary with respect to the Follow Up – Arthur-King-Queen Neighbourhood Traffic Management Review as a result of being a resident of the neighbourhood and did not discuss or vote on the matter.

1. Moved by Councillor Hofland  
Seconded by Councillor Farrelly

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on October 10, 2007 be confirmed as recorded and without being read.

Carried

## **PRESENTATIONS**

### **Guelph Youth Council**

Miss Pinky Langat, Maddie Webb and Aaliyeh Afshar from the Guelph Youth Council provided updates on the Youth Council activities and events. They advised that the Youth Council held several activities during the summer months with their SWAT program (Students Working Against Tobacco) culminating in a barbeque and movie night. They held movie nights and competitions and volunteered at Ribfest. The upcoming fall events include a coffee house to showcase the local youth talent; tutoring in Math and English; and a fundraiser to offset costs of the Youth Council. They also advised that they are working toward increasing their profile in the City by revising their logo and website, printing T-shirts and building their contacts at the high schools. Both rooms at the Youth Centre are now opened and provide opportunities for different sports and games to be played. Also scheduled before the end of the year are a holiday party on December 21<sup>st</sup> and an Amnesty International write-a-thon.

The goals they have for 2008 include providing employment resources, more community information, a unified youth community and a more formalized link with City Council. They suggested the possibility of providing regular updates to Council in some manner and possibly have a City Councilor attend events and/or meetings.

Councilor Hofland advised that Councilor Findlay and herself have been appointed as Youth Council representatives and will be taking on a role in establishing a relationship with the Youth Group as part of a plan about to be implemented.

Some suggestions provided to the Youth Council to help increase their profile included contacting the various councilors to get a link on the individual websites; to advertise in the City's "Insight" magazine, promote their activities in the Tribune on the City News Page and contact high schools Student Councils.

The Youth Council was invited to make their presentation at the next City Council meeting.

### **Cross Country Championships**

2. Moved by Councillor Hofland  
Seconded by Councillor Beard

REPORT

THAT the National Cross-Country Championships special event on Saturday, December 1, 2007, be approved.

Carried

### **University Centre Transit Terminal**

3. Moved by Councillor Hofland  
Seconded by Councillor Farrelly

REPORT

THAT The Corporation of the City of Guelph approve funding for a University Centre Transit Terminal in the amount of \$397,500;

AND THAT the funding for this project be allocated from the Capital Trust Fund, and be spread over two years with \$200,000 being paid in 2007 and \$197,500 being paid in 2008;

AND THAT prior to payment, the Mayor and City Clerk be authorized to sign a long term private property agreement between Guelph Transit and the University of Guelph to govern Transit's use of this terminal.

Carried

## REPORT

### **Sparkles in the Park Fireworks Display**

4. Moved by Councillor Beard  
Seconded by Councillor Hofland

THAT the request from the Rotary Club of Guelph to provide a fireworks display at Riverside Park for the December 31<sup>st</sup>, 2007 New Year's Eve celebration be approved subject to the Rotary Club of Guelph meeting the terms and conditions of the Guelph Fire Department;

AND THAT the Rotary Club of Guelph obtain liability coverage in the amount of five (5) million dollars with the City of Guelph named as an additional insured party, and provide a certificate indicating such coverage and that proof of third party coverage be submitted to the City of Guelph prior to the event, and that such coverage not be cancellable without (30) days written notice to the City;

AND THAT an exemption from the Noise By-law (2000)-16366, for the December 31, 2007, event be approved;

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

Carried

### **Arthur-King-Queen Management Review**

Councillor Farrelly did not participate in the discussion or vote on this matter.

Ms. J. Starr, Supervisor, Traffic Investigations, advised this process was initiated in 2001 to address resident concerns with respect to speeding, volume, and short-cutting traffic. She advised they are proposing removing all existing measures. Staff presented new proposal in May, 2007 and then met with Allen's Mill Pond Neighbourhood Group and they requested additional items and staff have responded to those requests. She advised the Police fully endorse speed humps and speed cushions. Staff are suggesting speed humps because they are self enforcing.

Mr. Stan Kozak, a neighbourhood resident and member of the neighbourhood traffic management committee that led to the current traffic calming measures advised the residents support the plan that is before the committee and request speedy adoption and implementation. He advised the neighbourhood group participated in walkabouts, emailings and meetings on this issue and they have noticed a significant improvement in the traffic calming with the implementation of the measures in place.



5. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT the procedural by-law be suspended to allow the delegation of Lorenzo Calcagno and Cassie Barker to speak for a maximum of ten minutes each.

Carried

Ms. Cassie Barker and Mr. Lorenz Calcagno provided a brief history of the development of highway 24 and the traffic flow of the neighbourhood. They stated that safety is the number one issue, and they believe arterial routes need to be reassessed because their streets were designed for horses and buggies. They would also like the cut through traffic, volume and speeds evaluated. They would like staff to address the root causes and keep costs down when possible by finding self-enforcing solutions and use what has been proven elsewhere. They stated that they did not get enough information on what they would be getting at the neighbourhood meeting in April 2007. Residents would like a textured pedestrian crosswalk on Arthur Street at Heffernan Street bridge, and want a Queen Street at Arthur Curb Extension because they feel it is a dangerously wide road entrance. They suggested that staff reverts King Street and Queen Streets back to two way streets which they believe would address the root causes of cut through traffic. They also suggested increase the wait times of signal lights going into the neighbourhood to cause traffic to back up which they believe would encourage drivers to take alternate routes and the reprogramming the light is a low cost solution. They also suggested a curb extension at Queen Street and Arthur Street. Lastly, they stated the residents do support the recommendation as it is but would like their recommendations included as well.

6. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

THAT the existing traffic management measures presently in place for the Arthur-King-Queen Streets area be removed, except for the pavement markings on Arthur Street North between Rose and Queen Streets;

AND THAT the temporary road narrowing on Queen Street at Palmer Street be installed in a permanent manner in 2008;

AND THAT speed humps be installed in a permanent manner on Arthur, King and Queen Streets in 2008.

AND THAT staff conduct a survey to introduce two way traffic on King Street and Queen Street and report back with the results.

7. Moved in amendment by Councillor Hofland  
Seconded by Councillor Beard

THAT staff consider installing the curb extension at Queen Street and Arthur

## REPORT

Street and report back including estimated costs.

Carried

8. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT the existing traffic management measures presently in place for the Arthur-King-Queen Streets area be removed, except for the pavement markings on Arthur Street North between Rose and Queen Streets;

AND THAT the temporary road narrowing on Queen Street at Palmer Street be installed in a permanent manner in 2008;

AND THAT speed humps be installed in a permanent manner on Arthur, King and Queen Streets in 2008.

AND THAT staff conduct a survey to introduce two way traffic on King Street and Queen Street and report back with the results.

AND THAT staff consider installing the curb extension at Queen Street and Arthur Street and report back including estimated costs.

Carried

### **Elmira Road North Pavement Markings**

Mr. Rob Mullins, on behalf of SR Properties which owns 30 units along Elmira Road North and 10 units on the other side of the street was present to support the recommendations of staff. He advised that the homes were on average 2400 square feet in size and legal semi duplexes. He strongly requested the adoption of the recommendation and requested that the recommendation make clear that the parking be situated on the east side of Elmira. He made this request because there are a larger number of homes on the east side and less homes on the west side and green space to the south which doesn't require as much parking.

Mr. Trevor McCrossan, on behalf of the neighbourhood, wished to thank councillors and staff for listening to the residents. He stated the residents believe there has been a great compromise and stated he also would like to request the parking be on the east side of Elmira Road as well.

9. Moved by Mayor Farbridge

Seconded by Councillor Hofland

THAT Elmira Road North between Willow Road and Speedvale Avenue West be marked with one marked bike lane, one travel lane, a two-way left turn lane, one shared travel/bike lane and one parking lane to be located on the east side of Elmira Road.

Defeated

Mr. D. McCaughan

10. Moved by Councillor Beard  
Seconded by Mayor Farbridge

THAT the report with respect to Elmira Road North Pavement Markings be referred back to staff to include the parking on the east side of Elmira Road and to accommodate a bike lane on each side of the road along with the current recommendation.

Carried

### **Personal Disaster Preparedness**

Chief S. Armstrong

11. Moved by Councillor Beard  
Seconded by Councillor Hofland

THAT the Emergency Services Report dated November 12, 2007 entitled "Personal Disaster Preparedness" be received.

Carried

### **Veteran Parking Pass**

REPORT

12. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT the age restriction for the free parking for veterans be removed.

Carried

13. Moved by Councillor Beard  
Seconded by Councillor Farrelly

THAT the Emergency Services, Community Services and Operations Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about an identifiable individual, including municipal or local board employees

Carried

The remainder of the meeting was held in camera.

### **Appointments to Boards & Commissions**

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

14. Moved by Councilor Beard  
Seconded by Councilor Farrelly

THAT staff be given direction with respect to a personal matter about an identifiable individual.

Carried

|                                                   |                                                                                                                                                                          |         |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| REPORT TO COUNCIL<br>IN COMMITTEE OF THE<br>WHOLE | 15. Moved by Councilor Hofland<br>Seconded by Councilor Farrelly<br>THAT staff be given direction with respect to a personal matter about an<br>identifiable individual. | Carried |
| REPORT TO COUNCIL<br>IN COMMITTEE OF THE<br>WHOLE | 16. Moved by Councilor Beard<br>Seconded by Councilor Farrelly<br>THAT staff be given direction with respect to a personal matter about an<br>identifiable individual.   | Carried |
| REPORT TO COUNCIL<br>IN COMMITTEE OF THE<br>WHOLE | 17. Moved by Councilor Beard<br>Seconded by Councilor Farrelly<br>THAT staff be given direction with respect to a personal matter about an<br>identifiable individual.   | Carried |
| REPORT TO COUNCIL<br>IN COMMITTEE OF THE<br>WHOLE | 18. Moved by Councilor Farrelly<br>Seconded by Councilor Beard<br>THAT staff be given direction with respect to a personal matter about an<br>identifiable individual.   | Carried |
| REPORT TO COUNCIL<br>IN COMMITTEE OF THE<br>WHOLE | 19. Moved by Councilor Farrelly<br>Seconded by Councilor Beard<br>THAT staff be given direction with respect to a personal matter about an<br>identifiable individual.   | Carried |
| REPORT TO COUNCIL<br>IN COMMITTEE OF THE<br>WHOLE | 20. Moved by Councilor Hofland<br>Seconded by Councilor Farrelly<br>THAT staff be given direction with respect to a personal matter about an<br>identifiable individual. | Carried |

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

21. Moved by Councilor Beard  
Seconded by Councilor Hofland  
THAT staff be given direction with respect to a personal matter about an  
identifiable individual.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

22. Moved by Councilor Hofland  
Seconded by Councilor Beard  
THAT staff be given direction with respect to a personal matter about an  
identifiable individual.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

23. Moved by Councilor Farrelly  
Seconded by Councilor Beard  
THAT staff be given direction with respect to a personal matter about an  
identifiable individual.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

24. Moved by Councilor Farrelly  
Seconded by Councilor Hofland  
THAT staff be given direction with respect to a personal matter about an  
identifiable individual.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

25. Moved by Councilor Hofland  
Seconded by Councilor Farrelly  
THAT staff be given direction with respect to a personal matter about an  
identifiable individual.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

26. Moved by Councilor Hofland  
Seconded by Councilor Beard  
THAT staff be given direction with respect to a personal matter about an  
identifiable individual.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

Seconded by Councilor Farrelly  
THAT staff be given direction with respect to a personal matter about an  
identifiable individual.

Carried

Next Meeting: December 12, 2007

The meeting adjourned at 8:15 p.m.

.....  
Chairperson



# City of Guelph

## OPERATIONS

Report:

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** 2007/12/12

**SUBJECT:** ELMIRA ROAD NORTH PAVEMENT MARKINGS

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### RECOMMENDATION:

"THAT Elmira Road North between Willow Road and Speedvale Avenue West be marked with two travel lanes, two bike lanes, a two-way left turn lane and one parking lane on the east side."

### BACKGROUND:

On November 12, 2007, the Emergency Services, Community Services and Operations (ECO) Committee passed the following resolution:

"THAT the report be referred back to staff to include the parking on the east side of Elmira Road and to accommodate a bike lane on each side of the road along with the current recommendation."

### REPORT:

The Ontario Traffic Manual is staffs' usual reference for lane width guidelines. However using the guidelines found in the Transportation Association of Canada's Bikeway Traffic Control Guidelines, staff have confirmed that the requested pavement marking scheme can be accommodated using **minimum** lane widths as shown in Table 1 – Lane Widths below. Appendix A illustrates the roadway markings being recommended.

**Table 1 – Lane Widths**

| Lane Description | Proposed Lane Width | Preferred <sup>1</sup> Lane Width |
|------------------|---------------------|-----------------------------------|
| Bike Lane        | 1.20 m              | 1.50 m                            |
| Parking Lane     | 2.40 m              | 2.50 m                            |

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<sup>1</sup> Preferred Lane width – the typical pavement marking widths used on City streets.

Although the suggested lane widths do not meet the normal lane widths preferred for use in the City of Guelph, they do meet the minimum standards in guidelines found in the Transportation Association of Canada's Bikeway Traffic Control Guidelines. Staff point out the use of minimum standards on lanes that are adjacent to one another can have an aggregate negative affect on the performance of each lane. However, in light of the desire to satisfy neighbourhood parking requirements and to extend the bicycle network consistent with our corporate goal of promoting alternate transportation, staff are prepared to recommend the implementation of the pavement marking plan on Elmira Road between Speedvale Avenue and Willow Road that includes two travel lanes, two bike lanes, a two-way left turn lane and one parking lane on the east side.

The original staff report of November 12 is attached for reference as Appendix B.

**CORPORATE STRATEGIC PLAN:**

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

**FINANCIAL IMPLICATIONS:**

Capital Budget DA0067. Installation of the new pavement markings will occur in the spring of 2008.

**DEPARTMENTAL CONSULTATION:**

n/a

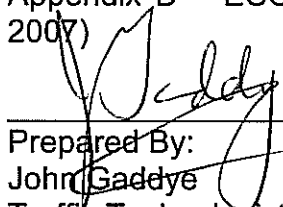
**COMMUNICATIONS:**

Residents have been notified of staff recommendation and that this matter is before the Committee on this date.

**ATTACHMENTS:**

Appendix A – Pavement marking illustration

Appendix B – ECO Report, Elmira Road Pavement Marking Changes (November 12, 2007)

  
Prepared By:

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Traffic Technologist II

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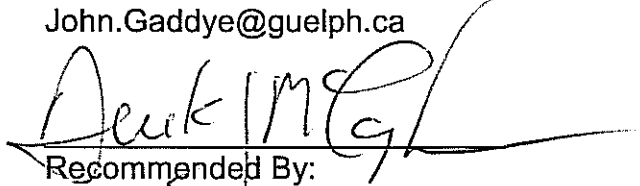
  
Recommended By:

Bob Chapman

Manager, Traffic & Parking

519.822.1260 x2275

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Recommended By:

Derek J. McCaughan

Director, Operations

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# City of Guelph

## Report: OPERATIONS

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** 2007/11/14

**SUBJECT:** ELMIRA ROAD NORTH PAVEMENT MARKINGS

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### RECOMMENDATION:

**"THAT Elmira Road North between Willow Road and Speedvale Avenue West be marked with one marked bike lane, one travel lane, a two-way left turn lane, one shared travel / bike lane and one parking lane."**

### BACKGROUND:

On September 12, 2007, the Emergency Services, Community Services and Operations (ECO) Committee passed the following resolution:

"THAT the report from the Operations Department dated September 17, 2007 entitled "Elmira Road North Pavement Markings" be referred back to staff to review possible solutions to include parking on one side of the street."

### REPORT:

As expressed at the ECO Committee Meeting on September 12, 2007, there is desire on the part of some residents of Elmira Road to have some on-street parking available to accommodate guests. In October staff conducted a follow up mail survey with all the households on Elmira Road North, between Willow Road and Speedvale Avenue, seeking their input on options for pavement markings and parking on Elmira Road. A map of area is attached as Appendix A. These options included:

- Option # 1: Two travel lanes, one two-way left turn lane and two bike lanes (as per Council resolution from 2002)
- Option # 2: Four travel lanes (Official Plan)
- Option # 3: Two travel lanes (as is)
- Option # 4: Two travel lanes, two bike lanes and two parking lanes
- Option # 5: Two travel lanes, one two-way left turn lane and one parking lane (one side only)

All of the options that were considered for implementation will fit within the existing road pavement width and provide adequate capacity for the anticipated traffic volumes in the near future. Appendix B lists the pros and cons of each option. For illustrations of each of the road markings refer to Appendix C – Pavement Marking Options.

#### Survey:

Given the five (5) options available to them, the residents were asked to rank the options in order of preference. One-hundred and six (106) surveys were sent out and a response rate of 25% was realized from residents of the affected section of Elmira Road North.

The following list shows the options in order of preference based upon the resident responses, showing the most preferred option first:

1. Option #4 – Two travel lanes, two bike lanes and two parking lanes
2. Option #3 – Two travel lanes (as is)
3. Option #5 – Two travel lanes, one two-way left turn lane and one parking lane (one side only)
4. Option #2 – Four travel lanes (Official Plan)
5. Option #1 – two travel lanes, one two-way left turn lane and two bike lanes (as per Council resolution from 2002)

#### Recommendation:

Clearly, the provision of some on-street parking is of importance to this neighbourhood. The residents preferred option (#4) which provides for on-street parking and the continuation of bicycle lanes. However, the fact the option requires motorists to execute left turns from the through lanes create the following concerns:

- Implementing an option that requires motorists to execute left turns from the through lane introduces undesirable delay for motorists. While the mixed lane use may be acceptable on a local-classed roadway where volumes are substantially less, permitting this design on an arterial-classed roadway may create unsafe situations as impatient motorists may be encouraged to improperly use the bicycle lane or parking lane to go around stopped vehicles;
- Design induced delays on Elmira Road may encourage unwanted additional traffic on Imperial Road, a collector-classed roadway;
- Eliminating the bicycle lanes to provide a left turn lane is not desirable as it creates a truncated bicycle network, stopping at Willow Road.

In light of these concerns, staff recommend that Elmira Road North between Willow Road and Speedvale Avenue West be marked with a two-way left turn lane, two travel lanes and one parking lane (as provided for in Option #5) in addition to a bike lane on one side. While only one side of the roadway would have a marked bike lane, the other side of the roadway will have a travel lane wide enough to safely accommodate bicycles and vehicular traffic. It is staff opinion that marking the roadway in this manner would meet the needs of the residents while still ensuring the safe flow of traffic.

**CORPORATE STRATEGIC PLAN:**

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

**FINANCIAL IMPLICATIONS:**

Capital Budget DA0067.

Installation of the new pavement markings may be installed in 2007, weather permitting. However, in the event conditions do not permit installation this year, the new markings will be installed in the spring of 2008.

**DEPARTMENTAL CONSULTATION:**

n/a

**COMMUNICATIONS:**

Residents have been notified of staff recommendation and that this matter is before the Committee on this date.

**ATTACHMENTS:**

Appendix A – Area Map

Appendix B – Pavement Marking Options – pros and cons

Appendix C – Pavement Marking Option Illustrations



Prepared By:

John Gaddy

Traffic Technologist II

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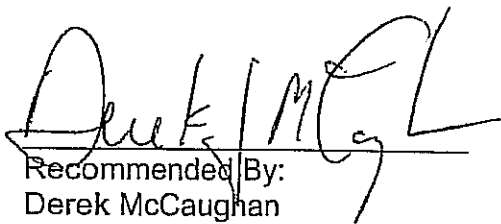
Recommended By:

Bob Chapman

Manager, Traffic & Parking

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Recommended By:

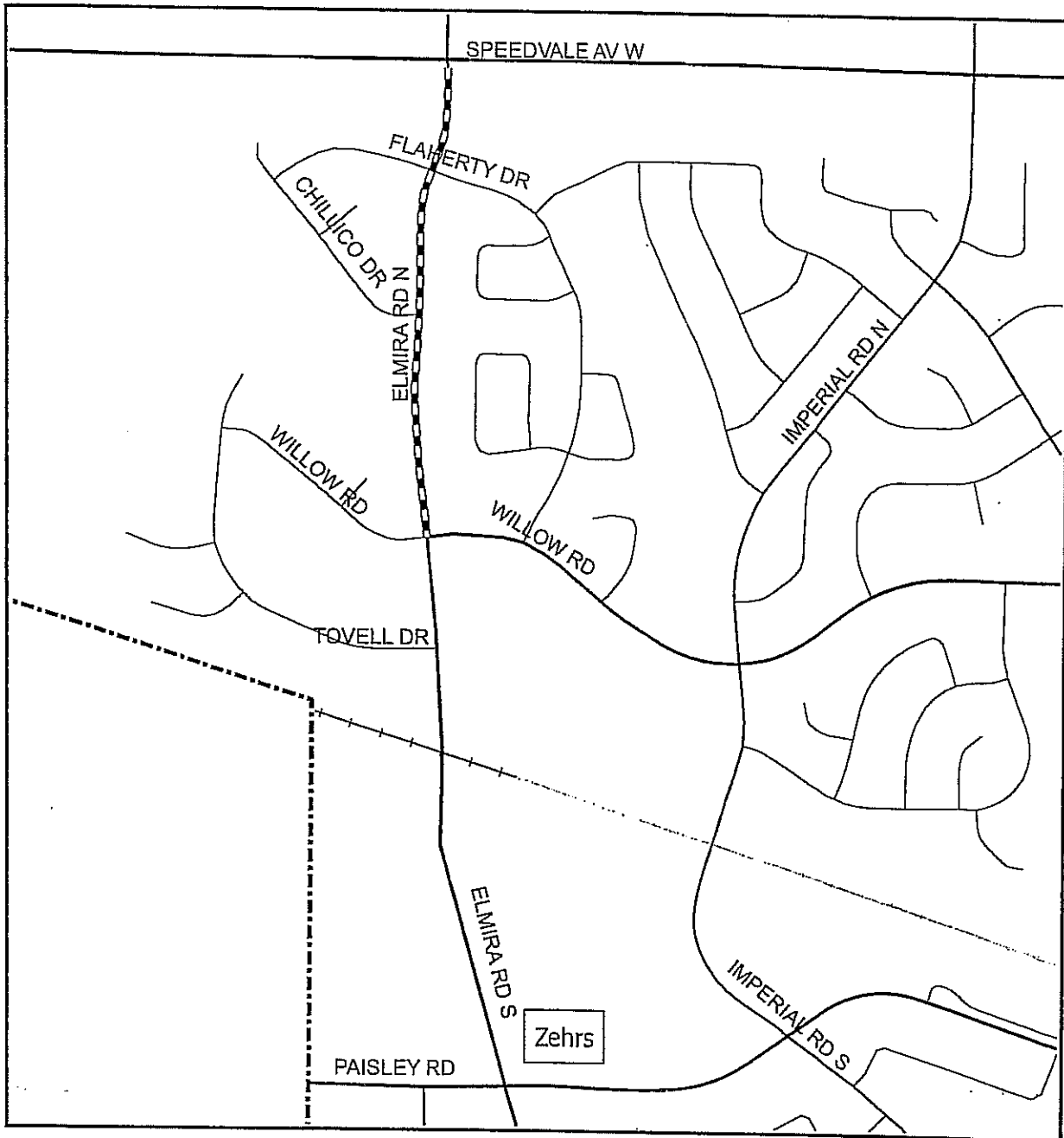
Derek McCaughan

Director, Operations

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# Appendix A Area Map



Legend:



Subject Area

## Appendix B

Table 1: Pavement Marking Options  
Pros and Cons

| Option                                                                                           | Pros                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Cons                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Two travel lanes, two-way left turn lane and bike lanes (as per Council resolution from 2002) | <ul style="list-style-type: none"><li>• Provides reserved lane for cyclists.</li><li>• Two-way left turn lane minimizes conflicts between turning vehicles and through vehicles.</li><li>• Two-way left turn lane allows through traffic to continue without delay.</li><li>• The two-way left turn lane also provides a refuge area for motorists to safely access into adjacent intersections and driveways.</li><li>• The two-way left turn lane also provides a refuge area for vehicles exiting adjacent driveways / intersections to safely merge into traffic.</li><li>• The two-way left turn lane also provides a potential refuge area for pedestrians crossing Elmira Road although staff do not promote use of the lane for this purpose</li></ul> | <ul style="list-style-type: none"><li>• No on-street parking permitted.</li><li>• Elmira Road is classified as an arterial roadway under the Official Plan and therefore will likely require remarking to a four lane cross section when capacity issues arise.</li></ul> |

Table 1: Pavement Marking Options - Pros and Cons

| Option                               | Pros                                                                                                                                                                                                                                                  | Cons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Four lanes (as per Official Plan) | <ul style="list-style-type: none"> <li>No need to remark in future when traffic volumes require additional travel lanes.</li> <li>Parking may be permitted in curb lane outside of peak hours (e.g. No Parking, 8am-6pm, Monday - Friday).</li> </ul> | <ul style="list-style-type: none"> <li>Additional travel lane provides passing opportunities which would accommodate motorists travelling at higher speeds.</li> <li>If parking was permitted in curb lane, may create potential conflicts between vehicles travelling in the curb lane and parked vehicles (e.g. unsafe merging manoeuvres)</li> <li>Absence of two-way left turn lane: <ul style="list-style-type: none"> <li>does not provide refuge area for turning vehicles to safely access into adjacent intersections and driveways.</li> <li>Does not provide a refuge area for vehicles exiting adjacent driveways / intersections to safely merge into traffic.</li> <li>Does not provide a potential refuge area for pedestrians crossing Elmira Road although staff do not promote use of the lane for this purpose</li> </ul> </li> <li>Bicycle network disrupted. No marked bike lanes provided.</li> </ul> |

Table 1: Pavement Marking Options - Pros and Cons

| Option                  | Pros                                                                                                                                           | Cons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Two lanes (existing) | <ul style="list-style-type: none"> <li>Provides adequate lane width to be shared by through vehicles, cyclists and parked vehicles.</li> </ul> | <ul style="list-style-type: none"> <li>Wide lane width makes it more comfortable to travel at higher speeds.</li> <li>Motorists may attempt unsafe passing manoeuvres within wide lane.</li> <li>Lack of organization of traffic (traffic, parked cars and bicycles)</li> <li>Absence of two-way left turn lane:               <ul style="list-style-type: none"> <li>does not provide refuge area for turning vehicles to safely access into adjacent intersections and driveways.</li> <li>Does not provide a refuge area for vehicles exiting adjacent driveways / intersections to safely merge into traffic.</li> <li>Does not provide a potential refuge area for pedestrians crossing Elmira Road although staff do not promote use of the lane for this purpose</li> </ul> </li> </ul> |

Table 1: Pavement Marking Options - Pros and Cons

| Option                                                                    | Pros                                                                                                                                 | Cons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4. Two travel lanes with bike lanes and parking lanes (both sides)</p> | <ul style="list-style-type: none"> <li>Provides reserved lane for cyclists.</li> <li>Provides parking lane on both sides.</li> </ul> | <ul style="list-style-type: none"> <li>Elmira Road is classified as an arterial roadway under the Official Plan and therefore will likely require remarking to a four lane cross section when capacity issues arise</li> <li>Left turns made from travel lane may result in delays to traffic;</li> <li>May result in increased rear-end type collisions;</li> <li>May result in improper/unsafe use of bicycle and parking lane (e.g. through vehicles merging into the bicycle / parking lane) .</li> <li>Delays to through traffic may encourage motorists to use Imperial Road.</li> <li>Absence of two-way left turn lane:             <ul style="list-style-type: none"> <li>does not provide refuge area for turning vehicles to safely access into adjacent intersections and driveways.</li> <li>Does not provide a refuge area for vehicles exiting adjacent driveways / intersections to safely merge into traffic.</li> <li>Does not provide a potential refuge area for pedestrians crossing Elmira Road although staff do not promote use of the lane for this purpose</li> </ul> </li> </ul> |

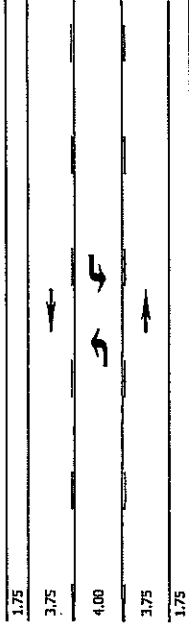


Table 1: Pavement Marking Options - Pros and Cons

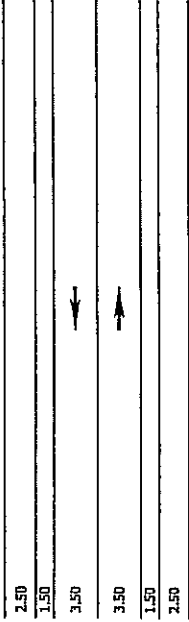
| Option                                                                           | Pros                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Cons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Two travel lanes, two-way left turn lane and one parking lane (one side only) | <ul style="list-style-type: none"> <li>• Two-way left turn lane minimizes conflicts between turning vehicles and through vehicles.</li> <li>• Parking permitted on one side.</li> <li>• Two-way left turn lane allows through traffic to continue without delay.</li> <li>• The two-way left turn lane also provides a refuge area for motorists to safely access into adjacent intersections and driveways.</li> <li>• The two-way left turn lane also provides a refuge area for vehicles exiting adjacent driveways / intersections to safely merge into traffic.</li> <li>• The two-way left turn lane also provides a potential refuge area for pedestrians crossing Elmira Road although staff do not promote use of the lane for this purpose</li> </ul> | <ul style="list-style-type: none"> <li>• Elmira Road is classified as an arterial roadway under the Official Plan and therefore will likely require remarking to a four lane cross section when capacity issues arise</li> <li>• Very wide lane widths make it more comfortable to travel at higher speeds.</li> <li>• Parking on one side would require pedestrians to cross Elmira Road in order to access homes on the opposite side.</li> <li>• Bicycle network disrupted. No marked bike lanes provided.</li> </ul> |

Appendix C  
Pavement Marking Option Illustrations

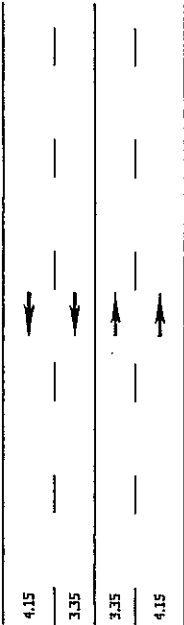
Option 1  
Two-way left turn lane + bike lanes  
(Council resolution, 2002)



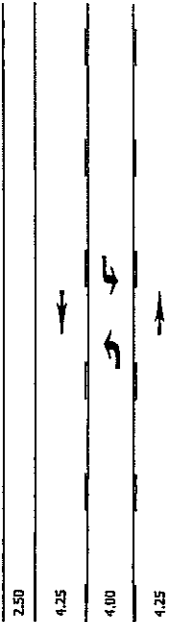
Option 4  
Two travel lanes + bike lanes  
+ 2 parking lanes



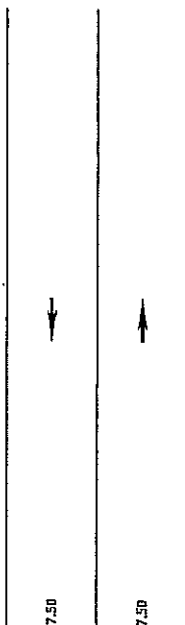
Option 2  
Four lanes  
(Official Plan)



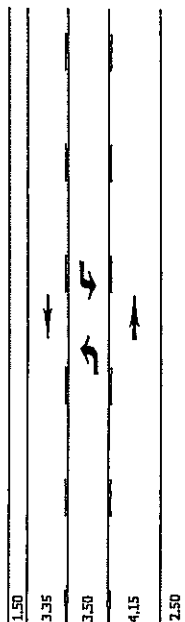
Option 5  
Two-way left turn lane  
+ 1 parking lane



Option 3  
Two lanes  
(existing)

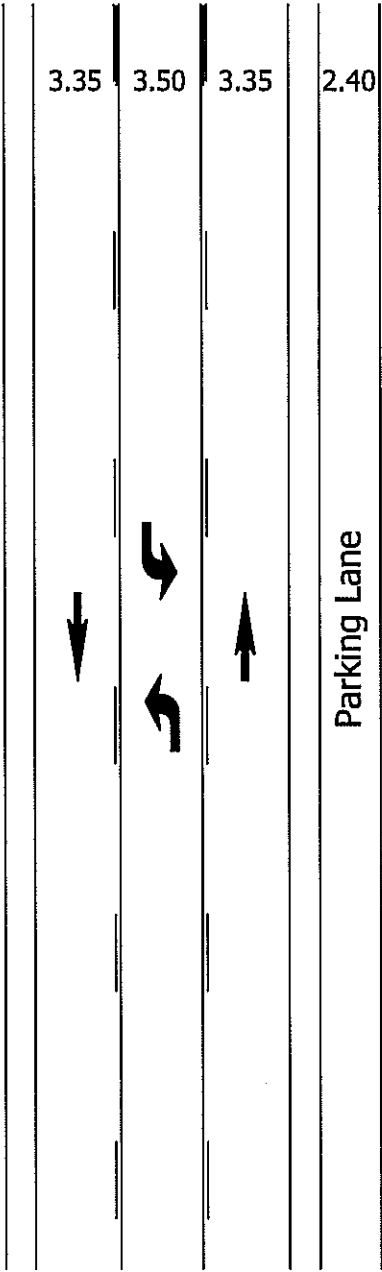


Staff Recommendation  
1 bike lane, 1 travel lane, two-way left turn  
lane, 1 shared travel/bike lane, 1 parking lane



# Appendix A

## Pavement Marking Illustration





# City of Guelph

Report:

## OPERATIONS

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** December 12, 2007

**SUBJECT:** REVIEW OF PERSONAL SAFETY EQUIPMENT REQUIREMENTS OF  
PARK AND FACILITY PATRONS

### **RECOMMENDATION:**

THAT staff promote education and awareness of the importance of wearing personal safety equipment while participating in recreational activities;

AND THAT to reduce the exposure to injury while participating in outdoor recreational hockey, pond-hockey style nets be adopted as a City standard for use on community ice rinks.

### **BACKGROUND:**

Further to the fatal injury sustained by a 10 year old while playing hockey on the outdoor community ice rink at St. George's Park last February 2007, the use of (or lack of) personal safety equipment by participants engaged in such recreational activities was raised as a concern.

A staff report to ECOS Committee dated July 11, 2007 (attached), recommended that staff from Operations, Finance and Community Services form an ad hoc working group inviting community stakeholders to review the City's current practices (in the context of municipal best practices) and develop recommendations to increase personal safety for persons participating in recreational activity and to consider additional risk mitigation prior to the start-up of the 2007/2008 outdoor ice rink season.

### **REPORT:**

Staff extended an invitation to 31 neighbourhood ice rink community groups and a representative of the Guelph Youth Sports Advisory Council to meet to review the City's current risk management practices related to sporting activities and requirements to wear personal safety equipment at both our indoor and outdoor recreational facilities.

The recurring themes resulting from these meetings were the need for public education and an improved awareness of the importance of the use of personal safety equipment while participating in recreational sporting activities, whether skate boarding, bicycling or skating. The committee is recommending the following:

- requesting parent/teacher groups to:
  - develop an awareness campaign to be shared through the schools via newsletters generated by and distributed through the boards of education;
  - present the merits of using personal safety equipment to the student bodies as part of school assemblies.
- raising the profile of this issue through a personal safety equipment campaign. The committee discussed the opportunity to schedule an official launch in 2008, involving local sports celebrities.
- promoting the importance of enjoying recreational activities safely through the placement of signs at indoor and outdoor facilities.
- promoting personal responsibility rather than developing a 'Rules of Use' sign, which has proven to be open to interpretation. The placement of 'Responsibility Code' sign will place the onus on participants to comply with the noted requirements and behaviours. The tag line suggested for the outdoor facilities sign is, '**Use Your Head, Wear a Helmet.**'
- Discontinuing the use of full-sized hockey nets currently provided by the City. Large nets promote slap shots and "shooting for the top corner" which results in a puck being shot at head-level for some of the younger users of these rinks. The full-size nets also encourage the need for a participant to play goalie. Rarely are those choosing to tend goal outfitted with full gear.
- Introducing pond-hockey style nets as a City standard---see appendices---which have very low cross bars. Such nets do not require a goalie and rising shots would be discouraged as they would generally go over the 10-12" high cross bar. Although full-sized nets would not be banned from the outdoor rinks, as it would not be possible for City staff to police the activity; however the recommended signs would discourage their use.
  - Note: consideration to encourage the use of sponge pucks was discussed but not pursued as the consensus among the group was that implementing the pond-hockey style nets would significantly diminish any concern for errant slap shots.
- that volunteer ice maintainers work with a partner, carry a cell phone or another means of communication when working, advise spouses or partners as to expected return time to 'base' and wearing of non-slip footwear whenever possible.

## CORPORATE STRATEGIC PLAN:

The formation and recommendations of the working group support our Mission to achieve excellence through Leadership, Innovation, Partnerships and Community Engagement and the following strategic goals:

### Personal and Community Well-Being

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

### Government and Community Involvement

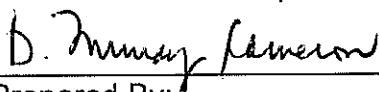
A community-focused, responsive and accountable government.

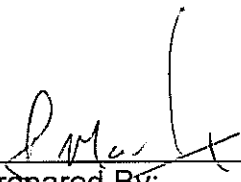
## FINANCIAL IMPLICATIONS:

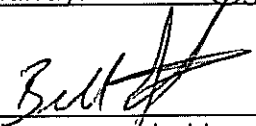
The cost of acquiring the pond-hockey nets and signage is estimated at \$13,500. The Nicholas Lambden Foundation has tentatively committed to cost-share these initial purchases. The City's share of these costs will be funded from approved operating budgets.

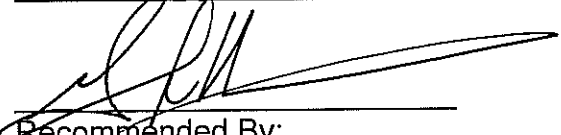
## ATTACHMENT:

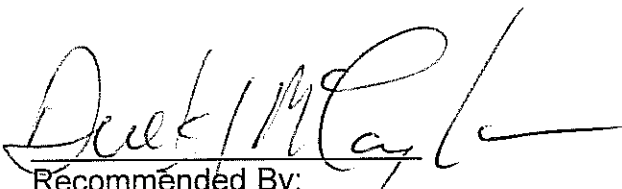
ECOS Committee report dated July 11, 2007.

  
Prepared By:  
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# City of Guelph

Report:  
**OPERATIONS AND COMMUNITY SERVICES**

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**TO:** Emergency Services, Community Services & Operations Committee

**DATE:** 2007/07/11

**SUBJECT: FORMATION OF WORKING GROUP TO REVIEW PERSONAL SAFETY EQUIPMENT REQUIREMENTS OF PARK AND FACILITY PATRONS**

**RECOMMENDATION:**

THAT staff be directed to establish a working group comprised of community stakeholders and city staff to review current requirements to wear personal safety equipment by our park and facility patrons, with a specific focus on risk assessment and mitigation strategies;

AND THAT staff report back to Council prior to the start-up of the 2007/2008 outdoor ice rink season on the findings and recommendations of the working group reviewing the use of personal safety equipment and risk mitigation.

**BACKGROUND:**

The fatal injury sustained by a 10 year old child last winter while playing hockey on the outdoor community ice rink at St. George's Park has brought into question the use of personal safety equipment while participating in recreational activities and the City's current risk mitigation strategy.

## REPORT:

To address current concerns, staff are prepared to assemble a working group comprised of community stakeholders from the Sports Advisory Group and recognized neighbourhood associations, and city staff representing Risk and Procurement, Community Services, and Operations, with a mandate to review our risk management practices related to sporting activities and requirements to wear personal safety equipment at both our indoor and outdoor recreational facilities.

Staff will report on trends within the public realm regarding the requirement to wear personal safety equipment while participating in both casual and formal recreational activities, and messaging used to reinforce any personal safety equipment requirements.

## CORPORATE STRATEGIC PLAN:

The creation of the working group supports the corporate goal of having exemplary management practices, and the strategic direction to build on relationships and partnerships with stakeholders to enhance service provision.

## FINANCIAL IMPLICATIONS:

n/a

## DEPARTMENTAL CONSULTATION:

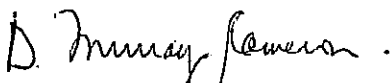
Finance, Community Services and Operations concur with this approach.

## COMMUNICATIONS:

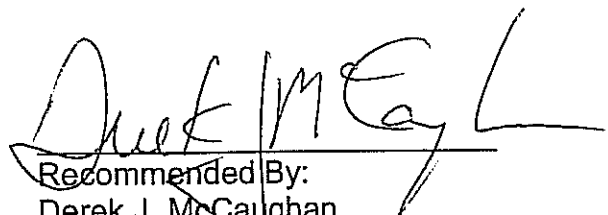
n/a

## ATTACHMENTS:

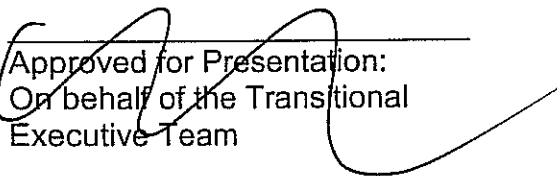
n/a



Prepared By:  
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Recommended By:  
Derek J. McCaughan  
Director of Operations  
519 837 5628 x523  
derek.mccaughan@guelph.ca



Approved for Presentation:  
On behalf of the Transitional  
Executive Team

*A Great Place to Call Home*





**The Corporation of the City of Guelph  
Emergency Services, Community Services & Operations Committee  
Wednesday, December 12, 2007, 5:00 p.m.**

A meeting of the Community, Operations and Emergency Services Committee was held on Wednesday, December 12, 2007 in Council Chambers at 5:00 p.m.

Present: Councillors Laidlaw, Beard, (arrived at 5:08 p.m.) Farrelly, (arrived at 5:08 p.m.) Hofland and Mayor Farbridge

Also Present: Councillor Bell

Staff in Attendance: Chief S. Armstrong, Director of Emergency Services/Fire Chief; Mr. D. McCaughan, Director of Operations; Mr. G. Stahlmann, Director of Community Services; Mr. M. Cameron, Manager Parklands and Greenways; Mr. J. Gaddy, Traffic Technician; Ms. A. McKee, Supervisor, Traffic Investigations; Mr. B. Chapman, Manager, Traffic & Parking; Ms. T. Agnello, Deputy City Clerk; Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Hofland  
Seconded by Mayor Farbridge

THAT the minutes of the Emergency Services, Community Services & Operations Committee meeting held on November 12, 2007 be confirmed as recorded and without being read.

Carried

**Elmira Road North Pavement Markings**

2. Moved by Mayor Farbridge  
Seconded by Councillor Hofland

THAT Elmira Road North between Willow Road and Speedvale Avenue West be marked with two travel lanes, two bike lanes, a two-way left turn lane and one parking lane on the east side.

Carried

**Review of Personal Safety Equipment Requirements of Park and Facility Patrons**

Mr. M. Cameron, Manager Parklands and Greenways, provided some background information regarding this report.

REPORT

**REPORT**

3. Moved by Councillor Hofland  
Seconded by Councillor Beard

THAT staff promote education and awareness of the importance of wearing personal safety equipment while participating in recreational activities;

AND THAT to reduce the exposure to injury while participating in outdoor recreational hockey, pond-hockey style nets be adopted as a City standard for use on community ice rinks.

Carried

**Other Business**

**Strategic Plan for Community Services**

Staff advised that a strategic plan is already in process and should be coming forward in 2008 or 2009.

**Service Review for Community Services**

The Senior Management Team has already provided direction with respect to a Service Review and community services will be included in the process.

**Eramosa Road Property**

Councillor Farrelly raised the issue of a resident concerned about graffiti being a recurring problem at a commercial property on Eramosa Road that is owned by the Province. Staff advised it may best be addressed through the City's Property Standards By-law.

Councillor Laidlaw  
Mr. D. McCaughan

The Director of Operations advised that staff will follow up with the Property Standards Enforcement Officer to investigate options to get the property in question in compliance.

**Introduction**

The Director of Operations introduced Ms. Anna McKee who will be replacing Ms. J. Starr, Supervisor, Traffic Investigations for approximately one year.

4. Moved by Councillor Hofland  
Seconded by Councillor Farrelly

THAT the Emergency Services, Community Services and Operations Committee now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act with respect to:

- personal matters about an identifiable individual, including municipal or local board employees

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF THE  
WHOLE

5. Moved by Councillor Beard  
Seconded by Councillor Hofland  
THAT staff be given direction with respect to a personal matter about an  
identifiable individual.

Next Meeting: January 11, 2007

The meeting adjourned at 5:45 p.m.

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Chairperson