

# COMMITTEE AGENDA



TO **Public Services Committee**

DATE Monday, July 6, 2015

LOCATION Council Chambers, Guelph City Hall, 1 Carden Street

TIME 5:00 p.m.

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## DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

**CONFIRMATION OF MINUTES** - Public Services Committee June 1, 2015 open meeting minutes

**PRESENTATIONS** (Items with no accompanying report)

## 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 Public Services Committee Consent Agenda will be approved in one resolution.*

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
PS-2015-20 Public Services Annual Report	Derrick Thomson, Deputy CAO, Public Services		✓
PS-2015-21 Business Licence By-law Review – Food Vehicle Schedule and Temporary Food Sales Update		Jakki Prince	✓
PS-2015-22 Northview Park – Conceptual Master Plan			
PS-2015-23 New Trail Sections Near Hanlon Creek			
PS-2015-24 Speedvale Avenue Bridge Underpass			

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PS-2015-25 Crane Park Footbridge			
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Resolution to adopt the balance of the Public Services Committee Consent Agenda.

**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.

**STAFF UPDATES AND ANNOUNCEMENTS**

**ADJOURN**

**NEXT MEETING** - Wednesday, September 9, 2015

**Public Services Committee Meeting  
Monday, June 1, 2015 at 5:00 p.m.  
City Hall Council Chambers**

## Main Motion

2. Moved by Councillor Gordon  
Seconded by Mayor Guthrie
  1. That the Public Services Committee receive the presentation made by the Headwaters Class about the Blue Dot Initiative.
  2. That staff examine a Guelph based Municipal Declaration on the Right to a Healthy Environment and report back to Committee.

## Amendment

3. Moved by Mayor Guthrie  
Seconded by Councillor Van Hellemond

That clause 2 be amended to read as follows:

That Intergovernmental Staff examine a Guelph based Municipal Declaration on the Right to a Healthy Environment and report back to committee.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Billings, Gordon and Van Hellemond (4)*

*VOTING AGAINST: (0)*

CARRIED

## Main Motion as Amended

4. Moved by Councillor Gordon  
Seconded by Mayor Guthrie
  1. That the Public Services Committee receive the presentation made by the Headwaters Class about the Blue Dot Initiative.
  2. **That Intergovernmental Staff examine a Guelph based Municipal Declaration on the Right to a Healthy Environment and report back to committee.**

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Billings, Gordon and Van Hellemond (4)*

*VOTING AGAINST: (0)*

CARRIED

## Consent Agenda

The following items were extracted:

**PS-2015.17     2014 Land Ambulance Ministry of Health Service Review**  
**PS-2015.18     South End Community Centre – Request for Expressions of Interest**

## Balance of Consent Items

5. Moved by Mayor Guthrie  
Seconded by Councillor Van Hellemond

That the balance of the Public Services Committee June 1, 2015 Consent Agenda as identified below, be adopted:

**PS-2015.19 Outstanding Resolutions of the Public Services Committee**

That the Public Services Report # PS-15-29 "Outstanding Resolutions of the Public Services Committee" dated June 1, 2015 be received.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Billings, Gordon and Van Hellemond (4)*

*VOTING AGAINST: (0)*

CARRIED

**Extracted Consent Items**

**PS-2015.17 2014 Land Ambulance Ministry of Health Service review**

Mr. Stephen Dewar, EMS Chief, spoke regarding the 2014 Land Ambulance Ministry of Health Service Review and the results as they relate to the City of Guelph.

6. Moved by Mayor Guthrie  
Seconded by Councillor Gordon

1. That the Public Services Report # PS-15-28 "2014 Land Ambulance Ministry of Health Service Review" dated June 1, 2015 be received.
2. That the Service Review findings related to response time performance that have financial implications due to the need for enhanced staffing be forwarded for consideration in the 2016 budget process.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Billings, Gordon and Van Hellemond (4)*

*VOTING AGAINST: (0)*

CARRIED

**PS-2015.18 South End Community Centre – Request for Expressions of Interest**

7. Moved by Mayor Guthrie  
Seconded by Councillor Gordon

That the Public Services Report #PS-15-30 "Sound End Community Centre – Request for Expressions of Interest" dated June 1, 2015, be received.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Billings, Gordon and Van Hellemond (4)*

*VOTING AGAINST: (0)*

CARRIED

**Staff Updates and Announcements**

Kristene Scott announced that June is Recreation and Parks month in Ontario and highlighted the programming offered in Guelph parks.

Phil Meagher announced that June 3, 2015 is Clean Air Day in Ontario and Guelph Transit will be offering free service that day.

**Adjournment** (6:20 p.m.)

8. Moved by Councillor Gordon  
Seconded by Mayor Guthrie

That the meeting be adjourned.

CARRIED

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Dylan McMahon  
Council Committee Coordinator

**PUBLIC SERVICES COMMITTEE  
CONSENT AGENDA**

**July 6, 2015**

Members of the Public Services Committee:

**SUMMARY OF REPORTS:**

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

**REPORTS FROM ADMINISTRATIVE STAFF  
REPORT**

**DIRECTION**

**PS-2015.20 PUBLIC SERVICES ANNUAL REPORT**

Receive

1. That the Public Services Report # PS-15-35 "Public Services Annual Report" dated July 6, 2015 be received.

**PS-2015.21 BUSINESS LICENCE BY-LAW REVIEW – FOOD  
VEHICLE SCHEDULE AND TEMPORARY FOOD  
SALES UPDATE**

Approve

1. That the Public Services Report # PS-15-36 "Business Licence By-law Review – Food Vehicle Schedule and Temporary Food Sales Update" dated July 6, 2015 be received.
2. That the amendments to Business Licence By-law (2009)-18855 to permit Mobile Food Preparation Vehicles to operate on city streets under certain conditions substantially in the form as attached in Public Services Report # PS-15-36, but subject to the approval and revision by the City Solicitor be brought before Council for approval.
3. That staff be directed to complete the recommendations as set out in Attachment 2 of the Public Services Report # PS-15-36 and that where the recommendations direct staff to create amendments to the City's by-laws, that such amendments are brought back to Council for approval by the dates identified.
4. That after one year of implementation of the initial and the final amendments to the Business Licence By-law (2009)-18855 with respect to Food Vehicles and Temporary Food Sales as contained in Public Services Report # PS-15-36, staff be directed to engage the public along with representatives of the Food Vehicle, Temporary

Food Sale industries to identify the effectiveness of the amended licensing regime.

**PS-2015.22                      NORTHVIEW PARK – CONCEPTUAL MASTER PLAN**                      Approve

1. That the Public Services Report # PS-15-32 "Northview Park – Conceptual Master Plan" dated July 6, 2015 be received.
2. That Council approve the Conceptual Master Plan for Northview Park.

**PS-2015.23                      NEW TRAIL SECTIONS NEAR HANLON CREEK**                      Approve

1. That the Public Services Report # PS-15-33 "New Trail Sections Near Hanlon Creek" dated July 6, 2015 be received.
2. That the proposed trail sections near Hanlon Creek be considered in the next Guelph Trail Master Plan update.

**PS-2015.24                      SPEEDVALE AVENUE BRIDGE UNDERPASS**                      Approve

1. That the Public Services Report # PS-15-34 "Speedvale Avenue Bridge Underpass" dated July 6, 2015 be received.
2. That staff be directed to proceed with the preliminary design, environmental impact study of the proposed expansion of the existing Trans Canada Trail up to Riverside Park along the west side of the Speed River including an underpass at Speedvale Avenue Bridge.
3. That staff be directed to complete the detail design of the trail including the underpass in conjunction with the Speedvale Avenue Bridge Reconstruction project.

**PS-2015.25                      CRANE PARK FOOTBRIDGE**                      Approve

1. That the Public Services Report # PS-15-37 "Crane Park Footbridge" dated July 6, 2015 be received.
2. That further discussions on the installation of a footbridge at Crane Park be deferred until such time as the Grand River Conservation Area Management Plan and Guelph Trails Master Plan are updated to include such a structure at this location.

Attach.

# **PUBLIC SERVICES**

## **2014 ANNUAL REPORT**

# PUBLIC SERVICES OVERVIEW

Derrick Thomson  
Deputy CAO, Public Services

Colleen Clack  
General Manager  
**Culture,  
Tourism and  
Community  
Investment**

Shawn Armstrong  
General Manager  
**Emergency  
Services**

Phil Meagher  
General Manager  
**Guelph Transit**

Rodney Keller,  
General Manager  
**Operations**

Kristene Scott  
General Manager  
**Parks and  
Recreation**

Sleeman Centre and  
Civic Precinct  
Theatres and Civic  
Events  
Guelph Museums  
Cultural Affairs and  
Tourism  
Community  
Investment and Social  
Services

Guelph-Wellington  
Emergency Medical  
Service  
Fire  
Emergency  
Preparedness and  
Administration

Business Services  
Continuous  
Improvement  
Transit Operations

Administration  
Bylaw Compliance,  
Security and Licensing  
Fleet Services  
Roads and Rights of  
Way

Parks Operations and  
Forestry  
Parks Planning  
Recreation Services

# CULTURE, TOURISM AND COMMUNITY INVESTMENT OVERVIEW

## Sleeman Centre and Civic Precinct

- Energy-related infrastructure updates
- Targets for revenue per capita and net profit for Food and Beverage were achieved

## Theatres and Civic Events

- Increase in number of attendees
- Events programmed beyond River Run: Market Square and within the City

## Guelph Museums

- Integrated Locomotive 6167 into the civic collection
- Initiated *In Flanders Fields* commemoration, McCrae House renovation, Civic Museum landscape project

## Cultural Affairs and Tourism

- Surpassed targets for fundraising
- Established Public Art and Tourism Advisory Committees

## Community Investment and Social Services

- On going work: Wellbeing Grants, Benefit Agreements, Elevator Project, Affordable Bus Pass, GW Local Immigration Project and Portal

# EMERGENCY SERVICES OVERVIEW

## Emergency Preparedness and Administration

- Conducted an incident management training program to internal and external agency partners
- Enhanced the community 9-1-1 with Text with 9-1-1

## Guelph Wellington Emergency Medical Services

- Implemented a Community Paramedicine Program with provincial funding
- Clarified the complexities of land ambulance through visits to towns and townships in Wellington County

## Fire

- Enhanced skill development in the area of specialized technical rescues, such as confined spaces
- Updated response fleet and equipment with state of the art technology

# GUELPH TRANSIT OVERVIEW

## Business Services

- Implemented customer contact management software for tracking customer complaints
- Secured sponsorship for free New Years Eve service

## Continuous Improvement

- Installed an integrated rainwater-harvesting and rinse-water-reclamation system to reduce water consumption
- Energy related infrastructure updates
- Started Guelph Transit/GO share stop renovations

## Transit Operations

- Reduced number of cancelled runs
- Investment in transit operator defensive driver training reduced bus accidents by 22%
- Introduced customer-first training, resulting in a reduction of customer complaints

# OPERATIONS OVERVIEW

## Administration

- Participated in Corporate Initiatives: Green and Clean Community Clean Up and the transition of utility locate service for buried City infrastructure to the Ontario 1 Call system

## Bylaw Compliance, Security and Licensing

- Assisted with new dog tag/pet registration program
- Implementation of BEACON for the Corporation
- Streamlined the process for Business License renewals

## Fleet Services

- Performed 2,550 preventative maintenance inspections
- Manage and execute the Corporation's Driver Training Program

## Roads and Rights of Way

- Continuous inspection and maintenance of: Traffic Signs and Signals, Stormwater inventory, Sidewalks and Roads
- Responded to 31 winter weather events

# PARKS AND RECREATION OVERVIEW

## Parks Operations and Forestry

- Completed the clean-up of the worst tree-damaging ice storm in a generation
- Completion and first year implementation of EAB Plan
- Implementation of the central irrigation system and monitoring

## Open Space Planning

- Retrofitted playground equipment at four parks
- Planning and design completed for proposed trails at 66 Eastview Road, 5 Arthur Street and 1280 Gordon Street
- Achieved substantial completion at Jubilee Park

## Recreation Services

- 1,781 children participated in Summer Camps – 16% increase over 2013
- 18,019 participants enjoyed our pre-school, children, youth, adult and senior programs

# STAFF REPORT



TO Public Services Committee

SERVICE AREA Public Services

DATE July 6, 2015

**SUBJECT Public Services Annual Report**

REPORT NUMBER PS-15-35

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

The purpose of this report is to provide information related to the accomplishments of the Public Services Service Area during 2014 and plans for 2015.

### KEY FINDINGS

This report is a compilation of the accomplishments during 2014, from five very distinct departments. The format used reflects the nature of the services and operations of each of the departments' divisions. A general list of the plans for 2015 is also presented.

### FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

### ACTION REQUIRED

Receive the report for information.

## RECOMMENDATION

1. THAT the Public Services Report # PS-15-35 "Public Services Annual Report" dated July 6, 2015 be received.

# STAFF REPORT



## BACKGROUND

This report follows the new organizational reporting relationships implemented in March 2015, as part of the Open Government Plan.

As the departments establish and strengthen working relationships and refine tasks and processes, this report reflects the most important accomplishments and high-level plans for 2015 for each department of the Service Area.

## REPORT

This past year, the Service Area delivered significant improvements to services and processes - all in support of the mission of building an exceptional City, through outstanding municipal service and value.

## CORPORATE STRATEGIC PLAN

### Organizational Excellence

- 1.1 Engage employees through excellence in leadership
- 1.2 Develop collaborative work team and apply whole systems thinking to deliver creative solutions
- 1.3 Build robust systems, structures and frameworks aligned to strategy

### Innovation in Local Government

- 2.1 Build an adaptive environment, for government innovation to ensure fiscal and service sustainability
- 2.2 Deliver Public Service better
- 2.3 Ensure accountability, transparency and engagement

### City Building

- 3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City
- 3.2 Be economically viable, resilient, diverse and attractive for business
- 3.3 Strengthen citizen and stakeholder engagement and communications

## DEPARTMENTAL CONSULTATION

Culture, Tourism and Community Investment  
Emergency Services  
Guelph Transit  
Operations  
Parks and Recreation

## FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

# STAFF REPORT

## COMMUNICATIONS

None

## ATTACHMENTS

ATT-1 Public Services 2014 Annual Report

### Report Author:

Andrea Harvie  
Manager, Business Services



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### Recommended By

Colleen Clack  
General Manager  
Culture, Tourism & Community Investment  
519-822-1260 ext. 2588  
[colleen.clack@guelph.ca](mailto:colleen.clack@guelph.ca)



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### Recommended By

Phil Meagher  
General Manager  
Guelph Transit  
519-822-1260 ext. 3321  
[phil.meagher@guelph.ca](mailto:phil.meagher@guelph.ca)



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### Recommended By

Shawn Armstrong  
General Manager  
Emergency Services  
519-822-1260 ext. 2125  
[shawn.armstrong@guelph.ca](mailto:shawn.armstrong@guelph.ca)



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### Recommended By

Rodney Keller  
General Manager  
Operations  
519-822-1260 ext. 2949  
[rodney.keller@guelph.ca](mailto:rodney.keller@guelph.ca)

# STAFF REPORT

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**Recommended By**

Kristene Scott  
General Manager  
Parks and Recreation  
519-822-1260 ext. 2007  
[kristene.scott@guelph.ca](mailto:kristene.scott@guelph.ca)

A handwritten signature in black ink, appearing to be "D. Thomson", written over a horizontal line.

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**Approved By**

Derrick Thomson  
Deputy CAO  
Public Services  
519-822-1260 ext. 2665  
[derrick.thomson@guelph.ca](mailto:derrick.thomson@guelph.ca)

# **PUBLIC SERVICES**

## **2014 ANNUAL REPORT**

## **LETTER FROM THE DEPUTY CAO**

Over the past year, the Public Services Service Area has been providing outstanding service to residents and visitors to the city of Guelph. As you read through this report, you will see the accomplishments of our staff during 2014 and our plans for 2015.

Our commitment is to meet the increasing need for better and more efficient services. We are dedicated to finding ways to not only maintain what we currently have, but to grow services to meet the future needs.

Best Regards,

A handwritten signature in black ink, appearing to read "D. Thompson", is written over a light blue horizontal line.

Derrick Thompson  
Deputy CAO  
Public Services

# PUBLIC SERVICES OVERVIEW

Derrick Thompson  
Deputy CAO, Public Services

Colleen Clack  
General Manager

**Culture,  
Tourism and  
Community  
Investment**

Shawn Armstrong  
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Sleeman Centre and  
Civic Precinct  
Theatres and Civic  
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Fleet Services  
Roads and Rights of  
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Parks Operations and  
Forestry  
Parks Planning  
Recreation Services

# **CULTURE, TOURISM AND COMMUNITY INVESTMENT DEPARTMENT**

**2014 ANNUAL REPORT**

# CULTURE, TOURISM AND COMMUNITY INVESTMENT OVERVIEW

## Culture, Tourism and Community Investment

Sleeman  
Centre and  
Civic  
Precinct

Theatres  
and Civic  
Events

Guelph  
Museums

Cultural  
Affairs and  
Tourism

Community  
Investment  
and Social  
Services

Food and Beverage  
Operations  
Civic Precinct Facilities

River Run Centre  
Market Square Events  
Civic Events

Civic Museum  
McCrae House  
Locomotive 6167  
Exhibitions, programs,  
research

Tourism and Farmers'  
Market  
Marketing and  
Development  
Cultural Programs and  
Events

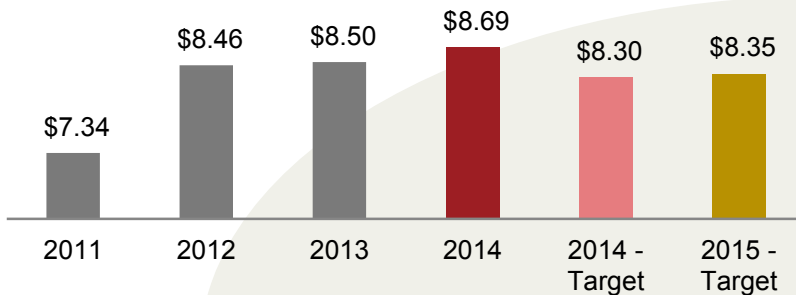
Community Investment  
and Subsidies  
Social Services  
Local Immigration  
Partnership & Portal

# **SLEEMAN CENTRE ACCOMPLISHMENTS**

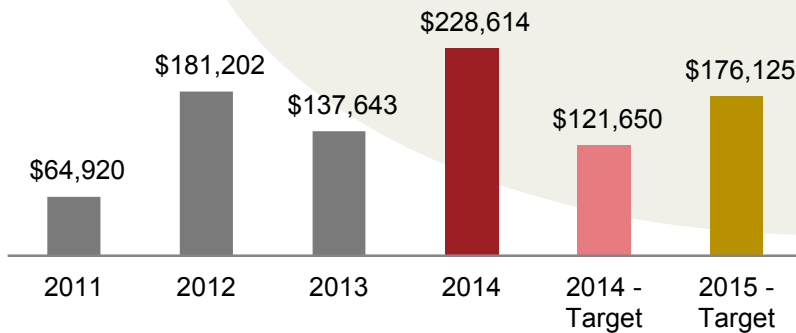
- Preparation of energy conservation retrofits (to be completed in 2015)
  - Replacement of existing refrigeration plant
  - Updating and replacement of lighting systems and fixtures throughout the facility
- Brought District Energy plant on line for primary source of heating and cooling
- Expansion of food and beverage operations into the West End Community Centre
- Replacement of spectator safety netting and lift system

# SLEEMAN CENTRE ACCOMPLISHMENTS

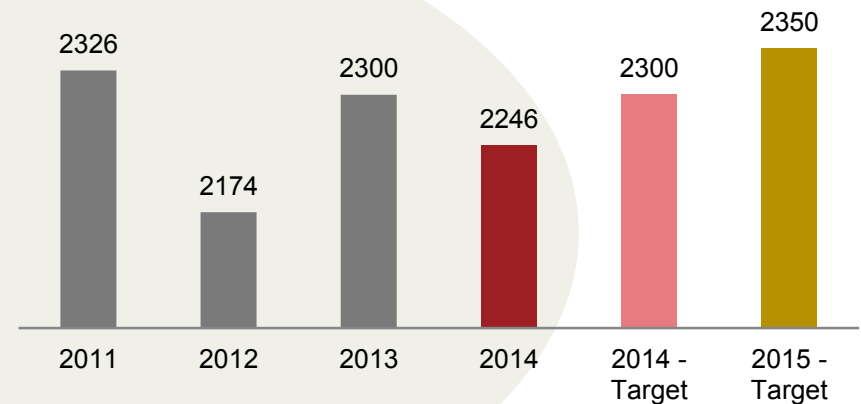
**What was the Food and Beverage Revenue Per Capita at Storm Games?**



**What was the Net Profit from Food and Beverage?**



**How many hours was the Sleeman Centre in use?**

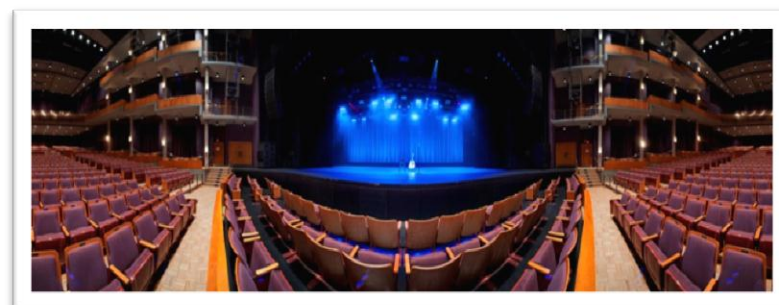
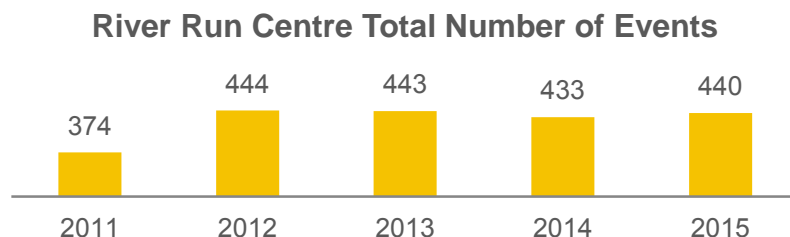


# **SLEEMAN CENTRE PLANS FOR 2015**

- Moving forward with energy conservation retrofits (to be completed by mid-August)
- Installation of an energy transfer station on the District Energy plant to service the facility
- Upgrading of aging food and beverage preparation equipment – ovens
- Expansion of food and beverage operation to include:
  - Purchase of confectionary and similar machines to replace 3<sup>rd</sup> party providers
  - Expansion of food services (fair trade coffee & confectionary items) in the City Hall staff room

# THEATRES AND CIVIC EVENTS ACCOMPLISHMENTS

The River Run Centre is active with events all year round but its busiest time is from March to June.



*River Run's Main Stage – where the magic happens*

Beyond the River Run Centre, we are active in planning events at Market Square and within the city.



2015 Market Square highlights include Movie Nights, John Galt Day, Culture Days and Winter Lights and Music.

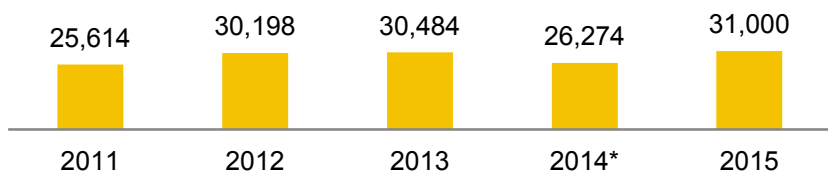


# THEATRES AND CIVIC EVENTS ACCOMPLISHMENTS

Youth play an active role at River Run Centre and at Market Square – from performing in dance recitals or dance competitions, to participating in Linamar for the Performing Arts (school) shows, performing in Music Works |Stage Works or performing at the Rock the Square event.

## Linamar for the Performing Arts – Total Number of Attendees

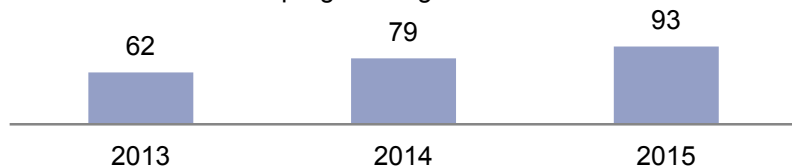
■ 2015 highlights performances include Guelph Symphony Orchestra, Terry Barber (Counter tenor) and The Gruffalo's Child (Theatre)



\* 2 less productions in 2014

## Music Works |Stage Works - participation of youth aged 13 to 18 years old

■ \*program began in 2013



*River Run's Main Stage – where the magic happens*



*View from lobby showcases attractive green space with nod to Guelph's architectural heritage*

## **THEATRES AND CIVIC EVENTS PLANS FOR 2015**

- River Run Centre continues to work with Guelph Municipal Holdings Inc. (GMHI) and our community energy partners to expand energy management and energy saving opportunities
- 2015 plans include the conversion of over 120 house light fixtures to LED bulbs, efficiency upgrades to the heating and cooling systems, and occupancy sensors for lighting in offices and storage rooms
- Expand RRC Presents programming series to develop new audiences
- Expand community relationships with rental events on Market Square, expand event coordination services and on site logistics with the goal of increasing usage of the Square. 2014 saw around 40 events

# GUELPH MUSEUMS OVERVIEW

Guelph Museums operates Guelph Civic Museum, McCrae House National Historic Site, and Locomotive 6167.

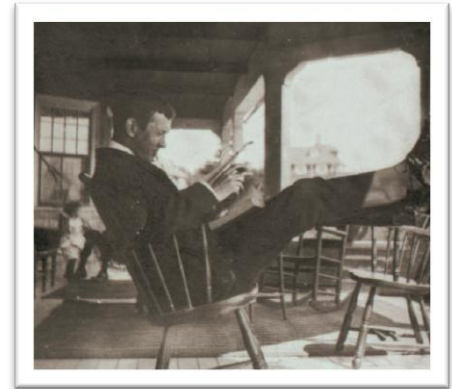
We collect, preserve and share the objects and stories that trace Guelph's history and that inspire our future.

Currently we are focused on making a difference by:

- Offering engaging exhibitions and expanded programming
- Celebrating the international legacy of John McCrae and commemorating the 100th anniversary of the writing of In Flanders Fields
- Elevating the perception of the Museums as engaging, enlightening, and enjoyable places to learn, connect and celebrate
- Providing a well-maintained, engaging, inspiring environment that supports comfortable experiences for visitors and effective, efficient workspaces for staff and volunteers
- Establishing efficient, effective organizational foundation to support customer service and accountability



*John McCrae, Circa  
1914*



*J. McCrae in Kennebunkport,  
Maine 1903*



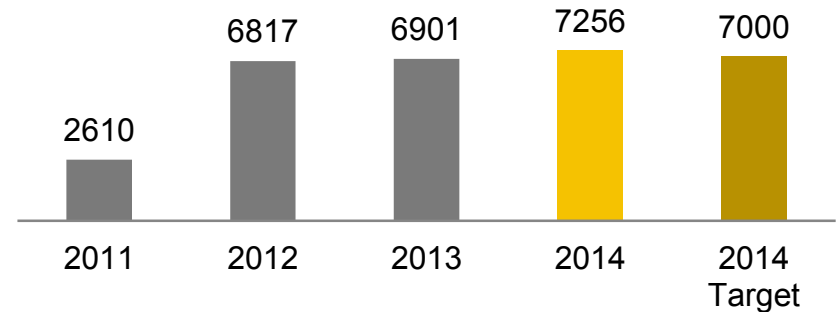
*McCrae House*

# GUELPH MUSEUMS ACCOMPLISHMENTS

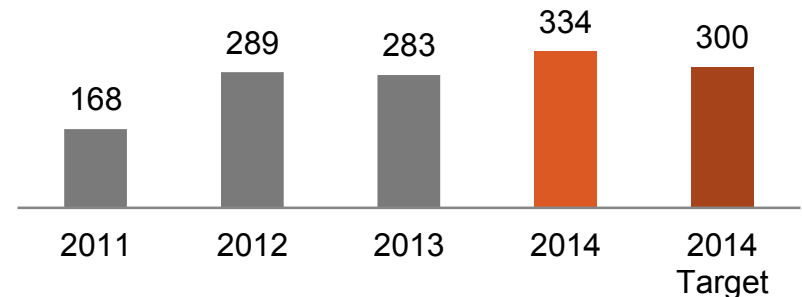
During 2014, Guelph Museums:

- integrated Locomotive 6167 into the civic collection
- initiated In Flanders Fields at 100 commemoration activities, the McCrae House National Historic Site renovation, and the Civic Museum landscape project

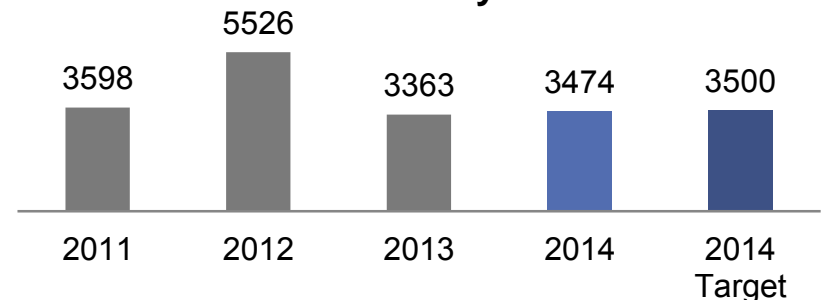
**Total number of admissions sold**



**Total number of annual memberships sold**



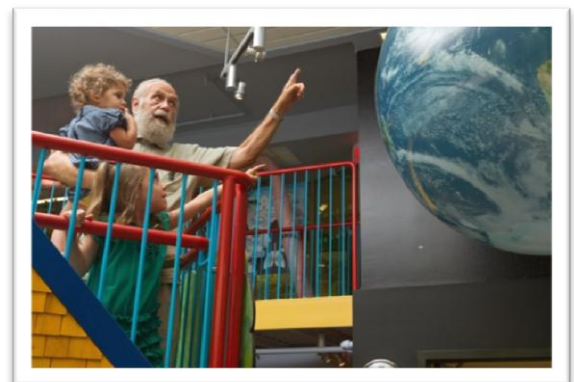
**Total number of volunteer hours annually**



# GUELPH MUSEUMS PLANS FOR 2015

During 2015, Guelph Museums will:

- commemorate the 100th anniversary of the writing of In Flanders Fields with the reopening of McCrae House, the unveiling of the John McCrae statue, and extensive public programming
- complete the Civic Museum landscape project
- welcome 30,000 visitors
- sell 7,500 admissions
- sell 350 memberships
- benefit from 3,500 hours of volunteer service



*Guelph Museums making a difference*

# CULTURAL AFFAIRS AND TOURISM ACCOMPLISHMENTS

- Surpassed budget revenue targets for fundraising
- Launched new website and e-news for River Run Centre
- Led development of new website for Sleeman Centre
- Established Public Art and Tourism Advisory Committees



2014 Artist in Residence program at West End Recreation Centre

# CULTURAL AFFAIRS AND TOURISM ACCOMPLISHMENTS

- Completed tourism operational review
- Activated sports tourism initiative by coordinating a bid for 2016 Canada 55+ Games with the University of Guelph
- Completed installation of commissioned public art in Civic Precinct
- Launched City of Guelph Artist in Residence program



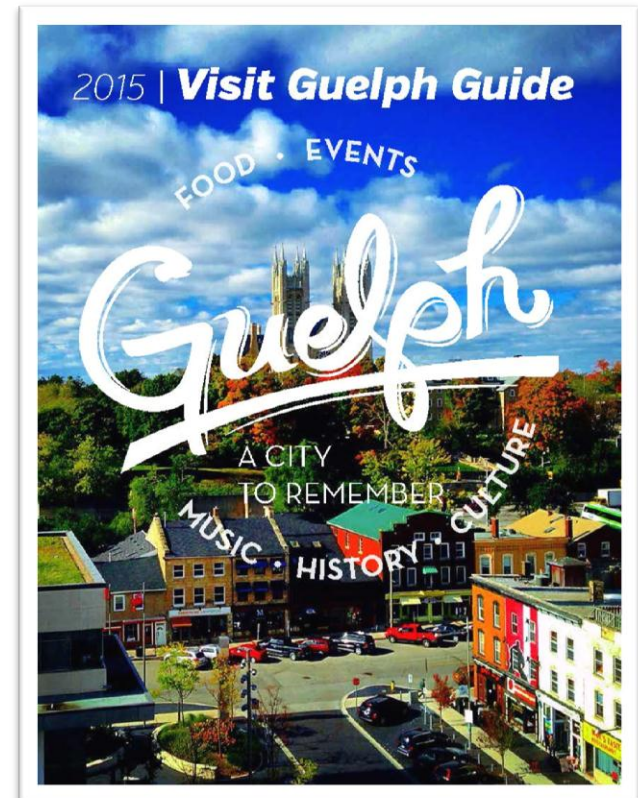
Sponsorship support for youth mentorship program

Revenue Sources	2014 targets	2014 accomplishments
Corporate sponsorship	\$225,000	\$228,333
Donations	\$55,000	\$40,824
Grants	\$124,000	\$141,173
<b>Totals</b>	<b>\$404,000</b>	<b>\$410,330</b>

Tourism Activity	2014 targets	2014 accomplishments
Responses to inquires	3,500	3,935

# CULTURAL AFFAIRS AND TOURISM PLANS FOR 2015

- Begin work on Destination (Tourism) Management Strategy to stimulate economic growth
- Work with new Tourism Advisory Committee to implement recommendations of Tourism Operational Review
- Review Farmers' Market operations to improve customer experience and identify potential for efficiencies and increased revenue
- Redevelop and expand City's culture profile on [guelph.ca](http://guelph.ca) to improve dissemination of information and share accomplishments
- Review public art funding model, through Public Art Advisory Committee, as per public art policy review schedule



Front cover of the new Visitor Guide

# COMMUNITY INVESTMENT AND SOCIAL SERVICES ACCOMPLISHMENTS AND ONGOING PROGRAMS

## Community Investment programs and projects

- Community Wellbeing Grants
  - \$279,400 was awarded to 49 organizations by a community panel
- Community Benefit Agreements
  - There are partnership agreements with 12 not-for-profits that totalled \$1.2 M
- Elevator Project
  - Matching idea makers and investors, 15 ideas leveraged \$81,536 cash & in-kind support
- Subsidy Administration
  - Enhancing Customer service to 185 FAIR and 2,103 Affordable Bus Pass Customers

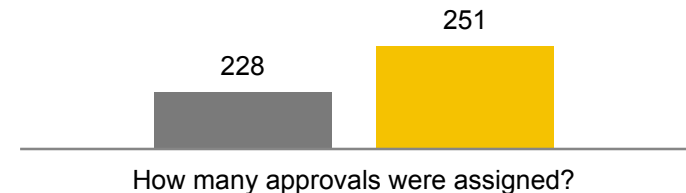
\$929,709 leveraged by 29 organizations from Wellbeing Grants



4,468 volunteers provided 103,477 hours to support groups funded

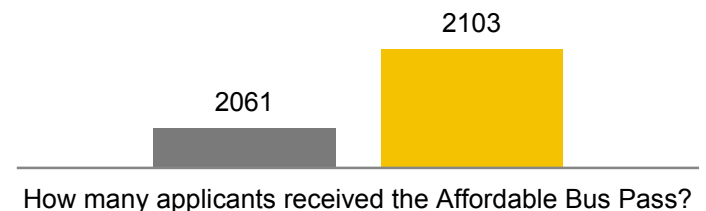
### Fee Assistance in Recreation (FAIR)

■ 2013 ■ 2014



### Affordable Bus Pass

■ 2013 ■ 2014



# COMMUNITY INVESTMENT AND SOCIAL SERVICES ACCOMPLISHMENTS AND ONGOING PROJECTS

## Guelph Wellington Local Immigration Project

- We envision a caring, equitable community where everyone thrives!
- Priorities:
  1. Meaningful Employment - Hiring Global Talent employer toolkit to 100+ businesses.
  2. Entrepreneurship Support – presented at Economic Summit
  3. Access to Services - completed environmental scan
  4. Awareness and Inclusion - launched Community Connector Project

## Guelph Wellington Immigration Portal

- Attracting and retaining immigrants
- Priorities:
  1. International students
  2. Local labour market information



- Change in membership: +10 (85 decision-making members in 2013 to 95 in 2014)
- Leveraged funds: ~\$159,000



*LIP welcomes 115 community leaders at the Immigration Connection – LIP's annual event to raise awareness of immigration issues*

GUELPH WELLINGTON  
IMMIGRATION PORTAL

# COMMUNITY INVESTMENT AND SOCIAL SERVICES PLANS

## Social Services programs and projects

- The Elliott Long Term Care Residence
  - Supporting oversight and governance, developing efficiencies
- Affordable Housing
  - Development of Affordable Housing Strategy and Reserve
- Food Security
  - Community Gardens, Development of the SEED food hub
- Liaison with the County of Wellington
  - Leverage efforts with provincially mandated services
- Guelph Neighbourhood Support Coalition
  - Supporting partnership and governance

97% occupancy rate in The Elliott LTC residence ensures a 100% provincial funding



- 650 kg of food from gardens donated to food pantries



- 79% of gardeners reported they ate more fruits and vegetables



# **EMERGENCY SERVICES**

## **DEPARTMENT**

**2014 ANNUAL REPORT**

## EMERGENCY SERVICES OVERVIEW

# Emergency Services

Emergency  
Preparedness and  
Administration

Guelph Wellington  
Emergency  
Medical Services

Fire

Administrative Support  
Community Emergency  
Preparedness

Guelph-Wellington Land  
Ambulance Service Delivery  
Community Paramedicine  
Program

Fire Service Delivery  
Public Education  
Fire Drill and Inspections

# **EMERGENCY PREPAREDNESS AND ADMINISTRATION ACCOMPLISHMENTS**

- Produced Business Continuity Planning tool for new staff orientation, Council orientation and self-delivered learning for staff to enhance Corporate Resiliency.
- Completed annual compliance documents to sustain fire services accreditation.
- Conducted an incident management training program to internal and external agency partners.
- Relocated a fully equipped and functioning Emergency Control Room Centre at the Clair Road Emergency Services Centre.
- Enhanced the community 9-1-1 phone system to be more accessible to the deaf, deafened, or hard of hearing community, and residents with speech impairment (Text with 9-1-1)
- Coordinated a Climate Change Workshop with cross functional representation in order to enhanced corporate resiliency.

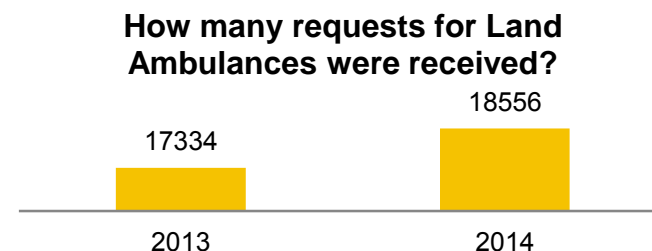
## **EMERGENCY PREPAREDNESS AND ADMINISTRATION PLANS FOR 2015**

- Complete the automation of the Corporate Business Continuity Program.
- Conduct Incident Management System (IMS) training to corporate staff.
- Renew radio system agreement for Police and Fire Services

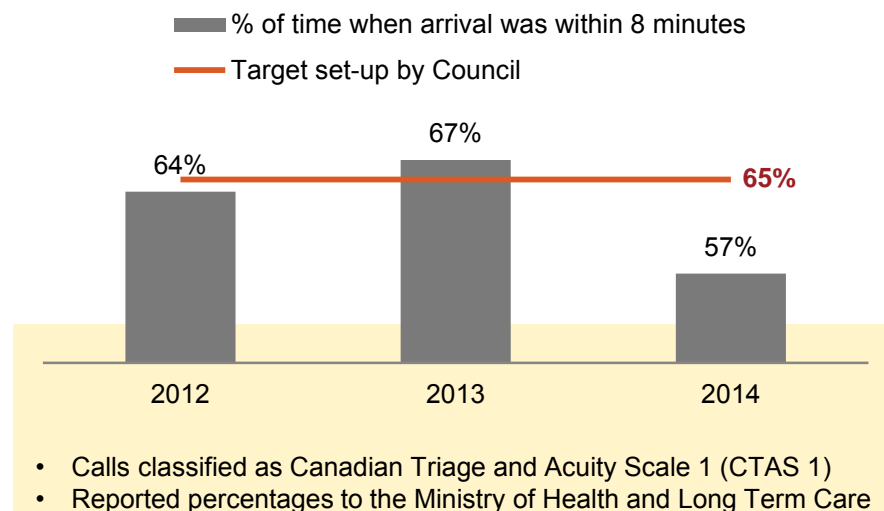
# GUELPH WELLINGTON EMERGENCY MEDICAL SERVICES ACCOMPLISHMENTS

THIS UNIT SERVES THE CITY OF GUELPH AND WELLINGTON COUNTY

- Implemented a Community Paramedicine Program with provincial funding
- Clarified the complexities of land ambulance through seven visits to towns and townships in Wellington County
- Updated Tiered Response Agreements with local fire services
- Continued to support and improved public access defibrillator programs



**For the most critically injured patients, what percentage of the time did the land ambulance arrive within 8 minutes?**



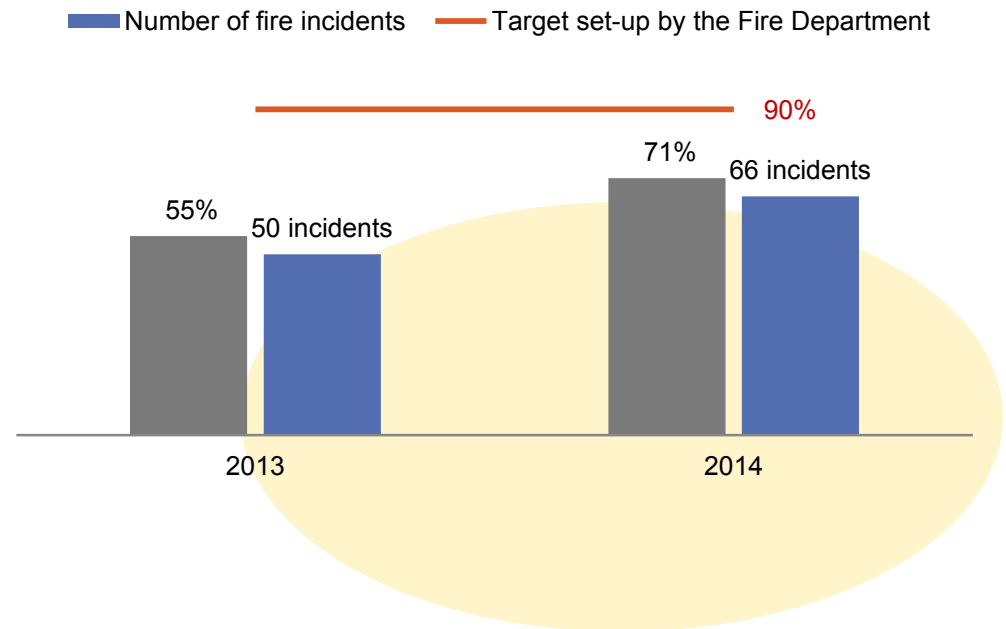
# **GUELPH WELLINGTON EMERGENCY MEDICAL SERVICES PLANS FOR 2015**

- Create a File of Life Program to support the transfer of key medical information to Paramedics during an emergency thereby further supporting “aging in place” practices for older adults.
- Working with hospital emergency departments to evaluate and review data relative to off-load delays during the transfer of care from a paramedic to Emergency Department staff.
- Work with McMaster University to continue providing health checks to buildings known to have a vulnerable population that have a higher frequency use of the land ambulance system.
- Negotiate a collective agreement with the Ontario Public Services Employees Union representing paramedics.

# FIRE ACCOMPLISHMENTS

- Enhanced skill development in the area of specialized technical rescues such as confined spaces
- Updated response fleet and equipment with state of the art technology
- Completed vulnerable occupancy registry to ensure properties comply with legislation that ensures a fire safe environment

## What percentage of the time did Firefighters arrive to the scene within 390 seconds?



## **FIRE PLANS FOR 2015**

- Purchase a joint Police/Fire command vehicle
- Inspect and ensure registered vulnerable occupancies are in compliance
- Enhance communication services with participating towns and townships in Wellington County
- Negotiate a collective agreement with the Guelph Professional Firefighters Association

# **GUELPH TRANSIT**

## **DEPARTMENT**

**2014 ANNUAL REPORT**

## GUELPH TRANSIT OVERVIEW

# GUELPH TRANSIT

Business  
Services

Administrative Support and  
Customer Service  
Business Analysis  
Sales and Market  
Development

Continuous  
Improvement

Projects and Facilities

Transit  
Operations

Service Delivery  
Planning and Scheduling  
Transit Mobility

# BUSINESS SERVICES ACCOMPLISHMENTS

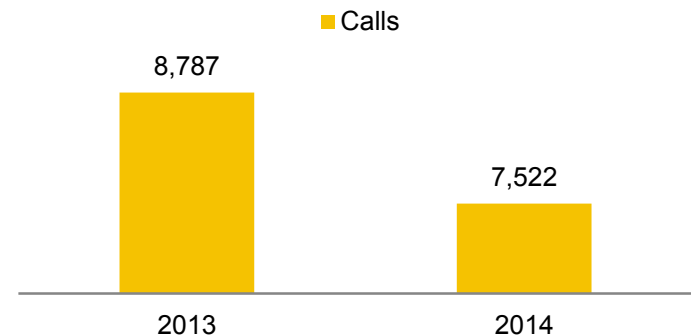
This unit supports Transit by managing its business functions including:

- Budget preparation
- Financial reporting
- Contract administration
- Customer service
- Key performance indicators
- Sales and market development

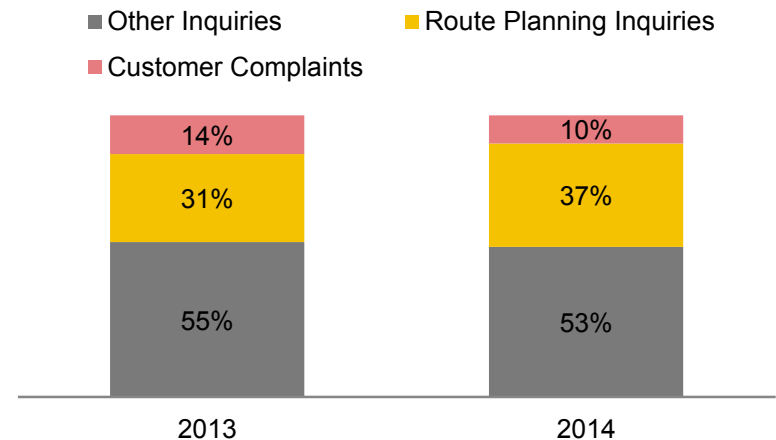
In 2014 Business Services:

- Implemented customer contact management software for tracking customer complaints
- Provided support for attendance management program resulting in reduction of absenteeism by 24 per cent
- Implemented a travel training program
- Secured sponsorship for free New Years Eve service

## How many inquiries were received?



## What were the inquiries about?



## **BUSINESS SERVICES PLANS FOR 2015**

During 2015, the unit is committed to the continued delivery of strong customer service and administrative support for the department. The plans for 2015 are:

- Improve response times to customer inquiries to increase customer satisfaction
- Implementation of Adopt-A-Stop Program
- Continued reporting of key performance indicators
- Communications of route review and proposed route changes
- Negotiate new contract with the University of Guelph
- Explore universal bus pass program for Conestoga College students
- Sign new agreement with third party vendors, ensuring they are AODA compliant

# CONTINUOUS IMPROVEMENT ACCOMPLISHMENTS

- Installed an integrated rainwater-harvesting and rinse-water-reclamation system to reduce water consumption
- Lighting retrofit in bus barns and maintenance shop to reduce energy consumption
- Installed destratification fans in maintenance shop for energy conservation and air circulation
- Installation of temporary lunchroom at Guelph Central Station for operators
- Installation of accessible bus stop pads based on budget allowance
- Contract with GO/Metrolinx to renovate bus stops on shared routes
- Started Guelph Transit/GO share stop renovations

# CONTINUOUS IMPROVEMENT PLANS FOR 2015

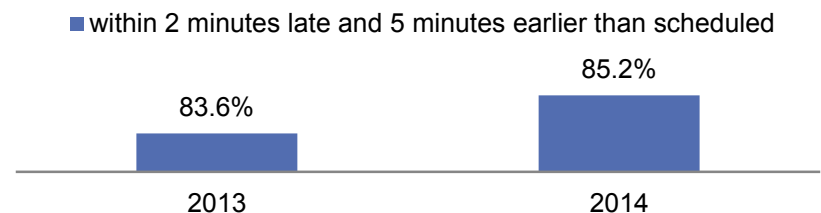
During 2015, the unit is committed to continuous improvement of transit services by

- Completing implementation of Trapeze CAD/AVL system, scheduling software and bus ITS
- Integration of corporate radio system with Trapeze system
- VIA renovations dependent on outcome of discussions with GO/Metrolinx
- Phase II of bus wash rain harvesting system – installing additional tanks for rainwater collection
- Upgrading stops on shared routes with GO/Metrolinx

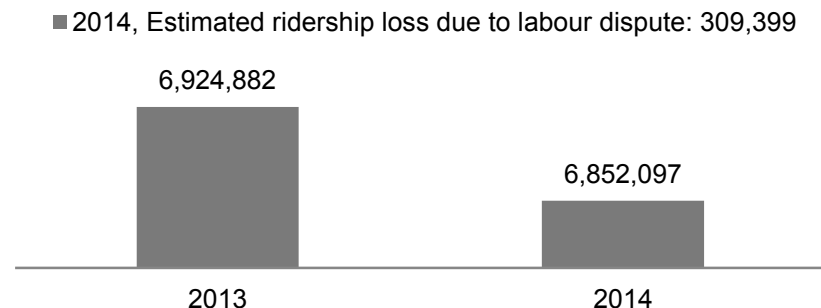
# TRANSIT OPERATIONS ACCOMPLISHMENTS

- Negotiated a new Collective Agreement with ATU 1189 and City of Guelph
- Improved attendance management systems and management of staff resources, which reduced absenteeism by 24%
- Reduced number of cancelled runs 18.5%
- Reduced overtime hours by 48%
- Introduced customer-first training, resulting in reduced customer complaints by 38% and number of commendations received
- Investment in transit operator defensive driver training reduced bus accidents by 22%

## What's the punctuality of the service?



## What was the conventional ridership?



## What was the mobility ridership?



## **TRANSIT OPERATIONS PLANS FOR 2015**

- Increase public confidence in the delivery of reliable, convenient service by reducing the number of cancelled runs and meeting the on-time service target of 85% or greater
- Monitor and maintain employee attendance through Employee Attendance Support Program to continue to ensure a healthy and safe work environment for our employees
- Conduct a service review to ensure we are operating an efficient and effective transit service
- Conduct a transit priority project to help move busses and people quicker in the city
- Prepare a summary of Transit resources and requirements for 2031 and beyond for submission to the Federal and Provincial governments for consideration of Transit infrastructure funding

# **OPERATIONS**

## **DEPARTMENT**

**2014 ANNUAL REPORT**

## OPERATIONS OVERVIEW

# Operations

Administration

Bylaw  
Compliance,  
Security and  
Licensing

Fleet Services

Roads, Traffic  
and Storm  
Water  
Operations

Support and Customer  
Service

Bylaw Compliance  
Security  
Licensing

Acquisition, maintenance  
and disposal of fleet  
Monitor the Commercial  
Vehicle Operator's  
Registration Index (CVOR)  
Driver Training Program

Signs and Signals  
Stormwater Maintenance  
Downtown Maintenance  
Sidewalks and Boulevards  
Roads

# ADMINISTRATION ACCOMPLISHMENTS

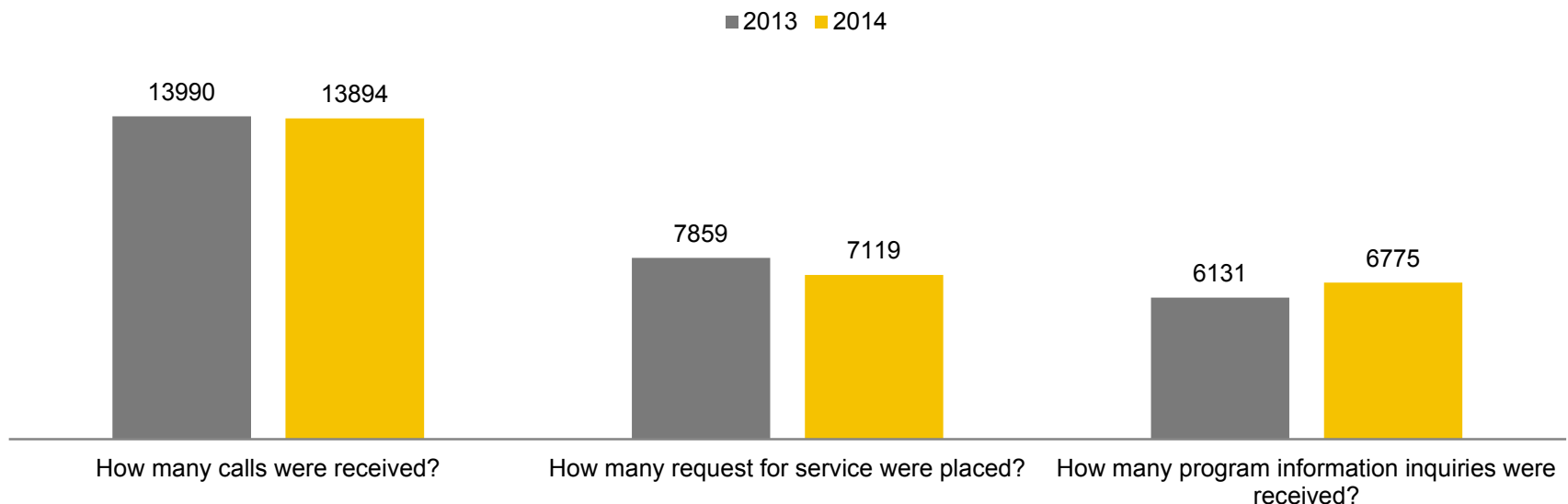
This Administrative group is comprised of positions that primarily support the programs, services and activities of the Operations Department. The provision of administrative services include timekeeping, attendance management, locate processing of buried infrastructure, financial transactions, health and safety, switchboard and reception, central filing and general office duties.

The unit is the Department's central hub for customer requests for service and inquiries regarding operational programs such as winter maintenance, potholes, etc. Inquires are received via telephone, email and online submission.

The Administrative Unit also participates in Corporate Initiatives such as the coordination of the Green and Clean Community Clean Up and the transition of utility locate service for buried City infrastructure to the Ontario 1 Call system.

The Administrative group is committed to the continued delivery of excellent customer service and administrative support to the department.

## Customer Service for Operations

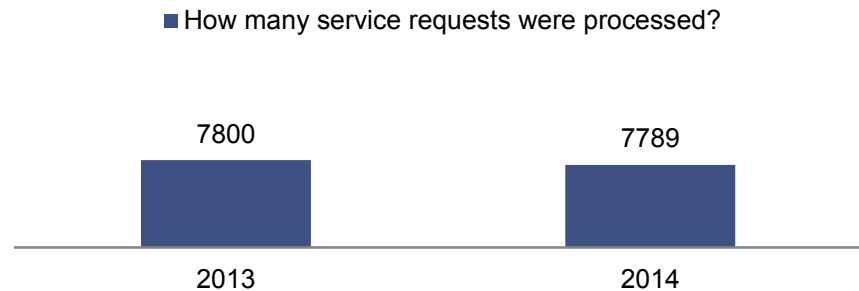


# BYLAW ACCOMPLISHMENTS

## Bylaw Compliance & Security

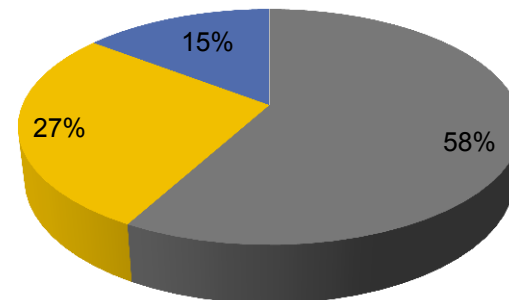
- Implementation of a program of on-line requests for service and reviews
- Implemented a new, comprehensive reporting form for Officers to improve communications and to measure performance
- Implementation of the emergency procedures (BEACON) for the Corporation
- Replacement and improvement of security infrastructure at City Hall, POA, River Run Centre
- Continue to lead Joint Enforcement initiatives
- Continue participation and support with the Municipal Law Enforcement Officers' Association

### How many service requests were processed?



### What are the service requests about?\*

■ Parking Issues ■ Noise complaints ■ Other inquiries and bylaws

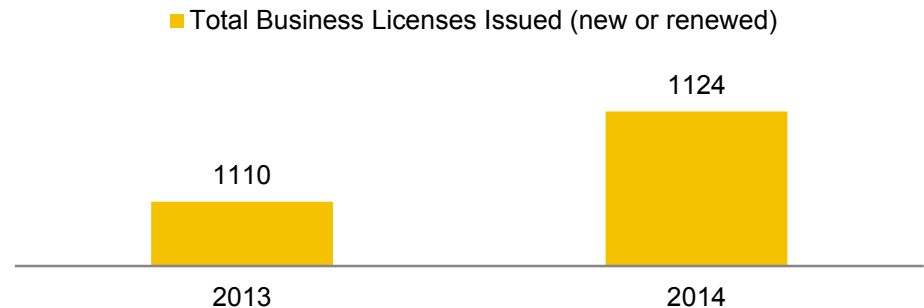


# BYLAW ACCOMPLISHMENTS

## Licensing

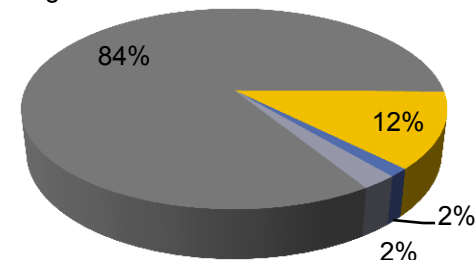
- Streamlined the process for Business Licence renewals resulting in a process that is more customer friendly and efficient
- Developed and initiated a program to investigate lottery licences and draws to comply with Alcohol and Gaming Commission of Ontario's Guidelines
- Commenced the staggering of Business Licence renewals for new categories
- Strengthened our relationship with the Alcohol and Gaming Commission to address alcohol related issues within the city

### Total Business Licenses Issued (new or renewed)



### What are the type of licenses that are new or renewed?

- Business Licences (figures are for new applications, renewals only)  
■ Lottery Licences (issued only, not including denied applications)  
■ Liquor Clearances  
■ Group Home Registrations



# **BYLAW ACCOMPLISHMENTS**

## **Bylaw Administration**

- Began the collaborative effort to review the Animal Control Bylaws
- Creation of a Standard Operating Procedure for the downloading of security footage across the Corporation
- Implementation of an on-line coyote reporting form
- Streamlined communications with the Guelph Humane Society
- Assisted the Guelph Humane Society with the roll out of a new dog tag/pet registration program
- Lost and Found program successfully implemented to track lost items and returning to owners

# **BYLAW PLANS FOR 2015**

## **Bylaw Compliance & Security**

- Implement a new licensing regulations for Donation Bins and Publication Boxes
- Develop and implement procedures to assist other City departments with safety when working alone
- Implement an enhanced security procedure to improve staff safety at City Hall
- Continue to replace aging security infrastructure with a standard Corporate wide system

## **Licensing**

- Provide recommendations to Council to amend and streamline the licensing of mobile food businesses within the city
- Begin discussions with Guelph Police for assumption of Taxi Licensing
- Based on our Cost Recovery model, ensure staffing and resources match demand for licences
- Update website and review options to streamline processing of business licenses

## **Administration**

- Create a Standard Operating Procedures for Bylaw staff to respond to fire panel trouble signals and non-emergency alarms to create efficiencies and reduce afterhours costs
- Develop recommendations to amend the Animal Control Bylaws
- Increase use of technology systems to create efficiencies and improve communications

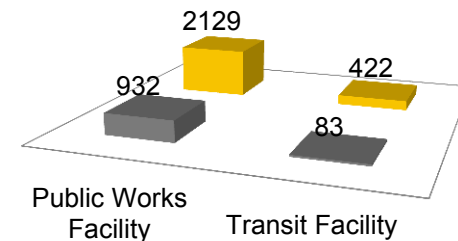
# FLEET SERVICES ACCOMPLISHMENTS

This division is responsible for:

- Purchase, commission, assess, maintain, repair, decommission and dispose of all City vehicles and equipment
- Monitor the Commercial Vehicle Operator's Registration Index (CVOR)
- Manage and execute the Corporation's Driver Training Program
- All maintenance routines are performed at two full scale auto service and repair shops: the Public Works Facility and the Transit Facility

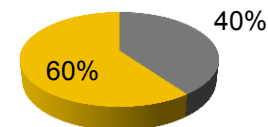
## How many Preventative Maintenance were performed during 2014?

- Vehicle Inventory of the Corporation (including buses, ambulances, heavy equipment, water packers and automobiles)
- Preventative Maintenance Performed



## What's the work distribution?

- Preventative maintenance
- Repairs



## **FLEET SERVICES PLANS FOR 2015**

- Develop and execute Service Level Agreements between Fleet and Transit Solid Waste , Guelph EMS and Recreation
- Begin process to complete a second E3 audit with the intention of becoming a "Gold" rated Fleet
- Develop and implement a Water Source Risk Management Plan and Risk Management Plan (RMP) for all assets located at 45 & 50 Municipal Street

# ROADS & RIGHTS OF WAY ACCOMPLISHMENTS

## Road Operations

Asset	Inventory
Roadway	60,973 Lane Kms
Bridges	24 locations
Large Culverts	37 locations
Traffic Medians/Islands	88 locations

Activity	2014 Accomplishment
Street Sweeping	3,324 Lane Km's (3x through the City)
Leaf Collection Program	Removal/disposal of 2,080 tonnes
Road Inspection	60,937 Lane Km's
Pothole Patching	2,284 sites repaired (181 tonnes of asphalt)
Road Cut Repairs (Trenches)	315 sites repaired (2,000 tonnes of asphalt)
Winter Control Event Response	31 events responded to
Material Applications	110 days
Sidewalk Inspection	676 Km
Sidewalk Repair	1,246 sites
Customer Service Requests/Response	2,774 service requests

# ROADS & RIGHTS OF WAY ACCOMPLISHMENTS

## Traffic Operations

Asset	Inventory
Traffic Signs Total	16,800 signs
Street Name Signs	3,731 signs
Regulatory and Warning Signs	7,730
Full Traffic Signals	137 sites
Intersection Pedestrian Signals	27
Mid-block Pedestrian Signals	22

Activity	2014 Accomplishment
New Signs Installations	240 signs
Sign Repair/Maintenance	1,221 requests
Replacement	10 signs
Traffic Control Set Up	677 locations
Traffic Line Painting	25,457 litres line paint applied, 566 Arrows completed
Traffic Studies/Reviews	42
Traffic Signal Controllers Replaced	14
Countdown Pedestrian Signal Heads Installed	50
Condition Assessments	7,730
Locates	5,806
Customer Service Requests/Response	814

# ROADS & RIGHTS OF WAY ACCOMPLISHMENTS

## Storm Water Management Operations

Asset	Inventory
Storm Water Interceptors (SWI)	146
Catch basins	To be created
Culverts (Small)	To be created
Ditches (storm channels)	25
Manholes	To be created
Storm Water Management Ponds (SWMP)	117
Activity	2014 Accomplishment
SWI Inspections	146
SWI Cleaning	20
Catch Basin Inspections/Cleaning	1462
Catch Basin Repair/Replacement	51
Culvert Inspections	11
Culvert Repair/Replacement	11
Ditch Inspections (storm channels)	7
Ditch Maintenance	7
Manhole Inspections	14
Manhole Repair/Replacement	14
SWMP Inspection	117
SWMP Repairs	29
After Hours Emergency Responses	74
Locates	5,806
Customer Service Requests/Responses	594

# **ROADS AND RIGHTS OF WAY PLANS FOR 2015**

## **Accessible Pedestrian Signals**

- Replace 23 existing audible signal pushbuttons at 12 traffic signal locations with new audible signal pushbuttons
- Install 16 new audible signal pushbuttons at 3 existing traffic signal locations

## **Modernization**

- Intersection upgrade: Woodlawn Road at Inverness Drive
- Replace 12 Controller Cabinets
- Implement computerized sign inventory program

## **Compliance**

- Creation of road classification GIS layer
- Road Patrol software upgrade
- Construction of modern salt storage facility
- Creation of Sidewalk GIS layer for mobile inspection process
- Snow Storage Facility, site study

## PARKS AND RECREATION OVERVIEW

# Parks and Recreation

Parks  
Operations and  
Forestry

Forestry  
Infrastructure and Horticulture  
Turf and Sportsfields

Parks Planning

Capital Projects  
Planning for future parks and trails  
Playground Replacements

Recreation  
Services

Recreational Facilities  
Aquatic Programs  
Inclusion Opportunities  
Children, Youth and Seniors  
Program Registration, Bookings &  
Events

# FORESTRY ACCOMPLISHMENTS

- Clean-up of the worst (most tree-damaging) ice storm in a generation
- First year of implementation of the Urban Forest Management Plan (15 of 22 recommendations fully or partially addressed; most that are yet to be addressed are scheduled in the plan for future years)
- Added two technologists in the Forestry group to undertake a greater amount and diversity of technical work and to support a shift toward more proactive management
- Completion and approval, as well as first-year implementation, of Guelph's EAB Plan
- Added or updated 5,608 records in the inventory of City-owned trees (including 2,225 ash trees on streets or in parks)
- Additionally, tallied 4,700 ash trees in City-owned forests to establish that the total of City-owned ash trees to be addressed under Guelph's EAB Plan is approximately 7,000

# FORESTRY PLANS FOR 2015

## Forestry ongoing events:

- Municipal Tree Inventory
- Trees for Guelph planting event
- Rotary Club planting events
- Project Serve planting event
- Gytawria Group planting event
- The Rotary Forest at Guelph Lake

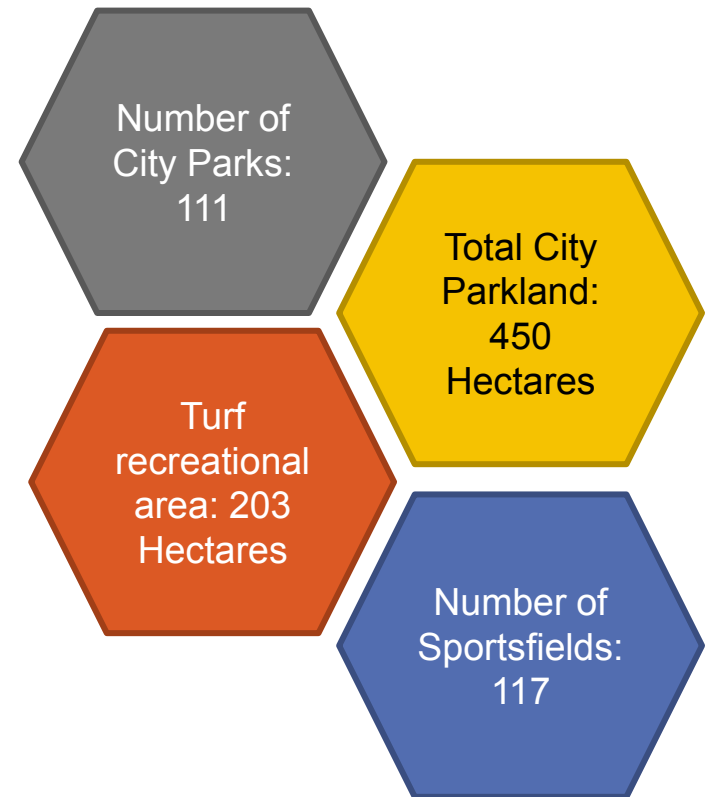
## Forestry ongoing projects:

- Urban Forest Strategy Implementation
- Tree and Shrub Replacement
- Emerald Ash Borer Strategy
- Downtown Streetscape
- Trim Damaged trees
- Clean up tree debris from streets and parks
- Remove damaged trees
- Stump grind
- Replant trees

# PARKS FIELD OPERATIONS OVERVIEW

This group is responsible for the following activities and is committed to continue delivering excellent service to the community:

- Maintenance of turf areas, which include among other turf fields, boulevards, speciality grasses, storm water ponds and, roadside ditches
- Maintenance of sportsfields and trails
- Sanitation for parks, trails and special events
- Maintenance of parks' infrastructure, including Riverside Park amusements, all park playgrounds and splash pads and washroom facilities
- Maintenance of park furniture and signs
- Horticulture services including plant production for horticultural displays in parks, sidewalks, business associations planters, downtown planters, and hanging baskets



## **PARKS OPERATIONS ACCOMPLISHMENTS**

- Revamped the trails maintenance protocols, mapping, and standardized related procedures
- Implementation of the central irrigation system and monitoring
- Collaboration with University of Guelph on plant material procurement
- Substantial gains in efficiencies found by reorganizing crews and schedules

# **PARKS OPERATIONS PLANS FOR 2015**

- Tennis court lighting makeover at St. George's, Margaret Greene, and South End
- Re-lamping of Guelph Lakes and Hastings fields
- Continued expansion of central irrigation
- Re-do irrigation in Market Square
- New scoreboard at Hastings Field and Larry Pearson Park
- New greenhouse at Riverside
- Major refurbishment of Riverside carousel
- Automate and upgrade splashpads
- Collaborate with University of Guelph on boulevard displays and "Best of Best" annuals display
- Upgrade concession stands and selected washroom facilities

## OPEN SPACE ACCOMPLISHMENTS

Retrofitted playground equipment at four parks

Achieved substantial completion at Jubilee Park

Completed the community engagement and site selection for the skateboard park

Achieved final completion at Guelph Youth Music Centre

Planning and design completed for proposed trails at 66 Eastview Road, 5 Arthur Street and 1280 Gordon Street

Completion of the Backflow Prevention Report and Pilot Project at Joseph Wolfond Park

## **OPEN SPACE PLANNING PLANS FOR 2015**

- Construct the city-wide Skateboard Park
- Replace playground equipment at four parks
- Complete the South End Splash Pad
- Revitalize Lyon Park to address safety concerns
- Implement GIS mapping of all park assets
- Complete the conceptual plan for Northview Park
- Design and construction of the trail connection between Hanlon Creek Business Park trail and Kortright Hill Subdivision Trail
- Upgrading of trail surfacing and installation of drainage swales for Victoria Northview Phase 1
- Planning and design of Trans Canada Trail Phase 2 (Woodlawn to the city boundary)

# RECREATION ACCOMPLISHMENTS

11,747 residents  
participated in  
swimming lessons

1,781 children  
participated in  
Summer Camps –  
16% increase over  
2013

18,019 participants  
enjoyed our pre-  
school, children,  
youth, adult and  
senior programs

Ice – 6,096 rentals  
12,529 usage hours

Pools – 7,450 rentals  
10,413 usage hours

Sports fields – 9,742  
rentals 30,424 usage  
hours

Rooms/Gyms –  
5,355 rentals 27,706  
usage hours

414 Outdoor Event  
bookings –includes  
festivals, parades,  
walks etc.

180 Indoor Event  
bookings including  
ice, dry pad, aquatic  
meets etc.

# RECREATION PLANS FOR 2015

## Marketing Initiatives

- 2015-16 Fall/Winter Community Guide – New Layout
- June is Recreation & Parks Month campaign
- June is Seniors' Month campaign
- Increase online and social media presence

## Victoria Road Recreation Centre Renovation

- Complete renovation plans
- User group and staff re-location plan – Spring 2016

## Division Staff alignment

- Prepare staffing plan
- Adjust portfolios where applicable

# RECREATION PLANS FOR 2015

## Policy/ Standard Operating Procedure Development

- Facility Allocation Policy
- Sport Affiliate Policy
- Youth Subsidy Policy
- Facility Operations – SOP's

## Agreements

- Complete inventory of applicable agreements with user groups/affiliates
- Re-establish relationships with agreement holders
- Update agreements where applicable

## Senior Services/Youth Services Strategies

- Ongoing implementation of aspects of the approved strategies
- Implement four year plan- Health Community Grant – 1.2 Million
- Update reports to Council

# STAFF REPORT



TO Public Services Committee

SERVICE AREA Public Services – Operations Department

DATE July 6, 2015

**SUBJECT Business Licence By-law Review – Food Vehicle Schedule and Temporary Food Sales Update**

REPORT NUMBER PS-15-36

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To provide an update and recommend amendments to the City's Business Licence and Zoning By-laws to City Council regarding the licensing of Food Vehicles and Temporary Food Sales.

### KEY FINDINGS

Food vehicle and temporary food sale businesses are interested in operating within the city of Guelph; however, they have expressed concerns with the current regulations. It is to be noted that "food trucks" are part of the larger designation "food vehicles."

Food vehicles are regulated by the Food Vehicle Schedule of the City of Guelph's Business Licensing By-law (2009)-18855, the City's Zoning By-law (1995)-14864 and the City's Traffic By-law (2002)-17017. There is inconsistency within the City's Business Licensing By-law with respect to the licensing of temporary food sales. Implementation will take significant time but may be completed on a staggered approach. There is a desire between the various stakeholder groups to work together to create regulations.

### FINANCIAL IMPLICATIONS

As business licensing fees are calculated on a cost recovery basis, any additional revenue realized through the issuance of Food Vehicle and Temporary Food Sales licences will off-set the costs of administration, education and compliance. It is anticipated that additional administrative staff requirements will be identified through the City's 2016 Budget deliberations.

### ACTION REQUIRED

To receive the report on Food Vehicle and Temporary Food Sales Licensing and to recommend staff create amendments to the City's Business Licence, Traffic and Zoning By-laws with respect to the regulation of Food Vehicles and Temporary Food Sales for Council's consideration.

# STAFF REPORT

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## RECOMMENDATION

1. THAT the Public Services Report # PS-15-36 "Business Licence By-law Review – Food Vehicle Schedule and Temporary Food Sales Update" dated July 6, 2015 be received.
2. THAT the amendments to Business Licence By-law (2009)-18855 to permit Mobile Food Preparation Vehicles to operate on city streets under certain conditions substantially in the form as attached in Public Services Report # PS-15-36, but subject to the approval and revision by the City Solicitor be brought before Council for approval.
3. THAT staff be directed to complete the recommendations as set out in Attachment 2 of the Public Services Report # PS-15-36 and that where the recommendations direct staff to create amendments to the City's by-laws, that such amendments are brought back to Council for approval by the dates identified.
4. THAT after one year of implementation of the initial and the final amendments to the Business Licence By-law (2009)-18855 with respect to Food Vehicles and Temporary Food Sales as contained in Public Services Report # PS-15-36, staff be directed to engage the public along with representatives of the Food Vehicle, Temporary Food Sale industries to identify the effectiveness of the amended licensing regime.

## BACKGROUND

The City of Guelph's Business Licensing By-law regulates 15 categories of businesses operating within the city. Currently the purpose for licensing businesses in Guelph is primarily for the health, safety and well-being of the public or where there is a municipal interest that is not otherwise legislated. All fees associated with business licensing are based upon a cost recovery model.

With respect to mobile food vendors, Guelph is among a number of municipalities such as Toronto, Hamilton, Kitchener, Waterloo and Cambridge addressing the licensing of this category. While these municipalities are in various stages of implementing or amending regulations related to mobile food vendors and/or food trucks, all have faced various issues/concerns from the mobile food industry, existing businesses and the public.

From Guelph's perspective, multiple businesses have contacted Licensing staff with a desire to obtain a Business Licence to operate food trucks within the city. Specifically, requests have been made to operate food trucks on private property, on city streets and within city parks.

The operation of a food truck within the city of Guelph is regulated by the City's Business Licensing By-law Schedule 6 – Food Vehicle, as well as the City's Zoning

# STAFF REPORT



and Traffic By-laws. The types of Food Vehicles regulated under Schedule 6 include chip wagons, refreshment vehicles (coffee trucks) and mobile food preparation vehicles commonly referred to as food trucks or ice cream trucks.

In addition to the aforementioned by-laws, the current tendering process for street vendors also places restrictions on the operation of food trucks and temporary food sales on city land and roadways.

With the exception of special events, businesses and other stakeholders have indicated the current by-law regulations pertaining to food trucks are too onerous for them to operate within the city. Special events currently have the ability to have licensed food trucks operate on city lands and on downtown streets. Currently, food truck vendors require a business licence to operate, while other temporary food sales such as temporary barbecues and produce stands do not require a licence. This inconsistency has caused concerns with the City's licensed vendors.

Given the above information, on June 23, 2014 Council directed staff to initiate a by-law review for food truck vendors in 2014 to report back by Q2 in 2015.

## REPORT

Following Council's receipt of a June 23, 2014 staff report on Food Trucks and Temporary Food Sales, staff undertook a review that encompassed all temporary food sales.

Staff began the process by developing an engagement plan and approached the University of Guelph for research assistance. As a result, two University of Guelph "Business students" conducted preliminary research on the food truck industry. The University students identified a number of municipalities across North America where successful licensing programs for food vehicles were operating. From this research, Calgary and Hamilton were identified as two municipalities that Guelph could use as a model to create regulations.

Following this research City staff formed a working group which consisted of staff members from By-law, Licensing, Zoning, Fire, Health, Traffic/Parking, Parks, Tourism and Community Engagement. In addition to staff, representatives and members from the United Food Trucks Unlimited (UFTU), Ontario Restaurant Hotel and Motel Association (ORHMA), Downtown Guelph Business Association (DGBA), Farmers' Market vendors along with current licensed street vendors were invited to a roundtable discussion to assist with the development of regulations. Invites were also sent to those who had previously expressed interest in joining the food truck or restaurant industry, as well as special event organizers. Staff also welcomed neighbouring municipalities facing similar concerns to participate in these discussions.

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The roundtable participants discussed a number of topics, including:

- Who should be licensed?
  - Temporary Food Sales
  - Mobile Food Preparation Vehicles (food trucks and ice cream trucks)
- Where should vendors operate?
  - Downtown Streets
  - Special Events
  - Residential Areas
  - Commercial/Industrial Areas
  - Farmers' Market
  - Private Land
- Classes of licences?
  - Annual
  - Short term
  - Event

In addition to the roundtable discussion, public input on this matter was sought in May 2015 through social and traditional media. Staff received approximately 60 comments (ATT-1). All comments were reviewed, and most supported food trucks and other temporary food sales. Specific concerns were used to develop staff's recommendations (ATT-2). Information detailing the reasoning for these recommendations is included (ATT-3). Based on these recommendations, with assistance from Legal staff a draft By-law amendment (ATT-4) was created.

## Implementation/Timeline:

Given the feedback received from the industry and the public, staff are recommending a staggered approach be taken as set out in the recommendations (ATT-5). Although special event organizers have voiced an interest in having an Event Licence commence in 2015, unfortunately due to timing, staff are unable to implement this new class of licence prior to the majority of events occurring this summer.

## Compliance:

The City's By-law Compliance Officers are the primary staff responsible for compliance of the Business Licensing By-law. There will be no requirement for additional compliance officers, as existing staff will be able to address concerns and proactively seek compliance with the proposed amendment within their daily duties. By-law Compliance staff currently seek adherence to this By-law proactively and will continue to enforce with or without a complaint being made.

## Set Fines/Summonses:

As amendments are brought forward and approved by Council, staff will submit applications to the Regional Senior Justice (West Region), Ontario Court of Justice requesting that additional set fines be established for the new regulations. During

# STAFF REPORT



the application process, staff will consider the set fines of other City By-laws and violations under the Business Licensing By-law. It is anticipated that the maximum set fine sought by staff will be \$500.

As with other violations under the City's Business Licensing By-law, for continued violations or where circumstances warrant, By-law Compliance Officers and Guelph Police Services Officers have the option of summoning the defendant before the Provincial Offence Court where upon conviction, the Justice of the Peace may impose a higher fine.

## Cost for Implementation:

The estimated initial startup cost in 2015 associated to implement amendments to the Food Vehicle schedule to permit food trucks to operate in approved locations will be approximately \$4,500. This amount will include wages (estimated at \$1,500) for a temporary part-time administration staff to assist with the high volume of applications, the cost of the identification plate (business licence) to be attached to the vehicle (estimated at \$2,000 for 200 plates), along with costs associated with an educational campaign (\$1,000).

In 2016, there will be continued costs to implement annual, short term and event licences for Temporary Food Sales and Special Events. These costs along with any resources needs will be identified during the 2016 budget deliberations and/or as recommendations are brought forward to Council.

## Fees and Revenues:

Based on the City's licensing fee formula, the cost for a Mobile Preparation Vehicle is currently \$355 annually with the current renewal fee being \$246. Staff will not be seeking any changes to these amounts for the annual licence for these vendors including food/ ice cream trucks.

As well starting in August 1, 2015, vendors of Mobile Preparation Vehicles will be able to obtain a short term licence, based on the City's Licensing Fees. The cost of such a licence will be \$100 per three day term. Future licence fees for Temporary Food Sales and Special Events will be brought back for Council's consideration as recommendations are brought forward, but will be based on a cost recovery model.

## Follow up:

Going forward, staff will continue to engage with industry representatives and stakeholders to implement the recommendations provided in this report. Staff will also follow up with industry representatives and stakeholders after one year of the initial recommendation and final recommendation has lapsed to determine the effectiveness of the licensing regime.

## **CORPORATE STRATEGIC PLAN**

### Innovation in Local Government

2.3 Ensure accountability, transparency and engagement

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## City Building

- 3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City
- 3.2 Be economically viable, resilient, diverse and attractive for business

## **FINANCIAL IMPLICATIONS**

Additional revenue is expected; however as business licensing fees are calculated on a cost recovery basis, any additional revenue realized will off-set the costs of administration, education and compliance.

## **DEPARTMENTAL CONSULTATION**

Building Services  
Business Development and Enterprise  
Community Engagement  
Corporate Communications  
Court Services  
Engineering Services  
Finance Services  
Guelph Police Services  
Information Technology  
Legal and Realty Services  
Parks and Recreation  
Transit

## **COMMUNICATIONS**

To increase public comprehension and awareness, information on the creation of regulations for Mobile Preparation Vehicles and Temporary Food Sales has been advertised through social and traditional media.

Upon approval of the Business Licence By-law amendment, staff in conjunction with Public Engagement and Communications staff will continue their strategy to engage and educate the public and stakeholders on this matter.

## **ATTACHMENTS**

- ATT-1 Community Engagement Comments
- ATT-2 Summary of Recommendations
- ATT-3 Reasoning for Recommendations
- ATT-4 Draft By-law Amendment
- ATT-5 Proposed Timeline

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## Engagement Comments

<b>Mobile Food - Temporary Sales Comments</b> <b>Stakeholder/Working Group Meetings</b>	
Ontario Restaurant Hotel & Motel Association	<p>Thank you for your email and invitation to ORHMA. Please know I will be attending your meeting to discuss food vehicle and street vendor regulations. ORHMA has been instrumental in advocating and participating in such bylaws. We continue to work with the City of Toronto as I sit on the working group that was put together by the City of Toronto MLS staff – we encourage the City of Guelph to also set up a working group to ensure all issues are addressed. ORHMA recognizes the investment our members put into their restaurants and the taxes they pay into the City of Guelph - we advocate to create a level of fairness for both restaurants and food trucks. ORHMA contends that such restrictions/regulations are necessary for the safe and fair operation of any food service establishment – mobile or not. Any such loosening of the laws must first consider the health and safety of the community as well as the unfair playing field that would be created for bricks and mortar food service establishments already operating at great expense within the community. Pressures from weakening economy have not been kind to the restaurant industry - Ontario has the slimmest profit margins in the country. Increases to top line expenses that are currently seen will only continue to waiver by the competition from the food truck concept. Unpredictability of when and where a food truck may show up creates an unfair disadvantage for brick and mortar restaurants – this level of competition must be addressed by permits and regulations guiding when and where a food truck can operate – we strongly support proximity from a restaurant’s front door.</p>
Ontario Food Trucks Association	<p>On behalf of many food truck owners licensed to operate across the regions of Waterloo &amp; Hamilton, we thank you for exploring sustainable changes to Guelph’s street vending bylaws. I’m particularly pleased to see the level of participation at your city forums by all stakeholders. Committed to the responsible growth of our provincial food truck movement, I currently serve as a <i>Governance Committee Administrator</i> for the <b>ONTARIO FOOD TRUCK ASSOCIATION</b>, an <i>Event Organizer</i> for the <b>HAMILTON FOOD TRUCK PLANNING GROUP</b>, a principal member of <b>KW FOOD TRUCKS</b> &amp; Founder of <b>UNITED FOOD TRUCKS UNLIMITED (UFT)</b> – <i>a community building effort dedicated to raising funds for Charity Groups &amp; Not-for-Profit Organizations</i>. I have proactively traveled extensively from St. Catharine’s to Toronto wherever Food Truck Discussions are held. I have also served several times as a Committee OR City Council Delegate in <i>Kitchener, Waterloo, Cambridge, Township of Eramosa, and Hamilton</i> &amp; of course <i>Guelph</i>. Again, thank you for inviting input from local captains of our Industry in your efforts to finally bring Food Truck excitement to this community. As requested, I am submitting the following list of recommendations for City Staff to review prior to the APRIL 30<sup>th</sup> deadline for Stakeholder feedback. Although we won’t be able to see complete changes to current food truck legislation this season, we hope the City will be able to introduce the following items on an interim basis: <b>Allow Food Trucks to operate in COMMUNITY FESTIVALS without purchasing a YEARLY LICENSE</b>. This will allow food trucks to operate like other “regular” food vendors covered by a SPECIAL EVENT PERMIT already issued to actual Event Organizers. Since all Health &amp; Fire standards are regulated at the provincial level, all participating Mobile Vendors should be able to submit copies of their most recent Health &amp;</p>

## Engagement Comments

	<p>Fire Inspections as part of the Application process . . . just like it's done in many other cities. Alternatively, the city of Waterloo allows non-licensed Food Trucks to apply for a TEMPORARY PERMIT at the cost of \$61 per SINGLE EVENT. Revenues generated from these "Transient Trader" Permits could then help reduce the Cost-based FEES charged to licensed Food Trucks in Guelph. <b>Permit Food Trucks to operate at BUSINESS PARKS.</b> Since there are no B&amp;M Restaurants to service these "remote" areas, there shouldn't be any opposition to allowing food trucks to fill this niche opportunity. Whether BUSINESS PARKS are categorically designated as "food truck-friendly" Service Zones OR perhaps subject to Specific Written Invitation to service as remote Private Property, food trucks should be able to fulfill this foodservice void. Remember – these Property Owners (like School Administrators) are specifically soliciting us to service their group. There's simply no need to over-regulate this basic relationship. <b>Permit Food Trucks to provide "Catering" Services without the additional requirement of obtaining a Yearly License.</b> Please note that there's ZERO regulation/agency enforcement of other types of Catering or Restaurant operation that services this uncontested market. In fact Caterers, Restaurants &amp; even "hobbyist" Food Providers continue to service this growing Market need &amp; yet it's only Food Trucks that are categorically prohibited from participating in it. In every other city, Food Trucks have traditionally joined Caterers, Restaurant Businesses &amp; Special Event Planners in providing "catered" foodservices -- events that do not engage in "individual" Retail Transactions but rather invoiced in one lump sum as it would be paid as a regularly-occurring Pick-up, Delivery OR Pre-Order of Food. This specific "criminalizing" of food truck-based Catering is uniquely discriminatory &amp; doesn't exist anywhere else. This is one of the principal reasons why Regional Food Trucks have considered GUELPH a "Food Truck Dead Zone" . . . the city offers ZERO reasonable opportunities for any type of "legal" business activity in terms of <i>Community Events, Curbside Service, Private Property Events</i> as well as <i>Catering Gigs</i> that every other Foodservice Provider enjoys without specific regulation.</p> <p>Aside from the above Interim suggestions, there are other changes that require more time than what the 2015 Season affords. For this purpose, I submit the following recommendations for City Staff to consider for 2016. Beyond anecdotal statements, I respectfully suggest these points based on acquired industry knowledge/research, actual hands-on food truck experience, organized stewardship of our developing Industry, a 20 year background in restaurant management/ownership &amp; regional observations of how other communities approach food truck legislation. <b>RECOMMENDATIONS: FOOD TRUCK OWNERS must always be included in City Discussions regarding changes to Street Vending Bylaws as intrinsic Stakeholders as well as members of the prevailing community it seeks to service:</b> In other food truck markets like Waterloo &amp; Hamilton, licensed Mobile Vendors are considered actual "paid" members of the BIA Community. This inclusion automatically considers food truckers as respected contributors to community initiatives. I strongly suggest that City Staff continue its inclusion of regional food trucks in all meaningful discussions about Street Vending Bylaw changes. When City Staff initially explored possible changes to its Food Truck Bylaws, they really should have solicited existing Food Truck Organizations such as the <i>ONTARIO FOOD TRUCKS ASSOCIATION</i>,</p>
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## Engagement Comments

	<p><i>TORONTO FOOD TRUCKS ALLIANCE, KW FOOD TRUCKS, the HAMILTON FOOD TRUCK PLANNING GROUP or UNITED FOOD TRUCKS</i></p> <p><i>UNLIMITED</i> for consultation . . . not University of Guelph Students as a Secondary Source of Industry Research. <b>RECOMMENDATION:</b> <i>The City of Guelph should continue to include Food Truck Owners throughout the entire Review Process of its current Street Vending Bylaws. Beyond the individual voices of Food Truck Owners &amp; Downtown Merchants alike, the city should seek specialized consultation from prevailing Food Truck Organizations &amp; experienced Industry Advocates. Beyond anecdotal experience, City Staff should consult with more Industry Professionals who've championed the food truck movement across several Regional Markets. The CITY OF GUELPH should have no interest OR mandate to regulate FREE MARKET COMPETITION – this should be clearly reflected in its efforts to reasonably attract Food Trucks to its community based on overwhelming Popular Demand:</i> Beyond considerations directly related to Public Safety, Regional Health Standards OR Unreasonable (but quantifiable) Obstruction to Pedestrian/Vehicular Traffic – City Council must never limit Free Market Competition. In Guelph alone, there are over 255 Foodservice Establishments listed in the YELLOW PAGES. The city has NEVER regulated any business from setting up side by side, limited the types of niche businesses in any localized market, dictated Menu Programming as not to conflict with other business OR impose any other type of Protectionist Regulation.</p> <p>Within the boundaries of existing Zoning Bylaws, a BURRITO SHOP can freely open up directly beside another BURRITO SHOP &amp; there would be no legal recourse to prevent this from occurring. Again, Public Safety &amp; Health Standards should be the only true concerns of government. Beyond this, it's the Consumer that dictates Business Success based on any combination of factors such as <i>product quality, concept innovation, technological advantages, marketing savvy, business management, location strength, value pricing, etc.</i> SHOPPING MALL or POWER CENTRE RETAILERS don't lobby City Councillors demanding that BIA Merchants should face comparable Rents, Fees or Restrictions. As always, the OPEN MARKET dictates the value of Rent &amp; Fees commensurate to Market Demand &amp; Quality that any location offers. Simply put, there is no such thing as an UNFAIR PLAYING FIELD – only an Open Market that freely values Costs accordingly to the benefits that any given location provides. FOOD TRUCKS pay lower fees because they are afforded far less in basic amenities such as enclosed shelter from weather, washrooms, liquor sales, kitchen prep commissaries, limited storage, parking, and easy access to all utilities, longer operational hours, etc. If the only response a Merchant can offer is "Don't allow another Business to set up because I cannot compete" -- then that business has greater challenges than one singularly attributed to Business competition. Do we "protect" Video Stores simply because another form of Digital Entertainment has made them less competitive? Do we institute laws to prohibit Consumers from using Cell Phones because they are affecting Hard-line communications? If nobody reads printed Newspapers - do we prohibit all forms of New Media Reporting? Do we prohibit any type of Promotional Discounting OR Sales, just so another "struggling" business can artificially compete against superior Consumer alternatives? Should</p>
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## Engagement Comments

	<p>City Councillors create laws that prohibit other Candidates to campaign against them simply because they may lose their jobs? Of course not. All businesses must compete to succeed . . . anything else is a subsidy to be paid by others. <b>RECOMMENDATION:</b> <i>City Staff needs to establish its clear cut mandate to respond to overwhelming public demand for food truck excitement. It needs to clearly define that it isn't the city's role to institute protectionist strategies that only benefits one singular stakeholder in a myriad of Downtown Merchants. Governments do not challenge emerging Technologies, changing Consumer preferences, shifting Lifestyles, changing Industry Trends &amp; it definitely shouldn't be concerned about "leveling" the Playing Field among competing Foodservice Types. This fundamental position should preface EVERY Discussion leading to possible barriers to Free Market competition. Within the Industry, we equally consider FOOD TRAILERS as an integral part of the FOOD TRUCK MOVEMENT:</i> Food Trailers are subject to the exact same HEALTH, FIRE &amp; TSSA Standards as Food Trucks. There's no reason whatsoever to omit this sub-category of Mobile Food Vendors from any Street Vending Bylaw. <b>RECOMMENDATION:</b> <i>Include FOOD TRAILERS as part of the GUELPH FOOD TRUCK BYLAW in every aspect. HAMILTON is an Industry-leading City that favours a LICENSING STRUCTURE that lasts a full 12 months to provide greater Term Value &amp; permits easy License Renewal:</i> Some cities only issue Licenses per Calendar Year. This means, a Food Trucker who doesn't obtain a License early in the season, could end up paying a Full Year's Fee for only a few months of operation . . . Again this is a common barrier that especially restricts newly-established Vendors from investing in a "partial" License Term in Guelph.</p> <p><b>RECOMMENDATION:</b> Adopt a Food Truck Licensing Fee that is valid for 12 Full Months OR offers a PRORATED FEE if obtained mid to late Season. <b>All SCHOOLS should be able to solicit food truck service at its own discretion.</b> School Administrations have historically hosted PIZZA DAYS, BAKE SALES &amp; CATERED SCHOOL EVENTS without additional due process, restriction OR special permit. We simply trust our School Administrators to oversee these minor events as responsible curators. This should be no different for food trucks. Subject to written invitation, food trucks should be able to enter school property &amp; provide specialized food services no different than restaurants, caterers OR any other food providers. Let's avoid the over-regulation of these school-run events &amp; allow these responsible administrators to oversee all on-premise activities at their sole discretion. These are Academic Professionals who frequently manage school-run Bake Sales, Pizza Days &amp; most certainly, a food truck service. <b>RECOMMENDATION:</b> Make sure the new Food Truck Bylaw permits Food Trucks to service School Events upon written request of School Administration . . . exactly how it's done now for other counterpart forms of foodservices that operate under their sole discretion. <b>GUELPH LICENSE FEES should be based on the Quality of MARKET OPPORTUNITIES it offers &amp; not solely on how much other Cities charge:</b> There is an overwhelming tendency for City Staff &amp; common observers to value LICENSE FEES based on what other Cities like Kitchener, Waterloo, Cambridge, Hamilton &amp; even Toronto charge. However, not all communities offer the same quality of Street Vending Opportunities regardless of population or proximity to Guelph. If a city only permits food trucks to operate outside the Downtown (BIA) Area without any</p>
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## Engagement Comments

	<p>specifically designated areas, many food trucks will simply look elsewhere to populate its Daily Schedule. Like any other business, Vending Opportunities determine the strength &amp; vitality of any local market. If there are fewer “daily” or “marquee” opportunities to vend, the less likely a regional food trucker will invest in a GUELPH Licence. Remember, Guelph already has Food Truck Licenses available – it’s just that nobody feels that it’s worth the investment based on its sheer lack of “attractive” Vending opportunities. <b>RECOMMENDATION:</b> Use the WATERLOO MODEL as a comparable city in terms of size, BIA sentiment &amp; its food truck-hungry community. If you can allow food trucks to operate at Designated Downtown Guelph Areas, on Private Property subject to a 10 metre Radius Restriction from an “open” Restaurant, Business Parks &amp; Schools with written permission – you could probably charge a similar LICENSE FEE of \$310 per 12 Months renewable to Date of Issue. Please accept the above recommendations &amp; consider their merits as they relate to your Review of current food truck bylaws in the City of Guelph. Again, there really is no perfect Food Truck Model you should emulate but rather a collection of Program features that can be adopted to suit Guelph’s particular needs. Above all, I simply request that the food truck industry be included into all aspects of your review process. The food truck movement clearly represents a growing evolution of Foodservices that has captured the imagination of entire communities. Business Improvement Areas are capitalizing on both its popularity &amp; economic viability to animate its urban centres, enrich community events, to promote a positive food culture &amp; even stimulate the local economy itself. In nearby Hamilton, the nationally-awarded SEW HUNGRY EVENT attracts 30,000 Visitors to the economically-challenged Fabric District of the OTTAWA STREET BIA.</p> <p>Generating a single day revenue stream of over \$700,000 and \$96,400 in estimated economic impacts, this Industry-leading Community Event has single-handedly revitalized a local economy. Today, a few food trucks have now invested considerable monies opening brand new B&amp;M Restaurants as part of the growing food culture that SEW HUNGRY has helped create within the Ottawa Street Village. Food trucks continue to become incubators for more traditional Business Development &amp; are now treated as an intrinsic part of its BIA Community. The SEW HUNGRY Model demonstrates a complete partnership between Food Trucks &amp; B&amp;M Restaurant Owners collaborating to further enrich its burgeoning local food scene. All throughout Hamilton &amp; beyond, Food Truck Advocates &amp; Event Planners are developing partnerships between business &amp; community leaders raising thousands of dollars each week towards Charity Groups &amp; Not-for-Profit Organizations. As an expatriate of the Hospitality Industry with almost 25 years of Foodservices experience, I am particularly proud of the positive social &amp; economic impacts food trucks have contributed to the many communities it services. Regularly contributing up to 10% of their weekly revenues to a myriad of community-based programs, I am constantly amazed by the good will of this growing industry even despite its regional challenges to achieve business sustainability. Dedicated to the positive &amp; responsible growth of the food truck movement, I happily offer my efforts as part of our industry struggle towards business sustainability. In this spirit, please feel free to contact me anytime should you require any additional assistance. Thank you both again</p>
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## Engagement Comments

	for all your hard work & sincere advocacy . . . I truly look forward to working with city staff in bringing the excitement & positive community impacts of food trucks to the City of Guelph.
Downtown Restaurant Business Owner	I absolutely do not agree with amending any by-law to allow for mobile food service. Honestly, how are any of the existing restaurants going to survive (and thrive) with more food being available downtown?? We're barely getting by as it is. NO MORE FOOD BUSINESSES DOWNTOWN!!!!!!!!!!!!!! That's my 2 cents.
Potential food truck owner	My wife and I are a start-up that will be operating as a Food Truck, festival food vendor and caterer. We are working with Scotia Bank in Guelph on Federal funding applications to purchase and retrofit the food truck so are just operating as a festival food vendor at this point. We are not doing any catering yet but may consider this in the future as we are booking festivals around Southern Ontario at this point and this seems to be more than filling our time! When we do get the truck completed, we do want the opportunity to operate here in Guelph since we are from here and our business is registered here! The current restrictions however, do not make it a profitable venture for us to operate when even with travel costs; we can operate in Hamilton, Niagara or Kitchener without issue. They certainly have their restrictions as well but are quite a bit more open to how the trucks operate. I only have about an hour to spend at the meeting as I have to work at 7 but certainly want to hear what the City is thinking along with addressing any concerns that businesses have.
Downtown Restaurant Business Owner	I wanted to forward my thoughts regarding food trucks. As you know, I had a very difficult time opening. It took us almost 2 years and more than triples our original budget. Now that we're open, we're slowly learning the dynamics of downtown Guelph. Our feelings on having food trucks allowed in the downtown are not great and frankly, very scary. As discussed in the last meeting, many restaurant owners in the downtown area struggle with lunch hour. We're no exception. Many days we are just breaking even. I believe having food trucks come in during our lunch hour would really affect our business. I don't think it's fair that food trucks come in during our busy times of day and then are able to leave whenever they like. We pay rent, taxes, etc. The thought of food trucks really scares a lot of business owners in the area including us. Most of our business is late night (after 11pm) Is allowing food trucks to come in at lunch a gateway to allowing them to come in on weekends to service the after bar crowd? Cities that do allow food trucks in downtown areas have restrictions regarding how far away from existing restaurants they're allowed to park, etc. What would be the situation for us? Guelph is such a great city, however its population is small. . I'm all for competition but I believe more infrastructure has to be put in place before food trucks become a positive. Parking is a serious issue. For example, George and I pay between \$300 and \$400 a month on parking. We've been on a wait list for a parking permit since August and are forced to pay between \$15.00 and \$18.00 per day plus the occasional ticket we get due to overstaying our 2 hours of free parking. Those in favour of food trucks state that it will bring more people to the downtown area. Where would they park? Where would they use the restroom? I think improvements to the parking issue and more interesting retail has to be put in place. That should be a priority in my opinion. I personally like food trucks but as a business owner who has invested a lot of money and a lot of time into their restaurant, I don't believe it's fair. Having said that, I don't have an issue with food trucks during festivals

## Engagement Comments

	outside the downtown area and in the industrial areas. In short, I don't believe Guelph has the population to support food trucks in the downtown area. I don't feel that it's fair to come in during peak hours, potentially take the little business we have and leave. I believe more focus should be put on parking and more interesting retail that would attract more people.
The Downtown Guelph Business Association	Further to the City of Guelph's community engagement process regarding food trucks, here's some input from the DGBA: The Downtown Guelph Business Association supports all 3 licence proposals (annual, temporary and events). We do not support an "any time any place" policy and will only support designated spots at designated times if a pilot project proves successful. We would like to be involved in the planning and execution of the pilot project if possible. We fully support an event licence whereby event organizers apply for a licence and the invite food trucks to their events. As for the specifics regarding distances from bricks and mortar restaurants, the City of Hamilton has proven successful and in this and we would suggest that City of Guelph implement similar rules. The DGBA wants a solution in which everyone benefits and looks forward to working with you to achieve this.
<b>Email Submissions</b>	
Dan H.	It's not fair that one vendor buys up all the rights for downtown. Open it up to different businesses, so we can eat something besides hot dogs. I've been working/living downtown for 15 years and it's time for a different option.
Vicky R.	In favour of having food trucks in town. More along the river by River Run - would like to see gazebos, outdoor pizza oven, coffee vendors, meat vendors, sausage, hotdogs, chicken on skewers and ice cream trucks. Suggests that in the summer months, St. George's Square should be closed off on weekends with restaurants featuring a dish outside and selling like they did in the past (events downtown). Would like to see more signs of diversity in our day to day lives.
Diane M.	I think it is a good idea to have food trucks in Guelph. I recently went to Portland Oregon which is famous for food trucks and it really added to tourist appeal. Guelph is known for its agriculture and healthy food so perhaps some of the food trucks will reflect that reputation.
Michelle M.	In agreement with more food trucks - either on specific dates or all the time. Make downtown more dynamic and exciting. Does not think that it will take away from our great restaurants - the more food there is available the more people will come and check it out. People who lived in Guelph for years have not seen downtown. A healthy exciting downtown is key to a healthy dynamic city.
Caitlin H.	In favour of having food trucks in town. Would like to see possible efforts to reduce the costs and other barriers to food trucks operating in Guelph. Guelph should actively encourage the presence of food trucks in Guelph. Would like to see a bigger variety of food trucks, not just hot dog stands. Offering better terms and fewer (and more affordable) restrictions is an excellent start, but on its own may not be enough. Guelph has a reputation as a "foodie" city and this is an opportunity Council shouldn't let pass them by.
Jon S.	I'm excited to see that changes are coming to Guelph's by-laws surrounding food trucks. I've had the opportunity to engage food trucks in cities across the US and Canada, and I love the concept of an inexpensive mobile restaurant that encourages culinary creativity by limiting space and resources. Food trucks are a staple in cities like Vancouver and San Francisco, and watching Toronto struggle with their licensing requirements has been painful. I appreciate the addition of

## Engagement Comments

	allowing food trucks to operate in the CBD during sanctioned events - Kitchener has taken this step, and it's made for some fantastic lunch opportunities. Will support be available for food trucks to engage city property on an ongoing basis? I work in Kitchener, and food trucks are able to operate on City Hall grounds during the lunch hour on a rolling basis - this means only 1-2 trucks are able to operate at a time, but they receive great business from the surrounding pedestrian traffic, and city hall employees alike. I would love to see a provision like this in Guelph so my days spent working from home could engage in local food trucks at city hall. It would be an excellent complement to the family-friendly structure of city hall's grounds already, and would likely drive some additional business to downtown shops. I appreciate the amendments you have proposed, and I look forward to seeing this by-law evolve as public tastes encourage growth in this business sector.
J. R.	In favour of food trucks in Guelph. Looking forward to different foods, at reasonable prices. Would like to go eat out rather than sit in a formal restaurant every now and then
Andrew A. H.	Retired years ago, was not connected to the food industry. Believes that restaurants have multiple expenses whereas food trucks do not. "Mobile food vendors have relatively minimal outlays. I assume that they may often be franchisees and that the big bosses may not even live in this nation. Let one in and the city will need to let in twenty. If the Mexicans are permitted to have one, the Italians, Scandinavians, Nigerians and Patagonians will demand equal treatment. Canadian native persons, as usual, will not count. I am a WASP. The proposal is so unbalanced and unjust that one wonders about the nature of the underlying motivation."
Traci H.	In favour of food trucks in Guelph. Attended a few meetings at City Hall regarding food trucks. Would like to open a truck in Guelph, understands restaurant concerns but thinks it will be healthy competition. It is a 50/50 chance that half of the people would eat from the truck and half of the people will go to the restaurant. Food trucks are a different experience and don't think it will hurt any business. Allowing food trucks will help grow our beautiful city and add greatness.
Angela H.	I support making it easier for food trucks to operate in Guelph. Particularly I am supportive of the specialty/gourmet food trucks that often come in just for a weekend or a special event. I have no objection to seeing more food trucks in Guelph in general.
Dave L.	I wanted to start a food truck several years ago, but found that the stagnant bylaws surrounding the topic very confusing and dated. Food trucks are a great small business opportunity for someone who loves food but cannot get funds or space for a full kitchen. I also don't think they would draw from existing businesses, even downtown. Multiple places in downtown sell similar foods but they are not suffering too badly from the competition. This is because of the uniqueness or that Guelph has such a huge and supportive culture for great foods. Whatever the reason, I don't feel that a few more offerings in the mix could possibly be a bad thing. Just as they do with brick and mortar, the places that aren't good enough will sadly fall by the wayside, but just think of the possibilities for landmark food trucks being able to say they started in Guelph.
<b>Twitter Comments</b>	
@chefscottycooks	@cityofguelph 1 <sup>st</sup> in our area to actually ask #foodtruck operators for input on

## Engagement Comments

	creating bylaws! Kudos! #workingtogether for @visitguelph  Thanks for the invite to bylaw meeting. Gathering info to bring #foodtrucks into @cityofguelph #nicetobeheard @100milemark @visitguelph
@bsgreenroom	Yes, please, more food trucks! Parks, wide streets, bus depot. So many good places. Ow.lyéNkNwN @cityofguelph
@mannyfitzy	@cityofguelph great idea hopefully it won't mean a tax increase because of it
@sweet_T_cakes	Excited for our Food Truck! Send comments to @cityofguelph – tell them what you want in the new food truck bylaw!
@DavidKMagnus	@cityofguelph Definitely allow Food Trucks. Why were there rules preventing them from operating in the first place
@drewlandlord	@cityofguelph I think it's a great idea. In the spirit of Guelph there could be some real "sustainable vendor" opportunities. And good food!
<b>Facebook Comments</b>	
Sean P.	If we get food trucks, that'll be awesome!
Nanci P.	Bring on the food trucks!
Sandra P.	I would love to see some food trucks around!
Kaeli S.	Danielle Hernandez (tagged a friend)
Amy M.	Yum on the run ☺
Maria P.	Ya bring them on, ASAP
Tammy H.	Everybody deserves a chance to be a business owner, and right now the Food trucks are having a hard time of it. Give them a chance! I am sure local business will benefit too from them being ... show more
Sara R.	I'm all for it!
Freddie W. B.	I think it's funny Guelph won't allow food trucks near the downtown because restaurants think they'll take business away and they'll close up. If a restaurant gets shutdown because a food truck down the street it wasn't much of a restaurant to begin with.
Michael P. R.	If I can go downtown and get good homemade fries, it becomes a destination for me when I think of food.
John H.	I went to a restaurant in Mississauga today with friends, spent two hours there. When people want to go to a restaurant, it's to sit in nice surroundings with friends and be served a meal and not worry about the cost. If you want a quick 'on the run' meal you don't go to a restaurant you go to a fast food joint or food truck.
Tyrone D.	It's called competition! There is nothing wrong with food trucks. Besides they are quick and cheap than a restaurant
Emily C.	I think having food trucks would be awesome! Im all for it!!
Carrie C.	Finally!
Dean A.	Fantastic idea!
Tyler A.	About damn time.
Alex S.	It's about time. This is exciting news. I only hope that they are able to operate freely. Too many restrictions on hours of operation and location will make this a fail. Food trucks do no one any good if they aren't convenient. Business will not be good if they are only able to set up in the middle of nowhere that sees no foot traffic. Downtown please. If restaurants feel threatened maybe this is their chance to up their game.
Keron D.	I would go to Guelph downtown if there were more food trucks

## Engagement Comments

Tarah W.	Yes!!! Bring it
Marletta P.	YES YES YES BRING ON THE FOOD FOOD FOOD TRUCKS!!!!!! SHEESH SHEESH SHEESH!!!!!!!!!!!!!!!!!!!!!!
Sylvia H.	Just Love Love Love the idea!
Ashlie M.	I would love to see food trucks in Guelph, and not just limited to downtown. I love food trucks and the only time I get to experience them is at a festival of sorts.
Cam G.	Great comments here!! Thanks for engaging everyone!
Amanda R.	I want to be a food truck town! There are so many awesome possibilities!
Monica N.	Yes please food trucks are amazing
Kate G.	First, I'm not against food trucks. I think they're awesome. BUT some of the arguments below unfairly lump all "restaurants" in as a "sit down for a meal" establishments and are clearly forgetting the brick and mortar "fresh fast food" places that would be affected like: Pita Pit, Milano Pizza, Pierre's Poutine, Smoke's Poutinerie, Fat Bastard Burrito Company and Salsateria Rebel Foods. You can walk in, get fresh personalized food, and walk out a moment later to continue your shopping. If you don't already use these places, a food truck is unlikely to be that tempting factor that brings you downtown
Andrea R.	Absolutely, bring on the food trucks, fresh healthy local options are always great alternatives to the fast food outlets
Donnette D.	#whogivesaschnitz!
Kem-Laurin L.	Yes yes yes. Just need hygiene standards and lets do this!
Bradley B.	Yes to food trucks
Hilda R.	There are food trucks in the states that people swear by. The food is decent and of exceptional quality. This would be a good thing for Guelph. The university kids would love it
Lois P.	Guelph should allow food trucks. Without so many regulations that it makes it impossible to operate.
<b>MindMixer</b>	
Michelle A.	Would love to see food trucks in Guelph's downtown core. Great for those who work in the area and are grabbing lunch. This is also a great location as there are many community events that happen in Market Square and St. George's Square.
Nathan D.	I feel this is a great idea, especially for hot dog cart and ice cream cart vendors. With proper permits and licensing, they can provide options for consumers and a source of revenue for the city.
Michael S.	Would love to see food trucks in Guelph. Not sure why we'd have to nail down on where they should operate, as they are trucks and should be mobile. Let them figure out where business will follow them. They can use twitter/facebook/city portal to advertise where they are operating for that day/time/location. Time to catch up with other cities by allowing food trucks free to roam the city to compete for business. Bring them on.
Aphra Z.	It would be nice to have them in parks around the city too
Sue S.	We need more variety in our food trucks! Check out what American cities have done, food trucks are so successful there. Downtown, city parks, special events, wherever the demand is. I don't see the point in limiting hours.
David M.	Yes, allow food trucks and any other type of business that thinks there are enough people wanting their products or services in Guelph. Why were there

## Engagement Comments

	any rules to stop them in the first place?
Rebecca S.	Love food trucks -- best tasting lunch anywhere. Even more fun when they cluster a bit and create some buzz and opportunities to bump into friends. Walkable to downtown, or in areas with parking nearby. I'd prefer that they not take away already scarce downtown parking spots though. It would be great if there was a way to find out where they'd be when...
Tracy M.	It would be great to see food trucks around the city at events, downtown, sports fields,... when I first moved to Guelph I lived on grove street at the steep end and remembered the ice cream bike and truck servicing the area. kids loved it as well as adults. it would be great to see and taste food from local restaurants and caterers moving around the city. There are so many more food options from food trucks in the US let Guelph grow and evolve. We can be quite conservative in our thinking at times with our businesses while the perception of Guelph from outside is dynamic, artistic, and forward thinking and beautiful!! food truck at the festivals year round -- jazz, moving media(?), studio tour, downtown July art exhibition,.... there is a lot of potential for our citizens and visitors.

**Summary of Recommendations:**

1. That staff develop a new Temporary Food Sales Schedule to reflect similar regulations where applicable to those found in the Food Vehicles category and that an amendment to the City's Business Licensing By-law adding this schedule be brought to Council's attention by Q1 of 2016.
2. That the current tendering process for street vendors be discontinued and that in addition to the requirement to obtain a business licence, that a monthly rental fee be implemented per vendor per location and that staff bring back an amendment to the User Fees By-law by Q4 of 2015.
3. That staff be directed to continue working with the Downtown Guelph Business Association, United Food Trucks Unlimited and the Ontario Restaurant Hotel and Motel Association to identify permanent locations outside of the Farmers' Market area for the operation of food trucks within the downtown, and that an amendment identifying such locations be brought to Council's attention by Q1 of 2016.
4. That staff develop amendments to the City's Business Licensing By-law (2009)-18855 to permit the operation of ice cream trucks on residential streets for implementation by August 1, 2015.
5. That staff develop amendments to the Business Licensing By-law (2009)-18855 to permit the operation of Mobile Food Preparation Vehicles on streets within residential areas for private functions for implementation by August 1, 2015.
6. That staff develop amendments to the Business Licensing By-law (2009)-18855 to permit the operation of Mobile Food Preparation Vehicles on streets within commercial or industrial areas for implementation by August 1, 2015.
7. That staff develop guidelines for the operation of Mobile Food Preparation Vehicles within City parks by Q2 of 2016.
8. That Mobile Food Preparation Vehicles be permitted to operate in the Guelph Farmers' Market parking lot and along Gordon Street/Wilson Street along the frontage of the Farmers' Market to Carden Street during market hours, providing that such operation complies with the Farmers' Market By-law (2009)-18874.
9. That staff be directed to create amendments to the Zoning By-law (1995)-14864 with respect to Food Vehicles and Temporary Food Sales on private lands as contained in Public Services Report # PS-15-36 dated July 6, 2015, and that such amendments be brought before Council for approval by Q3 of 2016.
10. That staff create an amendment to the Business Licensing By-law to create three classes of business licences for Mobile Food Preparation Vehicles and Temporary Food Sales, specifically an annual licence to permit these vendors to operate anywhere within the city where permitted for a one year term; a short term licence to allow vendors to operate where permitted for a maximum of three consecutive days for a maximum of four times a year; an Event Licence that can be applied to all Mobile Food Preparation Vehicles and Temporary Food Sales operating at a special event occurring on public or private land; and that these licences be implemented on a staggered approach.

## **Reasoning for Recommendations**

Below is a summary of the reasoning for the recommendations contained in this report.

### **Who should be licensed?**

The roundtable participants reviewed this subject and it was determined to ensure consistency and fairness, that all food sales (except prepackaged food) should be licensed. This includes food premises, caterers, street vendors, food vehicles, produce/food stands, food carts, barbecues and trailers. Questions were raised if charitable organizations should be exempt; however as these sales are subject to the same inspections as non-charitable events and carry the same health risks, it was recommended that both a licence and a fee be required for all temporary sales.

**Recommendation** - That staff develop a new Temporary Food Sales Schedule to reflect similar regulations where applicable to those found in the food vehicles category and that an amendment to the City's Business Licensing By-law adding this schedule be brought to Council's attention by Q1 of 2016.

At the commencement of this review, staff met with existing licensed street vendors. These vendors were informed of the review and were advised that their current business licences and tenders would not be renewed but would be extended until the conclusion of the review.

When this topic was raised, both the working group and the roundtable participants felt the current tendering of street vendors is outdated, as it restricts competition and hinders others from starting up a business mid-tender. It was recommended a monthly rental fee be developed and implemented instead of continuing with the tendering process.

It was suggested that the first option to rent the existing locations will be given to the existing two vendors currently occupying the space. Any subsequent requests for the locations identified in the Business Licensing By-law will be based on a first come first serve basis.

Licensing staff will work with Purchasing staff in consultation with our existing street vendors to develop the new program.

**Recommendation** – That the current tendering process for street vendors be discontinued, and that in addition to the requirement to obtain a business licence, that a monthly rental fee be implemented per vendor per location, and that staff bring back an amendment to the User Fees By-law by Q4 of 2015.

## **Reasoning for Recommendations**

### **Where should vendors operate?**

#### **Downtown**

One of the topics that was discussed at great length was whether or not food trucks should be permitted to operate within downtown Guelph. There were some opposing opinions on permitting food trucks to operate in the downtown (near restaurants) on a routine basis. Specifically concerns raised included:

- Impact to current City resources (i.e. public washrooms, parking, waste collection); and,
- Impact to ongoing downtown concerns (late night issues, pedestrian access and noise); and,
- Financial impact on existing restaurants

While the roundtable participants were advised by staff that the City does not regulate competition, there were questions whether or not the downtown had capacity/demand for restaurants, food trucks, temporary food sales and street vendors.

A number of various situations were proposed including limiting food truck sales to only certain areas within the downtown at certain times (i.e. set distance from restaurants, limited late night service). It should be noted that these issues and concerns are not unique to the City of Guelph as other municipalities are facing the same concerns. Given the impact of these concerns, with the exception of the recommendation related to the Farmers' Market described later in this summary, staff are recommending that the City work with the DGBA to develop options to allow for permanent food trucks within the downtown, and until such regulations are implemented that food trucks only be permitted to operate within the downtown under a Special Event permit.

Further, while staff are requesting more time to develop locations within the downtown for food trucks, as it is the City's position not to regulate competition, separation distances from other businesses outside the downtown, except where a safety concern exists is not included in the proposed By-law.

**Recommendation** – That staff be directed to continue working with the Downtown Guelph Business Association, United Food Trucks Unlimited and the Ontario Restaurant Hotel and Motel Association to identify permanent locations outside of the Farmers' Market area for the operation of food trucks within the Downtown and that an amendment identifying such locations be brought to Council's attention by Q1 of 2016.

## **Reasoning for Recommendations**

### Special Events

All stakeholders who attended our meetings agreed temporary food sales should be permitted at special events on public land and at festivals, carnivals and other events open to the public held on private land. Note: An event occurring on private land would have to comply with the City's Zoning By-law.

### Residential Streets

It was agreed ice cream trucks should be permitted to operate on residential streets under certain conditions, i.e. specific distance from a school or park, specific times of day (dawn to dusk), non-arterial roads.

It was also agreed that all food trucks should be permitted to cater private functions occurring at residential properties provided they obtain a valid Business Licence. The roundtable participants felt that at this time, public sales on streets within residential from food trucks with the exception of ice cream trucks areas not be permitted.

Therefore it is recommended that the Business Licensing By-law be amended to permit these on-street sales. It should be noted that the Traffic Bylaw (2002)-17017 already permits on-streets sales when authorized by the City.

**Recommendation** - That staff develop amendments to the City's Business Licensing By-law (2009)-18855 to permit the operation of ice cream trucks on residential streets for implementation by August 1, 2015.

**Recommendation** - That staff develop amendments to the City's Business Licensing By-law (2009)-18855 to permit the operation of Mobile Food Preparation Vehicles on streets within residential areas for private functions for implementation by August 1, 2015.

### Commercial/Industrial Streets

Both the working group and roundtable participants agreed that food trucks should be permitted to vend from streets within commercial or industrial areas under certain conditions (time of day, non-arterial roads). If approved by Council, Traffic and Licensing staff will work with vendors to identify areas in which they may operate and if necessary, staff will consider creating temporary permissions or changes to existing no parking zones.

**Recommendation** - That staff develop amendments to the Business Licensing By-law (2009)-18855 to permit the operation of Mobile Food

## **Reasoning for Recommendations**

Preparation Vehicles on streets within commercial or industrial areas for implementation by August 1, 2015.

### City Parks

Most of the stakeholders indicated that there was no desire for food trucks other than ice cream trucks to operate within City parks. Some ice cream trucks did express interest in operating in parks where a concession booth did not already exist. In addition to the requirement to obtain a business licence, any operation of an ice cream truck within a City park could be subject to the monthly rental fee previously recommended. To ensure public safety, guidelines for park use will need to be developed by Parks staff and until such guidelines are created, that food trucks including ice cream trucks only be permitted to operate within City parks under a Special Event permit.

**Recommendation** – That staff develop guidelines for the operation of Mobile Food Preparation Vehicles within City parks by Q2 of 2016.

### City of Guelph Farmers' Market

The staff and vendors of the Guelph's Farmers' Market has shown interest in permitting the operation of food trucks within the Farmers' Market parking lot. Staff also received feedback to permit food trucks on Gordon Street/Wilson Street from the Farmers' Market property to Carden Street during market hours. If on-street vending is requested by Farmers' Market staff, staff from Licensing would work with other staff including Traffic and Transit to facilitate any necessary road closures to permit safe vending.

**Recommendation** – That Mobile Food Preparation Vehicles be permitted to operate in the Guelph Farmers' Market parking lot and along Gordon Street/Wilson Street along the frontage of the Farmers' Market to Carden Street during market hours, providing that such operation complies with the Farmers' Market By-law (2009)-18874.

### Private Land

Although the roundtable participants, the general public and staff believe there would be benefit to permit food trucks and temporary food sales vendors on private land, for the most part this would require an amendment to the Zoning By-law. It is recommended that this be further investigated by Zoning staff. At this time, for those wishing to vend from private land where not permitted under the Zoning By-law, an application to the Committee of Adjustment may be made. In all cases, a Business Licence would be required.

**Recommendation** - That staff be directed to create amendments to the Zoning By-law (1995)-14864 with respect to Food Vehicles and Temporary

## **Reasoning for Recommendations**

Food Sales on private lands as contained in Public Services Report # PS-15-36 dated July 6, 2015 and that such amendments be brought before Council for approval by Q3 of 2016.

### **What classes of licences should be implemented?**

#### **Annual Licence**

Feedback received by staff recommended to continue the annual business licence category to allow food vehicles to operate year round where permitted. Staff along with the roundtable participants recommended that other long term food sales (produce stands) be given the option to purchase an annual licence for their sales season.

#### **Short Term**

The roundtable participants supported staff's recommendation to create a short term licence and suggested that it be valid for three days for a maximum of four times a year for both Food Vehicles and Temporary Food Sales. This would permit short term vendors to operate within the city.

#### **Event Licence**

Both staff and the roundtable participants recommended the creation of an Event Licence that would cover all Food Vehicles and Temporary Food Sales vendors operating at a special event on City land and other events occurring on private land. Note: An event occurring on private land would have to comply with the City's Zoning By-law.

Due to the complexity of the various licensing classes, it is recommended that a staggered approach be taken, specifically that the annual licence and short term licence for Mobile Preparation Vehicles being implemented in 2015 and amendments for the other licence classes be brought forward for Council consideration and approval in Q2 of 2016.

**Recommendation** – That staff create an amendment to the Business Licensing By-law to create three classes of business licences for Mobile Food Preparation Vehicles and Temporary Food Sales, specifically an annual licence to permit these vendors to operate anywhere within the City where permitted for a one year term; a short term licence to allow these vendors to operate where permitted for a maximum of three consecutive days for a maximum of four times a year; an Event Licence that can be applied to all Mobile Food Preparation Vehicles and Temporary Food Sales operating at a special event occurring on public or private land; and that these licences be implemented on a staggered approach.

THE CORPORATION OF THE CITY OF GUELPH

By-law Number (2015) – XXXX

A by-law to amend the Business Licensing By-law.

**WHEREAS** Council has enacted By-law Number (2009)-18855, being a by-law respecting the licensing of Businesses operating within the City of Guelph;

**AND WHEREAS** Council has amended that by-law from time to time;

**AND WHEREAS** Schedule 6 of that by-law applies in respect of Food Vehicles;

**AND WHEREAS** Council wishes to amend further the said by-law, in particular by amending Schedule 6.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF GUELPH ENACTS AS FOLLOWS:**

I. The following definitions are added to section 1 of Schedule 6 of the by-law:

**“Ice Cream Truck”** means a Vehicle from which food prepared therein and specially related to ice cream, frozen desserts or other frozen confections including beverages is Provided for Sale or Sold;

**“Land”** means land other than a Highway;

**“Mixed Use Area”** means the downtown parts of the City, as so indicated on Appendix 2 to this Schedule 6;

**“Mobile Food Preparation Vehicle Plate”** means a metal number plate issued by the Issuer of Licences to a Licensee with a current and valid Business Licence for a Mobile Food Preparation Vehicle;

**“Other Area”** means the parts of the City other than the Mixed Use Area and the Residential Area, as so indicated on Appendix 2 to this Schedule 6;

**“Private Event”** means a private function on private Land;

**“Residential Area”** means the parts of the City, as so indicated on Appendix 2 to this Schedule 6;

**“Roadway”** has the same meaning as set out in the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended from time to time, or any successor thereof, and, for greater certainty, does not include a sidewalk;

**“Short-term Licence”** means a type of Business Licence for a Mobile Food Preparation Vehicle which is only valid for three consecutive days per period and may only be issued or renewed for up to four specified periods per year;

**“Special Event”** means a special event as defined in the City’s Special Event Policy;

**“Special/Private Event Food Vehicle Licence”** means a Business Licence issued to an organizer of a Special Event or Private Event that applies to all Food Vehicles operating at the Special Event or Private Event;

II. The definition of **“Mobile Food Preparation Vehicle”** in section 1 of the said by-law is amended by adding, at the end, the following words: “and includes an Ice Cream Truck”.

III. Section 5 of the said by-law is deleted and replaced with the following:

5. (a) In addition to all other requirements of this By-law, the following items shall be submitted with every Application for Inspection relating to a Mobile Food Preparation Vehicle:

- (i) A letter from all the owners of the Land on which the Mobile Food Preparation Vehicle will be situated, authorizing the Applicant to conduct such Business on the Land;
  - (ii) A Site Plan indicating compliance with the locational requirements set out in this Schedule;
  - (iii) A list of the types of food to be Provided for Sale or Sold, specifying the source of the food and identifying food that will be refrigerated or heated as part of the operation of the Mobile Food Preparation Vehicle;
  - (iv) A spill contaminant plan including a description of how and where grease and grey water will be disposed of;
  - (v) A photo of the Mobile Food Preparation Vehicle and a description of its type;
  - (vi) The location where the Mobile Food Preparation Vehicle will be parked or stored when not in use;
  - (vii) Written approval from all owners of the Land where the Mobile Food Preparation Vehicle will be located when food is Provided for Sale or Sold;
  - (viii) For a Mobile Food Preparation Vehicle that is subject to Director's Order FS-056-06 (issued under the *Technical Standards and Safety Act, 2000*, S.O. 2000, c. 16 and its regulations), as amended or replaced from time to time, a completed inspection certificate and information fact sheet issued no more than 36 days before the application for a Business Licence or for a renewal is submitted; and
  - (ix) For an Ice Cream Truck, a criminal record check, including vulnerable screening, for every individual who will operate it.
- (b) No Business Licence shall be issued for a Mobile Food Preparation Vehicle unless the Site Plan has been approved by the City.
- (c) Notwithstanding the other provisions of this By-law, the Issuer of Licences may issue a Short-term Licence instead of the usual type of Business Licence in respect of a Mobile Food Preparation Vehicle. Except as resulting from its short-term nature, a Short-term Licence shall, in all other respects, be the same, and shall be treated the same, as the usual type of Business Licence.
- (d) Every Licensee of a Mobile Food Preparation Vehicle shall ensure that:
- (i) Only the specific Mobile Food Preparation Vehicle, for which the Business Licence has been issued, is used in association with that Business Licence;
  - (ii) The Mobile Food Preparation Vehicle is used in only the applicable Area of the City and on only the applicable Highway or Land, if any, specified in the Business Licence; (for convenience, the applicable paragraphs of this Section 5 are listed in Appendix 2 to this Schedule 6);
  - (iii) The Mobile Food Preparation Vehicle is moved at the oral or written request of the Issuer of Licences or an Officer appointed or assigned to enforce this Schedule, if, in the opinion of the Issuer of Licences or Officer, the location:

- a. is or may become undesirable for safety reasons, or
    - b. interferes with normal access to any Land;
  - (iv) Only the types of food on the list submitted under paragraph 5(a)(iii) are Provided for Sale or Sold;
  - (v) The idling of an internal combustion engine associated with the operation of the Mobile Food Preparation Vehicle complies with the City's Idling By-law Number (1998)-15945, as amended;
  - (vi) All statutes, regulations and by-laws governing driving, stopping or parking the Mobile Food Preparation Vehicle are complied with at all times;
  - (vii) There is no crying of wares, sounding of chimes or use of similar means to attract attention:
    - a. while the Mobile Food Preparation Vehicle is in motion, or
    - b. for more than 5 seconds at intervals of not less than 5 minutes;
  - (viii) No food is Provided for Sale or Sold to any customer who is standing on a Roadway;
  - (ix) All children and customers are safely away from the Mobile Food Preparation Vehicle before putting it in motion;
  - (x) The Mobile Food Preparation Vehicle is not washed or repaired while on a Highway except, in the case of repair, when repair is necessary to move the Mobile Food Preparation Vehicle off the road Highway; and
  - (xi) The Mobile Food Preparation Vehicle is driven by a person holding a current, valid provincial driver's licence.
- (e) Every Licensee of a Mobile Food Preparation Vehicle shall ensure that the Mobile Food Preparation Vehicle:
- (i) Is equipped and maintained with:
    - a. a clean compartment for the storage of food, and, in the case of an Ice Cream Truck, such compartment is refrigerated, and
    - b. at least one suitable refuse container;
  - (ii) Is kept in a clean and orderly condition and maintained in all respects in a condition suitable for the purpose for which it is used;
  - (iii) Is adequately lighted and ventilated;
  - (iv) Bears the Mobile Food Preparation Vehicle Plate or Short-term Licence, which is:
    - a. affixed to the rear exterior of the Mobile Food Preparation Vehicle or to another location on the Mobile Food Preparation Vehicle approved in advance by the Issuer of Licences, and
    - b. plainly visible in its entirety at all times;
  - (v) Is in a safe mechanical condition before it is driven;
  - (vi) Has no accessory generator associated with the operation of the Mobile Food Preparation Vehicle used outside of the Mobile Food Preparation Vehicle;

- (vii) Bears the business name of the Mobile Food Preparation Vehicle Licensee, which is displayed:
  - a. on both sides of the Mobile Food Preparation Vehicle or on another location as approved in advance by the Issuer of Licences,
  - b. in letters and numbers at least 18 centimetres in height,
  - c. in a colour that contrasts with the background colour, and
  - d. so as to be plainly visible in its entirety at all times; and
- (viii) In the case of an Ice Cream Truck, is equipped and maintained with:
  - a. a "WATCH FOR CHILDREN" warning sign in readily legible black letters at least 15 centimetres high on a yellow background that is affixed to the rear exterior of the Mobile Food Preparation Vehicle and plainly visible in its entirety at all times,
  - b. a minimum of two amber lights on top, placed as to be readily visible by a person 1.5 metres in height standing 1.2 metres in front of or behind the vehicle, that flash when the Ice Cream Truck stops to Provide for Sale or Sell,
  - c. a rear bumper having an angled cover on top designed and placed so as to prevent a child from standing or sitting on top, and
  - d. refuse containers are available upon arrival when the Ice Cream Truck stops to Provide for Sale or Sell and removed together with all waste collected in the refuse containers or accumulated in the surrounding area upon leaving.
- (f) If a Mobile Food Preparation Vehicle other than an Ice Cream Truck is permitted to Provide for Sale or Sell food within the Mixed Use Area on a Highway, then the Licensee shall ensure that the vehicle is parked on the Highway only:
  - (i) If permitted as part of a Special Event; and
  - (ii) At such times and places as set out in the permit for the Special Event.
- (g) If a Mobile Food Preparation Vehicle other than an Ice Cream Truck is permitted to Provide for Sale or Sell food within the Mixed Use Area on Land, then the Licensee shall ensure that the vehicle is parked on the Land only:
  - (i) If permitted as part of a Special Event, at such times and places as set out in the permit for the Special Event; and
  - (ii) If not permitted as part of a Special Event, then only:
    - a. as authorized under the Zoning By-law,
    - b. more than 22.86 metres (75 feet) from any corner of any intersection (measured as indicated on the attached Appendix 1 of Schedule 6),
    - c. more than 15.24 metres (50 feet) from the nearest edge of the Roadway (measured as indicated on the attached Appendix 1 of Schedule 6),
    - d. not on any Land where, due to the area occupied by the vehicle, the minimum parking space requirement for said Land is not in compliance with the Zoning By-law,
    - e. with the written approval of the owner of the Land, and
    - f. for up to 8 hours per day.
- (h) If a Mobile Food Preparation Vehicle other than an Ice Cream Truck is permitted to Provide for Sale or Sell food within the Residential Area on a Highway, then the Licensee shall ensure that:
  - (i) The vehicle is parked on the Highway only:
    - a. if permitted under the City's Traffic By-law,
    - b. for a maximum of 8 hours from time of initial arrival,
    - c. to provide catering for a Private Event in which no public Sales are permitted, and
    - d. within the hours of 7:00 a.m. to 11:00 p.m.; and
  - (ii) The vehicle does not provide catering on the same Highway more than once per month.
- (i) If a Mobile Food Preparation Vehicle other than an Ice Cream Truck is permitted to Provide for Sale or Sell food within the Residential Area on Land, then the

Licensee shall ensure that, if so permitted as part of a Special Event, the vehicle is parked only at such times and places as set out in the permit for the Special Event.

- (j) If a Mobile Food Preparation Vehicle other than an Ice Cream Truck is permitted to Provide for Sale or Sell food within the Other Area on a Highway, then the Licensee shall ensure that the vehicle is parked on the Highway only:
  - (i) If the Highway is not an Arterial Road;
  - (ii) If permitted under the City's Traffic By-law;
  - (iii) For a maximum of 8 hours from time of initial arrival; and
  - (iv) Within the hours of 7:00 a.m. to 11:00 p.m.
- (k) If a Mobile Food Preparation Vehicle other than an Ice Cream Truck is permitted to Provide for Sale or Sell food within the Other Area on Land, then the Licensee shall ensure that if not permitted as part of a Special Event, then the vehicle is parked on the Land only:
  - (i) As authorized under the Zoning By-law;
  - (ii) More than 22.86 metres (75 feet) from any corner of any intersection (measured as indicated on the attached Appendix 1 of Schedule 6);
  - (iii) More than 15.24 metres (50 feet) from the nearest edge of the Roadway (measured as indicated on the attached Appendix 1 of Schedule 6);
  - (iv) Not on any Land where, due to the area occupied by the vehicle, the minimum parking space requirement for said Land is not in compliance with the Zoning By-law;
  - (v) With the written approval of the owner of the Land; and
  - (vi) For up to 8 hours per day.
- (l) If an Ice Cream Truck is permitted to Provide for Sale or Sell food within the Mixed Use Area on a Highway, then the Licensee shall ensure that the vehicle is parked on the Highway only:
  - (i) If permitted as part of a Special Event; and
  - (ii) At such times and places as set out in the permit for the Special Event.
- (m) If an Ice Cream Truck is permitted to Provide for Sale or Sell food within the Mixed Use Area on Land, then the Licensee shall ensure that the vehicle is parked only:
  - (i) If permitted as part of a Special Event; and
  - (ii) At such times and places as set out in the permit for the Special Event.
- (n) If an Ice Cream Truck is permitted to Provide for Sale or Sell food within the Residential Area on a Highway, then the Licensee shall ensure that:
  - (i) If the vehicle is not providing catering as described below, the vehicle is parked on the Highway only:
    - a. if permitted under the City's Traffic By-law,
    - b. for a maximum of 15 minutes at any one location,
    - c. at least 6 metres from an intersection,
    - d. at least 100 metres from any park, school, place of worship or hospital measured along the most direct route from the nearest point of the park, school, place of worship or hospital boundary to the nearest point on the vehicle, unless the owner of the affected park, school, place of worship or hospital has given written permission for the Mobile vehicle to operate within 100 metres, and
    - e. at least 100 metres from the boundary of a Special Event or Private Event in respect of which an permit has been issued, measured along the most direct route from the nearest point of the Special Event boundary to the nearest point on the vehicle, except when the Licensee holds the appropriate Special/Private Event Food Vehicle Licence; and
  - (ii) If the vehicle is providing catering for a Private Event in which no public Sales are permitted, the vehicle is parked on the Highway only:
    - a. for a maximum of 8 hours from time of initial arrival,
    - b. within the hours of 9:00 a.m. to 8:00 p.m., and

- c. not more than once per month on the same Highway.
- (o) If an Ice Cream Truck is permitted to Provide for Sale or Sell food within the Residential Area on Land, then the Licensee shall ensure that the vehicle is parked on the Land only:
  - (i) If permitted as part of a Special Event; and
  - (ii) At such times and places as set out in the permit for the Special Event.
- (p) If an Ice Cream Truck is permitted to Provide for Sale or Sell food within the Other Area on a Highway, then the Licensee shall ensure that the vehicle is parked on the Highway only:
  - (i) If permitted under the City's Traffic By-law;
  - (ii) For a maximum of 8 hours from time of initial arrival; and
  - (iii) Within the hours of 9:00 a.m. to 8:00 p.m.
- (q) If an Ice Cream Truck is permitted to Provide for Sale or Sell food within the Other Area on Land, then the Licensee shall ensure that the vehicle is parked only:
  - (i) If permitted as part of a Special Event, at such times and places as set out in the permit for the Special Event; and
  - (ii) If not permitted as part of a Special Event, then only:
    - a. as authorized under the Zoning By-law,
    - b. more than 22.86 metres (75 feet) from any corner of any intersection (measured as indicated on the attached Appendix 1 of Schedule 6),
    - c. more than 15.24 metres (50 feet) from the nearest edge of the Roadway (measured as indicated on the attached Appendix 1 of Schedule 6),
    - d. not on any Land where, due to the area occupied by the vehicle, the minimum parking space requirement for said Land is not in compliance with the Zoning By-law,
    - e. with the written approval of the owner of the Land, and
    - f. for up to 8 hours per day.
- IV. Section 8 of the said by-law is amended by changing "Sections 4(c) and 5(c) of this Schedule" to "the provisions of this Schedule prohibiting operation in the Central Business District" in the third line.
- V. Appendix 2 of Schedule 6, as attached hereto, is added to the said by-law.
- VI. In all other respects the said by-law shall remain unchanged and in full force and effect.
- VII. This by-law shall come into force and take effect on the date this by-law is passed.

**PASSED this                      day of                      , 2015.**

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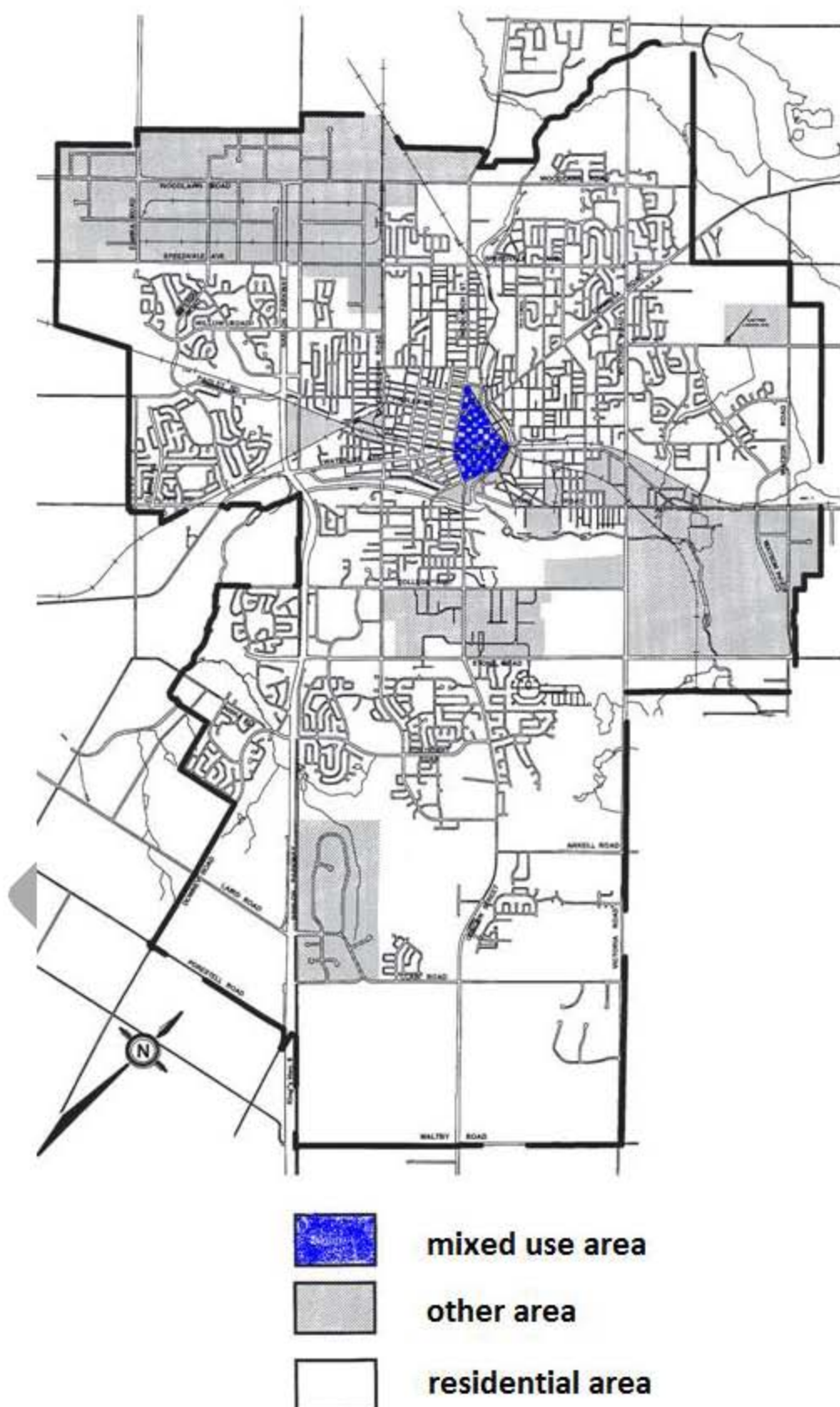
**CAM GUTHRIE – MAYOR**

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**STEPHEN O'BRIEN – CITY CLERK**

**Appendix 2 of Schedule 6**  
**to City of Guelph By-law Number (2009)-18855**

### Areas within the City



Paragraph in the Schedule	Type of vehicle	Area of the City	Parking Spot (Highway vs. Land)
5(f)	Mobile Food Preparation Vehicle other than an Ice Cream Truck	Mixed Use Area	Highway
(g)	“	“	Land
(h)	“	Residential Area	Highway
(i)	“	“	Land
(j)	“	Other Area	Highway
(k)	“	“	Land
(l)	Ice Cream Truck	Mixed Use Area	Highway
(m)	“	“	Land
(n)	“	Residential Area	Highway
(o)	“	“	Land
(p)	“	Other Area	Highway
(q)	“	“	Land

**Proposed Timeline**

<b>Timing</b>	<b>Action to be taken</b>
Q3 - 2015	Council approval of amendment to permit Mobile Food Preparation Vehicles (Food Trucks/Ice Cream Trucks) to operate on specific streets
Q3 - 2015	In addition to the current annual licence, staff begin to issue short term licences
	Food trucks/ice cream trucks are permitted to operate on specific streets under certain conditions
	Staff to develop and implement an educational campaign on Mobile Food Preparation Vehicles
Q3 - 2015	Meetings to be scheduled with working group (staff and stakeholders) to begin process to identify possible streets within the downtown for the operations of food trucks
	Licensing and Purchasing staff in conjunction with input from street vendors, create a monthly rental fee for street vendors
Q4 - 2015	Amendment to User Fee By-law to add monthly rental fee for street vendors to be brought forward to Council for consideration
Q1 - 2016	Amendment to Business Licensing By-law to permit food trucks to operate in areas within the downtown outside the Farmers' Market as identified by working group
	Amendment to the Business Licensing By-law to add a schedule to regulate Temporary Food Sales
	Amendment to the Business Licensing By-law to add an event class of licence for Mobile Food Preparation Vehicles
Q2 - 2016	Amendment to the Business Licensing By-law to add a Temporary Food Schedule to be brought forward to Council for consideration
Q2 - 2016	Parks staff to implement guidelines to permit Mobile Food Preparation Vehicles to operate routinely with parks
Q3 - 2016	Amendment to the Zoning By-law to regulate Mobile Food Preparation Vehicles on private lands to be brought forward for Council's consideration
	After initial amendment has been implemented, staff to review with industry representatives and stakeholders the effectiveness of the licensing regime
Q3 - 2017	After final amendment has been implemented, staff to review with industry representatives and stakeholders the effectiveness of the licensing regime

# STAFF REPORT



TO Public Services Committee

SERVICE AREA Public Services – Parks and Recreation

DATE July 6, 2015

**SUBJECT Northview Park – Conceptual Master Plan**

REPORT NUMBER PS-15-32

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## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To provide the results of the community engagement and internal stakeholder input, as well as the proposed Conceptual Master Plan for Northview Park.

### KEY FINDINGS

Community consultation, workshops and online feedback utilizing Mindmixer have helped create a conceptual master plan that meets the needs of the Northview Community.

### FINANCIAL IMPLICATIONS

Funds are currently identified within the 2015 Capital Budget for Detailed Design and Construction.

### ACTION REQUIRED

That the Conceptual Master Plan for Northview Park be approved so staff may proceed with Design Development and Construction.

## RECOMMENDATION

1. THAT the Public Services Report # PS-15-32 "Northview Park – Conceptual Master Plan" dated July 6, 2015 be received
2. THAT Council approve the Conceptual Master Plan for Northview Park.

## BACKGROUND

A parcel of land having an area of 1.16 hectares (2.86 acres) was dedicated to the City as parkland in the Northview Estates Subdivision. The park block, classified as a 'Neighbourhood Park' under the Zoning Bylaw, is located at 83 Wideman Boulevard and is bounded on all four sides by Wideman Boulevard to the north, Mullin Drive to the east, Bowen Drive to the west and Norma Crescent to the south (See ATT-1).

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# STAFF REPORT

The site has received Basic Park Development as a condition of the Northview Estates Subdivision Agreement which required the developer to grade and sod the dedicated park block, as per staff comments and as noted on the approved drawings. The Basic Park Development was completed in Fall 2013.

The purpose and function of a Neighbourhood Park, as noted in the Official Plan, is to serve the immediate residential area. As per the Zoning Bylaw, permitted uses include conservation area, informal play area, outdoor skating rink, picnic areas (consisting of a maximum of four tables), play equipment, public washroom, recreation trail and water spray area.

The park facilities will be installed as a city project. Funding for this work has already been approved as per the 2015 budget. The actual park construction timing depends on master plan and construction budget approval, construction document completion, contract award, contractor availability, weather and site conditions.

## REPORT

### Introduction

On November 18, 2014 a Community Engagement Plan was developed to engage the Northview Community and gather input on the design for Northview Park.

### Consultant

The City of Guelph engaged the services of Mackinnon & Associates, a Landscape Architecture & Environmental Planning firm to perform Community Engagement & Concept Development for Northview Park. Four community engagement sessions were hosted at the Evergreen Seniors Community Centre. Further engagement opportunities were provided online throughout the process. Participants provided design ideas, feedback on initial concepts and contributed to the final conceptual design.

### Community Engagement Sessions

<b>Engagement Session</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>	<b>Number of Participants</b>
Visioning Workshop	Evergreen	January 29, 2015	10:00am – 12:00pm	7
Visioning Workshop	Evergreen	January 29, 2015	7:00pm – 9:00pm	18
Concept Selection Workshop	Evergreen	March 3, 2015	1:00pm – 3:00pm	5
Concept Selection Workshop	Evergreen	March 3, 2015	7:00pm – 9:00pm	15

# STAFF REPORT

## Online "Mindmixer" Community Engagement

Engagement Session	Duration	Interactions
Visioning Workshop	January 8, 2015 – February 2, 2015	46
Concept Selection Workshop	February 26, 2015 – March 11, 2015	48
Final Concept Design Review	May 7, 2015 – May 20, 2015	10

Throughout the Community Engagement process, resident feedback was overwhelmingly positive with regard to the process and the final design.

### Conceptual Design

The conceptual design is based entirely on community feedback and provides balance to a variety of community needs. The park concept features a large informal open space, centralized activity centre with a shade structure, games table, playground with natural play components, and a small splash pad. A natural ice surface has been included in the design for winter recreation opportunities (See ATT-2).

### Budget Estimate

In 2013, Council approved \$125,000 for Northview Park community engagement and design development. In 2015, Council approved \$750,000 for Northview Park construction.

### Next Steps & Scheduling

1. Develop and issue the Northview Park Request for Proposals (RFP) for Design Development Services - *Q3 2015*
2. Complete detailed construction drawings – *Q4 2015*
3. Develop and issue the Northview Park Pre-Qualification & Request for Qualifications (RFQ) for Construction – *Q1 2016*
4. Northview Park Construction – *to be completed in Fall 2016*

## **CORPORATE STRATEGIC PLAN**

### Organizational Excellence

- 1.2 Develop collaborative work team and apply whole systems thinking to deliver creative solutions
- 1.3 Build robust systems, structures and frameworks aligned to strategy

### Innovation in Local Government

- 2.2 Deliver Public Service better
- 2.3 Ensure accountability, transparency and engagement

# STAFF REPORT

## City Building

- 3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City
- 3.3 Strengthen citizen and stakeholder engagement and communications

## DEPARTMENTAL CONSULTATION

Office of the Chief Administrative Officer

- Community Engagement

Infrastructure, Development and Enterprise

- Accessibility Services
- Water Services

Corporate Services

- Corporate Communications

## COMMUNICATIONS

Communications staff has provided communication expertise in alerting residents to upcoming meeting times and locations, and has assisted in community messaging throughout the process.

## ATTACHMENTS

- ATT-1 Northview Park Location Map
- ATT-2 Northview Park Conceptual Master Plan
- ATT-3 Northview Park Perspective

## Report Author

Luke Jefferson  
Parks – Project Manager



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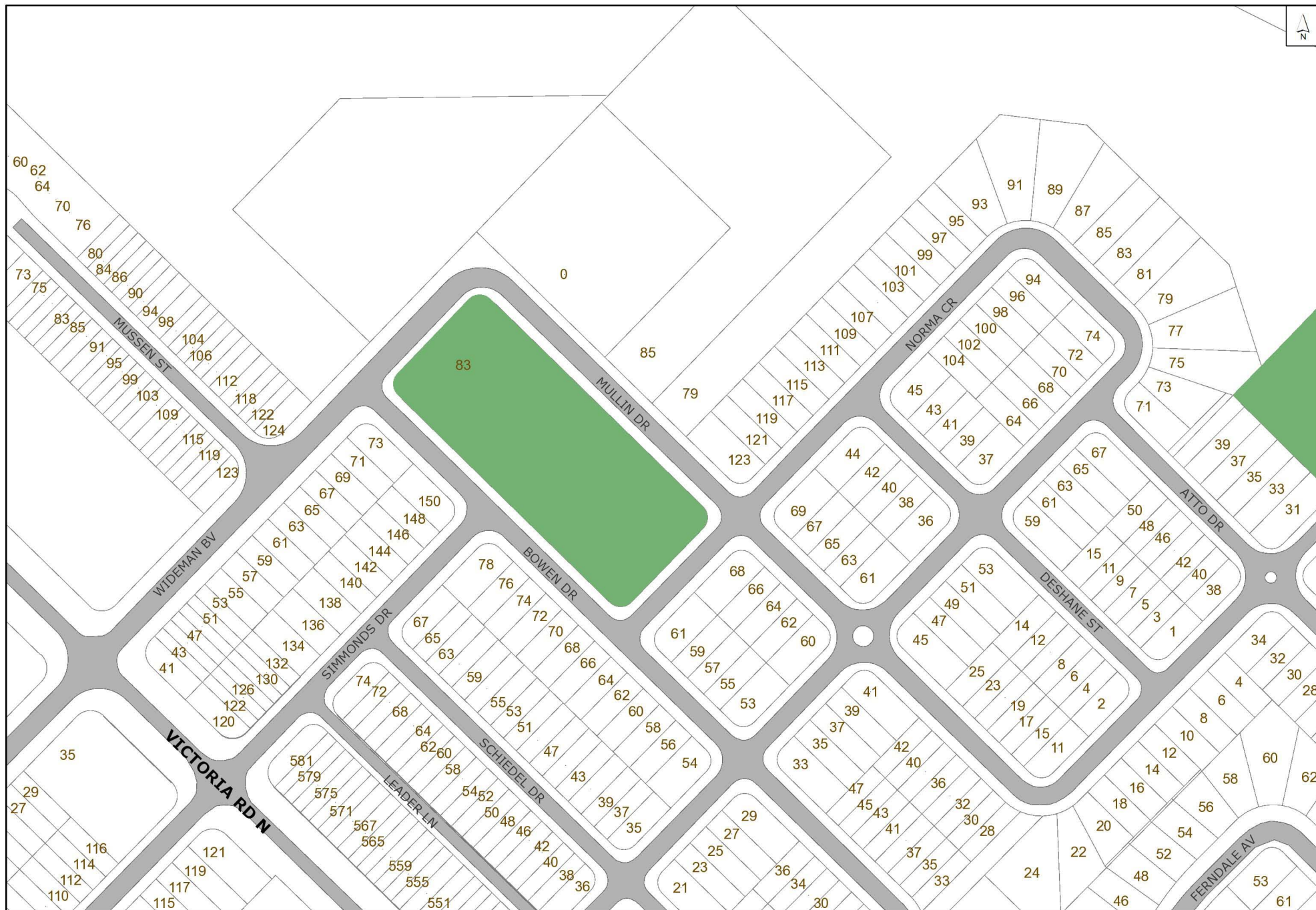
### Approved By

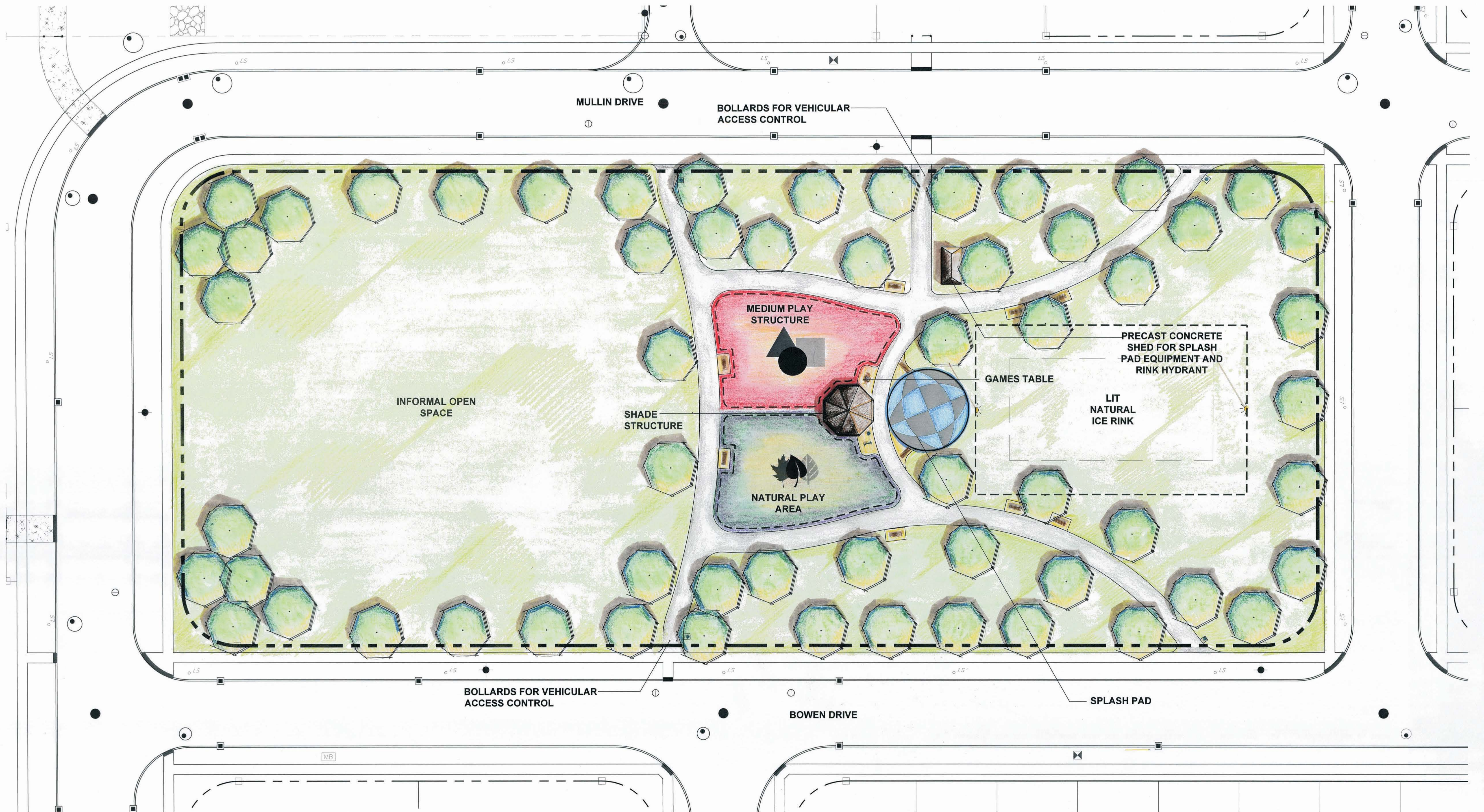
Kristene Scott  
General Manager  
Parks and Recreation  
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### Recommended By

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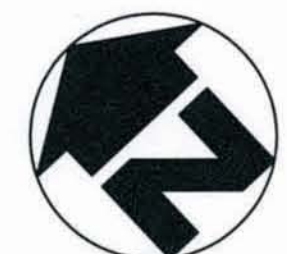


**LEGEND**

-  **BIKE RACK**
-  **BENCH**
-  **GARBAGE**

-  **FULL CUTOFF LIGHT FIXTURE**
-  **ASPHALT PATH**

-  **DECIDUOUS TREE**



SCALE 1:250

NORTHVIEW PARK  
Bowen Drive, Guelph, ON

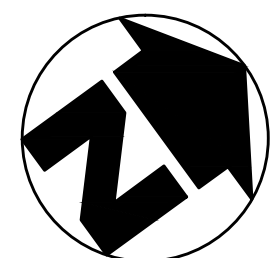
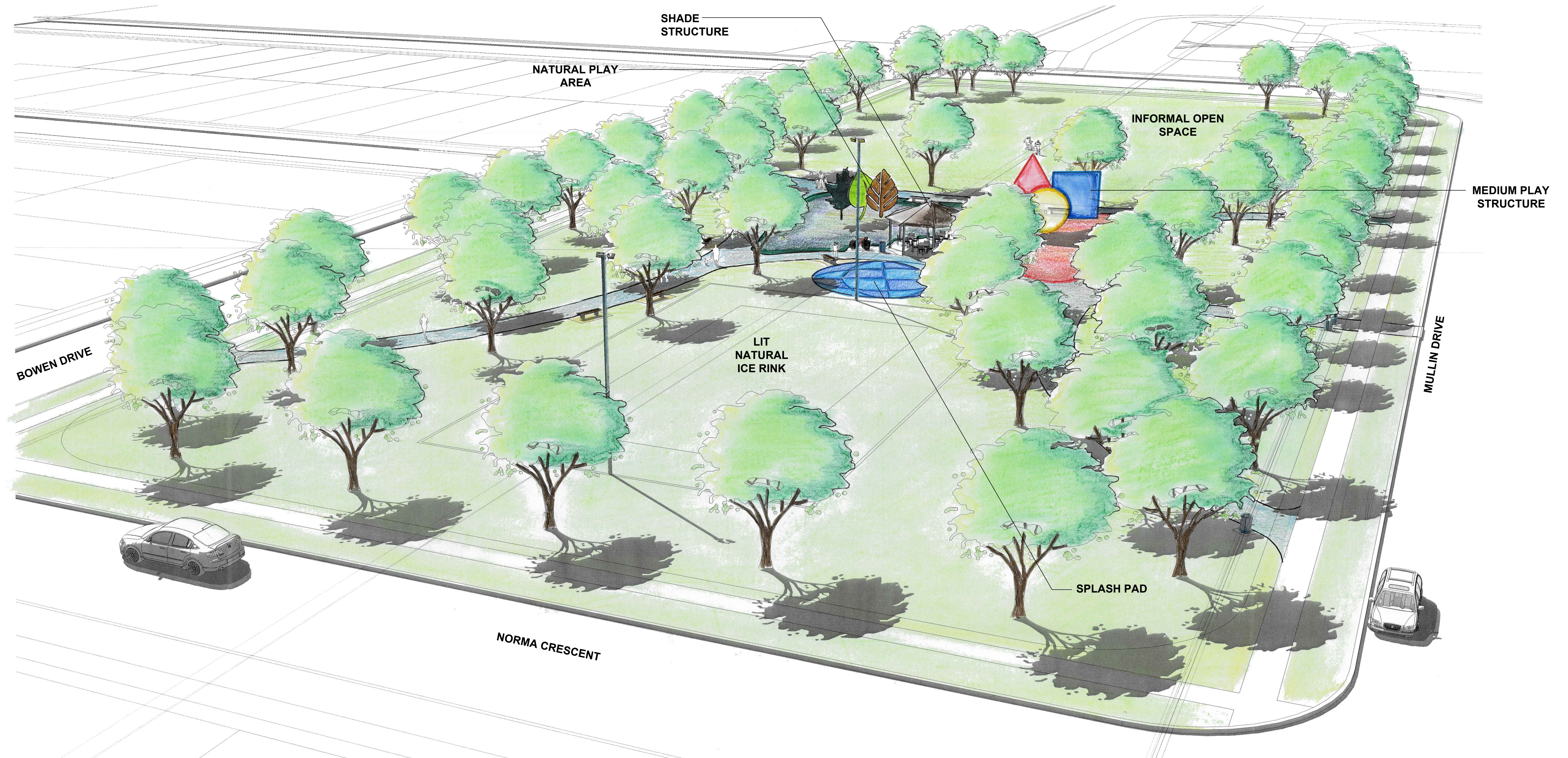
**MASTERPLAN CONCEPT**



**Mackinnon & Associates**  
a division of 907216 Ontario Inc.

Providing Solutions in Urban,  
Landscape and Environmental Planning

550 Parkside Drive, Unit A-21, Waterloo, Ontario N2L 5V4  
Tel. (519) 725-5140 FAX (519) 725-5144



NORTHVIEW PARK  
Bowen Drive, Guelph, ON

## MASTERPLAN PERSPECTIVE



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# STAFF REPORT



TO Public Services Committee

SERVICE AREA Public Services – Parks and Recreation

DATE July 6, 2015

**SUBJECT New Trail Sections Near Hanlon Creek**

REPORT NUMBER PS-15-33

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To provide an update on the proposed new trail sections near Hanlon Creek, in response to Council resolutions dated February 23, 2015.

### KEY FINDINGS

It is advantageous to evaluate the proposed new trail sections for inclusion in the Guelph Trail Master Plan (GTMP) as part of the upcoming GTMP update study tentatively scheduled for 2016.

The Federation of Canadian Municipalities' "Green Municipal Fund" could be evaluated as a funding source for these and other City trails in the upcoming GTMP update.

### FINANCIAL IMPLICATIONS

Staff will explore opportunities for funding assistance from various sources (i.e. FCM's 'Green Municipal Fund').

### ACTION REQUIRED

Receive the staff report, consider the proposed trail sections, and approve staff recommendations

## RECOMMENDATION

1. THAT the Public Services Report # PS-15-33 "New Trail Sections Near Hanlon Creek" dated July 6, 2015 be received.
2. THAT the proposed trail sections near Hanlon Creek be considered in the next Guelph Trail Master Plan update.

# STAFF REPORT

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## BACKGROUND

On February 23, 2015 Council adopted the following resolutions:

"THAT the Trail Master Plan be reconsidered to encompass the redevelopment of the GRCA property around Hanlon Creek to include a new trail section be referred to the Public Services Committee for consideration."

"THAT consideration of funding assistance from FCM's "Green Municipal Fund" for the Trail Master Plan encompassing the redevelopment of the GRCA property around Hanlon Creek to include a new trail section and the underpass at the new Speedvale Avenue bridge over the Speed River, be referred to the Public Services Committee for consideration."

## REPORT

ATT-1 (Hanlon Creek Area Trails) indicates the GTMP trail routes in this area and four new proposed trail sections that do not appear in the GTMP. The proposed sections include:

- 1) Along the west side of the Speed River from the proposed "Speed River Trail West" (between the Wastewater Plant and the river) and Niska Road. This route would require approximately 3 km additional trail length, two additional bridges across creeks and one bridge across the river.
- 2) From proposed river bridge along south side of channel near Crane Park. This route would require approximately 0.5 km additional trail length and an additional bridge across a creek.
- 3) From trail at Hanlon Creek to Niska Road – through former "Kortright Waterfowl Park" property on Niska Road. This route would require approximately 0.2 km additional trail length.
- 4) From abandoned Woodland Glen right of way to existing Kortright Hills subdivision trail. This route would require approximately 0.3 km additional trail length and an additional bridge across a creek.

Staff recommend that the new trail sections be considered for inclusion in the GTMP as part of the GTMP 10-year update process. The rationale for this is as follows:

- The proposal is fairly substantial – 4 km additional trails and 5 additional bridges.
- This request arrives very close to the proposed GTMP 10-year update which is anticipated to start in 2016 (subject to funding and staff capacity).

# STAFF REPORT

- It is more cost effective, holistic and rigorous to evaluate the route along with other proposed routes in the area in the update study, in accordance with updated guiding principles and route selection process, as opposed to directing staff to include it in the GTMP at this time.
- The trail connects to some proposed tertiary trails through the former “Kortright Waterfowl Park” on Niska Road which is environmentally sensitive, owned by the Grand River Conservation Authority (GRCA) and currently not fully open to the public. Staff understand that a management plan for the site needs to be completed by GRCA prior to confirming if formalized public trails could be established on this property. There will be an opportunity as part of this management plan process for City staff to provide comments to GRCA regarding desired City trail routes on this property.
- Much of the proposed trail is on private environmentally sensitive lands outside the City on which the Guelph Hiking Trail Club (GHTC) has agreements. Document review, site review, consultation with landowners, the County, Township, GHTC, agencies, stakeholders and staff would be required prior to making a decision. This consultation will be more productive if it is done when the whole network is being evaluated – particularly because this section is an alternate route to the proposed GTMP route on east side of the river.
- If considered as part of the GTMP update, the route will benefit from the results of the Active Transportation Network study that is currently underway.
- A decision about the new trail sections made as a result of the GTMP update process will be more aligned with Council’s Strategic Direction to ‘strengthen citizen and stakeholder engagement and communication’ than one made by Council direction because it would receive the appropriate level of review and consultation.
- The Official Plan trail schedule cannot be updated until it is no longer under appeal to the Ontario Municipal Board and the GTMP is updated.

FCM’s “Green Municipal Fund” could easily be evaluated as a potential funding source - not only for this trail but for all City trails - if it is completed as part of the Guelph Trail Master Plan update. There is a financial section in the current GTMP which outlines major potential trail funding sources which needs to be reviewed and updated. There would likely be study recommendations regarding funding sources based on this work.

# STAFF REPORT

## CORPORATE STRATEGIC PLAN

### City Building

- 3.1 Ensure a well-designed, safe, inclusive, appealing and sustainable City
- 3.2 Be economically viable, resilient, diverse and attractive for business
- 3.3 Strengthen citizen and stakeholder engagement and communications

## DEPARTMENTAL CONSULTATION

Park Operations and Forestry  
Planning

## FINANCIAL IMPLICATIONS

Financial implications would be considered along with other relevant factors during the GTMP update process to evaluate the proposed trail sections. Funding assistance from FCM's "Green Municipal Fund" could be evaluated for trail development as part of the GTMP update.

## COMMUNICATIONS

A communications plan is not required at this time. One would be developed for the Guelph Trail Master Plan update process which would address proposed new trail sections.

## ATTACHMENTS

ATT-1          Hanlon Creek Area Trails

### **Report Author:**

Helen White  
Park Planner, Parks and Recreation



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### **Approved By**

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General Manager  
Parks and Recreation  
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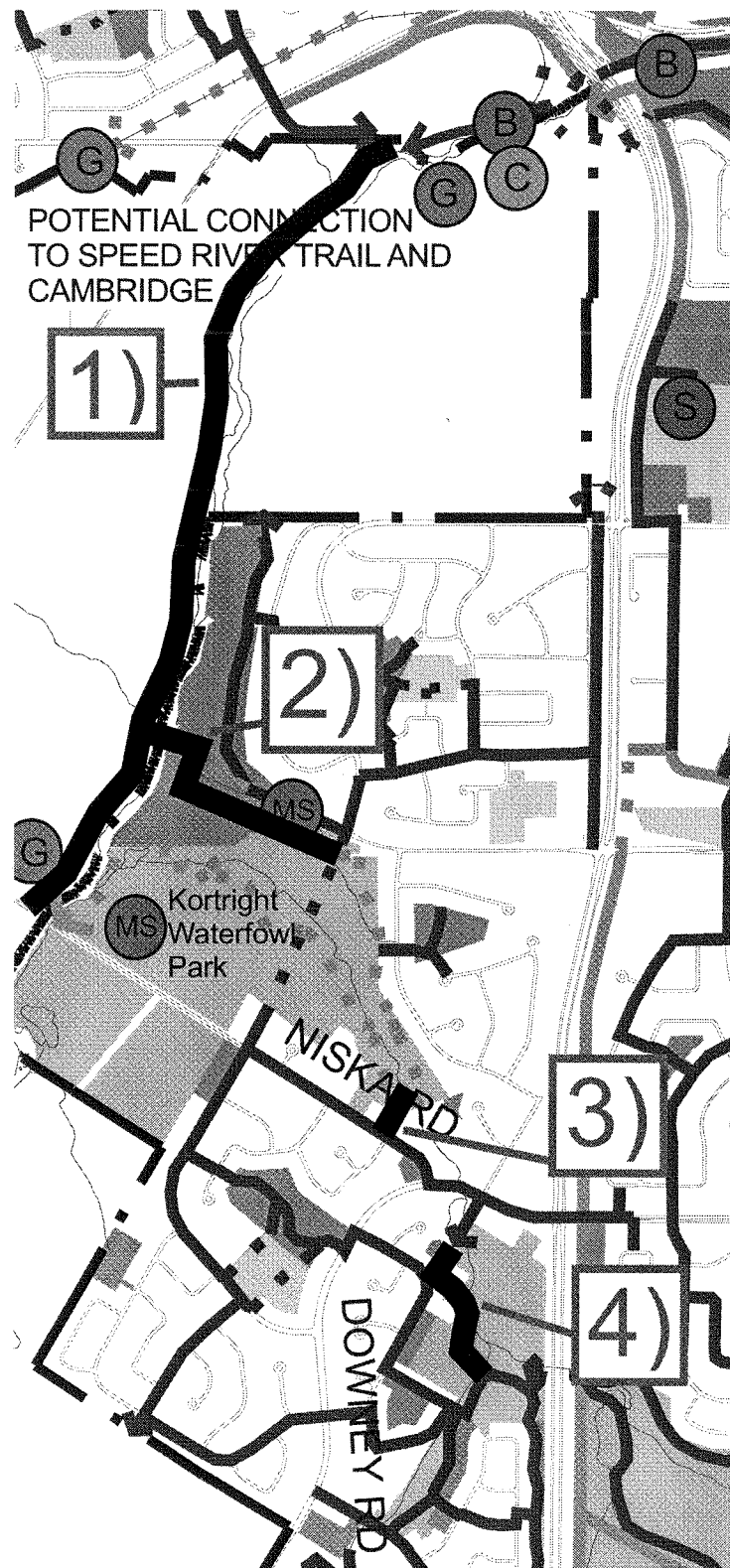


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### **Recommended By**

Derrick Thomson  
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519-822-1260 ext. 2665  
[derrick.thomson@guelph.ca](mailto:derrick.thomson@guelph.ca)

## Appendix A – Hanlon Creek Area Trails



Note: This is an excerpt from the GTMP Map 4 – Trail Network (2005). The proposed trail sections listed in the report are indicated on this plan with thick black lines and labelled 1) through 4).

# STAFF REPORT



TO Public Services Committee

SERVICE AREA Public Services – Parks and Recreation

DATE July 6, 2015

**SUBJECT Speedvale Avenue Bridge Underpass**

REPORT NUMBER PS-15-34

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To respond to the Council resolutions dated February 23, 2015 pertaining to the underpass at Speedvale Avenue bridge; and to obtain approval to proceed with the preliminary design, environmental impact study and detail design of the multi-use trail linkage, including the underpass at Speedvale Avenue bridge, along the west side of the Speed River between Riverside Park and Trans Canada Trail.

### KEY FINDINGS

Community walking, hiking, running and cycling groups support an off-road trail connection, along the west side of the river under the Speedvale Avenue bridge, to link to the Riverside Park and Trans Canada Trail. The underpass route allows expansion of the Trans Canada Trail up to Riverside Park along the west side of the river and provides a shorter and safer off road alternative to the existing on road link along Woolwich Road. The route can be added to the trail network during GTMP update scheduled for 2016.

An Environmental Impact Study (EIS) will be required under the Official Plan to assess the impacts of the trail development on the existing natural heritage features. The existing retaining walls, north of Speedvale Avenue, along the west side of the Speed River are in need of inspection and maintenance.

The trail underpass is not subject to the Environmental Assessment (EA) process and will be considered by Engineering Services at the detail design stage following completion of the Speedvale Avenue Bridge EA. It is anticipated that following the EIS, detailed design will be completed and, subject to the availability of funding, construction will become part of the Speedvale Avenue Bridge reconstruction project.

## **FINANCIAL IMPLICATIONS**

Funding of approximately \$200,000 is available in the Council approved capital project PK0002 Guelph Trails to complete the preliminary design, environmental impact study and detailed design of the proposed trail linkage. This project is identified in the City's 2013 Development Charges Background Study. Funding for construction of the trail linkage will be required.

Following the design, a cost estimate will be developed. In addition to development charges, assistance from various sources (i.e. FCM's 'Green Municipal Fund' and Trans Canada Trail Foundation) will be explored. Operational and maintenance costs to maintain the approximately 450 metres of trail expansion have been estimated at \$2,000 per year, including snow clearing in winter.

## **ACTION REQUIRED**

Approval to proceed with the preliminary design, environmental impact study and detail design of the multi-use trail linkage, including the underpass at Speedvale Avenue bridge, along the west side of the Speed River between Riverside Park and the Trans Canada Trail.

## **RECOMMENDATION**

1. THAT the Public Services Report # PS-15-34 "Speedvale Avenue Bridge Underpass" dated July 6, 2015 be received
2. THAT staff be directed to proceed with the preliminary design, environmental impact study of the proposed expansion of the existing Trans Canada Trail up to Riverside Park along the west side of the Speed River including an underpass at Speedvale Avenue Bridge
3. THAT staff be directed to complete the detail design of the trail including the underpass in conjunction with the Speedvale Avenue Bridge Reconstruction project.

## **BACKGROUND**

In February, 2015 Council directed staff to reconsider the Guelph Trail Master Plan (GTMP) to include the underpass at the new Speedvale Avenue bridge, and to consider funding assistance from FCM's "Green Municipal Fund" for the underpass at the new Speedvale Avenue bridge over the Speed River.

# STAFF REPORT

## **Guelph Trail Master Plan (GTMP):**

The GTMP does not include an off road trail on the west side of the river in between Speedvale Avenue and Riverside Park. However the GTMP encourages efforts to improve and expand upon the network, add missing links, and overcome physical barriers. Amendments to the network plan will not be required for route revisions provided that continuity of the network can be maintained.

The trail link between the existing Trans Canada Trail (TCT) south of Speedvale Avenue and Riverside Park is a route revision to add a missing link, to expand the TCT, and to provide a shorter and safer route between Riverside Park and downtown Guelph.

## **REPORT**

### **Desired Trail Route:**

The desired trail connection along the west side of the river would consist of the following components (ATT-1):

- Approximately 100 metres of off-road trail linkage south of Speedvale Avenue from the Trans Canada Trail to the Speedvale Avenue bridge underpass
- Multi-use underpass link under Speedvale Avenue bridge
- Approximately 300 metres of trail linkage north of Speedvale Avenue from the underpass to the existing Riverside Trail system with access to the Evergreen Seniors Centre

### **Rationale for the trail route revision:**

- No off-road trail connection from the existing TCT south of Speedvale Avenue to Riverside Park on the west side of the River
- Riverside Park is an important destination from the downtown and there is a desire for safe pedestrian connection
- An opportunity to link the existing TCT at Speedvale Avenue to the proposed Woodlawn Boulevard trail
- Improved, direct and safe recreational and commuter route
- Improved vehicular traffic flow on Speedvale Avenue
- An opportunity to create an underpass link at the Speedvale Avenue bridge as part of the bridge reconstruction Project being undertaken by Engineering Services
- Improved pedestrian and bicycle network

### **Community Support for underpass:**

Guelph Coalition for Active Transportation, Guelph Hiking Trail Club and the Guelph Wellington Seniors Association Walking Group strongly support a walking/ cycling underpass at the Speedvale Avenue bridge.

# STAFF REPORT

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## **Speedvale Avenue bridge reconstruction project:**

During the second Public Information Centre (PIC) consultation for the Speedvale bridge reconstruction project, there was significant discussion regarding the opportunity for trail access below the bridge. While the bridge reconstruction requires review through the Municipal Class Environmental Assessment (EA) since it is a water crossing, the trail underpass is not subject to the EA process and will be considered at the detail design stage following completion of the Speedvale Avenue bridge EA.

During the reconstruction of the Speedvale bridge, a sidewalk or platform can be constructed on either side of the river as part of the bridge reconstruction work with a negligible impact on the construction budget. The retaining walls on the north side of the Speedvale bridge would need to be altered to allow a connection to the sidewalk or platform under the Speedvale bridge. The existing retaining walls are old and exhibit varying levels of deterioration. The retaining walls need to be inspected to determine the level of repair or replacement required due to their existing condition. The maintenance work may involve removal of the existing trees from the top of the retaining wall in order to retain and safeguard its structural integrity and to ensure stabilization of the bank.

## **Environmental Impact Study:**

The subject area of the Speed River is an important part of the City's Natural Heritage System as it provides for a range of natural features and ecological functions. This includes its functions as a cool to cold water fish habitat, significant wildlife habitat for waterfowl wintering, locally significant wetland and significant valley land. The valley area also functions as a significant woodland and ecological linkage.

An Environmental Impact Study (EIS) is required to be completed for the trail project, under the City's Official Plan. The purpose of the EIS would be to ensure that the ultimate trail route and design satisfies the City's requirements in relation to the Natural Heritage System.

The area also falls within the regulated area of the Grand River Conservation Authority (GRCA) and additional permits and approvals will be required by the GRCA. In addition, the valley area may also contain possible hazards as it relates to steep slopes and erosion; these would also be assessed through the study process. A hydraulic analysis will be required to demonstrate that the hydraulic capacity is maintained or improved through the bridge reconstruction. Any in-stream work may require assessment of potential habitat impacts. The trail on the steep slope would require a completed stability analysis along with a design reviewed by or designed by a geotechnical engineer.

The City's River System Advisory Committee will also be provided opportunities to review and provide input into the study process, as this project would fall within their mandate.

# STAFF REPORT



## **Timelines:**

The trail work is anticipated to coincide with the Speedvale bridge reconstruction project. The proposed timeline is as follows:

- 2015 – 2016: Preliminary Design and Environmental Impact Study
- 2016 – 2018: Detail Design and Construction

## **CORPORATE STRATEGIC PLAN**

### Organizational Excellence

- 1.2 Develop collaborative work team and apply whole systems thinking to deliver creative solutions
- 1.3 Build robust systems, structures and frameworks aligned to strategy

### Innovation in Local Government

- 2.2 Deliver Public Service better
- 2.3 Ensure accountability, transparency and engagement

### City Building

- 3.1 Ensure a well-designed, safe, inclusive, appealing and sustainable City
- 3.3 Strengthen citizen and stakeholder engagement and communications

## **DEPARTMENTAL CONSULTATION**

### Infrastructure, Development and Enterprise

- Engineering Services
- Planning Services
- Accessibility Services

### Corporate Services

- Finance

### Office of the Chief Administrative Officer

- Realty Services

## **FINANCIAL IMPLICATIONS**

Funding of approximately \$200,000 is available in the Council approved capital project PK0002 Guelph Trails to complete the preliminary design, environmental impact study and detailed design of the proposed trail linkage. This project is identified in the City's 2013 Development Charges Background Study.

Funding for construction of the trail linkage will be required. Following the study a detailed cost estimate will be developed. In addition to development charges,

# STAFF REPORT



assistance from various sources (i.e. FCM's 'Green Municipal Fund' and Trans Canada Trail Foundation) will be explored.

Property acquisition or easement costs may be applicable to build the trail where the City owned parcel is narrower than the preferred trail width. Realty Services is verifying the need and impact.

Operational and maintenance costs to maintain the approximately 450 metres of trail expansion have been estimated at \$2,000 per year, including winter control. This amount would need to be included in the Parks Operations operating budget once the trail is constructed.

## COMMUNICATIONS

- Guelph Hiking Trail Club (GHTC)
- Grand River Conservation Authority (GRCA)
- Guelph Coalition for Active Transportation (GCAT)
- Guelph Wellington Senior Association Walking Group
- River System Advisory Committee (RSAC)
- Property owners within 120 metres of the subject route

## ATTACHMENTS

- ATT-1          Copy of the February 23, 2015 Council Resolutions (meeting minutes)  
ATT-2          Location of the proposed multi-use trail linkage

### Report Author:

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Parks Planner  
Parks and Recreation Department

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2. That this resolution be forwarded to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), the Large Urban Mayors Caucus of Ontario (LUMCO) and the Minister of Industry.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gordon, Hofland, MacKinnon, Piper, Salisbury and Van Hellemond (11)*

*VOTING AGAINST: Councillors Gibson and Wettstein (2)*

CARRIED

- b) Councillor Van Hellemond presented his motion for which notice was given February 9, 2015.

9. Moved by Councillor Van Hellemond  
Seconded by Councillor MacKinnon

That Council reconsider the motion of December 15, 2014 to refer the Trail Master Plan, encompassing the redevelopment of the GRCA property around the Hanlon Creek to include new trail sections and the underpass at the new Speedvale Avenue bridge over the Speed River, and consideration of funding assistance from FCM's "Green Municipal Fund" to this regard, to the Public Services Committee for consideration.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Gibson, Salisbury and Van Hellemond (7)*

*VOTING AGAINST: Councillors Downer, Gordon, Hofland, MacKinnon, Piper and Wettstein (6)*

CARRIED

10. Moved by Councillor Van Hellemond  
Seconded by Councillor MacKinnon

That the Trail Master Plan encompassing the redevelopment of the GRCA property around the Hanlon Creek to include new trail sections and the underpass at the new Speedvale Avenue bridge over the Speed River, and consideration of funding assistance from FCM's "Green Municipal Fund" to this regard, be referred to the Public Services Committee for consideration.

Ms. Yvette Tendick, President of Guelph Coalition for Active Transportation, stated that the earlier objection to the motion by councilors was more due to process than the actual recommendation. She noted that the GRCA property around the Hanlon Creek was originally in the Trail Master Plan and not included in the current trail due to an administrative oversight and the request regarding Speedvale Avenue is for consideration of an underpass. She addressed the administrative process and believes full consideration has not been given to the Speedvale underpass and Council needs to provide direction to staff to investigate further.

It was pointed out that the issue regarding the Hanlon Creek area was not an oversight, but a deliberate decision to wait until after the Niska bridge issue was resolved.

Mr. Evan Ferrari, a cyclist and cycling educator, noted that good cycling infrastructure needs to focus on safe road travel and offroad trails should not be at the expense of road

safety. He is supportive of the underpass if it will not preclude bike lanes on Speedvale Avenue.

Ms. Suzanne Gates, Executive Member, Guelph Hiking Trail Club and Evergreen Seniors Centre Walking Group, supports an underpass at Speedvale Avenue and support the reconsideration of both the Speedvale Avenue underpass and the redevelopment of the GRCA property around the Hanlon Creek. She stated that an underpass would be beneficial for many walkers and cyclists. She advised that the Hiking Trail Club is willing to work with the City and GRCA to accomplish the trail connections.

Discussion ensued regarding resources and capacity for a feasibility study, design construction and environmental assessment. It was noted that each area will require a different approach due to their current status. The issue was raised for the necessity to have the discussion at committee due to the numerous questions that staff cannot answer at this time.

The question was raised about the role of a notice of motion.

It was requested that the motion be separated out into three resolutions to differentiate between the two areas of the City and the funding assistance issue.

10. Moved by Councillor Piper  
Seconded by Councillor Downer

That the Trail Master Plan be reconsidered to encompass the redevelopment of the GRCA property around the Hanlon Creek to include a new trail section be referred to the Public Services Committee for consideration.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Downer, Gibson, Salisbury and Van Hellemond (7)*

*VOTING AGAINST: Councillors Downer, Gordon, Hofland, MacKinnon, Piper and Wettstein (6)*

CARRIED

11. Moved by Councillor Piper  
Seconded by Councillor Downer

That the Trail Master Plan be reconsidered to include the underpass at the new Speedvale Avenue bridge over the Speed River be referred to the Public Services Committee for consideration.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell, Billings, Downer, Gibson, Gordon, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (11)*

*VOTING AGAINST: Councillors Allt and Hofland (2)*

CARRIED

12. Moved by Councillor Piper  
Seconded by Councillor Downer

That consideration of funding assistance from FCM's "Green Municipal Fund" for the Trail Master Plan encompassing the redevelopment of the GRCA property around the Hanlon Creek to include a new trail section and the underpass at the new Speedvale Avenue bridge over the Speed River, be referred to the Public Services Committee for consideration.

*VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (12)*

*VOTING AGAINST: Councillor Hofland (1)*

CARRIED

- c) Councillor Billings presented a motion for which notice was given by Mayor Guthrie on December 15, 2014.

### **Main Motion**

13. Moved by Councillor Billings  
Seconded by Councillor Bell

That the following be referred to the Corporate Services Committee:

That Recommendations be brought back to Council on:

1. Define rate of inflation and a recommended index.
2. Present options for a revised predictable formula and/or strategies aligned to achieve that rate of inflation.

Ms. Susan Watson, city resident, does not support tying tax increases to the rate of inflation because she believes it would be too restrictive and could lead to increased user fees or service cuts to achieve a balanced budget. She would rather see decisions made regarding whether increases are justified, reasonable, supported by sound data and information and whether they have followed a robust process. She addressed the tax deferral program and questioned whether the program is not needed, not known, or if the terms make it inaccessible.

Discussion ensued regarding the current guideline being used and the need to improve the budget process. Various issues were raised regarding the challenges the variables have on determining indices for inflation and a formula. Concerns were raised regarding tying indices to the rate of inflation or Consumer Price Index. The possibility of a budget workshop was suggested.

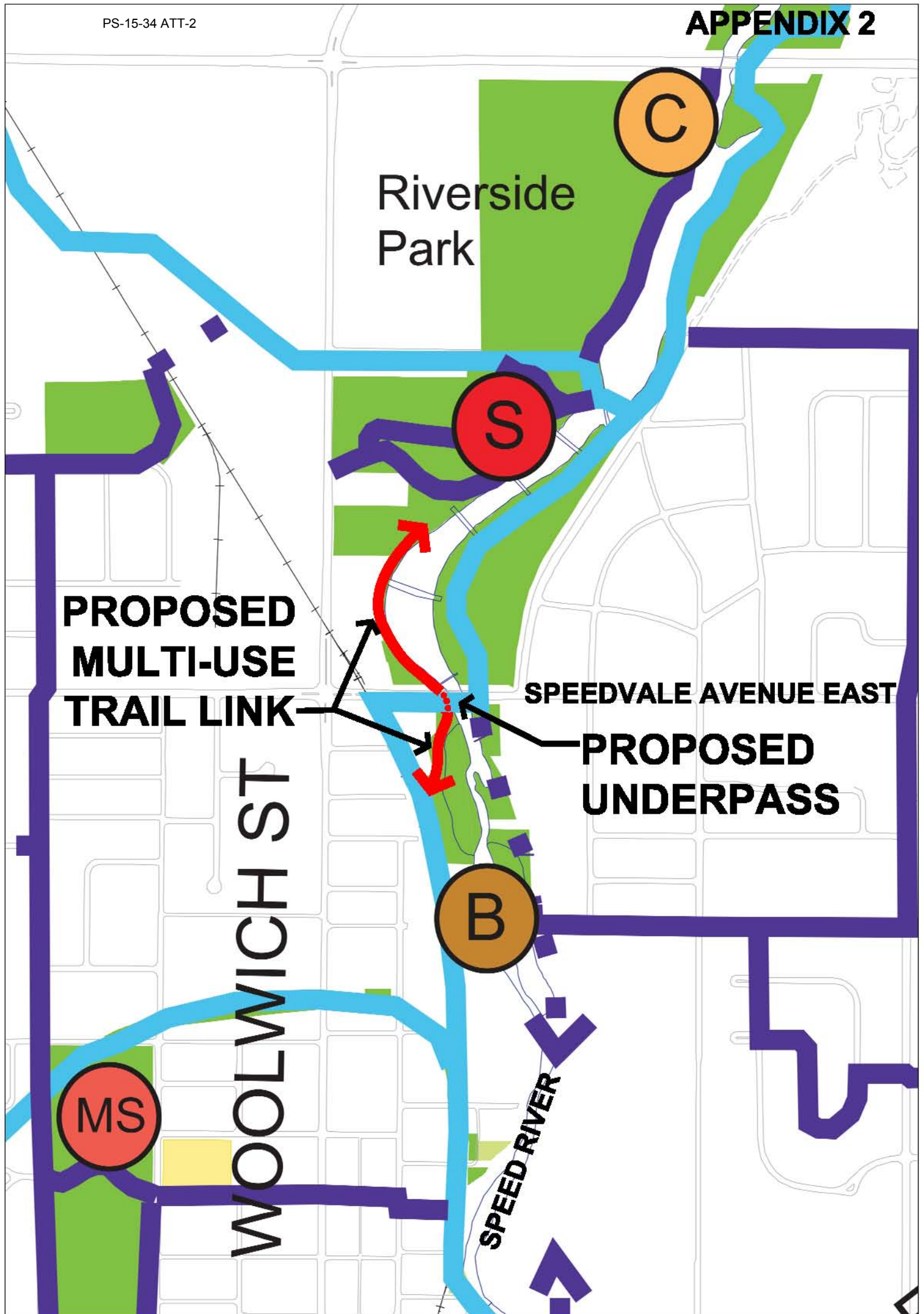
### **First Amendment**

14. Moved by Councillor Downer  
Seconded by Councillor Gibson

**That the following be referred to the Corporate Services Committee:**

***That recommendations be brought back to Council on:***

- 1. Define indices for inflation and a recommended formula; and***
- 2. Present options for a revised predictable formula and/or strategies aligned to achieve the formula.***



# STAFF REPORT



TO Public Services Committee

SERVICE AREA Public Services – Parks and Recreation

DATE July 6, 2015

**SUBJECT Crane Park Footbridge**

REPORT NUMBER PS-15-37

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## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To respond to the April 13, 2015 Notice of Motion regarding process, timelines and project status for the Crane Park Footbridge.

### KEY FINDINGS

Trail connections should be considered prior to the construction of a pedestrian bridge. The Grand River Conservation Area (GRCA) has indicated their preference to delay construction until their management plan is finished and a low impact formalized trail system is planned. An Environmental Impact Study (EIS) will be required – this will take between 4 – 8 months to complete depending on scope, and will cost \$10,000 - \$15,000 based on current knowledge of the area.

To limit liability it is preferable that the City construct the bridge versus the use of volunteers. A preliminary review of the proposed timber pedestrian bridge drawings submitted by the group indicate a high probability for damage to the structure during high water events and therefore it is anticipated that ongoing requirements for repairs are likely. The proposed structure does not allow for vehicular access which may be problematic should the trails become a formal route requiring maintenance.

### FINANCIAL IMPLICATIONS

Full implications have not been determined at this time.

### ACTION REQUIRED

Approval of the staff recommendation to defer further discussions regarding the installation of a footbridge in Crane Park until the GRCA Management Plan and the Guelph Trails Master Plan are updated.

## RECOMMENDATION

1. THAT the Public Services Report # PS-15-37 "Crane Park Footbridge" dated July 6, 2015 be received.
2. THAT further discussions on the installation of a footbridge at Crane Park be deferred until such time as the Grand River Conservation Area Management Plan and Guelph Trails Master Plan are updated to include such a structure at this location.

## BACKGROUND

On April 13, 2015, Dr. Jack Weiner delegated to Council and indicated that fundraising had taken place to build a footbridge in Crane Park – over \$10,000 had been raised. It was indicated during the delegation that volunteers were already lined up to undertake the construction of the bridge and that permission was required from the City as the land owner.

As a result of the delegation, Council passed the following Notice of Motion:

1. "That the matter of the gift of a little footbridge to connect Crane Park to Ptarmigan Trail be referred to the Public Services Committee."
2. "That the Public Services Committee report back to Council in July on process, timelines and project status".

## REPORT

Multiple departments have been involved with the review of the request for a footbridge in Crane Park.

### Trail Connection

There are ad-hoc trails throughout the proposed area (ATT-1). The north trail (along the south edge of Crane Park) is a wide, well-worn dirt track that is accessible to vehicles and is receiving regular City maintenance. This trail is in a well-used leash free zone that is served by a gravel parking lot at the end of Stone Road. The trails to the south of the creek are barely existent in a significant natural area that is densely treed with many exposed roots, sensitive organic soils, some steep slopes and evidence that it is very wet in spring and fall. These trails do not receive City maintenance at this time.

The City is not planning to implement a formalized trail system from Crane Park to any points south in the near future because any trails from the bridge location would need to cross the GRCA-owned former waterfowl park lands - even the small

# STAFF REPORT

loop back to the parking lot on Stone Road that is desired by the community members. GRCA needs to complete a management plan for these lands before it is known if formalized trails will be permitted on the property. GRCA has indicated that it would be preferable to delay construction of the bridge until their management plan is finished and a low-impact formalized trail system is planned.

If the bridge is built and no formalized trails are provided, staff anticipate that the increased foot traffic on the ad-hoc trails will create soil erosion and compaction, tree root damage, litter, loose or muddy patches and other concerns for trail users and the environment. There is limited, non-vehicular maintenance access and currently no maintenance agreement in place with GRCA for their lands – so staff would have limited capacity to address these issues. Some of the ad-hoc trails lead to the most sensitive areas on GRCA property that are signed “No Trespassing” and have no permitted public access, so this may become a management issue.

Once the bridge is built, the future trail connections would need to be built to connect to the bridge, instead of selecting a bridge location once the public trail routes are determined through environmental studies and a public engagement process.

Any future trail project/plan for the area would require an EIS. If the bridge project is delayed until the GRCA completes their planning exercise and staff look at a co-ordinated trail system/plan project through the area (including the crossing), this would allow the EIS work to be bundled into a single project for a trail system in the area that includes a crossing – rather than studying it in a piecemeal way.

The preference of staff and the GRCA is that the installation of a bridge wait until the low impact formalized trail system is completed. However, should Council wish to proceed, staff has prepared three scenarios for consideration:

1. Construction of the bridge by the group
2. Construction of the bridge by the City
3. Hybrid of Option 1 and Option 2

## **1. Construction of the bridge by the group (volunteers)**

If Council wishes to proceed with the construction of the bridge by the group utilizing volunteers the following items must be considered.

### Risk and Liability

To limit liability to the City it would be the recommendation of the Legal Department that the group enter into a license agreement with the City. This license would allow the group to construct the bridge on City land, but would make them responsible for all insurance, maintenance, removal, etc. Allowing volunteers to construct the bridge without such an agreement would remove City staff’s ability to effectively manage possible risks to the public. The City would also have knowledge that the construction and maintenance standards were not adequate,

# STAFF REPORT



thus increasing our risk of liability. In addition, access to the bridge would be determined by the licensee as they would be responsible for all liability.

## Bridge Structure

A professional engineer retained by the delegate/group designed the bridge and forwarded the drawings to the Engineering Department for review. Engineering staff completed a preliminary review of the GRCA application and drawings for the proposed timber pedestrian bridge. The drawings indicate that the entire bridge structure would be located within the floodplain for the Speed River and, therefore, there is a high probability for damage to the structure during high water events. Consequently, ongoing requirements for repairs and potential replacement of the proposed structure are likely.

Based on the staff recommendation to enter into a licence agreement with the local neighbourhood group, the City would not be considered the owner of the bridge and therefore would not be in a position to sign the GRCA application. In this case, engineering comments regarding the application and the structure itself would be limited.

## Finance

It is assumed under this model that the group would be responsible for 100% of the costs incurred for the construction and future maintenance of the bridge.

## Environmental Impact Study

A scoped EIS would be required to address the applicable Natural Heritage System requirements in the City's Official Plan and satisfy any other provincial or federal requirements that are applicable. Since this is not a development application, the process would be the same in all three options.

## Process

- The proponent ('Owner of the bridge') would prepare draft EIS Terms of Reference (TOR) to establish scope (would likely require retaining a consultant)
- EIS Terms of Reference would be reviewed by Environmental Planning Staff, and the River System Advisory Committee (RSAC), and the TOR would be updated to address comments
- Study work would be completed and EIS prepared
- EIS would be reviewed by Environmental Planning Staff, and the RSAC
- EIS would be updated and final plan prepared that addressed the comments and feedback
- Appropriate Manager/City Council approval of final plan

## Cost and Timeline

Planning staff is estimating the cost to be approximately \$10,000 - \$15,000 as it is anticipated that extensive/specialized wildlife studies would not be required. This would need to be verified during the process. The study is anticipated to take

# STAFF REPORT



between 4 – 8 months to complete. This will depend on the time of year that the study takes place.

## **2. Construction of the bridge by the City**

If Council wishes to proceed with the construction of the bridge by the City, the following things must be considered.

### Risk and Liability

The City would be responsible for all insurance, maintenance, removal, etc., and accept all liability similar to other City-owned pedestrian bridges with full public access.

### Bridge Structure

It is recommended that an approved contractor be hired for the construction work through the formal public bidding process. This would protect the City against any deficiencies through the contract. In addition, this would ensure that the bridge construction complied with all City standards and requirements.

An understanding of other planned amenities in the area and their maintenance requirements is preferable to determine the appropriate bridge structure for the situation that would best meet the City's needs. For example, City trail routes – even tertiary routes – usually require some type of surfacing, garbage cans and signage. These require vehicular access for maintenance and/or replacement. If there is no vehicular access from the other side, a suitable bridge deck width and loading capacity are needed. The proposed timber structure does not allow for vehicular access so it may need to be amended, or a different structure used altogether. The City generally uses low maintenance prefabricated steel bridges for this purpose.

### Finance

The City would be responsible for 100% of the costs; however without further investigation it is difficult at this time to determine the cost of the bridge. At a minimum, the City would be responsible for the EIS study which is estimated to be \$10,000 - \$15,000. No funding related to the addition of a bridge in Crane Park is in the ten-year capital forecast.

## **3. Hybrid of Option #1 and Option #2**

A hybrid may provide the best option should Council wish to proceed with the construction of the footbridge. Staff would suggest everything listed under Option 2 with respect to the ownership, construction and EIS requirements with a financial donation of \$10,000 from the group. This will help off-set the capital cost to build the project.

# STAFF REPORT



## CORPORATE STRATEGIC PLAN

### City Building

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

## DEPARTMENTAL CONSULTATION

Engineering  
Legal/Risk Management  
Planning

## COMMUNICATIONS

No formal communication plan has been determined at this time.

## ATTACHMENTS

ATT-1 Bridge Context Plan

### **Report Author:**

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## Appendix A - Bridge Context Plan

