

**Guelph Innovation District
Guidance for Preparation of
Block Plans
2019**

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1 Introduction

This document provides guidance to landowners and their consultants on the block planning process for lands within the Guelph Innovation District Secondary Plan Block Plan areas. The document provides the process for preparing a Block Plan and steps towards approval of the Block Plan. Consultation requirements and approval mechanisms are also addressed as well as implementation. This document is intended to establish the minimum level of detail required of a Block Plan Terms of Reference and a Block Plan, and to support a more inclusive submission with a higher level of detail if a proponent wishes to scope subsequent development applications.

The Guelph Innovation District (GID) Secondary Plan (OPA 54) is included in the City of Guelph Official Plan (March 2018 Office Consolidation). The following six principles were established for the development of the GID as a compact mixed-use community:

- Protect what is valuable
- Create Sustainable and Energy Efficient Infrastructure
- Establish a Multi-modal Pedestrian-focused Mobility System
- Create an Attractive and Memorable Place
- Promote a Diversity of Land Uses and Densities
- Grow Innovative Employment Opportunities

1.1 What is a Block Plan?

A Block Plan is required to be developed for each of the identified Block Plan areas in Schedule D: Guelph Innovation District Secondary Plan Block Plan Areas in accordance with Official Plan (OP) policies 11.2.7.3.1 through 11.2.7.3.11, to specifically implement the policies of the Guelph Innovation District Secondary Plan (OP Section 11.2).

The purpose of a Block Plan is to establish an appropriate physical form of proposed development for the Block Plan area that demonstrates how the Official Plan policies for the Guelph Innovation District (GID) Secondary Plan will be addressed. The Block Plan will conform to the Guelph Innovation District Schedules in section 11.2.8 of the City’s Official Plan.

Block Plans will specifically address the extent and location of Secondary Plan elements on the lands, including roads, lot patterns, stormwater management facilities, park locations, proposed residential densities and employment uses and densities, etc., in sufficient detail to identify projected residential and employment densities. The Block Plans will ensure that:

- the overall minimum density target of not less than 90 persons and jobs combined per hectare is achieved;
- the population and job yields for the block plan contribute to the achievement of the population target of 6,650 people and employment target of 8,650 jobs; and
- the targets established for each Block Plan area are achieved.

The Block Plan areas will also be used for the purpose of monitoring and ensuring achievement of the targets, as well as capital programming and land assembly.

There are four Block Plan areas identified on Schedule D: Guelph Innovation District Secondary Plan Block Plan Areas.

1.2 Who Prepares a Block Plan?

A Block Plan is to be prepared on behalf of the landowner or landowner group by a team comprised of qualified professionals including but not limited to the following areas of expertise: planning, urban design, engineering, environmental planning and heritage planning. The Block Plan will be prepared in consultation with the City of Guelph and approved by Council.

1.3 How Will a Block Plan be Used?

A Block Plan will be used to implement the policies of the GID Secondary Plan. It will provide a comprehensive plan of development for the Block Plan area that will be used by City staff to guide the consideration of development applications and City actions that will help achieve the vision and principles of the GID Secondary Plan.

Once a Block Plan is approved, additional detailed studies for any draft plan of subdivision, zoning by-law amendment or site plan application deemed to be in compliance with the Block Plan, are intended to be scoped to site specific issues. For applications that vary from the Block Plan, justification for the revision will be required as part of the development application for the affected lands.

2 Process for Preparing a Block Plan

This Block Plan guidance document sets out a process based on the minimum requirements to complete a Block Plan. These requirements can be exceeded if the proponent chooses to do additional work upfront to help expedite subsequent development application approvals, e.g. environmental studies.

The first step in the process for preparing a Block Plan is a pre-consultation meeting followed by the formal submission of a Terms of Reference for the Block Plan Study. Upon approval of the terms of reference by the General Manager of Planning and Building Services, the preparation of the Block Plan can commence. It is recommended that as part of the Block Plan preparation that consultation with the applicable agencies be conducted by the landowner's team. As part of the City's review of a Block Plan submission, the City will circulate the Draft Block Plan to agencies. The Block Plan will be presented to Council for endorsement following staff's review and at such time as staff is prepared to recommend the Block Plan. Development applications within the Block Plan area can be submitted following Council's endorsement of the Block Plan.

Once endorsed by Council, approved Block Plans may be included as an Appendix to the City's Official Plan for transparency and ease of use, however they will not form part of the Official Plan.

Steps for Block Plan:

- Step 1 Pre-consultation with City staff
- Step 2 Proponent required to notify all Block Plan landowners and invite them to participate in preparation of the Block Plan
- Step 3 Submission of Block Plan Terms of Reference to General Manager
- Step 4 Amend Terms of Reference and Re-submit (if needed)
- Step 5 Approval of Block Plan Terms of Reference by General Manager
- Step 6 Completion of Block Plan by Proponent and submission to City for Approval
- Step 7 Circulation of Block Plan by City to agencies
- Step 8 Amend Block Plan and Re-submit (if needed)
- Step 9 Public Consultation Meeting
- Step 10 Council Endorsement of Block Plan

A pre-consultation meeting on the Terms of Reference is strongly recommended and will be scheduled within 30 days of a request by a proponent. All appropriate staff and agencies (where applicable) will attend the meeting to provide advice to the proponent. Staff review and approval of a Block Plan Terms of Reference is anticipated to take approximately 30 days after a complete submission is received.

Staff circulation and review of each Block Plan submission will take approximately 60 days, subject to the level of detail included in the Block Plan, with Council endorsement of the final Block Plan anticipated to take approximately 60 days.

Please note that sufficient time will be needed as part of the Block Plan study process for the proponent to complete the required studies.

The cost of developing a Block Plan will be covered by the proponent(s). Where a Block Plan applies to more than one landowner, a group of landowners may enter into land owner agreements for the preparation and implementation of the Block Plan. The City will not facilitate the preparation nor execution of landowner agreements. Non-participation or non-agreement of a landowner in the preparation of the Block Plan will not result in an exemption from the Block Plan requirements. Any non-participating landowners will be subject to the Block Plan once it is endorsed by Council.

Preliminary pre-consultation on a development application may be considered within a Block Plan area prior to Council's formal endorsement of the Block Plan; provided that the Block Plan study process has sufficiently progressed to inform the complete application checklist.

3 Components of a Block Plan Terms of Reference

The Terms of Reference must detail the Official Plan requirements for a Block Plan as set out below and how each of these requirements will be addressed.

Block Plans will demonstrate conformity with the policies and schedules of the GID Secondary Plan and will include, but not necessarily be limited to, the following:

- a) Road pattern (including location of new public and/or private streets and laneways, active transportation network, transit facilities, etc.);
- b) Layout of development blocks and stormwater management facilities;
- c) Location, size and configuration of parks, open space and urban squares;
- d) Density and distribution of housing types;
- e) Architectural design controls;
- f) Achievement of the population, employment and density targets established in Table 2;
- g) Municipal servicing plans;
- h) Refinement of trail network and active transportation links;
- i) Demonstration of the ability to accommodate an Active Transportation Link that crosses the river and connects Block Plan Area 1 and Block Plan Area 4 should the City choose to create the crossing and link based on a feasibility analysis prepared by the City;
- j) General location of public views and vistas;
- k) Evaluation of cultural heritage resources and methods of conservation;
- l) Conformity with the built form and site development policies of the GID Secondary Plan and the urban design policies of the Official Plan through the development of design guidelines for the area; and
- m) Conformity with the energy policies of the GID Secondary Plan through the development of a Carbon Neutral Strategy for the Block Plan area.

Studies required to support a Block Plan include:

- An Environmental Impact Study;
- A Cultural Heritage Resource Evaluation Report;
- A stormwater management assessment and/or analysis that includes, but is not limited to, the establishment of water quality, water quantity, water balance, erosion control and natural environment objectives and criteria. These analyses may be used in establishing stormwater management design requirements for development in the GID;
- A Master Servicing Plan that establishes conceptual design and development standards for development in the GID;
- A Traffic Impact Study; and
- A Carbon Neutral Energy Strategy demonstrating the approaches to be used, drawing from best management practices, to address the energy policies of the GID Secondary Plan that contribute to the achievement of *carbon neutral development*. The City may provide relevant best practices information in lieu of a GID Implementation Strategy identified in policy

11.2.7.5.1 that will serve as guidance to assist proponents rather than set prescriptive targets.

The Terms of Reference for these studies are to be included as a component of Terms of Reference for the Block Plan. Directions regarding the completion of these studies are included in Section 5 of this guidance document.

A consultation plan, guided by the City's Community Engagement Framework, will be submitted as part of the Block Plan Terms of Reference. The consultation plan will outline who, how and when the proponent will consult with adjacent landowners (within 120 m), the public and stakeholders on the Block Plan. The consultation plan will also outline how input will be recorded and used in the development of the Block Plan. The Block Plan shall also meet consultation requirements of the Municipal Class EA process where appropriate.

The Terms of Reference should also include any discretionary work that the proponent has chosen to include in the Block Plan in order to scope subsequent development applications. If requested, Planning Staff can assist landowners in identifying site specific matters which may be more efficiently addressed as part of the Block Plan Terms of Reference.

The Block Plan Terms of Reference must also include a brief description of all anticipated associated development applications, e.g. draft plan of subdivision, zone change, site plan, etc.

The Block Plan Terms of Reference is to reflect a high degree of integration between the engineering, open space and EIS requirements.

4 Components of a Block Plan

The Block Plan is to provide the detailed planning framework to guide the pattern, nature and phasing of development that will inform subsequent development approvals within the GID Secondary Plan area. The Block Plan will be supported by existing and future background work, including field studies. The Block Plan will include the following sections:

- Introduction (Purpose and Study Area)
- Landowners within the Block Plan Area
- Planning Context
- Background Review
- Description of Proposed Development and Concept Plan
- Consultation Plan and Summary
- Mapping, Statistical Information and Schedules
- Implementation
- Studies

4.1 Introduction (Purpose and Study Area)

The introduction is intended to provide a brief overview of the Block Plan, the purpose or intent of the Block Plan and a description of the study area, including site context. The Block Plan study area must include and describe all of the lands within the Block Plan area boundary as per Schedule D: GID Secondary Plan Block Plan Areas in the Official Plan. The plan will include an inventory of existing conditions and physical features of the site and surrounding lands, including any connections or interfaces with adjacent Block Plan areas.

4.2 Landowners within the Block Plan Area

A list of all landowners within the Block Plan area must be provided and accompanied by a map showing the parcel boundaries for each landowner. A statement showing that all landowners have been consulted and a list of all of the participating landowners will be included in the Block Plan submission.

4.3 Planning Context

The Block Plan is to include the planning context for the Block Plan area which draws upon the policies of the City's Official Plan, including those within section 11.2 governing the Guelph Innovation District Secondary Plan. The Block Plan will provide a description of the overall character of proposed development including how the Block Plan contributes to the vision, goals and objectives contained within the GID Secondary Plan policies 11.2.1 and the Block Plan's conformity with the City's Official Plan.

4.4 Background Review

The Block Plan is to include a summary of existing background information and new work undertaken to develop the Block Plan. A list of available background information is included at the end of this document.

4.5 Description of Proposed Development and Concept Plan

The Block Plan will: include a description of proposed development, in accordance with Official Plan policy 11.2.7.3; demonstrate conformity with the policies and schedules of the GID Secondary Plan; and include the items set out within the approved terms of reference.

A description of the proposed development and concept plan is to include, but not be limited to mapping schedules and text showing the road pattern; active transportation network; active transportation links; layout of development blocks and stormwater management facilities; parks, open space and urban squares; refined trail network; residential density distribution including discussion of affordable housing provision; location of cultural heritage resources; natural heritage system; and public views and vistas.

The Block Plan will include consideration of the following:

Residential

- Distribution of residential uses and densities

- Identification of Mixed-Use areas
- How proposed land use and density will contribute to established population and employment targets and achieves the specific Block Plan area target

Employment

- Distribution and range of employment uses
- How proposed land use and density will contribute to established employment targets and the specific Block Plan area target.

Commercial

- Type, location, sizing and spatial distribution of commercial development
- How the proposed commercial uses will contribute to the established employment targets and the specific Block Plan area target

Natural Heritage System

- Identification of Natural Heritage Features and Areas requiring protection and their buffers.

Parks, Schools, Open Space

- Location, sizing, orientation, distribution and general configuration of parkland, open space and urban squares including use and character of each open space area.
- Comparison of parkland dedication as per the Planning Act versus parkland proposed by Block Plan and basis for calculation
- Location/Area requirements for schools (if the school boards require a school site within the Block Plan) as they relate to Parks and Open Space
- Identification of Public Access and interface of adjacent uses to the Natural Heritage System

Other Uses/Sites

- Adaptive Re-use Strategy for Block Plan Area 4
- Location/Area requirements for Other Institutional Uses
- Identification and Protection of Cultural Heritage Resources

Municipal Servicing/ Roads/ Active Transportation

- Road pattern (including location of new public and/or private streets and laneways)
- Active transportation network (Pedestrian and Bicycles circulation systems and the relationship to destinations),
- Demonstrate the ability to accommodate an Active Transportation Link that crosses the river and connects Block Plan Area 1 and Block Plan Area 4 should the City choose to create the crossing and link based on a feasibility analysis prepared by the City;
- Identification of the preliminary transit network and facility requirements; including demonstration of a 5-minute walk to transit stops
- Proposed improvements to existing road network
- Relationship to City-wide transportation and transit network

- Water and sanitary trunks and sub-trunks
- Storm water management facilities including location and area requirements
- Staging/sequencing of major infrastructure.

4.6 Architectural Design Controls

Purpose

Architectural Control Urban Design Guidelines are to be developed for Block Plan areas by the proponent. The guidelines will be in conformity with the built form and the carbon neutrality policies of the GID Secondary Plan (OP policy 11.2.6.2), urban design policies of the Official Plan and implementing documents including the City's Urban Design Manual, and Built Form Standards for Mid-Rise Buildings and Townhouses.

The architectural design controls developed through the Block Plan process will help ensure an attractive streetscape and in the implementation of the Carbon Neutral Energy Strategy (OP policy 11.2.6.2.9). Components of the Architectural Control Urban Design Guidelines are covered below.

Process

Architectural Control Urban Design Guidelines shall be submitted by the applicant as a component of the Block Plan. The Control Architect shall prepare the guidelines.

The Control Architect shall be a member of Ontario Association of Architects with experience in architectural control and in design for carbon neutrality (e.g. energy efficiency, low impact development, and water efficiency). The Control Architect shall be acceptable to the City of Guelph to preform the required control duties.

As part of a condition of draft subdivision approval, the Architectural Control Urban Design Guidelines will be reviewed and approved by the City of Guelph. The approved document will be included as a provision in the Subdivision Agreement.

The Control Architect shall review and approve all residential development that is not subject to the City's Site Plan Approval Process (e.g. single detached dwellings, semi-detached dwelling) based on the Architectural Control Urban Design Guidelines.

Where the City's Site Plan Approval Process is applicable, the Control Architect shall review and play an advisory role with regards to implementing the carbon neutrality components of the Architectural Control Urban Design Guidelines.

The control architect will conducted fair and timely review on behalf of the City of Guelph to ensure compliance with the approved document.

Architectural Control Urban Design Guidelines

Architectural Control Urban Design Guidelines establish criteria for the design of buildings within a Block Plan Area. They will address both urban design as well as being a key component in implementing the Carbon Neutral Energy Strategy. The document shall include images, 3D models, precedents and other illustrations to support the guidelines and will generally including the following sections:

Introduction

- Contextual analysis including brief description of the surrounding context; and,
- List of guiding goals and objectives for the Block Plan Area.

Community Structure

- General description and approach to the identity and character of the area to establish a sense of place. For each neighbourhood within the Block Plan, set out the neighbourhood identity, distinctive characteristics, treatment of edges and gateways, treatment of public views and vistas and focal points and meeting places; and,
- Preliminary lotting concepts illustrating the creation of focal points, orientation to public buildings and lands, stormwater management, treatment of natural heritage features, and the interface of residential uses with other uses.

Streetscape Design

- Streetscape treatment proposed including street tree planting, hard and soft surface treatment, landscaping, streetlights, signage and street furniture, median landscapes and boulevard treatment;
- Placement of underground services and utilities;
- Traffic calming devices; and
- Treatment of entrances and gateways.

Built Form

- Types of buildings;
- Preliminary lot configuration and treatment of corner lots;
- Heights, setbacks of buildings; and
- Low Density Residential:
 - Elevations
 - Massing
 - Front entries and porches
 - Treatment of garages
 - Corner lot architecture
 - Special conditions
 - Roof design
 - Utility and servicing elements
 - Site Grading.
- Medium/High Density Residential/Commercial Blocks/Employment Blocks:

- Elevations
- Site layout requirements
- Massing
- Parking
- Landscaping
- Co-ordination of multiple buildings
- Loading, servicing and waste
- Lighting and signage
- Interfaces between residential and employment uses.

Carbon Neutral Design and Sustainability

- Outline the approaches to be used, drawing from best management practices, to address the energy policies of the GID Secondary Plan that contribute to the achievement of *carbon neutral development* including:
 - Energy efficiency
 - Water efficiency
 - Low Impact Design.

Implementation

- Architectural control process;
- Submission requirements; and,
- Monitoring for compliance.

4.7 Open Space System: Trails and Parks Requirements

Parks

The location, size and configuration of urban squares, neighbourhood parks and community parks are to be included in Block Plans in accordance with the 'Open Space System: Trails and Parks' and the 'Guelph Innovation District Secondary Plan' policies of the City's Official Plan. The proposed land uses, population and employment targets included for each Block Plan area in Table 2 of Official Plan policy 11.2.7.3, will guide parkland type and size requirements and the park sizes and configuration will be further refined through the draft plans of subdivision review process.

The parks will adhere to Official Plan and Zoning By-law design criteria, including minimum road frontage requirements, size requirements with an emphasis on provisions for pedestrian and cycling connections for the trail network, and active transportation networks.

Block Plan Area 1 is to include at least two parks as shown on Official Plan Schedule B: Guelph Innovation District Secondary Plan Land Use and described in Official Plan policy 11.2.5.3, each with distinct roles and functions that will serve as a focal point for active and passive recreation. A new Neighbourhood Park is to be included within the designated Residential lands north of the identified Main Street. The second identified park is a new Community Park, with Neighbourhood Park components, within the designated Residential and/or Employment Mixed-use 1 lands south of the identified Main Street.

Block Plan Area 3 will require at least one Neighbourhood Park located within a five to ten-minute walk from the residential area (service radius of about 500 metres), unobstructed by major barriers.

City staff will secure and develop the new parkland through the development approvals process. The configuration of building lots and buildings adjacent to park spaces will be determined through subsequent development applications including but not limited to plans of subdivision and site plan approval.

Where appropriate, the trail network, Active Transportation Links and stormwater management facilities shall be aligned with parks and open space. Linkages with school sites are also encouraged for Neighbourhood Parks under Official Plan policy 7.3.2.4ii).

Trails

Block Plans are to include trails on a mapping schedule along with the active transportation network, parks and layout of development blocks. The trail network established for the GID will be designed and developed in accordance with the City's Trail Master Plan with the trail alignment refined further through the Block Plan(s). In planning the trail system connections to schools, other destinations and to Active Transportation Links, as shown on Official Plan Schedule A: Guelph Innovation District Secondary Plan Mobility Plan, are to be included. Portions of the trail network may be subject to the EIS requirements as part of the Block Plan process.

The open space system is to be viewed as unifying elements to the Block Plan that connects natural and cultural resources, public views, and land uses and activities within the entire Guelph Innovation District. Appendix A: Guelph Innovation District Secondary Plan Heritage illustrates Public Views, Natural Heritage System and Cultural Heritage Resources.

4.8 Consultation Plan and Summary

A summary of the consultation plan, in accordance with the approved Block Plan terms of reference, and outcomes of the consultation shall address the following:

- Consultation goals;
- Known stakeholder perspectives and issues;
- Outline of the type, timing and location of consultation activities, (e.g. facilitated meeting(s), on-line survey);
- Alternative consultation approach if consultation activities do not yield a sufficient number of participants and/or responses to meet consultation goals;
- How consultation activities were communicated (e.g. social media, mailings, newspaper) and input collected and recorded including number of participants, feedback summary;
- How consultation feedback was used in the development of the Block Plan.

The Block Plan is to provide a summary of the public consultation activities and any feedback received from the public, landowners and stakeholders. The summary is to include the number of respondents and the feedback provided. This section must respect the confidentiality of individuals providing comments.

A contact list of those who participated in the consultation shall be provided to the City for the purposes of providing notices with respect to council meetings and/or future consultation with respect to the block plan.

4.9 Mapping, Statistical Information Requirements and Schedules

The Block Plan mapping will be prepared at a scale of 1:3000 and provided in PDF format, the data is to be georeferenced and provided to the City in an AutoCAD, ESRI shape file or ESRI geodatabase format. The following statistical information will be required separately: existing and proposed land use areas by designation type showing gross and net development area, anticipated building GFA for non-residential uses, anticipated employment (where applicable), anticipated parking spaces (where applicable), total number of residential units by type and associated anticipated population. The information listed above will be provided for the Block Plan as a whole as well as by each landowner.

4.10 Implementation

The implementation section will outline how and when the Block Plan area will be developed and how the directions of the Block Plan will be addressed through individual development applications including:

- the type of development applications/planning approvals required for development;
- timing and phasing of development;
- required studies or assessments for specific development approvals; and
- land assembly requirements and coordination with surrounding property owners.

5 Additional Guidance on Study Requirements:

The submission of a Block Plan requires an Environmental Impact Study, a Cultural Heritage Resource Evaluation Report, a Traffic Impact Study and a Carbon Neutral Strategy. Requirements for specific Block Plan areas will be determined through preconsultation and terms of reference for each study are to be submitted with the Block Plan Terms of Reference.

5.1 Environmental Impact Study

An Environmental Impact Study (EIS) will be prepared in accordance with the approved Block Plan Terms of Reference. The EIS is to be approved by the City as part of the Block Plan process and will satisfy the Natural Heritage System requirements of the City's Official Plan to the satisfaction of the City in consultation with the GRCA.

The City's [Guideline for the Preparation of EISs](#) which outlines the requirements and standard process for developing Terms of References and the preparation of an EIS should be followed in the preparation of the Terms of Reference and EIS for the Block Plan.

The EIS will include:

- Field studies to address gaps or updates in subwatershed level information for the applicable catchment or subcatchment areas of the Block Plan
- Integration of the existing management goals and recommendations of the applicable subwatershed study(s).
- Completion of an impact assessment and development recommendations for mitigation, restoration and enhancement following the City's natural heritage system policies based on the Block Plan concept and including all related infrastructure, parks, trails, etc.
- Provide a water balance that is inclusive of natural heritage features and areas based on the Block Plan concept
- Refine stormwater management plans and recommendations including infiltration targets to support and achieve the overall water balance for the Block Plan area and support maintaining or improving the hydrologic functions of natural heritage features and areas, surface water and ground water features (refer to engineering requirements in Section 5.3).
- Provide recommendations for the enhancement and restoration of existing surface water features and their riparian areas; and the management of contaminants (i.e. salt) and runoff, in order to support fish habitat and the improvement of water quality and quantity.
- Assess impacts and develop recommendations to mitigate proposed refinements for the trail network and associated alignments including looking at opportunities to collocate trails with other existing or proposed infrastructure. Where trails are proposed within the natural heritage system, provide recommendations to ensure compatibility between natural heritage features and areas and the proposed trail network including the provision of sufficient space for trails in accordance with the Official Plan Natural Heritage System policies.
- Develop management objectives for stewardship and restoration of natural heritage features and areas, including the provision of recommendations regarding the protection and enhancement of the City's urban forest resources, including the identification of plantable spaces, while also providing opportunities for meadow communities and pollinator habitats.
- An assessment of the carbon sequestration capacity of the Natural Heritage System and its contribution to the GID carbon neutrality goal.
- Identify and develop monitoring and adaptive management recommendations to ensure long-term sustainability of the natural heritage system within the Block Plan area and natural heritage features and areas, surface water features and ground water features.

The need for subsequent site specific environmental studies, their scope and timing will be determined through the pre-consultation process prior to the submission of

development applications and will build from and satisfy the recommendations of the applicable Block Plan EIS.

5.2 Cultural Heritage Resource Evaluation and Methods of Conservation

Cultural Heritage Resource Evaluation Reports (CHRES) are required as part of the Block Plan process for Block Plan Areas 1, 3 and 4 due to the presence of identified cultural heritage resources within these Block Plan areas. The CHRES will confirm the identified and potential cultural heritage resources within the Block Plan area. For Block Plan Area 4, a CHRES will confirm the identified and potential cultural heritage resources within the Block Plan area including the cultural heritage landscape and heritage attributes shown on Appendix A: Guelph Innovation District Secondary Plan Heritage. The CHRES for Block Plan 4 will be prepared by City heritage planning staff in consultation with Heritage Guelph using background reports and materials previously provided by Infrastructure Ontario and their consultants. An important function of the CHRES completed for Block Plan Area 4 is to guide the preparation of a staff report recommending that Council publish its intention to designate a portion of the subject lands as the Guelph Correctional Centre cultural heritage landscape (CHL) under section 29, Part IV of the Ontario Heritage Act. The two CHRES reports for Block Plan Area 1 and 3 will be the responsibility of the respective landowner(s).

A CHRES is a conservation mechanism which will include an inventory and evaluation of cultural heritage resources within the Block Plan area and on adjacent lands in accordance with Official Plan policy 4.8.1.1. The assessment report will outline the cultural heritage value of the identified cultural heritage resources. The Block Plan will include identified cultural heritage resources on a mapping schedule supported by text to discuss their cultural heritage value.

An inventory of cultural heritage resources identified in a CHRES, including resources on adjacent properties, will be based on the City's Municipal Register of Cultural Heritage Properties and the City's Official Plan 11.2.8 Appendix A: Guelph Innovation District Secondary Plan Heritage.

For archaeological assessments, fieldwork must be undertaken by licensed professional archaeologists in accordance with the Ontario Heritage Act and its regulations. The archaeological work for Block Plan Area 4 has been completed and cleared. Archaeological work for Block Plan Area 1 and 2 is currently underway and awaits completion by the landowner and clearance by the City. The archaeological assessment for Block Plan 3 could be done as part of the Block Plan or as part of a subsequent development application.

Subsequent development applications, including any future development within the Guelph Correctional Centre CHL (or on lands adjacent to the CHL), will require the preparation of a Cultural Heritage Resource Impact Assessment (CHRIA) by the development proponent in accordance with the findings of the CHRES and the City of Guelph Cultural Heritage Resource Impact Assessment Guidelines as part of the development approval processes. A CHRIA will make recommendations regarding

mitigation measures that would avoid or minimize negative impacts to cultural heritage resources in the development area. The CHRIA is to be approved by the City and will meet the Cultural Heritage Resource requirements of the City's Official Plan, including the Cultural Heritage policies contained within the GID Secondary Plan 11.2.2.2 policies. Conservation recommendations will be incorporated into the relevant development approval processes.

The need for additional cultural heritage studies and their timing will be determined through the pre-consultation process prior to the submission of development applications. The need for a Conservation Plan(s) may be identified through the pre-consultation process and/or through the completion of a Cultural Heritage Resource Impact Assessment.

5.3 Engineering Master Servicing Plan

A Master Servicing Plan (MSP) will be required to determine the appropriate servicing needs for the Blocks and shall follow the Municipal Class Environmental Assessment Planning process. All projects that are identified through the MSP shall satisfy Phases 1 and 2 of the Class EA process, at a minimum.

The submission will include studies and plans that inform the design of the road network, active transportation network, servicing, and stormwater management facilities. As indicated in Section 1.0, this guidance document is intended to establish the minimum level of detail required of a Block Plan Terms of Reference and a Block Plan, and to support a more inclusive submission with a higher level of detail if a proponent wishes to scope subsequent development applications. Accordingly, the minimum level of Engineering plans and studies will include the following:

- Description of Proposed Development and Required Infrastructure
- Sanitary, Storm and Water Servicing, including Servicing Connectivity to adjacent Blocks and hydraulic grade line assessments
- Establish sanitary and storm drainage area boundaries, confirm capacity of outlets and conveyance systems,
- Location and preliminary sizing of sanitary sewers, storm sewers and watermains
- Phasing/Sequencing of Infrastructure
- Stormwater management strategy including hydrogeological assessment and preliminary design of Stormwater Management Facilities including volumetric sizing, stage/storage/discharge relationship, outlet control calculations, forebay design, length/width ratios, decanting area, access routes, overland flow route.
- Preliminary Grading Plan to a level of detail that ensures that the future subdivision lotting will meet Engineering grading standards
- full transportation network to the local road level including active transportation connections (plan and profile drawings including all road geometrics)
- Noise impact analysis to ensure noise sensitive land uses are located away from noise sources

- A Phase I/One Environmental Site Assessment and subsequent study reports, if required, per the City's guidelines (see below)
- High level cost estimates for engineering works

If a proponent chooses, additional details could be provided at the Block Plan level to help streamline the subsequent development applications. Additional details to consider at the Block Plan level include, but are not limited to:

- road cross-sections that accommodate transportation, servicing needs, and streetscaping requirements, while aiming to avoid locating utilities beneath trees or hardscaped areas.
- Road plan and profile drawings including all road geometrics
- municipal services with detailed design sheets and plan and profiles
- stormwater management strategy/plan including hydrogeological assessment and associated field work to confirm water balance requirements
- erosion and sediment control plans
- geotechnical report to support the proposed road and pipe design
- plans for all other utilities
- on-street parking plan

The most recent versions of the following documents should be utilized when preparing the aforementioned plans and studies. If deviation from the City's Engineering standards is required to achieve the secondary plan vision, innovative engineering solutions may also be considered, to the satisfaction of the City Engineer.

- Development Engineering Manual
- Linear Infrastructure Standards
- Region of Waterloo and Area Municipalities DGSSMS
- Guelph Innovation District Water and Wastewater Study
- Guelph Innovation District Stormwater Management Study
- Guelph Innovation District Hydrologic Modelling (Q1 2019)
- Guidelines for Development of Contaminated and Potentially Contaminated Sites
- Guelph Noise Control Guidelines (Q4 2018)
- Transportation Impact Study Guidelines
- Guelph Active Transportation Network Study
- York Road Improvements Wyndham Street South to East City Limits Class Environmental Assessment
- York Road Environmental Design Study
- Victoria Road (Clair Road to York Road) Class EA Study
- Stone Road Class EA Study

5.4 Transportation: Traffic Impact Study

A Traffic Impact Study (TIS) will be prepared in accordance with a Terms of Reference (TOR) for the TIS as part of the overall Block Plan TOR. The TIS is to be approved by the City as part of the Block Plan process.

The Block Plan will include a road schedule that builds upon Schedule A: Guelph Innovation District Secondary Plan Mobility Plan supported by text to discuss their engineering controls.

Roads shall generally be designed and built in accordance with the standards outlined in Table 1 of the GID Secondary Plan and the policies of the Official Plan.

The active transportation network shall be designed in accordance with the approved Active Transportation Network Study and Cycling Master Plan. The City's approved Active Transportation Network passes through parks and open spaces wherever possible, and aligns within the road right-of-way only where necessary to connect the network, and where fully-separated facilities in the boulevard are possible. The cycling network is within the road right-of-way. Active Transportation network connections must follow the design guidelines stated in the Guelph Active Transportation Network Feasibility Study and Design Guidelines, pages 28-45.

Consultation with Engineering staff with respect to minimum facility design standards is required and the final design will be subject to staff's approval as part of the recommended Block Plan.

GID Block Plans 1 and 4 must show how the GID Active Transportation Links on Schedule A: Guelph Innovation District Secondary Plan Mobility Plan connect with the approved Active Transportation Network segments west of Victoria and along Watson Parkway and/or York Road (shown on Figure 5.1 and Sheet 37 and 39 of the Council approved Guelph Active Transportation Network Study), with consideration to connecting to other major transit stops and cycling routes within the block plans' proposed road network. The Block Plans will indicate the proposed alignment and rights-of-way for these connections as part of the road pattern mapping schedule prepared for the Block Plan.

5.5 Carbon Neutral Energy Strategy

A Carbon Neutral Energy Strategy is to be included in the Block Plan that outlines the approaches to be used, drawing from best management practices, to address the net zero/renewable energy policies of the GID Secondary Plan that contribute to the achievement of *carbon neutral development*.

The overall vision for the GID is for a compact, mixed-use community that is attractive, pedestrian-focused and human-scaled. The GID "protects valuable natural and cultural heritage resources while fully integrating them with the new community, features sustainable buildings and infrastructure, and works towards carbon neutrality".

The Secondary Plan policies contain a number of methods to approach carbon neutrality in a cost-effective manner including:

- Decrease energy usage and emissions from transportation through transportation infrastructure that encourages walking, cycling, public transit and use of low-energy vehicles (Policy 11.2.3.1.2, 11.2.4.3, 11.2.4.4, 11.2.6.1.2)

- Provision of centralized shared parking (Policy 11.2.4.10.3)
- Gains in energy efficiency in built form and by sourcing additional needs from renewable energy sources such as wind, solar, and biomass energy (Policy 11.2.3.2.2)
- Encourage a majority of the available roof area of new development to be dedicated to roof top solar technologies such as photovoltaic or solar thermal (Policy 11.2.3.2.4)
- Encourage water efficiency measures including greywater reuse or rainwater harvesting (Policy 11.2.3.3)
- Use of Low Impact Development (LID) measures to minimize stormwater run-off and recharge groundwater and promote compact connected development (Policy 11.2.3.4, 11.2.6.1.11)
- Protection of the Natural Heritage System, urban forest and site topography (minimize the need for re-grading on site) (Policy 11.2.2.1, 11.2.2.3, 11.2.2.4, 11.2.6.1.8a))
- Mix of land uses and density of development with residential areas supporting medium density housing forms and apartments with a limited supply of low density housing forms (Policy 11.2.6.1.2, 11.2.6.1.4, 11.2.6.3.5.1)
- Block and building development to maximize solar gain, minimize shadowing and promote pedestrian-oriented development (Policy 11.2.6.2, 11.2.6.3.5.4)

The City may provide relevant best practices information in lieu of a GUID Implementation Strategy identified in policy 11.2.7.5.1 that will serve as guidance to assist proponents rather than set prescriptive targets.

The Carbon Neutral Strategy will look at the energy demand of the proposed development and energy generation potential drawing from the above. The emphasis will be on achieving the desired outcome of net zero carbon, rather than mandating specific technology solutions.

6 Deliverables

6.1 Block Plan Terms of Reference

A Block Plan Terms of Reference will be officially received and processed once the General Manager of Planning and Building Services is satisfied that it is complete.

A complete submission consists of the following:

1. A signed letter of authorization from the owner(s) of the property for those applications submitted by an agent.
2. A cover letter that includes: a contact name, address, email and phone number; site address(s) (street and number) and legal address(s) within the Block Plan Area, and date of submission.
3. Eighteen (18) hard copies of the Terms of Reference and one digital pdf copy of the Terms of Reference.

Hard copies are required for distribution to internal City departments as part of the review of the submission.

6.2 Block Plan

A Block Plan will be officially received and processed once the General Manager of Planning and Building Services is satisfied that it is complete, and conforms to the approved Terms of Reference and Official Plan.

A complete submission consists of the following:

1. A signed letter of authorization from the owner(s) of the property for those applications submitted by an agent.
2. A title page that includes: Block Plan identifier (e.g. GID Block Plan Area 3), site address (s)(street and number) within the Block Plan Area, lists the principal author(s) of the Block Plan, the consulting firm(s) and date of completion.
3. Contact information for the principal author of the report: address, email and phone number.
4. Eighteen (18) hard copies of the Block Plan and one digital pdf copy of the Block Plan.
5. One digital copy for each of the mapping schedules included in the Block Plan that are scaled in metric.
6. Eighteen (18) hard copies and one digital pdf copy of all supporting technical and background reports as required.

Mapping schedules are to be provided in an AutoCAD, ESRI shape file or ESRI geodatabase format. The City may request a higher number of supporting technical and background reports to accommodate requirements for Environmental Impact Statements, etc.

Hard copies are required for distribution to internal City departments as part of the review of the submission.

7 Consultation

The Block Plan proponent is required to advise adjacent landowners of the initiation of a Block Plan, i.e. submission of a Block Plan Terms of Reference. Proponents will also need to consult with external stakeholders including but not limited to the Grand River Conservation Authority, Ministry of the Environment, Conservation and Parks, Ministry of Natural Resources and Forestry, adjacent municipalities as appropriate etc. in preparing the Block Plan and supporting study requirements. Public consultation on the Block Plan is to occur prior to its formal submission to the City for Council endorsement of the Block Plan.

The proponent should consult with the appropriate City Departments as the Block Plan is developed depending on the content of the Block Plan as outlined in the approved Terms of Reference.

Consultation with adjacent landowners, stakeholders and the public is to occur in accordance with the consultation plan developed for the Block Plan.

The City will formally circulate the Block Plan to agencies and advise adjacent landowners and the public of Council's consideration of the Block Plan.

8 Approval

The Block Plan Terms of Reference is to be submitted to Planning and Building Services for approval by the General Manager of Planning and Building Services which is anticipated to take approximately 30 days.

The Block Plan, completed in compliance with the approved Terms of Reference, is to be submitted to Planning and Building Services for review. Once the Block Plan is completed to staff's satisfaction it will be presented to Council for their information and endorsement which is anticipated to take approximately 60 days. A development application(s) within a Block Plan area can be submitted following Council endorsement of the Block Plan.

9 Implementation of an Approved Block Plan

Applications for a Zoning By-law Amendment, site plan, draft plan of subdivision and/or consent approvals cannot be submitted until the Block Plan has been endorsed by Council. All proponents are required to [request a mandatory pre-consultation meeting](#) with the City's Planning and Building Services prior to the submission of development applications (Official Plan Amendment, Zoning By-law Amendment, Plans of Subdivision, Plans of Condominium, Site Plan Approval) to identify studies/reports required to commence processing of the development application(s). Zoning Amendments and Plans of Subdivision are approved by Council. Site Plans and consent applications are approved by City staff and the Committee of Adjustment respectively.

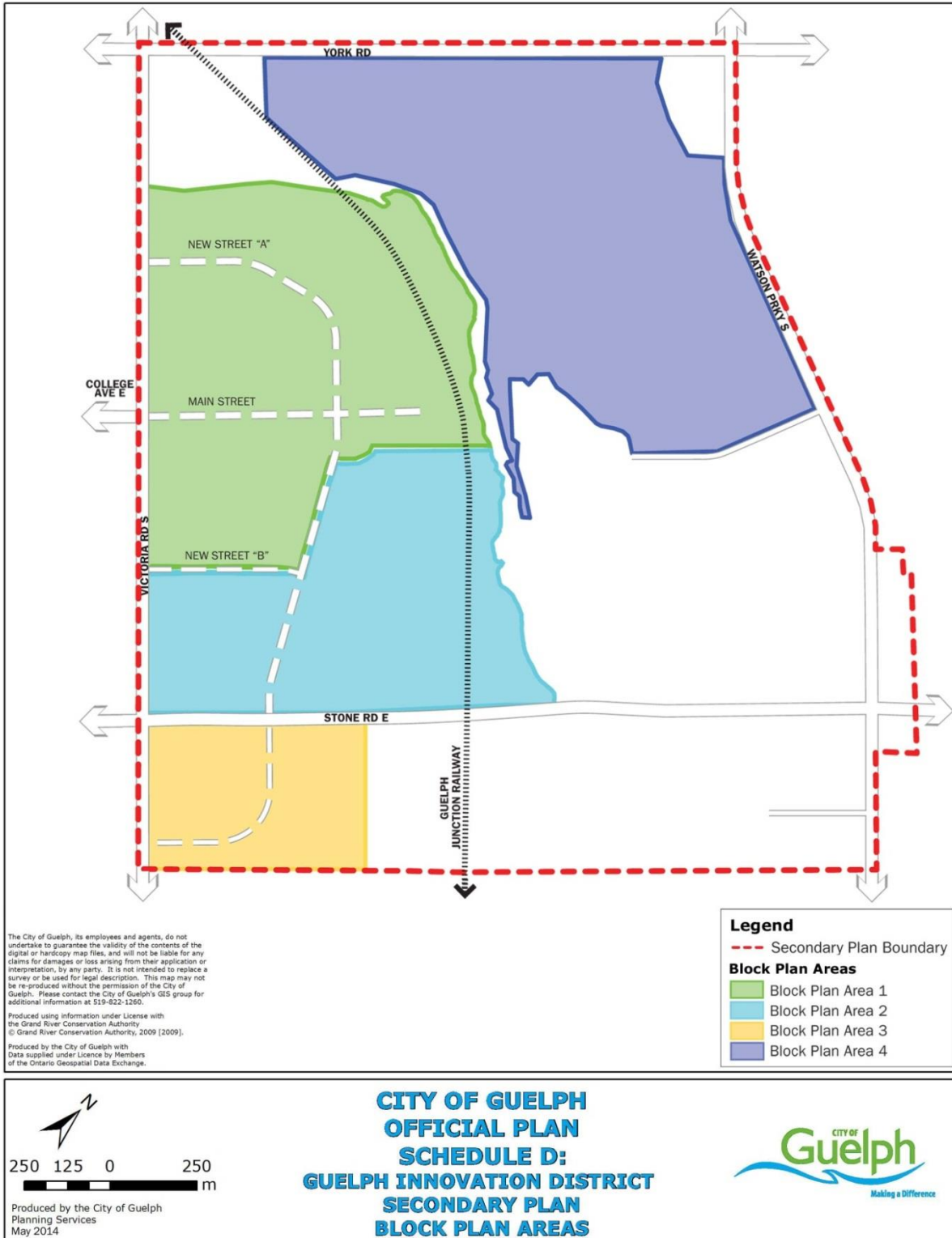
Planning staff will work with landowners throughout the Block Plan process to provide the opportunity to streamline subsequent submission requirements for future development requirements. In addition, the preconsultation process for development applications can commence prior to endorsement by Council provided that the block plan process has proceeded to the point where the requirements for a complete application can be determined.

Zoning By-law amendments, site plan applications, draft plans of subdivision or any phases thereof, for properties subject to Block Plans shall demonstrate to the City's satisfaction that the proposed development is generally consistent with the applicable Block Plan and will contribute to meeting the principles, objectives and applicable policies and targets of the GID Secondary Plan. Block Plans may be amended through the development approvals process, provided the relevant

policies of the GID Secondary Plan continue to be satisfied, e.g. how proposed land uses and density will contribute to the achievement of the population, employment and density targets (See OP Policy 11.2.7.3, Table 2).

10 Resources

GID Block Plan Areas (OP Schedule D: Guelph Innovation District Secondary Plan Block Plan Areas)



Block Plan Area Targets (OP Policy 11.2.7.3, Table 2)

	Population Target	Employment Target	Residential Density (units/net ha)	Employment Density (jobs/net ha)
Block Plan Area 1:	4,600	1,700	75	135
Block Plan Area 2:	N/A	2,500	N/A	90
Block Plan Area 3:	2,000	1,300	75	135
Block Plan Area 4:	N/A	750	N/A	N/A

Available Background Information:

- City of Guelph Official Plan
- Mandatory Pre-Consultation Meeting Request Form
- Environmental Impact Study Guidelines
- Cultural Heritage Resource Impact Assessment Guidelines
- Municipal Register of Cultural Heritage Properties
- Heritage Impact Assessments and Conservation Plans (Provincial Policy Statement InfoSheet 5)
- Transportation Impact Study Guidelines
- Guelph Cycling Master Plan (2013)
- Transportation Master Plan (2005 Guelph-Wellington Transportation Strategy)* being updated this year - 2020
- Guelph Active Transportation Network Study (June 2017)
- Development Engineering Manual
- Guelph Innovation District Water and Wastewater Study
- Guelph Innovation District Stormwater Management Study
- Guelph Trail Master Plan
- Parks and Recreation Master Plan
- Urban Design Manual
- Built Form Standards for Mid-Rise Buildings and Townhouses
- Urban Design Brief Terms of Reference
- Guidelines for Development of Contaminated and Potentially Contaminated Sites
- Guelph Noise Control Guidelines (Available Q4 2018)
- Linear Infrastructure Standards
- Region of Waterloo and Area Municipalities DGSSMS
- Guelph Innovation District Hydrologic Modelling (Q1 2019)

- York Road Improvements Wyndham Street South to East City Limits Class Environmental Assessment
- York Road Environmental Design Study
- Victoria Road (Clair Road to York Road) Class EA Study
- Stone Road Class EA Study

For more information:

Planning Services

Planning and Building Services

519-837-5616

planning@guelph.ca

Alternative formats are available as per the Accessibility for Ontarians with Disabilities Act by contacting Planning and Building Services at 519-822-1260 extension 5616.