

COMMITTEE AGENDA



TO **Planning & Building, Engineering and Environment
Committee**

DATE April 7, 2014

LOCATION Council Chambers, Guelph City Hall, 1 Carden Street

TIME 2:00 p.m.

DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

CONFIRMATION OF MINUTES – February 3, 2014 Open Meeting Minutes

PRESENTATIONS (Items with no accompanying report)

- a) Request for Change to Mobile Signs Definition within the City’s Zoning by-law - Mr. Ian Cottingham

CONSENT AGENDA

The following resolutions have been prepared to facilitate the Committee’s consideration of the various matters and are suggested for consideration. If the Committee wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with separately. The balance of the Planning & Building, Engineering and Environment Committee Consent Agenda will be approved in one resolution.

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
PBEE-2014.6 Draft Downtown Streetscape Manual, St. George’s Square Concept and Built Form Standards	<ul style="list-style-type: none"> • David de Groot, Senior Urban Designer 		√
PBEE-2014.7 Housing Strategy Background Report and Proposed Project Charter	<ul style="list-style-type: none"> • Joan Jylanne, Senior Policy Planner 		√
PBEE-2014.8 Stone Road Widening and Reconstruction from Victoria Road to Gordon Street			

PBEE-2104.9 2013 Building Permit Fee Revenues, Costs, Building Stabilization Reserve Fund and Annual Setting of Building Permit Fees for 2014			
PBEE-2014.10 2013 Annual and Summary Water Services Report (compliance)			
PBEE-2014.11 Arthur Street Trunk Sewer – Speed River Crossing Schedule B Class Environmental Assessment – Notice of Completion			
PBEE-2014.12 2013 Delegation of Authority Report			

Resolution to adopt the balance of the Planning & Building, Engineering & Environment Committee Consent Agenda.

STAFF UPDATES AND ANNOUNCEMENTS

ITEMS EXTRACTED FROM CONSENT AGENDA

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

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

ADJOURNMENT

NEXT MEETING – May 5, 2014

**Planning and Building, Engineering and Environment Committee
Held in the Council Chambers, Guelph City Hall,
Monday, February 3, 2014 at 2:00 p.m.**

Attendance

Members: Chair Bell Councillor Guthrie
Mayor Farbridge Councillor Piper

Absent: Councillor Laidlaw

Councillors: Councillors Furfaro and Hofland

Staff: Ms. A. Pappert, Chief Administrative Officer
Dr. J. Laird, Executive Director of Planning, Building, Engineering and Environment
Mr. A. Horsman, Executive Director, Finance and Enterprise Services/Chief Financial Officer
Mr. T. Salter, General Manager, Planning Services
Ms. S. Kirkwood, Manager, Development Planning
Ms. T. Agnello, Deputy City Clerk
Ms. D. Black, Council Committee Coordinator

Call to Order (2:00 p.m.)

Chair Bell called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Confirmation of Minutes

1. Moved by Councillor Guthrie
Seconded by Councillor Piper

1. That the open meeting minutes of the Planning and Building, Engineering and Environment Committee held on December 9, 2013 be confirmed as recorded.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Guthrie, and Piper (4)

VOTING AGAINST: (0)

CARRIED

Consent Agenda

The following items were extracted from the February 3, 2014 Consent Agenda to be voted on separately:

- PBEE-2014.1 Approval of Water and Wastewater Long-Range Financial Plan 017-301 (2014) as Required Under Ontario Regulation 453/07**
- PBEE-2014.2 2014 Development Priorities Plan**
- PBEE-2014.4 City Owned Property at 141 Fountain Street East – Land Exchange Involving 150 Wellington Street East**
- PBEE-2014.5 Outstanding Motions of the Planning & Building, Engineering and Environment Committee**

2. Moved by Councillor Piper
Seconded by Mayor Farbridge

1. That the balance of the Consent Agenda of the Planning & Building, Engineering and Environment Committee February 3, 2014 as identified below, be adopted:

PBEE-2014.3 Outside Water Use By-law Review – Recommended Revisions and Revised By-law Approval

1. That the report of the Executive Director of Planning, Building, Engineering and Environment dated February 3, 2014, regarding the Outside Water Use By-law Review, be received.
2. That the revisions to the Outside Water Use By-law as outlined in the report of the Executive Director of Planning, Building, Engineering and Environment, dated February 3, 2014 be approved.
3. That the revised Outside Water Use By-law, included as Attachment A to the "Outside Water Use By-law Review – Recommended Revisions and Revised By-law Approval Report" dated February 3, 2014 be approved.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Guthrie, and Piper (4)

VOTING AGAINST: (0)

CARRIED

Extracted Consent Items

PBEE-2014.1 Approval of Water and Wastewater Long-Range Financial Plan 017-301 (2014) as Required Under Ontario Regulation 453/07

Mr. Jim Bruzzese, BMA Consultant, provided highlights of the water and wastewater long-range financial plan as shown in the presentation provided with the agenda.

Discussion ensued regarding legislated requirements, and identifying pressures such as those from the capital budget,, and potential risks.

3. Moved by Councillor Piper
Seconded by Councillor Guthrie

1. That the report of the Executive Director of Planning, Building, Engineering and Environment dated February 3, 2014 entitled 'Approval of Water and Wastewater Long-Range Financial Plan 017-301 (2014) as Required Under Ontario Regulation 453/07' be received.

2. That Council, as the owner of the Guelph municipal drinking water system, approves the Water and Wastewater Long-Range Financial Plan 017-301 (2014) in compliance with Ontario Regulation 453/07.
3. That staff submit the Water and Wastewater Long-Range Financial Plan 017-301 (2014) to the Province by February 25, 2014 in compliance with Ontario Regulation 453/07.
4. That the Water and Wastewater Long-Range Financial Plan be reviewed annually and inform the development of the annual Water and Wastewater Non-Tax Supported budgets presented to Council.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Guthrie, and Piper (4)

VOTING AGAINST: (0)

CARRIED

PBEE-2014.2 2014 Development Priorities Plan

Ms. Sylvia Kirkwood, Manager, Development Planner, provided an overview of the 2014 Development Priorities Plan.

Discussion ensued regarding staff providing the information to breakdown numbers of fully detached and semi-detached permits, as well as better identifying the relationship to the Places to Grow legislation.

4. Moved by Mayor Farbridge
Seconded by Councillor Piper
 1. That the 2014 Development Priorities Plan dwelling unit targets for registration and draft plan approval be approved, as set out in the Planning, Building, Engineering and Environment Report 14-04 dated February 3, 2014.
 2. That staff be directed to use the 2014 Development Priorities Plan to manage the timing of registration for plans of subdivision in the City for the year 2014.
 3. That amendments to the timing of registration of plans of subdivision be permitted only by Council approval unless it can be shown that there is no impact on the capital budget and that the dwelling unit targets for 2014 are not exceeded.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Guthrie, and Piper (4)

VOTING AGAINST: (0)

CARRIED

PBEE-2014.4 City Owned Property at 141 Fountain Street East – Land Exchange Involving 150 Wellington Street East

5. Moved by Councillor Piper
Seconded by Councillor Guthrie
 1. That report CHR-2014-04 entitled "City Owned Property at 141 Fountain Street East – Land Exchange involving 150 Wellington Street East" be received.

2. That the City Solicitor be authorized to enter into an Agreement of Purchase and Sale between the City and 150 Wellington Guelph Limited ("Tricar") for the land exchange of a portion of the City's property at 141 Fountain Street East in exchange for a portion of Tricar's property at 150 Wellington Street East on terms and conditions satisfactory to the City Solicitor and substantially in accordance with the report entitled "City Owned Property at 141 Fountain Street East – Land Exchange involving 150 Wellington Street East", dated February 3, 2014.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Guthrie, and Piper (4)

VOTING AGAINST: (0)

CARRIED

PBEE-2014.5 Outstanding Motions of the Planning & Building, Engineering and Environment Committee

6. Moved by Councillor Guthrie
Seconded by Mayor Farbridge
 1. That the report dated February 3, 2014 regarding outstanding motions of the Planning & Building, Engineering and Environment Committee, be received.
 2. That the following motion, previously passed by the Planning & Building, Engineering and Environment Committee of Council, be eliminated from staff work plans and from the outstanding motion list:

November 24, 2008

WHEREAS the Municipal Act, SO 2001, c.25, Section 128, provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council are or could become public nuisances;

AND WHEREAS it is the opinion of the Council of the City of Guelph that graffiti is a public nuisance;

AND WHEREAS the practice of placing graffiti on publicly and privately owned buildings and structures is becoming more commonplace and is at times offensive in nature;

AND WHEREAS the City of Guelph does not presently have a by-law that regulates graffiti on privately owned property;

BE IT RESOLVED THAT this issue be referred to the Council Priority Setting sessions in the spring of 2009.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Guthrie, and Piper (4)

VOTING AGAINST: (0)

CARRIED

Staff Updates and Announcements

Dr. Laird, Executive Director, Planning, Building, Engineering and Environment, introduced the new City Engineer, Ms. Kealy Dedman.

Adjournment (3:13 p.m.)

7. Moved by Mayor Farbridge
Seconded by Councillor Guthrie

That the meeting be adjourned.

CARRIED

Tina Agnello –Deputy Clerk

**PLANNING & BUILDING, ENGINEERING and ENVIRONMENT COMMITTEE
CONSENT AGENDA**

April 7, 2014

Members of the Planning & Building, Engineering and Environment Committee.

SUMMARY OF REPORTS:

The following resolutions have been prepared to facilitate the Committee's consideration of the various matters and are suggested for consideration. If the Committee wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with immediately. The balance of the Planning & Building, Engineering & Environment Committee Consent Agenda will be approved in one resolution.

A Reports from Administrative Staff

REPORT	DIRECTION
<p>PBEE-2014.6 DRAFT DOWNTOWN STREETScape MANUAL, ST. GEORGE'S SQUARE CONCEPT AND BUILT FORM STANDARDS</p> <p>1. That the Planning, Building, Engineering and Environment Report 14-22 regarding the Draft Downtown Streetscape Manual, St. George's Square Concept and Built Form Standards, dated April 7, 2014, be received for the purpose of releasing them to the public and undertaking further community engagement.</p>	Receive
<p>PBEE-2014.7 HOUSING STRATEGY BACKGROUND REPORT AND PROPOSED PROJECT CHARTER</p> <p>1. That Report 14-15 from Planning, Building, Engineering and Environment regarding the Housing Strategy Background Report and Proposed Project Charter dated April 7, 2014 be received.</p> <p>2. That the Housing Strategy Project Charter included as Attachment 2 to Report 14-15 be approved.</p>	Approve
<p>PBEE-2014.8 STONE ROAD WIDENING AND RECONSTRUCTION FROM VICTORIA ROAD TO GORDON STREET</p> <p>1. That the Planning, Building, Engineering and Environment report entitled "Stone Road Widening and Reconstruction from Victoria Road to Gordon Street", dated April 7, 2014, be received.</p>	Approve

2. That Council authorize staff to proceed with the widening and reconstruction of Stone Road from Victoria Road to Gordon Street, as outlined in the Planning, Building, Engineering and Environment report dated April 7, 2014.

PBEE-2013.9 2013 BUILDING PERMIT FEE REVENUES, COSTS, BUILDING STABILIZATION RESERVE FUND AND ANNUAL SETTING OF BUILDING PERMIT FEES FOR 2014

Approve

1. That the report from Planning, Building, Engineering and Environment dated April 7, 2014 entitled 2013 Building Permit Fee Revenues, Costs, Building Stabilization Reserve Fund and Annual Setting of Building Permit Fees for 2014, be received.
2. That Council approve the Schedule of Building Permit Fees attached to the report, effective June 1, 2014.

PBEE-2014.10 2013 ANNUAL AND SUMMARY WATER SERVICES REPORT (COMPLIANCE)

Approve

1. That the 2013 Annual and Summary Water Services Report (compliance) be received and endorsed.

PBEE-2014.11 ARTHUR STREET TRUNK SEWER – SPEED RIVER CROSSING SCHEDULE B CLASS ENVIRONMENTAL ASSESSMENT – NOTICE OF COMPLETION

Approve

1. That the Planning, Building, Engineering and Environment report dated April 7, 2014, regarding the Arthur Street Trunk Sewer – Speed river Crossing Schedule B Class Environmental Assessment be received.
2. That staff be authorized to complete the Municipal Class Environmental Assessment process as required and to proceed with the implementation of the preferred alternative as outlined in the report from Planning, Building, Engineering and Environment dated April 7, 2014.

PBEE-2014.12 2013 DELEGATION OF AUTHORITY REPORT

Receive

1. That the report dated April 7, 2014 entitled "2013 Delegation of Authority Report", with respect to delegated authority under the purview of the Planning & Building, Engineering and Environment Committee be received.

attach.

City of Guelph

**DRAFT Downtown Streetscape
Manual, St. George's Square
Concept & Built Form
Standards**

PBEE Committee

April 7, 2014

Brook McIlroy

in association with

Unterman McPhail Associates

McCormick Rankin Inc.

BrookMcIlroy/

Three Project Components

1. Streetscape Manual

- Streetscape Guidelines
- Infrastructure & utilities
- Update from 2001

2. St. George's Conceptual Design

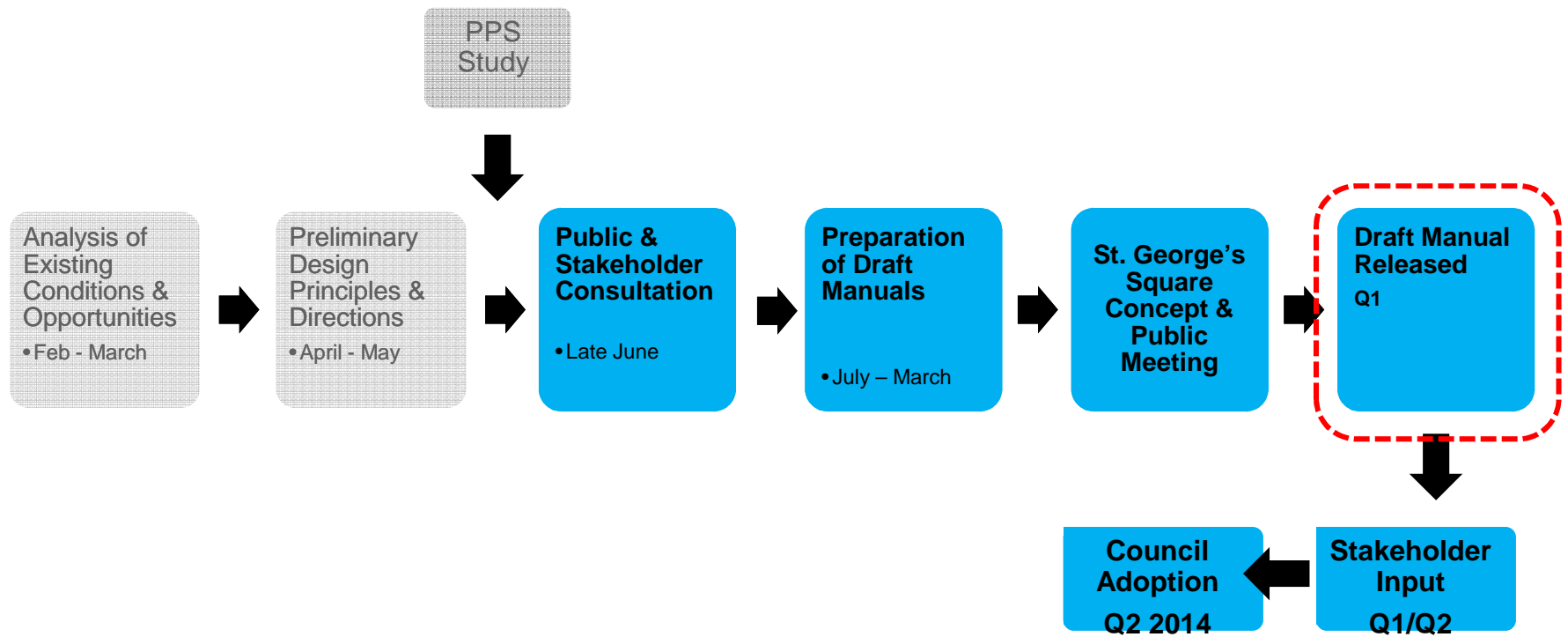
- Start dialogue on this important public plaza and develop concept plan
- Build on success of Market Square
- Understand costs

3. Built Form Standards

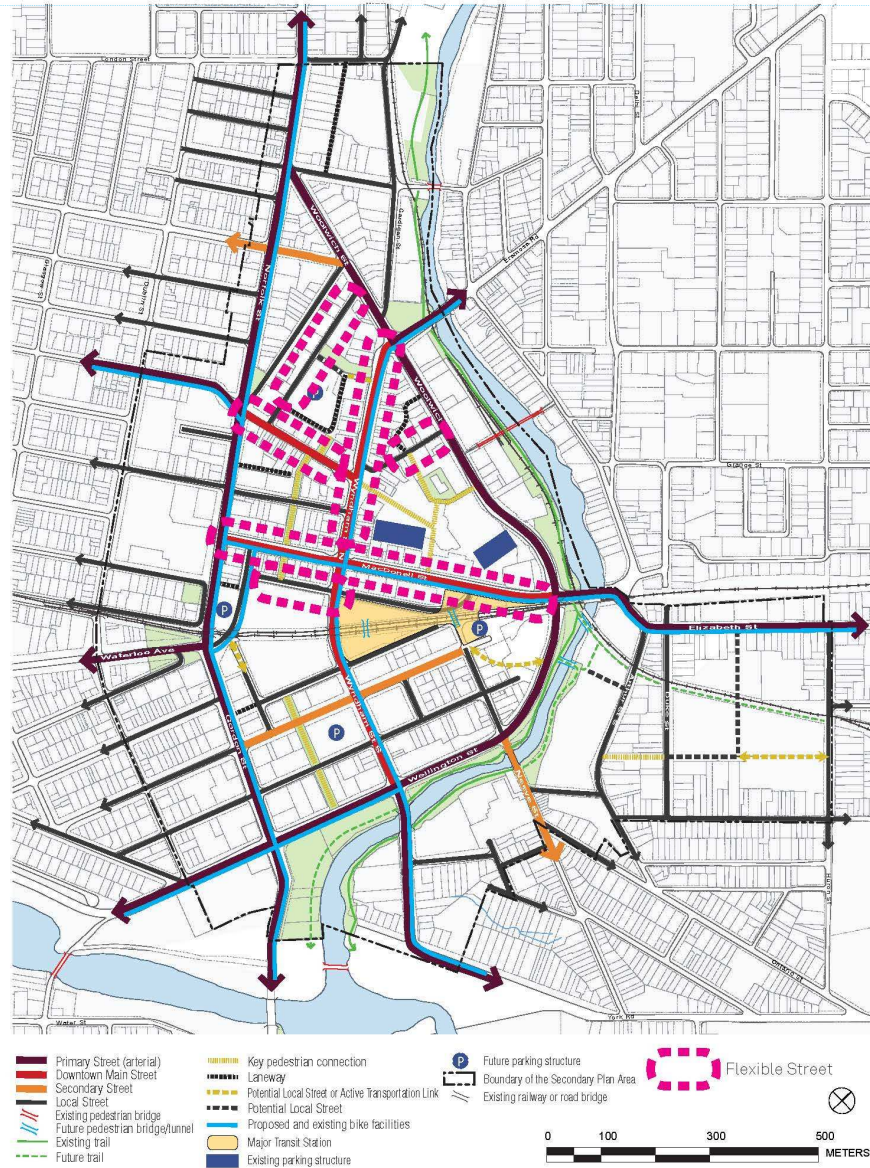
- Built-form guidelines & standards for historic & new areas of downtown
- Provide clarity to developers and guide private sector investment



Project Timeline



Downtown Area



Corporate Strategic Plan Framework (2012–16)

VISION

To be the City that makes a difference...acting locally and globally to improve the lives of residents, the broader community and the world.

MISSION

To build an exceptional City by providing outstanding municipal service and value.

VALUES

Integrity
Excellence
Wellness



STRATEGIC FOCUS AREAS

1 Organizational Excellence

2 Innovation in Local Government

3 City Building

STRATEGIC DIRECTIONS

1.1 Engage employees through excellence in leadership.

2.1 Build an adaptive environment for government innovation to ensure fiscal and service sustainability.

3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City.

1.2 Develop collaborative work teams and apply whole systems thinking to deliver creative solutions.

2.2 Deliver public services better.

3.2 Be economically viable, resilient, diverse and attractive for business.

1.3 Build robust systems, structures and frameworks aligned to strategy.

2.3 Ensure accountability, transparency and engagement.

3.3 Strengthen citizen and stakeholder engagement and communications.

Implementing the Downtown Secondary Plan (DSP): Investing in Guelph

Supporting the Principles of the DSP

1. Celebrate What We've Got
2. Set the Scene for Living Well Downtown
3. A Creative Place for Business
4. We Come Together Here
5. Make it Easy to Move Around
6. Embody Guelph's Green Ambitions
7. Build Beautifully



The principles of placemaking

Streetscape Manual

SUBJECTIVE

Destination

Experience

Aesthetics

Place

Character

OBJECTIVE

Bike Lanes

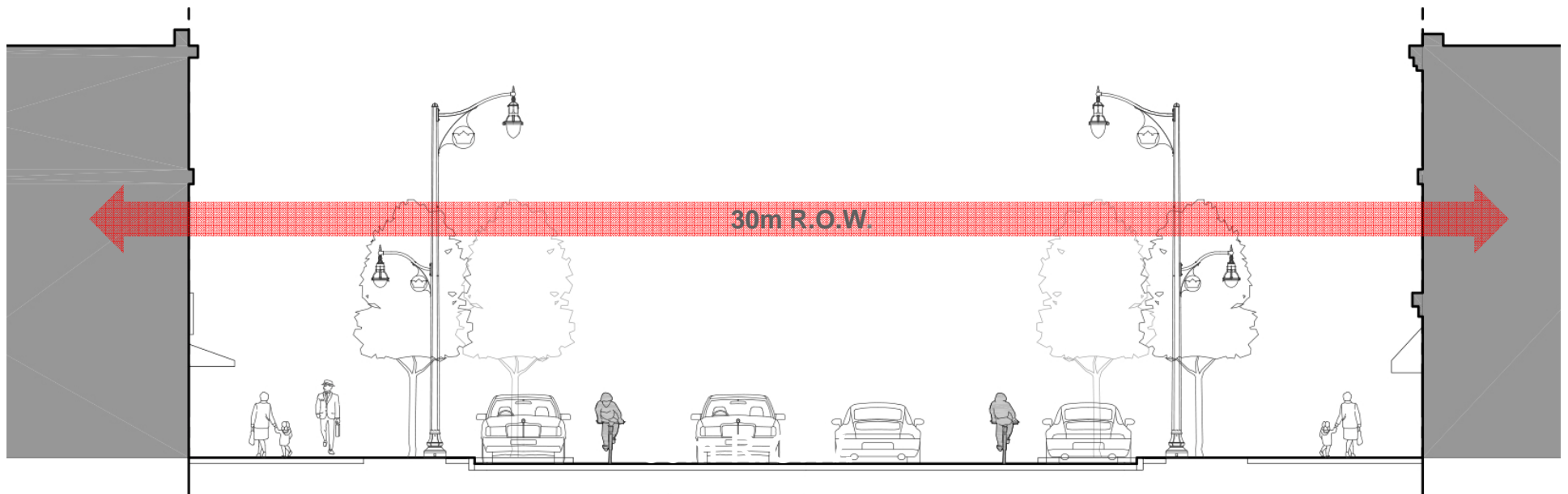
Transit Req's

Parking

Wide Sidewalks

Street Tress

Café Zones



Our streets need to accommodate all modes of transportation, and...



Pedestrians

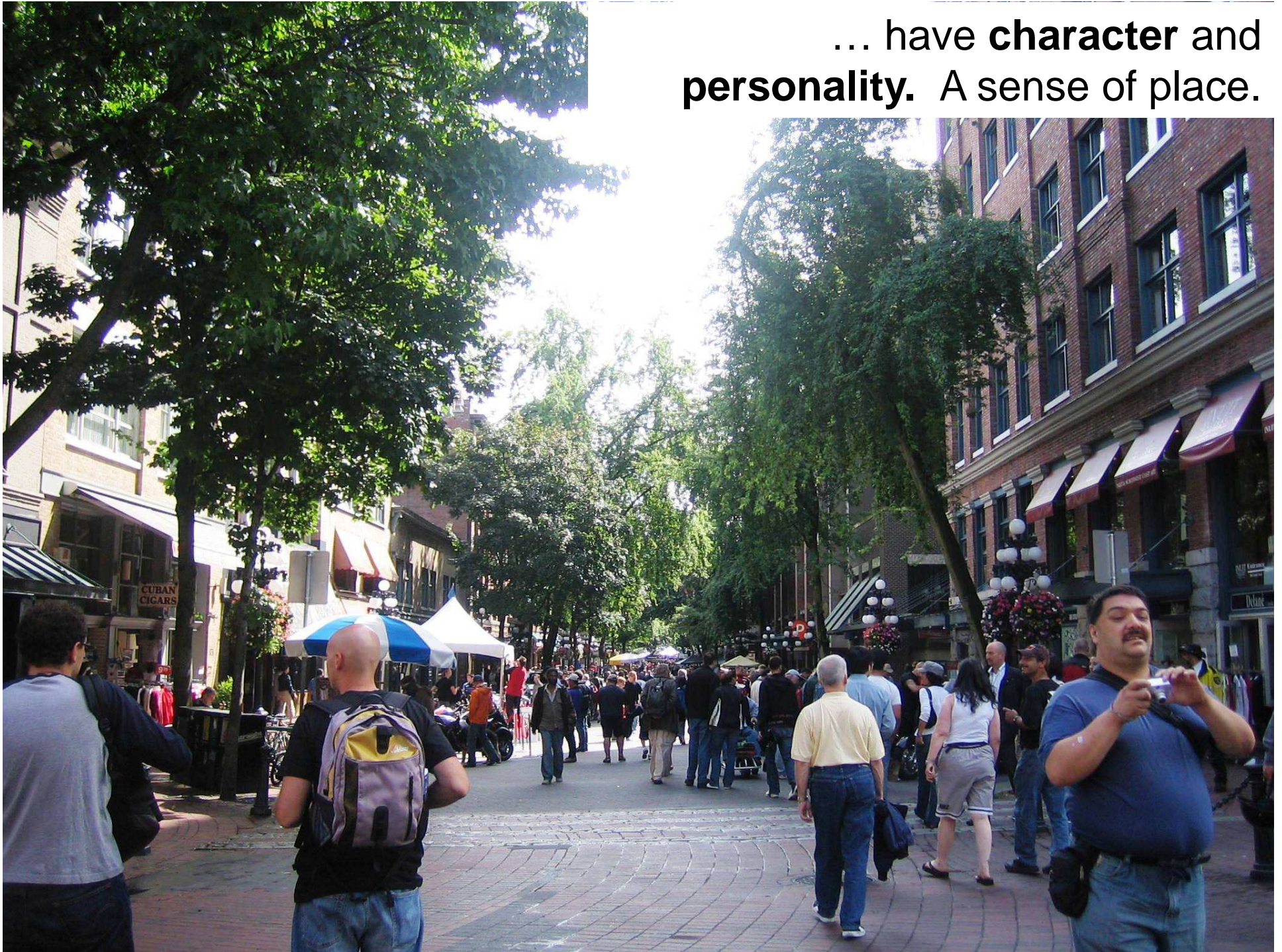
Vehicles

Bicycles

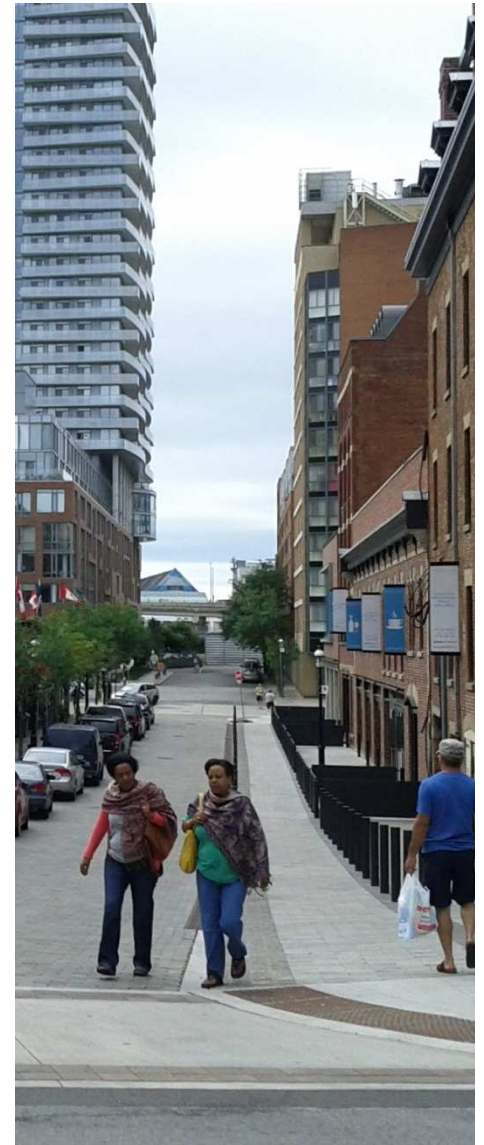
Transit

CORNERSTONE

... have **character** and **personality**. A sense of place.



Creating Flexible streets



Wyndham Street



MacDonell Street



MacDonell Street



Douglas Street

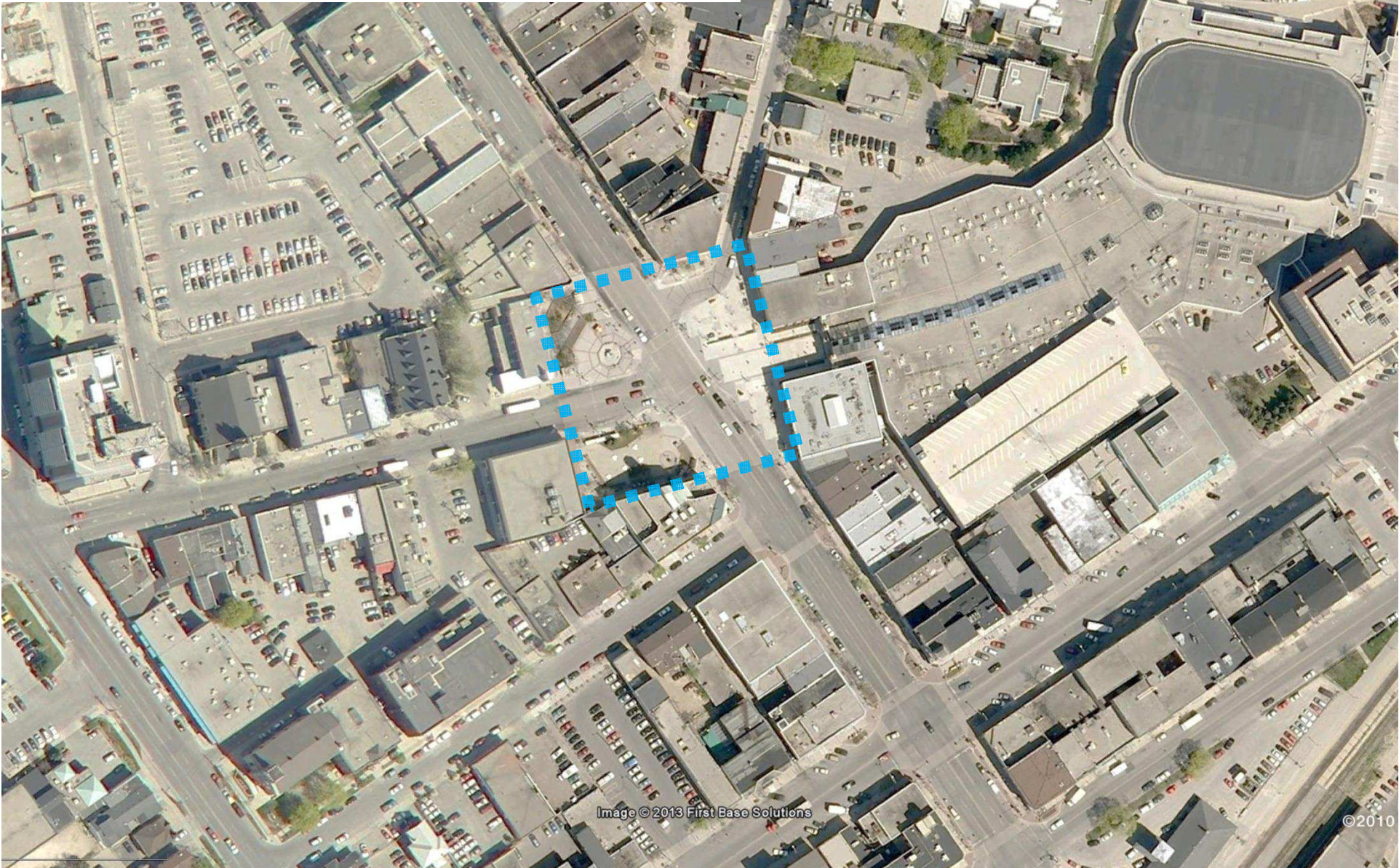


Traditional Streets

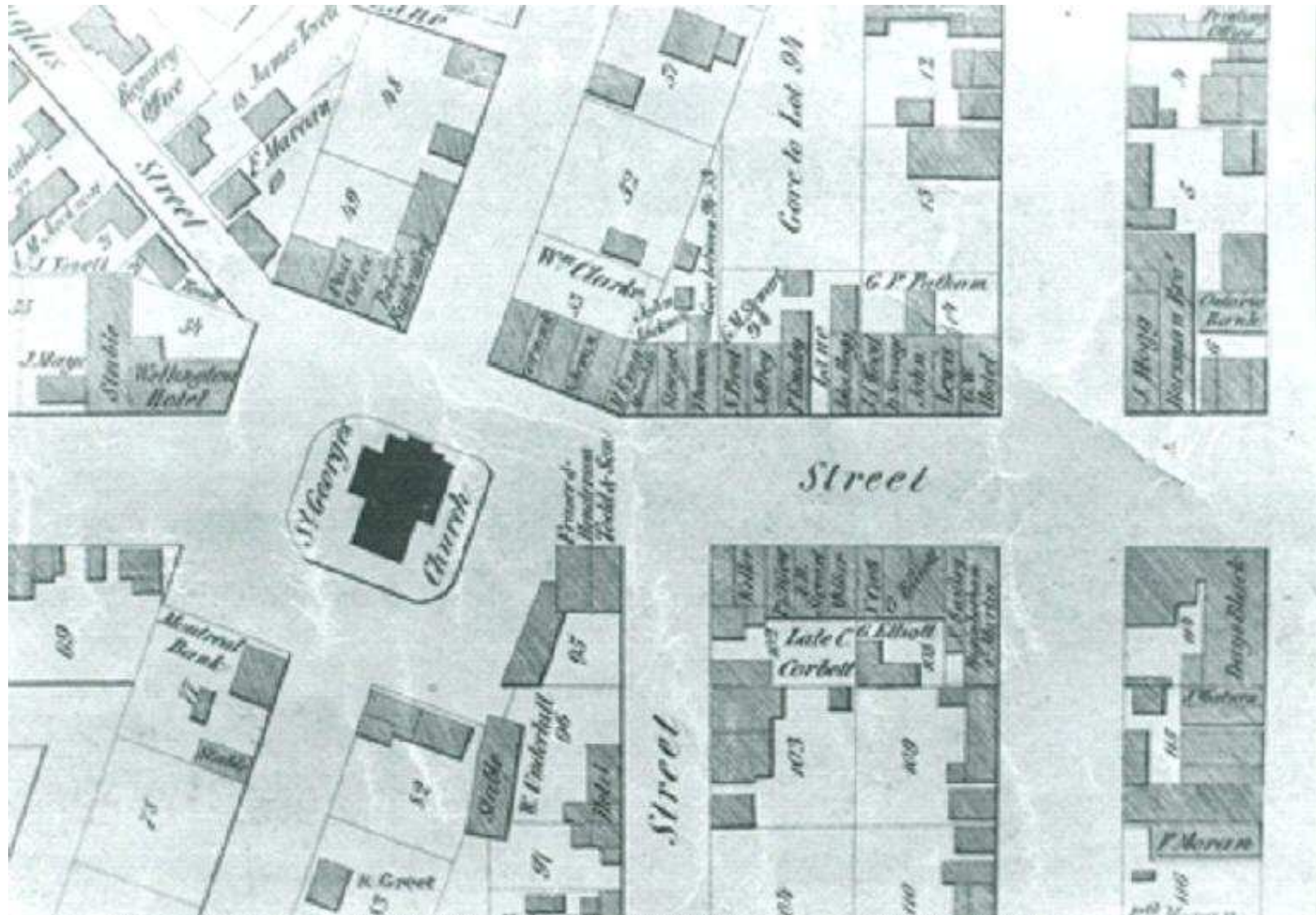
The balance of the Downtown Secondary Plan area supports traditional streets approach with additional emphasis and details around:

- better street tree details,
- bike facilities (e.g. cycle tracks and bike boxes),
- more on-street parking
- consistent streetscape details.

St. George's Square



1862



c. 1925



c. 1960



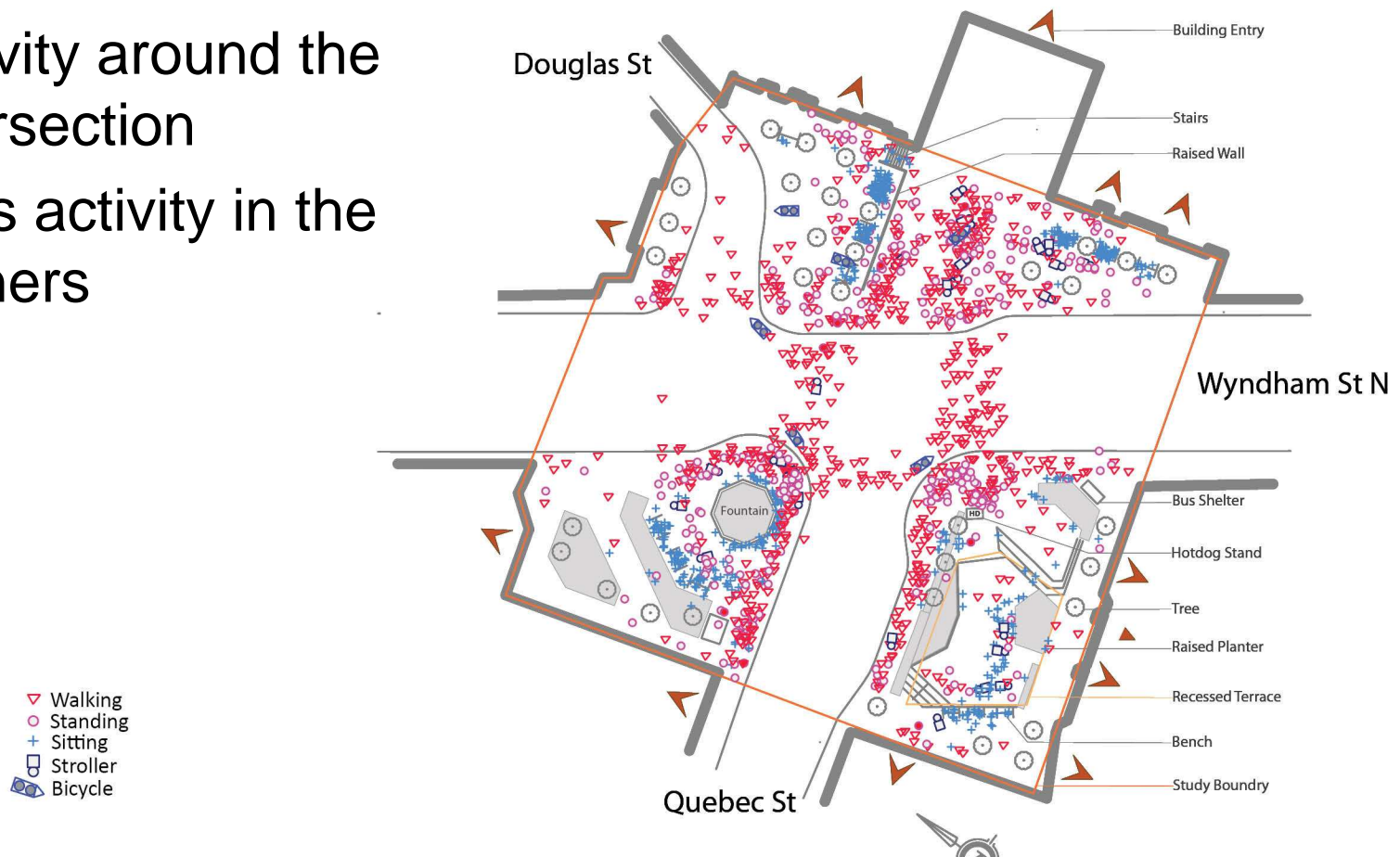
1964



How is the Square used now?

Day Time Activity Diagram (Late Spring/early Summer):
Count taken approximately every 15 minutes and overlaid

- Activity around the intersection
- Less activity in the corners



Draft Principles

1. Support local business and daily activities
2. Unify the Square—Make it feel like one space
3. Less is more –simple design to allow for maximum flexibility and adaptability
4. Make it beautiful
5. Make it comfortable
6. Improve connections to other Downtown Anchors

Place d'Armes, Montreal

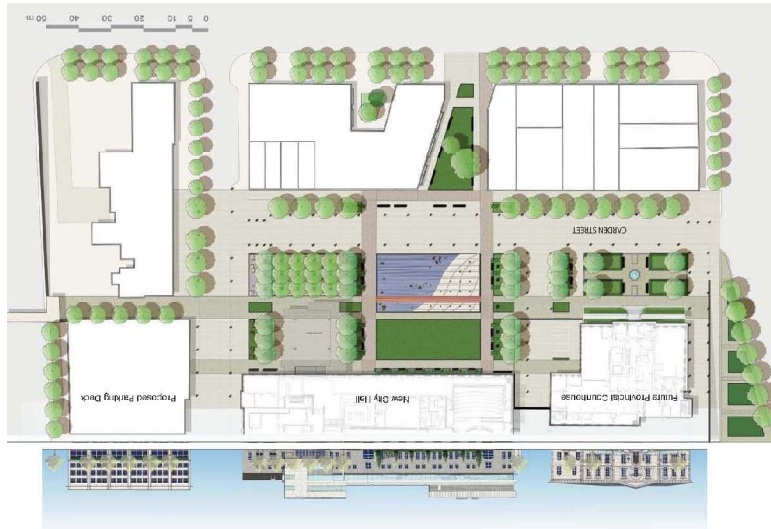


BERNARD LEWY-BERTAUT

Market Square, Pittsburgh



Learning from Market Square



Guelph Market Place
Strategic Urban Design
Plan, 2008

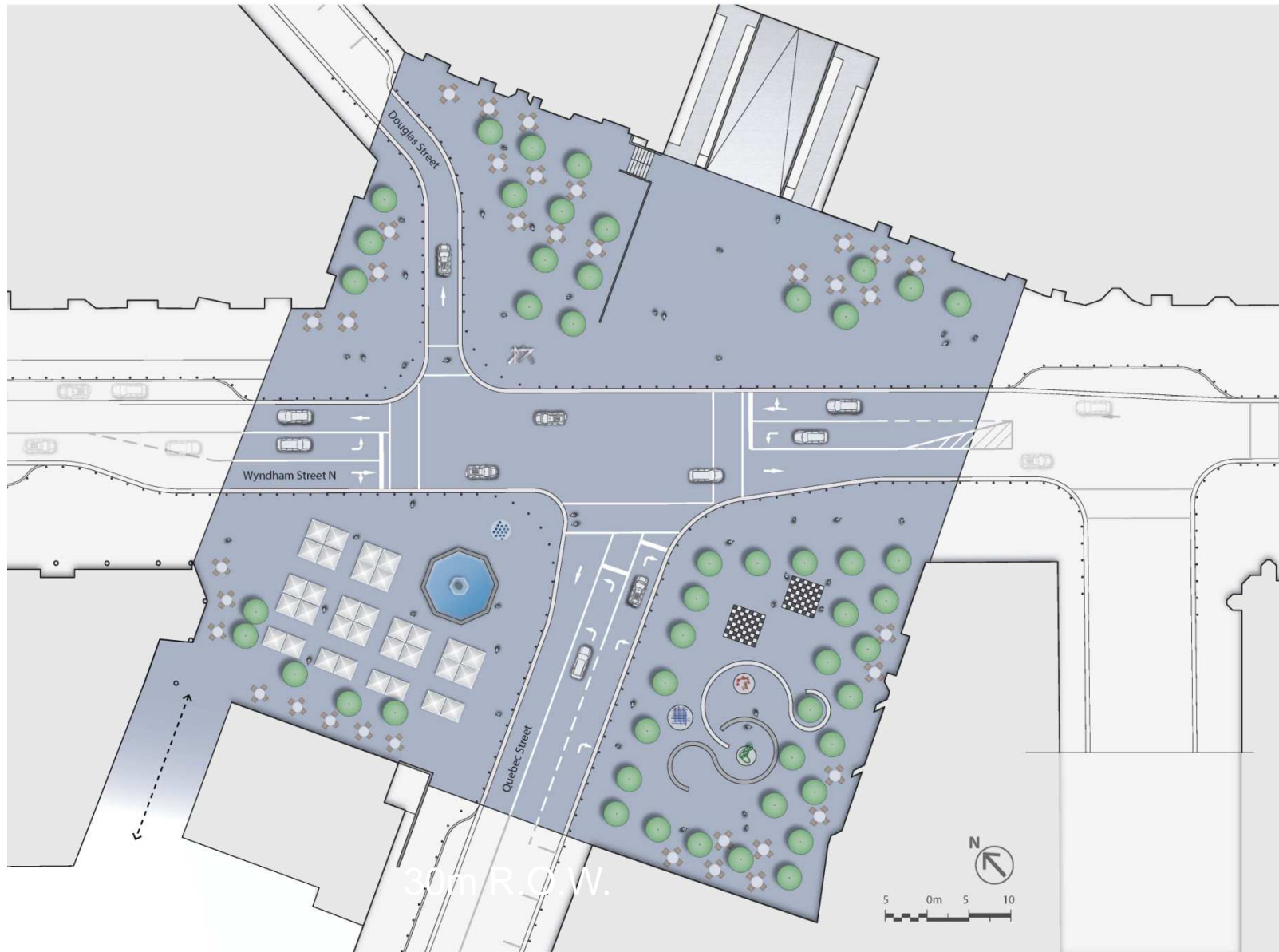
This is where we are for
St. George's Square



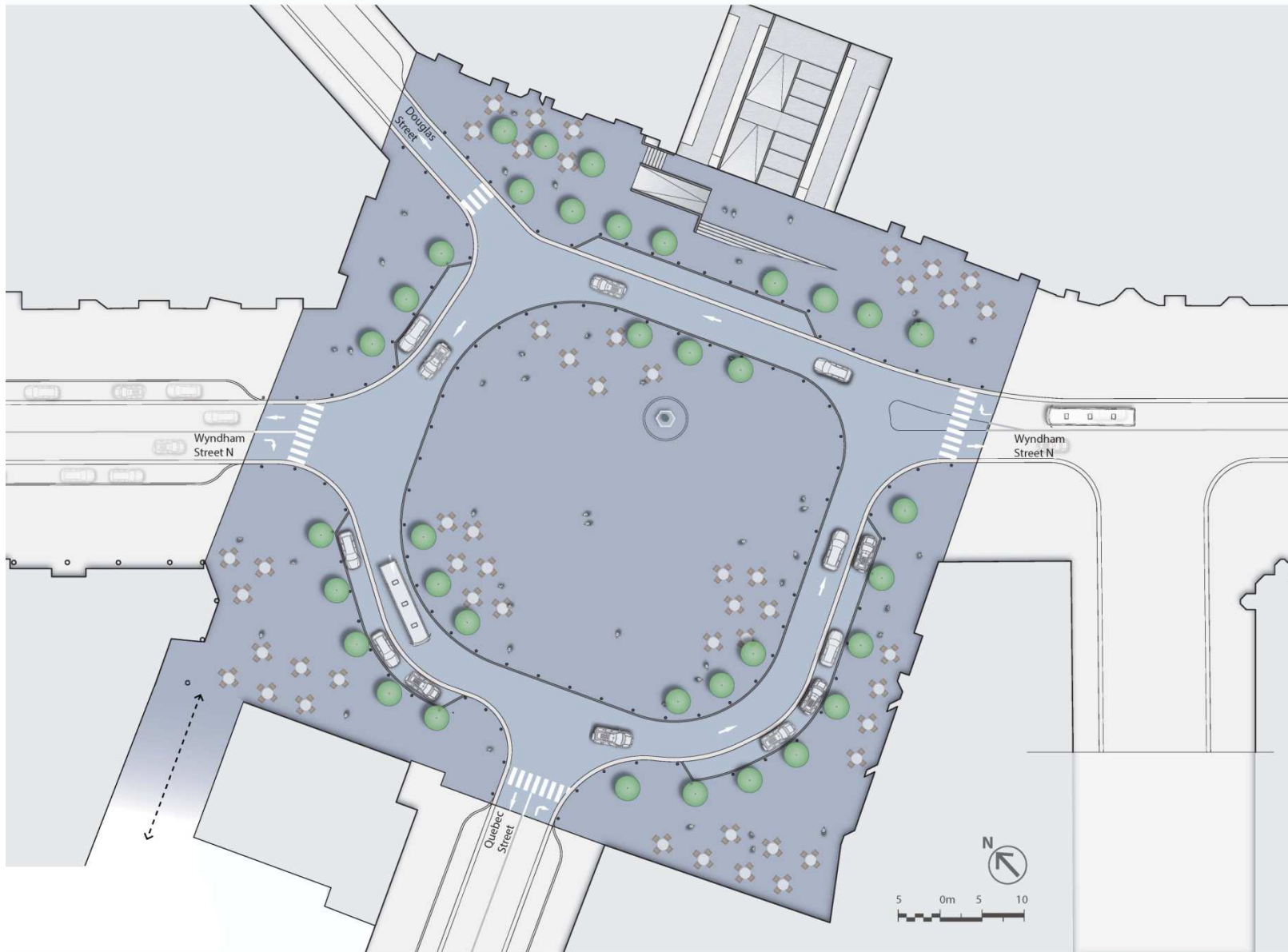
Final Design and
Construction 2009-2012,

This happens next

Option 1: “T” Intersection (Fall 2013)



Option 2: Centralized Square (Fall 2013)



Changes Made

- More space for the businesses
- More definition and suggestion on how the middle could be configured
- On-Street Parking is maintained
- Accessible routes shown
- Showing more shading/green space
- Improve what's shown in front of Old Quebec Street Mall
- Ensure trucks can navigate
- Reverse the direction of Douglas Street

Changes Made

- Recognition that, likely in partnership with the DGBA,:
 - a 'concierge function' for St. George's Square that recognizes the square's role as wayfinding hub;
 - Provides daily 'eyes on the square' to ensure it is a welcoming and well maintained space
 - Resources to help curate its daily activation

Precedents



Technically Preferred Square



Technically Preferred Square



Built Form Standards

The Private Realm Manual *(Update of 2001 manual)*

- Illustrate key directions
- User-friendly format
- **Key role is to illustrate and support the directions of the Secondary Plan**



Built Form Standards

Setting Expectations

- Height and massing
- Setbacks and stepbacks
- Streetwall
- Façade design and rhythm (alignment of windows, cornices, signage, etc.)
- Building materials



Heritage Approach

- Determine a series of 'Character Areas' throughout the Downtown
- Describe attributes that define each precinct
- Develop Urban Design Guidelines and policies to protect key attributes



Downtown: The Next Wave



Coordinated Implementation: \$60-80M

Next Steps

- The following sets out the significant dates for the completion of the Downtown Streetscape Manual and Built Form Standards:
- April/May 2014
Further consultation with public, committees and stakeholders
- May/June/July 2014
Finalize the Downtown Streetscape Manual and Built Form Standards for Adoption by Council

STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE April 7, 2014

**SUBJECT Draft Downtown Streetscape Manual, St. George's Square
Concept and Built Form Standards**

REPORT NUMBER 14-22

EXECUTIVE SUMMARY

SUMMARY OF REPORT

The purpose of this report is to provide information related to the Draft Downtown Streetscape Manual, St. George's Square Concept Plan and Built Form Standards (Attachments 2, 3 and 4) and release them for public review. In addition, the report provides an overview of the public engagement activities conducted to date, future engagement opportunities, and sets out the timelines for the completion of these documents.

KEY FINDINGS

The City has established a transformational vision for the Downtown through the Downtown Secondary Plan, the emerging Downtown Assessment and other key strategic documents. To further support the implementation of this vision, staff is undertaking this project to update the design expectations for Downtown streets, as well as update the urban design standards for Downtown buildings, both private and public. In particular, on key streets Downtown this project proposes the creation of a flexible street approach which creates streets that are place-based and function differently from other streets (e.g. slower speeds, and equality of users). This project is one of the key projects under the Guelph Economic Investment Fund (GEIF) that will be used to guide and leverage public and private investments.

The Streetscape Manual will guide the design of streets including on-street parking, sidewalks and street furniture in Downtown Guelph and ensure that they are responsive to both existing and future needs. For St. George's Square a concept plan is proposed that supports daily activation and unifies the space. Upon final approval by Council at a later date, the proposed concept would be further developed through the detailed design stage as part of a future capital reconstruction project. Finally, the Downtown Built Form Standards provide design direction for private and public investment and development in the Downtown.

STAFF REPORT

Additional stakeholder and public engagement will be undertaken this Spring prior to staff recommending a final version of the Downtown Streetscape Manual, St. George's Square Concept Plan and Built Form Standards later this year.

FINANCIAL IMPLICATIONS

This project has been funded through Planning Services Capital Budget. Staff are currently assessing the financial implications of these new design standards and will be providing a more detailed assessment through a future report. The preliminary financial implications of the Streetscape Manual are outlined below.

The City's current 10 Year Capital Forecast for roads, stormwater management, water and wastewater includes funds for infrastructure/road reconstruction in the historic Downtown (i.e. approximately \$18.5 million—not including the Arthur Street Trunk Sewer work). The preliminary costing provided confirms that the capital forecast generally contains sufficient funds to construct the streetscape standard envisioned, including the proposed flexible street approach, for key streets (i.e. Quebec Street, Baker Street, Wilson Street, MacDonell Street and Douglas Street) but the eligibility to fund the streetscape elements from the current proposed funding sources will need to be confirmed.

The current capital budget does not include the full reconstruction of St. George's Square. Based on the preliminary cost estimates and budget forecasts, the order of magnitude of additional investment to renew St. George's Square is estimated to be \$6-6.5 million based on the proposed design concept. This reflects a level of quality similar to Market Square.

Outside the historic core, the Streetscape Manual represents an additional investment in the public realm for enhancements to future downtown road reconstruction projects. For example, the Manual represents enhanced standards around street tree planting (as per the Urban Forest Management Plan), street furniture (e.g. bike parking) and other streetscape details. In addition to the costing completed to date, funding sources will need to be reviewed in order to determine the possible cost implications. Costing and financials will be addressed through the upcoming report from Downtown Renewal regarding the GEIF.

ACTION

That the report be received by PBEE Committee.

RECOMMENDATION

1. That the Planning, Building, Engineering and Environment Report 14-22, regarding the Draft Downtown Guelph Downtown Streetscape Manual, St. George's Square Concept and Built Form Standards, dated April 7, 2014, be received for the purpose of releasing them to the public and undertaking further community engagement.

STAFF REPORT

BACKGROUND

Council adopted the Downtown Secondary Plan (DSP) in 2012 and it is in full force and effect with the exception of site-specific appeals. Staff is moving forward with updating the City's implementation tools in order to reflect the directions of the DSP. Planning Services is managing the update to the Downtown Streetscape Manual (previously called the Downtown Public Realm Manual, 2001) and the Downtown Built Form Standards (previously called the Downtown Private Realm Manual, 2001). As part of this work a draft concept plan for the redevelopment of St. George's Square has also been developed.

Before undertaking the update of these technical documents, staff retained Project for Public Spaces (PPS) to begin to consult with the community about "place-making" in the downtown: what does any design or investment in downtown need to deliver to recognize the role of public space within the downtown as the City's civic heart and economic engine. BrookMcIlroy was retained to complete the draft Downtown Streetscape Manual and Built Form Standards which provide the detailed standards and respond to technical and public input received.

The documents, once approved, will be used to inform upcoming capital reconstruction projects. For example, recognizing that portions of Wyndham Street and St. George's Square require reconstruction in the medium term in order to improve servicing to the Baker Street redevelopment and to replace aging infrastructure, a concept for Wyndham Street and St. George's Square is included to provide direction for the design of these future projects. The Baker Street Development cannot occur until the completion of these Manuals and the subsequent reconstruction of Wyndham Street, St. George's Square, Quebec Street and Baker Street.

REPORT

Planning Services, in collaboration with an interdepartmental project team and with input from key Downtown stakeholders, is updating the Downtown Streetscape Manual (previously called the Downtown Public Realm Manual, 2001) and the Downtown Built Form Standards (previously called the Downtown Private Realm Manual, 2001).

The purpose of this project is to:

- revise and expand the documents to ensure alignment with directions and concepts in the DSP;
- provide direction regarding the operation and active use of the public space Downtown towards increased economic development opportunities;
- provide direction for future capital projects including road reconstruction Downtown (e.g. Wyndham Street) as well as the long term revitalization of St. George's Square (i.e. the improvement of the public realm downtown). This also includes potential impacts on the Capital budget for upcoming Downtown road reconstructions;

STAFF REPORT



- provide design direction for private development and investment in the Downtown, including a heritage analysis. The Downtown Built Form Standards will also provide direction for the future update of the City's Zoning By-law.

Overview of Draft Documents

Draft Downtown Streetscape Manual (Attachment 2)

The Downtown Streetscape Manual will guide the design of streets in Downtown Guelph and ensure that they are responsive to both existing and planned context of the Downtown Secondary Plan and the strategic objectives of the Downtown Assessment.

The draft Downtown Streetscape Manual includes an integrated set of design criteria for specific downtown streets. With intensification, the public realm's role in downtown requires a rebalancing to create a shared street that supports businesses, residential development and provides modal equality for all users – including pedestrians, cyclists, transit, and private and commercial vehicles.

To this end, one of the key recommendations of the Downtown Streetscape Manual is to incorporate a flexible street model on key streets (e.g. Wyndham Street north of Carden Street, Macdonell Street, Quebec Street and Douglas Street). Flexible streets intentionally blur the boundary between pedestrian and vehicle space, allowing the boulevard and roadway to read as one space and adapt to a variety of conditions. In contrast to traditional streets - which use a conventional raised curb and gutter – flexible streets place all users and elements of the street at the same level, allowing for unrestricted movement between roadway and boulevard zones. The implication is that design speed equals operating speed (30 km/h recommended), promoting traffic flow, pedestrian safety and more flexible space in front of businesses. Carden Street in front of City Hall is an example of a flexible street. King Street in Kitchener is another example of this approach.

For the balance of the Downtown Secondary Plan area a moderately enhanced traditional street model is proposed. Proposed enhancements to the existing standards include:

- street tree details that are consistent with the Urban Forest Management Plan;
- bike facilities (e.g. details around, bike boxes and cycle tracks consistent with the Council-adopted Cycling Master Plan);
- more on-street parking; and
- consistent streetscape details.

The document also includes technical specifications (e.g. for street trees), street furniture specifications and specifications for streetscape materials.

STAFF REPORT

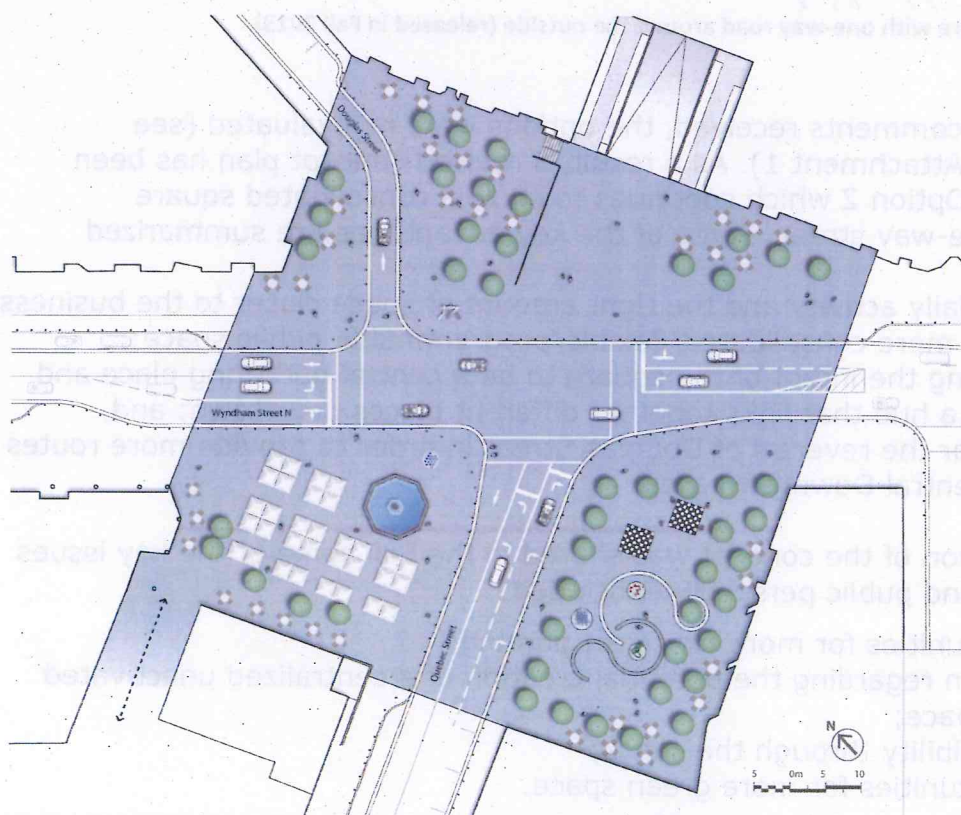
Draft St. George's Square Concept (Attachment 3)

Recognizing that Wyndham Street and St. George's Square require reconstruction in the medium term in order to improve servicing to the Baker Street redevelopment and to replace aging infrastructure, a separate section for St. George's Square is provided. This section provides a draft concept for the redesign of St. George's Square. Key to this is how St. George's Square through reconstruction can help facilitate business activation and establish its premier role as the City's heart and economic engine.

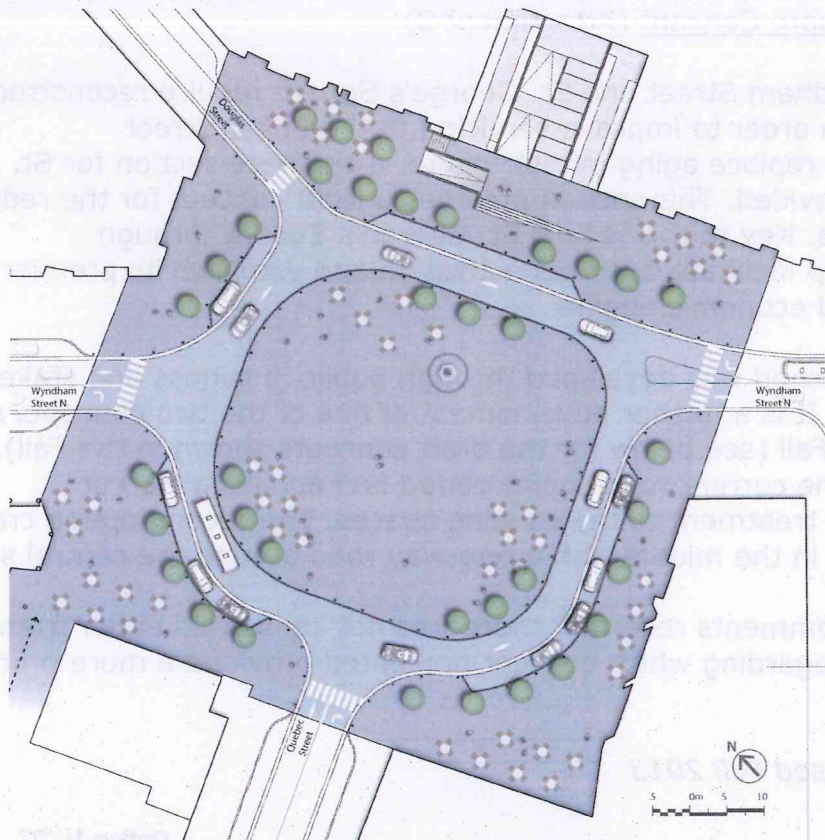
The draft concept attached was developed through public, business and stakeholder input and is attached. It is a further development of one of the two concepts shared with the public in the Fall (see below for the draft concepts shown in the Fall). The 'T' Option maintains the current road configuration and applies a Market Square/Carden Street treatment to the existing spaces. The second option creates a consolidated square in the middle with a one-way road around the central space.

Based on the public comments received, there was not consensus either from the businesses or public regarding which concept presented provided a more promising direction.

Draft Concepts: Released Fall 2013



**Option 1: "T"
intersection option
(released in Fall 2013)**



Option 2: Centralized Square with one-way road around the outside (released in Fall 2013)

After reviewing the comments received, the options were re-evaluated (see summary matrix in Attachment 1). As a result, a revised concept plan has been prepared based on Option 2 which continues to show a consolidated square surrounded by a one-way street. Some of the key advantages are summarized below:

- pushing daily activity and the right amount of space closer to the businesses;
- creating a more consolidated/flexible/programmable public space;
- emphasizing the intent of the square to be a central gathering place and its role as a hub that links together different places downtown; and,
- allowing for the reversal of Douglas Street in order to provide more routes into the central Downtown area.

When an early version of the concept was shared in the Fall some of the key issues from the business and public perspective included:

- opportunities for more on-street parking;
- concern regarding the potential creation of a centralized unactivated new space;
- Accessibility through the space;
- Opportunities for more green space.

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To address these issues, the revised draft concept plan attached shows:

- Accessible pedestrian routes through the square;
- Retention and expansion of spill-out space in front of businesses (e.g. Capistranos, Buon Gusto) by shifting the square northward and tightening the centre;
- More greening of the square;
- Better resolution of the entrance to Old Quebec Street ;
- A design that permits all vehicles (e.g. tractor trailers) to navigate the square;
- Reversal of the direction of Douglas Street in order to help provide more access into the Downtown and help with the road geometrics of the design.

In response to the concern regarding the potential creation of a centralized unactivated new space, the document also recognizes that the on-going self-activation of the space on a daily basis is a critical requirement for the design of St. George's Square. In addition, staff will work with partners to identify opportunities and address potential needs for:

- A 'conciierge function' for St. George's Square that recognizes the square's role as wayfinding hub;
- Daily 'eyes on the square' to ensure it is a welcoming and well maintained space;
- Resources to help curate its daily activation.

Based on the above, the design standards proposed will have operational budget impacts in regards to activation and maintenance. Staff is estimating these operational costs and will provide information in the final report to Council as as part of the GEIF discussions.

Draft Downtown Built Form Standards (Attachment 4)

The draft Built Form Standards have been developed as an update to the City of Guelph's Public Realm Manual (2001), to reflect changes in the municipal planning framework, namely the adoption of the Downtown Secondary Plan (2012), and the advancement of leading urban design practices over the last decade. The purpose of the document is to guide private and public sector investment in the Downtown.

The draft Built Form Standards identifies six distinct Character Areas, each with unique locational conditions, site and building design characteristics, land use and built form policy considerations, and economic potential. The Built Form Standards identify a series of Design Principles for each Character Area (Section 3.1), to ensure that future development responds to context-sensitive conditions:

The document includes performance standards, which address site and Building Design Standards both for Cultural Heritage Resources and other developments.

STAFF REPORT



Through the implementation process, the Built Form Standards provides direction for Zoning By-law Amendments, other policy and process amendments, and parameters for the evaluation of Downtown Community Improvement Plan applications.

Public and Stakeholder Engagement

- On March 6, 2013 Project for Public Spaces (PPS) and City staff ran a well-attended (approximately 60 participants) interactive public workshop, involving the public, stakeholders and members of Council. PPS also completed focussed sessions with staff and other stakeholders before and after this event.
- An interactive public workshop was completed for this project on June 27, 2013, looking at potential ideas regarding how the streets should function and how the adjacent built form should respond and work together with the public realm.
- On October 23, 2013 a separate public session was held regarding St. George's Square. Two concepts were developed based on the input received through the spring and summer for discussion. Approximately 50 people attended this session.
- In December and January a questionnaire regarding the redesign of St. George's Square concept plans was given by the DGBA to its members along Wyndham Street, Quebec Street, Quebec Street Mall and Douglas Street. Follow-up sessions with interested business where also held in January and March.
- In addition, prior to drafting the documents staff met further with stakeholders (including Downtown business) and City committees (e.g. Heritage Guelph, Accessibility Committee, Downtown Advisory Committee etc.).

Next Steps

The following sets out the significant dates for the completion of the Downtown Streetscape Manual and Built Form Standards:

April/May 2014	Further consultation with public, committees and stakeholders
May/June/July 2014	Finalize the Downtown Streetscape Manual and Built Form Standards for Adoption by Council

Alignment with other Downtown Initiatives

Staff and other partners including the Downtown Advisory Committee are also undertaking other initiatives this year to address additional aspects of implementing the Downtown Secondary Plan, for example:

- Downtown Guelph Strategic Assessment
- Baker Street Redevelopment – Project Implementation
- Parking Master Plan
- GEIF

STAFF REPORT

The Downtown Renewal Office and the individual project managers are working on a co-ordinated communications strategy for these initiatives in order to ensure consistent messaging, and, on a more practical level, how the public and stakeholders are effectively engaged across these multiple important initiatives. Changes to the public realm will also be aligned with related initiatives and work plans of Community and Social Services, such as:

- Public Art Policy and Program
- Public Art Site Planning Team
- Culture and Tourism Department programming

CORPORATE STRATEGIC PLAN

Strategic Direction 3.1: ensure a well-designed, safe, inclusive, appealing and sustainable City.

FINANCIAL IMPLICATIONS

This project has been funded through Planning Services Capital Budget. Staff are currently assessing the financial implications of these new design standards and will be providing a more detailed assessment through a future report. The preliminary financial implications of the Streetscape Manual are outlined below.

The City's current 10 Year Capital Forecast for roads, stormwater management, water and wastewater includes funds for infrastructure/road reconstruction in the historic Downtown (i.e. approximately \$18.5 million—not including the Arthur Street Trunk Sewer work). The preliminary costing provided confirms that the capital forecast generally contains sufficient funds to construct the streetscape standard envisioned, including the proposed flexible street approach, for key streets (i.e. Quebec Street, Baker Street, Wilson Street, MacDonell Street and Douglas Street) but the eligibility to fund the streetscape elements from the current proposed funding sources will need to be confirmed.

The current capital budget does not include the full reconstruction of St. George's Square. Based on the preliminary cost estimates and budget forecasts, the order of magnitude of additional investment to renew St. George's Square is estimated to be \$6-6.5 million based on the proposed design concept. This reflects a level of quality similar to Market Square.

Outside the historic core, the Streetscape Manual represents an additional investment in the public realm for enhancements to future downtown road reconstruction projects. For example, the Manual represents enhanced standards around street tree planting (as per the Urban Forest Management Plan), street furniture (e.g. bike parking) and other streetscape details. In addition to the costing completed to date, funding sources will need to be reviewed in order to determine the possible cost implications. Costing and financials will be addressed through the upcoming report from Downtown Renewal regarding the GEIF.

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DEPARTMENTAL CONSULTATION

Throughout the preparation of this report a number of departments were consulted:

- Planning, Building, Engineering and Environment (Engineering)
- Finance and Enterprise (Downtown Renewal)
- Community and Social Services (Culture)
- Operations, Transit & Emergency Services (Traffic and Parking, Public Works, Transit Services)

In addition, a staff Technical Committee and General Manager Committee from different departments is preparing and reviewing the materials produced.

COMMUNICATIONS

The preparation of documents included public and stakeholder engagement. Additional public and stakeholder engagement will be undertaken in the finalization of the Downtown Streetscape Manual and Downtown Built Form Standards as outlined in the report.

ATTACHMENTS

Attachments 2, 3 and 4 are available on the City's website at Guelph.ca/placemaking.

Attachment 1: Evaluation Matrix

Attachment 2: Downtown Streetscape Manual

Attachment 3: St. George's Square Concept Plan

Attachment 4: Downtown Built Form Standards

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STAFF REPORT

ATTACHMENT 1 Evaluation Matrix of Draft Concept Plans released in the Fall

	Option 1: "T" Intersection	Option 2: [] Centralized Square
Business Activation	--Similar space and opportunity for business activation as currently exists	--Generally the space provided in front of stores is at least as large as on the north side of Carden Street; however, in most cases it is larger than Carden --Can have events taking space in the middle of the square without effecting spill-over zones of surrounding businesses --brings on-street parking closer to store entrances
Day-to-Day Activity	--Maintains existing on-street parking and relationship	--Takes better advantage of the central wayfinding nature of the square: creates a public space visible from Wyndham/ Quebec/Douglas and Baker Street Redevelopment -- Pushes daily activity to the edges/corners
Specialized Programing— Community Animation	--Reduces the amount of grade changes which makes programming easier however a larger consolidated space is not provided and therefore more difficult to animate	--This concept is more flexible. A larger, flatter surface is easier to program, lends itself to programming --Events can occur in the middle of the Square without closing down the adjacent roads --Ability to develop concierge function/ wayfinding function to the central square
Cost/Budget* *Budget to be identified		~10% premium
Construction Impact	-- one full season of major disruption from construction	-- one full season of major disruption from construction

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<p>On-Street Parking Implications</p> <p>(Existing Spaces: 14)</p>	<p>Approximately 15 spaces</p>	<p>Approximately 12-16 spaces</p>
<p>Other Implications</p>	<p>--Doesn't address the fragmented nature of the square</p> <p>--Maintains traffic lights</p>	<p>--Ability to reduce/eliminate traffic lights</p> <p>--Permits the reversal of the direction of Douglas Street</p>

STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE April 7, 2014

SUBJECT Housing Strategy Background Report and Proposed Project Charter

REPORT NUMBER 14-15

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To present the Housing Strategy Background Report and a proposed project charter to the Committee for approval.

KEY FINDINGS

The provision of a full range of housing to meet the changing needs of all types of households is a fundamental component of Guelph's sustainable community vision, and is one of the key focus areas of the Guelph Wellbeing initiative.

The roles, responsibilities and relationships amongst all of the stakeholders are complex, involving Federal, Provincial, Municipal, Service Manager, not-for-profit and private sector involvement and coordination. All stakeholders must continue to work together to ensure that the entirety of the housing continuum is addressed in a systemic, integrated manner.

The City, through its update of its Official Plan policies, and the work of the Service Manager on the Housing and Homelessness Plan has established and identified a range of land use policies and other implementation tools and mechanisms to address aspects of the housing continuum.

This report, and the attached Housing Strategy Background Report and proposed project charter, provide an overview of the current state of housing policy and implementation in Guelph and identify a recommended focused scope for developing a City of Guelph Housing Strategy.

The City will continue to work closely with the County, who, as Service Manager has the lead role in addressing the portion of the continuum between homelessness and social housing in accordance with the Housing and Homelessness Plan (HHP) approved by the Province in 2013 posted on <http://www.wellington.ca/en/socialservices>.

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The proposed project charter for the Guelph Housing Strategy outlines a project scope which is intended to add value to our ongoing collaboration with the Service Manager on implementing the HHP by focusing primarily on the City's lead role as a land use planning authority and addressing affordability in the Market Housing portion of the housing continuum.

The proposed scope also includes a review of the City's potential role(s) with respect to financially incenting the creation of affordable housing across the full continuum: is this a role the municipality should play, and if yes, what is the guiding corporate philosophy, policy and funding model that defines and supports this role?

FINANCIAL IMPLICATIONS

Council approved a capital budget of \$40,000 for completion of the Housing Strategy. Budgeted funds will be used to support data acquisition and analysis in subsequent phases of the work and will assist with the implementation of a community engagement process.

ACTION REQUIRED

To receive the Housing Strategy Background Report and approve the project charter.

RECOMMENDATION

1. That Report 14-15 from Planning, Building, Engineering and Environment regarding the Housing Strategy Background Report and Proposed Project Charter dated April 7, 2014 be received.
2. That the Housing Strategy Project Charter included as Attachment 2 to Report 14-15 be approved.

BACKGROUND

The provision of a full range of housing to meet the changing needs of all types of households is a fundamental component of Guelph's sustainable community vision, and is one of the key focus areas of the Guelph Wellbeing initiative. Provincial policy and legislation sets out a framework for municipalities to address housing needs through their role as land use planning authorities and also sets out the requirement for Service Managers to develop Housing and Homelessness Plans in collaboration with stakeholders, including the City.

The City's Official Plan Update (Official Plan Amendment 48) establishes a policy framework that recognizes the need to plan for a full range of housing types and tenures, and commits the City to undertaking a Housing Strategy. The proposed scope of the Guelph Housing Strategy recognizes that all stakeholders must continue to work together to ensure an integrated, systemic approach to addressing the entire housing continuum, and recommends new work that builds on and adds

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value to other ongoing housing initiatives in which the City is participating, particularly HHP implementation.

Purpose of Housing Strategy

The Housing Strategy is intended to address municipal requirements under the Provincial Growth Plan and Provincial Policy Statement regarding planning for a range of housing types and densities by establishing and implementing minimum targets for the provision of affordable rental and ownership housing. The City completed an Affordable Housing Discussion Paper in 2009 which provided the basis for the affordable housing target incorporated into the City's Official Plan via OPA 48. The Housing Strategy will advance the Official Plan policies by providing an implementation plan related to the 30% affordable housing target along with a mechanism to monitor achievement of the target. The work will include a review of the methods used in determining the affordable housing benchmark prices for rental and ownership units in the 2009 Affordable Housing Discussion Paper and an update of the prices. The Housing Strategy will also assist Council in responding to affordable housing funding opportunities and the City's potential role as a funding source through programs such as the City's Affordable Housing Reserve Fund (AHRF). The opportunity to integrate recommended actions with existing policies and processes, including other funding sources, the Development Priorities Plan and other monitoring processes, will also be explored.

REPORT

Intent of this Report

The intent of this report is to:

- 1) provide a current overview of the state of housing policies and strategies related to the City of Guelph (Housing Strategy Background Report); and
- 2) outline a proposed project charter which defines the scope for undertaking a City of Guelph Housing Strategy.

Housing Strategy Background Report

The Housing Strategy Background Report, posted on <http://guelph.ca/housing> as Attachment 1, provides context to the City of Guelph Housing Strategy and details about the current policy framework for housing to help establish project scope, and appropriately address provincial policy requirements and the City's adopted Official Plan policy. The Background Report provides a general overview of the housing continuum; definition of affordable housing; summary of various government roles, responsibilities and relationships; background policy documents; past studies and reports; and City funding initiatives.

The Housing Continuum and Defining Affordability

Figure 1 presents the Province's definition of the housing continuum with homelessness at one end of the spectrum and home ownership at the other end. Supporting a full range and mix of housing, including the need for affordable ownership and rental housing, is key to community health and wellbeing and addresses the City's corporate strategic goal to ensure a well designed, safe,

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inclusive, appealing and sustainable City. The intent of much government policy is to enable households to move through the continuum as their needs change by encouraging an appropriate range of housing supply and supports for the community.

Figure 1: Housing Continuum



Source: MMAH, Municipal Tools for Affordable Housing, Summer 2011

In the City of Guelph the Non-Market Housing component of the housing continuum is largely administered and managed by the County of Wellington in its role as Service Manager. This leaves the Market Housing component of the housing continuum (being private market rental and ownership housing) to the City of Guelph to address. However the City also has a role on the Non-Market end of the housing continuum through funding of the Service Manager and also through its historic use of the AHRF to incent Non-Market affordable housing.

Housing affordability crosses the entire continuum and can be defined many ways. At a basic level, according to Canada Mortgage and Housing Corporation, housing is affordable for a given household if it costs less than 30% of gross (before-tax) household income. Shelter costs include the following:

- **Renters:** rent and any payments for electricity, fuel, water and other municipal services;
- **Owners:** mortgage payments (principal and interest), property taxes, and any condominium fees, along with payments for electricity, fuel, water and other municipal services.

The adopted City of Guelph Official Plan defines affordable housing based on the Provincial Policy Statement definitions and local market conditions analysed through the City's 2009 Affordable Housing Discussion Paper. For the purposes of this report the following definition from the City of Guelph Official Plan (OPA 39 and 48) will be used:

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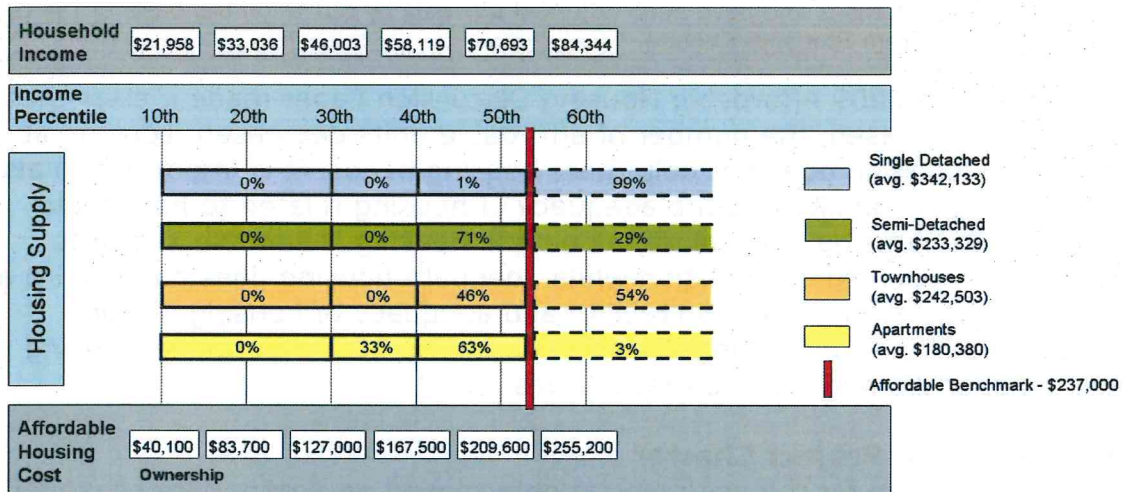
Affordable housing means:

- a) in the case of ownership housing, housing for which the purchase price is at least 10 percent below the average price of a resale unit in the City of Guelph;
- b) in the case of rental housing, a unit for which the rent is at or below the average market rent of a unit in the City of Guelph.

The 2009 Affordable Housing Discussion Paper set an affordable ownership benchmark value of \$237,000 and an affordable rental benchmark value of \$833 based on 2008 market values.

Figure 2 illustrates household incomes by percentiles to show how the affordable ownership benchmark price relates to low-to-moderate income households (below 60th percentile of income distribution). The most affordable new housing forms were apartments (97%) followed by semi-detached dwellings (71%). Only 1% of single detached dwellings were below the affordable ownership benchmark value.

Figure 2: Comparison of Affordable Benchmark and Average New House Prices (2008)

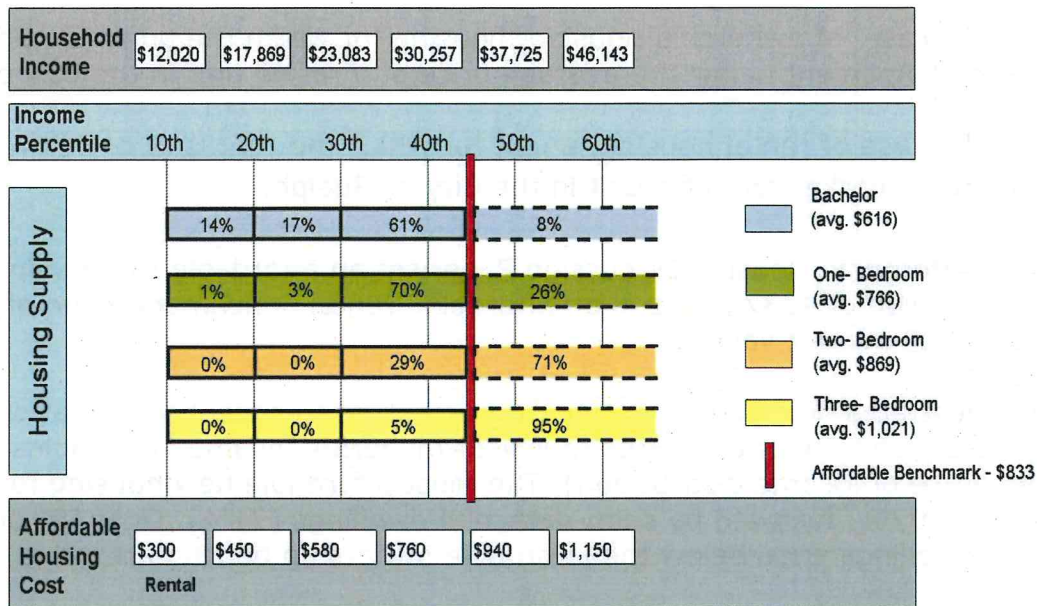


Source: MPAC housing sales data (2008). Household incomes have been calculated from Statistics Canada 2006 Census and have been adjusted upwards by 6.0 % on the basis of the Ontario Consumer Price Index from Statistics Canada.

Figure 3 illustrates household incomes by percentiles to show how the affordable rental benchmark price relates to low-to-moderate income households (below 60th percentile of renter income distribution). The most affordable rental housing forms were bachelor apartments (92%) followed by one bedroom units (74%). Only 5% of three bedroom units were below the affordable rental benchmark value.

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Figure 3: Comparison of Affordable Benchmark with Average Rental Prices



Source: Calculated from CMHC's data (2008). Household incomes have been calculated from Statistics Canada 2006 Census and have been adjusted upwards by 6.0 % on the basis of the Ontario Consumer Price Index from Statistics Canada.

The findings of the 2009 Affordable Housing Discussion Paper made it clear that as bedroom sizes increased, the number of affordable units decreased. Looking at affordability in isolation does not help meet housing needs. It is important to also consider housing suitability and the adequacy of housing related to household needs along with housing affordability. Suitable housing is suitable in size to accommodate household composition while adequate housing does not require any major repairs. The affordability, suitability and adequacy of housing will be considered as part of the Housing Strategy work. The 2009 Affordable Housing Discussion Paper did not address these issues.

Project Scope and Project Charter

A key initial challenge for the work plan is determining an appropriate scope for the City of Guelph Housing Strategy given the complexity of housing needs, multiple policy drivers and program requirements, and the various roles, responsibilities and tools available to stakeholders.

The development of an appropriate project scope focused on policy drivers, roles, responsibilities and tools available to the City, while recognizing the continued lead role of the County of Wellington as the Service Manager in implementing the HHP, and a need to coordinate our efforts with the County, where appropriate, to ensure that complementary and value-added strategies are developed. The advantages of building on work already completed were also recognized.

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The City's need to develop a Housing Strategy is fundamentally driven by our vision of a sustainable community and the role that housing choices and opportunities play in achieving this vision. Provincial policy and legislation provide a framework for municipal consideration of housing, and municipalities are required through the Provincial Growth Plan to develop a housing strategy to address the planning and development of a range of housing types and densities to support the achievement of the intensification target and density targets. Similarly, the Provincial Policy Statement requires municipalities to provide an appropriate range and mix of housing types and densities for current and future residents by establishing and implementing minimum targets for the provision of affordable housing.

These provincial planning requirements have largely been addressed through the City's Official Plan Update process (OPA 39 and 48). The Official Plan Update designates sufficient lands to meet growth plan needs to 2031, supports a range of housing types and includes an affordable housing target along with definitions for affordable ownership and rental housing. However, the policies recognize the need for further guidance regarding implementation which is to be addressed through the Housing Strategy. In dealing with housing needs, the City's primary focus is through its role as the land use planning authority and the use of associated tools such as land use designations, intensification policies and permitted uses in its Official Plan and through the development approvals process. The City also collaborates with the County of Wellington and other stakeholders to address other aspects of the housing continuum and to ensure an overall, integrated, systems-based approach is followed.

The County as the Service Manager is responsible for the administration, funding and management of social housing and homelessness programs and resources for both the County of Wellington and the City of Guelph. The City does, from a funding perspective, pay its apportioned costs for social housing and homelessness programs but only has an indirect influence on how this funding is spent and how social housing resources are managed. In addition the Service Manager is required to complete a Housing and Homelessness Plan under the Housing Services Act, 2011 which was approved by the Province in 2013. The City is continuing to work with the County on the development of the HHP implementation plan.

It is recommended that the City build on the work already completed through the Official Plan Update and focus on affordable housing implementation strategies. In addition, it is recommended that the City of Guelph Housing Strategy focus mainly on its land use planning role and on the Market Housing components of the housing continuum.

The City will continue to play a support role, already reflected in the City's planning policies and funding arrangement with the County, in addressing Non-Market Housing, i.e. homelessness, special needs housing (emergency shelter, transitional housing and supportive housing), social housing and subsidized rental.

STAFF REPORT

The project charter, included as Attachment 2, addresses policy drivers, builds on work already completed, defines project scope and responds to the housing policies and targets contained in the City's adopted Official Plan. Policy drivers include the Provincial Growth Plan, City of Guelph 2009 Affordable Housing Discussion Paper, Official Plan Update policies (OPA 39 and 48), and the 10-year Housing and Homelessness Plan completed by the Service Manager which was approved by the Province in November 2013 posted on <http://www.wellington.ca/en/socialservices>. Key components of the work plan include updating the affordable rental and ownership housing benchmarks, developing an implementation plan, and exploring the potential for a comprehensive policy framework and sustainable funding plan for the Affordable Housing Reserve Fund.

The City of Guelph Housing Strategy will include a review of the Housing and Homelessness Plan completed by the County of Wellington with a focus on actions related to increasing the supply and mix of affordable housing options for low-to-moderate income households viewing the provision of affordable housing as a key City building objective and focal area of the Guelph Wellbeing initiative. In addition, city staff are participating in the implementation of the County's Housing and Homelessness Plan. The intent is to create complementary and value-added strategies and continue to leverage and support opportunities presented by other levels of government in meeting community housing needs.

The Housing Strategy will also review the City's potential role as a funding source of affordable housing through programs such as the Affordable Housing Reserve Fund (AHRF). A first principles approach will be taken starting with determining if the City should be financially incenting affordable housing and if yes what is the guiding philosophy, policy and financial model. If it is determined that an ongoing funding role is warranted, the Housing Strategy will include a comprehensive policy framework and sustainable funding plan. Since 2002, the City of Guelph has supported the funding of affordable housing using the AHRF including opportunities, such as the "Investment in Affordable Housing (IAH) Initiative" managed by the Service Manager. The AHRF lacks a sustainable funding plan and requests for funds have been considered outside of a comprehensive policy framework or needs analysis.

Work Plan

Table 1 below presents a high level work plan for the Housing Strategy. The proposed approach allows for raising awareness and understanding of government roles and historic responses, and allows for community engagement opportunities to advance the understanding of issues, prior to proceeding with the development of recommended directions. It is intended that a more detailed work plan, including a community engagement and communications plan will be developed upon the initiation of Phase II.

Table 1: Housing Strategy Project Phases

Phase I	Background Report	April 2014 (Complete - Attachment 1)
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Phase II	Discussion Paper	Winter 2015
Phase III	Directions Document	Spring 2015
Phase IV	Housing Strategy	Fall 2015

Data analysis and the identification of housing issues will be completed as part of the discussion paper scheduled for release in the winter of 2015. A community engagement plan will also be presented, at that time, and will address building the community's awareness, understanding and engagement in the development of sustainable directions for affordable housing in the City.

A directions document, including a review of practices of other municipalities and draft recommendations, is anticipated in early 2015. The release of a directions document ensures ample opportunity for stakeholders to review draft directions and propose additional approaches prior to City staff fully developing actions. The expectation is that the directions document will inform a draft Housing Strategy that will be released to the public in the fall of 2015 for further consultation.

Critical Success Factors

Managing the scope of the project is essential along with the ability to acquire and analyze housing need and supply information so that a response based on local data is developed recognizing the roles and responsibilities of the City and connections with other stakeholders and opportunities. In particular support from key internal departments is needed along with on-going dialogue with Wellington County staff, given their role as Service Manager.

Next Steps

Following approval of the City of Guelph Housing Strategy project charter, data analysis and collection will begin. Housing need and supply data will be collected and affordable housing benchmarks will be reviewed and updated. The data will focus on the affordability, suitability and adequacy of housing needs and supply. A review of the secondary rental market is also anticipated given the increased supply and significance of this housing option in the City of Guelph.

Conclusion

The complexity of housing needs, presence of multiple stakeholders and multiple policy drivers supports the proposed approach that encompasses a comprehensive analysis of housing needs (affordability, adequacy and suitability); recognizes the roles and responsibility of the City and connections with other stakeholders; and coordinates and maximizes policy and program requirements and tools. The result will be a City of Guelph Housing Strategy that comprehensively assesses and responds to community needs in a manner that best leverages tools and resources, including the ability to support other stakeholder efforts with a clear implementation plan. A coordinated systems-based approach is required to address the full housing continuum with a scope reflective of our ongoing work with the County of Wellington as Service Manager. The provision of affordable housing

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across the entire housing continuum is a key City building objective and a key focal area of the Guelph Community Wellbeing Initiative.

CORPORATE STRATEGIC PLAN:

2.2 Innovation in Local Government - Deliver public services better.

3.1 City Building - Ensure a well-designed, safe, inclusive, appealing and sustainable City.

FINANCIAL IMPLICATIONS:

Council approved a capital budget of \$40,000 for completion of the Housing Strategy. The budget will primarily be used for data acquisition and analysis, which could include the collection of primary data through a housing needs survey, including the secondary rental market. This funding also includes budget for the implementation of a community engagement process.

DEPARTMENTAL CONSULTATION:

The work plan was developed with the assistance of a cross departmental team with representatives from Planning Services and Community and Social Services. Communications, Community Engagement and Finance staff will be consulted during subsequent phases of the work plan.

COMMUNICATIONS:

A Community Engagement and Communications Plan will be developed in coordination with Community Engagement and Communications staff. The public will be consulted throughout this process.

ATTACHMENTS

- *ATT-1 Housing Strategy Background Report
- ATT-2 Housing Strategy Project Charter

* Attachment 1 is available on the City of Guelph website at <http://guelph.ca/housing>. Click on the link for the April 7, 2014 Housing Strategy Background Report and Proposed Project Charter Staff Report (with attachments).

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ATTACHMENT 2 - PROJECT CHARTER

PROJECT NAME:	Housing Strategy 2014		
CURRENT PHASE:	Phase I	VERSION #	
PROJECT TEAM:	Melissa Aldunate, Manager of Policy Planning and Urban design Joan Jylanne, Senior Policy Planner Tim Donegani, Policy Planner Karen Kawakami, Social Services Policy and Program Liaison	DATE:	April 7, 2014
PROJECT SPONSOR:	Todd Salter, General Manager of Planning Services Barbara Powell, General Manager of Community Engagement and Social Services		

PROJECT PRIORITY	
PROJECT TYPE: (Strategic, Operational or Local)	Strategic
PROJECT PRIORITY: (High, Medium or Low)	Medium

PROJECT DEFINITION

PROJECT PURPOSE: Describe the project and the reason it is required?

The provision of a full range and mix of housing to meet the changing needs of all types of households is a fundamental component of Guelph's sustainable community vision, and is one of the key focus areas of the Guelph Wellbeing initiative. The Guelph Wellbeing initiative has the goal of providing each person the best quality of life in Guelph and has recognized housing safety, affordability, income and accessibility as an emerging theme.

The Growth Plan for the Greater Golden Horseshoe includes a requirement that:

Upper and Single Tier municipalities will develop a housing strategy in consultation with lower-tier municipalities, the Minister of Municipal Affairs and Housing and other appropriate stakeholders. The housing strategy will set out a plan, including policies for official plans, to meet the needs of all residents, including the need for *affordable* housing, - both home ownership and rental housing. The housing strategy will include planning and development of a range of housing types and densities to support the achievement of the *intensification target* and *density target*.

Through the 5-year update to the Official Plan (OPA 48), the City established an annual affordable housing target requiring that an average of 30% of new residential development be affordable housing (27% ownership and 3% rental). OPA 48 provided updated housing policies on the basis of background work completed through the Affordable Housing Discussion Paper. This replaces the current OP policy encouraging 25% of potential units in large subdivisions to be designed for moderate and lower income households. OPA 48 includes policies to support the creation of affordable housing units and acknowledges that a more detailed implementation strategy is required. OPA 48 defined Affordable Housing as:

- i) In the case of ownership housing, housing for which the purchase price is at least 10 percent below the average price of a resale unit in the City of Guelph
- ii) In the case of rental housing, a unit for which the rent is at or below the average market rent of a unit in the City of Guelph

The Affordable Housing Discussion Paper determined the 2008 benchmarks as \$237,000 for ownership and \$883/month for rental.

The Affordable Housing Strategy will provide the implementation framework for the Official Plan's affordable housing

ATTACHMENT 2 - PROJECT CHARTER

objectives and policies and may recommend revisions to policies and mechanisms to further support affordable housing and will outline a method of monitoring achievement of the target. The Strategy will also provide details as to how the City has met the other housing strategy requirements of the Growth Plan, i.e. planning for the full range and mix of housing. The Housing Strategy will include a review of the Housing and Homelessness Plan completed by the County of Wellington as the Service Manager with a focus on actions related to increase the supply and mix of affordable housing options for low-to-moderate income households. The intent is to create complementary and value-added strategies reflective of our on-going work with the Service Manager.

The Strategy will:

- define the housing continuum and what portions are within the City's jurisdiction;
- clarify the City's role in addressing issues along the continuum (principally market ownership and rental housing);
- respond to the relevant recommendations of the Housing and Homelessness Plan for Guelph Wellington (HHP) and other key documents;
- gather and analyse updated housing data (e.g. update the affordable housing benchmarks prices/rents and further specify the City's housing needs and supply)
- identify housing issues (e.g. what type and size units are needed, safety and quality concerns, and lack of housing options);
- re-examine the method of developing the housing benchmarks and confirmation of the 30% target;
- develop a program for monitoring the achievement of the City's housing objectives; and
- Review the relevance of the Affordable Housing reserve fund in the context of the City's role in affordable housing. If it is determined that its should be maintained, establish an Affordable Housing Reserve Fund policy to guide the City's discretionary financial contributions to affordable housing projects and explore an on-going funding source.

PROJECT GOALS: What is the project trying to achieve, in detail?

- To understand the demand and supply for housing and determine housing needs
- To identify affordable housing issues that should be addressed by the City
- To determine municipal best practices to address the housing issues
- To recommend land use planning and other tools to address the identified housing issues including those that increase the supply of affordable housing. Tools may include amendments to the planning policies, regulations and/or procedures such as the Zoning By-law, development review process, and other corporate policies and practices.
- To determine if there is an on-going role for an Affordable Housing reserve fund. If so:
 - establish a policy, and potentially program(s), to guide effective use of the Affordable Housing Reserve Fund
 - identify an on-going funding mechanism for the Affordable Housing Reserve Fund
- To outline a monitoring framework for the achievement of housing objectives and policies

CRITICAL SUCCESS FACTORS: What factors will have to be achieved for the project to be successful?

- Support from internal departments including Community and Social Services, Development Planning, Legal and Realty Services and Finance.
- Stakeholder support of work and building consensus on scope
- Access to resources and data
- Communication and on-going dialogue with Wellington County staff

PROJECT STRATEGY: At a high level, how are you going to achieve your project goals?

- Build consensus among Council and stakeholders on the appropriate scope for the Housing Strategy and for the City's responsibilities and involvement along the housing continuum
- Research and summarize relevant components of key background documents
- Collect and analyse housing data to identify housing needs and supply
- Research municipal best practices for achieving housing objectives

ATTACHMENT 2 - PROJECT CHARTER

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| <ul style="list-style-type: none"> • Consult with the public on findings and key directions – e.g. open houses, focus groups • Staged approach to reporting to Council and stakeholders |
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| <p>PROJECT BENEFITS: What are the tangible and intangible benefits of the project?</p> <ul style="list-style-type: none"> • Effective monitoring of housing targets allows better management and policy responses to emerging issues • A framework of policies, procedures and programs that help achieve the targets and respond to housing issues that arise • Clear work plan for on-going housing issues • Clarify City roles and responsibilities in affordable housing and the City’s capacity to affect change • Provide clarity to the development industry regarding their role in achieving targets • Provide Council with guidance on the potential benefits of an Affordable Housing Reserve Fund and explore an on-going funding source with links to other funding initiatives • Enhance connection of housing to other Departmental initiatives/strategies, eg. Development approval process, Development Priorities Plan, Annual Building Monitoring Report, Guelph Wellbeing initiative and the Older Adult Strategy • Enhanced relationships with Wellington County, Guelph & Wellington Developers Association (GWDA), and Guelph and District Homebuilders’ Association (Homebuilders) • Increased corporate and community attention on affordable housing issues |
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PRODUCT DEFINITION

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| <p>END PRODUCTS: At the end of the project, what products will the project deliver?</p> <ul style="list-style-type: none"> • Housing Strategy • Implementation plan • Recommendations for updates to OP policy and Zoning regulations • Recommendations regarding a potential Affordable Housing Reserve Fund policy and funding model • Template for an annual Housing Report including potential modifications to existing monitoring and reporting protocols |
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| <p>KEY INTERIM PRODUCTS: During the project what are the key interim products to be delivered?</p> <ul style="list-style-type: none"> • Background Report – Context for the Strategy • Community Engagement and Communications Plan • Discussion Paper - data analysis, housing issue identification and best practices review • Directions Report – analysis of tools and proposed recommendations |
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| <p>DATA REQUIREMENTS:</p> <ul style="list-style-type: none"> • 1991-2011 Census Data at City level • 2011 National Household Survey Data at City level • Housing Sales Data at City Level, Resale and New (MPAC data mining) • Other Estimates of Rental Housing Stock • New supply information (Building Department Reports, CMHC reports, Development Priorities Plan) • Rental Prices and Vacancy Rates (CMHC reports) • Social housing waiting list analysis (County of Wellington) • Guelph Wellington Need and Demand Study (2012) • CMHC Secondary Rental Market information (if possible) • Housing Needs Survey (optional primary data collection) |
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PROJECT SCOPE

<p>It is expected that data collection, issue identification, and consultation with staff and other stakeholders may lead to refinements to the proposed project scope.</p>

PROJECT SCOPE IS (INCLUDES):	PROJECT SCOPE IS NOT (DOES NOT INCLUDE):
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ATTACHMENT 2 - PROJECT CHARTER

<ul style="list-style-type: none"> • A framework for supporting the achievement of the affordable housing target • Updated Affordable Housing Reserve Fund policy • Confirmation of the affordable housing benchmarks • Recommended approach to ongoing updates to the benchmarks • Development of a monitoring program • Clarification of City's role across the housing continuum • Recommended Official Plan and Zoning regulations 	<ul style="list-style-type: none"> • Addressing Housing managed and funded by other levels of government including the Service Manager (although Affordable Housing Reserve Fund policy may consider out of scope elements of the housing continuum) • Roles, relationships and funding arrangements between the City and County. However, the housing strategy may provide direction to inform decisions regarding the discretionary funding the City provides to the County on social housing
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PROJECT PARAMETERS

SCHEDULE: A high level outline of key dates		
April	2014	Council to receive Background report and Staff Report and approve project charter
Winter	2015	Report to Council on discussion paper including data analysis, community engagement approach and detailed work plan
Spring	2015	Release Housing Strategy Directions Document and Continue Community Engagement
Fall	2015	Public Release of Draft Housing Strategy
Winter	2016	Council Approval of Final Housing Strategy

BUDGET: The total estimated budget, broken down into key product and dates, when possible.
Council has approved a Capital Budget of \$40,000 for completion of the Housing Strategy.

RISK ASSESSMENT:

BEGINNING ASSUMPTIONS:
<ul style="list-style-type: none"> • It is assumed that the City's Local Growth Management Strategy, OPA 39 and OPA 48 meet the Growth Plan's requirement for a Housing Strategy that plans for "a range of housing types and densities to support the achievement of the intensification target and density target." • Many households have incomes that don't allow them to be housed in market housing no matter how successful the City is in achieving its housing objectives. Furthermore many people have special needs beyond economic needs, which present other housing issues. The County of Wellington as Service Manager has responsibility for providing housing services from the centre to the left end of the housing continuum including homelessness, emergency shelters, transitional housing and social housing. City Official Plan policy supports the development and retention of special needs housing (emergency shelter, transitional housing and supportive housing) in conjunction with the County, Provincial and Federal governments. While recognizing that many of the initiatives identified through the Housing Strategy may provide benefits across the continuum, the Housing Strategy will focus on increasing the supply of affordable market housing, a clear area of City jurisdiction as the land use planning authority. • The City will continue to fund the County as Service Manager that administers many housing services, both discretionary and nondiscretionary. However, as evidenced by Council's response to recent funding requests from affordable housing providers, there may be political will to spend tax dollars, staff resources and political capital, beyond the mandated contributions, to support the development of affordable housing through the Affordable Housing Reserve Fund. • That the strategy will be developed primarily in house and with limited outside consulting support. City staff will look to Wellington County staff to provide some data, knowledge and expertise and to dovetail with County initiatives where appropriate. • Provincial and Federal Funding for new affordable housing supply is limited and not predictable.

KNOWN CONSTRAINTS: Resource, Schedule, Budget or other constraints

ATTACHMENT 2 - PROJECT CHARTER

- Staff time – various departments involved with other high-priority projects
- Stakeholders' availability and commitment to provide feedback throughout a multi-year project
- Former areas of Provincial responsibility are increasingly devolving to the Service Managers and municipalities; there is limited provincial support available for policy development
- Data availability, timing to acquire and cost

STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE April 7, 2014

SUBJECT Stone Road Widening and Reconstruction from Victoria Road to Gordon Street

REPORT NUMBER

EXECUTIVE SUMMARY

PURPOSE OF REPORT

The purpose of this report is to obtain Committee/Council authorization for the widening (from two lanes to four lanes) of Stone Road from Victoria Road to Gordon Street.

KEY FINDINGS

- A Schedule C Class Environmental Assessment (EA) for improvements to Stone Road, between Gordon Street and Watson Parkway, and for the realignment of Watson Road between Stone Road and Watson Parkway, was completed in April, 2002.
- During the public commenting period, a Part II Order request was filed by Dr. Hugh Whiteley with the Minister of the Environment specifically objecting to the widening the section of Stone Road between Victoria Road and the Village by the Arboretum.
- An agreement between City staff and Dr. Whiteley was reached such that the City would delay the widening of the section of Stone Road between Victoria Road and the Village by the Arboretum and City staff would provide an updated transportation assessment for public comment and Council approval prior to proceeding with that widening.
- The updated transportation assessment has been completed and is available for public comment.
- The need and justification for widening this section of Stone Road are even greater now than when they were first identified in the 2002 EA study. This is due to a number of factors such as traffic updates, land use changes, road network changes, transit and active transportation needs, and the urgency for drainage and pavement upgrades.
- The widening and reconstruction of Stone Road between Gordon Street and Victoria Road is now considered a priority given the significant pavement deterioration on this section.
- Detailed design is currently being completed in-house by staff. Construction is expected to commence in 2014 and will be completed in

STAFF REPORT

stages over two years with substantial completion in 2015.

FINANCIAL IMPLICATIONS

The estimated total project budget is \$5.6 million. Funds are allocated in the approved 2013 Capital Budget and 2014-2023 ten year Capital Budget and Forecast.

ACTION REQUIRED

Approval of the report entitled "Stone Road Widening and Reconstruction from Victoria Road to Gordon Street" and the staff recommendations made therein.

RECOMMENDATIONS

1. That the Planning, Building, Engineering and Environment report entitled "Stone Road Widening and Reconstruction from Victoria Road to Gordon Street", dated April 7, 2014, be received.
2. That Council authorize staff to proceed with the widening and reconstruction of Stone Road from Victoria Road to Gordon Street, as outlined in the Planning, Building, Engineering and Environment report dated April 7, 2014.

BACKGROUND

The Class Environmental Assessment (EA) for improvements to Stone Road, between Gordon Street and Watson Road, was completed in April, 2002. During the public review period (April-May, 2002), Dr. Hugh Whiteley filed a request for Part II Order with the Ministry of the Environment, specifically objecting to the recommended widening of the section of Stone Road from two lanes to four lanes, between Victoria Road and Village by the Arboretum.

Following discussions between City staff and Dr. Whiteley, the City agreed to delay the widening of the above-noted section until it was required to accommodate the anticipated future traffic increases. Consequently, Dr. Whiteley withdrew his Part II Order request thereby allowing the City to proceed with improvements to the other sections of Stone Road.

It was also agreed that prior to proceeding with the widening of the delayed section, City staff would provide an updated transportation assessment for public comment and Council approval.

The purpose of this report is to provide the updated transportation assessment for the widening of Stone Road west of Victoria Road. The assessment is based on traffic updates, land use changes, road network changes, transit and active transportation needs, and the urgency for drainage and pavement upgrades.

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REPORT

Environmental Assessment (EA)

At the time of the 2002 EA study, Stone Road tapered from four lanes to two lanes 70 metres east of Gordon Street, without bike lanes, curb and gutter, or sidewalks (except on the south side between Gordon Street and Village Green Drive). Further, between Victoria Road and Watson Road, the bridge over the Eramosa River was restricted to one lane only. The recommendations of the EA study for the section of Stone Road east of Gordon Street included the following (see Attach 1: Key Map):

- a) East of Victoria Road: Staged improvements to realign and reconstruct Stone Road initially as a two lane road including bike lanes and a new bridge over Eramosa River, and provide for future widening to four lanes in conjunction with the development of the Ontario Reformatory Centre (ORC) (now Guelph Innovation District) lands to the north. Also included in this section was the realignment of Watson Parkway to connect with Stone Road along with the closure of the southerly section of old Watson Road. The existing bowstring bridge across the river was recommended to be preserved and integrated into the City's trail system.
- b) West of Victoria Road: Widening and reconstruction from two lanes to four lanes including bike lanes and sidewalk only on the south side.

The EA was undertaken as a Schedule C project, and its recommendations were approved by Council on February 4, 2002. The Environmental Study Report (ESR) was filed for public review on April 5, 2002, with the opportunity for members of the public to file a request for Part II Order by the Minister of the Environment. Under the Municipal Class EA process for Schedule C projects, a request for Part II Order is a request to direct the proponent municipality to carry out an "Individual Environmental Assessment" before implementing the project. The Minister (or delegate) could deny, refer to mediation, or grant the Part II Order request, depending on whether or not the requirements of the Schedule C Class EA process have been satisfactorily complied with by the proponent municipality.

Part II Order requests have been made before in regard to EA studies for road projects in Guelph. In a majority of cases, the order request was denied by the Minister based on the EA documentation and additional submission made by City staff. In other instances, the objectors agreed to withdraw their objections after staff were able to explain the issues or address their concerns. In all cases staff met with objectors and attempted to resolve outstanding issues.

Dr. Hugh Whiteley, filed a request for Part II Order on April 30, 2002, specifically objecting to the widening of the roadway section between Victoria Road and the Village by the Arboretum. His main concern was that Stone Road "bisects two parts of the University of Guelph Arboretum, and as such Stone Road in this section must be reconstructed as a two lane roadway to "enhance the greenway function (of the

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Arboretum to the maximum extent possible.” In addition, Dr. Whiteley also questioned the capacity assumptions and analyses underlying the Class EA recommendation for widening. However, he was agreeable to the reconstruction of Stone Road and Victoria Road intersection including two through lanes and auxiliary turn-lanes as required in each direction.

In regard to Dr. Whiteley’s two concerns, staff were of the view that the EA process had addressed them satisfactorily. The EA process was sensitive to the proximity of the Arboretum and ensured that potential impacts were minimized and mitigated. Further, the University of Guelph, which owns the Arboretum lands, was part of the Stone Road EA process and was supportive of the EA recommendation to widen Stone Road from two lanes to four lanes abutting the Arboretum lands.

As for the capacity analyses supporting the widening, it was noted that the projected traffic increases on Stone Road west of Victoria Road would be caused by:

- a) the proposed improvements to Victoria Road and Stone Road east of Victoria Road, as these improvements would divert traffic that was using alternative routes; and
- b) development in the then ORC lands, and residential developments along Victoria Road south of Stone Road.

However, when staff met with Dr. Whiteley, he suggested that the City could delay the widening of the section of Stone Road between Victoria Road and Village by the Arboretum. This would be similar to the staged approach that the EA recommended for the section of Stone Road east of Victoria Road: initial reconstruction to two lanes and future widening to four lanes in conjunction with the development of the ORC lands. Dr. Whiteley further suggested that prior to widening, staff should provide an updated transportation assessment for public comment and Council approval.

These suggestions appeared to be reasonable and consistent with the sequence of implementing improvements identified in the ESR:

- 1) construction of the new bridge;
- 2) realignment and reconstruction of Stone Road (east of Victoria Road) and Watson Parkway as two lane roads;
- 3) improvements to the intersection at Stone Road and Victoria Road; and
- 4) widening of Stone Road from two lanes to four lanes between Victoria Road and Gordon Street.

Based on this understanding, Dr. Whiteley withdrew his request for the Part II Order, and the City proceeded with the implementation of improvements to Stone Road to east of Victoria Road. The work was completed in 2005.

The expectation at that time was to proceed soon after with the widening of Stone Road west of Victoria Road. However, the reconstruction of this section was initially delayed because of the construction on Victoria Road (first for replacement of the

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bridge over the Eramosa River, and later for sanitary sewer and forcemain installation to service abutting development), as both Victoria Road and Stone Road could not be closed for construction at the same time. In later years, budget allocation for Stone Road became an issue with competing road projects especially those selected for funding under the Infrastructure Stimulus Fund (ISF) program.

In accordance with the understanding reached with Dr. Whiteley, an updated transportation assessment has been prepared and is included as attachment to this report (Attachment 2: Updated Transportation Assessment for Stone Road). The updated assessment takes into account recent and projected changes in: traffic volumes, development context, road network, transit and active transportation needs, pavement conditions, and the requirements for stormwater management.

The transportation assessment concludes that the need and justification for widening the section of Stone Road between Gordon Street and Victoria Road, are even greater now than when they were first established in the 2002 EA study. This is due to a number of factors, including:

- a) increased development traffic from GID lands in comparison to what was assumed in the EA;
- b) significant development intensification along Victoria Road south of Stone Road, since the completion of the EA;
- c) the completion of the Hanlon Expressway EA in 2010, according to which only Stone Road will have a full interchange at the Hanlon Expressway between Wellington Road and Laird Road;
- d) Stone Road is the only continuous east-west arterial road between Watson Road and the Hanlon Expressway which is also designated as a truck route;
- e) Stone Road is also identified as a Transit Priority corridor in Guelph's Transit Strategy;
- f) the current requirement for active transportation facilities (sidewalks/bicycle lanes) on this section of Stone Road can be accommodated at the same time as the road reconstruction and widening.

In order to facilitate public comment, this report and the transportation assessment have been made available for public review. A notice of the Planning & Building, Engineering and Environment (PBEE) meeting on April 7, 2014, has been placed in the Guelph Tribune, inviting members of the public to review the report and transportation assessment and attend the PBEE meeting as delegations.

Proposed Construction

A number of concerns have been raised about the deteriorating pavement condition on Stone Road and the need to upgrade the road. Funding has been allocated in the Capital Budget and Forecast to undertake the widening and reconstruction of Stone Road in 2014 and 2015. The design work is being completed in house by City staff. The following are the project components proposed for construction:

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- a) Widening from two vehicular lanes to four lanes, with the majority of the widening to the south side to minimize the amount of utility pole relocation required on the north side;
- b) Bicycle lanes and sidewalks on both sides;
- c) Intersection improvements at Village Green Drive and West Ring Road;
- d) Curb and gutter with catch basins and storm sewers to collect and convey the majority of storm runoff to the Village by the Arboretum storm water management ponds and limit storm water discharge to Arboretum Creek.

Proposed construction in 2014 consists of work between Victoria Road and Village Green Drive. The work on the paved roadway to construct a four lane road with bicycle lanes is expected to commence in June, 2014 (subject to receipt of necessary approvals) and be completed by October, 2014. Work outside of the paved roadway to construct sidewalks, boulevards, restorations and landscaping plus work by Guelph Hydro to upgrade their infrastructure is expected to carry over into 2015. During construction, it is expected that a short term closure (approximately one week) will occur at the onset of the project in order to construct stormwater outlet infrastructure. Following this activity, it is expected that two-way traffic will be maintained throughout the construction period.

To meet the proposed 2014 construction timelines, it is necessary to tender the contract in mid-April, 2014 prior to Council receiving this report. Should the report not be approved or revisions are required, staff have the ability to cancel and/or revise the tender prior to the tender closing and being awarded. A tender award Council report is expected in May, 2014.

Prior to starting construction, staff will be holding an open house to advise the public of the detailed design for 2014 construction and to display conceptual plans for the proposed 2015 construction. Staff have already met directly with the University of Guelph and Village by the Arboretum representatives to discuss construction impacts.

FINANCIAL IMPLICATIONS

The estimated total project budget is \$5.6 million. Funds are allocated in the approved 2013 Capital Budget and 2014-2023 ten year Capital Budget and Forecast.

CORPORATE STRATEGIC PLAN

3.1 Ensure a well-designed, safe, inclusive, appealing and sustainable City.

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DEPARTMENTAL CONSULTATION

The detailed design for the proposed 2014 Stone Road reconstruction from Victoria Road to Village Green Drive has been circulated to various city departments for review and comment including Public Works and Transit.

COMMUNICATIONS

A notice for the Stone Road Reconstruction and Widening has been published in the City Page of the Guelph Tribune on March 27, 2014 and April 3, 2014.

A notice for the construction open house will be published in the City Page of the Guelph Tribune in May, 2014. Open house notices will be circulated to area residents. As well, construction notices will be circulated to area residents prior to construction commencing. Direct communication with the University of Guelph and Village by the Arboretum representatives has occurred with respect to the upcoming construction.

ATTACHMENTS

Attachment 1 - Construction Staging and Key Map

Attachment 2 - Updated Transportation Assessment for Stone Road

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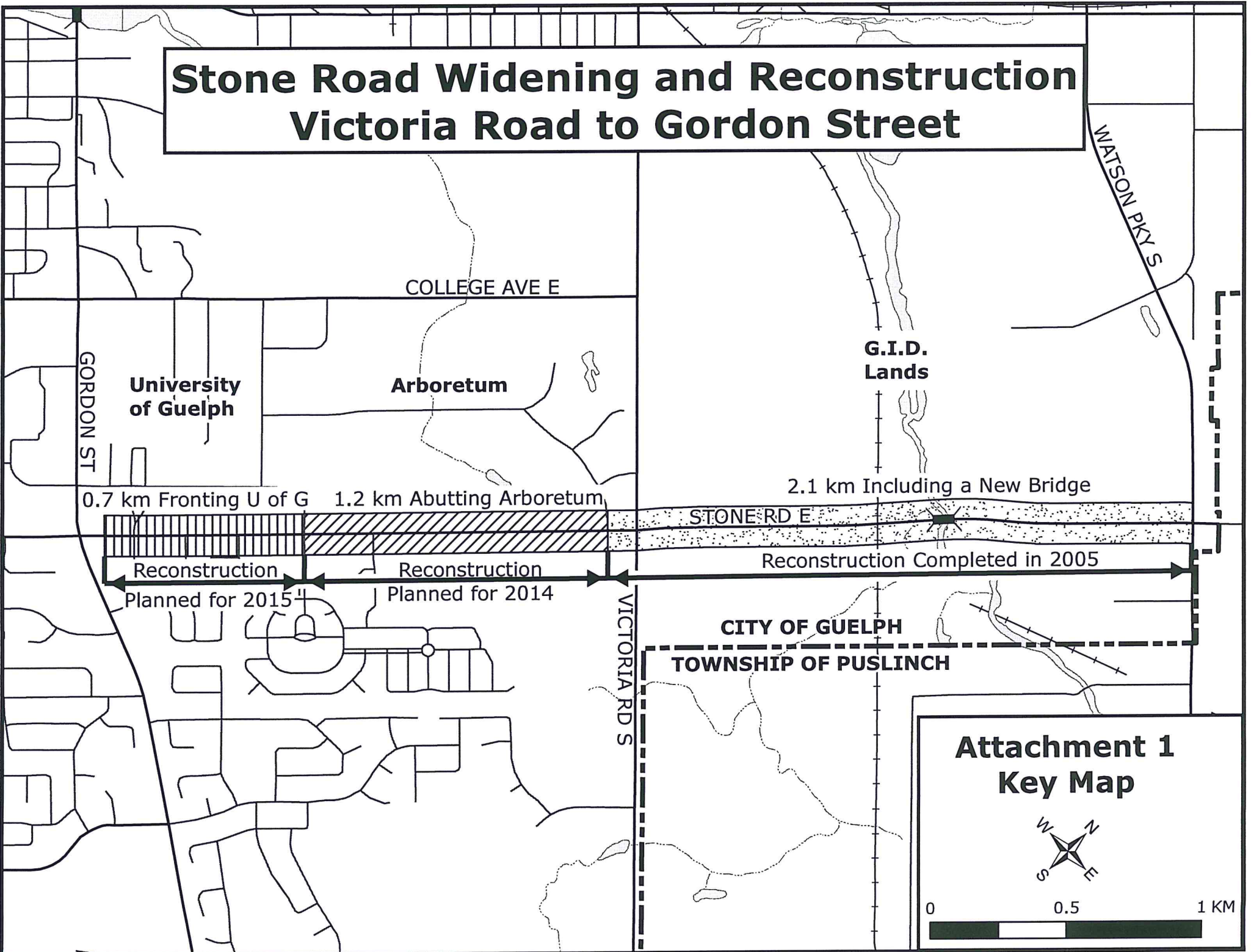
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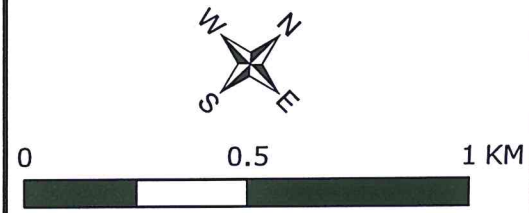
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Stone Road Widening and Reconstruction Victoria Road to Gordon Street



Attachment 1 Key Map



Attachment 2

Updated Transportation Assessment for Stone Road (Victoria Road to Gordon Street)

Background

The 2002 Stone Road EA Study included a transportation assessment as part of establishing “the need and justification” for the proposed improvements to Stone Road. The assessment used 2000 as the base year and 2011 as the horizon year. The traffic projections included two components: a) growth in background traffic, which is the general growth in road traffic over the planning period not attributed to specific developments adjacent to the road; and b) additional traffic generated by new developments adjacent to the road and anticipated during the planning period. The only adjacent development included in the 2002 assessment was the development of the Provincial lands located to the east of the Eramosa River, and bounded by Stone Road, Watson Parkway and York Road. No development was assumed on the Provincial lands to the west of the river, where the Turfgrass Research Station is located. In accordance with the growth policies at that time, the future development was assumed to include 68 ha of industrial uses and 34 ha of business park development.

Based on these development assumptions and traffic projections, the EA Study recommended that Stone Road be widened to four lanes between Gordon Street and Victoria Road by 2006, and that the easterly section Stone Road (between Victoria Road and Watson Parkway) be built initially as a two-lane roadway on a new alignment including a new bridge, and widened to four lanes in conjunction with development of the Provincial Lands. The latter widening of Stone Road east of Victoria Road was projected for 2011.

After the completion of the EA in 2002, the construction of Stone Road as a new road to the east of Victoria Road including the (Stone/Victoria) intersection was given priority and was completed in 2005. The widening of Stone Road to the west of Victoria Road was postponed as part of an agreement reached during public consultation of the EA process, and subject to an updated transportation assessment being provided for public input and Council approval. The road widening which has since been delayed owing to budgetary reasons is now planned for 2014-15 and will include the section of Stone Road between Victoria Road and Village Green Drive. The section between Village Green Drive and Gordon Street will be done separately.

This updated transportation assessment takes into account the changes, since the completion of the 2002 EA Study, in regard to (a) growth plans and land use assumptions; and (b) transportation infrastructure involving the road network and the requirements for transit and active transportation. These changes have implications for vehicular traffic volumes on Stone Road and its use by other modes, requiring the widening of this roadway section from a two-lane rural to a four-lane urban section, including bike lanes and sidewalks.

Updated Transportation Assessment

Growth Plans and Development Assumptions:

The growth plans and development assumptions are significantly different now from what they were in 2002, when the Stone Road EA Study was completed. The main change is in regard to the Provincial lands, which are now addressed by the Guelph Innovation District (GID) Secondary Plan. The overall growth plan is also different in the context of Places to Grow and the focus on intensification and increased development density.

In regard to the Provincial Lands, the development assumptions in the 2002 EA Study, namely, 68 ha of industrial uses and 34 ha of business park development, corresponded to 6800 employees, and a small proportion of residential development totaling 150 dwelling units was also included in the development mix. As noted earlier, all development was to be confined to the east side of the river.

The land use assumptions and development locations for the Provincial lands are significantly different in the GID Secondary Plan. The Plan provides for development on both sides of the Eramosa River, with most of the development targeting the west side in the current location of the Turfgrass Research Station. About 9,000 employees and a significant proportion of residential component amounting to 2000 units are expected on the west side of the river, while about 1000 employees and a potential 2000 students are allocated for the east side. These changes have significant implications for Stone Road and Victoria Road. The additional PM Peak Hour traffic generated by GID development and assigned to Stone Road west of Victoria Road will be 555 vph (vehicles per hour) in the eastbound direction, and 410 vph in the westbound direction, amounting to, respectively, 80% and 90% of the existing Stone Road PM Peak Hour traffic volumes.

The emphasis on increased density has resulted in the addition of about 1000 residential units along Victoria Road south of Stone Road that were not anticipated earlier. These increases will add further 105 vph in the eastbound direction and 50 vph in the westbound direction on Stone Road, west of Victoria Road, during the PM Peak Hour.

Transportation Initiatives and Implications:

Since the completion of the Stone Road EA Study in 2002, the following transportation initiatives have been undertaken in Guelph with implications for Stone Road as the main east-west arterial road in the City south of Eramosa River and Speed River:

- a) *Hanlon Expressway EA Study (2010)*: The Environmental Assessment for upgrading the at-grade intersection on the Hanlon Expressway has identified that the only full interchange between Wellington Road and Lairds Road will be at Stone Road. Stone Road is also a designated truck route. There are currently about 200 trucks daily, in both directions, on Stone Road west of Victoria Road. The truck volumes will increase in the future with the development of GID lands and the completion of the interchange at Stone Road and the Hanlon Expressway.
- b) *Guelph's Transit Growth and Strategy (2011)*: Guelph's Transit Strategy identifies Gordon Street and Stone Road as Transit Priority Corridors, accommodating a higher number of buses than at present in mixed traffic conditions.
- c) *Active Transportation*: Stone Road is also identified as an important corridor for active transportation given its location between the University of Guelph and the GID Lands. At

present there are no bike lanes or sidewalks on this section of Stone Road, and it would be cost-effective to include these facilities as part of road widening rather than undertaking them as independent improvements.

Accommodating cars, trucks, transit and active transportation safely and efficiently require Stone Road to be upgraded as a 4-lane roadway west of Victoria Road. A 2-lane roadway is not conducive to providing priority to transit in mixed traffic conditions. The 2002 EA Study did not provide for a sidewalk on the north side of Stone Road between Victoria Road and Village Green Drive. However, given the location of this roadway between GID lands and the University of Guelph, sidewalks as well as bike lanes will be included on both sides as part of road reconstruction.

Traffic Growth and Projections:

Table 1 summarizes the PM Peak Hour Traffic on Stone Road in the eastbound direction and in the westbound direction, under past, existing and future conditions:

Table 1: PM Peak Hour Traffic on Stone Road – west of Victoria Road (vehicles per hour)		
Year / Scenario	Eastbound	Westbound
2002 Background Traffic	485	435
2005 Background Traffic	665	485
2012 Background Traffic	725	480
2013 Background Traffic	680	465
Add - Traffic from GID Lands	555	410
Total (Background + GID)	1235	875
Add - Traffic from Victoria Road Developments	105	50
Total (Background + GID + Victoria Road)	1335	925

Note: Background traffic increases are not included in the Total Traffic assessments.

As can be seen the traffic volume in the eastbound direction increased significantly after the reconstruction of Stone Road east of Victoria Road. The existing (2012/2013) volumes on Stone Road west of Victoria Road are lower than what were projected in the 2002 EA Study because the Provincial lands were not developed as anticipated at that time. In addition, because of the closure of Victoria Road during construction a number of times since 2006, traffic was diverted away from Victoria Road and Stone Road to Arkell Road and Gordon Street. However, with the addition of traffic from GID lands and developments along Victoria Road the traffic volumes on Stone Road west of Victoria Road will require widening from two lanes to four lanes.

This is based on the lane capacity assumption of 1000 vph, which is significantly higher than the earlier assumptions of 750 to 850 vph. The increased capacity assumption reflects the emphasis on maximizing infrastructure usage while reducing the level-of-service for vehicular traffic and encouraging the use of alternative modes. On the other hand, keeping Stone Road as 2-lane roadway without widening would be counterproductive to the purpose of accommodating transit and active transportation modes safely and efficiently in the road right-of-way.

Summary

The changes in the development assumptions for the Provincial lands and residential development along Victoria Road have resulted in significantly increasing the future development traffic component on Stone Road west of Victoria Road. Even without accounting for increases in background traffic volumes, the total traffic volume in the eastbound direction will exceed one-lane capacity of 1000 vph by 300%, while the traffic in the westbound direction will be near capacity levels. The increased volumes require the widening of Stone Road from two to four lanes including an urban cross-section, bike lanes and sidewalks. The additional two lanes will also facilitate transit priority measures while accommodating truck traffic safely in a mixed-traffic environment.

The road infrastructure requirements for the development of the GID lands include the widening of the following roads:

- a) Stone Road between Victoria Road and Gordon Street
- b) Victoria Road between Stone Road and the Eramosa River
- c) York Road east of Victoria Road
- d) Sections Stone Road east of Victoria Road in conjunction with GID Lands development and along development frontages only at Victoria Road and at Watson Parkway. No widening is required in the mid-block section including the bridge.

The increasing traffic volumes and existing pavement and drainage conditions make the reconstruction of Stone Road, west of Victoria Road, a priority. The timing for 2014-15 is consistent with the road infrastructure improvements required for the development of GID lands.

STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE April 7, 2014

SUBJECT 2013 Building Permit Fee Revenues, Costs, Building Stabilization Reserve Fund and Annual Setting of Building Permit Fees for 2014

REPORT NUMBER

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To present a summary on 2013 Building Permit Fee Revenues, Costs, the Building Stabilization Reserve Fund and to outline new Building Permit Fees being proposed for the period from June 1, 2014 to May 31, 2015.

KEY FINDINGS

1. The operating budget surplus for the administration and enforcement of the Building Code Act for 2013 was \$634,536.45. This amount was transferred to the Building Stabilization Reserve Fund.
2. The balance in the Building Stabilization Reserve Fund was \$1,997,825.95 as of December 31, 2013.
3. Building Permit fees are recommended to increase by 2.86% on June 1, 2014.
4. Guelph's fees remain competitive with those in neighbouring municipalities (i.e. Cambridge, Kitchener and Waterloo).

FINANCIAL IMPLICATIONS

The balance of the Building Stabilization Reserve Fund shall not exceed the anticipated funding for approximately one (1) year of operation which was \$2,633,420.26 in 2013.

The Building Stabilization Reserve Fund continues to grow and remains healthy.

An increase in Building Permit fees will assist staff in balancing Building Permit fee revenues against costs and maintaining a related Building Stabilization Reserve Fund.

ACTION REQUIRED

To receive the Report on 2013 Building Permit Fee Revenues, Costs, Building Stabilization Reserve Fund and Annual Setting of Building Permit Fees for 2014.

To decide whether to approve the recommended Building Permit fee increases.

STAFF REPORT



RECOMMENDATION

1. That the report from Planning, Building, Engineering, and Environment dated April 7, 2014 entitled 2013 Building Permit Fee Revenues, Costs, Building Stabilization Reserve Fund and Annual Setting of Building Permit Fees for 2014, be received.
2. That Council approve the attached Schedule of Building Permit Fees, effective June 1, 2014.

BACKGROUND

2013 Annual Report on Building Permit Fee Revenues and Costs

In accordance with Subsection 7(4) of the Building Code Act, municipalities shall prepare an annual report on the total building permit fees collected, the direct and indirect costs of delivering services related to the administration and enforcement of the Building Code Act and the amount of an established Reserve Fund. All indirect costs (i.e. support and overhead costs) were reviewed utilizing the Ontario Municipal Benchmarking Initiative (OMBI) methodology.

Purpose of the Building Stabilization Reserve Fund

The Building Code Act allows permit fees to be set to cover only the costs associated with the administration and enforcement of the Building Code Act, as well as reasonable contributions to a reserve fund. The reserve fund can be used to offset lean years, implement service enhancements and to cover unexpected expenses related to the administration and enforcement of the Building Code Act.

Funding of the Building Stabilization Reserve Fund

Where Building Permit revenues exceed expenditures, the surplus is transferred to the Reserve Fund. Where expenditures exceed Building Permit revenues, funds are transferred from the Reserve Fund.

Building Stabilization Reserve Fund Balance

The balance of the Reserve Fund shall not exceed the anticipated funding for approximately 1 year of operation of Building Services for the administration and enforcement of the Building Code Act only (\$2,633,420.26 in 2013). This balance will provide staff with an upper limit to freeze automatic increases and the ability to maintain a healthy Reserve Fund.

Automatic Setting of Building Permit Fees

In 2010, City Council approved the automatic increase of Building Permit Fees to be equal to the increase to the City of Guelph's Tax-Supported Operating budget (2.38%) plus 20 percent (0.48%) of the increase, which results in a 2.86% increase to fees in 2014. This formula has been used to determine the annual fee increases since that time.

STAFF REPORT



The new fees come into effect on June 1st of each year to allow time for staff to compare the Year-end Building Stabilization Reserve Fund balance to the established cap on the reserve fund, consult with our Industry Partners and advertise the required Public Notice.

REPORT

2013 Permit Fee Revenues, Costs and Reserve Fund

See Attachment 1 for a summary of total fee revenues collected, direct and indirect costs, surplus transferred to the Reserve Fund and the balance in the Reserve Fund (\$1,997,825.95) as of December 31, 2013.

Public Notice

As required by the Building Code Act, when a municipality is proposing changes to their Building Permit fees, the municipality must hold a public meeting concerning the proposed changes and must provide a minimum of 21 days notice prior to the public meeting, which will be the Council meeting on May 26, 2014. A public Notice is scheduled to be placed in the Guelph Tribune on May 1, 2014.

CORPORATE STRATEGIC PLAN

Strategic Direction # 2.3: Ensure accountability, transparency and engagement.

DEPARTMENTAL CONSULTATION - N/A COMMUNICATIONS

1. A Public Notice is scheduled to be advertised in the Guelph Tribune on May 1, 2014, as required by the Building Code Act.
2. An Information Notice will also be sent to Industry partners affected by the increase in Building Permit fees.

ATTACHMENTS

- | | |
|--------------|---|
| Attachment 1 | 2013 Permit Fee Revenues, Costs, and Reserve Fund |
| Attachment 2 | Schedule of Building Permit Fees |

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2013 PERMIT FEE REVENUES, COSTS AND RESERVE FUND

1. TOTAL BUILDING PERMIT FEE REVENUES COLLECTED	\$3,267,956.71
2. a) Total Direct Costs of administration and enforcement of the Building Code Act, including the review of applications for permits and inspection of buildings	\$2,191,220.26
b) Total Indirect Costs of administration and enforcement of the Building Code Act, including support and overhead costs.	\$442,200.00
TOTAL COSTS OF DELIVERING SERVICES RELATED TO THE ADMINISTRATION AND ENFORCEMENT OF THE BUILDING CODE ACT.	\$2,633,420.26
3. TRANSFER TO RESERVE FUND FROM OPERATING BUDGET	\$634,536.45
4. TOTAL AMOUNT OF BUILDING STABILIZATION RESERVE FUND AS OF DECEMBER 31, 2013.	\$1,997,825.95

SCHEDULE "A"
of By-law Number (2014)- ?
 being new Schedule "A" of By-law (2012)-19356

Fees for a required Permit are set out in this Schedule and are due and payable upon submission of an application for a Permit.

Classes of Permits		Permit Fee (\$ per sq. foot)	Flat Fee (\$)
CONSTRUCTION - NEW BUILDINGS, ADDITIONS, MEZZANINES			
Group A:	Assembly Buildings		
	(Shell)	1.96	
	(Finished)	2.25	
	Outdoor Patio/Picnic Shelter		190.00
	Outdoor Public Pool		760.00
Group B:	Detention, Care & Treatment and Care Buildings		
	(Shell)	2.12	
	(Finished)	2.43	
Group C:	Residential		
	Single Detached Dwelling, Semi Detached Dwelling, Duplex Dwelling and Townhouses	1.20	
	Garage/Carport (per bay), Shed, Deck, Porch, Ext. Stairs, Ext. Ramps		95.00
	Hot Tubs, Low-Rise Residential Solar Collectors (per application)		95.00
	Other Residential Solar Collectors (per application)		380.00
	Swimming Pools		190.00
	Apartment Building	1.14	
	Hotels/Motels	1.89	
	Residential Care Facility	1.55	
Group D:	Business and Personal Services Buildings		
	Office Buildings (shell)	1.60	
	Office Buildings (finished)	1.89	
Group E:	Mercantile Buildings		
	Retail Stores (shell)	1.06	
	Retail Stores (finished)	1.33	
Group F:	Industrial Buildings		
	Warehouse, Factories	0.83	
	Parking Garage	0.71	
	Farm Building	0.40	
	Foundation	0.12	
	Conditional Permit	0.12	
INTERIOR FINISHES: All Classifications			
	Interior finishes to previously unfinished areas (including finishing of residential basements and major renovations)	0.37	
ALTERATIONS/RENOVATIONS: All Classifications			
	Alterations and renovations to existing finished areas, new roof structures, rack storage	0.34	
MINOR ALTERATIONS:			
	Partitions, Washrooms, New Entry, Minor Demolitions (500 sq. ft. or less)		95.00
SPECIAL CATEGORIES:			
	Air Supported Structures	0.42	
	Temporary Tents - per application		190.00
	Temporary Buildings		380.00
	Portables – per application (excludes port-a-pak)		190.00
	Major Demolitions (more than 500 sq. ft.)	0.03/190.00 min.	
	Change of Use Permit (with no renovations)		190.00
MISCELLANEOUS:			
	Fireplace/Woodstove (each)		95.00
	Elevator, Escalator, Lift		380.00
	Demising Wall/Firewall		95.00
	Ceiling (new or replace per square foot)	0.06	
	Exterior Ramps (excluding Low-Rise Residential Ramps)		190.00
	Balcony Guard (replace per linear foot)	0.69	
	Window Replacement (each)		15.00
	Storefront Replacement		190.00
	Reclad Exterior Wall (per square foot)	0.06	
	Retaining Wall (per linear foot)	3.46	
	All Designated Structures – including Non-Residential Solar Collectors (per application) except Retaining Walls, Public Pools, Signs & Residential Solar Collectors		380.00
MECHANICAL WORK: (Work independent of building permit)			
	HVAC Permit (residential per suite)		95.00
	HVAC Permit (non-residential)	0.12	
	New Sprinkler System or New Standpipe System	0.05/190.00 min.	
	Alterations to existing Sprinkler System or existing Standpipe System	0.03/190.00 min.	
	Commercial Kitchen Exhaust Systems, Spray Booths, Dust Collectors		190.00
ELECTRICAL WORK: (Work independent of building permit)			
	New Fire Alarm System	0.05/190.00 min.	
	Alterations to existing Fire Alarm System or existing Electrical Work		190.00
	Electromagnetic Locks (each) and Hold Open Devices (each)		45.00
PLUMBING WORK: (Work independent of building permit)			
	Plumbing Permit (per fixture)		15.00
	Hot Water Heaters (each)		45.00
	Testable Backflow Prevention Devices (each)		95.00
	Catchbasins/Manholes/Roof drains (each)		15.00
	Building Services (per group) -SDD, Semi-Detached, Duplex		95.00
	Building/Site Services (per linear foot), excluding SDD, Semi-Detached, Duplex	0.72	
SEWAGE SYSTEMS:			
	New Installations		570.00
	Replacement or Alteration		285.00

(continued)

Administration Fees	Flat Fee (\$)
Alternative Solutions (as per Subsection 6.2 of this by-law) <ul style="list-style-type: none"> • All Buildings/systems within the scope of Division B, Part 9 of the Building Code • All other Buildings/systems Note: Fifty percent of the Administration Fee for an approved Alternative Solution will be refunded, where in the opinion of the Chief Building Official, the proposal has supported the Community Energy Initiative.	500.00 1,000.00
Occupancy without the required Occupancy Permit (as per Subsection 6.3 of this by-law)	300.00
Building, Demolition or Change of Use without the required Permit (as per Subsection 6.4 of this by-law)	50 percent of the required Permit fee to a maximum of \$5,000.00

Rules for Determining Permit Fees

- A minimum Permit fee of \$95.00 shall be charged for all work where the calculated Permit fee is less than \$95.00.
- For classes of Permits not described in this Schedule, a reasonable Permit fee shall be determined by the Chief Building Official.
- Floor area of the proposed work is to be measured to the outer face of exterior walls (excluding residential attached garages) and to the centre line of party walls, firewalls or demising walls.
- In the case of interior finishes, alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.
- Except for interconnected floor spaces, no deductions are made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.).
- Unfinished basements for single detached dwellings, semi detached dwellings, duplex dwellings and townhouses are not included in the floor area.
- Attached garages and fireplaces are included in the Permit fee for single detached dwellings, semi detached dwellings, duplex dwellings and townhouses.
- Where interior alterations and renovations require relocation of sprinkler heads, standpipe components or fire alarm components, no additional charge is applicable.
- Ceilings are included in both new shell and finished (partitioned) Buildings. The Permit fees for ceilings only apply when alterations occur in existing Buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.
- Where Demolition of partitions or alterations to existing ceilings are part of an alteration or renovation Permit, no additional charge is applicable.
- Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy for the floor area on which they are located.
- The occupancy categories in this Schedule correspond with the major occupancy classifications in the Ontario Building Code. For multiple occupancy floor areas, the Permit fees for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
- For rack storage use, with platforms or mezzanines, apply the square footage charge that was used for the Building.
- A temporary Building is considered to be a Building that will be erected for not more than three years.
- Additional Permit fees are not required when the Sewage System is included with the original Building Permit.

Refund of Permit Fees

In the case of withdrawal or abandonment of an application for a Permit or abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall, upon written request of the Owner or Applicant, determine the amount of paid Permit fees that may be refunded to the Owner or Applicant, if any, as follows:

- a) 80 percent (80%) if administrative functions only have been performed;
- b) 70 percent (70%) if administrative and zoning functions only have been performed;
- c) 50 percent (50%) if administrative, zoning and plans examination functions have been performed;
- d) 35 percent (35%) if the Permit has been issued and no field inspections have been performed subsequent to Permit issuance;
- e) 5 percent (5%) shall additionally be deducted for each field inspection that has been performed after the Permit has been issued;
- f) No refund shall be made of an amount that is less than the minimum Permit fee applicable to the work;
- g) No refund shall be made after two years following the date of Permit application where the Permit has not been issued or one year following the date of Permit issuance.

STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE April 7, 2014

SUBJECT 2013 Annual and Summary Water Services Report (compliance)

REPORT NUMBER

EXECUTIVE SUMMARY

PURPOSE OF REPORT

This report is a compilation of information that demonstrates to the Owner and all stakeholders the ongoing delivery of an adequate and safe supply of drinking water to customers located within the City of Guelph Drinking Water System (Guelph DWS) and the Gazer Mooney Subdivision Distribution System (Gazer Mooney SDS, located in the Township of Guelph/Eramosa). Through this report, system owners, senior leaders, and customers are informed of the performance of the Water Services Department for the period January 1 to December 31, 2013.

KEY FINDINGS

In 2013, Water Services maintained a very high level of regulatory compliance as reflected in the Annual MOE Inspection Report which achieved 94.49% for the Guelph DWS and 100% for the Gazer Mooney SDS. Also, Water Services fulfilled its mandate to deliver both an adequate and safe supply of drinking water to its customers in the City of Guelph and Guelph/Eramosa Township.

FINANCIAL IMPLICATIONS

All financial implications related to this report are accounted for in the approved Water Services Operating and Capital Budgets.

ACTION REQUIRED

Continue to follow current applicable regulations and industry best practices; seek out upcoming applicable regulations and industry best practices to determine future impacts, anticipate implementation and its effects.

RECOMMENDATION

1. That the 2013 Annual and Summary Water Services Report (compliance) be received and endorsed.

BACKGROUND

In conformance with our **Quality Management System 12-01 Reporting to Owner** policy, Water Services is presenting information to support the Owner's compliance with section 19 of the **Safe Drinking Water Act, 2002: Standard of care, municipal drinking water system**. The "Owner" is defined as City Council, CAO and Executive Director – Planning, Building, Engineering and Environment.

REPORT

Water Services is requesting that the Owners review the attached **Summary Water Services Report – Report Card**. The full report is available on the City's website at: <http://guelph.ca/living/environment/water/drinking-water/water-testing/>. Click on the link for "Annual & Summary Water Services Report – 2013". Significant highlights of the report for Council's consideration are as follows:

- Water Services had no health-related exceedances of provincial water quality parameters;
- Water Services took every reasonable precaution and effort to comply with all provincial regulations and obtained a score of 94.49% (Guelph DWS) and 100% (Gazer Mooney SDS) in their last Annual Inspection by the Ontario Ministry of the Environment (MOE);
- Water Services (as the Operating Authority) maintained the requirements for Accreditation, as required under the provincial Municipal Drinking Water Licensing Program, with no significant issues;
- All regulatory microbiological and chemical quality samples were taken by certified operators;
- All tests were performed by accredited, licensed laboratories on water samples collected throughout the drinking water system;
- The MOE approved Water Services' Lead Reduction Plan on Mar. 21, 2012;
- The system provided approximately 16.2 million cubic meters of treated water (16.2 billion litres) in 2013;
- Implementation of SDWA s.19 "Standard of Care" - On December 31, 2012, Standard of Care provisions under Section 19 of the Safe Drinking Water Act (SDWA), 2002, came into force. City staff, the Mayor and Council received training on this subject in 2011, and will receive a refresher in 2015;
- Water Services experienced four events that were considered "adverse water quality incidents" as defined by the Safe Drinking Water Act; all events were resolved to the satisfaction of the Ministry of the Environment (see Table 1 in the Annual and Summary Report);
- Water Services experienced four incidents of "non-compliance" that were identified outside of the MOE Annual Inspection. Two non-compliance items were related to equipment failure, and two were related to pumpage exceedances. Non-compliance items noted during the inspection were related to the security of inactive wells, back-up generator maintenance, and four missed occasions of continuous chlorine monitoring at 5-minute intervals due to equipment failure (see Section A in the Annual and Summary Report).

STAFF REPORT

CORPORATE STRATEGIC PLAN

- 1.2 Develop collaborative work teams and apply whole systems thinking to deliver creative solutions;
- 1.3 Build robust systems, structures and frameworks aligned to strategy;
- 2.3 Ensure accountability, transparency and engagement.

DEPARTMENTAL CONSULTATION

Feedback from Water Services staff (e.g. management, supervisory, compliance, and technical) was requested on the contents of this report. Comments and feedback submitted have been incorporated into this report.

COMMUNICATIONS

Water Services will continue to make regular reports to Council (i.e. the drinking water system Owners) on the continuing suitability, adequacy and effectiveness of Water Services' quality management system to ensure the ongoing delivery of an adequate and safe supply of drinking water.

ATTACHMENTS

- Attachment 1 Annual & Summary Water Services Report – Report Card
- Attachment 2 The full report is available on the City's website at:
<http://guelph.ca/living/environment/water/drinking-water/water-testing/>
Click on the link for "Annual & Summary Water Services Report – 2013".

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2013

Water Services Annual & Summary Report Card



As per the Accessibility for Ontarians with Disabilities Act (AODA), this document is available in an alternate format by e-mailing waterservices@guelph.ca or by calling 519-837-5627.

INTRODUCTION

The purpose of this report card is to provide a high-level summary of the 2013 Annual & Summary Report to several stakeholders. The full version of this report can be accessed online at www.guelph.ca/water.

Any inquiries can be made by e-mailing waterservices@guelph.ca or by calling 519-837-5627.

This report card includes information from both the **Guelph Drinking Water System** and the **Gazer Mooney Subdivision Distribution System** for the period of Jan.1 to Dec. 31, 2013 (unless otherwise noted). This report provides information related to responsibilities, scope and accomplishments of the Water Services division. This report also illustrates performance through dashboard and scorecard reporting on key performance indicators.

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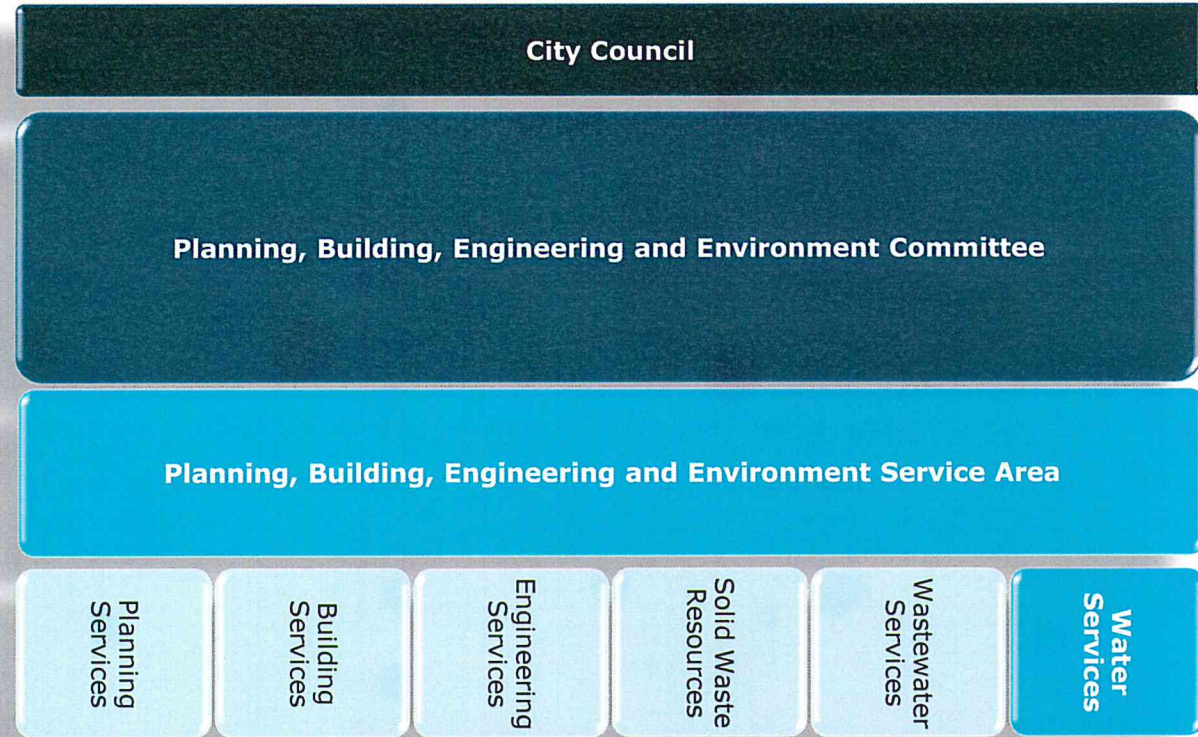
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GOVERNANCE STRUCTURE

The governance structure at the City of Guelph has the departments reporting through standing committees to City Council.

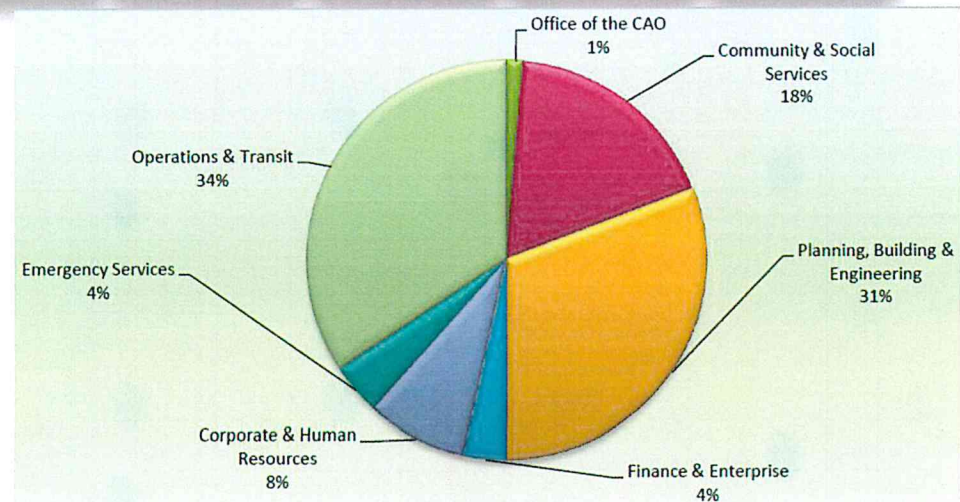
The Water Services Department of the Planning, Building, Engineering and Environment Service Area reports through the Planning, Building, Engineering and Environment (PBEE) Committee to City Council.

According to the 2012 HR Annual Report, PBEE has 31% of the corporation's staff.



Owner (City Council, CAO and ED-PBEE) oversight of Water Services' major policy areas and programs include:

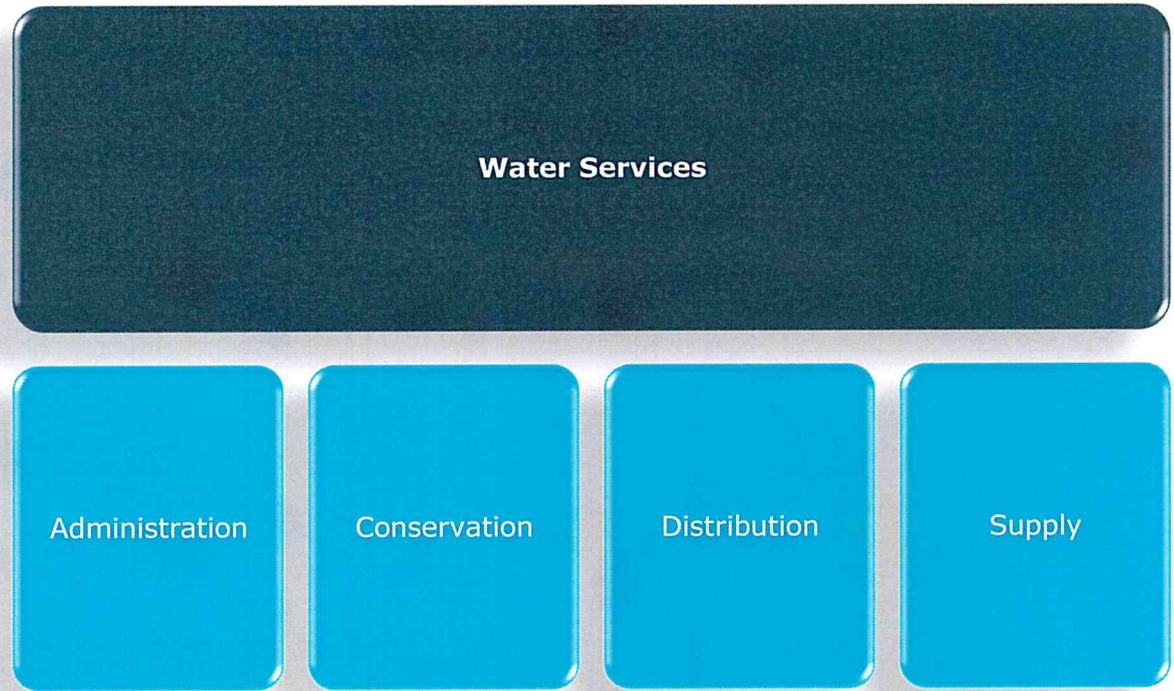
- Financial Plans
- Budgets – Resources and Staffing
- Infrastructure Master Planning
- Major Programs
- Emergency Response
- Customer Service



OUR DIVISION

Water Services is comprised of four functional areas as shown in Water Services' Organizational Structure.

Water Services' Organizational Structure



Safe Drinking Water is a shared responsibility between

- **The Province:**
 - o the Ministry of the ENVIRONMENT and
 - o the Ministry of HEALTH AND LONG-TERM CARE
- **Public Health:**
 - o Wellington-Dufferin-Guelph Public Health (WDGPH)
- **The Municipality's Drinking Water System Owner:**
 - o City of Guelph Council and CAO (Guelph Drinking Water System)
 - o Township of Guelph / Eramosa (Gazer Mooney Sub. Dist. Syst.)
- **The Operating Authority:**
 - o Guelph Water Services (Accredited Operating Authority)

OUR ROLE

This section illustrates the scope of responsibility and activities conducted by Water Services.

1. Source Water Protection

- Grand River Source Protection Plan
- Guelph Source Water Protection Program
- Arkell Afforestation Project
(32,480 trees planted since 2007)
- Water Conservation & Efficiency Strategy Programs (514 m³/day saved)
 - o Residential Rebate Programs
 - o Blue Built Home
 - o ICI Capacity Buyback
 - o New Water Wagon
 - o Rainwater Harvesting
 - o "H2O GO Festival"
 - o "Ideas that Hold Water"
- Outside Water Use By-law
- Leak Detection Program identified 609 m³/day in loss reduction

3. Secure Distribution

- 6.38 kms aqueduct;
- ~ 50 million litres water storage capacity:
 - o 5 storage reservoirs (~ 48 million litres);
 - o 3 water towers (~ 11.2 million litres);
- 539 kms watermain;
- 4,034 watermain valves;
- 2,674 fire hydrants;
- 41,233 water services and water meters;
- 2,559 ICI and multi-residential buildings and structures with:
 - o 5,982 backflow prevention devices
 - o 1,735 premise isolations.

2. Effective Treatment

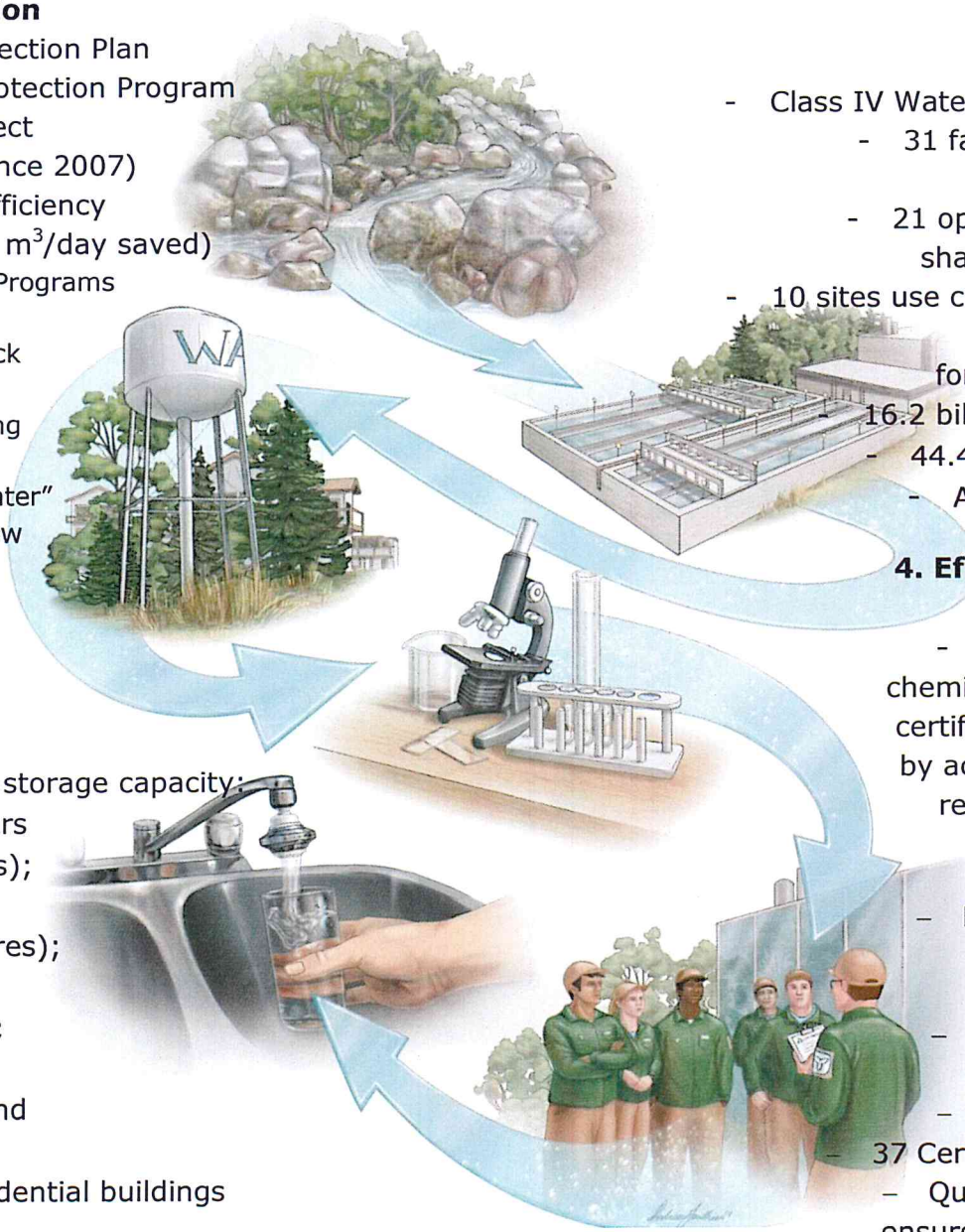
- Class IV Water Distribution & Supply Subsystem
 - 31 facilities for water: sources, supply, treatment, storage or transfer
 - 21 operational groundwater wells and a shallow groundwater collector system
 - 10 sites use chlorination for primary disinfection
 - 3 sites use UV + chlorination for multi-barrier primary disinfection
- 16.2 billion litres treated (Jan. 1-Dec. 31)
- 44.4 million litres (avg. daily demand)
- Automation & redundancies built-in

4. Effective Monitoring & Reporting

- Continuous monitoring
- all regulatory microbiological and chemical quality samples were taken by certified operators and tests performed by accredited, licensed laboratories, as required by Safe Drinking Water Act

5. Effective Management

- Municipal Drinking Water Licence,
 - Drinking Water Works Permit,
 - Permits to Take Water,
 - Financial & Infrastructure Plans,
 - DWQMS Accreditation,
 - Risk & Emergency Management,
 - 37 Certified Operators & 24/7 coverage,
 - Quarterly reports to Management to ensure Operators' ongoing certification,
 - NSF Certification of parts & chemicals,
 - Continual Improvement.



PERFORMANCE SCORECARDS

The performance scorecards for Water Services consist of both KPIs and Statistics. Both types of measurements are needed to effectively manage the division. Additional information is included in the full version of this update report that can be accessed online at www.guelph.ca/water. Performance summaries are provided in the following categories:

- a) Incidents of Regulatory Non-Compliance
- b) Incidents of Adverse Drinking-Water Tests
- c) Deviations from Critical Control Point (CCP) Limits and Response Actions
- d) The Efficacy of the Risk Assessment Process
- e) Internal and Third-Party Audit Results
- f) Results of Emergency Response Testing
- g) Operational Performance and Statistics
- h) Raw and Treated Water Quality – Guelph Drinking Water System
- i) Treated Water Quality – Gazer Mooney Subdivision Distribution System
- j) Status of Ongoing and Emerging Water Quality/Supply Initiatives
- k) Expected Future Changes That Could Affect the DWS or the QMS
- l) Consumer Feedback
- m) The Resources Needed to Maintain the QMS
- n) The Results of Infrastructure Review
- o) Operational Plan Currency, Content and Updates
- p) Staff Suggestions

DEFINITIONS

Key Performance Indicator (KPI): *A measurement of the degree or status of progress towards goals and objectives. It is a measurement that you can impact.*

Statistic: *A measurement that provides information on trends or events. You often have minimal impact on statistics, such as number of customer calls or quantity of visits. Statistics inform activity that can impact the key performance indicators.*

Status:



The results are positive and within target, no action is necessary.



The results are in range of the target, but not yet achieving target, some mitigating action may be necessary.



The results are outside the target range and corrective actions/initiatives are required to correct performance.

A) INCIDENTS OF REGULATORY NON-COMPLIANCE

There were four incidents of non-compliance associated with the Guelph Drinking Water System in (Jan. 01 to Dec. 31) that were identified outside of the MOE Annual Inspection:

- On Apr. 12, 2013 there was an extended power outage related to the “ice storm” that caused a UV treatment failure for less than 10 minutes.
- On Aug. 2, 2013, the central SCADA computer failed through its SAN (storage area network). The SAN was replaced with an “enterprise class device with dual controllers” in September to prevent this issue from recurring. This item was also reported as AWQI #113147, and included in Section B below.
- On Jul. 9, 2013 and Oct. 2, 2013, pumpages exceeded the permit to take water (PTTW) total for Arkell Wellfield (by 118 m³ on Jul. 9 and by 1,211 m³ on Oct. 2). On Oct. 6, the higher pumpage rate took effect in the PTTW, and the limit of 26,975 m³/day was raised to the full PTTW value of 28,800 m³/day.

The most recent assessment of compliance for the Guelph Drinking Water System as determined by the MOE during their Annual Inspection resulted in an assessment score of 94.49 per cent (compliance); and for the Gazer Mooney Subdivision Distribution System, an assessment score of 100 per cent (compliance).

Non-compliance items noted during the MOE Annual Inspection were related to the security of inactive wells, back-up generator maintenance, and four missed occasions of continuous chlorine monitoring at 5-minute intervals due to equipment failure. All response action items are either complete or ongoing.

B) INCIDENTS OF ADVERSE DRINKING WATER TESTS

“Adverse Water Quality Incidents” (AWQI) refers to any unusual test result from treated water that does not meet a provincial water quality standard, or situation where disinfection of the water may be compromised. An AWQI indicates that on at least one occasion, a water quality standard was not met. From Jan. 1 – Dec. 31, 2013, there were four adverse water quality incidents (AWQIs) and a summary is included below. There were no AWQI’s in the Gazer Mooney Subdivision Distribution System.

#	Date	AWQI #	Location	Description	Corrective Action	Resample Results Good	Deviation from Critical Control Point
1	May 21	111141	F.M. Woods Sample Tap (D0252)	Overgrown background colony, and therefore any Total Coliform (TC) and E. coli (EC) if present, could not be properly measured from a distribution system sample.	Wellington-Dufferin-Guelph Public Health (WDGPH), MOE, and Spills Action Centre (SAC) notified. Re-sample results showed zero counts of TC, E. coli and background at upstream and downstream locations (including S051, D006, and D212 sample locations).	Yes	No

#	Date	AWQI #	Location	Description	Corrective Action	Resample Results Good	Deviation from Critical Control Point
					No further action required.		
2	Aug. 2	113147	Central SCADA failure through SAN	The central SCADA computer failed through its SAN (storage area network).	Wellington-Dufferin-Guelph Public Health (WDGPH), MOE, and Spills Action Centre (SAC) notified. The SAN was replaced with an "enterprise class device with dual controllers" in September to prevent this issue from recurring. No further action required.	n/a	No
3	Oct. 8	114515	Public Works (D052), University POE (S036)	Total Coliform (TC) colony count of 6 at Public Works (D052) and TC colony count of 4 at University POE (S036).	Wellington-Dufferin-Guelph Public Health (WDGPH), MOE, and Spills Action Centre (SAC) notified. Re-sample results showed zero counts of TC and E. coli at upstream and downstream locations (including S051, S061, D0248, D0249 sample locations). No further action required.	Yes	No
4	Nov. 25	115167	UPS at F.M. Woods	In-line UPS failed, blocked normal power to the UV PLC that controls UV Reactors at F.M. Woods. The UV Reactor shut down and did not provide UV dosage for 21 minutes.	Wellington-Dufferin-Guelph Public Health (WDGPH), MOE, and Spills Action Centre (SAC) notified. Confirmed good raw water quality (zero for TC, E. coli and < 0.03 ntu for turbidity); re-establishment of UV within 21 minutes and seamless disinfection processes; therefore F.M. Woods could continue to operate normally. Re-sampled 3 POE samples daily at F.M. Woods (for Schedule 10-3) over 4 days. No further action required.	Yes	Yes



C) DEVIATIONS FROM CRITICAL CONTROL POINT (CCP) LIMITS AND RESPONSE ACTIONS

This section describes any deviation from essential steps or points in the drinking water system at which control can be applied to prevent or eliminate a drinking water hazard or to reduce it to an acceptable level. These essential steps or points are known as critical control points (CCPs). CCPs are used to identify control measures to address hazards and hazardous events. CCPs are in part stipulated by regulation and in part derived through risk assessment of the Drinking Water System. Deviations from the CCPs are reported to both the Owners and Top Management, and are summarized in the tables included in Section B) Incidents of Adverse Drinking Water Tests. **There was one confirmed deviation from CCP Limits in 2013 from January to December, reported as AWQI #115167** (see Section B).

Water Services' Critical Control Points include:

- primary disinfection,
- secondary disinfection, and
- backflow prevention.

D) THE EFFICACY OF THE RISK ASSESSMENT PROCESS

This section confirms the occurrence of reviews of the risk assessment process to determine the effectiveness of the process in identifying and appropriately assessing the risk of hazardous events and hazards, and in identifying the appropriate control measures, critical control points (CCPs) and related critical control limits (CCLs).

The annual risk assessment review described in "QMS 07 Risk Assessment" was conducted by members of Water Services' Continuous Improvement Team on Jan. 22, 2013, subsequently approved at a Management Review Meeting on Feb. 13, 2013 and presented in the "Executive Summary of Risk Assessment Outcomes" table:

Process	Hazardous Event	RISK RATING ¹	City Physical Control Measures	City Operational Control Measures	External Control Measures (if applicable)
Water Supply	Source Degradation & Contamination: Private Sources	Moderate	Not Within City Control	+ ²	Private Contamination Sources Regulated by Ontario Ministry of the Environment
Water Supply	Source Degradation & Contamination: City Sources	Moderate			Ontario Environmental Protection Act, Source Protection Plans
	Source Water Infrastructure Failures	Moderate	+		-
Treatment (Chlorination at all sites + UV disinfection where applicable)	Inadequate Chemical Supply	Low			NSF Certification of Chemicals
	Treatment Infrastructure Failure	Low			-
	Insufficient Primary Disinfection	Moderate			-
Storage	Insufficient Secondary Disinfection	Low	+	+	-
	Storage Infrastructure Failure	Low			-
Distribution	Distribution Infrastructure Failure	Moderate	+		-
	Cross-connection or backflow	Moderate	+	+	-
	Insufficient Secondary Disinfection	Moderate	+	+	-
Security	Unauthorized Entry	Low	+		-

¹ Risk Ratings are based on the risk calculation (likelihood rating x consequence rating), as included in the "QMS 08 Risk Assessment Outcome" document: "Low" risk: 1 to 5; "Moderate" risk: 6 to 11; "High" risk: 12 or higher

² Cells with GREEN highlights indicate that Water Services has determined there are sufficient control measures to adequately control the risks. Items highlighted in YELLOW and RED indicate risk areas that are not sufficiently addressed through existing control measures, and require additional work. + - Improvement being made

Process	Hazardous Event	RISK RATING ¹	City Physical Control Measures	City Operational Control Measures	External Control Measures (if applicable)
Monitoring & Reporting	Failure of Monitoring Equipment	Low			-
Power	Power Failure	Moderate			Mutual Aid & Assistance Agreements



E) INTERNAL AND THIRD-PARTY AUDIT RESULTS

Internal auditing and third-party auditing is performed to fulfill the mandatory requirements of the Drinking Water Quality Management Standard (DWQMS). The internal audit is completed using trained internal staff. The purpose of audits is to evaluate the level of conformance of Water Services to the DWQMS. Audits identify both conformance and non-conformance with the DWQMS as well as opportunities for improvement.

The 2013 internal process audits were completed on Apr. 29 to May 10, 2013. Internal audit findings identified were related to improving the control of documents and records (QMS 05) related to essential supplies and services (QMS 13). Various opportunities for improvement suggested by staff were also noted in the internal audit report.

Third-party external on-site audits were completed on Jun. 12 to Jun. 14, 2013. External audit findings identified were related to Water Services' verification / calibration process for handheld instrumentation (QMS 17) and QMS Record requirements of Management Review Meetings (QMS 20). Appropriate corrective actions were implemented and approved by the auditor. These corrective actions will be verified for effectiveness by the auditor at the next on-site audit June 11-13, 2014.



F) RESULTS OF EMERGENCY RESPONSE TESTING

Emergency response testing is regularly completed as a component covered by the Water Services' Quality Management System (QMS) to ensure that Water Services maintains a reasonable readiness to deal with emergencies. The ability to deal with emergencies is critical in demonstrating that Water Services has taken a diligent approach to operating the Guelph Drinking Water System. Feedback from this testing is incorporated into the Water Services Emergency Plan and /or daily operations.

- On Apr. 12 and Dec. 22, Ice Storms occurred that tested our preparedness for severe weather and power failure.
- On Aug. 2, a SCADA event occurred that tested our preparedness for control/communications systems failure

During each of the events, immediate actions were taken by staff to contain the situation and prevent any further complications. Following the event, debriefing sessions along with corrective actions (such as increasing system

redundancy, improving procedures, training staff, etc.) were suggested to ensure that improvement items are implemented to improve Water Services' overall emergency preparedness.

Follow-up on longer-term corrective and improvement actions is in progress.



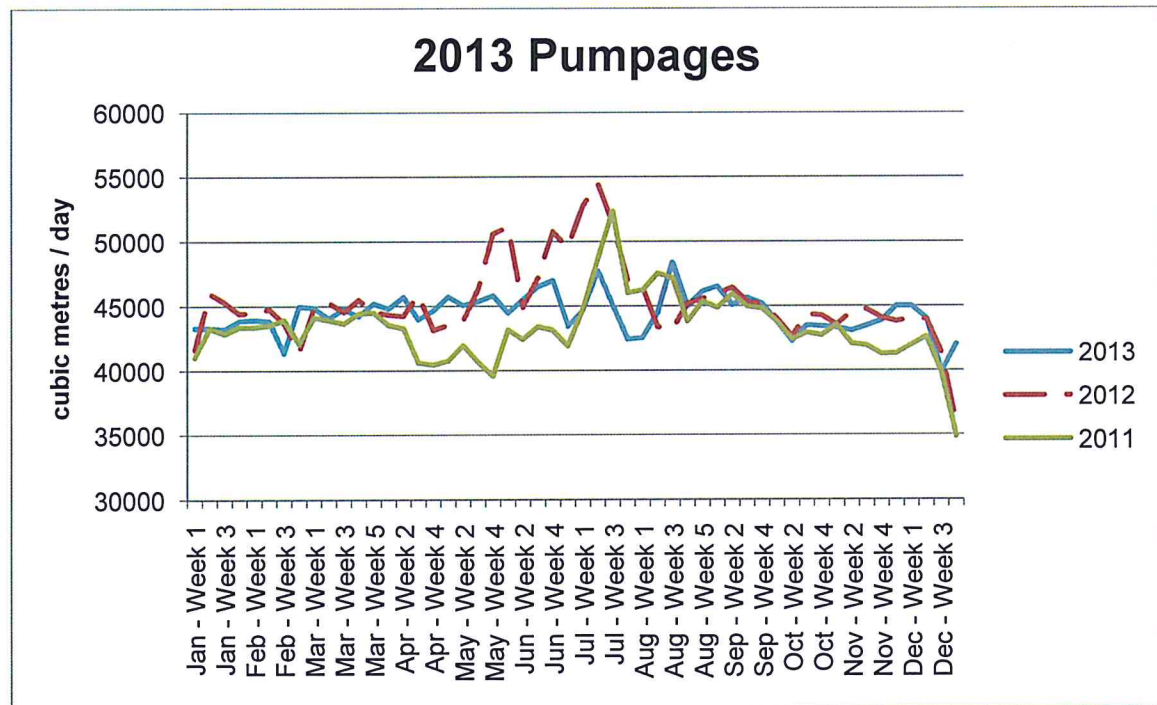
G) OPERATIONAL PERFORMANCE AND STATISTICS

This section describes the various pieces of information that are used to gauge the performance of the Drinking Water System, including reasoning for changes or observations. The following information is related to pumpages:

Summaries of total water pumped, instantaneous flows and capacity (flows and volumes compared to rated capacities) by the City of Guelph from Jan. 01 to Dec. 31 can be found in the full version of the report available at www.guelph.ca/water.

Water Services processed

16,198,192 cubic metres (16.2 billion litres) of water to the distribution system in 2013 (Jan. 01 to Dec. 31). This represents 2.2 per cent less water being supplied to the distribution system in 2013 as compared to the same time period in 2012 and 2.6 per cent more water than in 2011. The average daily water demand was 44,379 cubic metres (44.4 million litres). The maximum day production of water in 2013 was 52,539 cubic metres (52.5 million litres) and occurred on Jul. 18, 2013. The minimum day production of water in the same time period was 34,886 cubic metres (34.9 million litres) and occurred on Oct. 13, 2013.



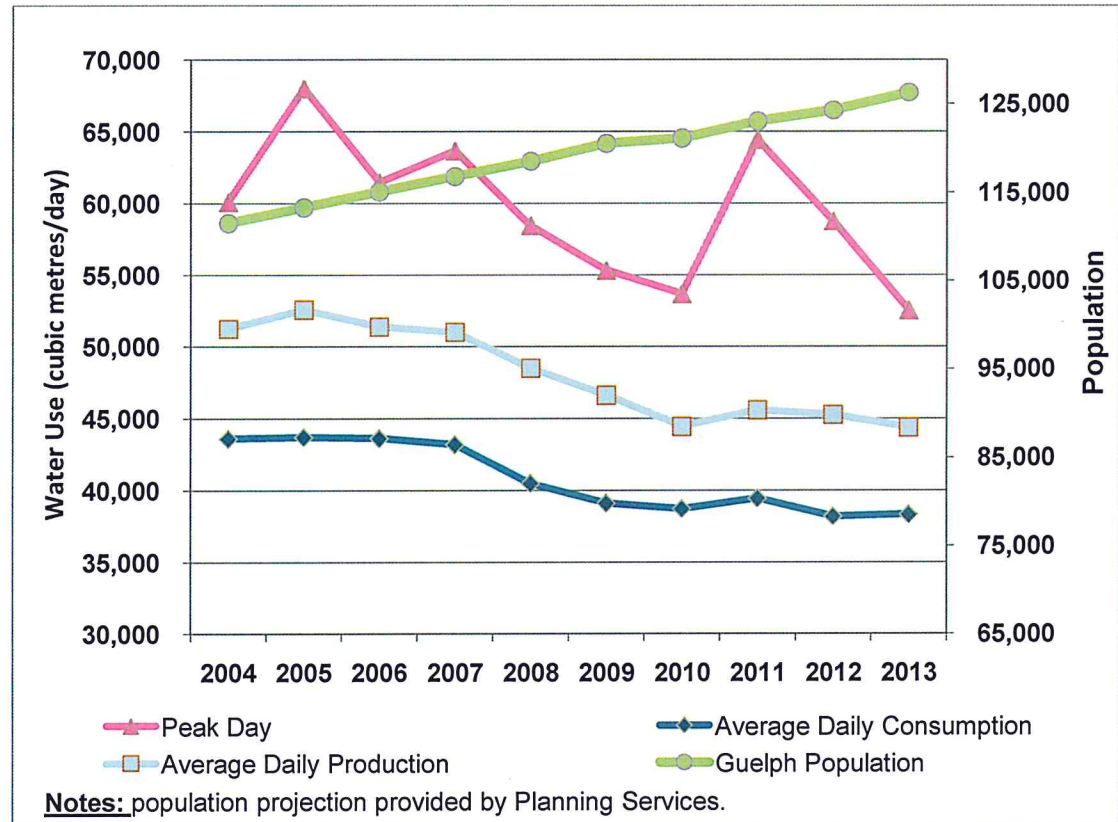
Water Production vs. Water Consumption vs. Population

The table below depicts the maximum pumpages (peak water days), average daily water production, and average daily water consumption rates in cubic metres per day (m³/day) as compared against Guelph's population.

Water Conservation & Efficiency Program goals include:

- Reduce water use by **8.7 MLD by 2019**
- **Affordability:** most cost effective source of new water capacity and limit capital and O&M costs
- **Source Sustainability:** sustainability of water supplies, limit impacts of growth and expand life of public supply infrastructure assets
- **Source Optimization:** reduce operational and environmental impacts of peak season demands
- **Compliance:** maintain compliance requirements for PTTWs and Water Opportunities Act.
- **Community Awareness:** foster community awareness regarding water use and stewardship.
- **Emergency Preparedness:** short-term management of water demand and public engagement in emergency scenarios
- **Future Readiness:** best position for City for climate change resiliency

Water Production vs. Water Consumption vs. Population



Collector Flows

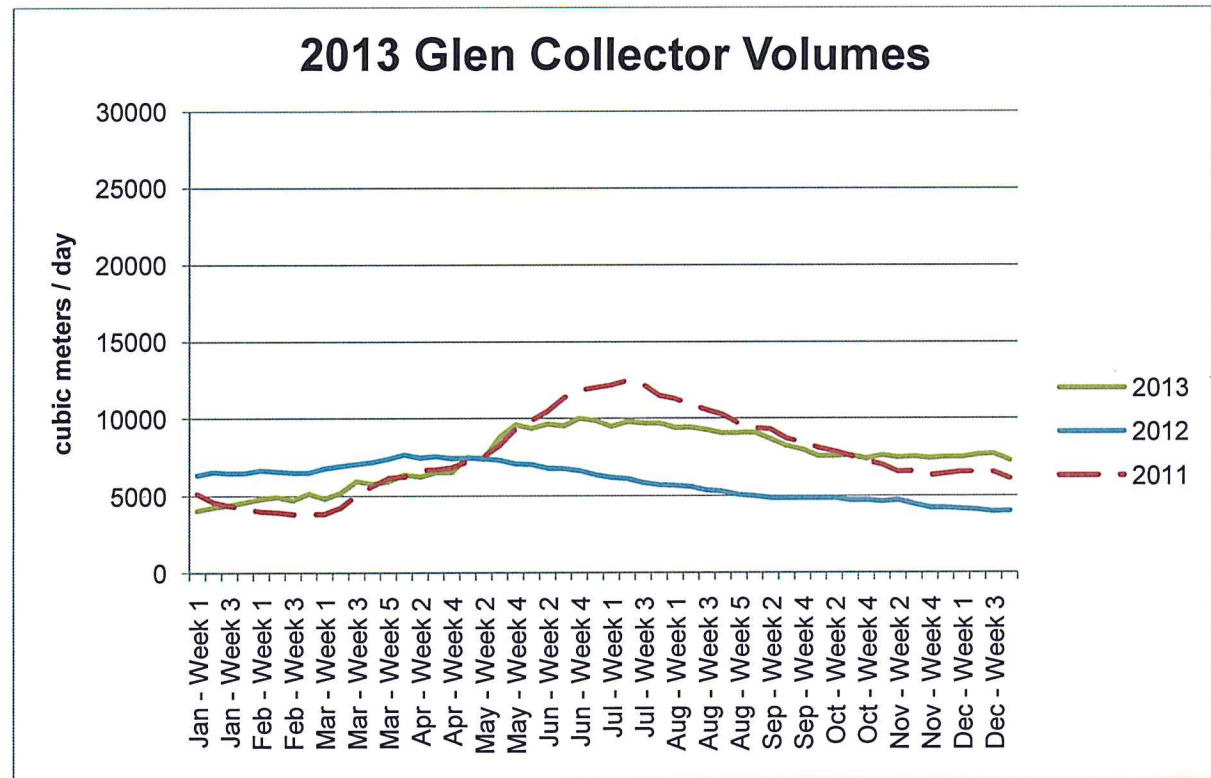
The Arkell Spring Grounds Collectors ("Collectors"), one of Guelph's many water sources, consist of a gravity-fed under-drain system that collects shallow overburden groundwater. This system has been in use since the early 1900's and can represent as much as 40 per cent of the total city-wide daily water production. When the output of this source is reduced, Water Services is required to make up the difference from other water supplies.

The following "Glen Collector Volumes" graph depicts the Glen Collector flow rate in cubic metres per day (m³/day) that is averaged each week (Jan. 01 to Dec. 31).

Throughout the year, the production from this water supply varies from an approximate low of 4,000 cubic metres (4 million litres) up to an approximate high of 20,000 cubic metres (20 million litres) per day.

The volume of water that the Collectors produce is one of the benchmarks used in the decision-making process to determine the appropriate level of outside water use for the City.

The Collectors have produced 2,707,764 cubic metres (2.7 billion litres) of water in 2013 (Jan. 01 to Dec. 31). This represents 25.26 per cent more water as compared to the same time period in 2012 and 3.04 per cent less water than in 2011.



Please note that collector flow was not augmented by the addition of Recharge water from the Eramosa river in 2011, 2012 and 2013.

Management of Water Supply includes:

- Water quality monitoring
- Redundant equipment for major processes
- Provincially certified operators
- Additional treatment where necessary
- Supply facilities monitored continuously and checked daily
- Treatment systems facilities fully automated and redundant
- Protection from power failures through uninterruptable power supplies and electrical generators
- SCADA system provides for system security and alarms to on-call operator for after-hours issues

Distribution goals are:

- Effective design and build
 - o Max. daily use for residential & ICI customers
 - o Fire fighting demand
 - o Operational redundancy
- Effective operation
 - o Pressure management
 - o Chlorine residual
 - o Flushing and cleaning
- Effective maintenance
 - o Timely response to breakdowns
 - o Preventive to ensure infrastructure longevity and reliability of service
- Mitigation of distribution system failures
 - o Automated monitoring and alarming
 - o Competent and trained operators
 - o Standard operating procedures
 - o After-hours on-call and response program
 - o Water Services Emergency Response Plan

Major Water Supply Maintenance (Jan. 1 to Dec. 31):

SUPPLY MAJOR MAINTENANCE ACTIVITY	Well Site(s)
Backflow Prevention Inspection, Testing and Repair (annual)	Various sites
Booster Pump (#3) Maintenance and Motor Rebuild	F.M. Woods
Dam Rehabilitation (in progress)	Arkell Spring Grounds
Diesel Generator Automatic Transfer Switch Install	Arkell #6
Diesel Generator Preventive Maintenance (annual)	All back-up generators
Diesel Generator Rentals	Downey (for Clair Tower), Burkes, Arkell #14
Diesel Generator Repair	Clythe Creek, University
Elevated Storage Tank Maintenance and Painting	Clair Tower
Elevated Storage Tank Modifications to Stairs	Verney Tower
Elevated Storage Tank Replacement of and Certification of Restraint System	Verney Tower
Hoist and Crane Inspection and Testing (annual)	All Sites
HVAC Preventive Maintenance (annual)	F.M. Woods
MCC CB2 Switch Gear	F.M. Woods
Pump #2 Replacement	Park Well
Pump Motor Replacement	Emma
Reliability-Centered Maintenance Program (RCMP, ongoing)	All sites
Snow Removal (seasonal)	Various sites
UPS Preventive Maintenance (annual)	F.M. Woods

Distribution System Maintenance (Jan. 1 to Dec. 31):

DISTRIBUTION JOB TYPE	2013
Blow Off Install	1
Hydrant Repair	85
Hydrant Repair Hit	2
Main Break	38
Other (e.g. exploratory excavations)	9
Re-route Watermain	6
Service Repair	68
Service Replace Lead	11
Service Replace Non-Lead	28
Valve Install (WW)	12
Valve Remove	1
Valve Repair	4
Valve Replace (WW)	12



H) RAW AND TREATED WATER QUALITY

Under the Safe Drinking Water Act (SDWA), municipalities are required to monitor both the raw and treated quality of the source water supplied. This monitoring is performed for both regulatory compliance and due diligence.

Operational and Microbiological Sampling						
Parameter	Location	# Analyses	Criteria	# Outside Criteria*	Results Range	Regulatory Reference
Free Chlorine Residual	Guelph Zone One	361	0.05-4.0 mg/L	0	0.42-1.06 mg/L	O. Reg. 170/03 Schedule 7-2
Free Chlorine Residual	Guelph Zone Two	362	0.05-4.0 mg/L	0	0.52-1.05 mg/L	O. Reg. 170/03 Schedule 7-2
Raw – E. coli	Raw sources, no disinfection	1,436	n/a	n/a	0-31 cfu/100 mL	O. Reg. 170/03 Schedule 10-4
Raw – Total Coliform	Raw sources, no disinfection	1,436	n/a	n/a	0-120 cfu/100 mL	O. Reg. 170/03 Schedule 10-4
Raw – HPC	Raw sources, no disinfection	291	n/a	n/a	0-180 cfu/mL	O. Reg. 170/03 Schedule 10-4
Raw – Background	Raw sources, no disinfection	1,436	n/a	n/a	0-730 cfu/100 mL	O. Reg. 170/03 Schedule 10-4
Raw River – E. coli	Raw sources, no disinfection	0	n/a	n/a	n/a	O. Reg. 170/03 Schedule 10-4
Raw River – Total Coliform	Raw sources, no disinfection	0	n/a	n/a	n/a	O. Reg. 170/03 Schedule 10-4
Raw River – HPC	Raw sources, no disinfection	0	n/a	n/a	n/a	O. Reg. 170/03 Schedule 10-4
Raw River– Background	Raw sources, no disinfection	0	n/a	n/a	n/a	O. Reg. 170/03 Schedule 10-4
POE – E. coli	Disinfected ("treated") water at point of entry (POE)	593	0	0	n/a	O. Reg. 170/03 Schedule 10-3
POE – Total Coliform	Disinfected ("treated") water at point of entry (POE)	593	0	1	0-4 cfu/100 mL	O. Reg. 170/03 Schedule 10-3
POE – HPC	Disinfected ("treated") water at point of entry (POE)	583	n/a	n/a	0-690 cfu/mL	O. Reg. 170/03 Schedule 10-3
POE – Background	Disinfected ("treated") water at point of entry (POE)	593	n/a	n/a	0-30 cfu/100 mL	O. Reg. 170/03 Schedule 10-3
POE – Free Chlorine Residual	Disinfected ("treated") water at point of entry (POE)	676	0.05-4.0 mg/L	0	0.14-1.98 mg/L	O. Reg. 170/03 Schedule 6-3
Dist. – E. coli	Disinfected ("treated") water in Distribution System	1,649	0	n/a	n/a	O. Reg. 170/03 Schedule 10-2
Dist.– Total Coliform	Disinfected ("treated") water in Distribution System	1,649	0	1	0-6 cfu/100 mL	O. Reg. 170/03 Schedule 10-2
Dist.– HPC	Disinfected ("treated") water in Distribution System	828	n/a	n/a	0-60 cfu/100 mL	O. Reg. 170/03 Schedule 10-2
Dist.– Background	Disinfected ("treated") water in Distribution System	1,649	n/a	n/a	0 – 1,000 cfu/100 mL	O. Reg. 170/03 Schedule 10-2
Dist.– Free Chlorine Residual	Disinfected ("treated") water in Distribution System	1,610	0.05-4.0 mg/L	0	0.26–1.22 mg/L	O. Reg. 170/03 Schedule 6-3
Raw Source Turbidity	Raw sources, no disinfection	1,051	n/a	n/a	0.05-2.00 ntu	O. Reg. 170/03 Schedule 7-3
GUDI-WEF characteristics	Microparticulate & Laser Particle Counting	6	n/a	n/a	Confirmed GUDI-WEF	MOE GUDI Terms of Reference
POE – Free Chlorine Residual	Over 20 monitoring devices – continuous monitoring	1:5mins	0.05 mg/L	0	n/a	O. Reg. 170/03 Schedule 6-5
UV Dose F.M. Woods	Over 1 monitoring device – continuous monitoring	1:5mins	24 mJ/cm ²	0	n/a	MOE UV Treatment Criteria
UV Dose Urban Wells	Over 20 monitoring devices – continuous monitoring	1:5mins	40 mJ/cm ²	0	n/a	MOE UV Treatment Criteria

The table below includes relevant information about chemical, organic and inorganic sampling results due to their presence or significance within the Guelph Drinking Water System. Only parameters with Ontario Drinking Water Quality Standards (ODWQS) Maximum Allowable Concentration (MAC) limits are included. There was no instance of an adverse result in 2013 (Jan. 1 – Dec. 31). The full version of the Annual & Summary Report provides results for all chemical sampling.

Chemical Sampling (all data reported in mg/L)									
Parameter	# Samples	Sampling Frequency	Criteria MAC	Criteria ½ MAC	# Outside Criteria	Results Range		Average	Regulatory Reference
						Min	Max		
Trihalomethanes – Distribution System Samples	7	1:3 months	0.100 ^A	n/a	0	0.0244	0.0555	0.0332	O. Reg. 170/03 Schedule 13-6
Nitrate + Nitrite (as nitrogen)	54	1:3 months	10	5	0	< 0.10	5.6	1.203	O. Reg. 170/03 Schedule 13-7
Nitrate + Nitrite (as nitrogen) – Woods' Raw Sources (Operational Sampling)	36	1:3 months	n/a	n/a	n/a	0.31	8.4	3.002	O. Reg. 170/03 Schedule 13-7
Nitrate + Nitrite (as nitrogen) – Paisley Raw Source (Operational Sampling)	4	1:3 months	n/a	n/a	n/a	1.1	1.9	1.700	O. Reg. 170/03 Schedule 13-7
Dichloromethane	65	1:3 months	0.05	0.025	0	< 0.0005	< 0.0005	n/a	O. Reg. 170/03 Schedule 24
Tetrachloroethylene (perchloroethylene)	65	1:3 months	0.03	0.015	0	< 0.0001	< 0.0001	n/a	O. Reg. 170/03 Schedule 24
Trichloroethylene	65	1:3 months	0.005	0.0025	0	< 0.0001	0.00209	0.00095	O. Reg. 170/03 Schedule 24
Trihalomethanes ^B	65	1:3 months	0.100 ^A	n/a	0	< 0.0002	0.0305	0.01140	O. Reg. 170/03 Schedule 24
Antimony	1	1:36 months	0.014	0.007	0	0.00081	0.00081	0.00081	O. Reg. 170/03 Schedule 23
Arsenic	1	1:36 months	0.025	0.0125	0	< 0.001	< 0.001	n/a	O. Reg. 170/03 Schedule 23
Barium	1	1:36 months	1.0	0.5	0	0.04	0.04	0.04	O. Reg. 170/03 Schedule 23
Boron	1	1:36 months	5.0	2.5	0	0.016	0.016	0.016	O. Reg. 170/03 Schedule 23
Cadmium	1	1:36 months	0.005	0.0025	0	< 0.00010	< 0.00010	n/a	O. Reg. 170/03 Schedule 23
Chromium	1	1:36 months	0.05	0.025	0	< 0.005	< 0.005	n/a	O. Reg. 170/03 Schedule 23
Mercury	1	1:36 months	0.001	0.0005	0	< 0.0001	< 0.0001	n/a	O. Reg. 170/03 Schedule 23
Selenium	1	1:36 months	0.01	0.005	0	< 0.002	< 0.002	n/a	O. Reg. 170/03 Schedule 23
Uranium	1	1:36 months	0.02	0.01	0	0.00096	0.00096	0.00096	O. Reg. 170/03 Schedule 23
Sodium	21	1:12 months ^C	20 & 200 ^D	n/a	13	23	170	77.571	O. Reg. 170/03 Schedule 13-8
Fluoride	13	1:60 months	1.5 & 2.4 ^E	0.75	0	<0.1	0.70	0.308	O. Reg. 170/03 Schedule 13-9

A – This standard is expressed as a running annual average

B – This subset of trihalomethane samples represents sampling from treated sources and does not refer to the previous distribution system sampling

C – Sodium is sampled on a more frequent basis due to the fact that for every treated source except F.M. Woods (currently), sodium levels are above the lower reportable limit of 20 mg/L

D – The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

E – Where supplies contain naturally occurring fluoride at levels higher than 1.5 mg/L but less than 2.4 mg/L the Ministry of Health and Long Term Care recommends an approach through local boards of health to raise public and professional awareness to control excessive exposure to fluoride from other sources.

I) TREATED WATER QUALITY – GAZER MOONEY SUBDIVISION DISTRIBUTION SYSTEM

Related to Section H) Raw and Treated Water Quality, this section describes the Regulatory water quality monitoring that has been collected in the Gazer Mooney Subdivision Distribution System in 2013 (Jan. 01 to Dec. 31, 2013).

Operational and Microbiological Sampling						
Parameter	Location	# Analyses	Criteria	# Outside Criteria*	Results Range	Regulatory Reference
Free Chlorine Residual	Gazer Mooney	361	0.05-4.0 mg/L	0	0.54-1.08 mg/L	O. Reg. 170/03 Schedule 7-2
Dist. – E. coli	Disinfected ("treated") water in Distribution System	53	0	0	n/a	O. Reg. 170/03 Schedule 10-2
Dist. – Total Coliform	Disinfected ("treated") water in Distribution System	53	0	0	n/a	O. Reg. 170/03 Schedule 10-2
Dist. – HPC	Disinfected ("treated") water in Distribution System	53	n/a	0	0-1 cfu/mL	O. Reg. 170/03 Schedule 10-2
Dist. – Background	Disinfected ("treated") water in Distribution System	53	n/a	n/a	0-6 cfu/100 mL	O. Reg. 170/03 Schedule 10-2
Dist. – Free Chlorine Residual	Disinfected ("treated") water in Distribution System	53	0.05-4.0 mg/L	0	0.72-0.99 mg/L	O. Reg. 170/03 Schedule 10-2

Chemical Sampling (all data reported in mg/L)									
Parameter	# Samples	Sampling Frequency	Criteria MAC	Criteria ½ MAC	# Outside Criteria*	Results Range		Average	Regulatory Reference
						Min	Max		
Trihalomethanes	4	1:3 months	0.100 ^A	n/a	0	0.0156	0.0184	0.0169	O. Reg. 170/03 Schedule 13-6
Sodium	1	1:12 months	20 & 200 ^B	n/a	1	26	26	26	O. Reg. 170/03 Schedule 13-8

A – This standard is expressed as a running annual average

B – The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

J) STATUS OF ONGOING AND EMERGING WATER QUALITY / SUPPLY INITIATIVES

Statistics related to City-owned Lead Service Line (LSL) replacements are included on page 14 of this report. Lead sampling is conducted as part of the Lead Reduction Plan to identify the presence of lead and to monitor lead levels following a LSL replacement. All LSLs verified are scheduled for replacement and the homeowner is encouraged to replace privately owned LSL with financial support from the Private LSL Replacement Grant Programs.

Lead Reduction Program Jan. 1 to Dec. 31, 2013

- 238 Lead Verification samples were collected.
- 17.6% were above 5 µg/L indicating presence of a lead service line.
- 13.4% also exceeded the ODWQS of 10 µg/L. Regulatory compliance is expected at individual sites that have undergone a full LSL replacement or where there is no lead remaining in the service line.
- 31 LSLs were replaced

Private LSL Replacement Grant Program

In 2010, the City initiated two financial incentive programs to encourage replacement of privately-owned LSL by reducing the financial burden to property owners. From 2010 to Dec. 31 2013, 174 privately owned lead service lines were replaced through the grant programs. The grants cover 70 to 100 percent of the LSL replacement cost for homeowners.

Targeted outreach regarding the Grant Programs is directed at all properties with known or suspected privately-owned LSLs. The main barriers to privately owned LSL replacement for homeowners include financial costs, disruption to property, and people who are unconcerned about the health risks of lead in drinking water. Direct communications continued to be tailored to address these barriers.

Encouraging replacement of privately-owned LSL by rental properties was identified as a significant challenge for the Grant Programs. The City is not able to provide grant funding to commercial entities due to the "bonusing" restrictions of the Municipal Act. In April 2012, changes were made to the Grant Programs to allow rental properties that are not owned by a commercial enterprise (including property management enterprises) to apply for a grant in accordance to the Municipal Act. Targeted communication to property owners regarding this program change has successfully increased uptake in the Grant Programs.

Additional information about all programs under the Lead Reduction Plan can be accessed in the full version of this report at www.guelph.ca/water.



K) EXPECTED FUTURE CHANGES THAT COULD AFFECT THE DWS OR THE QMS

Operational Testing Plan and Adaptive Management Plan (OTP / AMP) – The purpose of the OTP / AMP is to carry-out a detailed assessment (over three years) of both the Arkell area aquifer and pumping conditions related to the aquifer to determine a sustainable capacity with respect to environmental considerations in the area. Monitoring and data collection / assessment is ongoing, and further extensive monitoring is being performed at Arkell Well #15 to confirm its source water characteristic classification as groundwater.

GUDI (Groundwater Under the Direct Influence of surface water) Terms of Reference are under review and may result in classification changes to source waters.

Operator Certification Compliance Management – the Water Certification Specialist reports to Management on a quarterly basis (and to the Owner bi-annually through this report) regarding the status of Operators' Certifications. Verifications of qualification are completed 6-months prior to certificate expiries to ensure lead time for Operators' continued certifications.

Carter Monitoring Program – The Permit to Take Water for Carter Well requires that the Carter Wells be operated at increased levels in conjunction with monitoring in the Torrence Creek Subwatershed. The purpose of the monitoring is to attempt to quantify impacts within this subwatershed.

Expiring Permits to Take Water (PTTWs) – Six PTTWs are scheduled for review and/or renewal in 2014. These include:

1. [Admiral PTTW](#) (exp. 2014/01/31)
2. [Clythe Well PTTW](#) (exp. 2014/03/31)
3. [Queensdale PTTW](#) (exp. 2014/03/31)
4. [Smallfield Well PTTW](#) (extended exp. 2014/06/30)
5. [Sacco PTTW](#) (exp. 2014/10/31)
6. [Edinburgh Well PTTW](#) (exp. 2014/10/31)

Mandatory Ontario 1Call participation – Under the “Ontario Underground Infrastructure Notification System Act 2012”, all municipal infrastructure owners must register by June 2014.

Legal and Other Requirements Update

Date - 2013	Source of Posting / Reference	Title of Legal & Other Requirement Highlights of posting	Action and Status Update
Jan. 4	Ontario Drinking Water News	More Hands-on Training Courses Offered Provincewide in 2013	No action required.
Jan. 5	Ontario Gazette	Definitions, Ontario Regulation 170/03 Drinking Water Systems ... updated for “delivery agent care facility”, “interested authority”, “social care facility”.	Administrative amendment. No action required.
Jan. 13	Ontario Court Bulletin	Municipality/Operators Fined \$154,500 And Operator Received Jail Sentence for Drinking Water Violations	No action required.
Feb. 8	Ontario Drinking Water News	Operator Certification eBulletin, 2012 Winter Edition is now available. Read it for the latest news and information on operator certification issues.	No action required.
Feb. 13	Ontario MOE E-mail	Issue 4 of the Municipal Drinking Water Licensing Program Bulletin is now available on the Drinking Water Ontario website.	Forwarded the e-mail to staff.
Mar. 28	Ontario Drinking Water News	New Chief Drinking Water Inspector for Ontario - Sue Lo has been appointed Ontario’s new Chief Drinking Water Inspector and Assistant Deputy Minister, Drinking Water Management Division.	No action required.
Apr. 2	Ontario Court Bulletin	Municipality Fined \$17,000 For Safe Drinking Water Violations	No action required.
May 31	Ontario Court Bulletin	The City of Ottawa and its Contractor Fined \$120,000 for Discharging Sediment to Local Creek	No action required.
Jun. 4	Ontario Drinking Water News	New Operator Code of Conduct for Water and Wastewater Operator Certification & Exams	No action required.
Jun. 28	Ontario Drinking Water News	Operator Certification eBulletin, 2013 Spring Edition is now available. Read it for the latest news and information on operator certification issues.	No action required.
Jul. 8	OETC Regulatory Newsletter	Health Canada – Guideline for Total Coliforms – and – Health Canada – Guideline for Escherichia coli are now available.	No action required. Verified that Ontario’s legislation have same MAC for both TC and E. coli.

Date - 2013	Source of Posting / Reference	Title of Legal & Other Requirement Highlights of posting	Action and Status Update
Jul. 11	Ontario Drinking Water News	Ministry of the Environment releases Water Quality in Ontario 2012 Report The third Water Quality in Ontario Report highlights findings from our water monitoring programs that directly relate to the government's environmental priorities.	No action required.
Oct. 1	Willms & Shier Special Report	Will water charges more than triple for major users in Ontario? The province spent \$16.2 million on water quantity programs to promote the conservation, protection and sustainable use of Ontario's waters in 2012. There is a revenue shortfall largely due to the difference between the allowable withdrawals in PTTWs and their actual water usage totals.	No action required.
Oct. 9	Ontario Drinking Water News	Bill to Protect Great Lakes Passes Second Reading - Today, Bill 6, the proposed Great Lakes Protection Act 2013 passed second reading in the Ontario Legislature. The proposed act, if passed, would ensure cleaner and healthier Great Lakes that are protected...	No action required.
Nov. 1	Ontario MOE News Release	Helping Small Rural Communities Protect Drinking Water - Ontario is strengthening the protection of local drinking water sources in small, rural municipalities.	No action required.
Nov. 15	Ontario MOE Court Bulletin	Municipality Fined \$18,000 for Failing to Comply With a Ministry Order Atikokan – A municipality was fined \$18,000 for failing to comply with a ministry approval and a ministry order in relation to a drinking water system, contrary to the Safe Drinking Water Act.	No action required.
Nov. 15	Ontario MOE Court Bulletin	Municipality Fined \$20,000 for Failing to Comply with a Ministry Approval London – A municipality was fined \$20,000 for failing to comply with a ministry approval for a wastewater treatment plant, contrary to the Ontario Water Resources Act.	No action required.
Nov. 16	Canada Gazette	Regulations Amending the Transportation of Dangerous Goods Regulations (Update of Standards). This regulatory proposal would adopt five new standards for new types of means of containment and update nine standards on means of containment already in the TDG Regulations.	Once passed, need to update references within Water Services documents related to transportation of dangerous goods.
Dec. 17	Ontario Drinking Water News	Protecting Niagara-Area Drinking Water Ontario has approved the Niagara Peninsula Source Protection Plan to strengthen local source-to-tap drinking water protection.	No action required.
Dec. 18	Ontario Drinking Water News	Operator Certification eBulletin, 2013 Fall/Winter Edition is now available.	No action required.
Dec. 28	Ontario Gazette	Administrative changes to Ontario Water Resources Act O. Reg. 903/90 and Safe Drinking Water Act O. Reg. 170/03, O. Reg. 171/03. Changes to references.	No action required.

Changes Affecting the Quality Management System (QMS)

QMS 05 – Various initiatives related to Document & Records Control are being implemented, including The Ontario Municipal Records Management System (TOMRMS); requirements to ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act; expiry date tracking of essential documents.

QMS 08 – Building Services has developed a new Risk Management Program aimed at preventing backflow events related to water use by Parks activities. It applies to everything in the Park property, including rinks, gardens, splash pads etc.

QMS 09 – Water Services is currently working through an organizational review. Supervisor of Distribution positions have been filled.

QMS 13 – NSF Certification records related to construction projects are filed with Engineering Project files.

QMS 17-01 – Improved procedure for quarterly verification and annual calibration process for all handheld colorimeters.

QMS 18 – the Water Services Emergency Plan (WEP) was updated to reflect corporate-level Emergency Operations Centre guidelines and incident management systems guidelines. Employee training on the updated WEP will take place in Q1 2014.



L) CONSUMER FEEDBACK

The table below represents all customer calls received during office hours and after hours in 2013:

Type	Number of Calls		
	2011	2012	2013
Locate requests	1,550	1,320	3,835
Mainbreak	78	43	56
Hydrant	39	18	18
Water Quality	144	72	113
Service Line Issues	327	189	146
Other	61	61	93
Pressure	65	55	85
Flushing/Swabbing	51	25	22
Well Interference Complaints	3	0	6



M) RESOURCES NEEDED TO MAINTAIN THE QMS

No further resources required. Water Services currently has one full-time Quality Assurance Coordinator, who is also the Quality Management System Representative, and access to three Water Services Technicians, a Compliance Coordinator, and a Customer Service Clerk for reporting and documentation requirements of the QMS.



N) THE RESULTS OF INFRASTRUCTURE REVIEW

On a regular basis (at monthly meetings), Guelph's Engineering and Water Services review the condition of supply and distribution infrastructure and review: inventory, age, CAPS (capital asset prioritization system), criticality, soil type and diameter. From this evaluation, Engineering and Water Services develop a list of priority projects that also considers the priorities of wastewater and road reconstruction projects so that these projects can share the costs of excavation and rehabilitation. The priority list is updated (with considerations included) and presented in Annual Operating Budget and the Tri-Annual Capital Budget processes. New linear infrastructure reviews are primarily driven by Engineering Services.

Annual summaries of road reconstruction, sewer and watermain projects are identified annually on an infrastructure map that is released early spring each year.

An Asset Update Report was prepared to develop a funding strategy and to rate sustainability for various infrastructure programs across the City. Water Services' sustainability rating is A-.

In Nov. 2012, Water Services received consultant proposals for the update of the Water Supply Master Plan. Work related to the Water Supply Master Plan is ongoing. The Master Servicing Study is another infrastructure plan that is updated every five years and is used to identify new and replacement infrastructure priorities to include in the budgeting process. The development of a Facility Master Plan is also in progress, along with new initiatives related to property planning for expansions of facilities or to implement new facilities, as required. The Owner (Council & CAO) is updated regarding any deficiencies or gaps.

Backflow Prevention Program

Preservation of drinking water quality within Guelph's infrastructure is supported by the City of Guelph's *Backflow Prevention Regulations* ("By-law", Number (2008) – 18660). As per the By-law, "Backflow" means the flowing back of or reversal of the normal direction of flow of water. The By-law requires that no connections are made to the City's water supply without the installation of a backflow prevention device to isolate premises, sources, and zones to prevent cross-connections in every building or structure where a City water supply or other potable water supply exists. Related to backflow prevention devices, the By-law requires owners to:

- ensure a qualified person conducts annual testing of backflow prevention devices,
- submit test reports within 14 days of the test being conducted for each backflow prevention device,
- survey and resurvey with respect to buildings' or structures' cross-connections (1:5 years)

2013 Backflow Report - Number of Letters Sent out for Annual Testing and Re-survey

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	TOTAL
Annual Testing - 1st Letter	86	108	106	126	215	75	92	67	92	99	95	76	1,237
Annual Testing - 2nd Letter	42	36	66	61	69	124	37	43	39	52	42	50	661
Annual Testing - 3rd Letter	20	6	11	14	18	26	23	14	38	7	18	0	195
Re-survey & Testing (combined) - 1st Letter	32	30	26	30	20	12	4	3	4	2	26	21	210
Re-survey & Testing (combined) - 2nd Letter	36	26	26	16	28	16	11	4	4	4	1	25	197
Re-survey & Testing (combined) - 3rd Letter	10	14	11	2	3	6	5	7	4	3	0	0	65

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	TOTAL
Water Service Disconnected	1	0	0	0	0	0	0	0	0	0	0	0	1
Number of permits for new installations	7	14	7	7	14	10	21	6	8	7	5	0	106
Number of new devices installed	20	19	8	8	17	14	23	18	9	9	5	0	150



O) OPERATIONAL PLAN CURRENCY, CONTENT AND UPDATES

See section "k) Expected Future Changes That Could Affect the DWS or the QMS" for Operational Plan updates.



P) STAFF SUGGESTIONS

Staff suggestions are discussed during staff and operational meetings and taken into account during annual budget processes. The table below includes a listing of various improvement items that were implemented by staff and communicated across Water Services.

Improvement Actions Summary

OFI #	Suggestion Title	Improvement Action Description
13-01	New East Monthly Task	Added the task of pumping out the sump pits at Arkell 14 and 15 to the "East Monthly Compliance Record". This action should prevent high level alarms from occurring in the future.
13-02	New Water on Wheels	Guelph Water now offers a new solution to meet drinking water needs at large community events. Water on Wheels (WOW!) is an accessible water wagon unit which will replace the traditional water tanker at special events. All bookings for WOW! are being arranged through Community and Social Services.
13-03	Turbidimeters scaled to 2.0 ntu	Turbidimeters from Res 1 through to the POE should be scaled to 2.0 n.t.u. to reflect the turbidimeters' scaling at 2.0 n.t.u. upstream and downstream of the device. Additionally, Scout Camp and Woods' UV Inlet should be scaled to 20 n.t.u. as it is important to know as soon as possible the degree of the water quality issue so that appropriate action can take place as soon as possible.
13-04	New Sample Line at the Glen Diversion Chamber	A second sample line was installed upstream of the Diversion Valve in the Diversion Valve Chamber. This new sample line will allow for a constant on-line turbidity value to be collected as well as raw water samples when the Collectors are directed to the Aqueduct or to waste. Therefore, the sample pump is now plugged into a live receptacle that does not require the PLC to shut off power in the event of a diversion as the water supply to the pump will be constant. Currently, the original sample point is valved closed (Downstream Sample Point) and the new sample point (Upstream Sample Point) is the new normal feed. The Downstream Sample Point can be used if necessary (during maintenance on the new sample point) but with its obvious limitations.
13-05	On-line Chlorine Analyzers at Speedvale and Verney Towers	In effort to better understand the chlorine residual trends (daily and seasonally) at Speedvale and Verney On-line Chlorine Analyzers are installed. Trends on SCADA can be viewed. This information will provide the best data to determine if mixing systems are a necessary upgrade when these Towers are scheduled for painting. Initially, the analyzers will be installed as a temporary, operational requirement. If it is decided that it would be beneficial to keep them as a permanent addition, our DWWP will have to be updated to reflect these additions.
13-06	Tap covers	Sample tap covers were installed at sampling stations to prevent possible contamination from bird droppings at sample taps.

OFI #	Suggestion Title	Improvement Action Description
13-07	Hyperlinked Table of Contents	Key documents are hyperlinked in one table of contents document for Water Supply so that all documents are easily accessed electronically by Supply Operators. Hardcopy binders are available to the On-Call staff (Operator and Supervisor) for times when there is no access to the document management system.
13-08	SOP Annual Review	Annual Review process for SOP's was updated to include a description of whether documents are "new", have "significant update" or "annual review".
13-09	Revised "Schedule 10" Sampling Schedule	As a result of AWQI #111141, Water Services recognized the benefit of sampling all Treated Sources and Distribution locations on the same day in order to provide as much context as possible to lab results received from Schedule 10 sampling. In addition to SCADA data (CT, chlorine residuals, system pressures, etc) and historical water quality data, the ability for "same day" comparison of the microbiological results of Treated Sources to that of downstream locations in the Distribution System will provide the best information to the WDGPH, MOE and Water Services, in order to determine the best response to a Schedule 10 related AWQI.
13-10	Improved Doc. Control	To encourage the use of latest versions of forms, a note was added to the Distribution's form storage area that states: "When running low, these forms should be <i>printed</i> from EDMS to ensure the latest version of the document. (Do not photocopy)"
13-11	Water Services Wireless Network Available	Wireless Internet access is now available at F.M. Woods. Corporate laptops should automatically connect to the corporate network wirelessly when undocked from their stations. There is also "CITY HALL-PUBLIC" network for guests, contractors or consultants to use in meeting areas.
13-12	Water Supply Facility Prioritization	A rational system for prioritizing Water Supply Facility maintenance projects was developed with the assistance of Eramosa and Stantec, as well as the input of a team of Water Services staff. The prioritization system includes a Risk Assessment approach consistent with Asset Management best practices with Risk being related to the Likelihood of Failure and the Consequences of Failure. Likelihood of Failure should be based on an appropriate condition assessment. Consequence of Failure was evaluated in terms of the criticality of the supply facilities (and also the equipment within the supply facilities).
13-13	Water Services Tours	City of Guelph staff from across the corporation were invited on tours of Water Services' facilities.
13-14	e.RIS SCADA Reporting	New reporting program is rolled-out to ensure all alarms are commented on; that each site's daily report is reviewed and commented on by Operators; and to track that Operators have reviewed daily reports.
13-15	WaterTrax Analyte Value Alerts	In WaterTrax, all Regulatory analytes have been set to alert at the ½ Mac or ½ IMAC to allow for the appropriate response when necessary (increased frequency sampling). The exception to this is TCE which is set for 40% of the MAC which requires us to increase the frequency of sampling to monthly as per our TCE Management Plan. In addition all AOs and OGs (aesthetic objectives and operational guidelines) are set to alert at their maximum value. These changes should eliminate nuisance alerts and only provide information that must be considered as a possible water quality issue.
13-16	Improved Haz. Waste Storage Compliance and Procedures	A new Benchmark Work Order #B003257 is now set up with PM Master #027928 with the following Work Order & Task Descriptions: Hazardous Waste Inventory, Water Services, Weekly, Regulatory; Record inventory information in onsite binder, refer to S-SOP Shipping Wastes (found in EDMS SD-103214)
13-17	Online Chlorine Analyzer Auto Shutdown Testing	Water Services committed to the annual testing of the Auto Shutdown functions associated with the On-Line Chlorine Analyzer. A detailed SOP covers the different means by which this system can be tested and rotated through the options at each site from year to year (for example – Membro 2013, Low Chlorine; 2014, loss of power to the analyzer, 2015, analyzer malfunction (general alarm) et cetera. This will be input into WAM to ensure completion.
13-18	Replacement of SAN	In response to AWQI #113147 (SCADA computer failure through its SAN), the existing Storage Area Network (SAN) was replaced in September with an "enterprise class device with dual controllers" to prevent this issue from recurring.
13-19	Posted Instructions re: Operating Booster Pumps	Posted instructions at all facilities: "When re-starting a Station and operating the Booster in HAND (LOCAL) Mode, always ensure there is flow to the Chlorine Analyzer. At start-up, when the Analyzer readings are not yet representative of the residual value in the contact chamber (above the LoLo Residual limit of the Station is required), take manual DPD samples and record them in the on-site logbook at a minimum of 5 minute intervals (as required by Reg 170/03, Schedule 6-5) and continue until the DPD values closely match those of the

OFI #	Suggestion Title	Improvement Action Description
	in Hand	Analyzer for a minimum of 3 consecutive samples.”
13-20	Ensuring Accurate Turbidimeter Flow @ Carter/Arkell 15.	<p>To ensure accurate flows through the turbidimeters @ Carter’s, Water Services installed needle valves downstream of the ¼ turn valves to enable finer flow control rates. In addition, rotameters have been installed downstream of the needle valve on each system. The rotameter has adjustable indicators between which an acceptable flow range can be verified. The adjustable indicators will be set at 1.3x greater than the minimum rate and 1.3x less the maximum rate.</p> <p>Also a laminated posting on the wall adjacent to the turbidimeters will read: “On a Daily basis: 1. Ensure that the turbidimeter sample flow is in the range of 0.9 and 0.15 USgal/min targeting 0.12 USgal/min. 2. Check the box in the Operations Log indicating an acceptable flow rate”</p>
13-21	Connection of UV PLC to UV Building UPS	Due to the UPS failure that caused AWQI #115167, a decision was made to remove that UPS from service and connect the UV PLC directly to the UV Building’s UPS. The UV Building’s UPS is designed to provide power continuously through a normal power outage and therefore provides all of the benefits without the weakness in the UPS specific to the UV PLC.
13-22	Health Unit – Water Services Primer and Tour	Kick-off meeting between Water Services and Wellington-Dufferin-Guelph Public Health to network, cross-train and develop opportunities for improvement.
13-23	Arkell Bedrock Totalized Daily Pumpages	Added a row to the “Daily Pumpage Report” with “Arkell Bedrock Totalized Pumpages” to allow for a simple daily check to ensure the PTTW volume is not exceeded. Also, logic for Arkell Wellfield was updated in SCADA so that it continually calculates the remaining volume permitted each day, with a continual recalculation of maximum instantaneous flow rates for the entire wellfield.

WATER SERVICES’ KEY CHALLENGES

1. Financial sustainability and rising rates.
2. Water demand reduction, optimization and development of local groundwater supplies to support provincially mandated growth.
3. Source protection to ensure quality and quantity sustainability of existing supplies.
4. Infrastructure sustainability and asset management.
5. Maintaining and growing an effective work force.
6. Existing system optimization, including:
 - Adding redundancy to distribution system
 - Adding treatment for Iron & Manganese removal
 - Potential to add treatment for VOC removal
 - Optimization of chlorination to improve water taste
7. Ensuring a lead free water system.
8. Maintaining and improving customer service.
9. Reduction of non-revenue water through leak reduction and accurate metering.

STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE April 7, 2014

**SUBJECT Arthur Street Trunk Sewer – Speed River Crossing
Schedule B Class Environmental Assessment– Notice of
Completion**

REPORT NUMBER

EXECUTIVE SUMMARY

PURPOSE OF REPORT

The purpose of this report is to present the results and recommendations of the Arthur Street Trunk Sewer – Speed River Crossing Schedule B Class Environmental Assessment (EA).

KEY FINDINGS

Based on an evaluation of social, natural, technical and economic considerations, the Arthur Street Trunk Sewer Alignment Alternative No. 5 has been selected as the preferred alignment whereby the trunk sewer is proposed to be constructed on existing road allowances and is proposed to connect to the York Trunk Sewer.

FINANCIAL IMPLICATIONS

The estimated total cost of the Arthur Street Trunk Sewer is \$6.2 million. This includes costs for the full reconstruction of all underground services and roads along the preferred trunk sewer alignment as well as engineering fees. Funding for this project will be allocated through various road, watermain, sanitary sewer and storm sewer accounts intended for infrastructure replacement and for improving trunk sewer capacity to provide for additional growth. Confirmation of the specific funding details for this project will be made when awarding a consultant design assignment and awarding construction contracts. Based on the EA project estimate, adequate funding is available in various capital accounts in the current 2014 Capital Budget and Forecast for both the tax and non-tax supported budgets for the design and construction of this project in 2014 to 2016.

ACTION REQUIRED

Authorize staff to complete the Municipal Class Environmental Assessment process.

STAFF REPORT



RECOMMENDATION

1. That the Planning, Building, Engineering and Environment report dated April 7, 2014, regarding the Arthur Street Trunk Sewer – Speed River Crossing Schedule B Class Environmental Assessment be received.
2. That staff be authorized to complete the Municipal Class Environmental Assessment process as required and to proceed with the implementation of the preferred alternative as outlined in the report from Planning, Building, Engineering and Environment dated April 7, 2014.

BACKGROUND

In 2011, the City completed a Downtown Servicing Study to identify infrastructure upgrades required to service intensification and infill growth in the downtown area. The City's sanitary sewer drainage network currently shows two sanitary sewer crossings of the Speed River in the area between Neeve Street and Macdonell Street. These sewers connect the Arthur Street Trunk Sewer to the Speed River trunk sanitary sewer on Wellington Street. The two trunk sewers service a drainage area of approximately 965 hectares in the northeast part of the City. Due to their age, capacity and location within the river bed, these two existing sanitary sewer crossings of the Speed River were identified as required infrastructure upgrades. Additionally, the ability for this portion of the Arthur Street Trunk Sewer system to convey peak flows under existing and future growth scenarios is limited given the sewer's current condition.

An environmental assessment was conducted to explore potential new routes and alignments for the Arthur Street Trunk Sewer downstream of Macdonell Street that would address the environmental impacts associated with the existing infrastructure currently located in the Speed River.

REPORT

The Arthur Street Trunk Sewer – Speed River Crossing Class Environmental Assessment (EA) was undertaken in accordance with the Municipal Class EA document which is an approved process for planning and implementing municipal infrastructure projects under the Ontario Environmental Assessment Act. This project was carried out as a Schedule B Class EA study. The purpose of this study was to employ a screening process to select the preferred alignment alternative for the Arthur Street Trunk Sewer and to determine a proposed construction and phasing strategy that would minimize and mitigate the environmental, social/cultural and financial impacts.

This report highlights the study context and objectives, Class EA process, public consultation, the preferred alternative and the proposed implementation plan. For further project details and information, the Arthur Street Trunk Sewer EA study and accompanying documents are available on the project website:

<http://guelph.ca/living/environment/environment-planning/environmental-assessments/speed-river-crossing-arthur-street-sanitary-sewer-class-environmental-assessment>

Public and Stakeholder Consultation

A key aspect of this Class EA was obtaining public and stakeholder feedback on the proposed undertaking through notices, a public information centre (PIC) and making the project materials available on the City's website. The Notice of Study Commencement and Invitation to Participate was distributed to the project contact list and published in the Guelph Tribune on January 17, 2013.

The Notice of PIC was distributed to the project contact list, hand delivered to area residents and published in the Guelph Tribune on November 28 and December 5, 2013. On December 12, 2013, the PIC was held in City Hall. The purpose of the PIC was to outline the study objectives, the study process, the problem and opportunity statement, the findings and conclusions of the study including alternative solutions considered and the preferred alternatives.

Alignment Selection Criteria

The Arthur Street Trunk Sewer alternative alignments were identified based on the following selection criteria:

- Alternatives for new alignments should be, wherever possible, located in publicly-owned land or existing utility and transportation corridors;
- Conflicts with existing infrastructure, natural and man-made features, environmentally sensitive areas, species-at-risk, etc. should be minimal;
- Synergy with other construction projects should be considered to minimize constructions costs, impacts and public inconvenience through construction staging.

Alternatives Considered and Selection of the Preferred Alternative

Each alternative was qualitatively assessed in the context of the natural and physical, social and cultural environments, technical considerations and economic impacts. Based on the evaluation of these factors, Arthur Street Trunk Sewer Alignment Alternative No. 5 was determined to be the preferred alignment. The preferred alignment for the Arthur Street Trunk Sewer is presented in Attachment #1.

The preferred alternative alignment proposes construction to be contained within the road allowance using construction methodologies such as trench boxes to limit impacts to street trees and residences. Extensive rock excavation is expected and additional geotechnical and hydrogeological investigation will need to be included in the detailed design phase to confirm the method of construction. Condition surveys of the existing residences and structures within the vicinity of construction will need to be completed prior to construction. As well, once the new Arthur Street Trunk Sewer is constructed it will be necessary to decommission the existing siphon and gravity sewer river crossings.

Impacts & Mitigation Measures

Based on the proposed construction schedule and methods identified through the EA study, potential impacts related to the new trunk sewer are limited and short

STAFF REPORT



term. By incorporating the selected construction techniques and controls as outlined in Attachment #2, the potential impacts can be minimized.

Project Implementation and Phasing

Upon approval of this Class EA, the City will proceed with the detailed design of the project. Applications to the Ministry of the Environment and Grand River Conservation Authority for various regulatory approvals related to the implementation of the project will be undertaken as part of the detailed design phase.

Due to the extent of construction, timing windows for construction, coordination with other projects and budget planning, it is expected that the implementation of the Arthur Street Trunk Sewer will be phased over two years. The preliminary project phasing is presented below:

- Phase 1 (2015) – Arthur Street Trunk Sewer commencing at York Trunk Sewer in York Road Park near the intersection of York Street and Wyndham Street South. Sewer will be constructed up Wyndham Street South to Howitt Street, across Margaret Street up to Neeve Street. (approximately 0.51 km).
- Phase 2 (2016) - Arthur Street Trunk Sewer to continue along Neeve Street to Cross Street, up Arthur Street to the intersection at Arthur Street South and Macdonell Street. (approximately 0.64 km).

CORPORATE STRATEGIC PLAN:

The Arthur Street Trunk Sewer – Speed River Crossing Schedule B Class EA relates to the following goal in the Corporate Strategic Plan (2012-2016):

- 3.1. Ensure a well-designed, safe, inclusive, appealing and sustainable City.

FINANCIAL IMPLICATIONS:

The estimated total cost of the Arthur Street Trunk Sewer is \$6.2 million for the full reconstruction of all underground services and roads along the preferred trunk sewer alignment including engineering fees. Funding for this project has been allocated through various road, watermain, sanitary sewer and storm sewer accounts. This includes funding for replacement of infrastructure as part of the St. Patrick's Ward Community Improvement Plan. The growth component of this project to increase sewer capacity has been identified in the 2014 Non Tax Budget to be financed from Development Charges (50%) and Non Tax (50%) revenue. Confirmation of the specific funding details for this project will be presented when awarding a consultant design assignment and when awarding construction contracts. Based on the EA project estimate, adequate funding is available through various tax and non-tax supported capital accounts within the 2014 Capital Budget and Forecast for both the for both the design and construction of this project in 2014 to 2016.

STAFF REPORT



DEPARTMENTAL CONSULTATION:

Planning, Water Services, Wastewater Services and Corporate Communications were directly consulted during the Class EA study process. All City service areas were notified with respect to the Class EA study process for this project.

COMMUNICATIONS:

As part of the planning process, several steps have been undertaken to inform government agencies, First Nations, affected landowners and the local community/general public of the nature and scope of the project and to solicit any comments. To inform review agencies of the project and solicit comments, a notice of study commencement was sent to review agencies at the beginning of the study. In addition, a notice of study commencement was published in the Guelph Tribune in January, 2013.

The Notice of PIC was distributed to the project contact list, hand delivered to area residents and published in the Guelph Tribune on November 28 and December 5, 2013. On December 12, 2013, the PIC was held in City Hall. The information centre included display boards depicting the study purpose, process, alternatives and evaluation matrix.

A Notice of Study Completion will be distributed to the project contact list, published in the Guelph Tribune and posted on the project website. The Arthur Street Trunk Sewer – Speed River Crossing Schedule B Class Environmental Assessment Project File Report which documents the planning process and rationale for the preferred alternative, will be placed on the public record for 30-calendar days starting from the distribution date of the notice. Community members and interested parties will be invited to review the Project File Report and provide comments to the project team.

ATTACHMENTS

- Attachment #1: Preferred Arthur Trunk Sewer Alignment
- Attachment #2: Summary of Proposed Mitigation Measures

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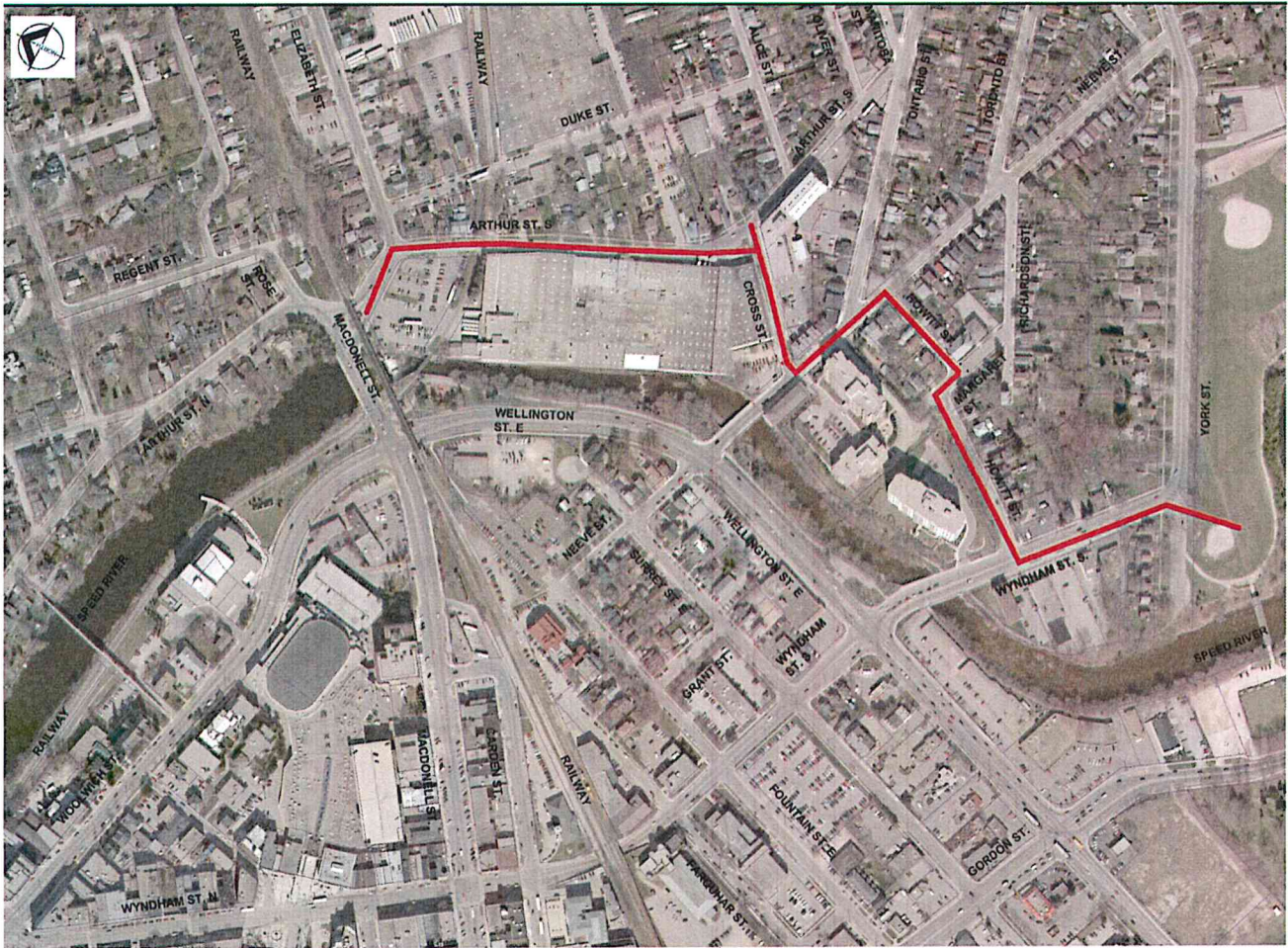
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Alternative 5



LEGEND
— PROPOSED TRUNK SANITARY SEWER

ATTACHMENT 2

Table 8-1 - Construction Related Impacts and Mitigation Measures

Potential Impact	Mitigation Measure
Contamination of Soils Through Spills and Leaks	<ul style="list-style-type: none"> This can be avoided by ensuring that fuel storage, refuelling and maintenance of construction equipment are handled properly and not allowed in or adjacent to watercourses; and Contingency plans must be prepared before projects begin for the control and clean up of a spill if one should occur.
Noise, Vibration and Dust	<ul style="list-style-type: none"> Construction operations will be restricted to the day shift (wherever possible). In addition, the contractor will be required to adhere to local noise by-laws; To address construction related vibration impacts on nearby buildings, pre-construction surveys will be completed prior to construction; and Dust control by spraying water, street sweeping.
Traffic	<ul style="list-style-type: none"> Develop traffic plan for deliveries; provide separate construction access to site; and Make contractor responsible for maintaining road conditions.
Public Communications	<ul style="list-style-type: none"> Develop communications plan so that the public is aware of activities and planned work that could impact the public.
Vegetation and Loss of Tree Cover	<ul style="list-style-type: none"> Removal of vegetation including large trees or large stands of trees has been avoided by the preferred design concept; and Restore disturbed areas to natural or better conditions.
Sediment and Erosion Control	<ul style="list-style-type: none"> Extensive sediment and erosion control measures (e.g., silt fencing, mud mats, etc.) should be established prior to the commencement of any construction activities and remain in place until all disturbed areas are fully stabilized to retain sediment on site and prevent its entry to the river

COMMITTEE REPORT



TO **Planning & Building, Engineering and Environment
Committee**

SERVICE AREA Corporate & Human Resources
DATE April 7, 2014

SUBJECT 2013 Delegation of Authority Report
REPORT NUMBER CHR-2014-25

SUMMARY

PURPOSE OF REPORT:

To advise of staff action with respect to Council's delegated authority in 2013 relating to those services under the jurisdiction of this standing committee.

KEY FINDINGS

This report is an annual report back to Committee and Council on how authority which has been delegated to staff has been exercised.

FINANCIAL IMPLICATIONS

As this is an annual reporting mechanism, there are no financial implications.

ACTION REQUIRED

To recommend that Committee receive the information contained in the report.

RECOMMENDATION

1. That the report dated April 7, 2014 entitled "2013 Delegation of Authority Report", with respect to delegated authority under the purview of the Planning & Building, Engineering and Environment Committee be received.

BACKGROUND

The *Municipal Act* provides Council with the authority to delegate its powers to a person or body subject to some noted restrictions. Over the years, Council has delegated their authority on various matters either by way of a resolution of Council or through a specific by-law. The following are the principal references related to Council's existing delegations under the purview of the Planning & Building, engineering and Environment Committee:

- By-law (2006)-18173 delegated authority to approve certain agreements relating to real property.
- By-law (2013)-19529 delegated authority with respect to a variety of routine administrative functions which are considered to be minor in nature.

REPORT

The delegation of authority from Council contributes to the efficient management of the City while still adhering to the principles of accountability and transparency. The following is a summary of the actions taken in 2013 with respect to authority delegated by Council.

By-law (2006)-18173		
Real Property Agreements	Approval Authority	Description
<u>Delegate:</u> <i>Executive Director responsible for the program or land management and the Manager of Realty Services</i>	Executive Director of Planning, Building and Engineering and Environment and Manager of Realty Services	License Agreement with Guelph City Realty Limited - Verney Street Water Tower
	Executive Director of Planning, Building and Engineering and Environment and Manager of Realty Services	License Agreement with Bell Mobility - Water Tower - 300 Clair Road West
	Executive Director of Planning, Building, Engineering & Environment and Manager of Realty Services and Manager of Realty Services	Licence Amending Agreement for Westminister Woods Ltd. This agreement amended the original licence.
	Executive Director of Planning, Building and Engineering and Environment. and Manager of Realty Services	Permission to Enter with Arthur EMPC Four Limited - accessing the work area for the rehabilitation of the Allan's Dam

By-law (2013)-19529		
Schedule "A" Grant Agreements	Item	Purpose
<u>Delegate:</u> <i>Executive Director,</i>	Minister of the Environment Grant Funding Agreement 2013 Great Lakes Guardian	Funding for Guelph Speed and Eramosa River's Riparian Enhancement Project

<i>Planning, Building, Engineering and Environment</i>	Community Fund	\$15,680.00
Schedule "E" Agreements Pursuant to an Approval Under the Planning Act <i>Delegate: General Manager, Planning Services</i>	Application Number	Property
Condominiums	23CDM13501	2 Colonial Drive
	23CDM13502	25 Hodgson Drive
	23CDM13504	28 Samuel Drive
	23CDM-13505	45 Kingsbury Square
	23CDM13503	65 – 101 Frederick Drive
	23CDM12504	146 Downey Road
	23CDM12502	1035 Victoria Road South
	23CDM12505	1498 Gordon Street
	23CDM09502	19 Simmonds Drive Phase 7
Consents	B-55/12	Development Agreement for 56 Fleming Road
	B-55/12	Storm Sewer Agreement for 56 Fleming Road
	B-1/13, B-2/13	Development Agreement for 172 and 178 Niska Road
	B-1/13, B-2/13	Storm Sewer Agreement for 166, 172 and 178 Niska Road
	B-4/13	Development Agreement for 61 Lynwood Avenue
	B-4/13	Storm Sewer Agreement for 61 Lynwood Avenue
	B-22/13	Storm Sewer Agreement for 88 Lane Street
	B-48/13	Development Agreement for 24 Landsdown Drive
	B-49/13	Development Agreement for 24 Landsdown Drive
	B-39/13, B-40/13, B-41/13, B-42/13, B-43/13	Development Agreement for 51, 55, 57, 61, 63 and 65 Inkerman Street
Minor Variances	A-15/13	219 Summit Ridge Drive
Site Plans	SP11C043	415 Woodlawn Rd. W
	SP12C039	200 McCann St.
	SP13B006	44 Corporate Crt
	SP12C031	80 Waterloo Ave

	SP12A024	1077 Gordon St
	SP10C028	1820 Gordon St
	SP12B044	965 York Rd
	SP12C037	495 Willow Rd
	SP11B033	345 Hanlon Creek Blvd
	SP12A009	1 Hales Cres
	SP12A007	148-152 MacDonell St
	SP11A037	587 Victoria Rd N
	SP11C027	297 Eramosa Rd
	SP11A010	5 Gordon St
	SP12A025	340 Clair Rd E
	SP12C016	1499 Gordon St
	SP12B038	20 Cowan Pl
	SP13A004	150 Eastview Rd
	SP13B024	163 Curtis Dr
	SP07A024	72 York Rd
	SP13A011	Frasson Dr
	SP13A008	18 Marshall Dr
	SP13A007	59 Severn Dr
	SP13C031	515 Hanlon Creek Blvd
	SP13D026	7 College Ave W
	SP12C010	40 Wellington St W
	SP13C014	765 Woodlawn Rd W
	SP13C015	10-14 Woodlawn Rd E
	SP13C003	1750 Gordon St
	SP13B027	351 Elizabeth St
	SP12D033	25 Lee St
	SP12A045	30 Arkell Rd
	SP12B041	330 Laird Rd
	SP13D023	949 Woodlawn Rd w
Subdivisions	SR0908	58-78 Fleming Road
	SR1104	671 Victoria Rd N Phase 2
	SR1204	Morningcrest Phase 2C
	SR1301	Ingram Phase 5
	SR1206	Grangehill Phase 7B
	SR0908	115 Fleming Phase 1
	SR1205	246 Arkell
Schedule "Z" To Enter Into Contracts and Agreements <i>Delegate: Executive Director</i>	Item	Purpose
	Organics Agreement Amendment – between the City of Guelph and the Region of Waterloo dated July 1, 2013	The processing of Green Bin Material at the OWPF.

<i>responsible for the area of responsibility</i>	University of Guelph Letter of Agreement dated November 29, 2013	Ontario Research Fund (the "ORF-RE Project") Sustainable Bedrock Water Supplies for Ontario Communities.
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CORPORATE STRATEGIC PLAN

- Organizational Excellence: 1.3 Build robust systems, structures and frameworks aligned to strategy
- Innovation in Local Government: 2.3 Ensure accountability, transparency and engagement

DEPARTMENTAL CONSULTATION

Service area staff taking action with respect to a delegated authority in 2013 were canvassed in the preparation of the report. The Clerk's Office continues to work with staff to capture and document this ongoing action as well as to pursue further opportunities for delegated authority.

COMMUNICATIONS

Information regarding the Delegation of Authority policy is available from the City's "[Accountability and Transparency](#)" webpage.

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